



CIEE Uppsala Course Proposal Form Instructions

Please submit the following Uppsala University Course Proposal Form along with your CIEE application.

Here are some helpful hints:

- To view the 2009-10 course catalog, please go to the Uppsala University website here: http://www.inter.uadm.uu.se/pdf/COURSES_0910.pdf
- Each semester at Uppsala is broken into 4 periods. During each period, Swedish students typically take one 7.5 point (point = Swedish credit) course. Please pay particular instructions to the explanation of this system in the first few pages of the catalog (link above) and on the first page of the course proposal form (below).
- When you choose your courses, choose courses based on this period system.
- To view a calendar showing the week-numbering system used by Uppsala University, see page 16 and 17 of the course catalog linked above. A brief guide for mapping out your courses can be found on page 18.
- Special note to CIEE fall-only participants: CIEE fall semester students may in some cases be able to take 15 points (Swedish credits) during one quarter, allowing them to finish after 3 quarters and end in mid-December. Whether this will be possible will depend on course scheduling.
- All CIEE students must take Swedish language as well as one section of the Swedish Culture course.
- Should you have any questions, please feel free to contact CIEE Enrollment Officer Amanda Gilliam at agilliam@ciee.org or 1-800-40-STUDY.

Please return your completed form with your other application materials to:

CIEE – Europe Programs
300 Fore Street
Portland, ME 04101

Please do NOT return this form or any other application materials directly to Uppsala University



Course Proposal Form

About courses in Uppsala

While in many other countries students study multiple courses parallel, in Sweden it is most common that students study one course at a time. Often these courses are given over a five week period at a 100% loading (full time), including an exam period.

How to fill in the form

1. Use the handbook "Courses Taught in English" or the Uppsala University website www.uu.se to find suitable courses
2. Use the [ISO week-date system](#) to find out when the courses are given
3. Ensure that you have courses that cover the entire semester (20 weeks). 30 points is a normal full time load. We do not recommend more than 37.5 points per semester.
4. Fill in the course proposal and attach it to your application form and submit them to your exchange coordinator to signed. **Your coordinator will then send your application to Uppsala University.**
5. Note: Uppsala University cannot guarantee admission to the courses that you choose.

You are responsible for registering your own courses in the second semester. Contact your department no later than the middle of the preceding semester

How your semester may look:

Weeks	Load	Course Code	Department Name	Course Name	Credits
4-8	100%	1WW123	Law	Course xyz	7,5
9-13	100%	3XX123	Economics	Course abc	7,5
14-18	100%	1YY123	Economics	Course def	7,5
19-23	100%	2ZZ123	Business	Course klm	7,5

Or, you may take a course which goes over two periods.

Weeks	Load	Course Code	Department name	Course Name	Credits
36-40	100%	1WW123	Chemistry	Course abc	7,5
41-45	100%	3XX123	Biology;	Course xyz	7,5
46-03	100%	1YY123	Biology;	Course jkl	15
			<i>note</i>	<i>"course jkl" goes for 10 weeks, 15 points</i>	

There are of course exceptions! If a course has a loading that is less then 100% it is designed to be taken together parallel with another course

Weeks	Load	Course Code	Department name	Course Name	Credits
4-13	50%	1WW123	English	"Course 1"	7,5
4-13	50%	3XX123	English	"Course 1"	7,5
14-18	100%	1YY123	Linguistics	"Course 3"	7,5
19-23	100%	2ZZ123	Sociology	"Course 4"	7,5



Personal details

Family name _____

First (given) name _____

Date of Birth (YY/MM/DD) _____

Home University _____

Email _____

Spring semester, Jan-Jun, year _____

Weeks	Load	Course Code	Department Name	Course Name	Credits	To Dept	OK

Autumn semester, Sep-Jan, year _____

Weeks	Load	Course Code	Department Name	Course Name	Credits	To Dept	OK

note: Feel free to abbreviate the department's name: eg: "Biology" instead of "Biology Education Centre". "To Dept" and "OK" fields to be completed by department at Uppsala University once the course has been approved