

International Office, LTH

## **General Conduct Guidelines, Academic Year 2022/2023**

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 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.

[Registering for exams \(Student website LTH\)](#)

### **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 mandatory. 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.

[Avoiding plagiarism \(Lund University's website\)](#)

### **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 course syllabus for your programme. The syllabus contains important information about your studies.

[Syllabi for all courses – exchange students \(Course website LTH\)](#)

[Syllabi for all courses – degree students \(Student website LTH\)](#)

### **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 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.

[Degree project for degree students \(Student website LTH\)](#)

[Degree project for exchange students \(Student website LTH\)](#)

## **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 mandatory seminars or laboratory work can lead to failing that part of the course.

### **Sickness**

If you get sick and have to miss a mandatory 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 absences**

It is possible that you need to miss a mandatory 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.

[Rights and obligations \(Student website LTH\)](#)