

General Conduct Guidelines

Academic Year 2024/2025

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 the customs of your fellow students. All students have the right to be treated with respect and courtesy, regardless of age, disability, ethnicity, religion, sexual orientation, gender, transgender identity, or expression. Lund University and LTH has zero tolerance approach to discrimination, harassment, sexual harassment, and victimisation. 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 at LTH.

<https://www.student.lth.se/english/my-studies/equal-opportunities-for-students/>

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 Ladok for students. 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 regular 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.

[Information on registration for exams](#)

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. Plan and prepare your work. 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 are 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 several 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.

[Read more about how Lund University defines plagiarism and how to avoid plagiarism](#)

[Videos on how to avoid plagiarism](#)

Using ChatGPT or other Generative Artificial Intelligence (GAI) tools: If the teacher has not explicitly allowed the use of GAI during an examination assignment, you should assume that it is not allowed and that it will be seen as cheating. If you want to use GAI, you must always ask the teacher first if it's allowed and if it is, how you are expected to document your use of it. If you make it look like you have written something that a GAI tool has written, it's considered cheating.

[Things to keep in mind before using GAI \(Generative AI\)](#)

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 classroom throughout the entire course. Do not only study in the weeks before your exams – you will be less likely to pass.

Study Plan: Read through the syllabus of your programme. The syllabus contains important information about your studies.

[Syllabi of all programmes](#)

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 an LTH/LU 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.

[Information about the degree project](#)

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).

[Information on how to apply for a degree certificate](#)

Attendance and social guidelines

Be on time: It is very important that you come on time (and well prepared) for 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 cannot attend a compulsory class (laboratory work, seminar etc), you must let your teacher know before the class starts.

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 absence: 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: Mobile phones must be silenced during lectures, seminars and laboratory sessions and turned off during 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.

[Information on your rights and obligations.](#)