Welcome to the School of Electrical Engineering and Computer Science (EECS)
Master Coordinator – Contact Details

• Nina Werner - School’s Office of Student Affairs
• Elektrum: Kistagången 16 (or Isafjordsgatan 26), floor 3, Elevator B, Kista
• Available during drop-in hours or by appointment. Send an e-mail
• E-mail: ens-master@eecs.kth.se
I’m your programme coordinator…

…your contact person at EECS School and can help you with:

• Add/change courses
• Visa extension and other kinds of certificates
• Official transcripts
• Study planning
• Master’s thesis application and info
• Degree application and transfer of credits
• Other administrative, practical issues
Agenda

10:00 – 11:00 Practical information concerning your studies, IT and Student Union information

11:00 – 12:30 Guided tour Kista

14:00 – 15:00 Specific Programme information with the Programme Director
KTH Schools

1. School of Architecture and the Built Environment
2. School of Engineering Sciences
3. School of Industrial Engineering and Management
4. School of Engineering Sciences in Chemistry Biotechnology and Health
5. Electrical Engineering and Computer Science
KTH in numbers

- 13,000 full-time students
- 2,000 doctoral students
- 3,700 full-time employees
- 305 professors
- 283 associate professors
- Around 100 nationalities represented
**KTH main page and Personal menu**

News feed – News from your courses and more

Fill in your temporary postal address – Important to receive the Student ID-card

Do not forward e-mail if you have a hotmail or livemail – it doesn’t work
Personal menu - Services

Create transcripts, certificates and find your T-number (Civic Registration Number)
Student web (Student at KTH)

Newly admitted students

Have you been admitted as a student at KTH starting this autumn? Congratulations—an exciting future awaits you!

We have gathered all the information you need before arriving in August.

New student at KTH

Have you been discriminated against or sexually harassed?

If you need support when you feel that you have been discriminated against, harassed, sexually harassed or victimized contact your appointed contact person at your School.
Programme web
Information about your studies at KTH

• Every academic year is divided into 2 semesters (Autumn and Spring) and in 4 periods

• Autumn semester HT19: 2019.08.26 until 2020.01.14 (P1 and P2)
  Spring semester VT20: 2020.01.15 until 2020.06.01 (P3 and P4)

• Exams are held at the end of each period

• Course registration is mandatory and should be done no later than September 2\textsuperscript{nd}. Without a course registration you cannot get access to the course material, register for exams and your results can’t be reported. Registration of a course assumes course selection and indicates your intention to attend the course that you have been admitted to.

• Early interruption of a course has to be done within 3 weeks from course start. Important for fee paying students!

• You will select your courses for the upcoming semester (spring VT20) via universityadmissions.se.

• Course election dates to remember: 1 – 15 November for your spring courses and 1 – 15 May for your autumn courses. Check your course schedule online to avoid course clashes.
More about course selection

• Think about the limit - 120 credits REGISTERED COURSES!!!

• A maximum of 4 courses per semester.

• If you remove a compulsory course, you might not fulfill the requirements in order to get the degree.

• Keep always the compulsory courses on the highest priorities in your application.
Courses

Normally each course at KTH has a name and a course code

For example IL2206 – Embedded Systems

All courses starting with the letter I, E and D are offered by the EECS School
Registration to examinations

• You need to be admitted and registered to the course to be able to do your examination

• It is mandatory to register for the examination at KTH, during the registration period.

• Registration is made through your personal menu.

• Problem to register for a EECS examination, please turn to our Student Support by following the link: www.kth.se/en/eecs/studentsupport

• Problems to register for an examination at another School at KTH Campus, please contact their school’s administration.
Rules of KTH’s examinations

• The hall will be opened up 10 minutes before the settled start time.

• You need to bring valid identification (ID-card or passport) Without a valid ID you don’t have the right to sit the exam.

• You have a guaranteed seat until 30 minutes after the start of the exam.

• If you have not registered you can only sit the exam if there are seats available and you do have to bring a printed copy of your course registration certificate with you.

• For more information regarding rules and regulations please follow the link: https://www.kth.se/en/student/kurs/tentamen
Degree and graduation

• When you have completed your studies at KTH you personally need to apply for a degree to receive one. It is done through the personal menu online.

• The Graduation Ceremony is held at the City Hall twice a year (May and December)
FUNKA – Additional support for students with disability

• If you need help with study support please contact our FUNKA Coordinators:

  Coordinators at Funka

• Ann Heijkenskjöld
• Alexandra Kontcell
• Olof Landin

• Visiting adress: Drottning Kristinas väg 4, 100 44 Stockholm
  Email: funkा@kth.se Phone number: 08-790 75 00

• If you want to apply for support visit the homepage:
  https://www.kth.se/en/student/studentliv/funktionsnedsättning
Student Health

At the Student Health Service you can receive counselling and support for psychological problems related to your studies from a nurse or a social counsellor. The staff is bound by professional confidentiality and the services are free of charge.

They offer help for problems regarding: stress, anxiety, mood swings, health counselling (sleep, nutrition etc.) drugs and alcohol related issues, crises management, relationships, discrimination and more.

All appointments are booked in advance:

Phone: +46 8 120 125 00
E-mail (nurse): studenthalsan-skoterska@avonova.se
E-mail (social counsellor): studenthalsan-kurator@avonova.se
Information from Central KTH Administration – Course/Film clips in Canvas
https://kth.instructure.com/enroll/J4BKRW

- Central study- and career counselling service
- Students that have a documented permanent disability funk@kth.se
- Student Health Service
- KTH Library
- Introduction to IT
- KTH’s values and JML (gender equality, diversity and equal opportunity
KTH has zero tolerance for discrimination and harassment
If you see someone being harassed or experience it yourself, please contact us.

Contacts at Schools:

• **ABE**: Cecilia Månson Blom, +46 8 790 94 21  cecilia.manson@abe.kth.se
• **CBH**: Pelle Dalhammar, +46 8 790 65 19  perda@kth.se
• **EECS**: Marianne Lundin, +46 8 790 44 82  marianlu@kth.se
• **ITM**: Andreas Alm Arvidsson, +46 8 790 91 60  andreas.alm.arvidsson@itm.kth.se
• **SCI**: Hannasara Karlsson, +46 8 790 75 88  hsk@kth.se

Central points of contact:

• **KTH student support**:
  Lena Salomonson: +46 8 790 65 35  lenaas@kth.se
  Nina Holmsten: +46 8 790 61 76  nholmste@kth.se
• **THS student union**: +46 79 347 96 87  studiesocialt@ths.kth.se
• **Student health**: +46 8 120 125 00  studenthalsan-skoterska@avonova.se
Student support and services

School’s Office of Student Affairs
On the 3rd floor

My Drop-in hours
Tuesdays 9:00-11:00
Other hours - available by appointment. Send an e-mail!

To hand in original documents
White mailbox outside the drop-in room

Student service support and service center
For help with registrations, results, exams and much more, send an email.
www.kth.se/en/eecs/studentsupport
Contact information – Master Coordinators

Master coordinators

Common page for overweb: "ICT master"

May-Britt Eklund Larsson, Lina Lehn and Nina Werner are master coordinators for programme students at KTH Kista. Contact the master coordinators if you have questions concerning planning of your studies, course election or other issues about your studies.

You can reach the master coordinators via e-mail, or visit them at drop-in.

Drop-in hours
May-Britt Eklund Larsson: TIVNM, TCOMM
Fridays 12:30 - 14:30 Last drop-in before summer 14/6. First Drop-in after summer: 16/8. Available other days by appointment. Please contact: lettinnovation-master@eecs.kth.se & com.secml-master@eecs.kth.se

Lina Lehn: TIVNM only HCID/HCIN & VCCO/VCCN
Available by appointment. Please contact: lettinnovation-master@eecs.kth.se

Nina Werner: TEBSM, TSTEM, TSCDM
Available by appointment. Please contact: ets-master@eecs.kth.se

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Enjoy your time at KTH and keep yourself updated

Don’t forget to regularly check your KTH-email account and the programme web!

• I will use it to inform you about important matters concerning your studies

• Always write your KTH-number (T-number) or Swedish personal-number in your emails
Lunch tickets – reduced price 50 SEK available, only for 22 August!
Specific Programme information after lunch

- **Nanotechnology** - Programme Director Mattias Hammar
  Hall 204 between 2 pm – 3 pm

- **Embedded Systems** - Programme Director Zhonghai Lu
  Hall B between 2 pm – 3 pm

- **Software Engineering of Distributed Systems** – Programme Director
  Mihhail Matskin, Hall 208 between 2 – 3 pm
Questions?