

General Conduct Guidelines

Academic Year 2013/2014

At the Faculty of Engineering LTH international students and Swedish students come together from many different cultures and religions. We are aware of potential misunderstandings and conflicts and have therefore gathered some information and the most important rules of conduct, which all participants of the programmes are expected to respect. Be aware of and respect the Swedish laws and customs as well as the customs of your fellow colleagues. All students have the right to expect that the participants show appropriate behaviour in order to assure personal well-being, safety and educational rights of everyone involved. NB! alleged unfamiliarity with this information is no ground for excusing infractions.

Examinations. Attend all examinations the first time as you will only have three chances (exam and two supplementary exams) per year on each course. Do your best to pass the first exam. Never pass over the first opportunity, in order to study more for the second exam as you might miss the second due to unforeseen circumstances such as illness.

Laboratory work. Come well prepared to ensure successful laboratory work. Read the instructions and manuals in advance, do calculations and prepare a working flow-chart for the lab. Remember, all labs are compulsory! Late arrival or absence is not tolerated and may lead to loss of credits and an incomplete course grade.

Assignments should be carried out individually, unless the teacher specifically allows/requires the students to carry out the work in groups.

Course literature that you can read (but not borrow) might be found in the library. Note that the library only has a few copies of every textbook available. You are expected to buy your own copy of the required literature. Neither the school nor the teachers have any possibility to lend you any books.

Dead-lines. Failure to hand in a task or report before the dead line may lead to that you fail that part of the course.

Plagiarism and cheating is unacceptable. It is severe offences and will not be tolerated by the University. Such misdeed will without exceptions be reported to the Disciplinary Board of Lund University and may lead to failing a course or suspension from the studies. Please note that we are using several tools to detect plagiarism of texts on the internet, in the literature and in the work of your colleagues. Therefore, remember to cite references correctly and to rewrite in your own words the information you read.

Seminars and group works. These study forms require that you take an *active* part in the collective work in the groups. Failure to do so will lead to a *fail* on that part of the course and an incomplete course grade.

Study technique. Studying at a Swedish university involves a lot of self-studies, group works and seminars and rather few lectures. It is therefore important that you take an active part in all parts of your education. Study continuously, not just the week(s) before the exam. Your work load will be at least 40 hours a week. The course lay-outs are built on that assumption.

I have carefully read the above mentioned Conduct Guidelines and shall abide by the terms:

Signature of student: _____

Date: _____

Name in block letters: _____

Illness or absence from compulsory events. If you cannot attend a compulsory class (laboratory work, seminar etc.) due to illness or other circumstances, you have to contact the teacher before the class.

Be on time. It is very important that you are on time and well prepared for lectures, laboratory work and seminars. Late-comers will miss important information and disturb the class. Coming late to compulsory seminar or labs may lead to failure of that part of the course.

Mobile phones. Note that mobile phones have to be turned off in all rooms and calls are strictly prohibited during scheduled times for the convenience of all.

Holidays and holy days. People in different cultures and religions have formed holidays for contemplation or celebration. The number of international students from many different countries makes it impossible to pay respect to all the different holidays when organizing the academic calendar. Therefore, the Swedish customs are adopted and the course schedules have to be obeyed. However, if your religion does prescribe certain restrictions affecting your studies please inform the programme director as soon as possible. If you for any reason need to be absent from part of a course this has to be discussed with the responsible teachers a week in advance.

Harassment in any form is strictly prohibited. Harassment is defined as intimidation, inappropriate comments or suggestions, or coercion. Remember that the success of your studies is easier achieved in a friendly and collaborating atmosphere.

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