Welcome as a student at Konstfack and Graphic Design & Illustration!

We are very happy that you have chosen our programme for your exchange studies! We will do everything to offer you courses of the highest quality on artistic grounds to give you a solid professional basis to help build your future career!

This Student Guide contains useful information for you as a student at Konstfack. Once you're here, you keep updated through our intranet, web site and student e-mail.

Welcome to Konstfack!
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**Academic year 2016/17**

Autumn semester 2016: August 29, 2016 - January 15, 2017 (w. 35-02)
Spring Semester 2017: January 16, 2017 - June 4, 2017 (w. 03-22)
Teaching-free: week 52, 2016, 26 May 2017

**Addresses and phone numbers**

Visitor’s Address: Postal Address:
LM Ericssons väg 14 Konstfack
Hägersten Box 3601
Subway: Telefonplan 126 27 Stockholm

**Switchboard/Reception:** 08-450 4100, open during semester: 08: 30-16: 30
Marianne Gardefalk, Helena Ioannidou, Marie Selin ext.142, 144, 9
reception@konstfack.se
Sales & Service: Carola Björnfot reception@konstfack.se ext. 143
Konstfack's central Fax machine: 08-450 4129
Deliveries of goods: Konstfack, Huvudfabriks gatan 3, 126 37 Hägersten

**International Office/exchange studies**
Matilda Uhrström, matilda.uhrstrom@konstfack.se 08-450 4115
Stina-Lena Hellgren, stina lena.hellgren@konstfack.se 08-450 4116

**Student Office**
Admission, support to students with disabilities, registration, records, certificates, credit transfers, interruption of studies and diplomas.
studentkansli@konstfack.se Tel: 08-450 4177
Opening hours, see [http://www.konstfack.se/sv/Utbildning/Ansokan-och-antagning/Kontakta-Studentkansliet/](http://www.konstfack.se/sv/Utbildning/Ansokan-och-antagning/Kontakta-Studentkansliet/)

**Support for students with disabilities**
Konstfack is striving to provide good support in the study situation for students with dyslexia, ADHD and other disabilities. Please contact the Konstfack’s coordinator Maria Backteman for more information:
studentkansli@konstfack.se
Students with dyslexia can get help from the library to borrow for example, audio books/course literature.

**Registration**
At the beginning of each semester, all students register. This is necessary in order to participate in courses and for the school's student insurance to apply. Registration for exchange students is done at the International office during the introduction day.

**Transcript of records/Registration Certificate**
A transcript of records shows the student's courses and credits. A registration certificate shows that a student is registered at Konstfack. These certificates can be obtained from the Student Office or the education administrator.
Graphic design & Illustration Staff

Course administration

Ayda Lund: registration, grade reporting, records, course evaluations, scholarship certificate, schedule, program and course syllabi, room booking
ayda.lund@konstfack.se 08-450 4280

Course administration

Christian Fredriksson: registration, grades registration, records, course evaluations, scholarship certificate, schedule, program and course syllabi, room booking
christian.fredriksson@konstfack.se 08-450 4179

Economy Administration

Inger Olofsson: materials fees, receipts, pay bills, contracts, requisitions, appointments, travel expenses
inger.olofsson@konstfack.se 08-450 4291, Mon-Fri 9:00-15:00

Head of Department of Design, Interior Architecture and Visual Communication: Marie-Louise Bowalli
marie-louise.bowalli@konstfack.se 08-450 4181

Faculty Graphic Design & Illustration/Visual Communication

Joanna Rubin Dranger Professor of illustration (60 %), writer, artist (graphic novels) joanna.rubin.dranger@konstfack.se, Tel. 08-450 4211, Mobile: 0708 785596

Johanna Lewengard Professor of graphic design (60 %) graphic designer, writer johanna.lewengard@konstfack.se 08-450 4212. Mobile: 0739 85 35 95.

Jiri Adamik-Novak Lecturer of graphic design, graphic designer.
jiri.novak@konstfack.se 08-450 4217, mobile: 073 6695732

Josefine Engström Lecturer of illustration (50 %), illustration agent.
josefine.engstrom@konstfack.se 08-08-450 4217, mobile: 0709 509719

Parasto Backman Associate lecturer graphic design (50 %)
parasto.backman@konstfack.se

Emma Rendel, Associate lecturer illustration (50 %)
Emma.rendel@konstfack.se 070-0419881

Sara Kaaman, Lecturer graphic design
sara.kaaman@konstfack.se

Kalle Sandzén Lecturer in animation (50 %), animator.
kalle.sandzen@konstfack.se 08-450 4201, mobile: 0704 025602

Tomas Colbengtsson Lecturer, graphics and screen print (70%), artist.
tomas.colbengtsson@konstfack.se 08 -450 4215

Maline Casta Assistant teacher (50%)
maline.casta@konstfack.se 076-802 44 83
Patrik Lindgren  Technician (50 %)  patrik.lindgren@konstfack.se  
08-450 4256

Ann-Cathrine Andersson  senior lecturer in visual media, with specialization in Art Education (10%)  ann.cathrine.andersson@konstfack.se  08-450 4157, mobile: 070 5978133

Library
For current information visit the Konstfack’s website → Library
Mon 9-18, Tue-Fri 9-16. Open from 9:00 am self-service (automatic). Staffed service from 11:00.
E-mail: biblioteket@konstfack.se  Tel 08-450 4124

The Student Union
Student Union premises are located next to the restaurant.
studentkaren@konstfack.se  Phone: 08-450 4277 Student Union blog: www.konstfacksstudentkar.blogspot.com/

Konstfack’s workshops
Students on the bachelor program can go introductory courses and get a so-called “Driving license” for the use of the workshops when they are not occupied by compulsory courses. All students sign an agreement in writing to follow the workshop’s rules. The screen and the graphics workshop have special agreements to sign for access. Master’s students are given so-called skillshops, depending on their need. Schedule and more information is published on the Intranet.  https://www.konstfack.se/sv/Intranet/Min-utbildning/The-Masters-program/Skillshops/

General Metal Workshop
Henrik Brandt: lecturer and workshop manager.
Opening hours: see notice at the workshop
Tel 08-450 4321

General carpentry
Jan Andersson: technician and workshop manager.
Opening hours Mon 09: 00-11: 45, Tue-Thu 09: 00-11: 45, 12:45 -16: 00, Fri 09: 00-11: 45. Closed during courses. Tel. 08-450 4195

Access/tags
Tags for access to Konstfack are given at the beginning of your studies and give you access around the clock during the semester.
With tag: Mon-Fri 08: 00-17: 00. Other times please use tag + code. If you lose your tag, please report this immediately to the front desk or to inpass@konstfack.se  Ext.381. It costs 100:- to get a new one. Entry tags are also used for printers. See Printing.

The Personal Data Act (PDA)
In order to admit that Konstfack may publish personal information about you on their sites (external website, intranet, etc.), you must submit your approval. Download the form at https://www.konstfack.se/sv/Intranet/Min-utbildning/Student-pa-
Konstfack/Personuppgiftslagen-PuL--The-Swedish-Personal-Act/
Fill in the form and submit it to the reception.

IT/printers at Konstfack
For questions/problems please contact: helpdesk@konstfack.se
or 08-450 4399 before kl.14: 00

Login
All exchange students receive their username and password during the introduction day. Activate your account by logging in on any PC at Konstfack.

Eduroam - wireless internet
Students can connect their personal laptops to the Internet via the network Eduroam. Log in with your usual login credentials. From Eduroam you have Internet access, but no access to the Konstfack’s local network. Through the computers in the computer rooms, you can access your own or shared storage space and printers.

Computer lab
Opening hours: Mon-Fri 09:00-17:00, other times the computer room must be alerted if no one is there. On leaving the computer lab last, to put on the alarm by pressing # and then show their tag in the card reader. An alarm will sound for 3 minutes to avoid someone unknowingly becoming "locked in by the alarm". Also see the instructions at the computer lab.

Intranet and e-mail
You are responsible for keeping updated. Updated course information is posted on the intranet. Personal messages will be sent to your Konstfack email. It is important to log on to the intranet and read the emails daily! Do not forget to clear emails and empty your email trash! Report immediately if the email is not working to 08-450 4399 (ext. number 399) or helpdesk@konstfack.se

Intranet
Don’t miss important information! Course information as syllabi, schedules, course descriptions, and news about Konstfack and everything going on is published on the Intranet. Login with username and code.

http://www.konstfack.se/intranet/
External Login: Konstfack's homepage → About → Konstfack Webmail / Intranet → Intranet Login with username and code.

Email
Email Employees: firstname.familyname@konstfack.se
Email Students: firstname.familyname@student.konstfack.se
http://www.konstfack.se/intranet/
Login with username and code. External Login: Konstfack's homepage → About → Konstfack Webmail / Intranet → Webmail for students.
Login with username and code.
Printing
Students pay their own prints. The same tag that provides access to the premises is also used for printing/copying. All students receive a PUK code via the Konstfack student email, which is used to activate the printing account. Payment in advance. Buy vouchers for 50 or 100 SEK at the reception. With debts of 5:- you cannot print.
- Color Printing costs 2 SEK/A4 and 4 SEK/ A3.
- Black/white costs 0, 50 SEK/A4 and 1 SEK/ A3

Print Shop
The Department of Art has a print shop, open to all students at Konstfack. Access to these printers requires training. Please contact Lars Ernholm if you have questions: lars.ernholm@konstfack.se

Loan of equipment
For loans of technical equipment, contact lars.ernholm@konstfack.se

Materials’ Fee for students
Compensation for materials in the graphic and screen workshops, 200-300 SEK, must be paid by each student to the teacher or at the reception at the beginning of each course.

Lockers
Lockers are available below “Entresol” (mezzanine). Each student can borrow a locker at the start of the semester and lock with your own lock during the study period. Do not store any valuables in the lockers as thefts unfortunately occur.

Lunch
Each programme has a student kitchen for cooking your own food. Students can eat subsidized lunch at Konstfack’s restaurant when buying a booklet of 10 luncheon vouchers.

Schedule
The Course Administrator publishes current schedules on the Intranet under "My education". Late schedule changes can be e-mailed.

Presence
Studies at Konstfack are full-time. Scheduled teaching is mandatory.

Student representation
Each grade elects at the beginning of the school year a class representative, who acts as the contact person for teachers and other staff.

Parties
There is a separate party room in the ground floor at the back of Konstfack that can be booked at the reception. Permission from the Student Union and signature of teacher is required. The form is available at the reception. Internal celebrations at the department may take place in the student kitchen. Apply to the head of department.
Alcohol and smoking
At Konstfack smoking is completely forbidden. Alcohol may only be consumed at authorized parties and after passing the completed application.

Spring Party
In connection with the academic year, Konstfack organizes a joint party for students and staff where students in each subject area arrange food according to these routines 1) Teacher Assistant contacts the class representatives 2) class representatives meet to go through the budget, which will cover food, dessert and table setting for all, including staff. Then they collect the appropriate amount from each participant, for example 120 SEK. 3) Year K1 arranges the food, year K2 is responsible for setting and decorations while year M1 arranges dessert. After eating, everyone helps clear the table and throw garbage.

Work Environment + risk assessment
Work environment includes both premises and psychosocial environment. Everyone at the school is responsible for creating a good working environment. The Head of department has overall responsibility for the working environment.

Pregnant students
If you become pregnant while studying at Konstfack, a specific risk assessment needs to be done, especially considering all the chemicals used in our courses. Please contact the Head of department.

Summer closing at Konstfack
The spring semester ends 4 June 2017. Then students no longer have valid insurance and are not allowed at school. 4 June all workshops and student halls close and re-open 28 August.

Cleaning
Konstfack employs cleaning staff, but everyone needs to pull together to keep clean and take care of their garbage. Cleaning utensils are available to borrow from the cleaners if needed. Sometimes the floors are machine cleaned. Students will then be asked to pick up everything from the floor so that the cleaning machines can get past between tables. A joint cleaning for all students is done before Christmas and at the end of the school year. At the end of the spring semester, all students’ rooms are emptied. Student work and materials are removed to allow cleaning, repair and preparing workplaces for the autumn. All students must take care of their things at a joint clearing. Things left behind after the end of the term are discarded.
In case of illness & injury
Sick register with the education administrator/teacher.

Student Health [www.studenthalsanistockholm.se](http://www.studenthalsanistockholm.se)
Student Health is completely free of charge. Tel. 08-674 77 00, Studentpalatset, Norrtullsgatan 2. (T: Odenplan)
Counseling student doctor by telephone 08-674 77 07, Monday, Wednesday and Thursday 8:30-9:00
Student Nurses: 08-674 77 03 or 08-677 77 04.
Nurse Elisabeth Jeppson comes to Konstfack on Mondays 12:00-14:00 usually in room S8, but please check room at the reception.

Psychological counseling
Phone: 08-674 76 99, Mon-Wed-Fri 9:00-10:00, Tue 13:00-14:00, Thu 16:00-17:00 Psychological open reception: Mon-Fri 13:00-15:00 at Stockholm University and Mon-Thu 15:00-16:00, the Student Palace, Norrtullsgatan 2.

Vårdguiden/ Call 1177
Contact Vårdguiden around the clock for information and advice about what to do in case of emergency or sudden illness. [http://www.1177.se](http://www.1177.se)

Emergency dental treatment
Address: Sergels torg 12, tel. 08-20 20 25
Hours: Monday-Friday 8:00-18:00, Sat-Sun 9:00-15:00

Medical center Telefonplan
Telefonvägen 30, Tel. 08-726 55 50, [www.telefonplansvardcentral.se](http://www.telefonplansvardcentral.se)

Pharmacy/Emergency pharmacy
Pharmacy Orren is located at Telefonplan. Tel: 0771-76 07 60.
Opening hours weekdays: 9:00-19:00
Emergency Pharmacy: Pharmacy Hjärtat at Krukmakargatan 13 (Subway Mariatorget, exit Torkel Knutssonsgatan) open daily 8:00 -22:00
Tel: 0771-405 405

Emergency - call 112
SOS: Police, ambulance and fire services: dial 112. Defibrillators are available at Konstfack’s reception.