



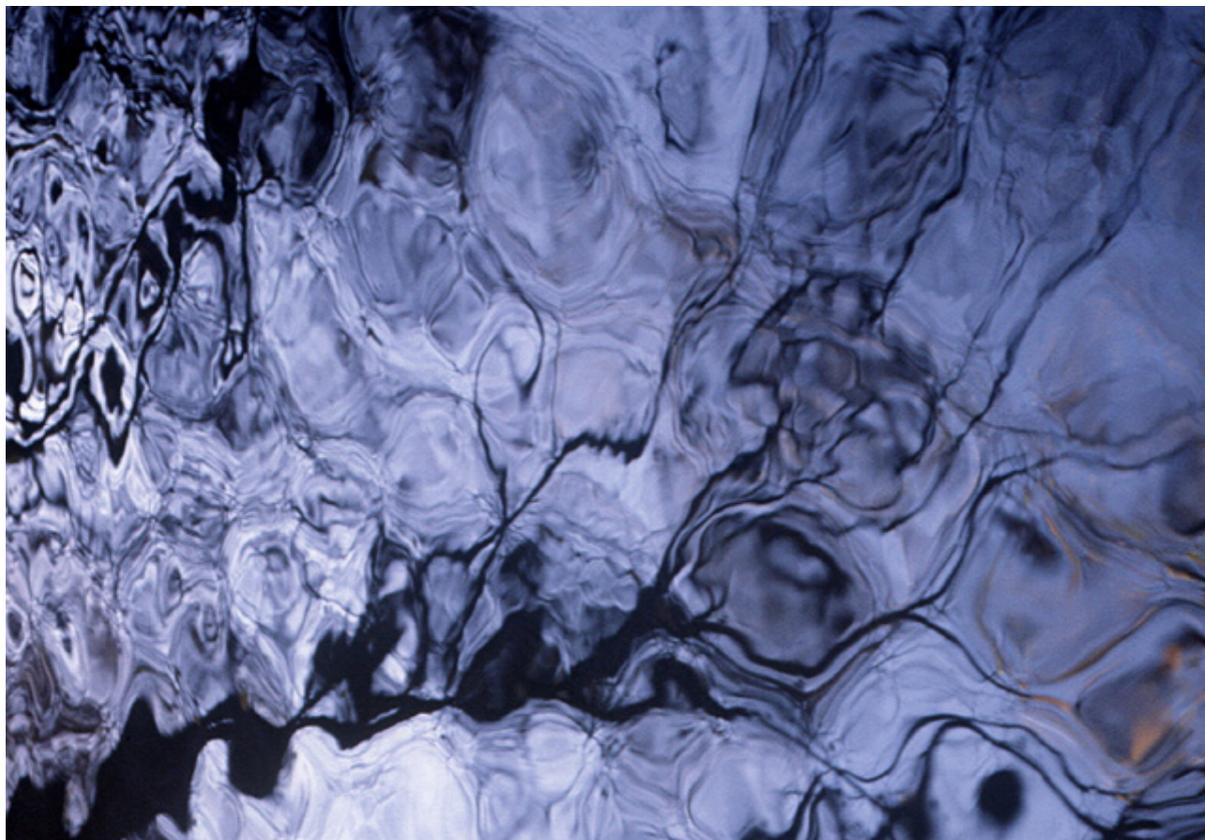
Graduate School

FACULTY OF SOCIAL SCIENCES

# STUDENT HANDBOOK 2021-22

Version 1.0 – August 2021





<b>Welcome</b>	<b>1</b>	Academic writing and plagiarism	26
Letter from the Director of Studies	3	Student rights	27
		Legal and formal	28
<b>About</b>	<b>4</b>	Conditional admission and degree verification	28
Lund University	5	Student insurance	28
The Faculty of Social Sciences	6	Personal ID number	28
Graduate School	7	Residence permit	29
Contact information	8	Housing & related insurance	30
		Student services	31
<b>Studying at Graduate School</b>	<b>9</b>	Services for international students	31
Graduate School – a brief history	10	Libraries	33
Communication channels	12	Online information resources	33
Our Master’s programmes	13	Course e-Platform: Canvas	34
Term 1	13	Access and accounts	36
Term 2	15	Career services	37
Term 3	16	Pedagogical support	38
Term 4	18	Health & fitness	39
Thesis preparation track	19	Student organisations	41
Language courses in Arabic	22		
<b>Studying at Lund University</b>	<b>23</b>	<b>Appendix:</b>	
Academic environment and method of instruction	24	<b>processing student complaints</b>	<b>47</b>
Grade assessment	25		

**Online version!**

You can also download this guide which can make sense as we include a lot of web links that are of course clickable in the online version:

[www.graduateschool.sam.lu.se/current-students](http://www.graduateschool.sam.lu.se/current-students)

# 1. WELCOME

## Dear Student,

Welcome to Lund University, one of northern Europe's oldest, broadest, and finest universities! At Lund, history and tradition lay the ground for the study and research environments of tomorrow. With eight faculties and several research centres and specialised institutes, Lund University is the largest provider of research and higher education in Sweden.

We are pleased that you have chosen to undertake your graduate studies at Graduate School of Social Sciences and we hope you will find your stay here academically stimulating, pleasant, inspiring, and that it will provide a valuable contribution to your personal development.

In this Student Handbook you can find specific information about your study with Graduate School. This is a supplement to the information from Lund University which you should have received in your welcome package if you are an international student. You can also download it which can make sense as we include a lot of web links that are of course clickable in the online version:

[www.graduateschool.sam.lu.se/current-students](http://www.graduateschool.sam.lu.se/current-students)

If you have a question that has not been answered after reading this handbook, don't hesitate to contact us.

*Kind regards,*

*Graduate School staff*



# Letter from the Director of Studies

Dear incoming cohort students,

The Corona virus has upset all our lives, and will probably do so for longer still, but we are at last seeing a glimmer of light at the end of the tunnel. What we hotly desire is a bustling yet safe campus where we can meet all of you live. On that positive note, it is time for you and for us to roll up our sleeves again. I won't promise a restful two years ahead: your time as master students in our programmes will be hectic regardless of any lingering Corona clouds.

What you can do is to pace yourselves. Douglas Adams, of *Hitchhiker's Guide to the Galaxy* fame, really liked deadlines, or rather the whooshing sound they made as they went by. Well, old Doug said a lot of wise things ("If you try and take a cat apart to see how it works, the first thing you have on your hands is a non-working cat." being a real methodology nugget) but this once I think heeding his implicit advice might be a bit risky. Pacing is key.

Our ultimate ambition is *not* to set you up for well-paid jobs down the line – although that would be a nice side effect. No, our mission is to *hone your analytical skills*. In another famous quote, Douglas Adams has argued that "all opinions are not equal. Some are a very great deal more robust, sophisticated and well supported in logic and argument than others." Just so, oh soothsayer! If we and you work together, your arguments will grow steadily more robust, sophisticated and will be propped up by sound logics.

And dear me are such skills needed! The world is in many ways a study in incomplete and moronic arguments by people who ought to know a good sight better. The inanity seems contagious, and is not limited to specific political groupings (although a unifying delusion seems to be that only one's political enemies are subject to this depressing malady).

An important but sometimes neglected principle in the academic discourse is *charity* – the conscious effort truly to consider the best and strongest possible interpretation of the argument that your opponent is trying to convey. How much of that do you detect in the average Twitter slugfest?

Charity, together with similarly conscious attempts to present your own arguments lucidly, and to humbly accept that they can likely be improved if you listen to the input of other smart people, is an extremely powerful combo, and one that is more needed than ever. The *combo of reason*. Keep that in mind, and you will do just fine at Graduate School.

*Mikael Sundström, Director of Studies, Graduate School*

## Help and support functions – and the Student Handbook

Lund University maintains a range of different support functions. We run through many of them in the beefy *Student Handbook* that all Graduate School students receive when they come to Lund. We have found that other students (and teachers too!) often benefit from this information. The Student Handbook is always available here:

[www.graduateschool.sam.lu.se/current-students](http://www.graduateschool.sam.lu.se/current-students)

If/when students approach you to find out about such resources and support functions, it might for that reason be a good idea first to direct them to the Student Handbook.

# 2. ABOUT

So you find yourself in the historic city of Lund, and at Graduate School, part of the Faculty of Social Sciences at Lund University. Any university of this size is a complex beast, so let us take a quick look at it to get a basic overview of the organisation you are now a part of.

## Important dates

August 17, 09-20: Arrival Day (more info: [tinyurl.com/LUarrivalday](https://tinyurl.com/LUarrivalday))

August 25: Programme Introduction Day

August 30: Start of term

August 30: Document Drop-off day (for conditionally admitted students)

September (date to be confirmed): Deadline application to language courses

September 28: Information meeting about 3rd term (first-year students)

October (date to be confirmed): Thesis introduction day (second-year students)

October (date to be confirmed): Thesis information meeting (first-year students)

November 1 – 20: Application period, exchange studies

November 1: Methods course introduction day

Early November: Information meeting, exchange studies

December 22 – January 6, 2022: Winter break

January 16: Autumn term ends

January 17, 2022: Start of spring term; Course start (profile course)

More dates and details about your first year at Graduate School:

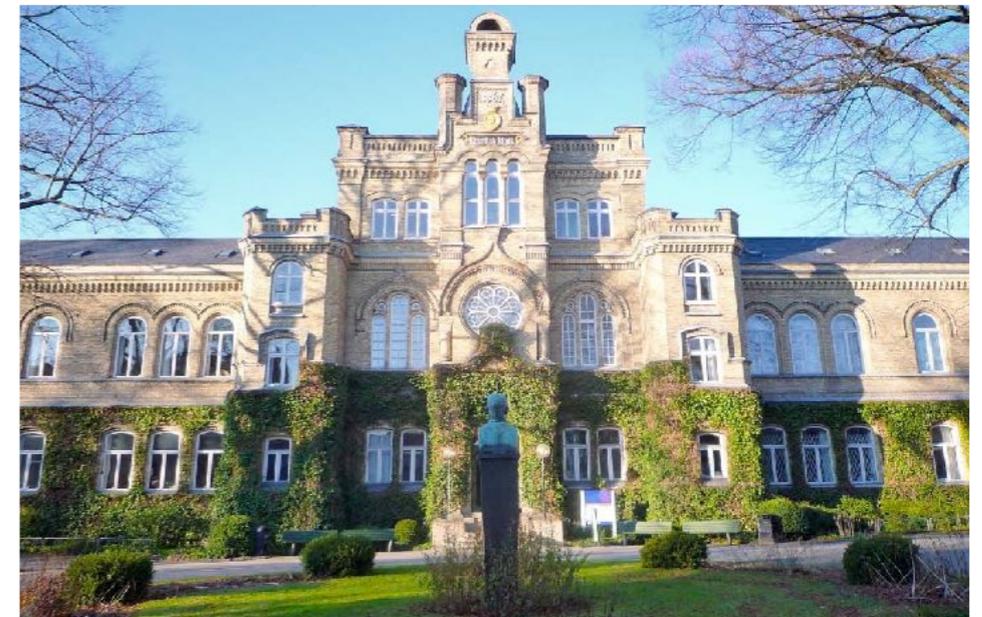
[www.graduateschool.sam.lu.se/calendar](http://www.graduateschool.sam.lu.se/calendar)

**Pedagogical support:** students with medical conditions that influence academic performance can get additional support from LU. Information meetings: August 26 1-2.30 PM in Swedish & August 27: 1-2 PM in English.

[tinyurl.com/pedagogical-support](https://tinyurl.com/pedagogical-support)



The historic main university building, sometimes informally referred to as the White House, from 1882.



The home of Graduate School used to be part of the city's old hospital complex – this is also where the Faculty administration and the International office are housed

# Introducing Lund University and Graduate School

## Lund University

Lund University seeks to be a world-class university that works to understand, explain and improve our world and the human condition. The University is ranked as one of the top 100 in the world. We tackle complex issues and global challenges and work to ensure that knowledge and innovations benefit society. We offer education and conduct research in engineering, science, law, social sciences, economics and management, medicine, humanities, theology, fine art, music and drama.

Our approximately 44,000 students and more than 8,000 employees are based on our campuses in Lund, Malmö and Helsingborg. The University has a turnover of approximately SEK 8 500 million (EUR 804 million), of which two thirds is in research and one third in education.

We are an international university with global recruitment. We cooperate with 500 partner universities worldwide and are the only Swedish university to be a member of the strong international networks LERU (the League of European Research Universities) and Universitas 21.

- Times Higher Education World University Rankings
- QS Top universities
- Academic Ranking of World Universities

Visions, Goals and Strategies for Lund University – a university that seeks to understand, explain and improve

Lund University's vision is to be a world-class university that works to understand, explain and improve our world and the human condition.

To read more about Lund University's strategic plan, follow this link: [tinyurl.com/LUmission](https://tinyurl.com/LUmission)

## Core Values

Lund University represents fundamental human rights and democratic and academic values. We shall operate in a context of gender equality and ethnic and social diversity. Respect, tolerance and concern shall govern all relationships, as well as mutual acceptance of responsibility and loyalty to the core values, mission and goals of the University.

Rationality, quality and commitment permeate the activities of our University. Academic integrity is absolute. There is ample room for different opinions and for debate. Respect for different viewpoints and objectivity direct our activities.

Critical thinking and free access to research information are promoted. We have an innovative and creative environment with scope for change and opportunities for professional development for employees. Humour, curiosity and commitment are key concepts.

The University is a critical voice and driving force in society. We cooperate with the international higher education community and carry out research and education in global issues of decisive importance to the future of mankind.

Higher education and research shall contribute to democracy, sustainable development and liberation from oppression. Our University stands for goals and visions that inspire hope!

# The Faculty of Social Sciences

## Departments at the Faculty of Social Sciences

Each department publishes information about upcoming activities, such as conferences, seminars and PhD dissertations on their websites. Please make it a habit to frequent relevant departmental websites for up-to-date information. Many departments also have Facebook pages which you can “like”. Refer to your welcome letter from Graduate School to find your major. This is usually – but not always – based on the major from your Bachelor’s degree.

DEPARTMENT(S)	MAJOR
Centre for Middle Eastern Studies	Middle Eastern Studies
Gender Studies	Gender Studies
Human Geography	Human Geography & Development studies
Social Work	Social Work
Political Science	Political Science
Sociology	Sociology, Social Anthropology
Sociology of Law	Sociology of Law

### Centre for Middle Eastern Studies

Finngatan 16, 223 62, Lund

[www.cmes.lu.se](http://www.cmes.lu.se)

### Department of Gender Studies

Allhelgona Kyrkogata 14, Hus M, Lund

[www.gender.lu.se](http://www.gender.lu.se)

### Department of Communication and Media

Språk- och Litteraturcentrum (SOL-centrum), Helgonabacken 12, Lund

[www.kom.lu.se](http://www.kom.lu.se)

### Department of Human Geography

Sölvegatan 10, Lund

[www.keg.lu.se/en](http://www.keg.lu.se/en)

### Department of Political Science

Paradisgatan 5H, Lund

[www.svet.lu.se/en/](http://www.svet.lu.se/en/)

### Department of Psychology

Paradisgatan 5P, Lund

[www.psy.lu.se/en/](http://www.psy.lu.se/en/)

### Department of Service Management

Universitetsplatsen 2, Helsingborg

[www.ism.lu.se/en/](http://www.ism.lu.se/en/)

### Department of Sociology

Paradisgatan 5, Hus G, Lund

[www.soc.lu.se/en/](http://www.soc.lu.se/en/)

*The Department of Sociology comprises two divisions:*

- Division of Sociology
- Division of Social Anthropology

### School of Social Work

Bredgatan 13, Lund

[www.soch.lu.se/en/](http://www.soch.lu.se/en/)

### Department of Sociology of Law

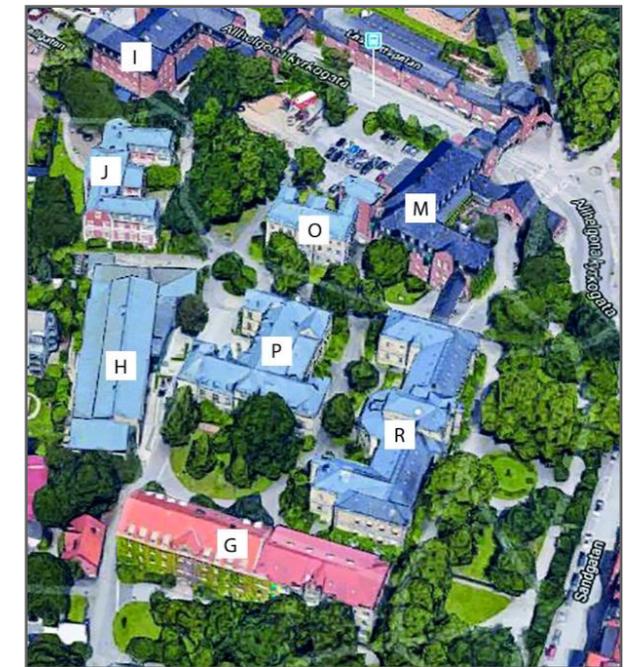
Allhelgona Kyrkogata 14M

[www.soclaw.lu.se/en/](http://www.soclaw.lu.se/en/)

### Department of Strategic Communication

Universitetsplatsen 2, Helsingborg

[www.isk.lu.se/en/](http://www.isk.lu.se/en/)



# Graduate School

Graduate School at the Faculty of Social Sciences is responsible for interdisciplinary programmes and courses at the master's level (and a good set of PhD courses too). We administer the five interdisciplinary programmes in Global Studies, Development Studies, Social Studies of Gender, Middle Eastern Studies and Social Scientific Data Analysis. In addition, we offer a range of elective courses, courses in theory of science and methods, and faculty-level PhD courses.

Studying at Graduate School is a unique experience where you will meet and work with people from all around the world while acquiring new knowledge and skills. Each programme consists of 25-35 students of which slightly more than half come from outside Sweden. While students tend to spend most of their time with other students from the same programme, the events and courses offered at Graduate School also provide opportunities to meet and work with students from other programmes. You will have a "home" at *Gamla Kirurgen*, in the heart of the *Paradise Quarter*, very close to *Lundagård*, where most of your lectures and seminars will be held. There is a student lounge in the same building where you can hang out and have a "fika", the Swedish version of coffee and a snack, with your fellow students. When the sun comes out, students enjoy spending time outside on the grass.

While most profile courses will be taught in *Gamla Kirurgen* [the old surgery clinic], as well as in the broader area of *Paradis*, some lectures will be held in other campus locations. A map of all university buildings can be found here:

[tinyurl.com/LUbuildingsmap](http://tinyurl.com/LUbuildingsmap)

## Online elements and social distancing

We should add that the Corona situation means that we continuously make contingency plans to comply with national and university guidance about online teaching and social distancing. Regularly and carefully monitor your course sites and our news outlets for up-to-date information.

## Your Graduate School team

Up-to-date information about Graduate School can be found on our website:

[graduateschool.sam.lu.se](http://graduateschool.sam.lu.se)

General email address: [master@sam.lu.se](mailto:master@sam.lu.se)

## Programme Directors

At Graduate School we have five programme directors, one for each Master programme we oversee. The programme directors act as academic anchors for the core theme of the programme, and help safeguard programme identity, focus and cohesion, and are permanent senior lecturers at the Faculty.

Students will regularly meet the directors who also tend to teach in the programme profile courses. They will have a decisive role when tweaking core programme content in those profile courses, and because they also organise student representative meetings will know a lot about what students are asking for (and about). The programme directors are very much involved in thesis-preparatory work, organising, among other things, thesis proposal seminars and a Thesis Introduction Day late in the second term.

## Methods Director

Methods teaching is a big thing at Graduate School, and we serve not only our own students, but many others as well. The Methods Director oversees methods-related planning, and makes sure the methods courses we offer are relevant to our students and fit together in a systematic fashion (this will be discussed later in this booklet).

## Mission control – the Office Team

The "mission control team" comprises the Director of Studies who formally heads Graduate School, and a crew of coordinators that together keep things on track, and help you in your everyday work, not least as our study advisors.

## Graduate School Board

The Graduate School Board is our formal decision-making body and comprises the Director of Studies (chair), the Programme Directors, the Methods Director, representatives from the collaborating departments (usually Directors of Study in said) and student representatives. The Board usually meets five times per year.

# Contact Information

## Mission control

1. **Katie Ahlstedt** (Programme Coordinator)  
Tel. 046-222 49 83 | email: katherine.anderson\_ahlstedt@sam.lu.se
2. **Milan Burke** (Programme Coordinator)  
Tel. 046-222 00 00 | email: milan.burke@sam.lu.se  
Visiting hours: through Canvas or by email
3. **Annika Hughes** (Information Coordinator)  
Tel. 046-222 48 36 | email: annika.hughes@sam.lu.se
4. **Lucie Larssonova** (Programme Coordinator)  
Tel. 046-222 46 39 | email: lucie.larssonova@sam.lu.se
5. **Frank Schreier** (Programme Coordinator)  
Tel. 046-222 31 30 | email: frank.schreier@sam.lu.se
6. **Mikael Sundström** (Director of Studies)  
Tel. 046-222 30 04 | email: mikael.sundstrom@svet.lu.se | home page
7. **Yagmur Yilmaz** (Programme Coordinator)  
Tel. 046-222 48 83 | email: yagmur.yilmaz@sam.lu.se



Katie  
Ahlstedt



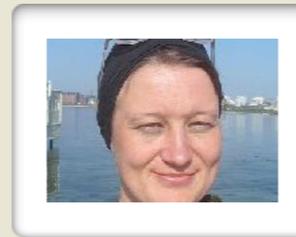
Annika Bergman  
Rosamond



Milan  
Burke



Rola  
El-Husseini



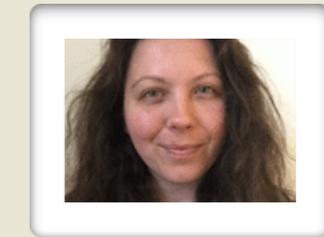
Annika  
Hughes



Anne  
Jerneck



Marta  
Kolankiewicz



Lucie  
Larssonova

## Programme Director team

1. **Annika Bergman Rosamond** (Programme Director, Global Studies)  
Tel. 046-222 44 02 | email: annika.bergman\_rosamond@svet.lu.se | home page
2. **Rola El-Husseini** (Programme Director, Middle Eastern Studies)  
Tel. 046-222 00 00 | email: rola.el-husseini\_dean@cme.lu.se | home page
3. **Anne Jerneck** (Programme Director, Development Studies)  
Tel. 046-222 00 00 | email: anne.jerneck@lucsus.lu.se
4. **Marta Kolankiewicz** (Programme Director, Social Studies of Gender)  
Tel. 046-222 96 08 | email: marta.kolankiewicz@genus.lu.se | home page
5. **Shai Mulinari** (Methods Director)  
Tel. 046-222 00 00 | email: shai.mulinari@soc.lu.se | home page
6. **Chris Swader** (Programme Director, Social Scientific Data Analysis)  
Tel. 046-222 32 66 | email: christopher.swader@soc.lu.se | home page



Shai  
Mulinari



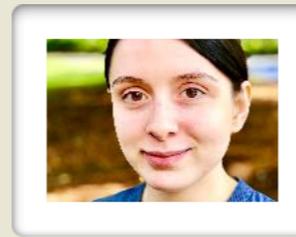
Frank  
Schreier



Mikael  
Sundström



Christopher  
Swader



Yagmur  
Yilmaz

### Emailing with the Graduate School office team

The Graduate School administrative staff works together as a closely knit team. This means that we are always in close communication with one another. We have given some hints above whom to turn to based on your errand, but even if you don't know what our specific tasks are, you can email any of us and we will pass your errand on to the person directly responsible. We also are in the habit of cc'ing one another in emails so that we all are kept in the loop. So don't be concerned if, for instance, our Director of Studies is included in our email correspondence – that's standard procedure.

# 3. STUDYING AT GRADUATE SCHOOL

Graduate School is a novel solution to the problem of maintaining and developing interdisciplinary teaching on the advanced level. Read on to learn more about us and what we do. And remember: “we” include you too!



# Graduate School – a Brief History

## The Beginning

Graduate School's story began with a push for internationalisation at Lund University prompted primarily by Sweden's adoption of the *Bologna Process* regulations. The Faculty Leadership sought to create two-year Master's programmes in accordance with Bologna regulations as well as creating international programmes and courses on the faculty level. There were already two international master programmes run by individual departments – *Welfare Policies and Management* and *International Development and Management*, but coordinating master programmes at the faculty level – i.e., by some entity other than one of the faculty department's, was something that had not been done before.

An advisory board was assembled to decide which subject areas should become international programmes. The response to the proposals was positive and it was also realised that a faculty-level master programme could be cost effective, and also provided new options to offer courses in theory and method to students beyond Graduate School itself. Such collaboration – and collaboration more generally – has since become a pillar of Graduate School's commitments.

## Developing Interdisciplinarity

While the intention for the programmes to be international was a primary focus from the start, the *interdisciplinary* aspect of the proposed programmes came later. 11 different programme topics were suggested and of those, three were ultimately selected and remain the backbone of Graduate School: the MSc Programmes in *Development Studies*, *Global Studies*, and *Social Studies of Gender*. These would be led by a Director of Studies, with individual Programme Directors for each of the three programmes and a board made up of the departments participating in the interdisciplinary cooperation.

The name "Graduate School" was decided upon, with the intention that the name should communicate its offerings to international students, and to indicate that international master level programmes and courses as well as a few international PhD courses were available there.

## 14 Years of Graduate School

Graduate School welcomed its first programme students in the Autumn of 2007. Located in the *Eden* building, Graduate School was made up of its Director of Studies, two administrative staff, and 9 students in Social Studies of Gender, 26 students in Global Studies, and 23 students in Development Studies.

Application numbers rose steadily and a place in a Graduate School programme became highly sought after by international students. When the Eden building was to undergo heavy refurbishment, Graduate School moved to its current quarters in the *Gamla Kirurgen* (the old surgery clinic) where it has remained ever since.

Course quality has long been a key Graduate School strength, and in 2015 it was decided that a complementing *Methods Director* position would further enhance the various courses in theory of science and methods. Since then, Graduate School has had a long-term planning pipeline for new methods courses based on the investigative work done by the methods director and colleagues around the faculty.

In 2017, Graduate School took over the daily administration of the faculty's PhD candidate courses. This allows for better planning and integration between the master's and PhD levels, and a range of our courses are populated by students from both levels.

When the Centre for Middle Eastern Studies was relocated to our faculty in 2018/19, Graduate School integrated the *Middle Eastern Studies* programme which thus became our fourth programme.

In 2018 a faculty discussion was also initiated about whether or not a fifth Graduate School programme should be developed. It was eventually decided that explorative work on such a programme, named the *Social Scientific Data Analysis* (SSDA) programme, should be initiated, and we are very pleased to welcome the first cohort of SSDA students this autumn.

# Graduate School – Our House!

Graduate School is housed in what is now known as “the old surgery clinic” (Gamla Kirurgen). Our two lecture halls (236 & 240) used to be ten-bed wards with an observation room (238) and pantry (237) sandwiched in-between. From the observation room, nurses could keep a watchful eye on recovering patients through two windows that have since been removed. The Student Lounge still has a vaguely religious look to it, and was indeed used as a church room in the past.

In 1868, the house we now inhabit finally opened for business as Lund’s main open surgery clinic. The famous and prolific architect Helgo Zettervall designed the building’s late gothic style, and although it has undergone substantial renovations in 1905, 1928 and 1978, many of his original ideas remain intact. The most notable changes in the intervening years was probably the installation of many more windows than Zettervall had opted for, and the wing extensions to increase floorspace.

Inside, changes have been much more far-reaching. Among other things, what is now the stairwell in the third floor used to be the very heart of the building as it housed the central operation theatre.

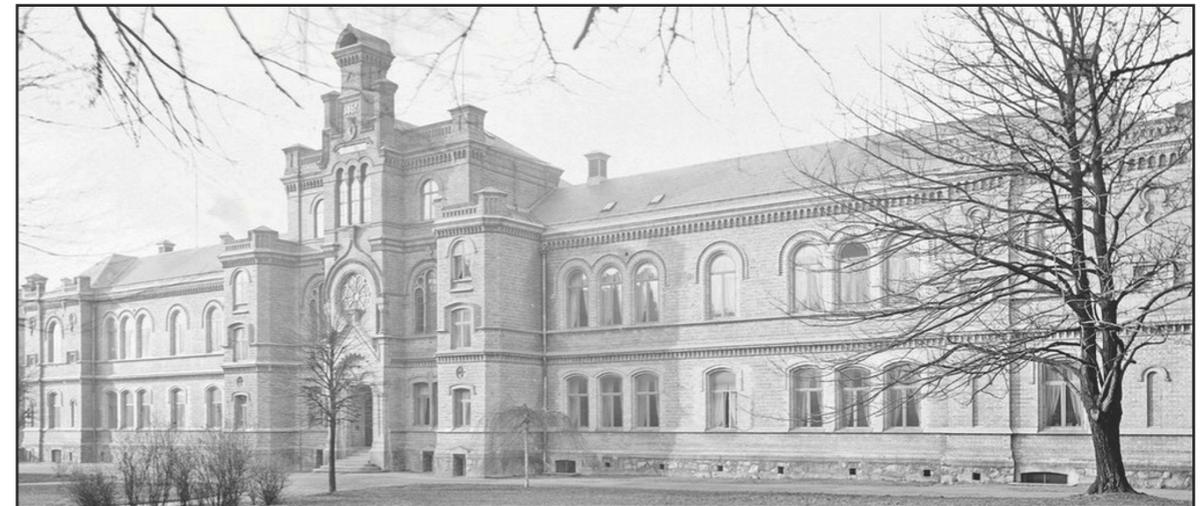


Helgo Zettervall (1831–1907)

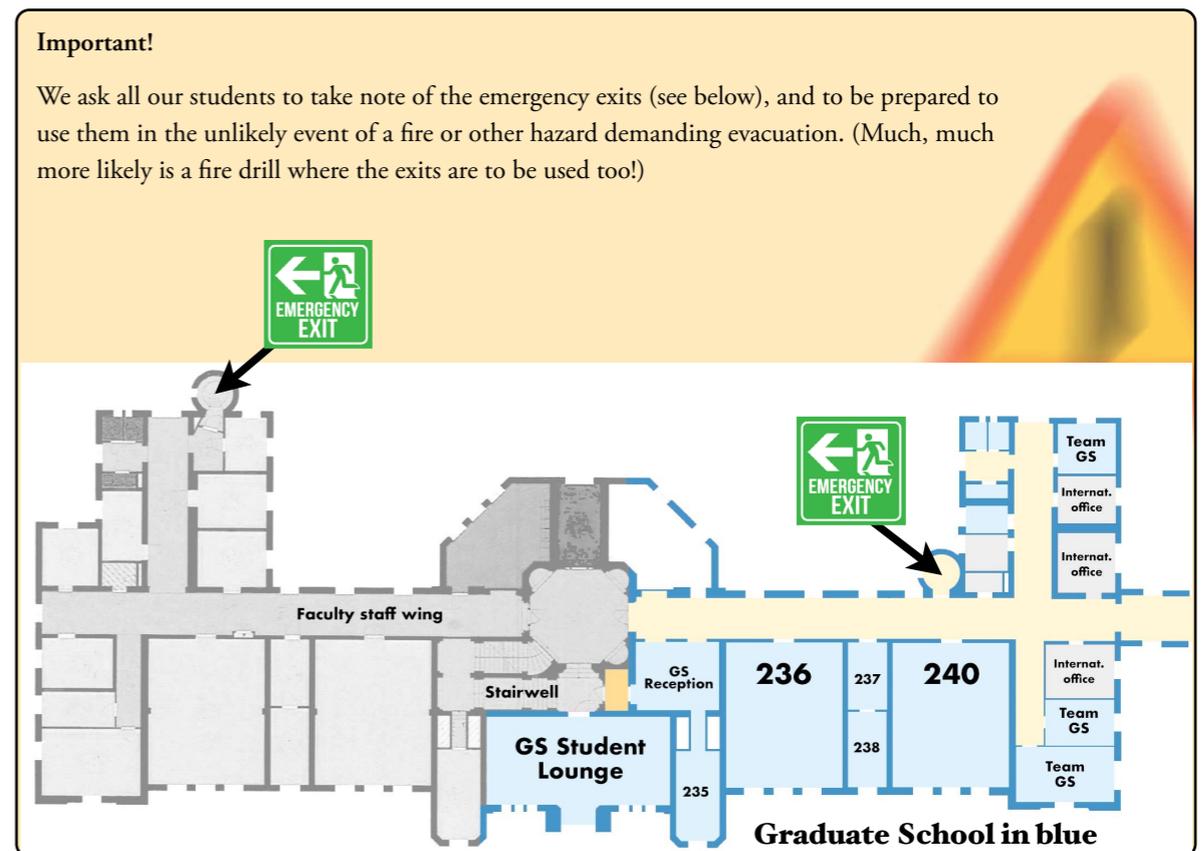
Renowned architect who designed the open surgery clinic along with many other buildings around Lund, including the main university building

When the hospital moved to its current location in the 1970s, the old buildings were transferred to Lund University which urgently needed more space. The open surgery clinic itself was handed over in 1972, and was at that point listed as an architectural heritage structure to prevent potentially intrusive changes (this status was removed in 2005).

Over the years, the building has housed a range of University units, notably the “UB3” University Library branch on the top floor. Today it is predominantly a social science building, with the central Faculty Administration, the International Office, Graduate School and the School of Journalism as main anchors. The 150-year old is still going strong!



Picture of the surgical clinic by Per Bagge in 1906. Reproduction: University Library, Lund University.



# Graduate School Communication

While you are studying at Graduate School, we use different channels to stay in touch – and to help you keep track of what is going on.

## Email

We do try to minimise emails to you to avoid a feeling that we spam your inboxes. When we send mails they should make sense. But as we stress elsewhere in this booklet, it is vital that you check your mail regularly, and connecting your student email to your regular email is likely a good way to ensure that this works well.

### Important about email usage.

If you do **not** use your student email as your regular email, please make sure to have it auto-forward all mails to an address that you do check regularly – this is done through the student portal. When we send mails it will be for a good reason!

## Newsflash

You will notice more or less bi-weekly *Newsflash* emails from us with all sorts of news items, including information, reminders, opportunities and news from Graduate School, the Faculty of Social Sciences, and elsewhere (this is one way for us to avoid spamming you with too many individual mails). The newsflash is compiled by student workers to help us ensure that it really is relevant for you.

## Information screens

On our two information screens, we highlight upcoming events and things we believe you need to be aware of. The screens can be found in the student lounge and in our “lobby” where the student reception is located.

## Facebook

Upcoming events etc. can also be found in our Facebook feed.

Facebook: [facebook.com/LundGraduateSchool](https://facebook.com/LundGraduateSchool)

## Website

Our website is the main repository and archive for information – other channels will link to appropriate resources that we house on the site.

Web: [www.graduateschool.sam.lu.se](http://www.graduateschool.sam.lu.se)

## Learning platform (Canvas) information

We use a system called Canvas for course information once a course is up and running – and teachers tend to use the discussion board and course messages throughout the course (only students admitted to the course in question will have access to this outlet). Many teachers also comment on assignments directly in Canvas. We will present more information about Canvas later in this handbook.

## Outside of Graduate School

Individual departments publish information about upcoming activities, such as conferences, seminars and PhD dissertations on their websites. Please make it a habit to frequent your departmental website for up-to-date information.

Lund University also publishes information about major events held at the University. Please note that the information is in Swedish.

Web: [www.lu.se/events](http://www.lu.se/events)

# Our interdisciplinary Master's Programmes – an overview

There are five interdisciplinary master's programmes within Graduate School: *Development Studies*, *Global Studies*, *Middle Eastern Studies*, *Social Scientific Data Analysis* and *Social Studies of Gender*. These programmes cooperate with each other and have a joint administration within Graduate School.

## Programme Structure – an Overview

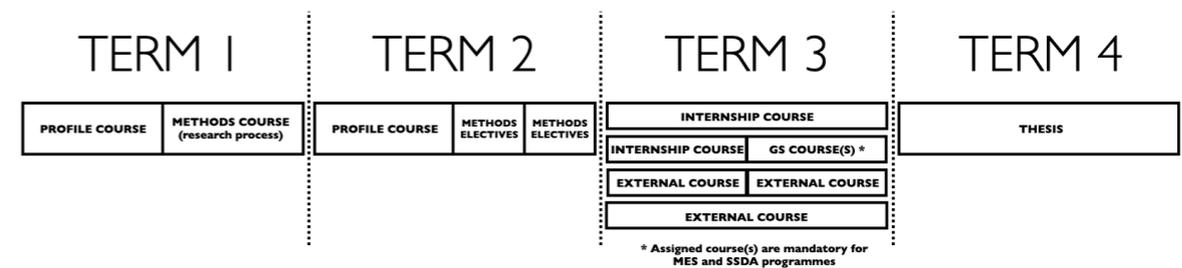
Our five masters programmes all have a similar structure (with a minor aberration for Middle Eastern Studies in the third term) and consist of a total of 120 Swedish credits (2 years).

The **first** term for all five programmes begins with a profile course introducing the students to the main themes and issues of the programme, followed by a course in research methods.

The **second** term begins with a second profile course (15 credits) directly related to the main theme of the programme. Through the profile course, students further increase their understanding and knowledge through a deeper comprehension of theories and current research. This is followed, in the second half of the second term, by two research methods (or theory of science) courses (each 7.5 credits).

The **third** term consists of optional courses to be taken at Lund University or any other recognised university in Sweden or abroad. The courses are chosen after discussions with the Graduate School academic advisor, and enable students to tailor the programme to suit their particular interests. During this term you also have the option to go on exchange studies or to do fieldwork or an internship, abroad or in Sweden. *Middle Eastern Studies and Social Scientific Data Analysis programme students are however obliged to take specific courses offered by Graduate School in the second half of this term, and so will only have the first half available for exchange studies, fieldwork and internships.*

During the **fourth** and final term you complete the programme with a written thesis. The thesis is your own research project and your chance to demonstrate mastery of theories, methods and argumentation.



## Details – Term 1

### First half of first term = Profile courses (15 credits)

The five programmes have their own distinct 15-credit *profile courses* that will introduce core concepts relating to the programme in question:

Development Studies	Global Studies	Middle Eastern Studies	Social Scientific Data Analysis	Social Studies of Gender
SIMP35 Theories and Issues in Development	SIMP17 Introduction to Global Studies	SIMP45 Intro to Middle Eastern Studies	SIMP55 The Process of Social Research	SIMP25 Gender, Class, Ethnicity and Sexuality

N.b. Programme students can, space permitting, also study other programmes' profile courses as electives in term three.

*Theories and Issues in Development* – SIMP35 – is an interdisciplinary course which focuses on problems of poverty and human development. As a student, you will learn about key issues and problems of development as well as different theoretical perspectives developed to increase our understanding of the preconditions for and content of development.

*Introduction to Global Studies* – SIMP17 – aims to provide students with an interdisciplinary introduction to the field of Global Studies. The course presents major economic, cultural, political and socio-psychological theories and concepts to enable the student to make informed, comparative analyses of how globalisation is related to social change and conflict.

*Introduction to Middle Eastern Studies* – SIMP45 – is an overview course which examines the political and social development of the Middle East from the early 20th century until today, and puts the region in comparative perspective.

*The Process of Social Research* – SIMP55 – aims to teach the student about the overall research process and social scientific research design. It begins by grounding the student with a common language and the key concepts that are used in social scientific research. The student

learns about the logic of research itself, including applied theory of science, research designs (including mixed-methods designs), and gains practice in designing contrasting research proposals.

*Gender, Class, Ethnicity and Sexuality* – SIMP25 – treats some of the major trends and theoretical debates in Gender Studies and we work together as a team of teachers and students from different backgrounds to explore common intellectual interests and feminist questions.

## Second half of first term = Methods courses (15 credits)

There are two methods courses offered in the second half of the first term for Graduate School students. Which one you study depends on which programme you are enrolled in:

i) Graduate School programme students studying *Development Studies, Global Studies, Middle Eastern Studies* and *Social Studies of Gender* as well as students from other parts of the faculty, proceed to the SIMM51 – *The Social Scientific Research Design and Process* course that introduces a wide range of methodological approaches and challenges. At this point groups are intentionally mixed and you will work with students from beyond your own programme.

SIMM51, *The Social Scientific Research Design and Process*, aims at providing a comprehensive understanding of different and mixed methods approaches in the Social Sciences, as well as providing you with necessary skills required for their application. During the course, you are

Development Studies	Global Studies	Middle Eastern Studies	Social Studies of Gender	Social Scientific Data Analysis
SIMM51				SIMM61

encouraged to think beyond the quantitative/qualitative divide and develop a focus on the question as the driving force in developing research. Major emphasis is thus placed on the formulation of research questions and on creating a broad and viable research design. The course content and design aims at stimulating dialogue between different methodological perspectives, creating an environment for all of us to become engaged researchers who are skilled and curious in both qualitative and quantitative techniques;

ii) Graduate School programme students studying *Social Scientific Data Analysis* instead proceed to SIMM61 – *Quantitative Data Analysis in R* which teaches the student to develop an understanding of key concepts and principles guiding the use of quantitative methods, relate the use of quantitative methods to social science theory building and assessment,

acquire practical skills with regard to the performance of statistical analysis and visualisation in R, and develop the ability to independently and critically assess quantitative research.

The student formulates a research question that includes a hypothesised relationship in relation to social scientific theories on a particular theme, and that can be addressed using an available dataset. During the course different techniques for processing, visualising and analysing data in R will be introduced and the student works on answering their own research question using the tools presented to them in the lectures, seminars and computer labs. The student also learns to assimilate and evaluate existing quantitative social science research as it is presented in scientific journals and/or reports.

Moreover, some of the multivariate statistical techniques most commonly used within the social sciences are presented and practiced in R. The focus lies on the relationship between research questions and different multivariate statistical techniques. The teaching includes theory and practice in analytical methods.

## Supplemental Instruction (SI)

Graduate School involves SI leaders in the profile courses since 2011. These sessions are offered during the first profile course and sometimes extend into other courses, depending on need. SI is a learning approach that was developed in the 1970s by teachers at the University of Missouri, USA, and is being used in numerous universities around the world. The main purpose of SI is that it offers an alternative or complement to teaching and supervision. It offers a study technique based on peer learning that leads to an increased understanding of the learning process, as well as the possibility to practice critical thinking and to formulate and solve problems within a certain subject. SI sessions also offer new students social support by providing a relaxed and informal environment where students can get to know their classmates better. In short, SI is not only targeting students who might need additional support, but also students who wish to expand their understanding of certain topics together with other students.

We recruit our SI leaders from our pool of second year students who are staying in Lund during their third term, and who have proven to be strong students, shown leadership and have expressed interest in being part of this organisation. These students are then trained by the central SI organisation at Lund University.

Sessions are not mandatory, but we strongly encourage students to participate. It is also possible to attend only one or a few of the sessions. Scheduled activities will be announced on the course platform, and this year's SI leaders will present themselves at the beginning of the course.

Web: [www.si-pass.lu.se/en/](http://www.si-pass.lu.se/en/) (more information about SI)

### Language courses

This is also where we start our language courses in Arabic for students who are interested. See page 22 for more information.

## Details – Term 2

### Profile courses (15 credits)

This term, too, starts off with a profile course relating to your programme focus:

Development Studies	Global Studies	Middle Eastern Studies	Social Scientific Data Analysis	Social Studies of Gender
SIMP38 Historical Aspects of Development	SIMP02 Globalisation, Conflict, Security and the State	SIMP46 Middle Eastern Studies: Theory and Society	SIMP56 Using Social Theory	SIMP28 Critical Feminist Perspectives in Social Theory

*Globalisation, Conflict, Security and the State* – SIMP02 – provides you with different theoretical perspectives to critically analyse (a) the continuing relevance of the state and (b) positive and negative consequences of globalisation processes for various dimensions of security, such as military, political, economic, cultural and psychological.

*Historical Aspects of Development* – SIMP38 – focuses on the historical foundation of the problems of development and its manifestations in various locations and over time until the present. As a student you will have the opportunity to interpret a range of important political, economic, social and cultural conditions and processes including their origin and consequences from various theoretical perspectives, and at multiple analytical levels and scales.

*Critical Feminist Perspectives in Social Theory* – SIMP 28 – focuses on significant feminist interventions to social theories within the distinct but interrelated spheres of the economic, political, social and sexual. As a student of this course, you will be trained in the diversity of the field of feminist theory, including its debates, theoretical contributions and analytical tools.

*Middle Eastern Studies: Theory and Society* – SIMP 46 – is directly related to the main theme of the programme and builds on the introducing SIMP45 course in the first term. Through

the profile course, students further increase their understanding and knowledge of the Middle East through a deeper comprehension of relevant theories and current research.

In *Using Social Theory* – SIMP56 – students will learn to use theories in two ways. First, they will learn to understand and review the structures of theories themselves (meta-theory), and second, they will learn how theory is connected to the gathering and analysis of empirical data (applied theory).

### Elective methods courses (7.5 + 7.5 credits)

Graduate School offers a battery of elective courses to round off this term. You will be able to select two consecutive courses from the following planned set (please note that this list may be revised):

#### Period 3 (March 23 – April 29)

- SIMM16 Introduction to Quantitative Methods” (7.5 credits)
- SIMM25 Fieldwork (7.5 credits)
- SIMM34 Digital Media Research (7.5 credits)
- SIMM23 Theory of Science for the Social Sciences (7.5 credits)
- SIMM30 Participatory Methods of Change and Development (7.5 credits)
- Social Studies of Gender students are additionally given the option of studying GNVN13 *Feminist Methodologies* (7.5 credits) at the Department of Gender Studies.

#### Period 4 (May 2 – June 5)

- SIMM32 Quantitative Methods: Multivariate Analysis (7.5 credits)
- SIMM27 Methods of Text and Discourse Analysis (7.5 credits)
- SIMM29 Evaluation Research: Theories and Methods (7.5 credits)
- SIMM48 Qualitative Coding and Analysis (using software) (7.5 credits)
- SIMM35 Digital Ethnography (7.5 credits)
- SIMM55 Research Interviews (7.5 credits)

We cannot guarantee that you will be able to study your preferred courses as each course has a limited number of available slots, but we will allow you to rank your preferences, and will try to prioritise accordingly. Information about this process will be offered early in the spring by means of a booklet and an information meeting.

## Details – Term 3

The third term comprises 30 credits and is the most flexible term in terms of offerings and options. You can mix and match courses in Lund, but also opt to study at acknowledged universities in Sweden and abroad. These courses do not have to be on the advanced level but need to be relevant for your education. If you are unsure, you should contact the academic advisor in order to discuss the relevance for the programme and you must have the courses approved before you apply.

### Important!

Students who have a scholarship (SI or Erasmus Mundus) or pay tuition fees *must* come and talk to us before applying to courses at another Swedish or foreign university.

Graduate School offers certain elective courses which are relevant for our programme students. You can find more information about the courses offered at:

[graduateschool.sam.lu.se/node/95](http://graduateschool.sam.lu.se/node/95)

### Exchange studies

Should you be interested in studying abroad during the third term, you have the opportunity to apply for exchange studies through Lund University. Lund University has a large number of student exchange agreements with universities all over the world, and spending a term at a partner university is encouraged. In order to be eligible to go on an exchange you *must* have completed the first year of the programme by the time you are to depart (i.e., 60 credits).

Please refer to this website for more information about exchange studies:

[tinyurl.com/lu-sfakIO](http://tinyurl.com/lu-sfakIO)

You can also study abroad on your own as a “free mover” but you then have to organise everything and pay for tuition where this is required.

If you are planning to study abroad as a free mover or go on exchange studies, please contact the international coordinator at the faculty: [outgoing@sam.lu.se](mailto:outgoing@sam.lu.se) beforehand, both regarding the courses you plan to take and the transfer of credits.

## Internship/fieldwork

During the third term you can go for an internship, for either the entire duration of the term (30 credits) or for half a term (15 credits), or do fieldwork for the first half of the term (15 credits).

DEPARTMENT(S)	MAJOR
Gender studies	Gender Studies
Human Geography	Human Geography & Development studies
Social Work	Social Work
Political Science	Political Science
Sociology	Sociology, Social Anthropology
Sociology of Law	Sociology of Law



**Important for Middle Eastern Studies & Social Scientific Data Analysis students**

For Middle Eastern Studies & Social Scientific Data Analysis students, only the *first* half of the term (15 credits) is elective – you are required to return to Lund in order to take specialised courses furnished by Graduate School in the second half of the term (15 credits).

Please note that MES students do not have a major like the other programmes do.

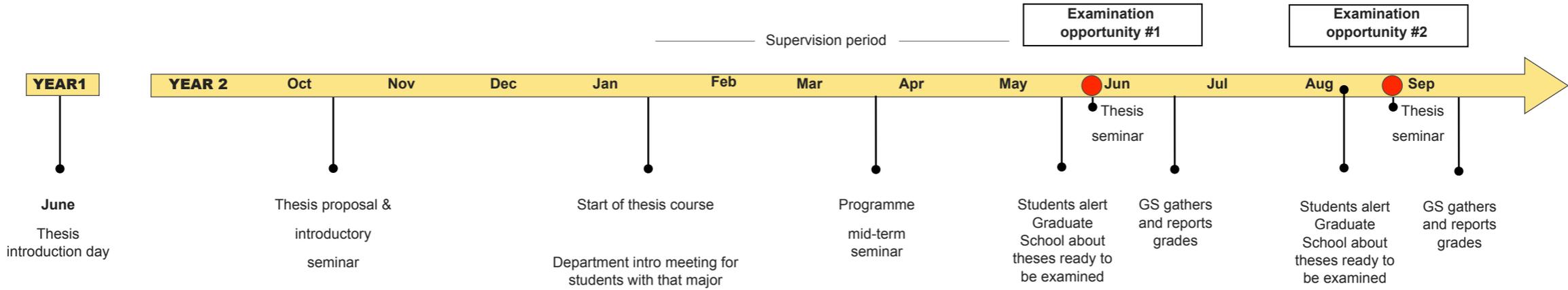
In order to be eligible to go on an internship or do fieldwork you *must* have passed *all* mandatory courses during your first year as a programme student by the start of the internship/fieldwork course. This means you must have one year (60 credits) of coursework within your master programme, including profile courses for the programme amounting to 30 credits and 30 credits of research methods courses. If you feel unsure about your eligibility, please contact Graduate School’s academic advisor.

Please see our website for more information about internships, fieldwork, links and testimonials:

[tinyurl.com/GSinternships](http://tinyurl.com/GSinternships)

[tinyurl.com/GSfieldwork](http://tinyurl.com/GSfieldwork)

Deadline	Task	Requirements
First week in November	Thesis Proposal Draft	Applicants submit their thesis proposal drafts online
Second week in November	Draft Thesis Proposal Evaluation	Students will attend programme specific thesis seminars, where they will be given the opportunity to discuss and reflect on each other’s theses. Programme coordinators will give feedback on proposals
Third week in November	Final Thesis Proposal	Applicants submit their final thesis proposals online
Third week of January	Thesis course starts	Registration and information meeting; supervisors are assigned to students
Jan-March	Thesis course underway	Regular meetings with supervisor (as decided by the department)
End of March	Mid-term seminar	Students will attend programme specific thesis seminars, where they will be given the opportunity to discuss and reflect on each other’s theses. Programme coordinators will give feedback on theses
Mid-May	Status update	Students notify Graduate School about their thesis submission plans
Third week of May	Master thesis submission deadline	Students hand in copies of the master thesis to Graduate School staff and upload on Canvas
Fourth week of May/ first week of June	Thesis seminars	Students attend thesis seminars where they will have to defend their thesis and comment on fellow students’ papers as an opponent
End of June	LUP	Once having received a passing grade, students publish the final version of their theses on LUP
Second week of June	Graduation Ceremony	Students who have successfully finished their programme will attend the Graduation Ceremony
Early July	Degree application	Once thesis grades are fully registered Students will apply for their degree by filling out an application for degree
First week of August	Status update	Students notify Graduate School about whether or not they will be submitting their thesis for examination in August
Mid-August	Master thesis submission deadline	Re-examination deadline. The Master’s Thesis is published on Canvas, and hard copies are to be handed in to Graduate School staff
Fourth week of August	Thesis seminars	Student attend thesis seminars where they will have to defend their thesis and comment on fellow students papers as an opponent
First week of September	LUP	Once having received a passing grade, students publish the final version of their theses on LUP



# Details – Term 4

## Master's thesis

During your fourth term, you will write your master's thesis. You are admitted to a programme with a major (see your Welcome letter), usually based on your undergraduate studies.

You will write your master's thesis at the department which corresponds to the major in your Bachelor's degree. In most cases it will be the same as in your degree, but in some cases it might fall under another department. As this is often confusing to students, please make sure you read through all material relating to the thesis process and attend the various information sessions.

During the *third* term you will be asked to submit a thesis proposal, and if you are in Lund, you will have the opportunity to attend a seminar at the programme level where you will receive comments on your proposal from programme directors and fellow students. Information about this will be circulated during your second term.

Your Master's thesis term starts in January (at the start of term four). You will receive a supervisor at the department where you have your major.

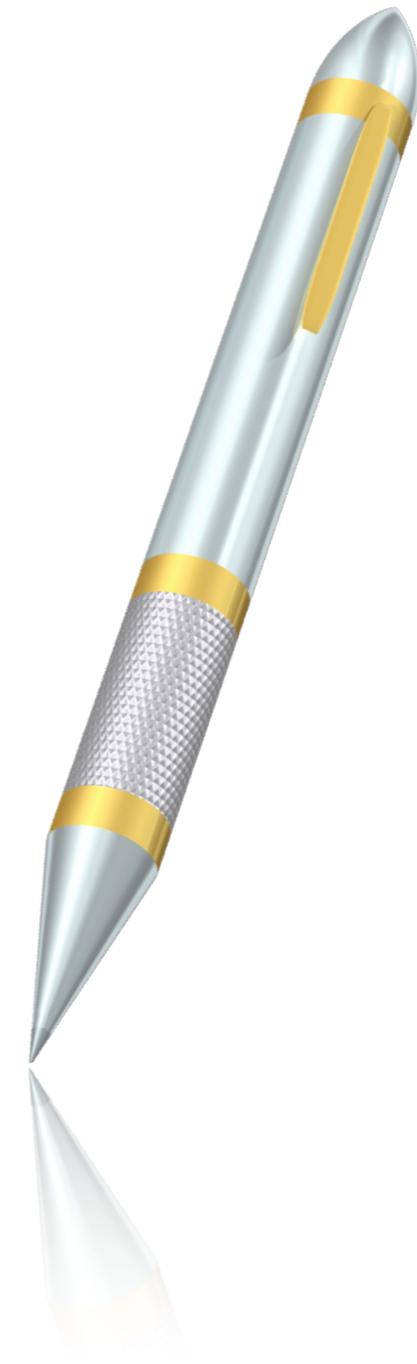
The supervision at the departments within the faculty differs. You can expect a number of seminars in combination with a few individual sessions or only individual sessions with your supervisor. Each department has different rules how to organise supervision; please be sure to obtain this information from your department. It is common that you meet with the supervisor in the beginning of the thesis work, to receive comments on the thesis proposal. This start-up session is usually followed by a follow-up session.

Please note that most departments and supervisors require that students are present in Lund during the thesis course. Absence, for instance due to fieldwork, must consequently always be in agreement with the supervisor.

You can expect to have *up to* three seminars at the department level during the thesis writing term. Some departments have no seminars, but instead offer more individual supervision. There will be a mandatory midterm seminar organised at the programme level, where you have the opportunity to receive comments on what you have written so far from your fellow students within the programme, and where you will comment the work of your fellow students.

Please note that you cannot be assigned a supervisor before the actual thesis course starts.

Web: [tinyurl.com/LUGSthesisinfo](http://tinyurl.com/LUGSthesisinfo) (more information about the master thesis)



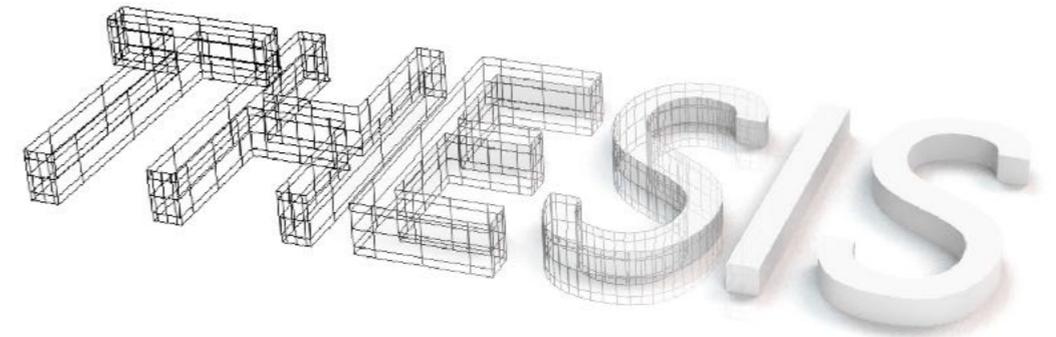
# Thesis Preparation Track (terms 1-3)

Graduate School and other stakeholders around Lund University (the Social Sciences Faculty Library and other support organisations) organise meetings, workshops, lectures etc. with the aim of preparing you for writing your master's thesis. These activities are scheduled within your courses or held as open workshops outside of the schedule.

The Thesis Preparation Track (TPT) structures the activities into a coherent track that you will encounter throughout terms 1-3. No matter what previous experiences you may have from your home universities and Bachelor degrees, Graduate School aims to make sure that all of you will be well prepared for writing the master thesis.

More information about Thesis Preparation Track, its activities, goals and a schedule in detail is available on the Thesis Preparation Track Canvas page, which you can join via this link: [canvas.education.lu.se/enroll/N36Y7A](https://canvas.education.lu.se/enroll/N36Y7A)

On the next page, you will find a time line of the currently planned TPT activities.



## Preparation track

### TPT Coordinators

Thesis Preparation Track has two coordinators: Maja Carlson (librarian at the Social Sciences Faculty Library) and Rola El-Husseini (Programme Director, Middle Eastern Studies). You can contact Maja or Rola by email if you have any questions about Thesis Preparation Track: [maja.carlson@sambib.lu.se](mailto:maja.carlson@sambib.lu.se) or [rola.el-husseini\\_dean@cme.lu.se](mailto:rola.el-husseini_dean@cme.lu.se)



Maja Carlson  
Librarian



Rola El-Husseini  
Programme Director  
Middle Eastern Studies

**Scheduled activities organised by Graduate School**

Intro meeting about thesis

General introduction to thesis writing. Presentation of support and activities related to thesis writing provided by Graduate School and other institutions.

Time: beginning of term one, year one.

Organiser: Graduate School

[graduateschool.sam.lu.se](http://graduateschool.sam.lu.se)

**Support resources**

Academic writing

Reading strategies lecture on navigating large reading loads and boosting comprehension and memory of texts (September)

or Workshop: Sharpen Your Arguments (October)

**Support resources**

Academic writing

There are also non-scheduled lectures and workshops every term organised by the Academic Support Centre (sign up on website) or individual appointments (booking form on website) and Writing nights: goal to be as productive as possible in the company of other writers.

[www.lunduniversity.lu.se/current-students/academic-matters-support/the-academic-support-centre](http://www.lunduniversity.lu.se/current-students/academic-matters-support/the-academic-support-centre)

**Support resources**

Student health

Open seminars on mindfulness and stress management

3 November – Coping with stress

17 November – Get started! Why wait? How to avoid procrastination.

8 December – Feeling lonely

Organiser: Student health centre

Sign up on website

[www.lunduniversity.lu.se/current-students/health-care/student-health-counselling/seminars-at-the-student-health-centre](http://www.lunduniversity.lu.se/current-students/health-care/student-health-counselling/seminars-at-the-student-health-centre)

**Scheduled activities organised by Graduate School**

Thesis introduction day

Stimulating students to think about the forms and content possibilities for their master's theses. Workshops, inspiration lectures, department presentations, library resources as a starting point

Time: end of term two, year one.

Organiser: Graduate School

**Support resources**

Finding and using literature

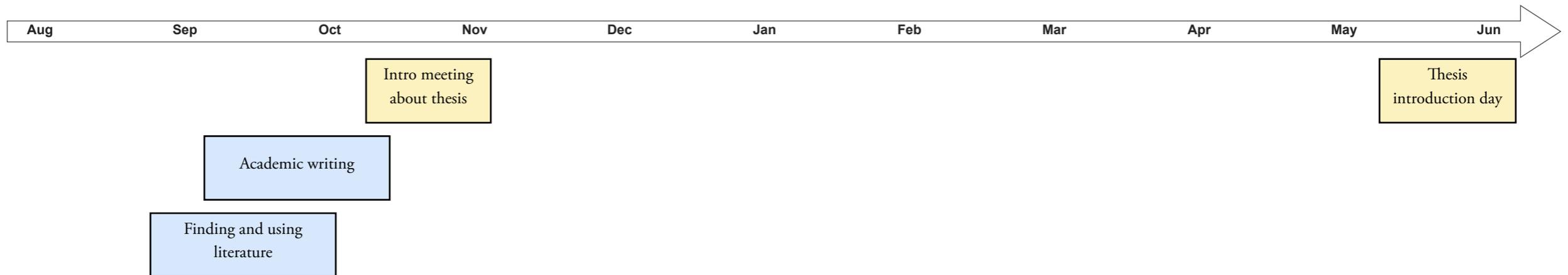
Introduction to library resources in September

Workshop on finding literature and managing references in October

Workshops in reference management tools every year (see Sambib's website)

Organiser: Social Sciences Faculty Library

[www.sambib.lu.se/en/](http://www.sambib.lu.se/en/)



**Support resources**

E-resources

AWELU: Online resource for academic writing [awelu.srv.lu.se/](http://awelu.srv.lu.se/)

MOOC on Writing in English [www.lub.lu.se/en/open-online-courses](http://www.lub.lu.se/en/open-online-courses)

Sambib's guide for international master's programmes [libguides.lub.lu.se/mastersprogrammes](http://libguides.lub.lu.se/mastersprogrammes)

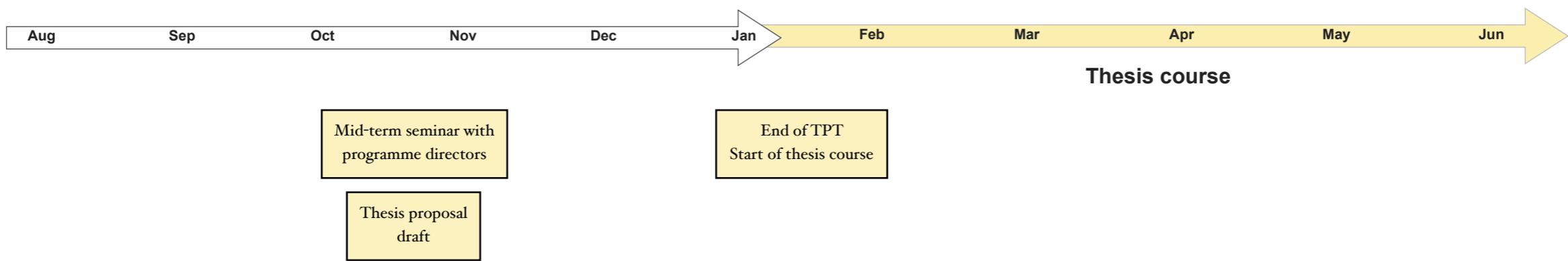
TPT Canvas [Thesis Preparation Track Canvas card](#)

**Visualisation**

Introduction to the basic principles of presenting information in visual form. Covers both quantitative data and qualitative elements.

One introduction lecture, in which principles and good/bad examples will be presented, and a workshop where you will be able to test your new skills.

Organiser: Graduate School & Tony Ingesson



## Language courses in Arabic

Graduate School offers autumn courses in Modern Standard Arabic which is open to all Graduate School students. The courses are not credit-bearing but you do receive a certificate at the end of each voluntary course.

Led by Rafah Barhoum, the courses can accommodate both beginners and more advanced students.

The language courses are voluntary extras, meaning that they will not generate ECTS credits. While the teacher will regularly include tests and quizzes in the classes, you will as a consequence not be formally graded on those. The teacher decides if you have completed a certain level, based on your participation and progress in class. Upon completion of a level, you will get a language diploma, specifying your proficiency and your period of study.

Please bear in mind that although the courses are not graded, active participation in class, preparation and self-study is expected throughout the course. Graduate School will schedule the courses trying to avoid clashes with existing courses, but judge your workload realistically before signing up, especially if you have never studied Arabic before.

If you wish to sign up for the language courses, you can do so by filling out a form (we will send out information about this in due course). The form will also ask you to provide some information about your level of proficiency in the language.

Once you have signed up, you will get more information on the structure of the course and your schedule. If you have studied Arabic before, you will be asked to do a short assessment test, making the teacher better able to decide your level.

أهلاً بك

Welcome!

# 4. STUDYING AT LUND UNIVERSITY

You come from all over the world to a new academic environment: this is where we introduce some Swedish – and Lundian – idiosyncrasies.



# Academic Environment and Method of Instruction

## Academic Environment

### A focus on student responsibility

You may find that the educational system at Lund University is different from what you are used to. Adjusting to the new academic environment will be part of the challenge of your study programme. The Swedish educational tradition gives the student a lot of responsibility and initiative in an environment where you are expected to work independently. A large part of the learning process takes place outside the classroom through independent study and discussion of the course material in groups. Class hours vary from course to course. Students at Lund University are trained to efficiently assess large amounts of information with study techniques taught in the classroom, through workshops and by academic advisors.

### Independent work – a pedagogical keystone

Teaching and students' commitment to learn is taken extremely seriously but there is often a relatively informal relationship between the teacher and students. Attendance at lectures is required but students are also expected to work independently and develop an in-depth knowledge of their subject through independent study. As such, there is a strong emphasis on self-study and individual research. This requires self-discipline, planning, and initiative but it also gives you the opportunity to follow your own interests. The teaching methods used focus on the critical analysis of the course content with the use of real case studies wherever possible. There is often an emphasis on group work, and essay/paper-writing where you are responsible for central topics is a common feature.

If you feel insecure and are in need of help with structuring and planning your studies, please contact the academic advisor.

Education at Lund University is closely aligned to current research, often drawing on the interdisciplinary research approach that has helped secure Lund University's place as Sweden's strongest research university.

## Academic Year and Departmental Calendars

The official academic year at Lund University is divided into two terms (autumn and spring), each lasting 20 weeks.

### *The academic year ahead*

<b>Year</b>	<b>Period</b>	<b>Dates</b>
2021	Autumn term	August 30 to January 16
	Winter Break	December 22 to January 6
2022	Spring term	January 17 to June 5

Please see the Lund University official calendar for more information.

Web: [www.lunduniversity.lu.se/academic-calendar](http://www.lunduniversity.lu.se/academic-calendar)

## Grade Assessment

The assessment can take various forms and can for instance be in the form of exams, written essays (individual or in a group), oral presentations, reflection papers or participation in workshops.

### Grading scale and credits

Grades awarded are A, B, C, D, E or Fail. The highest grade is A and the lowest passing grade is E. The grade for a non-passing result is Fail (in Swedish U – Underkänd).

The student's performance is assessed with reference to the learning outcomes of the course. The learning outcomes can be found in the course syllabus.

For the grade of E the student must show *acceptable* results. For the grade of D the student must show *satisfactory* results. For the grade of C the student must show *good* results. For the grade of B the student must show *very good* results. For the grade of A the student must show *excellent* results. For the grade of Fail ("U") the student must have shown *unacceptable* results.

A failing grade (U) will be replaced by the passing grade once the student has submitted a re-examination and passed the course. The failed exam instance will not be recorded in student transcripts once the re-examination has been passed.

Course sub-components (e. g. conversation practice, study visits, group exercises) are exempt from the grading scale above. The grades awarded for such components are Pass or Fail. For

the grade of Pass the student must show acceptable results. For the grade of Fail the student must have shown unacceptable results.

At the start of the course, students are informed about the learning outcomes stated in the syllabus and about the grading scale and how it is applied in the course.

**Important!**

**Please note** that while the grading characters and scaling (i.e., A-E) may look similar to other higher education contexts, assigned values do *not* necessarily correspond with those other systems. A “D”, for instance, is considered a solid pass in Sweden, unlike some countries where the same letter may imply a lamentably poor result. This is important to keep in mind when considering your course grades.

## Examination opportunities and feedback

During the course, you will be offered an examination opportunity and a re-examination opportunity some 3-4 weeks after the first opportunity (for some courses there will additionally be a re-examination opportunity in mid-August). Depending on the course and its course syllabus, you may be required to do extra work if you miss the first examination date. If you need to do a re-examination, please contact the course coordinator in question for information about when and how if it is not clearly stated in the relevant course guide. For the master’s thesis course, the main examination seminar is at the end of May/beginning of June, with a supplementary re-examination opportunity in August, and another re-examination in January.

In conjunction with the publication of grades, a review of the exam shall be provided. The review should preferably take place orally. (*List of Rights for students at Lund University, 5 June 2013, REG No SU 2013/44, §5.8*)

As a student at Lund University you are *not* formally entitled to written feedback from the examiner. However, at Graduate School we encourage our examiners at the master’s thesis courses nevertheless to provide written feedback.

It may take up to a maximum of 15 working days before the result is formally reported in the official LADOK grading system. LADOK entries are always reflected in the *Student Portal*.

Web (student portal): [www.student.lu.se](http://www.student.lu.se)

## Grade review

Grades are awarded by the examiner after careful assessment. In the Swedish tertiary education system the examiner’s decision *cannot be appealed*. However, there are provisions for the correction and reassessment of decisions in the Swedish Administrative Procedure Act and Higher Education Ordinance. Pursuant to Ch. 6, Section 24 of the Higher Education Ordinance, an examiner is to change the grade if:

- the decision is obviously incorrect, and
- the decision can be changed quickly and easily, and
- it does not involve a lowering of the grade.

The first condition – that the decision is obviously incorrect – means that the examiner does not need to conduct any thorough scrutiny of the previously established grading decision, unless there is a special reason to do so.

The second condition – that the review can be performed quickly and easily – means that there is generally no obligation to review the decision if it requires further investigation of the matter.

Requests for grade review should be submitted in writing, where you specify anything that is obviously incorrect. The examiner will review your request and make a decision.

Students, then, cannot *appeal* a decision on grading, but can request that a grading decision be *reconsidered*. (*List of Rights for students at Lund University, 5 juni 2013, REG No SU 2013/44*)

Any decision on correction or alteration of a grade shall be taken by an examiner (Chapter 6 Section 23-24, Higher Education Ordinance (HEO)).

However, regulations regarding the rectification and retesting can be found in the decision of the Higher Education Ordinance (HEO 6:23-24). Before a grading decision will be reported in some form, for instance published in LADOK or in an official transcript, which will be sent to the student, or published on the course page, or published on a list that is handed out, etc., the examiner is free to change the grade. In order to change the decision of a grade thereafter, a juridical justification is required, which can be based on regulations in the Higher Education Ordinance, the administration act, jurisprudence or juridical literature.

Regarding the Higher Education Ordinance (2006:1053), the following applies:

6 Ch. Section 23 A decision with regards to 26§ administration act (1986:223) concerning the correction of typing errors, calculation errors or similar oversight in the case of a rating can be taken by an examiner

6 Ch. Section 24 If an examiner concludes that a decision on a grade is obviously incorrect because of new circumstances or the decision is obviously incorrect for any other reason, he or she may change the decision if this can be done quickly and easily and if it does not involve lowering the grade.

6 Ch. Section 23 Higher Education Ordinance in reference to the Administrative Procedure Act Section 26: A decision that contains a manifest error in writing, calculation or any other similar oversight by the authority or someone else may be corrected by the authority, which made the decision. Before a correction takes place the authority shall give the parties an opportunity to express themselves on the issue, provided that the matter concerns the exercise of public power in relation to someone and the measure is not unnecessary (Act (1990:456)).

Regarding Chapter 6 Section 24, if new circumstances have occurred or the examiner has realised that the grade awarded was obviously incorrect for some other reason, the grade should be changed quickly and easily and without the grade being lowered. It is the decision of the examiner whether or not a reconsideration of the grade should be made. Unless the examiner finds new facts or realises that the grade awarded was obviously incorrect, the examiner does not need to reconsider the grade. In general, there is no obligation to review a decision of a grade, nor to further investigation. (*Förvaltningslagen* 1986:223§27, prop. 1985/86:80§27-28).

### **Students cannot demand to have a grade changed from pass to fail**

If a student has received a passing grade (A-E), that grade must never be changed to a Fail based on a request of a student (perhaps hoping that a second chance will yield a better grade). Formally, a passing grade is viewed as a *positive decision* by the authority, and any change as a *negative* decision. This is the legal reason why the grade must not be changed, as a positive decision should never be altered (*Rättssäker examination, andra omarbetade upplagan*, 2008: 36R, p.68).

In fact, even if the student should by rights have received a Fail, but there has been some mistake on the part of the examiner so that a passing grade (A-E) has been awarded, this decision is a positive one that cannot be changed unless the student consents to this change!

In certain defined cases it may still be possible to change an already rendered decision to the disadvantage of a student, e.g., if the student has cheated or when the academic examiner comes to the conclusion that the student has obtained the erroneous ratings decision by misleading information (prop. 1985/86 80 p.39). Before such a decision is rendered, the student shall have the possibility to comment on the situation.

### **Limitation of the right to request a change of a grade**

Students do not automatically lose their right to request a review of a grading decision, and there should thus not be set a delimitation to that effect. However, it can be difficult to ask for a reconsideration of the grade, if the decision has been made some considerable time earlier. It is recommended that a student does not wait too long to ask for a reconsideration, even though he or she does not in fact lose the right to ask for one (*Rättssäker examination, andra omarbetade upplagan*, 2008: 36R, p.68f.)

#### **Student workload**

The standard workload for our students is 30 credits per term, with an allowed maximum of 45 credits per term. Full-time studies are one week's studies, which is equivalent to 40 hours/week including lectures, seminars and independent study. 1.5 credits are equivalent to one week of full time studies.

## **Academic Writing and Plagiarism**

### **Academic honesty**

Academic honesty means that you as an author are responsible for your work and that you must be able to support the statements you make. Likewise, citation and referencing must be done correctly and it is never allowed to copy, fabricate or manipulate your data. This means that everything you hand in has to be made and written by you and nobody else. If that is not the case you can be accused of plagiarism, a serious offence. The penalties for plagiarism at LU are for example suspension between 2 weeks and 6 months.

### **Plagiarism – and how to avoid it**

If you copy, paraphrase or translate materials from websites, or library or other sources in your written assignments or thesis without giving full and proper credit to the original author(s), you are committing plagiarism. Accusations concerning plagiarism are taken very seriously and the consequences for your academic career and professional future may be disastrous, involving not only the loss of credit for courses in which the offence occurred, but even suspension for a certain time from your degree programme, not to mention having to live with a lingering reputation for dishonesty. Submitting the work of others as if it were your own is unacceptable. Plagiarism must be understood and avoided at all costs.

Students should expect to have their papers checked for plagiarism electronically. Whenever you use the words or ideas of others, fair academic practice requires that you identify your sources fully and accurately. Simply mentioning an author's work at the beginning of a paper does not mean that you are then free to copy or paraphrase from that work; specific references must be given each time you quote or paraphrase. The fair use of evidence from primary and secondary sources is the basis of academic discourse, and abuse of this fairness undermines the very nature of scholarly research. Although plagiarism is not always illegal (since copyright laws usually presume a financial motive), it is nevertheless a form of intellectual theft and fraud. By committing plagiarism you show disrespect for the fundamental values of the academic community.

If you find yourself in doubt about quotations or your use of sources, it is always a good idea to provide full information.

To learn more about LU policy about Academic honesty visit LUB's page on Academic conduct: [libguides.lub.lu.se/mastersprogrammes/academicwriting](http://libguides.lub.lu.se/mastersprogrammes/academicwriting)

Graduate School students will receive more information on academic writing and reference management during the first profile course. In your schedule you'll find sessions with the Social Sciences Library and the Academic Support Centre (ASC) – we hope you will find these seminars useful. You can find more information about the ASC on page 32 in this handbook.

## Student Rights

Your rights as a student in relation to the University and your department are regulated partly in acts and ordinances and partly in decisions by the University, in particular in the list of rights "List of Rights for Students and Lund University", which was adopted by the University Board in June 2013. For an overview of your rights, please consult the following page

Web: [tinyurl.com/LUstudentrights](http://tinyurl.com/LUstudentrights) (list of student rights)

### Complaints involving studies or discrimination

In Sweden, the role of the student unions is to ensure that your interests are represented at the university and they can bring forward any issues you may have to the University. They can mainly help with issues relating to your studies or learning environment. The student unions also have a collective organisation called the *Lund University Student Unions Association* that has a student *ombudsman* who you can contact. The student ombudsman

helps ensure that the University is fulfilling the legal obligation to ensure that students receive an education free from discrimination or unfair treatment. The student ombudsman will give advice and information on how to make your complaint or how to proceed based on your problem. You can find information on the recommended procedure to follow before meeting with the student ombudsman and the current student ombudsman's contact information on the student ombudsman's site.

Web: [www.lus.lu.se](http://www.lus.lu.se)

If you are dissatisfied with the help and processes provided through the above channels within the University or through the Student Unions and your complaint remains unresolved, you may then contact the Swedish Higher Education Authority. This is the governmental body which oversees and regulates higher education in Sweden. They are responsible for ensuring the high quality of education in Sweden as well as seeing to it that Swedish Higher Educational Institutions follow all laws and regulations.

For information on how to file a complaint with the Swedish Higher Education Authority, please see their website:

Web: [english.uka.se/student-rights.html](http://english.uka.se/student-rights.html)

If you are unsure who to contact given the nature of your grievance, you may first wish to contact the Graduate School academic advisor who will likely be able to direct you to the relevant person or entity. The student representatives on the Graduate School Board can bring issues to the attention of this decision-making body and thus provides an alternative point of contact if you think something needs to be addressed in a systematic fashion. Outside of Graduate School, the Student Union (more information later in this booklet) and/or the student ombudsman are major anchors when students wish to suggest changes or issue complaints, and the department in question either cannot or seemingly will not address the issue. See also the Appendix of this booklet on processing student complaints.



# Legal and Formal

## Conditional Admission and Degree Verification

Students who are conditionally admitted to a Graduate School programme must either upload a scanned copy of the diploma and transcript on [UniversityAdmissions.se](http://UniversityAdmissions.se) or submit original copies of the diploma and transcript upon arrival in Lund. Programme Coordinator Frank Schreier will hold a drop-in for conditionally admitted students, who are required to submit their documentation for verification. The documents will be sent to Lund University Admissions Office. They will be returned to Frank once verified. You will be notified via email when your documents are verified and ready for pick up.

Most conditionally admitted students are permitted to upload their degree documents on [UniversityAdmissions.se](http://UniversityAdmissions.se). However, if your degree was awarded in Bangladesh, Cameroon, Canada, Eritrea, Ethiopia, Ghana, Nigeria, or the USA, your transcript of records must be sent directly from your university to the Lund University Admissions Department.

When you have uploaded your diploma and transcript on University Admissions, please email Frank Schreier ([frank.schreier@sam.lu.se](mailto:frank.schreier@sam.lu.se)), who will contact the Admissions Department on your behalf to verify your degree documents.

More information is available on the University Admissions website:

Web: [tinyurl.com/GSUniadmissions](http://tinyurl.com/GSUniadmissions)

Conditionally admitted students who completed a bachelor degree in Sweden and have since been issued a degree can send an email to [frank.schreier@sam.lu.se](mailto:frank.schreier@sam.lu.se) including your name, personal number, and to which Graduate School programme you have been admitted. The Admissions Department can verify your degree with this information alone.

Students who have studied in Sweden and completed all bachelor coursework but have not yet received a diploma should bring an official copy of your transcript to the meeting for verification.

Students may be registered for the programme only after all degree documentation has been verified. If a student has completed all bachelor coursework but has not yet received a diploma, the student can only be registered for the first course in the programme and will not be registered as a programme student until the diploma requirement has been met.

The Document Drop-off will take place on August 30th from 12-13 at the Graduate School Student Reception for all Graduate School programmes.

# Student Insurance

## Student Insurance: Kammarkollegiet

All students at Lund University are covered for accidents occurring during their studies at Lund University, for example during classes, while studying at a university library and when travelling from dorm to class.

In addition, the Swedish State has designed an insurance coverage from Kammarkollegiet for foreign students in Sweden which Lund University has executed as a group insurance for international students from outside the Nordic countries, outside the EU/EEA, non-Swiss and countries that have no agreement with Sweden. The insurance contains certain accident coverage for emergency medical expenses. It also contains certain accident coverage in the form of a fixed amount in conjunction with disability or death, as well as liability and legal expenses coverage. It applies twenty-four hours a day in Sweden. Note that this insurance only applies in Sweden, so if students travel outside of Sweden they will need additional insurance coverage. Please see the terms and conditions here:

For exchange students: [tinyurl.com/exchange-students](http://tinyurl.com/exchange-students)

For fee-paying students: [tinyurl.com/fee-paying](http://tinyurl.com/fee-paying)

Further information is available on the Lund University website: [tinyurl.com/LUheanthandinsurance](http://tinyurl.com/LUheanthandinsurance)

## The European Health Insurance Card

European citizens travelling within the European Economic Area (European Union, Norway, Iceland, Liechtenstein and Switzerland) can obtain a European Health Insurance Card (EHIC) free of charge. EHIC facilitates access to medical treatment that the card holder may need while staying temporarily in another member state and guarantees reimbursement of medical costs. For more information, contact your insurance company or the EU Information Service in your own country.

You can find more information here: [ec.europa.eu/social/main.jsp?catId=559](http://ec.europa.eu/social/main.jsp?catId=559)

# Personal ID Number

All Lund University students are assigned a provisional personal ID number which is used to identify you in the university's systems. The number is similar in structure to the permanent personal number many students need to apply for. Provisional numbers consist of a letter and three digits and permanent numbers consist of four digits. If you are a student who does

not need to register yourself at the tax office (such as Danish students residing in Denmark, for example), then you will use the provisional personal number to identify yourself as needed while a student at Lund University.

**Important!**

Personal ID numbers from other countries are not recognised by our systems, so please do not give these when a personal number is requested.

You can find your provisional personal number by logging into your account on the Student Portal. You will also find your number shown on official registration certificates and transcripts.

All international students who stay in Sweden for more than 12 months are recommended to register with the Tax Office in order to get a personal ID number ('personnummer'). The number consists of 10 numbers; birth date and four digits. This is important in Sweden as it is used for all official transactions, such as opening a bank account, insurance issues, car registration etc. Most importantly, this number will give you access to the Swedish medical care system, which means that your health care costs will be heavily subsidised by the Swedish government.

Address:

Skatteverket, Stora Södergatan 45, Lund

Opening hours: Mon–Fri, 10-16

Tel.: +46 (0) 77 156 75 67

**Important!**

If you have received a personal identification number from the Swedish Tax Agency (Skatteverket), please send an email stating your temporary as well as your new personal identification number to support@ladok.lu.se. Make sure to use your student email for this.

## Residence Permit

In general, all students from countries outside the EU/EEA need to have a residence permit to study in Sweden. The permit must be valid and processed before you travel to Sweden, which means this should be ready by the time you start the programme.

Applications for residence permits are processed by the Swedish Migration Agency, not the University. The application is your responsibility and your admission letter from UniversityAdmissions.se is necessary in order to start the application process and for the Migration Agency to complete it. Therefore, any questions you might have with regards to residence permit, including extension of your student visa, should be directed towards the Migration Agency.

Please see the Migration Agency website for more information about visa extensions etc.

Web: [www.migrationsverket.se/info/studera\\_en.html](http://www.migrationsverket.se/info/studera_en.html)

### Extension of permit

You must apply for an extension of your permit before your current permit expires. The Migration Agency does not send out reminders. You might also need to apply for an extension if you do not finish your studies on time. To extend your residence permit, you must:

- hold a valid passport
- be accepted on a course of full-time study at a university or university college
- have made acceptable progress in your studies
- be able to support yourself during the period you are requesting a residence permit for
- have a comprehensive insurance policy.

Source: [www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden.html](http://www.migrationsverket.se/English/Private-individuals/Studying-in-Sweden.html)

**Important!**

Extending your permit beyond the normal term dates to finish your thesis can be tricky, as you may have to prove to the Migration Agency that you will be studying full-time and that you have made suitable progression. We recommend that you consider this when planning your thesis project.

## Submit an application

There is a form online for applying for an extension:

Web: [www.migrationsverket.se/English/Private-individuals/Studying-and-researching-in-Sweden/Higher-education/Extend-residence-permit-for-higher-education.html](http://www.migrationsverket.se/English/Private-individuals/Studying-and-researching-in-Sweden/Higher-education/Extend-residence-permit-for-higher-education.html)

Please study the information on the Migration Agency's website *carefully* before applying. Please note that Graduate School cannot attest the progress of your thesis in terms of credits. Credit is only awarded once a thesis is complete. You can ask your thesis supervisor for an assessment of your progress but please note that the Migration Agency takes solely credits into account when deciding whether your studies can be deemed full-time studies or not.

## When the Migration Agency has received your application

If you have submitted an application for an extension, you have the right to remain in Sweden until the Migration Agency has reached a decision on your application, or until the decision has gained legal force, but only if you remain in Sweden (see next section 'Travelling abroad').

If you are granted a permit, you will be given a residence permit card. The card is proof that you have permission to remain in Sweden and contains a photo of you and your fingerprints. You should, therefore, book a time to have your photograph and fingerprints taken as soon as possible. Note that you need to have your photograph and fingerprints taken even if you have had a residence permit previously, as your photograph and fingerprints cannot be saved.

The decision will be sent to your registered home address in Sweden (folkbokföringsadress).

## Travelling abroad

If you travel abroad in connection with your permit expiring, it can be difficult for you to re-enter Sweden before your new permit has been granted. You may then need to wait for your new decision outside Sweden.

## Working

You have the right to work during the waiting period if you have had a residence permit for university studies for at least six months and have submitted your application for extension before your current residence permit expires. You may continue to work until you have received an answer to your application for extension.

If you receive an extension of your residence permit, you may continue to work alongside your studies. If you do not receive a residence permit but receive a decision for expulsion, you may continue working until the decision for expulsion enters into legal force.

[www.migrationsverket.se/English/Private-individuals/Studying-and-researching-in-Sweden/Higher-education/Looking-for-work-after-studies.html](http://www.migrationsverket.se/English/Private-individuals/Studying-and-researching-in-Sweden/Higher-education/Looking-for-work-after-studies.html)

### Important!

External Relations (a core LU unit) has a dedicated email for migration questions that students can contact directly: [migration@er.lu.se](mailto:migration@er.lu.se). If you have any problems, or questions, related to your visa (e.g. the extension of your visa) please contact them and make sure to copy in Graduate School via this email address: [counselling@sam.lu.se](mailto:counselling@sam.lu.se) so we are aware of what is going on.

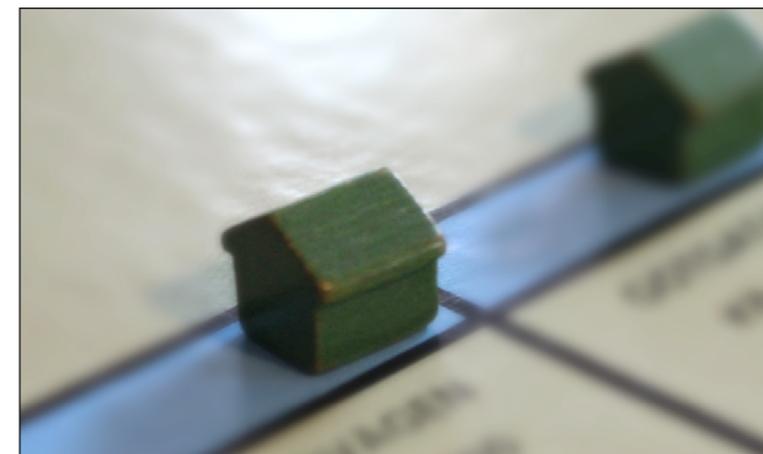
## Housing and Insurance

Lund is a small university city with a limited amount of accommodation and many students are looking for housing at the same time. Therefore, we recommend that you have your accommodation sorted out before your arrival.

To find independent accommodation, we recommend you to use an accommodation agency. One example is *BoPoolen*, a collaboration between the student unions at LU, the municipality of Lund and the university itself: [www.bopoolen.nu](http://www.bopoolen.nu)

Lund University cannot guarantee housing to all students and ultimately it is your own responsibility to find housing, unless you have a housing guarantee. The housing guarantee means that the University will provide a place for you to live within the International Housing Office's housing options. This is only relevant if you are a non-EU/EEA student (i.e., required to pay tuition fees) admitted to full-time studies of at least 30 credits.

Web: [www.luaccommodation.lu.se](http://www.luaccommodation.lu.se) (more information)



## General Insurance (Hemförsäkring)

We strongly recommend you to purchase an insurance, a so-called third-party-liability insurance, *Hemförsäkring*, which will cover for example fire in the room/apartment, thefts, burglary, travel to and from Sweden, as well as legal assistance and includes third-party liability insurance. To purchase an insurance you need a Personal Id number. Some of the insurance companies have discounts for students at Lund University.

# Student Services

## Services for International Students

### Lund University student services: International Desk

All incoming international students are welcome to contact or visit the International Desk for assistance regarding practical matters. The International Desk can be found in the Student Reception located on the ground floor on Stora Algatan 4. At the same reception desk you also find the Study Information, and Career Services.

The International Desk is an open reception and meeting point for you during your time here in Lund. They offer information and organise numerous social activities. Throughout the term you are welcome to contact the International Desk with all sorts of non-academic issues. All questions are welcome; everything from how to find your department to where you can buy a bike.

Following the International Desk Facebook page is a great way to keep informed of events, activities, Swedish cultural traditions and things happening around Lund University and nearby cities. The page is dedicated to current international students and you can also PM the International Desk team with practical questions that arise during your time at Lund University.

The International Desk Newsletter is sent by email to all international degree students and exchange students at Lund University. The newsletter is filled with useful information about Swedish culture, news and events in Lund and Skåne. If you have not received the newsletter, but would like to, you are welcome to send an email to the International Desk.

The International Desk also hosts several events. For more information, please contact the International Desk by email - [studentreception@lu.se](mailto:studentreception@lu.se).

Address: Stora Algatan 4, Lund

Web: [www.lunduniversity.lu.se/current-students/the-international-desk](http://www.lunduniversity.lu.se/current-students/the-international-desk)

Email: [studentreception@lu.se](mailto:studentreception@lu.se)

Facebook: [www.facebook.com/internationaldesk](http://www.facebook.com/internationaldesk)

Tel.: +46 (0) 46 222 01 00 | Phone and zoom hours: Mon–Fri 10-12

### Admissions Office (Lund University Central Student Services)

In general, all international students wishing to study at Swedish universities must apply online, using the national application database called [www.universityadmissions.se](http://www.universityadmissions.se). If you have questions about general admission requirements or about your programme application you can contact the Admissions Office.

Web: [www.universityadmissions.se](http://www.universityadmissions.se)

Web: [tinyurl.com/LUunadmcontact](http://tinyurl.com/LUunadmcontact) (online contact form)

Email: [lant@stu.lu.se](mailto:lant@stu.lu.se)

Tel.: +46 (0) 46 222 93 00

### Degree Office (Lund University Central Student Services)

When you have completed your studies at Lund University, you yourself will need to apply for your degree certificate at the Degree Office. The degree certificate is not automatically sent out to the student after graduation. Please see the website for information on how to apply for your degree:

Web: [tinyurl.com/LUdegree](http://tinyurl.com/LUdegree)

Email: [examen@stu.lu.se](mailto:examen@stu.lu.se)

Tel.: +46 (0) 46 222 01 00 | Phone hours: Mon 09-10; Tue 14-15; Thu 09-10

The degree certificate is issued free of charge. It normally takes about six to eight weeks to process an application. The processing time depends on workload. The degree certificate is issued only in one copy. If your degree certificate gets lost or is destroyed, you can apply for a duplicate. The duplicate replaces your previous degree certificate. Please note that a duplicate is not free of charge. You can also ask for a verified copy of your degree certificate for free.

If you have more questions regarding your degree certificate, please see the online FAQ: [tinyurl.com/LU-degreeFAQ](http://tinyurl.com/LU-degreeFAQ)

## International student mentors (Lund University Central Student Services)

To help you settle into Lund and get to know your way around, Lund University offers an International Mentor Programme. The mentors help new students with practical matters and introduce you to various student activities and everyday life in Sweden. The mentor groups consists of three or four Swedish students (your mentors) and 15-20 international students, so there are plenty of opportunities to make new friends as soon as you arrive in Lund!

To join the mentor programme, please mail the International Mentor Coordinator.

Email: [fadderi@stu.lu.se](mailto:fadderi@stu.lu.se)

## Faculty coordinators and study advisors

The Study Guidance Service offers guidance and information prior to making educational and professional choices. They help to clarify interests and abilities prior to and during your studies and welcome both current students at Lund University and those who are thinking of studying. You can book an appointment by emailing. They also offer study guidance through the internet (Zoom/Skype), with or without the use of web cam.

Web: [tinyurl.com/LUstudyguidance](http://tinyurl.com/LUstudyguidance)

Email: [studyguidance@stu.lu.se](mailto:studyguidance@stu.lu.se)

Study guidance is also offered through the Graduate School, where you can access more detailed subject-related guidance in regards to your programmes and courses. Please contact our student advisor to book an appointment.

## Exchange Studies

As a student at Lund University, you also have great opportunities to study abroad as an exchange student. Graduate School encourages students to take this opportunity to get a degree with an international profile. Should you have any questions, please contact the Faculty International Office and check their webpage for more information.

Web: [tinyurl.com/lu-sfakIO](http://tinyurl.com/lu-sfakIO)

Email: [outgoing@sam.lu.se](mailto:outgoing@sam.lu.se)

## Study Advice at Graduate School

Please feel free to contact one of our study advisors if you need help in planning your studies or selecting courses.

Email: [counselling@sam.lu.se](mailto:counselling@sam.lu.se)

## Study Advice outside of Graduate School

It is important to remember that Graduate School courses serve many students who are not enrolled at Graduate School itself. These students should primarily talk to their local department student counsellors.

## Lund University Student Services: Academic Support Centre (ASC)

The Academic Support Centre (ASC) is a free service that is open to all students studying courses and programmes conducted in English. The service aims to support students specifically with the academic skills necessary for success at Lund University. Students have the opportunity to meet with an English language consultant for individual or group hands-on supervision in English on academic topics including:

- Referencing Skills and Avoiding Plagiarism
- Critical Reading and Thinking
- Academic Writing: Thesis, Proposal, Abstract, Assignment, Essay
- Time Management: Planning and Management

The ASC is open Monday-Friday for appointment slots. To make an appointment please check the website. It is recommended that students book the appointment as early in the term as possible since it might take a while before the appointment is scheduled due to a high demand for counselling.

Web: [tinyurl.com/LUASC](http://tinyurl.com/LUASC)

Web: [tinyurl.com/LUstudieverkstaden](http://tinyurl.com/LUstudieverkstaden) (Swedish *Studieverkstaden* equivalent)

Email: [english.support@stu.lu.se](mailto:english.support@stu.lu.se)

## Graduate School Student Reception Desk

Graduate School has its own student reception desk. The reception desk is open Tuesdays and Thursdays from 10-13 with extended opening hours (Wednesdays) at the beginning of the term (preliminary, given the Corona situation). Students can get official transcripts, certificates of registration, pick up graded assignments and get general information.

## Libraries

### Social Sciences Faculty Library

International Master students are mainly served by the Social Sciences Faculty Library, which is part of a federated system of libraries around the university. The Faculty Library provides services specifically tailored for your social scientific needs. Here you will find study places, computers, printing and copying facilities and of course textbooks as well as other literature. In order to use the computers and/or the Internet you log on using your student account (see paragraph “Student Account” under “Access & Accounts”). All students are offered a library introduction and information searching training. You can also book an appointment for guided catalogue searches with Maja Carlson or another librarian by contacting them on her email address below.

Address (Social Sciences Faculty Library):

Allhelgona Kyrkogata 12A, Hus J

Regular opening hours Monday–Friday: 10–16:30

Virtual desk (Zoom): Monday–Friday: 10–15

Web: [www.sambib.lu.se/en/](http://www.sambib.lu.se/en/) (Social Sciences Faculty Library)

Email: [maja.carlson@sambib.lu.se](mailto:maja.carlson@sambib.lu.se) (contact librarian)

Tel.: +46 (0) 46 222 09 90

### Important Resources for your Studies

The library provides many important resources, including *LUBcat* – Lund University Libraries catalogue, and you will find these links plus many more on the Social Science Faculty Library website. If you use *Google Scholar* – manage your settings and choose Lund University’s library to receive information specifically tailored for you.

Web: [lubcat.lub.lu.se](http://lubcat.lub.lu.se) (LUBcat)

Web: [scholar.google.com](http://scholar.google.com) (Google Scholar)

Web: [libguides.lub.lu.se/mastersprogrammes](http://libguides.lub.lu.se/mastersprogrammes) (more databases, and specific information for Graduate School students)

## How to Get My Library Card?

LU students and staff use their LU card as their library card. Before you can borrow books using your LU card, you need to activate your card at the Social Science Faculty Library. Please register for a library account before you visit the library and do not forget to bring valid photo ID.

### Other Relevant Libraries

*Geolibrary*

Address: Geocentrum II, Sölvegatan 12.

Web: [www.geobib.lu.se/en/geolibrary](http://www.geobib.lu.se/en/geolibrary)

### Lund University Library (UB)

Address: Helgonabacken 1

Regular opening hours Monday–Friday: 12–17 Saturday: 12–15 Sunday: Closed

Special Collections Reading Room Monday–Friday: 12–16, booking is mandatory

Web: [www.lub.lu.se/en/](http://www.lub.lu.se/en/)

Email: [info@ub.lu.se](mailto:info@ub.lu.se)

Tel.: +46 (0) 46 222 91 90

## Online information resources

### LUBsearch

The library has a search system called *LUBsearch*, for electronic journals, databases, e-books and a number of other resources.

Web: [www.lub.lu.se/en/search-systems-and-tools/lubsearch](http://www.lub.lu.se/en/search-systems-and-tools/lubsearch)

## Subject Guides

The Social Sciences Faculty Library provides subject guides for each subject within the faculty. The guides are aimed at students, researchers and teachers within the faculty as a starting point for subject searches. The subject guides contain important links to databases and free resources as well as academic writing information and scholarly publications.

Web: [www.sambib.lu.se/en/find/search-by-subject](http://www.sambib.lu.se/en/find/search-by-subject)

## Global Research Gateway

Global Research Gateway (GRG) is a multi-disciplinary research tool developed by the Faculty of Social Sciences. It provides students, faculty members, and researchers within the field of social sciences with a digital platform that integrates academic and non-academic information sources, e.g. statistical databases, reports, research papers, academic papers and articles. The main objective of GRG is to enhance knowledge of, and research on global processes and their impact on contemporary society.

Web: [libguides.lub.lu.se/grg](http://libguides.lub.lu.se/grg)

## Academic Writing at Lund University

Online resource about academic writing: [awelu.srv.lu.se/](http://awelu.srv.lu.se/)

Academic writing is also integrated into the first year profile courses at Graduate School, where students receive information and support regarding academic writing.

## Lund University Publications (LUP)

The LUP database contains Master's theses dating back to ca 2004.

Web: [lup.lub.lu.se/student-papers/search/](http://lup.lub.lu.se/student-papers/search/)

# Course e-Platform: Canvas

Canvas is a web-based learning portal that connects students, teachers and coordinators. It is the main platform where you will receive important information about your course and updates from your teachers about your courses. As a student, you have a range of possibilities with Canvas. You have access to all the courses that you are registered for. With Canvas, you will be able to

- Find course materials including schedules, syllabi, course literature etc.
- Get important messages, news and updates from your teacher/s
- Ask questions to your fellow students and teachers through the discussion board
- Submit your assignments and receive feedback from your teachers
- Set up a personal profile to facilitate communication with your fellow students and teachers

You can access Canvas at [canvas.education.lu.se](http://canvas.education.lu.se) where you will be prompted to log in with your student account. Once logged in, you can edit your profile including how you would like to receive notifications, and add a picture (optional).

Before you start your course, it is important that you check your notification preferences. In order to keep you updated, Canvas sends you a notification when something happens in your course. There are default settings that determine how often you receive these notifications, which you can change on the *notification preferences* page. If you choose to turn off notifications, you might miss important course information.

We also advise you to download the Canvas Student application that is available in App Store (iOS) and Google Play (Android) and get push notifications on your mobile device(s).

### Important!

In case you don't check your LU student email regularly, please go to *Account Settings* and add an email address that you check daily and make it your default address on the right menu. This way you will not miss any important notifications and updates, such as last minute schedule changes.

You will still need to log in to Canvas using your student account.

## How to navigate Canvas

On the next page, you may find a quick guide that will help you find your way around Canvas. For more information, please visit the Student Guide at [canvas.education.lu.se/courses/6048/](http://canvas.education.lu.se/courses/6048/).

If you experience problems or still have questions related to Canvas, please contact the LU Service Desk by email at [servicedesk@lu.se](mailto:servicedesk@lu.se) or phone at +46 (0)46 222 90 00).Canvas Menu

### 1. Account

Account is the tab with your profile picture that you can find at the top of the menu. From here you can quickly change several settings such as *notification settings* and your *profile settings*.

### 2. Dashboard

The dashboard provides an overview of your courses. Here you can also find your "To-do-list", upcoming events and your latest feedback.

### 3. Courses

The courses tab is used to switch between courses. To see all your courses simply select the "all courses" option at the bottom of the course list.

### 4. Groups

See which groups you are in and go directly to your different *group pages*.

### 5. Calendar

This tab gives you quick access to your *calendar*. Here you can view the calendar for all your courses, groups and own events in one place.

### 6. Inbox

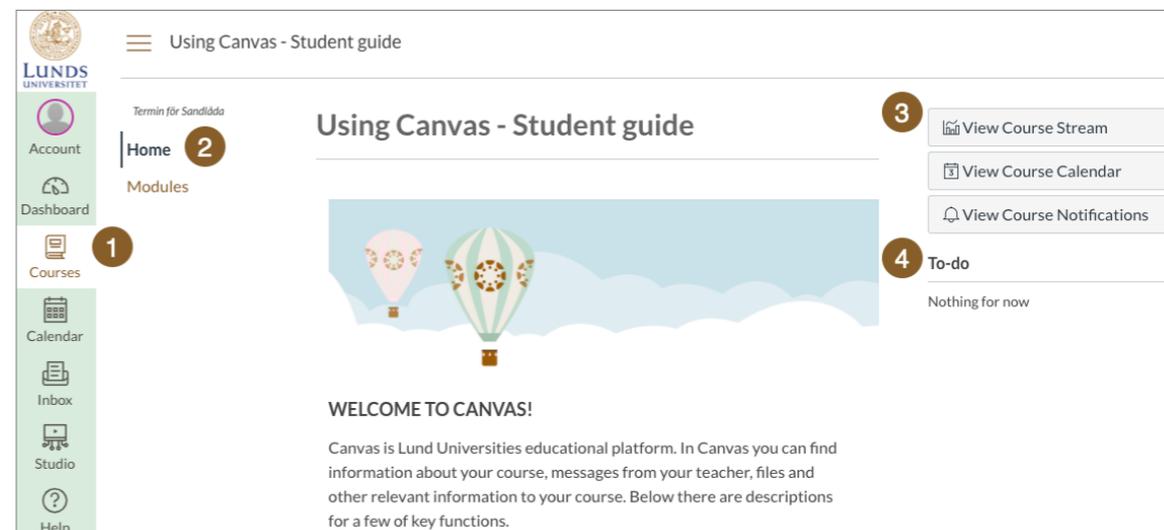
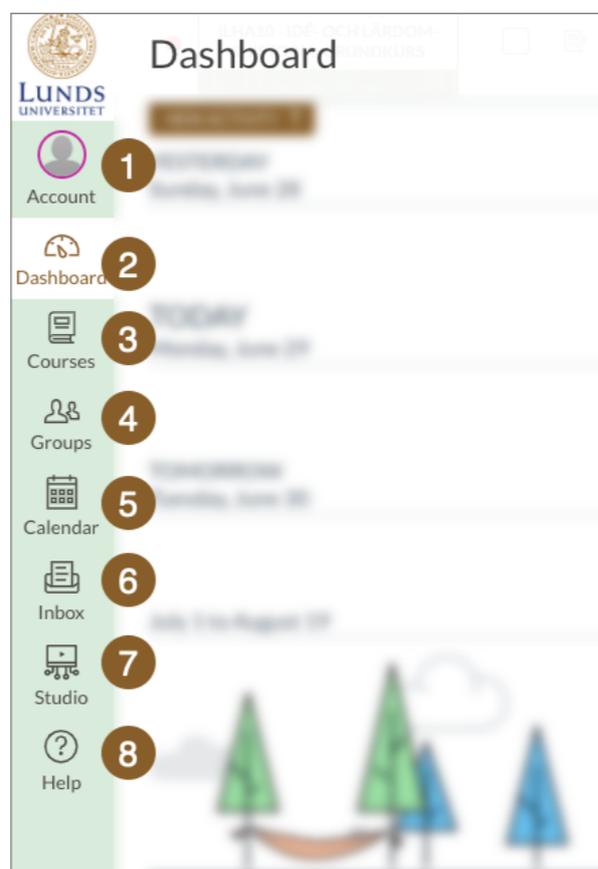
This tab is the universal communication tool in Canvas and is independent from your courses.

### 7. Studio

Canvas' recording tool "Studio" lets you create your own videos by recording from a camera or a screen capture.

### 8. Help

Here you can find different resources connected to Canvas (i.e Student Guide) and also ask questions regarding Canvas.



## Course Menu

Graduate School courses are structured in modules that are divided chronologically and thematically, which you will have an overview of on the homepage of your course. The first module will be a "welcome module" where you will be able to find essential information such as course resources and contact information for your course coordinator and teachers.

### 1. Finding the Course Menu

Find your course menu by first entering your course page via the "courses" tab (1). The course menu (2) is always to the right of the *Canvas menu*.

### 2. Course Menu

The course menu contains navigation specific to your course (2). Graduate School courses will have the following links: Home, Announcements, Syllabus, Assignments, Discussions, Grades, and People. If your teachers chose to use other functions such as chat or quizzes these will most likely be visible in the course menu.

### 3. Right Hand Menu

Use the right hand menu to see the course stream, calendar and notifications.

### 4. To-do List

This is where your upcoming submissions, groups, and any feedback you may receive will be found. Here you can click on the links which will redirect you to the relevant pages for more information.

# Access & Accounts

## Student Account

Your student account consists of your user ID, your password and your student email address. You can use your user ID and password to access a number of electronic services and resources that the University offers to its students.

Please note that it is the student's own responsibility to make sure that his/her email works!

If you have a problem with your student account, contact the support team directly.

Email: [servicedesk@lu.se](mailto:servicedesk@lu.se)

Tel.: +46 (0)46 222 9000

Telephone hours Monday–Friday, 8:00–17:00

For more information about your student account:

[www.lunduniversity.lu.se/current-students/new-students/your-student-account](http://www.lunduniversity.lu.se/current-students/new-students/your-student-account)

### Important!

We very strongly suggest that you connect your personal email address to the email account you are given as part of your student account, to make sure you promptly get information we mail to you! You set your preferred email account in the Student Portal. The default is your LU email account, so if you wish to use another email address, please update your contact details via the Student Portal.

## Student portal

The Lund University Student Portal is where you can access the LADOK database to view your academic results, print LADOK certificates or transcripts of records, change your personal contact information and more.

Web & login: [www.student.lu.se](http://www.student.lu.se)

## LU Student Card

As a student you are entitled to a personal access card. The card will have several functions:

- ID card within Lund University
- access card to all premises relevant to your education/position

- library card for all the University libraries

To obtain an access card, contact one of the University's *card stations* in Lund, Helsingborg or Malmö. Every access card takes a maximum of 90 seconds to produce and the stations have generous opening hours.

Web: [www.lunduniversity.lu.se/current-students/new-students/lu-access-card](http://www.lunduniversity.lu.se/current-students/new-students/lu-access-card)

## Copying, Scanning & Printing

In order to get access to printer, scanner, and also copy machines, you need to have a printing account. With one printing account, you will have access to a printer in almost all of the libraries and buildings at Lund University. You can deposit money into your printing account and it will be deducted automatically when you use copying machines and printers, but scanning files is free.

For more information on how to create and how to use your printing account please consult this site:

Web: [www.ub.lu.se/en/services/copying-scanning-printing](http://www.ub.lu.se/en/services/copying-scanning-printing)

## Computer Facilities

At the Social Science Faculty Library there are a number of computer rooms that are open for students enrolled in the Master's programmes. To use the computers and/or the internet you must log in with your user ID.

Some of the departments offer computers that can be used by students. Contact departments for more information.

## Wireless Internet Connection

Within the campus area you have access to wireless internet connection at the following places: The Library of Social and Behavioural Sciences, the Centre for Gender Studies, Department of Sociology of Law, Department of Political Science, Department of Psychology (in the basement), Department of Sociology and in the building Gamla Kirurgen where Graduate School is located.

Web: [tinyurl.com/LUwirelessinternet](http://tinyurl.com/LUwirelessinternet)

Look for *Eduroam* or *LU Weblogon* in your wifi setup and log on with your LU identity and password.

# IT services and support

Lund University offers a number of electronic services and resources to facilitate your work as a student. Use your student account to log in to the Student Portal and access many of these services.

Your student account gives you access to a number of electronic services, including computers, internet, your student email and different types of software. You can access many of these services through the Student Portal.

Please contact LU ServiceDesk if you experience any IT-related problems. You can contact LU ServiceDesk through the self-service portal, phone or email (there is no walk-in desk available). The self-service portal also provides the latest operating information, as well as user guides for the majority of Lund University's systems.

Web: [www.student.lu.se](http://www.student.lu.se) (Student portal)

Web: [lusedesk.service-now.com/support\\_en](http://lusedesk.service-now.com/support_en) (Service desk web)

Email: [servicedesk@lu.se](mailto:servicedesk@lu.se)

Tel.: +46 (0)46 222 90 00

# Career Services

## Lund University Student Services

All students at Lund University can register with the Careers Services' career portal MyCareer, through which more than 1,000 companies and organisations advertise their jobs, internships, thesis projects and postdoctoral positions to Lund University students.

Web: [mycareer.lu.se](http://mycareer.lu.se)

The Careers Service runs seminars regularly in English on how to apply for jobs in Sweden and abroad, on writing applications and CVs and preparing for interviews. From time to time, guest speakers are invited to talk about different career opportunities. Find upcoming events in the MyCareer job portal (Swedish and English).

Web: [mycareer.lu.se/events](http://mycareer.lu.se/events) (Mycareer events list)

The Careers Service also provides assistance and guidance in finding internships abroad. Getting international work experience within your area of study is enriching. There are several ways to find internships and funding, one of them being through Erasmus. Find internship positions abroad through the MyCareer job portal.

Address: St Algatan 4

Web: [www.lunduniversity.lu.se/current-students/careers-service](http://www.lunduniversity.lu.se/current-students/careers-service)

Email: [career@er.lu.se](mailto:career@er.lu.se)

Tel.: +46 (0)46 222 01 00

Students at the Faculty of Social Sciences looking for career guidance are welcome to refer to the faculty's CV and apply for a job webpages. These pages offer you perspectives, tips and tools on how to apply for a job, how to write a resume, the importance of voluntary work and traineeship, how to be innovative and how to start up your own company or project.

Web: [www.sam.lu.se/en/education/graduation-and-career/cv-and-applying-jobs](http://www.sam.lu.se/en/education/graduation-and-career/cv-and-applying-jobs)

## Start a business or project

The University has an extensive support system for you who wish to start a business or project. The support system provides guidance, education, networking opportunities, office space and more. You can find more information on their webpage.

Web: [tinyurl.com/LUstartbusiness](http://tinyurl.com/LUstartbusiness)

**VentureLab** is intended for Lund University students or recent graduates with business ideas. It doesn't matter what you study or how far you have come in your studies; neither does it matter what your idea is, be it a new service, product or social innovation.

Since it was set up in 2001, VentureLab has helped hundreds of student businesses from idea to reality by offering:

- free and confidential guidance,
- inspirational lectures, events and workshops
- free office space for student businesses for up to a year.

Web: [www.venturelab.lu.se/home](http://www.venturelab.lu.se/home)

The **Sten K. Johnson Centre for Entrepreneurship** is located at Lund University, offering action based courses and programmes about, in, or for Entrepreneurship.

The centre provides a wide range of courses for students from all fields of study. The courses are in Swedish or English and you can study them as part of a study programme or as freestanding courses.

Web: [www.entrepreneur.lu.se/en/](http://www.entrepreneur.lu.se/en/)

## Pedagogical Support

### Students with disabilities

If you have a disability, for example dyslexia, a visual impairment or ADHD, and would like to study at Lund University, we can provide you with support during your studies. The University's *Disability Support Services* have a webpage with lots of information – below is a summary.

The first thing you need to do is to contact the Accessibility Officer for the Faculty of Social Sciences to find out what kind of support you can get and how to apply for it. In order to receive support, you must have a certificate stating that your disability is long-term or permanent. We ask that you get in touch well before you begin your studies so that we can provide you with the best help possible.

At Lund University we offer the following forms of learning support:

- Note-taking
- Special arrangements for exams

- Study skills tuition
- Talking books
- Study support mentor

You will discuss with your Accessibility Officer what forms of learning support are appropriate for you, once you have filled in the application for support. When we have received your application we will contact you for a meeting in person. You are always welcome to book an appointment with your academic advisor if you have questions pertaining to your application.

If you have a hearing impairment and require sign language interpretation it can be difficult to find qualified education interpreters, because there are only a limited number of interpreters in Sweden who are able to interpret into multiple sign languages. Contact the Accessibility Officer well in advance so that we can establish whether it is possible to arrange interpretation into your native language.

In order to receive personal assistance, you must have a Swedish personal identity number. For more information, please contact the City of Lund and ask about 'LSS' (*Act concerning Support and Service for Persons with Certain Functional Impairments*).

If you have any questions, please contact the Accessibility Officer.

Web: [tinyurl.com/LUstuddisabilities](http://tinyurl.com/LUstuddisabilities) (General information)

Web: [www.nais.uhr.se](http://www.nais.uhr.se) (application form for learning support)

Web: [www.lund.se/en/](http://www.lund.se/en/) (City of Lund)

Email: [ida.jarbe\\_holmlund@stu.lu.se](mailto:ida.jarbe_holmlund@stu.lu.se) (Ida Jarbe Holmlund, Accessibility Officer)

Tel.: +46 (0)46 222 49 29

City services can in certain circumstances provide access to **transport services** to and from lectures and in your free time. For more information, please contact the City of Lund and ask about community transport ("färdtjänst").

Web: [www.lund.se/trafik--stadsplanering/fardtjanst/](http://www.lund.se/trafik--stadsplanering/fardtjanst/) (Swedish only unfortunately)

If you have **special accommodation needs**, please contact AF Bostäder, who manage a small number of adapted residences for people with disabilities in Lund.

Web: [www.afbostader.se/en/](http://www.afbostader.se/en/)

# Student Health & Fitness

## Emergencies

In case of emergency, dial 112 and state whether you need the fire department, police or an ambulance. The operator will connect you at once. Do not panic, speak slowly and clearly and give your name, address and phone number (English will be understood).

## Student Health Counselling

The Student Health Centre offers counselling to Lund University students. It works primarily with psychological problems that affect your ability to study, such as stress, worry, anxiety, depression, transitional issues and/or academic difficulties.

You book a time at the Student Health Centre by visiting their webpage – there is usually a couple of weeks waiting time and you will then attend an information meeting (either in person or by phone) for about 20 minutes where your difficulties and needs are discussed and it is decided whether you need regular contact.

All information shared by you with their staff is held in the strictest confidence and is not communicated to anyone without your permission, except in the rare instance of a life-threatening situation.

The Student Health Centre also publishes a series of self-help brochures on topics such as exam anxiety, stress management, how to sleep better, intercultural adjustment etc. You can find some of these in the Graduate School reception area – see their webpage for more details. They also offer a variety of seminars, courses and workshops on topics such as stress, procrastination, cultural adjustment etc.

Remember that it is always ok to seek help! There is a lot of unnecessary shame around personal matters such as stress or depression but these are problems that do not go away by themselves. The first step to solving them is seeking help. If you are unsure exactly where to turn, contact the Student Health Centre to start with and they will point you in the right direction. If you or your friend cannot wait to get an appointment and the problem is severe (there is a risk of self-harm/suicide) always contact the emergency services by calling 112.

Address (Student Health Center):

Paradisgatan 5B.

Web: [tinyurl.com/LU-studhealth](http://tinyurl.com/LU-studhealth)

Event timetable: [tinyurl.com/LUstudhealthevents](http://tinyurl.com/LUstudhealthevents)

Tel.: +46 (0)46 222 43 77

## General Medical Issues

To see a doctor or nurse regarding general medical issues, you should contact a public or private health centre ('Vårdcentral'). You can choose which health centre you wish to go to in Lund. If you live in Malmö or Helsingborg you should contact a health centre there.

The St Lars Health Centre in Lund cooperates with Student Health to provide students with a health service for general medical issues. All staff speak English and can help international students with their general medical concerns.

Web: [vard.skane.se/vardcentraler/sankt-lars](http://vard.skane.se/vardcentraler/sankt-lars) (click on Skåne region and it will direct you to the details for St Lars Health Centre)

Always bring your ID card and if you don't have a Swedish social security number, also bring your Admission letter/Letter of Acceptance and proof of insurance.

## Medical Insurance

All incoming students at Lund University are covered by either Student Exchange or FAS+, which you can read more on a dedicated web page, (see link below – see also page 28 in this booklet.) Very specific definitions apply. Please get in touch with your department if something happens.

Web: [tinyurl.com/LUmedinsurance](http://tinyurl.com/LUmedinsurance) (info on medical insurance)

Free medical advice 1177

You can also call the free Medical Advice telephone service ('Sjukvårdsrådgivningen'), 24 hours a day, seven days a week. Call 1177 to get:

- medical advice from a registered nurse,
- advice on how to take care of yourself, or
- information on where you can go if your condition calls for care by a physician.

## Sexual Health

### Sexually transmitted infections

You can get tested for sexually transmitted infections (STIs), such as chlamydia, gonorrhoea, syphilis or HIV, free of charge in Sweden. The Lund STI Clinic ('STI-mottagningen') is located at the University Hospital "Hudhuset" building at Lasarettsgatan 15. This is near the main University Library. To book an appointment, call 046 17 11 65 (Monday – Friday). When you call there is a long Swedish message, followed by information in English. You can also get tested for chlamydia at the Student Health service in Lund. To book an appointment call 046 222 43 77 and press 2.

### Birth control pills

To get a prescription for birth control pills, you will need to see a midwife ('barnmorska'). You can find more information on their site (Note that this link takes you to a Region Skåne webpage that is in Swedish, but by typing Lund into the search function and selecting 'Barnmorskemottagning' in the box with the drop down options you should reach a list of midwives in Lund.)

Web: [vard.skane.se](http://vard.skane.se)

### The "morning after" pill

The "morning after" pill is available over the counter from a pharmacy/chemist's ('apotek'). This pill can be taken within 72 hours of unprotected sex in order to prevent pregnancy, although it does not protect against any STIs.

## Projekt Sex and LGBTQ Students Lund

Projekt Sex (P6) and LGBTQ Students Lund is an independent student organisation that works with STI, HIV and pregnancy prevention as well as sex and relationship questions among students in Lund. Their goal is to raise consciousness and encourage responsible sexual behaviour among students. You can get free condoms and information about sexual health from them.

Address:

AF-building, 4th floor, Lund

Visiting hours: Tue & Fri: 12-15.00

Web: [projekt6.se/en/](http://projekt6.se/en/)

Email: [p6@projekt6.se](mailto:p6@projekt6.se) or [hbtqstudenterna.lund@gmail.com](mailto:hbtqstudenterna.lund@gmail.com)

Tel.: +46 (0)46 13 63 63

## University Gym and Fitness Centre

For sports enthusiasts, there are plenty of opportunities to join local sports clubs or participate in social sports activities through the 'nations'. Within and around Lund, there are a range of sporting and exercise facilities, including swimming pools, tennis courts, climbing centres, sports fields, arenas and even Gerdahallen, Scandinavia's largest student fitness centre! Gerdahallen offers student discounts on memberships and has generous opening hours.

Address:

Gerdahallen  
Helgonavägen 8  
223 62 Lund

Web: [www.gerdahallen.lu.se/in-english.aspx](http://www.gerdahallen.lu.se/in-english.aspx)

Tel.: +46 (0) 10 7222100

### Harassment and victimisation

Lund University has a zero-tolerance policy for harassment. If you feel that you have been harassed, please consult the faculty's relevant web page:

[www.sam.lu.se/en/education/guide-discrimination-harassment-and-victimisation](http://www.sam.lu.se/en/education/guide-discrimination-harassment-and-victimisation)



# Student Organisations

## Studentlund

*Studentlund* is the whole of student life gathered in one membership. Studentlund consists of the nations, the Academic Society and the student unions. When you become a member of Studentlund, you get access to a social community and cultural events. You also get the opportunity to influence your education, establish contacts with the labour market, access housing queues and more.

Web: [www.studentlund.se](http://www.studentlund.se) (information in Swedish)

## The Academic Society

The Academic Society ('Akademiska Föreningen' or AF) organises a number of events and student activities including "studentafton" (evening interviews with high profile guests), the student radio station 99.1MHz (Scandinavia's largest student radio station), the student TV channel "STEVE" (Sweden's first student TV channel), student theatre, costume hire, "Spex" comedy musicals, lectures, debates, art and cultural events and AF Bostäder accommodation.

Web: [www.af.lu.se/en-home](http://www.af.lu.se/en-home)

## The Association of Foreign Affairs in Lund (UPF)

The Association of Foreign Affairs (abbreviated UPF after its Swedish name, 'Utrikespolitiska föreningen') was founded on February 8th, 1935 to promote the dissemination of information on international issues and encourage debate on foreign policy. The core activities of the Association have remained the same: current foreign political issues have been debated in lectures, seminars, discussion nights and study circles. Members have visited foreign countries, made study trips within Sweden, and hosted parties and formal dinners. Since 1935, almost all Swedish Foreign Ministers have given lectures for the association.

Web: [upflund.se/](http://upflund.se/)

## LUPEF – Lunds Universitets Politiska och Ekonomiska Förening

LUPEF stands for Lund University's Political and Economic Association. It is a non-political and non-religious association. The association is non-profit and is for all students with an interest in politics, economics and social discussion.

Web: [lupef.se/english/](http://lupef.se/english/)

## Student Union

During your studies at the Faculty of Social Sciences you can turn to *Samhällsvetarkåren* (The Social Sciences Student Union) for support.

Samhällsvetarkåren has 3 main aims:

1. to monitor and improve the education quality for students
2. to provide support and information for students in preparing for the labour market
3. to give students a social context in Lund through our novice period, annual ball, and other fun social events throughout the year.

Any student at the faculty can come to Samhällsvetarkåren if they are facing an issue with their education and receive support and guidance. Information about our ongoing work and how to contact us can be found at [samvetet.org](http://samvetet.org)

You are also welcome to your student union as an active member, where you can support our important work, make friends, and get invited to all the best social events. It is easy to become active, no previous experience is needed. If you have an interest in educational matters and want to represent your fellow students and improve your education, you could become a student representative. If you are creative, enjoy teamwork, and want to work on fun events like Samhällsvetarbalen, you could get involved in our event committee. If you're interested in making career connections and helping arrange lectures and workshops around this, you are welcome in the labour market network. No matter who you are and what skills and interests you have, your student union is here to support you and has a role to fit you! Contact us and check out our Facebook page to learn more about how you can be active with us.

We are located in the centre of the Paradis area in our house Samvetet (the small red-brick building next down the hill from Eden). You are always welcome if you need any help, want to get involved in the union, or if you just want to chill out and have a cup of coffee every Tuesday and Thursday, 11-13.

Sandgatan 9, 223 52 Lund

[facebook.com/Samhallsvetarkaren](https://facebook.com/Samhallsvetarkaren)

[instagram.com/samhallsvetaren](https://instagram.com/samhallsvetaren)

[info@samvetet.lu.se](mailto:info@samvetet.lu.se)



### Schedule Novice Period 2021

Monday 30/8: Treasure Hunt  
Thursday 2/9: Bodypump at Gerdahallen  
Saturday 4/9: Fulsittning at Hallands nation  
Monday 6/9: Pub Night at Kalmar  
Tuesday 7/9: Football game  
Thursday 9/9: Finsittning at Blekingska nation  
Saturday 11/9: Slaget om Samvetet  
Monday 13/9: Professor Pong at Västgöta nation  
Wednesday 15/9: Award ceremony and Bbq



### Letter from the student union

Samhällsvetarkåren's Novice Period 2021

We are Samhällsvetarkåren - the Social Sciences Student Union at Lund University – and we invite you to take part in our Novice Weeks!

Our novice weeks run from 30th August-15th September- that's 2 ½ weeks of fun activities, guided by amazing mentors who can show you the ropes of Lund student life. Our novice weeks are aimed at all students, Swedish or international, who study in the social sciences.

We have a great mixture of events, from chilled BBQ's to nights out, from classic student "sittnings" to our famous sports day "Slaget om Samvetet" – so whatever you enjoy there will be something for you.

Right now there is a lot of uncertainty with COVID-19, and we take our responsibility for student safety very seriously. This may mean that this years events look a little different than usual. But you can bet that whether it is physical, digital, or somewhere in between, we will create a fun and memorable start to your time with Lund University!

There is no cost to join the novice period (although some individual events do have a cost or limited spaces) so you can take part as much or as little as fits your schedule. Our novice period is especially aimed at students on free-standing courses or who do not have a novice period provided by a program association or section.

The available novice spots filled up very quickly in previous years and we expect the same again – so don't delay sign up!

You can sign up at: [tinyurl.com/NoviceSignUpForm](https://tinyurl.com/NoviceSignUpForm)

If you want more information

Check out [samvetet.org/en/social/novice-period/](https://samvetet.org/en/social/novice-period/) Email [event@samvetet.lu.se](mailto:event@samvetet.lu.se)

## Student “Nations”

What is a student nation? To borrow from Wikipedia, “Student nations or simply *nations* (Latin: *natio* meaning ‘being born’) are regional corporations of students at a university. Once widespread across Europe in medieval times, they are now largely restricted to the older universities of Sweden and Finland”. The Lund student nations are thus highly unusual in the tertiary education world, and they offer a lot of different activities that you can attend if you are a member of Studentlund. From sports to movie and game nights to cafés and affordable brunches – there is something for everyone. They are a great way to meet people from other departments and faculties, both Swedish and international, and make up a big part of students' social life in Lund.

Below you can read more about Lund’s nations and their activities – authored by the nation representatives.

Web (all nations except Smålands): [www.studentlund.se/nationer/](http://www.studentlund.se/nationer/)

Smålands nation: [www.smalands.org](http://www.smalands.org)

### *Blekingeska Nation*

The music nation of Lund (no matter what some other nations might say) is the best place to go for live shows and pop/indie clubs, but also for cozy Wednesday pubs every other week or the beer cafe every Friday, with both alcohol and alcohol-free alternatives. We also have GT-Yoga every month and other fun events! Also check out our newspaper Herulens Haerold for news and reviews and our facebook for updates.

### *Göteborgs Nation*

Gothenburg nation is one of the largest student organizations in Lund with 1700 members in spring term 2021 (and usually around 2000), 400 student volunteers and 4 full-time employees. The nations function is to organize social events for students at Lund university including everything from lunches, brunches, pubs and nightclubs. Besides that, the nation also organizes larger cultural events and physical activities.

### *Hallands Nation*

At Hallands Nation, there’s a wide range of events to take part in. Weekly, we have lunch where we serve burgers on Mondays, a pub quiz on Wednesdays, and Pizza & Pop’secco and a night club with different themes on Fridays. We also have extra activities such as our yearly ball Bockbalen, a Kvalborg festival together with Västgöta Nation, sports events and so much more. For more information regarding our events, follow us on Facebook and Instagram for

more details. We at Hallands Nation call ourselves a family. We welcome everyone to our nation and encourage everyone to get involved. Or come by the nation during our opening hours for more information about our events or getting involved. De é Kärlek!

### *Helsingkrona Nation*

Helsingkrona Nation's motto is "the nation for everyone". This is because we have a range of fun activities, something for everyone. As per example, at our nation you can play football, participate in a spex, cook or eat food at our restaurants, or dance the night away at our fridays-club. Easiest way to keep up with us is by social medias where we post regularly. Take the first step into Lunds amazing studentlife and come join our fantastic community!

### *Kalmar Nation*

Located just down the street from Graduate School, Kalmar is one of Lund’s most international nations. We serve lunch every Thursday, and our Tuesday and Friday pubs are a cozy place to meet up with friends for some food and drinks after a day of studying. Kalmar Nation also offers a variety of other activities throughout the term including language cafés, baking/movie nights and hikes around the Scanian countryside. Despite our small size, we strive to be a welcoming place for everyone. Come as you are!

### *Kristianstads Nation*

We are the nation where the sun always shines! Welcome to our newly renovated venue where we have a variety of activities! On Wednesdays we open the doors for our lunch during the day and later host a pub in the evening where you can get a tasty burger and something out of our large selections of beverages. Then on Saturdays our bar stands ready to welcome you. Challenge your friends with a game of foosball or pool while drinking tasty drinks. As a member of Kristianstads nation we of course give you 10% off both food and drinks, because we like our members that much. Beside weekly events, we also host our beer festival, volleyball tournament, Späax (theatre group) and annual ball Snapphanefesten. Our nation house is right in the middle of LTH, the economic center and Lunds city core so it’s always close by and gives us a good mixture of students and a strong sense of community. Thanks to the close knit friendships between all our foremen we have a very positive atmosphere and love involving new people at the nation, the easiest way is to join via the Facebook group “Workers at Kristianstads nation”. Hope to see you at the nation where the sun always shines!

### *Lunds Nation*

As one of the largest nations, and the city's own nation, Lund's Nation has the most to offer in terms of events for the student. For example, we host lunches every Monday to Friday and brunches on Saturdays. Every second week, we open up our pub called Burgers & Shakes and serve great food, often with different themes. All of this at our Penthouse, located on the 6th floor with a great view of Lund. We also have football on Tuesdays for those interested in sports. If you are interested to become active in a nation, then this is the nation for you! We have over 80 foremen (active members that are in charge of our different events) and over 300 workers that work for our foremen! Welcome to Lund's nation!

### *Malmö Nation*

Malmö Nation is located at the very heart of Lund and has the Botanical garden as its next door neighbour. With accommodation for up to around 300 students and with a variety of activities almost every day, Malmö Nation is to say the least, a very lively nation. "Puben", Malmö Nations common room on Östra Vallgatan 51, is the perfect place for you to have lunch every weekday, grab a complementary cup of coffee with your friends or is just a calm place to study – all day, every weekday. Book a table to our delicious Saturday brunch, grab a burger on our after school Easy Levin on Friday, taste our three course gourmet dinner, Upper East, on Saturday evening and finish it off with Casanova – Lunds oldest and most danceable nightclub, usually open every Saturday and every other Thursday! Visit our facebook page for a full weekly schedule and for other big events throughout the year!

### *Smålands Nation*

Smålands Nation is the only vegan, socialist and explicitly feminist nation in Lund. Every week we have pubs on Wednesdays and clubs on Saturdays, that are famous for their varied themes and quizzes. On Sundays, our brunch Kalles Café is open from 12:00-15:00. On Thursdays, we alternate between the People's Alternative Academy, which is an umbrella for lectures and announcements from local left-wing political groups and free movie nights, where we also serve light beer and burgers. On Tuesdays, Feminist Café Ronja provides lectures, movie screenings, workshops and free fika.

### *Sydsåanska Nationen*

Sydsåanska Nationen is a lot of things, but what shines through in our different activities is our music profile. We offer different clubs that rotate every Saturday, where you can dance to everything from urban hiphop to foxy funk. Once a month we have an open mic-café, called Osignat, where you can come and enjoy some good performances, or why not be the one entertaining on stage. Every Thursday we arrange our popular pub Torsdagspuben, and we

end our weeks with our cosy movie café: Kafé Matiné. We have a lot of things going on, so go check out our Facebook page for updates on what's happening at Sydsåanska Nationen!

### *Västgöta Nation*

At Västgöta Nation we are known for our lovely community, which resembles one large family. If you would like to be a part of this family you are at the exact right place! We provide the student life of Lund with our popular Wednesdays club METRO, souplunch on Thursdays, our restaurant Freda' kitchen and bar, our pub Professor Pong and our brunches on both Saturdays and Sundays. Each year on the 29th of April we arrange Kvalborg as a start of the Valborg weekend! Through our Facebook group "Idrott med VG – Sports with VG" you can get information about current sporting events and get-togethers. In addition to sports, NATU (our committee for non-alcoholic activities) arranges several events each semester, previously we've been climbing, had cooking classes and gone windsurfing. For more information you're welcome to visit our webpage [www.vgnation.se](http://www.vgnation.se) If you have any questions at all, don't hesitate to contact us on [q@vgnation.se](mailto:q@vgnation.se) Welcome to the family and welcome home!

### *Wermlands Nation*

Welcome to Wermlands! As the environmentally conscious Nation in Lund, we offer a wide range of activities all permeated by a cosy, green and inclusive atmosphere for international and Swedish students alike. Our weekly activities consist of yoga, choir rehearses, gardening and pubs with live jazz bands, board games, and special themes. All of this is flanked by non-weekly events, such as vegan brunches, movie showings, hikes and workshops. Kom in i Wermlands!

### *Östgöta Nation*

Östgöta Nation, or ÖG in short, has as the first student nation in Lund been the centre of the town's student life for more than 350 years. Here you will find the most festive parties, delicious lunches and pubs, weekly clubs and much more! Östgöta Nation is a place where you will find friends for life, learn what the community is all about and grow as a person!



#### LU academic mini Swedish dictionary

**Akademisk kvart** – this means being 15 minutes late to when a lecture starts, but is considered being on time. If it says 9am, in reality the lecture begins at 9.15. The history behind it is when watches were not commonly used by students and they had to rely on the church bell (Domkyrkan) for time keeping. The fifteen extra minutes allowed them to get to the lecture on time.

**Amanuens** – the title is used for a student who is employed by the university in an assisting role for teaching, research or administrative tasks. The word comes from Latin.

**Doktorand** – a doktorand is working towards a doctorate and can also be called a research student. After the dissertation, the title Doktor, Dr, is formally given and can be used professionally, and privately.

**Institution (akademisk)** - is the academic department and the primary location/workplace for students, teachers, lecturers etc. It is where the teaching and research for one subject, or related subjects, takes place.

**Nationer** – are student organisations and you will typically find them in the university cities of Lund and Uppsala. The first nations were formed in 1600 to welcome students who came from the same part of the country. They offer e.g. restaurant services and let out student rooms and are mostly run by volunteers.

**Nollning** – is a way of welcoming ('kicking') novisch students to Lund and student life. The intention is for students to immediately get to know one another and the activities are energetic tasks done in groups.

**Novisch** – a word that also comes from Latin and means 'newcomer'. In this context it refers to a newly registered student at LU (Lund University).

**Opponering** – a seminar where students present and defend their essay or thesis. Questions and criticism also come from fellow students and the task – to read with a critical eye – is as important as to defend and explain your own academic text and conclusions.

**Siste April (last day of April, also referred to as Valborg)** – every spring's significant celebration in Lund (and Uppsala). For a student at LU the day could begin with champagne breakfast followed by games and competitions arranged by the many student nations (Nationer).

**Sittning** – is a served meal that takes place throughout the academic year at all the different nations (Nationer). It can be a formal (sometimes with a dress code) or casual dinner.

**Studentspex** – this is a form of amateur theatre and its tradition is seen at some universities in Sweden. Every fourth year, LU arranges a Carnival (Lundakarnevalen) where students offer e.g. Spex.

**Tentamen** – the word for an exam, written or oral, and usually shortened to 'tenta'. If a student fails the tentamen, there is always an 'omtentamen' - an option to re-take the tenta/exam.



# APPENDIX

# PROCESSING STUDENT COMPLAINTS

It is actually relatively rare, but it does happen that students complain about what happens in a course to the point when it is hard to know what to do. The Faculty has set up a common process for these occasions, so both students and teachers know the options. In this appendix we present the faculty guidelines in full.



# Processing of complaints from students concerning first and second cycle education at the Faculty of Social Sciences

The present document describes the processing of education-related complaints from students at the Faculty of Social Sciences.

Before students proceed with a complaint, they should find out what rules apply in various situations. Students' rights and obligations at Lund University (LU) are described in the List of students' rights (see link below). For example, the list describes what applies to the study environment, course syllabi and timetables, exams and assessment, degree projects and course evaluation. Another important document that governs education is the relevant course syllabus. It is also possible to obtain information by contacting the study advisor at the department.

Students with a complaint can primarily turn to the relevant lecturer/course director or to the programme director. In many cases the problem can be solved closest to where it arose. For further processing of a complaint, please see the flow chart below.

At LU there is a student representative to whom students with a complaint can turn for support and help. The student representative is not part of the University administration, but an independent party whose role is to support and guide the students' unions and the students in their case. The students can also obtain support and advice from the Social Sciences Students' Union. Support from the student representative or the Social Sciences Students' Union does not require membership in the students' union.

The flow chart below aims to clarify the work flow and contact people in cases of student complaints at the Faculty of Social Sciences. The fundamental principle is that a case is to be processed promptly, documented and registered according to the usual procedures. All student complaints that become cases are to be registered at LU (official document).

The description of the procedure does not prevent a student from appealing a decision pursuant to Chapter 12 of the Higher Education Ordinance (see below) or reporting LU to

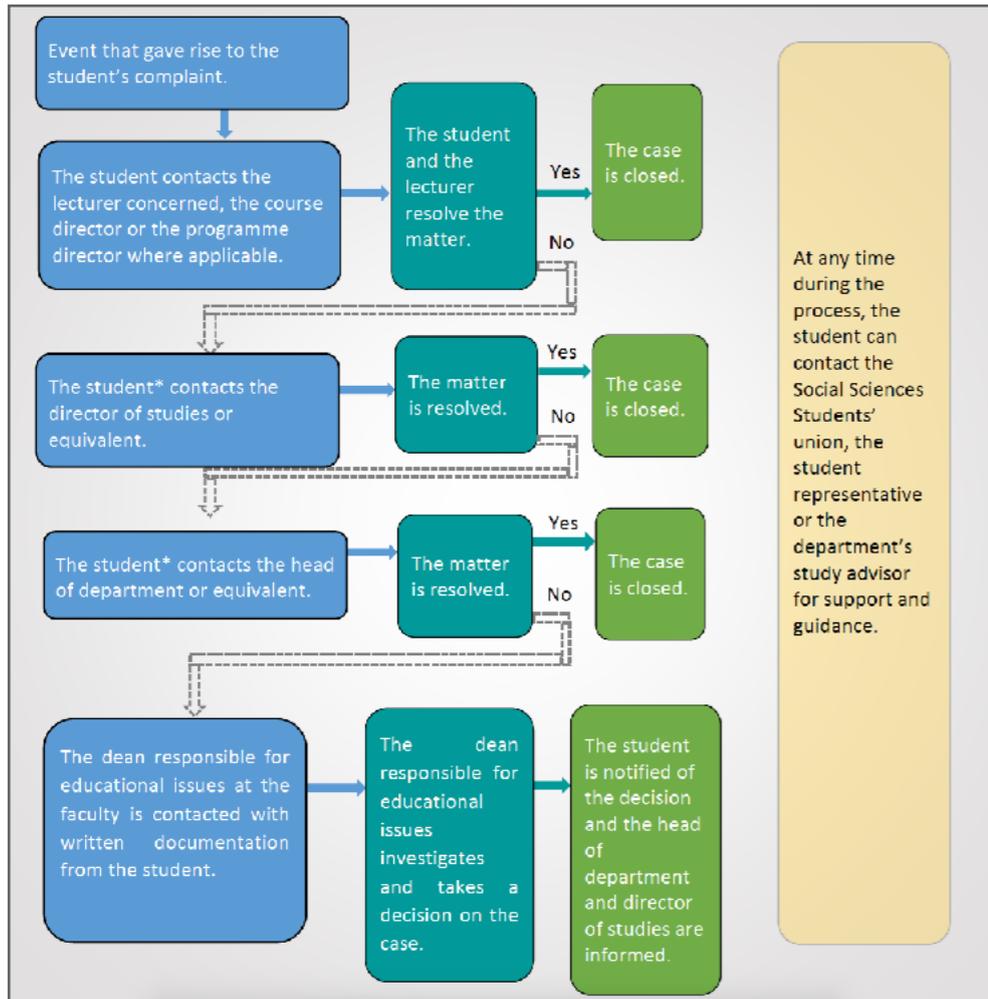
the Swedish Higher Education Authority. At LU, it is also possible to turn directly to the vice-chancellor according to guidelines approved on 12 March 2015 (see link below).

The procedure description/flow chart does **not** cover

- Cases dealing with discrimination or harassment (pursuant to the Discrimination Act 2008:567 and the Work Environment Act 1977:1160). Information on where to turn for these issues is available separately (see link below).
- Cases that concern Chapter 12 of the Higher Education Ordinance: assessment of qualifications and admission, approved leave from studies, deferred entry, credit transfer of previous studies, requests for exemption from study components and applications for degree certificates. If the decision on such matters goes against the applicant, he or she can apply to the Higher Education Appeals Board. Information on how to do this is to be attached to the decisions.
- Disciplinary matters, that are to be processed by the vice-chancellor/disciplinary board (pursuant to Chapter 10 Section 3 of the Higher Education Ordinance).
- Changes to grading decisions (pursuant to information approved on 2 December 2015, see link below).

The present document is to be published on each department's website and information about the document should be disseminated to new students at the Faculty of Social Sciences in connection with course/programme introductions. The document was produced in collaboration with the Social Sciences Students' Union.

## Processing of students' complaints at the Faculty of Social Sciences



\* The lecturer or the director of studies concerned can also choose to take unresolved issues to the next level.

## Relevant links

List of rights for students at Lund University

[www.lunduniversity.lu.se/sites/www.lunduniversity.lu.se/files/list-of-rights-lund-university.pdf](http://www.lunduniversity.lu.se/sites/www.lunduniversity.lu.se/files/list-of-rights-lund-university.pdf)

Guidelines on handling complaints from students concerning first, second and third cycle studies at Lund University (LU central document regulating these matters). Document approved on 12 March 2015.

[www.staff.lu.se/sites/staff.lu.se/files/guidelines-on-handling-complaints-from-students-concerning-first-second-and-third-cycle-studies-at-lund-university.pdf](http://www.staff.lu.se/sites/staff.lu.se/files/guidelines-on-handling-complaints-from-students-concerning-first-second-and-third-cycle-studies-at-lund-university.pdf)

Lund University has a zero-tolerance policy for harassment. If you feel that you have been harassed, please consult the faculty's relevant web page:

[www.sam.lu.se/en/education/guide-discrimination-harassment-and-victimisation](http://www.sam.lu.se/en/education/guide-discrimination-harassment-and-victimisation)

(LU-central equivalent information: How to process cases of discrimination or harassment)

[www.staff.lu.se/employment/work-environment-and-health/health-and-wellness/victimisation-and-harassment](http://www.staff.lu.se/employment/work-environment-and-health/health-and-wellness/victimisation-and-harassment)

Changes to grading decisions (official document approved on 2 December 2015).

[sam.lu.se/internt/sites/sam.lu.se.internt/files/information\\_om\\_andring\\_av\\_betyg\\_-\\_2015-12-02.pdf](http://sam.lu.se/internt/sites/sam.lu.se.internt/files/information_om_andring_av_betyg_-_2015-12-02.pdf)