

General Regulations and Information

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- Approved by: Assistant Dean Kristofer Modig
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In addition to the General Regulations and Information, the programme syllabus for the respective programme at the Faculty of Engineering (LTH) also applies.

1 General information

1.1 LTH, programme committees and the Education Board

LTH is the Faculty of Engineering at Lund University. Each study programme at LTH is administered by a programme committee and LTH's Education Board.

1.2 The academic year

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

1.3 Programme syllabi

The Higher Education Ordinance (Chapter 6, Section 16) stipulates that each study programme is to have a programme syllabus. The present General Rules and Information are included in all programme syllabi. Each programme syllabus also includes a curriculum and timetable detailing the courses, their distribution over study periods and the number of hours allocated. The scope of the courses is defined

in credits. One academic year of full-time study corresponds to 60 credits.

1.4 Admissions

Lund University's Admission Rules govern admission to study programmes and courses. Studies must start on the date stated in the admission decision.

1.5 Teaching and examination schedules

Schedules for teaching and examinations are available online at www.student.lth.se/english. Lectures and exercises always start at "a quarter past" (i.e. 15 minutes later than the stated time). Examinations, however, always start at the stated time.

1.6 Approved leave from studies

Approved leave from studies means that a student does not participate in teaching sessions for some parts or the whole of a semester. During leave from studies a student may participate in examinations regarding courses for which they were previously registered. The regulations for course applications apply as usual even when a student wishes to resume studies after taking leave. The application form for leave from studies, available at www.student.lth.se/english, is to be submitted to the Programme Service before the leave starts to apply. The Higher Education Ordinance (Chapter 7, Section 33) stipulates that a higher education institution may allow a student to continue their studies when returning from leave if there are valid reasons. In such cases, the higher education institution provides a guaranteed study place in advance. A decision on leave from studies is to state when studies are to be resumed and whether or not a study place has been guaranteed.

1.7 Non-completion of a programme

Students who interrupt their studies at LTH before gaining their degree are to submit a notification of this according to the instructions at www.student.lth.se/english.

1.8 Qualification requirements

Qualification requirements are stated in the programme syllabi and the course notes for each year of the programme in the curriculum and timetable for those who are undertaking a programme at the normal study rate.

2 Courses

2.1 Courses and admission requirements

The Higher Education Ordinance (Chapter 6, Section 14) stipulates that each course is to have a course syllabus. The course syllabus is to state, among other things, the compulsory teaching components and the forms of examination. The course syllabi are published at www.student.lth.se/english. Some course syllabi include the headings “Admission requirements” or “Required prior knowledge”.

“Admission requirements” refers to the stated courses, or equivalent, that must have been passed for the student to be admitted to the course in question. “Required prior knowledge” refers to the stated knowledge that the student needs to have in order to follow the teaching.

2.2 Course levels

In order to indicate academic progression, the level of each course is specified in terms of cycles in higher education. The cycle of a course is stated in each course syllabus. The cycles are first cycle (G) or second cycle (A). These cycles are defined in the Higher Education Act (Chapter 1, Sections 8-9). At LTH, first-cycle courses are further subdivided into first-cycle level 1 (G1) and first-cycle level 2 (G2), in which G2 represents progressive specialisation relative to G1.

2.3 Grades and grading ombudsmen

The grades awarded for a course are stated in the course syllabus. The most common grading scales are either a scale of four grades (Fail, 3, 4, 5) or one of two (Fail, Pass). Grades cannot be appealed against. They may, however, be reviewed by the examiner. To enable students to discuss their grades with an objective and experienced member of

the teaching staff, there are two grading ombudsmen at LTH. Their task is to ensure, on behalf of the individual student and when asked to do so, that a request for a grade to be reviewed is handled correctly.

2.4 Course application

Students need to inform themselves about and comply with the course application rules and deadlines that apply for courses within a specific programme. Course applications are made online at a designated location. Students who have not applied on time are not entitled to be registered for the courses.

2.5 Course on another programme

Courses offered by LTH outside a student's programme may only be studied following a specific decision. Such a decision is to also state that the course in question can be included in the planned degree. An application for a "course on another programme" is to be submitted using a specific form at www.student.lth.se/english to the Programme Service during the regular course application period. If the course has a limited number of places, priority is given to students enrolled on programmes that have the course listed in their curriculum and timetable.

2.6 Course registration

LTH students must register for studies at the beginning of each study period in Ladok for students. Among other things, this is to facilitate the administration of study records and Swedish student financial aid (CSN). Only students registered on a course are entitled to participate in teaching sessions and examination. Re-registration on the course is done by the department and is subject to the availability of places on the course.

2.7 Non-completion of a course

Students who interrupt their studies on a course are to register the interruption in Ladok for students.

2.8 Course evaluations (CEQ)

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

3 Degree projects

Students must apply for their degree project according to the instructions at www.student.lth.se/english.

4 Exchange studies

Students who plan to study abroad and want to have these studies subsequently accredited in their degree must have had the planned studies approved by the programme director/director of the school prior to their departure. On returning from their studies abroad, students must be able to provide evidence of passed examinations.

5 Credit transfer

The Higher Education Ordinance (Chapter 6, Sections 6-8) includes regulations on students' right to credit transfer from passed studies at a higher education institution in Sweden or another Nordic country. Students are also entitled to credit transfer for knowledge and skills acquired from other educational programmes or in the course of professional activities. An application for credit transfer is made on a specific form available at www.student.lth.se/english which is to be submitted to the Programme Service. A student is entitled, on request, to have previous studies reviewed for credit transfer. It is only

possible to transfer credits from courses that do not overlap with another course or other credit transfers within the programme. Courses with overlapping content cannot be included in the same degree and for this reason there may be a further review of overlaps prior to the issuing of the degree.

5.1 Credit transfer of an entire course

When considering a credit transfer, an assessment is conducted of whether the previous studies correspond to a specific course on the programme or whether the previous studies are consistent with the learning outcomes of the programme. The credit transfer of an entire course is decided by the programme director after preparatory work by the programme planner.

5.2 Credit transfer for part of a course

In cases where students have previous credits awarded that correspond to a part of a course on a programme, assessment and other course requirements can be reviewed in relation to these. The credit transfer for part of a course is decided by the department.

6 Examination

6.1 Written exams

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

- Students must be able to prove their identity through a valid photo ID. The exam manager, but not the exam invigilators, is entitled to ask students unable to prove their identity to leave the examination hall. Examination papers submitted by students unable to prove their identity are not to be marked, graded or reported in Ladok.
- The exam manager must be present at the examination to the extent required.
- Exam results are normally to be reported within 15 working days of the date of the examination. If the number of students

taking the exam exceeds 200, the time limit is 22 working days. If a department or division has more than a total of 700 students taking exams in a given exam period, the results must be reported within 30 days. These time limits apply on an ongoing basis during the year. The only exception is the grades that are reported in January and have a grading date from the previous year. These must be reported on the Monday of week 3 at the latest.

A department is normally obliged to offer at least two re-sit examinations each year for compulsory courses and one re-sit for optional courses. Re-sits are scheduled during the re-sit examination periods.

LTH is to offer at least five examination opportunities for a discontinued course, including the examination opportunities offered in the last iteration of the course. There may be other limitations for work placement courses, and if so these are stated in the relevant course syllabus. Students who participate in examinations without being entitled to do so will not have their exams marked or documented.

6.2 Compulsory exam registration and anonymised assessment

Written exams are anonymised, provided that the student has registered for the exam session via www.student.lth.se/english. Exam registration periods are posted at www.student.lth.se/english. If a student fails to register for a re-sit exam, a seat in the exam is not guaranteed.

6.3 Prohibited aids at examinations

In written exams, the only aids permitted are those specified in writing in the course description or at the exam session. No external contacts are allowed.

In addition, the following regulations apply:

- Written assignments are to be completed individually, unless group work is explicitly stated.
- In the case of group work, the course lecturer decides on group composition and any changes to it. The work must be carried out by the members of the group.
- Assignments and how to interpret them may be discussed in general terms with outsiders but help on specific solutions is not permitted.
- Copying solutions from other students or groups, in whole or in part, is not permitted. Nor is it permitted to copy from literature or internet sources. When quoting, sources are to be clearly stated.
- Substantial assistance from anyone other than the course lecturer in completing an assignment must be described in the report or in some other clear way. This is also the case when some other type of aid has been used that the course lecturer cannot be expected to know about.

Departments may supplement these regulations in writing at the beginning of a course in, for example, a course description.

7 Disciplinary measures

The Higher Education Ordinance (Chapter 10) regulates disciplinary measures in cases where students, for example, use prohibited aids, plagiarise, disrupt teaching sessions or other activities of the higher education institution, break the rules on internet usage, or harass students or staff. The Lund University Disciplinary Board handles issues concerning disciplinary measures and the sanction may be suspension from studies for up to 6 months.