



General Conduct Guidelines

Academic Year 2019/2020

The Faculty of Engineering LTH is home to students from many different backgrounds, cultures and religions. To avoid misunderstandings or conflicts arising because of cultural differences, we have written a list of the most important rules that all LTH students must follow. Please be aware and respectful of Swedish laws and customs, as well as those of your fellow students. All students have the right to be treated with respect and courtesy, regardless of background, religious beliefs or gender. Claiming not to be aware of these rules is not a valid excuse for breaking them. It is your own responsibility to read, and make sure you understand, each of the rules below. If there is anything you do not understand, please contact the International Office.

Course work and exams

Assignments: You must carry out your assignments by yourself, without the help of others, unless your teacher tells you that it is necessary or allowed to work in groups.

Course literature: We expect you to buy your own copies of the course literature. The university and teachers cannot lend you any books. The library has copies of the course books that you can read when you are in the library – you cannot borrow these books to take home with you.

Deadlines: You must hand in your course work on time. If you miss the deadline for an assignment, you might fail that part of your course.

Exams: Students are required to register for their exams. The registration is done online in the Student Portal. Register to each exam the first time it is given and try your best to pass it. You only have two to three opportunities per year to pass each exam (one proper exam, followed by one or two re-exams). Never skip the first sitting of an exam with the intention of studying more for the resit; you might become sick, or for some other reason not be able to attend the resit exam.

Please read more on registering for exams here:

<http://www.lth.se/english/study-at-lth/student-life-and-resources/examinations/taking-an-examination/>

Laboratory work: Be well prepared for each laboratory session. If you come prepared, you and your course mates will have a much more successful lab session. Read the instructions and manuals in advance. Do calculations and plan your lab work in a flow-chart. Remember: You must attend all required labs – they are compulsory. Arriving late or missing a full lab session can cause you to lose credits and receive an incomplete grade for the entire course.

Plagiarism and cheating is not allowed: *You are not allowed to copy or present someone else's work, ideas or words as your own. This practice is known as plagiarism, and is considered cheating.* When you use or reference someone else's texts or work (including images), you must cite your references properly, **and** either use quotation marks ("") or rewrite the text in your own words. Plagiarism and all other forms of cheating are severe offences that are not allowed at Lund University. All cases of plagiarism and cheating will be reported to the Disciplinary Board, and can lead to failing a course or being suspended from studies.

Please note! We use a number of tools to identify plagiarised texts from the internet, course literature and your fellow students. Always give proper credit to your references, and rewrite what you have read in your own words.

More information about our plagiarism policy:

http://www.lth.se/fileadmin/lth/anstallda/projektdata/ak_hederlighet/PolicyPlagiarismLTH20100408.pdf

Seminars and group work: You must take an *active* part in both seminars and group work. If you do not contribute your share of work, you will **fail** that part of the course and get an incomplete course grade.

Study technique: All courses, no matter how many hours of scheduled tuition they contain, require you to study on your own outside of the classroom. Your overall workload will be at least 40 hours per week. Your programme and schedule are designed around this principle. Your teachers expect you to study on your own outside of the class room throughout the entire course. Do not only study in the weeks before your exams – you will be less likely to pass.

Study Plan: On <http://www.student.lth.se/studieinformation/studiehandboken/> you will find the syllabus for your programme. The syllabus contains important information about your programme.

Degree Project: You are responsible for finding your own degree project, and you should look for a suitable project during the autumn of your second year. You can base your project in a department at LTH, or at another academic institution or company – either in Sweden or abroad. You must have a LTH supervisor no matter where you perform your degree project and your choice of project must be approved by the examiner before you start. You must also have a certain number of course credits before you can start your degree project. More information: <http://www.lth.se/english/study-at-lth/masters-programmes-in-english/degree-and-career/>

Degree awarded: When you have reached the required 120 credits, you must apply online to be awarded the degree “Degree of Master of Science (120 credits) in XXX” or “Degree of Master of Fine Arts in Design” (120 credits). More information on how to apply is found on the web: <http://www.lth.se/english/study-at-lth/masters-programmes-in-english/degree-and-career/degree-certificate/>

Attendance and social guidelines

Be on time: It is very important that you come on time (and well prepared) to all your classes. If you arrive late you will miss important information and disturb the rest of your class. Being late for compulsory seminars or laboratory work can lead to **failing** that part of the course.

Sickness: If you get sick and have to miss a compulsory class (laboratory work, seminar etc), you must let your teacher know before the class.

Holidays and holy days: Lund University is home to people from many different countries, cultures and religions, who observe many different holidays. It is impossible to fit everyone’s holidays into the academic calendar; therefore we only observe Swedish holidays. However, if aspects of your religion are going to affect your studies, please discuss this with your teacher or programme director as soon as possible.

Other absences: It is possible that you need to miss a compulsory part of your course for other reasons than being sick. In this case, you must let your teachers know a week in advance.

Mobile phones: Mobiles must be turned off during lectures, seminars, laboratory sessions and exams.

Harassment: Intimidation, inappropriate comments or suggestions, coercion and all other forms of harassment are strictly forbidden. Doing well in your studies is much easier in a friendly and cooperative environment. More information on your rights and obligations can be found on the web: <http://www.lth.se/english/study-at-lth/student-life-and-resources/rights-and-obligations/>