

# Political Science

## General study information

Academic year 2017/2018



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# Welcome to the Department of Political Science!

*What is politics? Is man, as Aristotle argued, a political animal? What should the state do? And, what happens if the state is about to wither away? How does Sweden act in the EU – and what significance does Sweden have for the EU? Who benefits from globalization? Who is allowed to be a citizen? How should climate change be dealt with politically? Whose security and what values are protected by security policy? What is terrorism?*

Political conversations take place everywhere – in the UN, in the Swedish parliament, at our own dinner tables and in the media. Whether about contemporary politics or eternal philosophical dilemmas, questions concerning the governance of society and how our community should be organised are always of current interest and importance. Political Science focuses on these issues.

**Political science is the scientific study of politics.** The American political scientist Robert Dahl argues that political science involves the study of power – power and power relations at different levels of society and in all possible forms. Another notion is that politics can be delimited to the authoritative distribution of values. Regardless of how the object of study of political science is defined, it is a broad subject and one that includes several different specialisations, such as Swedish Politics, International Politics, Political Theory, Public Administration and Comparative Politics as well as issues of development, gender and the EU.

The aim of the Department is to encourage innovative ideas and an open and tolerant environment, without foregoing established scientific requirements such as clear argumentation, transparency, systematic thinking and an awareness of problems of interpretation. We also attach great value to pedagogical development and to the possibility for students to influence their education. The ambition is diversity and pluralism in the field of political science, combined with openness to different perspectives and methods.

## Research at the Department

The researchers at the Department are highly qualified, both nationally and internationally, in several research areas. Several of the Department's research areas have been designated as leading research areas at Stockholm University. The areas are Global and regional governance, InRights, Politics and gender and Environmental Politics, Policy and Learning European Politics, International Relations, Politics and Development and Political Theory are examples of other research areas at the Department.

## Undergraduate Studies

Undergraduate studies at the Department of Political Science consist of three levels to be studied consecutively: **Political Science I, II and III**. The outline of the courses on the different levels is identical to that of undergraduate studies offered in the Swedish language, the only difference being that teaching and examinations are in English. The courses are open to exchange students, free movers and other students that do not speak Swedish as well as to Swedish-speaking students. Some students consider it an additional merit to have studied the courses in English. It may also be good training for studies abroad.

Each level comprises 30 credits, which correspond to one semester of full-time studies. Students that choose political science as their main subject in a Degree of Bachelor normally study 90 credits in political science and an additional 90 credits in other subjects, thus comprising a total of 180 credits.

The aim of Political Science I is to present an overview of the discipline of political science. On the levels Political Science II and III, students may choose to concentrate on a sub-discipline, both in the choice of a special course (elective) and in the choice of a topic for an independent research paper. The choice may reflect either a specialization on some central themes in political science or a broadening of one's perspective within the discipline of political science. Particular emphasis is placed on teaching how to conduct an independent analysis of political phenomena.

The **Bachelor's Programme in Economics and Political Science** (Politices kandidat i nationalekonomi och statsvetenskap) is a three-year programme

combining Economics and Political Science. It is, however, not possible to study this Programme entirely in English.

**Bachelor's Programme in Political Science with specialization in Public Policy and Administration** (Kandidatprogram i statsvetenskap med offentlig politik och organisation) is also a three-year programme in which the language of instruction is Swedish. The programme includes courses in Political Science, Business Administration, Statistics, Law and Public Administration.

**Bachelor's Programme in Business Administration and Political Science** is a programme for students interested in pursuing an international career in Management. The Programme combines the study of Business Administration with that of Political Science. Students will acquire knowledge of accounting, marketing, management and finance as well as of the main political systems and theories in Political Science. The objective of the Programme is to prepare the students for work in international business and organisations in the public sector and in non-governmental organisations. The language of instruction is English. The Programme is hosted by the School of Business and offered in collaboration with the Department of Political Science. More information about the programme can be found at [www.sbs.su.se/en/](http://www.sbs.su.se/en/).

The Department of Political Science also collaborates with other departments in additional Swedish Bachelor's Programmes, for example the Department of Social Anthropology and the Department of Philosophy.

## International Master's Programme

Since Autumn Semester 2009, the Department of Political Science has offered an **International Master's Programme in Political Science**, a two-year programme in which the language of instruction is English. This programme has a focus on broad courses that aim to increase the employability of the students.

The first year of the programme presents a mix of compulsory and optional courses. Among the optional courses are a number of thematic courses representing eight sub-disciplines in the field of Political Science.

The independent research project (the master's thesis, 30 credits) is written during the third semester. The topic is freely chosen in consultation with a supervisor. During the fourth semester students may undertake a workplace internship, corresponding to 15, 22.5 or 30 credits, or a semester abroad as exchange students.

The Programme offers a variety of courses and the opportunity for professional internships at different public authorities, companies and organisations or for studies abroad. The programme leads to a Degree of Master in Political Science.

**The International Master's Programme in Environmental Social Science**, starting in Fall 2016, discusses how science, policies and practices interact with power relations. How are environmental issues and their solutions defined and understood, and how does vulnerability create unequal conditions?

The first semester of the programme includes four obligatory, interdisciplinary courses that provide an introduction to environmental social science research.

The second and third semesters consist of optional advanced courses from various social science disciplines, in addition to obligatory method courses worth a total of 15 credits. The main field of study is chosen in the beginning of the second semester.

In the third semester, it is also possible to do an internship worth 15 credits. The degree project constitutes 30 credits and is written during the fourth semesters.

The programme leads to a Degree of Master of Science. The main field of study is human geography, political science or social anthropology. The specialisation is environmental social science.

In addition to the International Master's programmes, the Department offers a **Master's Programme in Political Science** and a **Master's Programme in Political Science with specialisation in Public Policy and Organisation (120 credits)**, both in Swedish.

More information about the programmes and courses at the department can be found at <http://www.statsvet.su.se/english/education/courses-programmes/second-level>.

If you have any questions about the Master's Programme and cannot find the answers on our website, please send an e-mail to [master@statsvet.su.se](mailto:master@statsvet.su.se).

## Studies Abroad

The Department co-operates with around 30 European universities within the Erasmus+ programme and with Nordic universities in the Nordplus network. In order to be eligible for scholarships within these networks, students must have completed a minimum of 1-2 years of university studies at Stockholm University, including Political Science I. There are thus good opportunities for students to pursue some of their studies abroad. For more information, contact our Erasmus/Nordplus co-ordinators or visit

<http://www.statsvet.su.se/english/education/exchange-studies>

Students at the Department of Political Science may also apply to our partner universities outside of Europe via Stockholm University's bilateral agreements. For more information, visit

<http://www.su.se/english/study/student-services/outgoing-exchange>.

Stockholm University also participates in the Minor Field Studies (MFS) programme, which is financed by Sida. Within this programme, students writing their Bachelor or Master theses may apply for scholarships for field work in a country in the developing world.

## Ph.D. Programme

The Ph.D. programme comprises 240 credits (four years of full-time studies). The purpose of the programme is to provide researchers with the ability to independently plan and write scientific reports. Ph.D. students are offered deeper knowledge of Political Science and thorough training in research methods as well as insights into the problems of research in the field. The programme prepares students for such tasks in society where a comprehensive knowledge of political science is valuable, for example as researchers, teachers and experts. Further information about the Ph.D. programme can be found on our website at

<http://www.statsvet.su.se/english/research/phd-studies>.

# General Information

## Addresses, Telephone Numbers, Etc.

### Visiting Address

Stockholm University  
Department of Political Science  
Universitetsvägen 10 F (4<sup>th</sup>, 5<sup>th</sup> and 7<sup>th</sup> Floors and ”Skogstorpet”).  
Underground station: Universitetet

### Postal Address

Stockholm University  
Department of Political Science  
SE-106 91 STOCKHOLM  
Sweden

### Telephone

The telephone number to the university switchboard is 08-16 20 00. The room numbers and telephone extensions to individual staff members at the Department can be found on the website at [www.statsvet.su.se](http://www.statsvet.su.se) and on the directory on the notice board in Building F, Floor 7. Individual teachers



and professors may be contacted either through the university switchboard or through their personal telephone extensions.

### **E-mail**

If you wish to send an e-mail and know the name of the person you wish to contact, the e-mail address will be [firstname.lastname@statsvet.su.se](mailto:firstname.lastname@statsvet.su.se).

### **Website**

<http://www.statsvet.su.se>

We are also on Facebook: [www.facebook.com/statsvet.su](http://www.facebook.com/statsvet.su)

### **Room Numbers**

Room numbers are based on codes consisting of one letter and three digits. The letter denotes the building, the first digit denotes the floor and the last two digits denote the location of the room on that floor. Room F784 is thus located in Building F, Floor 7.

The University's lecture halls are located primarily in Buildings A through F, Floor 3. The G-lecture hall is located at Arrhenius Laboratories. The University's examination halls are *Brunnsvikssalen* (Building A, Floor 5), *Laduvikssalen* and *Värtasalen* (by the Stockholm University Library, Floor 6) and *Ugglevikssalen* (Building E, Floor 5).

## **The Executives of the Department**

### **Head of Department**

Professor Maritta Soininen

Room F771, Tel: 08-16 26 41, E-mail: [maritta.soininen@statsvet.su.se](mailto:maritta.soininen@statsvet.su.se)

Office hours by appointment.

### **Deputy Head of Department**

Senior Lecturer Magnus Reitberger

Room F 793, Tel: 08-16 20 42, E-mail: [magnus.reitberger@statsvet.su.se](mailto:magnus.reitberger@statsvet.su.se)

Office hours by appointment.

### **Director of First Level Studies**

Senior Lecturer Magnus Reitberger/PhD. Ola Svenonius

Room F793, Tel: 08-16 2042, E-mail: [magnus.reitberger@statsvet.su.se](mailto:magnus.reitberger@statsvet.su.se)

Room F784, Tel: 08-674 7194, E-mail: [ola.svenonius@statsvet.su.se](mailto:ola.svenonius@statsvet.su.se)  
Office hours by appointment.

#### **Deputy Director of First Level Studies**

Emma Bergström

Room F439, Tel: 08-674 71 62, E-mail: [emma.bergstrom@statsvet.su.se](mailto:emma.bergstrom@statsvet.su.se)  
Office hours by appointment.

#### **Director of Second Level Studies**

Senior Lecturer Jouni Reinikainen

Room F742, Tel: 08-16 30 82, E-mail: [jouni.reinikainen@statsvet.su.se](mailto:jouni.reinikainen@statsvet.su.se)  
Office hours by appointment.

#### **Deputy Director of Second Level Studies**

Nina Wijkström, Room, F434, Tel: 08-674 74 29, E-mail:

[nina.wijkstrom@statsvet.su.se](mailto:nina.wijkstrom@statsvet.su.se)

Office hours by appointment.

#### **Director of Graduate Studies**

Associate professor Thomas Sommerer, Room F708, Tel: 08-16 30 86, E-mail: [thomas.sommerer@statsvet.su.se](mailto:thomas.sommerer@statsvet.su.se)

Office hours by appointment.

## **Study Information**

Much of the information concerning courses and teaching will be distributed during the semester through the web-based collaboration and learning environment **Mondo** (<https://mondo.su.se/portal>).

Messages posted on a Mondo site are expected to have reached all students on the specific site within three working days. Students can check their examination results on the web at <http://minastudier.su.se>. A lot of useful information related to studies can be found on the website of the Department at [www.statsvet.su.se](http://www.statsvet.su.se). The Department also has a notice board located in Building F, Floor 4, where information about conferences, internship positions, etc. is posted.

## **Study Periods**

Autumn Semester 2017: 2017-08-28 - 2018-01-14

Spring Semester 2018: 2018-01-15– 2018-06-03

## **Student Affairs Office**

The Student Affairs Office, which is located in Building F, Floor 4 (F472), provides information of a general nature and issues study certificates.

Please note that processing time for more detailed certificates (i.e. other than LADOK transcripts) is 3 to 4 days. During the busiest periods (e.g. the start of semester, near application deadlines, etc.) processing times may be longer.

### **Student Affairs Office open hours (during the regular semester)**

Monday, Tuesday and Thursday 11:30 to 13:00.

### **Telephone hours (during the regular semester)**

Monday, Tuesday and Thursday 11:30 to 13:00. Tel: 08-16 32 22

E-mail: [studentexpedition@statsvet.su.se](mailto:studentexpedition@statsvet.su.se)

## **Study Counsellors**

The main tasks of the study counsellors are to provide information about studies, examinations and teaching as well as to issue transcripts and certificates.

### **Office hours (during the regular semester)**

Monday, Tuesday and Thursday 12:00 to 13:00. It is also possible to book appointments for other times.

### **Telephone hours (during the regular semester)**

Monday, Tuesday and Thursday 11:00 to 12:00.

### **Study Counsellor - First Level Studies**

Room: F436/F460/F434

Tel: 08-16 30 94/30 02

E-mail: [studievagledare@statsvet.su.se](mailto:studievagledare@statsvet.su.se)

### **Study Counsellor – Second Level Studies**

Room: F434

Tel: 08-674 74 29

E-mail: [master@statsvet.su.se](mailto:master@statsvet.su.se)

## **Internship Coordinators**

Internship co-ordinator for basic level programmes:

Lenita Freidenvall

E-mail: [lenita.freidenvall@statsvet.su.se](mailto:lenita.freidenvall@statsvet.su.se)

Internship co-ordinator for advanced level programmes:

Pasquale Cricenti

Tel: 08-16 32 69, E-mail: [pasquale.cricenti@statsvet.su.se](mailto:pasquale.cricenti@statsvet.su.se)

## **Programme Coordinators**

Programme coordinator for Bachelor's Programme in Economics and Political Science:

Ola Svenonius

Tel: 08-674 7194, E-mail: [ola.svenonius@statsvet.su.se](mailto:ola.svenonius@statsvet.su.se)

Programme coordinator for Bachelor's Programme in Political Science with Public Policy and Administration:

Göran Sundström

Tel: 08- 16 32 63, E-mail: [goran.sundstrom@score.su.se](mailto:goran.sundstrom@score.su.se)

Director of Studies advanced level:

Jouni Reinikainen

Tel: 08-16 30 82, E-mail: [jouni.reinikainen@statsvet.su.se](mailto:jouni.reinikainen@statsvet.su.se)

## **Erasmus+/Nordplus Coordinators**

Vit Kysilka/Claudia Wittmer (on maternity leave), Room F460, Tel: 08-16 30 02, e-mail: [exchange@statsvet.su.se](mailto:exchange@statsvet.su.se)

Merrick Tabor

Room F756, Tel: 08-16 13 18, e-mail: [merrick.tabor@statsvet.su.se](mailto:merrick.tabor@statsvet.su.se)

## **Support for Students with Disabilities**

Stockholm University offers a number of different services for students with disabilities.

Do you have dyslexia? E-mail: [dyslexia@su.se](mailto:dyslexia@su.se). Do you have another disability? E-mail: [disability@su.se](mailto:disability@su.se).

For more information, see [www.su.se/english/study/student-services/studying-with-a-disability](http://www.su.se/english/study/student-services/studying-with-a-disability).

It is most important that students with disabilities contact the co-ordinator in good time before the start of the semester, especially students with dyslexia in consideration of matters related to course readings.

For information and support during the semester, you are welcome to contact the Student counsellors at the department at [studievagledare@statsvet.su.se](mailto:studievagledare@statsvet.su.se).

Students that have been granted examination support should contact the examination administrator at the Department **no later than three weeks** prior to the examination in order to make sure that the necessary support can be provided. The examination administrator can be reached via e-mail at [studentexpedition@statsvet.su.se](mailto:studentexpedition@statsvet.su.se). In addition, you will have to sign up for the exam via *My Studies*, <http://minastudier.su.se> and book a "*resursrum*" via MONDO.

## **Students with Infants**

Students with infants have priority when choosing seminar groups. Please notify the Student Affairs Office when enrolling in a course. If problems should arise during an on-going course, you should contact your teacher or the Director of First/Second cycle studies.

## **Work at the Department for Gender Equality and Equal Treatment**

The Department of Political Science has a committee for gender equality and equal treatment, which consists of representatives for teachers, administrators, Ph.D. students and undergraduate/graduate students and the equality ombudsman at the Department. The work of the committee includes the formulation and evaluation of the equality plan and plan for equal treatment as well as the working environment for employees and students at the Department.

The plans for gender equality and equal treatment for the Department can be found on our website at <http://www.statsvet.su.se/english/education/study-information/equal-treatment>.

If you want further information or have questions you are welcome to contact the Department's equality ombudsman, Kåre Vernby ([kare.vernby@statsvet.su.se](mailto:kare.vernby@statsvet.su.se)), the Head of the Department, Director of Studies or the Student Council ([amnesradet@statsvet.su.se](mailto:amnesradet@statsvet.su.se)).

## **Student Representation**

All students have the right to influence their education. Influence may be exercised in different ways – through actively participating in courses and programmes, through participating in course evaluations, through participating in a student association and through representation on different bodies.

The Political Science Student Council – *SVÄR* – is connected to the Stockholm University Student Union and is the body that represents the interests of the students at the Department. It is important to note that *SVÄR* represents all of the students, not only those that are members of the student union.

Information about how to become a member of *SVÄR* is provided at the Introduction Day at the beginning of the semester. Students are also welcome to contact the student council via e-mail or via the website with any questions or ideas. *SVÄR* aims at representing as many courses and programmes as possible. The Student Council, in turn, chooses representatives to the Board of the Department. Student representatives are also included in different working groups at the Department, e.g. the committee for gender equality.

The student council can be contacted via e-mail at [amnesradet@statsvet.su.se](mailto:amnesradet@statsvet.su.se)

# **Applications and Registration**

## **Applications**

For all courses and programmes on the basic and advanced levels, applications should be submitted at [Antagning.se](http://Antagning.se) or [Universityadmissions.se](http://Universityadmissions.se).

Please note that students enrolled in programmes should also apply for the following semester through [www.antagning.se/www.universityadmissions.se](http://www.antagning.se/www.universityadmissions.se).

### **Political Science I, II and III**

The application deadline for Autumn Semester is April 15 and for Spring Semester is October 15.

#### **Eligibility Requirements for Political Science II:**

Political Science I, 30 credits (either in Swedish or in English), or the equivalent.

#### **Eligibility Requirements for Political Science III:**

Political Science I, 30 credits (either in Swedish or in English) and Political Science II, 30 credits (either in Swedish or in English), or the equivalent.

### **Bachelor's Programme in Economics and Political Science**

The application deadline for Autumn Semester is April 15 and for Spring Semester is October 15. Proficiency in Swedish is a requirement for admission to the programme.

### **Bachelor's Programme in Political Science with Public Policy and Administration**

Admission is only once per year, in Autumn Semester. The application deadline is April 15. Proficiency in Swedish is a requirement for admission to the programme.

### **Bachelor's Programme in Business Administration and Political Science**

Admission is once per year, in Autumn Semester. The application deadline is April 15. More information about the programme can be found at <http://www.sbs.su.se/en/>.

### **Master's Programmes**

Admission is only once per year, in Autumn Semester. The application deadline is January 15 for applicants outside of the EU and April 15 for applicants within the EU. More information can be found on our website at

<http://www.statsvet.su.se/english/education/courses-programmes/second-level>.

## **Registration**

Information about registration will be posted on our website <http://www.statsvet.su.se/english/education/study-information/enrolment> prior to the beginning of each semester. After the second notification of admission results, all students admitted will receive registration instructions by e-mail.

**It is compulsory for admitted students to register/enrol at the Department prior to commencing studies.**

Registration is done online at *MyStudies*, <http://minastudier.su.se>. Please see our website for more information. Registration at the Department is compulsory in order to participate in lectures as well as in examinations.

## **Re-registration**

Students that have not completed a given course may re-register a subsequent semester by sending an e-mail to [studentexpedition@statsvet.su.se](mailto:studentexpedition@statsvet.su.se). Students that are re-registered for a course may only participate in lectures and seminars if there are places available. Students enrolled for the first time always have priority over re-registered students. Note that results from seminars and written examinations are only valid for a total of 4 semesters.

It is possible to re-register during a semester that is already in progress; however this must be done no later than two weeks prior to any seminar or examination that you wish to participate in.

## **Withdrawal from and Interruption of Enrollment**

Students that wish to take a break in their studies or that are planning on not taking a given course at all will need to contact us and hand in a written request. This may be done via regular mail or e-mail. State your name, civic registration number and which course(s) you wish to register an interruption for. This should be sent to the Study Counsellor at [studievagledare@statsvet.su.se](mailto:studievagledare@statsvet.su.se). If you do not intend to continue your studies we will register discontinuance. During the first three weeks of the semester, you can register a so-called "early discontinuance" on *My Studies*, <http://minastudier.su.se>. This means that you would be able to apply for the course again sometime in the future.

## **Classes**



### **Right to Attend Classes**

Students only have the right to attend courses during the same semester that they were initially admitted and enrolled in those courses. Students that do not complete courses during that semester may only attend those courses during subsequent semesters if there are places available. However, under condition that a student is re-enrolled as specified above, the student is allowed to take an examination for the course during a subsequent semester.

### **Course Literature**

Course literature can be purchased at *Akademibokhandeln* (among other book stores) and through some Internet book stores or borrowed at the Stockholm University Library. Some titles can also be found in the form of e-books or e-journals at the Stockholm University Library.

## **Examinations**

Different courses may use different forms of examination. For some courses, examination takes place partly or entirely in conjunction with classes, for example through written assignments that are presented and discussed at seminars. Examination can also take place in the form of written examinations in lecture halls or in the form of take-home examinations.

### **The Right to Be Examined**

To be allowed to take an examination for a given course, a student must be enrolled in that course at the Department. These rules apply both to examinations in seminars and to written and oral examinations. A valid photo ID is also required for admission to a written examination in a lecture hall.

### **Mandatory Sign-up for Examinations**

All students wishing to take a written examination must sign-up for the examination online at *MyStudies*, <http://minastudier.su.se>. This applies to regular examinations as well as re-examinations. Students that have not signed up for an examination through *MyStudies* will only be allowed to take the examination if there are available places. Seating for written examinations will be announced through Mondo. For take-home examinations, no sign-up is required.

Please note that the examination schedule is preliminary and changes may be made during the semester. Changes are announced through Mondo.

Announcements of changes are considered to have reached all of the students concerned within three working days of the announcement being posted.

Students that have been granted examination support by the Coordinator for Students with Disabilities are responsible for contacting the examination administrator at the Department no later than three weeks prior to the examination in order to make sure that the necessary support can be provided. E-mail: [studentexpedition@statsvet.su.se](mailto:studentexpedition@statsvet.su.se). You will also have to sign up for the examination via *MyStudies* and book a "*resursrum*".

### **Examination Results**

Students who have activated their student account can check their results on the website <http://minastudier.su.se>, where more information about the results is provided.

### **Questions Regarding Written Examinations**

Questions about written examinations, assessment principles and the like should be directed to the responsible teacher. Examinations that are not been picked up are stored for two years in the Student Office.

In accordance with the Higher Education Ordinance, decisions on grades that have been issued cannot be appealed. However, students do have the right to have obvious errors in grading corrected and to request reconsideration. The appropriate form can be found at [http://www.statsvet.su.se/english/education/study-information/faq#Correction/Reconsideration\\_of\\_grades](http://www.statsvet.su.se/english/education/study-information/faq#Correction/Reconsideration_of_grades). To avoid the suspicion of cheating or deception, it is recommended that students ask for a copy of their examination instead of picking up the original examination when requesting reconsideration.

### **Certificates for Courses**

Students only receive certificates for levels that have been completed upon specific request. The Department also issues certificates upon request for individual courses awarding credits that have been completed.

### **Validity of Previous Examinations**

Examinations on course modules are only valid for a limited period of time, since courses are continuously being revised. The basic rule at Stockholm University is that students have the right to complete a course module on the basis of the syllabus that was in force at the time the

student was initially enrolled in the course (e.g. with respect to course readings) within three semesters.

# Rules for Written Examinations at Stockholm University

The following is an English translation of the Swedish rules decided by the Vice-chancellor on 2015-06-19 and rules applied by the Department of Political Science, in the following marked with \*.

You may find the document “Regler för tentamensskrivningar vid Stockholms universitet” at

<http://www.su.se/regelboken/bok-2/utbildning-p%C3%A5-grundniv%C3%A5-och-avancerad-niv%C3%A5/regler-f%C3%B6r-tentamensskrivningar-vid-stockholms-universitet-1.26334>.

## **1. The examinee’s responsibility for following the rules**

The examinee shall follow the directions and orders of the invigilator. If the invigilators’ directions and orders are not followed it may lead to that the exam will not be assessed or to disciplinary measures. Examinee must let invigilator control identification and brought materials.

## **2. Verification of identity and signature**

The examinee shall produce valid identification. A valid identification is driving licence, passport and identification card that have not expired. A police report, no older than three months, of a lost or stolen identification is also valid. Foreign identifications, preferably passport and driving licence are valid, under the condition that they must not be translated to make it possible to identify the examinee. The examinee shall write down the code of identification, or name and civic registration number if the exam is not anonymous according to the invigilator’s instructions.

\* Examinees without valid identification will not be allowed to sit for the exam.

### **3. Seating in the examination room**

Seating lists shall always be available before an exam. Everyone who has registered for the exam shall be included on this list and be able to easily find their seat. Examinees who have not registered in advance are only allowed to participate in the exam if there is a seat available, and their seating is then allocated by the invigilator. The demands for seating lists do not apply for exams with a maximum of 25 students.

### **4. Personal belongings**

The examinee shall follow the invigilator's instructions about where bags and other personal belongings are to be placed. Mobile phones and other prohibited electrical equipment must be switched off during the exam and kept with the other personal belongings.

\* Examinees will be informed in oral and/or written form as to what he/she may have on the desk during the examination.

### **5. Means of assistance**

Only such means of assistance that have been approved by the examiner in advance can be brought to the exam. As concerns means of assistance that can store, produce or transmit information, such as pocket calculators with possibilities of storing data, this requirement also concerns permission for information that is included in or can be transmitted by means of assistance. In particular, it should be emphasized that mobile phones can never be a permitted means of assistance.

### **6. Paper**

The exam can only be written on paper distributed by the invigilator. The same applies for scrap paper.

### **7. Prohibition against leaving the exam room in less than 30 minutes**

An examinee who does not wish to complete the exam may leave the room after 30 minutes at the earliest. An examinee who arrives more than 30 minutes after the exam has started may not participate in the written test.

### **8. Prohibition against examinees talking to people**

Conversations between examinees or between an examinee and an outside person, for example by mobile phone, must not occur until everyone who

has participated in the exam has handed in their exam to the invigilator. This prohibition applies both in the exam room and during visits to the WC.

### **9. Breaks and visits to the WC**

In case of an exam that lasts more than five hours, a 30 minutes' break should be included. The invigilator shall provide information about what WCs can be used.

\* Examinees may not bring prohibited items to the WC, such as mobile phones, notes, etc. If an examinee is not sure about what items are prohibited, he/she should contact an invigilator. The examinee must sign his/her name and the time of the WC break on the list marked with the name of the course.

### **10. Handing in the exam**

The examinee is not allowed to bring the exam outside the examination hall but shall personally give it to an invigilator. Note that also a "blank" exam shall be handed in to the invigilator before the examinee leaves the examination room.

\* When the examination period is over, examinees must stop writing immediately. If an examinee fails to do so, this will be reported to the examiner.

### **11. Obligation to leave for a person who has behaved in a disturbing way**

An examinee who has behaved in a disturbing way shall leave at the invigilator's request. Disturbing behaviour may lead to disciplinary measures.

\* If an examinee refuses to leave the examination room upon the request of an invigilator, security may be summoned.

### **12. Cheating**

An examinee suspected of cheating should be allowed to continue with the exam, provided that the examinee hands over the forbidden means of assistance to the invigilator. Invigilator shall, if possible, offer the examinee to swap the forbidden means of assistance to allowed means of assistance. An examinee that refuses to show or hand over means of assistance may not continue with the exam. Possible cheating and/or disturbing behaviour are dealt with by the University Disciplinary Council after a report from the director/director of studies.

**13. In case of fire alarm, bomb threat, etc.**

In case of fire alarm, bomb threat, or similar situations the examinee must follow the directions and orders of the invigilators. In these circumstances the examination hall must be evacuated immediately and invigilators will automatically become temporary evacuation guides. During an evacuation, examinees are asked not talk to each other, in order to be able to continue the exam after the evacuation is over. The invigilator in charge will, after consultation with the department, let the examinees know if they may continue the exam.

**NOTES**

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## **The Department of Political Science**

is one of the larger departments at Stockholm University with about 1000 students enrolled each semester. Around 100 teachers, researchers and administrators work at the Department. Political science is the study of politics. It is about influence and political processes, and covers the interplay between different countries as well as politics and administration within the state and the regional and local government. Political science has existed as teaching subject at Stockholm University since the 1910s.

## **Department of Political Science**

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