

General Regulations and Information Academic Year 2017/2018

Validity: 2017/2018

Date of approval: 12 May 2017

In addition to the general regulations and information apply the syllabus for the programme at the Faculty of Engineering.

1 Information

1.1 LTH, programme managements and Faculty management team

LTH is the Faculty of Engineering at Lund University. Each programme is managed by a Programme Board and the Education Management Board (LG-GU) at the Faculty of Engineering.

1.2 The academic year

The academic year consists of an autumn and a spring semester and is further divided into four study periods, each followed by an examination period. In addition, there are re-sit examination periods. Information on dates for the academic year is available online www.lth.se/english/education/academic-system/academic-calendar/.

1.3 Programmes syllabi

The Higher Education Ordinance (Chapter 6 Section 16) stipulates that a study programme shall have a programme syllabus. The programme syllabus is valid for the present academic year and replaces previous programmes syllabi. The general regulations and information in this document is part of each programme syllabus together with information on the basic structure and regulations for the individual programme.

Each programme syllabus also includes a curricula and timetable detailing the available courses, their distribution over study periods and the number of hours allocated. The scope of the course is defined in credits; one academic year of full-time study corresponds to 60 credits.

1.4 Admissions procedure

The Board of Lund University has established an admissions procedure for admission to programmes and courses. Studies must start on the date stated in the admission decision.

1.5 Semester registration

Students must register for studies at the beginning of each semester in the student portal at www.student.lu.se. Newly admitted students are registered automatically in the first semester. Semester registration is a requirement for course enrolment, study records and Swedish student financial aid (CSN).

1.6 Schedules

Schedules for tuition and examinations are available online www.lth.se/english/education/master/information-for-current-students/. Lectures and exercises always start at “a quarter past” (i.e. 15 minutes later than the stated time). Examinations, however, always start at the time stated.

1.7 Leave from studies

Leave from studies means that a student is not present at tuition during most of a semester or longer. Leave from studies is normally granted after one semester of studies at the earliest and for no longer than a year at a time. An application for leave from studies is to be submitted to the International office in the study period prior to the leave at the latest. The application form is available online www.lth.se/english/education/master/information-for-current-students/. While on leave, students can complete or participate in examinations of previous, uncompleted courses. Regulations for course applications are to be followed before studies are resumed after leave from studies.

The Higher Education Ordinance (Chapter 7 section 33) stipulates that a higher education institution may allow a student to continue his or her studies when returning from leave, if there are valid reasons. In such cases, the higher education institution provides a guaranteed place in advance.

A decision on leave from studies must state when studies are to be resumed and if a study place has been guaranteed. If a student takes leave from studies without an application, non-completion of studies is registered and a new admission is required if the student wants to resume studies.

1.8 Non-completion of studies

Students who interrupt their studies at the Faculty of Engineering before acquiring a degree must immediately notify the Faculty of this on a special form. The form is available online www.lth.se/english/education/master/information-for-current-students/. Students who notify the Faculty of the interruption are allowed to complete the courses for which they are registered. For inactive students who have not applied for leave from studies, non-completion of studies is entered in the student registry when this is reviewed.

1.9 Degree requirements

Degree requirements are stated in the programme syllabi. Only completed courses may be included in the degree.

2 Courses

2.1 Courses and course syllabi

The Higher Education Ordinance (Chapter 6 Section 14) stipulates that a course shall have a course syllabus. The course syllabi for the academic year are available online at kurser.lth.se/lot/. Some course syllabi include the headings “Admission requirements” or “Required prior knowledge”. “Admission requirements” refers to the courses, or equivalent, that must have been passed for the student to be admitted. “Required prior knowledge” refers to the level of knowledge the student needs to have in order to be able to follow the tuition.

2.2 Course Levels

In order to indicate the academic progression, the level of each course is specified in terms of cycle in higher education: first cycle (G) or the second cycle (A). At the Faculty of Engineering first cycle (undergraduate) courses are further subdivided into first cycle level 1 (G1) and first cycle level 2 (G2), where G2 represents progressive specialisation relative to G1. The level of a course is stated in the course syllabus.

2.3 Grades and grading ombudsmen

The grades awarded for a course are indicated in the course syllabus. The most common grading scales are either a scale of four grades (Fail, 3, 4, 5) or one of two (Fail, Pass).

Re-sit examinations in order to improve a grade for courses where several passing grades are awarded are normally allowed at the Faculty of Engineering, unless the course syllabus states otherwise or the examiner decides against it in individual cases. Grades cannot be appealed against. They may, however, be reconsidered, but only by the examiner. To enable students to discuss their grades with an objective and experienced teacher there are two grading ombudsmen at the Faculty of Engineering. Their mission is to ensure (on behalf of the individual student and when asked to do so) that a request for a grade to be reconsidered is handled correctly.

2.4 Course application

Students need to inform themselves about and comply with the rules for course application of each programme. Course application is made in the Lund University student portal at www.student.lu.se. Students who have not applied on time have no right to be registered for courses.

2.5 Courses on other programmes

Courses offered by the Faculty of Engineering, but not as part of the programme, may only be included if a decision to this effect is reached by the programmes board. Such a decision must also state that the course can be included in the intended degree. An application is to be submitted on a specific form to Programservice during the regular course application period. The application form can be found online www.lth.se/english/education/master/information-for-current-students/.

2.6 Course registration

Students who have been admitted and attend the first meeting of a course are to be registered by the relevant department. Students who interrupt their studies on a course within three weeks of the start of the course shall notify the department. Provided that the student has not passed an examination during this period, the department will unregister the student. Only students

registered on a course are entitled to participate in tuition and examination.

2.7 Course evaluation (CEQ)

The Higher Education Ordinance (Chapter 1 Section 14) stipulates that higher education institutions shall provide students with the opportunity to complete course evaluations. At the Faculty of Engineering, a comprehensive system for course evaluation (CEQ - Course Experience Questionnaire) is used for courses and degree projects. Students submit anonymous responses in a questionnaire (online or paper) on completion of the course. The responses are compiled, analysed and supplemented by comments from course lecturers, programme management and students' council and published online at www.ceq.lth.se/rapporter/ and sent by email to the students who attended the course.

3 Enrolment form for degree projects

Students must apply for their degree project on a specific form www.lth.se/english/education/master/information-for-current-students/ to be submitted to the International office before work on the project may be commenced. The International office will check that students meet the admission requirements. At Campus Helsingborg, registration for degree projects is made in Mitt Campus at www.ch.lu.se.

4 Studies abroad

Students who plan to study abroad and want to have these studies accredited in their degree must, prior to their departure, apply to the programmes board for approval. On returning from their studies abroad, students must be able to provide evidence of passed examinations.

5 Credit transfer

Chapter 6 sections 6-8 of the Higher Education Ordinance regulate students' right to credit for previous studies at a higher education institution in Sweden or another Nordic country. Students are also entitled to credit for knowledge and skills acquired from

other educational programmes or in the course of professional activities. An application for credit transfer is made on a specific form www.lth.se/english/education/master/information-for-current-students to be submitted to Programservice. It is only possible to transfer credits from courses that do not overlap other completed courses. This might be subject to revision once more when it is time to issue the degree.

Credit transfer of an entire course

Students are entitled to have previous studies considered for credit transfer, on application. When considering credit transfer, the programme board assesses whether the previous studies correspond to a given course on the programme or whether the previous studies are consistent with the learning outcomes of the programme.

Credit transfer for part of a course

In cases where students have documented results from previous studies that correspond to a part of a course on a programme, the examiner of the course decides on credit transfer.

6 Examination

6.1 Written examination

The following rules apply to written examinations (extract from LTH 2010/106):

- Students must be able to prove their identity through a valid photo ID. The lecturer in charge, but not invigilators, is entitled to ask students unable to prove their identity to leave the examination hall. Examination papers submitted by students unable to prove their identity must not be marked and the result must not be recorded in Ladok.
- The lecturer in charge must be present at the examination to the extent required.
- Examination results are normally to be recorded 15 working days from the date of examination. If the number of students taking the exam exceeds 200 the time limit is 22 working days. If a department or division has more than a total of 700 students taking exams in a given exam period the results must be recorded within 30 days. The only exception to

these time frames is passing grades from the autumn semester which must be reported on the Monday in week 3 at the latest.

A department is normally obliged to offer at least two re-sit examinations each year for compulsory courses and one re-sit for elective courses. If this is not possible, students are entitled to a re-sit examination within a reasonable period of time after having expressed an interest. Re-sits are usually scheduled during re-sit examination periods. Re-sit examinations of cancelled courses are normally provided within a year after the course was last offered. Students who participate in examinations without being entitled to do so will not have their exams marked or documented.

6.2 Compulsory exam registration and anonymised assessment

The Faculty of Engineering offers anonymised written assessments, given that the student has registered for the exam at www.student.lth.se. Exam registration periods are posted at www.student.lth.se. If a student fails to register for a re-sit exam, a seat in the exam is not guaranteed.

6.3 Prohibited aids at examinations

Only aids specified in writing in the course or examination information are permitted at written examinations. No external contacts are allowed.

In addition, the following regulations apply:

- Assignments are to be completed individually, unless group work is explicitly indicated.
- The course director decides on group composition and changes to it in cases of group work. The work must be carried out by the members of the group.
- Assignments and how to understand them may be discussed in general terms with outsiders but concrete help with solutions is not permitted.
- Copying solutions from other students or groups, in whole or in part, is not permitted. Nor is it permitted to copy from books or sources on the internet. When quoting other sources, clear information on these must be provided.
- Considerable help to complete an assignment from anyone other than a lecturer on the course must be described in the

report or in some other clear way. This is also the case when aids have been used that the lecturer cannot be expected to know about.

Departments are entitled to supplement these regulations in writing at the beginning of a course in, for example, course descriptions.

7 Disciplinary measures

The Lund University Disciplinary Board deals with disciplinary measures in cases of use of prohibited aids, plagiarism, infringement of the rules on the use of Internet information, harassment of students or staff, disruption of lectures or other activities of the institution, etc. A decision against the student may lead to suspension from studies of up to 6 months (Higher Education Ordinance Chapter 10).