Student application walkthrough

TransIT

University of Borås
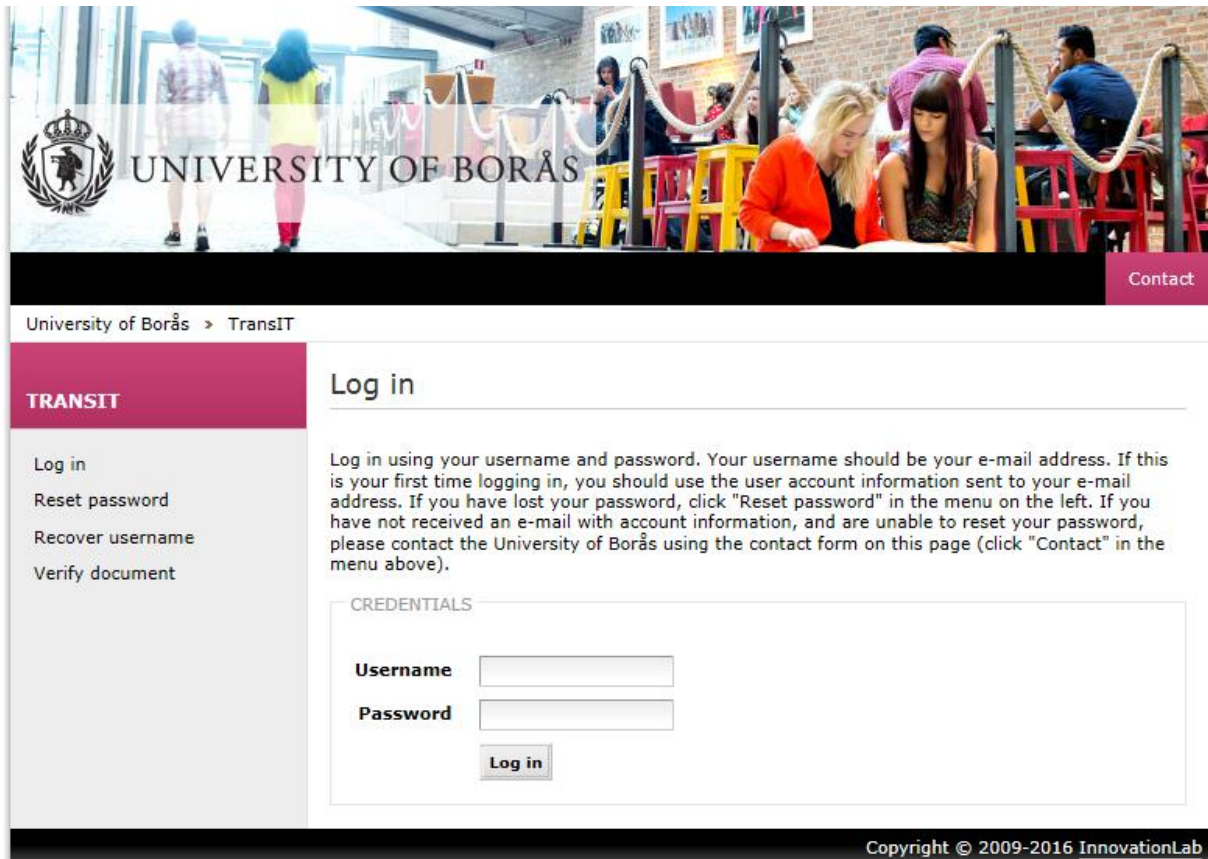
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LOG IN FORM

The password is sent to the student in an e-mail after the student's user account has been created in TransIT. The student's username is the e-mail address that the account information was sent to.

RESET PASSWORD

If a student loses or forgets his/her password, it is possible to get a new one. The student has to enter the e-mail address, and a new password will be sent to that e-mail address. The e-mail address must be the same as the one belonging to the student's user account in TransIT.

RECOVER USERNAME

If the student forgets his/her username (which is the student's e-mail address), the student has to contact internationalstudent@hb.se.

VERIFY DOCUMENT

TransIT automatically generates certain documents in PDF format. At the bottom of each document a verification code is printed, that you can use to verify the authenticity of a document. Simply go to the TransIT website, and click 'Verify document'. Enter the 40-character code, and click 'Verify' to check the authenticity of the document. No user account is necessary to access this function.
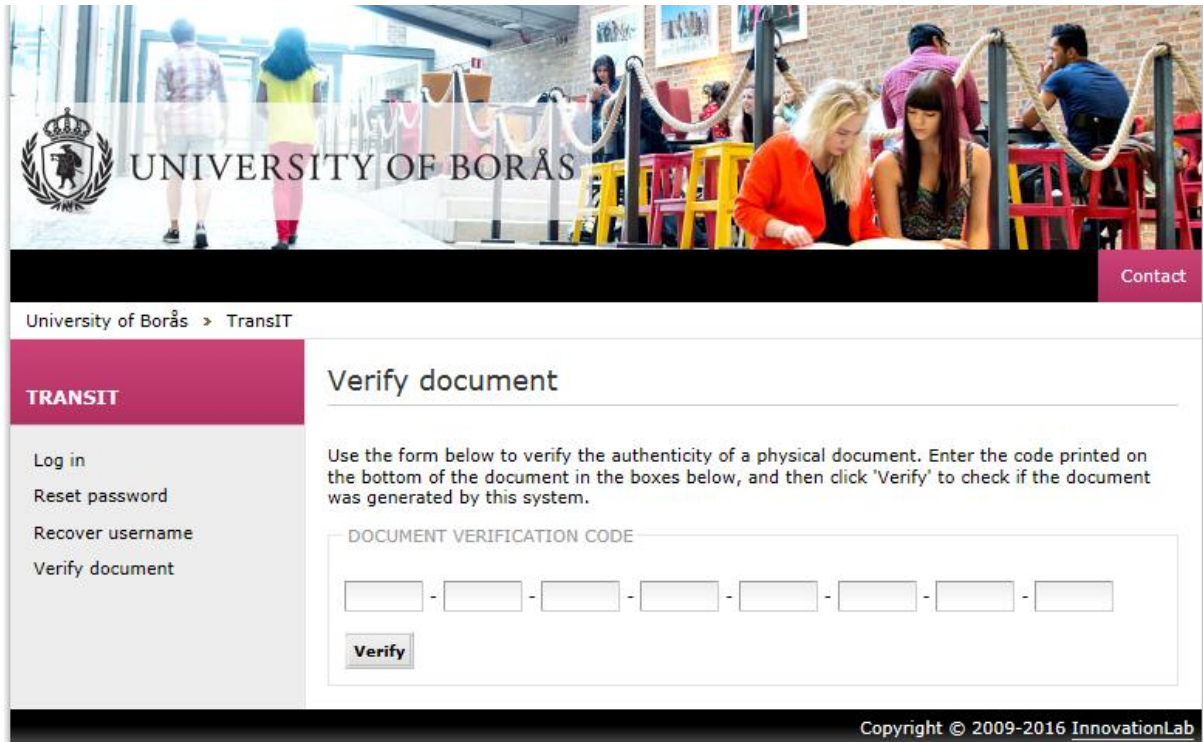
Document verification code example:

University of Borås, S-501 90 BORÅS, Sweden
Phn: +46-33-435 40 00
E-mail: registrator@hb.se

Verify the authenticity of this document at transit.hb.se using verification code:
AE131-4E1DB-586FB-6C2C3-263D4-CF046-550D6-4F6FB

1 (1)

STEP 1 – PERSONAL INFORMATION

The first time the student logs in a message explaining the application process is displayed:
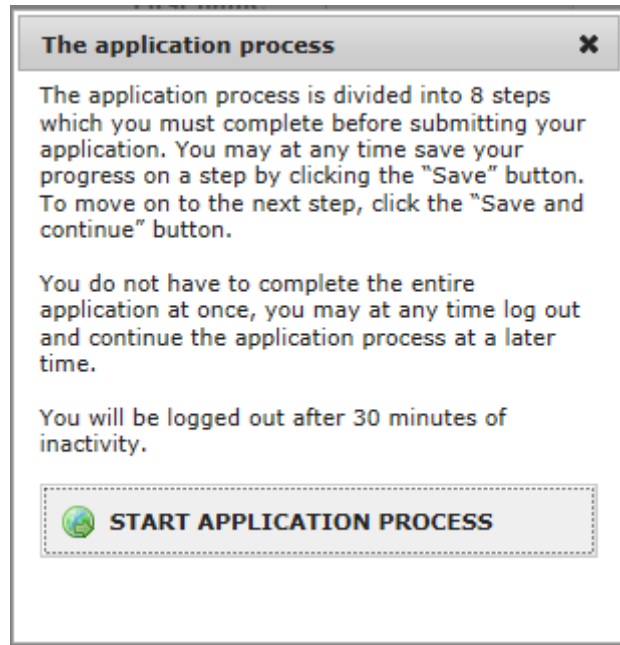
The application process ✖

The application process is divided into 8 steps which you must complete before submitting your application. You may at any time save your progress on a step by clicking the "Save" button. To move on to the next step, click the "Save and continue" button.

You do not have to complete the entire application at once, you may at any time log out and continue the application process at a later time.

You will be logged out after 30 minutes of inactivity.

🌐 **START APPLICATION PROCESS**

To start the application process, the student has to click the 'Start application process' button to close the message and display the first step, Personal information (Please note you need to fill in your name as it appears on your passport):

Each step has to be completed before moving on to the next step. To move on to the next step, the student has to click 'Save and continue'. If there are any validation errors on the current step, for example if the student has failed to enter required information, the student is not allowed to continue to the next step. The student can at any time save the progress on the current step by clicking the 'Save' button. Required fields are marked with an asterisk (*). On the left hand side of the application form all steps in the application are displayed and it can be used to navigate to previous steps.

STEP 2 – EMERGENCY CONTACT

UNIVERSITY OF BORÅS

STEP 3 – HOME UNIVERSITY - INTERNATIONAL COORDINATOR

University of Borås > TransIT

PROGRESS

⊘ Personal information

⊘ Emergency contact

➡ **Home University – International Coordinator**

○ Semesters

○ Courses & course packages

○ Supporting documents

○ Review application

○ Application submitted

Home University - International Coordinator

🔒 Log out   👤 Change password   ❓ Help

Please provide us with some information about the international coordinator **at your home university.**

First name *   [   ]
              Given name

Last name *   [   ]
              Family name

Email address *   [   ]
                  Must be a valid e-mail address (xxx@xxx.xxx)

Phone number **   [   ]
                  ** *Enter a phone number, including the country's calling code. You must enter either a phone number, or a mobile phone number, or both.*

Mobile phone number **   [   ]
                         Enter a mobile phone number including the country's calling code.

* denotes a required field

« Previous   💾 Save   **SAVE AND CONTINUE »**

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STEP 4 — SEMESTERS

STEP 5 – COURSES & COURSE PACKAGES

Students can choose both single courses and course packages. A course package is a collection of courses that can be chosen instead of individual courses. To display more information about a course, the student can click on the course name and a pop-up window is opened which contains more information about the course. The student should also select the Swedish language course if he or she wishes to study Swedish.

Popup window with course details:

Course details	✖
Ladok code	22EB2D
Name	e-Business
Start	3/26/2018
End	6/3/2018
Main area	Business, IT
Pre-requisites	Passed courses of 60 credits in Informatics or Business Administration.
Content	The course covers topics that are central in the area of e-Business, i.e. how information technology can be used in business processes to add value, not only as a platform for e-commerce. The course is therefore focused on how IT can be an integrated factor for effective business operations.
Assessment	The course is assessed by the following parts: - Project assignment. Project work carried out in groups Learning outcomes: 2.1 Credits: 2,5 Grading Scale: Pass (G) or fail (U) - Seminar for project assignment. Seminar with group presentations Learning outcomes: 2.1 Credits: 0,5 Grading Scale: Pass (G) or fail (U) - Written examination Learning outcomes: 1.1-1.3 och 3.1 Credits: 4,5 Grading Scale: A-F For a passing grade (A-E) on the entire course, the grade Pass (G) is required for *Project assignment* and *Seminar for project assignment* together with at least grade E on *Written examination*. A higher grade on the entire course is thereafter determined by the grade on Written examination.
Objective	After completion the student will be able to, in matters of: *Knowledge and understanding* 1.1 Describe and explain the meaning and the extent of e-Business and its elements, 1.2 Describe and discuss challenges and obstacles for e-Business implementation, 1.3 Describe and discuss suitable tools, models, techniques and methods in e-Business, *Competence and skills* 2.1 Develop and orally, as well as in writing, describe and discuss a strategic plan for e-Business in a specific company, and *Judgement and approach* 3.1 reflect on the effect of legal, societal and ethic limitations and possibilities for a company's e-Business.
Teaching	Teaching on the course consists of lectures, workshops and seminars

STEP 6 – SUPPORTING DOCUMENTS

Supporting documents are documents that show that the student fulfill the course prerequisites. Most documents will have to be uploaded in Microsoft Word or PDF format. The maximum allowed upload size is 20 MB. The student cannot proceed to the next step before all required documents have been uploaded.

STEP 7 – REVIEW APPLICATION

To submit the application, the student has to click the 'Save and continue' button:

SEMESTERS

- Spring semester 2019

COURSES AND COURSE PACKAGES

Courses
- Project work 3B in Resource Recovery, 30 ECTS, Spring semester 2019

SUPPORTING DOCUMENTS

- Documentation of English language proficiency (transit_test.docx)
- transcript of records (transit_test.pdf)

PRIVACY NOTICE

Information that you provide about yourself and others when applying for exchange studies at the University of Borås will be processed by the International Office. The information is needed in order to process your application, communicate with you, administer your exchange studies and provide special learning support, if required. The information will not be shared with third parties, with the exception of your home university, which we will for example send a copy of the admission letter to. The information will be stored within the EU/EEA, and erased when it's no longer required. The University of Borås is the controller of the processing, and the legal basis for the processing is article 6.1 (e) GDPR (public interest). Read more about how the University of Borås processes your personal data and your rights at the university's website, http://www.hb.se/dataskydd

Click **Save and continue** to **submit** your application. Once you have submitted your application, you will no longer be able to make any changes.

* denotes a required field

« Previous   **SAVE AND CONTINUE »**

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STEP 8 – APPLICATION SUMMARY

Once the student has submitted his/her application, the student will no longer be able to make any changes. The student may however at any time log in and view the application summary. Once the student's application has been reviewed, the student will be notified via e-mail.