

**STUDENT COMPASS**  
**BACHELOR PROGRAM**  
**IN BUSINESS AND ECONOMICS**  
**2020**





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STOCKHOLM SCHOOL OF ECONOMICS IS A PRIVATE UNIVERSITY FOUNDED IN 1909. AROUND 1,800 STUDENTS STUDY AT SSE, WHICH HAS AROUND 300 EMPLOYEES, INCLUDING ROUGHLY 150 RESEARCHERS AND 39 PROFESSORS.



# WELCOME TO THE STOCKHOLM SCHOOL OF ECONOMICS!

We are happy and honored that you have chosen to apply to our Bachelor Program in Business and Economics.

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We look for talented and motivated students with diverse backgrounds and we will do our best to help you to establish a broad foundation for a future career in business, entrepreneurship, governmental and non-governmental organizations and in academia.

At SSE, we aim to provide an intellectually vibrant place where the big societal questions are discussed. We also want to provide a platform where you can connect with diverse groups of people and have fun. Our students are essential for achieving these aims. We very much look forward to meeting you and welcoming you to the "SSE Family"!



Karin Fernler  
Program Director



Maria Frithz Warg  
Program Director

# REGISTRATION AND INTRODUCTION

There is a lot to think about when beginning a new educational program.

For you to quickly and easily get your bearings, we have compiled this Student Compass. Here, you can find brief information about the structure and content of the program and what applies at SSE, as well as references for where you can find more detailed information. Hold on to the compass – it can be good to have as a reference!

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Your studies will begin with a compulsory introduction week where we mix academic, social and practical activities. During the week, you will take your first steps into the community that characterizes the Stockholm School of Economics. You will have an opportunity to get to know the premises, your classmates and our unique educational environment.

The introduction week is a joint venture between SSE – the Stockholm School of Economics – and SASSE – the Student Association of the Stockholm School of Economics. After the introduction week you will have an understanding of what academic studies involve and how practical matters work at SSE. But the week also includes various social activities, all together to give you a good

start and make you feel welcome! Before the introduction week you are welcome to participate in a two weeks long Math course – to repeat and prepare for the program. A detailed schedule for the introduction week will be sent out in August but save the dates now already. You will be busy from early morning until late night, so prepare for an intense week!

## IMPORTANT DOCUMENTS

SSE is a private institution of higher education and differs in some respects from its state-run counterparts in Sweden. We have two important documents that will guide you through the studies:

- BSc Student Handbook
- BSc Degree Requirements



It is important that you are aware of the SSE Academic Regulations, which can be found in the BSc Student Handbook. When registering at SSE you sign a student pledge which, among other things, confirms that you accept the school's rules about the minimum number of credits required and exam procedures and that you, at all times, will act as a good ambassador of SSE. A copy of this pledge is enclosed in the BSc Student Handbook for your reference.

Other important sources of information are:

- SSE Portal
- Student Association (SASSE)
- Guide for International Students – if you are moving to Sweden

## IMPORTANT DATES

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August 10	Welcome lunch at SSE at 11:45–13:00
August 10–20	Summer Math
August 24–25	Registration
August 24–28	Introduction week

During the summer, we will contact all newly admitted students. You are sure to have quite a few questions, and this will give you a chance to get some answers, whether it concerns your studies or something else in connection with your time here.

# SSE ACADEMIC STRUCTURE

All educational programs at the Stockholm School of Economics are based on research and stress a theoretical and analytical approach.

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## TEACHING METHODOLOGY

The teaching methods is a mixture of American and European teaching methods and theories. Some modules are characterized by more traditional teaching, with lectures, written course assignments and seminars. In others, the teaching is based on cases; active participation in class is expected and contributes to the final grade. Many of the course modules require substantial preparatory reading.

As an SSE student, you are part of a student body of about 1800 active students. You may find that the structure of examination differs from what you are used to. SSE exams put great emphasis on not only understanding the material from the respective module, but also being able to connect and integrate learning across different topics.

## SSE ACADEMIC YEAR

The SSE academic year consists of two semesters, fall (August–December)

and spring (January–June), each worth 30 ECTS credits. Every semester consists of two periods and you study two courses in parallel every period. To complete the program, you will have to take a total number of 180 ECTS credits. Exact dates for each period, semester and exam weeks you will find on the SSE Portal.

## BACHELOR PROGRAM IN BUSINESS AND ECONOMICS

The program extends over three years (180 credits) and during the first three semesters you will study mandatory courses that gives you a broad academic foundation in business administration, economics, business law, statistics and finance.

During the last three semesters you will study elective courses of your choice as well as delve deeper into one or two specializations. In one of these you will also write your degree project (15 credits).

During your last year you can do one of the semesters abroad on exchange.



# OUR MISSION – YOUR EDUCATION

The Stockholm School of Economics' Educational Mission is based on the view that the decision makers of tomorrow will approach the world with curiosity and confidence.

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In terms of processing capacity, future decision makers will often be outperformed by artificial intelligence, robots, and machines. However, human beings' core competence is being human, and SSE's new learning objectives, or Educational Mission respects this. The decision makers of the future will be those who make use of their human potential. Accordingly, SSE has formulated its Educational Mission with the abbreviation FREE, which stands for:

## **FACT AND SCIENCE BASED MINDSET**

We are fundamentally a scientific institution, and facts are the basis for all critical and analytical thinking. An SSE graduate will make decisions based on facts and have the ability to differentiate between types of knowledge. This ability becomes particularly important in a world of alternative facts, "fake news" and filter bubbles.

## **REFLECTIVE AND SELF AWARE**

The future will require more reflection and self-knowledge. SSE-trained individuals will be able to contemplate what role they play in the world, understand the impact they have on others, evaluate their personal preferences, and be aware of how their choices are determined.



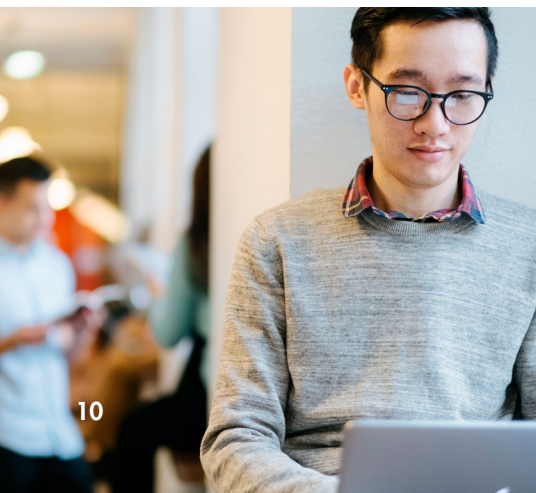


## **EMPATHETIC AND CULTURALLY LITERATE**

Empathy and cultural sensitivity are so far, something that artificial intelligence cannot accomplish. We are convinced that an empathetic person becomes a better leader and decision maker; thus we hope our students will be able to consider the perspective of others fully. Cultural literacy is also critical. To interact with someone from another background, expertise, or profession than one's own is a prerequisite for the future.

## **ENTREPRENEURIAL AND RESPONSIBLE**

Students graduated from SSE will have an entrepreneurial and creative approach to the world. They will strive to create change in a responsible manner. They should not accept the status quo but seek improvement for society and the world at large.



# PRACTICAL INFORMATION

## SSE PORTAL

SSE Portal gives you access to your personal records and information about your studies at SSE. You will get full access to the SSE Portal during the registration days in August.

On the start page "Programs", you will find your program news, course news, schedule and a link to your SSE e-mail account etc.

By clicking on the tab "Courses" you will go to the page "My Courses". This page contains information about all courses, seminar groups and exams you are currently registered for. It is also the start page for seminar and exam registrations and withdrawals.

All your course results are to be found on the page "My Results" which you can reach through the tab "Courses". On the page "My Certificates" you can download transcripts and certificates.

On the site "Support" you will find information such as how to connect to the wireless network, information about exchange programs, study counseling, how to order official transcripts, how to apply for a degree certificate etc.

Via the "Tools" menu you can for example register your address, change password and get credentials to the wireless network eduroam.

## OFFICE 365

As a student at SSE, you have access to Microsoft Office 365. Please note, that the offer applies to active students. Within Office 365 you have access to several services, which give you the opportunity for collaboration and communication. As a student you have a 1 TB storage space for your files in the cloud. Please keep in mind that you are responsible for the materials you upload on OneDrive and handle in the applications.

## SSE EMAIL

As a part of Office 365, you will obtain a personal e-mail address at SSE, based on your registration number which is given to you during the registration in August. If your registration number is for example 80004, your e-mail address will be: 80004@student.hhs.se. You can reconfigure your account to the mailing software on your own computer or laptop. Instructions are found on Student IT Support web site and help is available at the service desk. You are not allowed to sign up for any mailing lists with this account, to prohibit spamming.

## MY ADDRESS AND ICE

When you have received your SSE registration number during the registration, it is of great importance that you register your postal address and the phone number in "Tools".

If you change your address while staying in Stockholm, you are responsible for updating it on the SSE Portal.

Various information is sent to the student addresses: general information, evaluations, invitations to events, grade transcripts etc. The Student Association may also, if they consider it to be in the interest of the students, allow commercial distribution. You are, however, able to decline these offers. It is also common that companies contact various categories of students for recruitment purposes.

Please make sure to also register your contact information In Case of Emergency (ICE).

## REGISTRATIONS

**Courses:** All new students are automatically registered for the courses during the first fall. For the following semesters, you will have to register yourself for the courses you intend to attend. This is done on the page "My Upcoming Courses". Please note that you are obliged to withdraw from courses you will not attend.

**Seminar Groups:** You register for and withdraw from seminar groups on the page "My Courses".

**Exams:** You will automatically be registered for the main exam if you are registered for the course. If you need

a re-exam you will have to register for that specific exam by yourself. If you do not intend to take an exam you have been registered for, you will have to withdraw your registration. You register for and withdraw from exams on the page "My Courses".

## EXAMS

On the day of the exam you will be able to find information on the page "My Schedule" about where you will be seated. The information is published at midnight on the day of the exam. You need to be familiar with the SSE exam rules before attending your first exam. They are available in the Student Handbook and on the Support site on the SSE Portal.

You need to bring a valid identification card to be eligible to attend an exam.

If you do not have an ID and sit down at your place in the exam hall it will be counted as a used exam opportunity for that specific course. The exam result will be registered as a Fail.

You are guaranteed examination on the same course content in one re-exam following the main exam. After that the content may be altered.

## HOUSING OFFICE

Housing Office services are available to the students who have received housing via SSE, the office administrates lease agreements and allocation of housing. Location and visiting hours here:

[hhs.se/en/Education/study-at-sse/housing/contact-housing/](https://hhs.se/en/Education/study-at-sse/housing/contact-housing/)



### **ACCESS CARDS & SECURITY**

SSE is located in the middle of Stockholm, which brings closeness to a wide variety of cultural events, sports, shopping, leisure activities etc. This also means that security procedures must be observed. Every SSE student will be offered to purchase an access card. The card is personal and must not be lent to anyone else.

More information will be given during the introduction days.

### **FIRE ALARM INFORMATION**

If the fire alarm is activated, everyone on the school's premises must know how to leave the building and where to assemble. There are signs posted around SSE showing evacuation routes and assembly points. Familiarize yourself with those in advance and in non-urgent situation.



# OPTIONAL PROGRAM COMPONENTS

## If you would like to go abroad

### **BSC STUDENT EXCHANGE PROGRAM**

BSc students can go on exchange to one of SSE's prominent partner universities. You can go abroad for one semester (fall or spring) during the third year. A vital part of the program is of course that SSE receives students from all over the world every year. The student group in most courses will consist of a mixture of SSE and international students.

## If you stay in Sweden

### **ELECTIVE COURSES**

During the third year, students who stay in Sweden choose from a range of elective courses at SSE, offered by different departments.

# COURSES OUTSIDE DEGREE REQUIREMENTS

## SWEDISH LANGUAGE COURSES

Our students do not need to speak Swedish to enroll and succeed in the program as all BSc courses at SSE are offered in English. However, knowledge of Swedish can help you enrich your experience at SSE and in Stockholm. In addition, knowledge of Swedish is essential for anyone hoping to work for a Swedish firm. While the major Swedish organizations operate globally, adopt an international outlook and use English as their corporate language, their operations in Sweden are rooted in the local society and use the local language in many contexts.

Therefore, SSE offers Swedish language classes free of charge to all the international students. The courses are offered on three levels (1004 Introductory Swedish, 1003 Introduction to Business Swedish, and 1005 Professional Swedish 1: Oral skills). You can register for these courses as soon as you receive your SSE student number. The credits for the courses are not counted towards BSc degree, however, successfully completed courses are listed on a supplement to the degree certificate.



## OTHER COURSES

SSE also offers a number of other courses outside the degree requirements. Among them are language courses, courses offered by the Swedish Program (an independent program, sponsored by a consortium of American colleges and universities, and affiliated with the Stockholm School of Economics), tax law, etc. The current list of the courses is available on SSE Portal. The credits for the courses are not counted towards BSc degree, however, successfully completed courses are listed on a supplement to the degree certificate.

# PROFESSIONAL SERVICES SUPPORT

Studying at SSE can be rather intense, and it is important that all the practicalities surrounding your study situation are working smoothly. We take a sincere interest in the students' well-being and integrity, and you are always welcome to contact SSE staff for any reason. The school has a very strict policy concerning harassments of all kind, and there are disciplinary measures for violations.

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## ACADEMIC GUIDANCE

If you have any questions regarding your study situation or study performance our Academic Advisors can provide answers and support in this matter. The Academic Advisors offer personal guidance such as study planning, study techniques and counselling. Students that might be unhappy for various reasons and are feeling down are also welcome to contact our Academic Advisors.

E-mail: [academic.advisor@hhs.se](mailto:academic.advisor@hhs.se)

## SUPPORT TO STUDENTS WITH DISABILITY OR SPECIAL EDUCATIONAL NEEDS

If you have a chronic disability and have special educational needs, SSE can offer support. Based on a personal application and individual assessment measures such as note-taking assistance, adapted exams, mentor assistance and talking books can

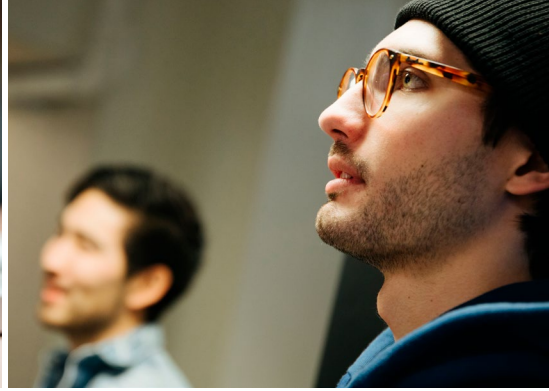
be provided. If you are entitled to special educational support, please contact our Special Needs Coordinator.

E-mail: [specialneeds@hhs.se](mailto:specialneeds@hhs.se)

## STUDENT HEALTH

The Stockholm Student Health Unit can help you deal with any physical, psychological and social problems that may affect your study situation. You can make an appointment for the health counseling and psychological groups. You can also get telephone counseling for various matters. If your problem is related to areas other than those dealt with by the Student Health unit, they will always provide you with the information about where to turn instead. Please read more at [www.su.se/english/education/during-your-studies/stockholm-student-health-services](http://www.su.se/english/education/during-your-studies/stockholm-student-health-services)





## STUDENT IT SUPPORT

Student IT Support will assist you with everything related to the student computer environment at SSE: passwords, printing, solving technical problems with SSE computers, as well as with connecting your own laptop to the SSE wireless network. At Salmätargatan 13–17, you have access to four computer labs with computers as well as printers and scanners. The computer labs are open 24 hours a day, seven days a week. Since the number of student computers is limited, SSE strongly recommends students to bring their own laptops.

You will find further information at the SSE Portal: [portal.hhs.se](https://portal.hhs.se)

## EQUALITY AND DIVERSITY

At SSE, we actively work for equal opportunities, increased diversity, and an environment that is free from discrimination and harassment. Our goal is that students feel encouraged and welcome to study at SSE regardless of their gender, ethnicity, gender identity or expression, social background, disability, sexual orientation, age, or religion or

other beliefs. We also provide different kinds of pedagogical support to students with permanent disabilities. Read more at [hhs.se/equalitydiversity](https://hhs.se/equalitydiversity)

## LIBRARY

SSE Library is a fully equipped research library open for students, researchers and the general public. It covers the fields of business administration and economics, but also has collections in law, statistics and social sciences. The Library is located in the historic part of the building and is famous for its beautiful book tower. With a lot of study places, it's a popular spot among students.

The collection is acquired in collaboration with SSE researchers and contains digital as well as printed resources. The library subscribes to virtually all major academic journal databases and also to a majority of databases on statistics and company information. As a student you have access to all digital resources both on and off campus. The textbook collection includes a limited set of all compulsory course literature.



Classes about information search and library resources are held for all bachelor and master students writing their thesis, and the library also offers the possibility to book a librarian for individual tuition. On top of that the library hosts the event series SSE Library Sessions with workshops, author talks and lectures on literature and writing.

For further information please visit the library web pages or follow us on Facebook or Instagram!

## FINANCIAL TIMES

SSE has a license agreement with Financial Times that gives full and unlimited access to ft.com through desktop and mobile devices. The subscription also makes it possible to make use of additional digital features. Sign in with your student email address to gain access. Contact SSE Library if you have any questions.

## CAREER MANAGEMENT & PROFESSIONAL DEVELOPMENT

Career Management offers you information, support and advice in all career related areas. On the Career Support portal SSE Career Hub, you will find current job and internship opportunities, company profiles as well as interactive resources and the appointment module to book one-on-one Career Coaching. You log in with your student credentials after you have enrolled.

[hhs.se/careermanagement](https://hhs.se/careermanagement)

## THE STUDENT ASSOCIATION (SASSE)

SSE has one of the Nordic's most active student associations, offering extensive opportunities to influence your education and get involved in various projects outside of your studies. The premises located on the lower level of Sveavägen 65 houses most of our committees as well as the SASSE Reception.



At the SASSE Reception, you will be able to get assistance with the Mecenat Card, buy SSE apparel, get access to the various student association rooms, and take part in other support functions. This is also where the association's presidium has their offices, which are always open for you to come in and voice your opinions or ask questions.

For further information, please contact [info@sasse.se](mailto:info@sasse.se)

## STUDENT INFLUENCE ON EDUCATION

All MSc/BSc programs are continuously monitored through course evaluations at the end of each course period and via feedback from student focus groups.

The SASSE Education Committee exists to ensure the education at SSE meets the expectations of the students as well as those of future employers. If you have any comments or ideas about your education, please contact the President of the SASSE

Education Committee at [edupres@sasse.se](mailto:edupres@sasse.se), or your head student representative, Head of MSc Programs at [edumsc@sasse.se/](mailto:edumsc@sasse.se/) Head of BSc Programs at [edubsc@sasse.se](mailto:edubsc@sasse.se)

## ALUMNI

The SSE Alumni Office seeks to engage alumni fully in the life of the School as valued supporters, advocates, and lifelong learners who contribute to and benefit from connections to each other and to SSE. During your time at SSE as a student, you will have many opportunities to interact with alumni and grow your professional network. Upon graduating, you will join a global network of over 20,000 SSE alumni, where you will have the opportunity to stay engaged with the School and the students who will follow in your footsteps.

Learn more about the activities, networks, and events you will get to take part in by visiting [hhs.se/alumni](https://hhs.se/alumni)

# WHOM TO CONTACT

## ACADEMIC SUPPORT AND RECORDS, 4<sup>TH</sup> FLOOR

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- Academic counseling, special needs & assistance in resolving student-health issues
- Formal grade transcripts and degree certificates
- Examinations, digi exam, scheduling
- System support, statistics and central course administration

Academic Advisors: [academic.advisor@hhs.se](mailto:academic.advisor@hhs.se)

Special Needs: [specialneeds@hhs.se](mailto:specialneeds@hhs.se)

## PROGRAM OFFICE, GROUND FLOOR

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- Program managers and program support
- Student recruitment & admission
- Central course evaluations and quality assurance
- Global opportunities and exchange

### **CAMILLA BERTILSSON**

Program Manager

BSc Program in Business and Economics

E-mail: [camilla.bertilsson@hhs.se](mailto:camilla.bertilsson@hhs.se)

**ELPIDA AVGERI** (maternity leave during fall 2020)

Program Manager

BSc Program in Business and Economics

E-mail: [elpida.avgeri@hhs.se](mailto:elpida.avgeri@hhs.se)

## STUDENT MOBILITY @ PROGRAM OFFICE, GROUND FLOOR

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- Student Exchange

### **EVELINA ELO**

Student Mobility Coordinator

BSc Programs

E-mail: [evelina.elo@hhs.se](mailto:evelina.elo@hhs.se)



## STOCKHOLM SCHOOL OF ECONOMICS

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The Stockholm School of Economics is rated as the top business school in the Nordic and Baltic countries and enjoys a strong international reputation. World-class research forms the foundation of our educational offering, which includes bachelor, master, PhD, MBA, and executive education programs. Our programs are developed in close cooperation with the business and research communities, providing graduates substantial potential to attain leading positions in companies and other organizations. The school is accredited by EQUIS, certifying that all of its principal activities – teaching as well as research – maintain the highest international standards. The Stockholm School of Economics is also the only Swedish member institution of CEMS and PIM, which are collaborations between top business schools worldwide, contributing to the level of quality for which our school is known.

Stockholm School of Economics

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