Welcome to Lund University and the Department of Physical Geography and Ecosystem Science (INES)!

We hope that you will like it here and enjoy your studies. This handbook provides you with information about the department, the structure of programmes and courses, as well as student organisations and other important features at INES. INES is an acronym for Institutionen för naturgeografi och ekosystemvetenskap, that is, the Swedish name of the department. We hope it will help you settle into your new life at the department.

INES is located on Sölvegatan which is the main “university” street running from the city centre towards the north city limit. It is flanked by university departments, mostly belonging to the faculties of science and technology (see map on the last page). Our department is in the beginning of the street, very close to the city centre on street numbers 10 and 12. These buildings are also referred to as Geocentre I (Sölvegatan 10) and Geocentre II (Sölvegatan 12).

*Geocentre I* also houses the department of Human Geography. Here are most of our teaching facilities, including computer labs.
Geocentre II. In Geocentre II you mainly find offices for our staff, our library and the department of Geology. In both buildings there are open areas where you can spend time doing group work and also facilities for lunch and coffee breaks, including micro wave ovens and coffee machines.

Sölvegatan
Between Geocentre I, II and the gym

Geocentre I, seen from the gym
Exchange students outside of Geocentre II

At the homepage of the department you find more information about events at the Geocentre and the department as well as the university, e.g. seminars and guest lectures, information about courses, schedules, information about exams, available jobs etc. INES also has a Facebook page, www.facebook.com/physicalgeography.

INES homepage: http://www.nateko.lu.se

The number of regular teaching staff, administrative staff, researchers and PhD candidates is about 110 and you are likely to meet most of them during your studies here. The Head of Department, Karin Hall, leads all activities at the department, and she is responsible for all staff and students here. Ulrik Mårtensson, the Director of Studies is responsible for the bachelor and masters’ education programs. Lena Ström, our Student Advisor, is the person you should talk to when you have questions regarding courses and related issues.

If you are interested in a study abroad or student exchange programme, Paul Miller is the main person coordinating these activities. You can turn to the student administration as well as Eva
Kovacs and Eva Andersson, our departmental administrators, when you need transcripts, to buy course documents and for other practical issues. For all the above staff, we have a principle of “open office”, and try to accommodate you at all times as far as possible. However, if you have a specific issue and need to talk to a specific person, it is advised that you call or send an e-mail to make an appointment, since at some time periods we are very busy indeed.

INES has collected links and documentation regarding all kinds of different matters that may concern you as a student on a web page we call The Student Office:

http://www.nateko.lu.se/student-office

Here you can find useful tools, e.g. you can check if a computer lab is booked or not, IT resources, suggestions on internships and thesis topics, and much more. It is worthwhile to visit and see what could be of use for you. Also make it a habit to check the department’s front page; here we announce seminars and other news of common interest.
**INES contact information**

| Address | Department of Physical Geography and Ecosystem Science  
|         | Lund University  
|         | Sölvegatan 12  
|         | 223 62 Lund  
|         | Sweden |
| Telephone | +46 (0)46 - 222 86 98 |
| Office hours | Monday to Friday 09-17 |

**Key staff members (all in Geocentre II)**

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<tr>
<th>Role</th>
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<td>Eva Andersson</td>
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Education programmes at INES

The education programmes at INES are organised according to the European/Bologna system of a three years bachelor’s program followed by a two years master’s program. Both undergraduate and graduate level programmes finish with a thesis. At INES there is one bachelor’s and five master’s programmes. One of the master’s programmes, the iGEON programme (see below) is completely Internet based and has students from almost 100 different countries around the world. Also, our other programmes are very international in character and almost 50 % of our students come from an international location, mainly from within the EU. All teaching is in English language. INES also offers PhD positions in subjects related to research at the department.

For more information about the programmes visit:
Bachelor level,  www.nateko.lu.se/bachelor
Masters’ level,  www.nateko.lu.se/education/masters-programmes

Bachelor’s program (basic level, first cycle):
• BSc Physical Geography and Ecosystem Analysis

Master’s programs (advanced level, second cycle):
• MSc Physical Geography and Ecosystem Analysis
• MSc Atmospheric Sciences and Biogeochemical Cycles
• Master’s in Geomatics
• Master’s in Geo-information Science and Earth Observation for Environmental Modelling and Management (GEM)
• Master’s in Geographical Information Systems (iGEON; online)

Courses have individual course codes with the common three letter combination “NGE” denoting an INES course, a following letter “A” stands for a course at BSc level and a following letter “N” a course at advanced, MSc, level, followed by a two digit number.
A course could be e.g. NGEA04 or NGEN04, where the former is a course at BSc level and the latter a course at MSc level. Requirements for attending “N” level courses are normally more extensive than for “A” level courses. If your BSc degree is from a department other than INES, you should contact our Study Advisor, Lena Ström, to check your eligibility.

The academic system at Lund University
The academic year at Lund University starts in late August/early September and ends in early June. The Autumn Semester runs from August/September to around the 20th of January and there is no official break for Christmas, but there are also no scheduled teaching activities between about the 20th of December until the 7th-9th of January. However, it might be that you have assignments that are scheduled to be due after this period, and you might also need this time to revise and prepare for final exams scheduled at the end of the autumn semester.

The Spring Semester starts the day after the autumn semester ends and runs until the first week of June. There is no official Easter break but normally only few teaching activities take place during Easter week. Each semester is divided into two periods of ten weeks (corresponding to 15 credits of coursework): autumn 1 (ht1, September to November) and autumn 2 (ht2, November to January), spring 1 (vt1, January to April) and spring 2 (vt2, April to June). In general, students will take courses worth 30 credits each semester. To meet the course requirements for their degrees, bachelor’s students must take 180 credits and master’s students must take 120 credits in total.

Courses at INES are taken sequentially, meaning one at a time, not in parallel as is the case at many other universities in the world. This means that in general students at INES attend one course worth 15 ECTS credits during each period. In some cases students may take two courses during the same period, each worth 7.5 ECTS credits. Students
coming from other universities may not be used to taking only one or two courses at the same time, but don’t let this deceive you with respect to your workload, you will be very busy! Information about the courses available at INES can be found on the department website. Each degree program has a certain number of mandatory courses students must pass and some elective courses as well.

In order to attend a course, you must apply for it at www.antagning.se. During the first semester of study you have been automatically registered for your mandatory courses that are part of your degree programme for the first semester. For the next semester you have to apply for the courses yourself. You will receive information about how to do this in due time before the application deadline, which normally is the 15th of April for Autumn Semester courses and the 15th of October for Spring Semester courses. You should check that you meet all the requirements for a course before applying for it. Note that you can include MSc level courses in your BSc degree and up to 30 credits of BSc level courses are allowed in your MSc degree. For these cases, it is always good to discuss with the Study Advisor before making a final selection.

Courses at other departments/universities
In general you can attend courses given by other departments at Lund University and count the credits towards your degree, as long as they are in a relevant subject area. You may naturally also attend courses that are not related to your degree; these will appear on your transcript but the credits will not count towards your degree. If you are thinking of taking a course outside INES, you should discuss your choice with Ulrik Mårtensson or Lena Ström. It may also be advisable to check with the course coordinator, that you meet all the requirements and are eligible to take the course. Check the websites of the Lund University departments you are interested in for information about their courses.
You may also be interested in taking courses at other universities in Sweden. If they are in a subject that is related to your degree programme, you can count the credits towards your degree. To find information about courses at Swedish universities, go to the university’s website or browse the available courses at www.universityadmissions.se.

**Exchange and international courses**

Our department and Lund University have a large number of exchange programs with universities around the world in which you may also be interested. In fact, we recommend our students to do an exchange semester at a foreign university, since we consider international experience to be an important factor for increasing employability. For more information regarding exchange programmes visit the web site at: [www.science.lu.se/education/studying-abroad](http://www.science.lu.se/education/studying-abroad). Make sure to discuss exchange activities with our Study Advisor and our International Coordinator Paul Miller before registering for courses at other universities or exchange programs to ensure the credits can be counted towards your degree. Many students find going on exchange a very valuable and rewarding experience so we encourage you to look at these opportunities. Note that for several of the exchange programmes, additional funding to cover extra costs are available. Ask Paul Miller for more information.

**Course structure**

Every course is led by a course coordinator that normally also is the main teacher on the course. Usually, a team of 4-8 teachers will be involved in different parts of a course, each sharing expertise from her or his field of specialisation. Each course at INES has a webpage, reached from the INES website ([www.nateko.lu.se/”courcecode”](http://www.nateko.lu.se/”courcecode”), e.g. NGEA01). This page provides a summary information on the course, has links to a syllabus, and links to the current (or latest version of the) course schedule, literature list, course home page used for distributing assignments, lecture notes and other teaching materials, and the name and contact information for the course coordinator. Some course
Courses begin with an introductory session. You will receive an email with information about the time and location of this session about one week before the course starts, and usually you’ll find the course schedule available on the course home page weeks before the course starts.

It is important that you attend the first course session because the course coordinator will confirm your registration and provide important information about the course. If you do not attend the introductory session you may lose your place on the course. If you cannot attend the introductory session for any reason, contact the course administration (Eva Kovacs) and your course coordinator before the scheduled meeting.

During the introductory session the course coordinator will tell you about the course content, schedule, assignments, the grading system, the exam and the course literature. A list of the course literature will be provided on the course web page at least one month before the start of the course. Note that it is not always necessary to buy course literature; there are usually a few reference copies of the books in the Geolibrary located in Geocentre II.

We encourage our students to elect at least one course representative. This student will provide feedback from all the course participants to the course coordinator, as well as alert the coordinator if students have any concerns related to the course.

Courses will generally include a mix of group and individual work. We also emphasise both oral and written presentations, and these are normally also part of regular course work. Most courses will include an
oral or written exam. At the end of the course, the course coordinator may hold a feedback session in which students are invited to comment on the course and discuss aspects they enjoyed as well as areas that could be improved. Course evaluation questionnaires are also usually made available online for students to fill in at their convenience. Providing feedback to course coordinators is the best way to help improve courses and to provide students with the ability to shape their education; we strongly encourage you to attend the evaluation sessions and/or fill in the online questionnaires for the courses you take.

**Exams**

Most courses will include a written or oral exam. Information about the exam will be provided during the course introductory session. It is important to remember to bring a piece of photo identification (e.g. passport or driver’s licence or national identity card) to the exam. You are also allowed to bring some snacks and drinks. According to University rules, the course coordinator should provide students with the results of the exam no later than 15 working days after the exam. Students who fail the exam or cannot attend for any reason can re-take the exam on a date specified by the course coordinator. Note that it is not possible to re-take an exam in order to obtain a higher grade once you have passed the course. Samples of previous exams are available from the education administration (Eva Andersson), and also often posted on the course home page. If you cannot find them, please ask the course coordinator.

**Taking exams anonymously**

Starting autumn semester 2016, the department offers anonymised exams with online pre-registration. To learn more about this, visit [http://www.nateko.lu.se/student-services/anonymised-exams](http://www.nateko.lu.se/student-services/anonymised-exams).

**Grading**

In Swedish Higher Education, several different grading systems are applied and this may sometimes be very confusing. At the Faculty of
Science at Lund University a three level grading system is applied. The grades are Pass with distinction (VG), Pass (G) and Fail (U). At INES, normally 50 % is required for a Pass and 75 % for a Pass with distinction. However, this may vary between courses, since normally also assignments and group work contributes to the final grade, so details should be provided by the course coordinator during the introductory session of the course. To see and print your transcript with the courses taken and grades awarded, you can log in to LADOK (the Swedish National transcript system) using your StiL account information (which is emailed to you before you start your program) at: www.lunduniversity.lu.se/current-students/academic-matters-support/transcript-of-records-from-ladok.

If you have issues regarding your grading, please discuss this with the course coordinator in the first instance. If you need to talk to someone else, the Director of Studies, Ulrik Mårtensson, is also available for matters like this.

**Computers and printing**

All information regarding your computer account, log in credentials, etc. will be given to you by your course coordinator, and it is also the course coordinator you should contact if you are experiencing problems with your computer access. The credentials are valid only in the computer rooms in Geocentre I. The computer labs are located on the second floor of Geocentre I (called Cirrocumulus, Altocumulus, Stratocumulus and Incus). You can access them 24/7 using your student access card. Computer labs are very often reserved for a class but you may usually use any free machines in the labs, provided that you keep quiet and do not disturb the ongoing class. For every course you take, you will receive a free printing allowance for course materials. You can print, scan and photocopy using the printers in the printing room next to Cirrocumulus.

**Thesis project**
The thesis is an important part of the programme and gives you the opportunity to perform research within a topic of your own choice. At bachelor’s level the thesis is 15 credits and at master’s level it is 30 credits. To start your thesis you must register for the thesis course and find a supervisor within the department. It is good to start thinking about your thesis topic in advance! Read journal articles, discuss ideas with teachers etc. If you would like to do an internship or fieldwork to collect data, you can take the NGEA51, Physical Geography and Ecosystem Analysis, internship, bachelor level course. You are also welcome to work with a supervisor outside the university, for example if you do an internship at a company or do research at another university. But in this case you must also have a supervisor in Lund University.

**Getting your degree certificate**

Once your studies are completed and you have passed all courses within your programme, it is time to apply for your degree certificate. This is done by filling in the application form provided by the Degree office: [www.lunduniversity.lu.se/current-students/academic-matters-support/apply-for-your-degree-certificate](http://www.lunduniversity.lu.se/current-students/academic-matters-support/apply-for-your-degree-certificate)

Please follow the instructions provided carefully. It normally takes around 4-6 weeks for the Degree office to issue your degree certificate. If you need the degree in English, a small fee will apply.

**Around the Department**

**STiL**

When you got admitted to Lund University you received a letter sent to the e-mail address you stated when you applied for the programme, with information regarding your STiL-account. The username and the password for your STiL-account are used when you log on to the computers in the library, or log on via www.lu.se to view your results from courses and your registrations, and your student e-mail. You are obliged to check your student-mail regularly, since all correspondence
from the university is sent to this mail! One alternative is to forward your student-mail to your “usual” mail-account. If you are experiencing any problems with your STiL-account, please contact stil@er.lu.se or call 046-222 01 00.

**Student access card**
One of the first operations that you need to do to access facilities in Lund is to get a student access card. This could be obtained on several places around the University. The nearest to the department is the main university library, roughly a block to the west of Geocentre I. The opening hours for the card service are 10am to 4pm.

Make sure to bring a valid ID card, passport or equivalent. Nothing else is needed except patience during peak hours. Allow 24 hours for the card to be activated (will be done automatically). Once you have your card you should be able to access all facilities you are supposed to have access to, including all relevant lecture rooms and computer labs at INES.

For more information, see here: [www.lunduniversity.lu.se/current-students/new-students/lu-access-card](http://www.lunduniversity.lu.se/current-students/new-students/lu-access-card)
All locations and opening hours: [lukortet.lu.se/en](http://lukortet.lu.se/en)

**Geolibrary**
INES and the Geology department share a library on the ground floor in Geocentre II. It provides access to reference books, a room for group work, a computer room and a quiet study area. The librarians can help you find any materials you are looking for and can provide tips about referencing and compiling a bibliography. As a student at Lund University you also have access to a large database of online publications, databases, journals and books. Ask the librarians or visit [www.geobib.lu.se/en](http://www.geobib.lu.se/en) to find out more.
The Geolibrary staff will be happy to help you finding what you need

Study areas at the Geolibrary
**Study areas at the Geolibrary**

**Classrooms & computer labs**
During your courses at INES you will probably have lectures in Geocentre I and II. In Geocentre I the main classrooms are Hydrosfären and Världen (ground floor) and Biosfären (second floor) as well as all the computer labs. In Geocentre II you will have classes in Atmosfären (second floor, near glass entrance) and Pangea (second floor, near the main entrance to Geology department). If you wish to reserve the classrooms or the glass entrance for an event, please contact the student administration (Eva Kovacs).
Computer lab at Geocentre I

**Lunch rooms**
It is common for students to bring their lunch to the department. There are two lunchrooms with microwaves and tables in Geocentre I (ground floor) and Geocentre II (second floor, to the right of Pangea).

**Staff**
INES is a growing department. Most have their offices on the third and fourth floors in Geocentre II, while some are located in the GIS Centre (a little building next to Geocentre I). INES has a friendly and informal environment – it is normal to call teachers by their first name! You are welcome to come and ask questions or discuss ideas with teachers by sending them an email or going to their office. There are also around 35 PhD students working at the department.

**Student unions and councils**

*The Student Council for Physical Geographers and Geologists (SNG)*
SNG is an organization run entirely by students at INES and the Geology Department. It represents students in the management
boards of the two departments. This provides students an opportunity to give feedback about their education, comment on new ideas and suggest ways to make the quality of education even better. It also organizes activities for students such as ‘sittnings’ (dinner parties at student nations), ‘fika’ (coffee and cake), excursions etc. Everyone is welcome to participate in SNG meetings (held every second week on Tuesday lunch time)! We also have fika every Wednesday lunchtime! SNG would love to hear your ideas, comments and suggestions. You can also candidate for any of the posts in SNG (President, vice-president, representative on one of the boards, social committee...etc.) during the elections.

If you want to find out more about SNG, send an e-mail to sng.geocentre@gmail.com or visit the SNG-room (located to the left from the lecture room Pangea), where there is information about the next SNG-meeting! You can also join the SNG Facebook page: www.facebook.com/StudieradetSNG

Lund University’s Union for Science Students, LUNA
INES and the Geology department are part of the Faculty of Science at Lund University. LUNA's main purpose is to be the science students' voice in discussions with Lund University and the Faculty of Science. They work to improve the quality of your courses and programs, give you enough computers in the computer rooms and microwave ovens in the lunch rooms, and much more. Representatives from LUNA are participating in most of the management boards at the faculty. SNG represents the Geology and Physical Geography students in LUNA.

If you experience any trouble with your education or anything related to education, please contact the union and they will do what they can to help you. You can also contact SNG who can try to help with issues specifically related to INES or the Geology department. To become a member of LUNA, please visit the student nation of your choice. When you register there and pay your semester fee, you will automatically become a member of LUNA as well.
Also, every spring, LUNA arranges a day called ATLAS, where you can meet future employers who are interested in hiring scientists. It is also an opportunity for students to create connections for future internships and thesis projects. If you want to know more about LUNA or get involved, visit www.luna.lu.se/english or send an e-mail to luna@luna.lu.se!

Student career, learning and health counselling services

**Students with disabilities**
Lund University can provide support to students with disabilities. To find out more about the support available please visit: www.lunduniversity.lu.se/student-life/preparing-to-come/students-with-disabilities. INES can provide support, such as extra time during exams, for students with disabilities. To find out more about the support INES can provide, please contact Ulrik Mårtensson Lena Ström.

**Student health care and counselling**
The Student Health Care is a service for all the students at Lund University. The clinic has counsellors, nurses, a physician, a psychiatrist and a psychologist who work with physical, psychological and social problems that are related to your studies. You have to book a time but you can also ask questions over the phone or call for advice. Do not hesitate to call Student Health! All information is handled confidentially. If your problem is not within the range of the Student Health service, they will advise you on where to turn. Student Health counselling phone: 046 222 43 77 (Mondays and Wednesdays 13:00-14:30). The Lund University Student Chaplains also provide free and confidential counselling to all students (including those who are not Christian or have no religious affiliation).

Student Health:
Student chaplains: 

**Career Service, ”Karriärservice”**
The Career Service offers information and help regarding preparations and connections for your future working life. Together with the worksite www.mycareer.lu.se, the Career Service constitutes an important link between studies and work - a venue for students and employers. The Career Service can help with writing your applications for jobs. Seminars about how to write applications and resume together with interview-sessions are held regularly, and from time to time guest-lectures are invited to talk about different career-opportunities. For more information, visit: www.lunduniversity.lu.se/current-students/careers-service

**The Academic Support Centre (ASC), ”Studieverkstaden”**
The ASC is here to help you improve your study technique, your academic writing and presentation skills. They can also help you if you have another native tongue than Swedish. You can ask for help at the ASC to find better study strategies, tools for more efficient memorization, improve your writing skills and how to handle oral presentations. For more information, visit 
www.lunduniversity.lu.se/current-students/academic-matters-support/the-academic-support-centre

**Finished your studies?**
The Student Council for Geographers and Geologists have recently taken an initiative to start an alumni group at LinkedIn. You are very much welcome to join: https://www.linkedin.com/groups/8464282

**Student rights and offences**
**Plagiarism and other disciplinary offences**

Plagiarism is the act of taking ideas or text from a source (person, organisation, etc.) and passing them as your own and/or not attributing them to the correct source. Other disciplinary offences include cheating during an exam and harassment. It is your responsibility to inform yourself about these offences and their consequences. We therefore urge you to read the information available about disciplinary offences like cheating and other disciplinary offences ([www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-guidelines/cheating-disruption-and-harassment](http://www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-guidelines/cheating-disruption-and-harassment)), and in particular, plagiarism ([www.lunduniversity.lu.se/current-students/academic-matters-support/academic-support-centre/avoiding-plagiarism](http://www.lunduniversity.lu.se/current-students/academic-matters-support/academic-support-centre/avoiding-plagiarism)).

**Student rights**

On June 4, 1998, the board of the University adopted guidelines for relations between departments and students at Lund University. The guidelines were amended on November 6, 2000. The full text and additional information regarding student rights and obligations are found on the page: [http://www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-and-guidelines](http://www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-and-guidelines).

Given below is an extract of the guidelines and of current legislation. Should you have any questions or be in need of assistance, it is always possible to contact your student association (SNG or LUNA), the relevant Head of Department, or the Student Advisor of the course or program within which you are enrolled.

The guidelines represent targets for relations between the university, students, departments and other individuals or organizations responsible for tuition at Lund University. Due to the varied nature of the operations of the university, local deviations may occur. However, departments are to strive to fulfil these guidelines as far as possible. As
the guidelines do not represent absolute legal rights, they cannot form the basis of legal action against the University.

- Students own the right of representation in all decision-making bodies whose activities are of importance to a course and/or program of study and to the situation of the student (Higher Education Ordinance, Ch 3, S 9, paragraph 2).

- A student must never be subjected to abusive treatment. The working environment and equality conditions of students are to correspond to current legal standards applicable to university employees.

- Approved syllabuses for courses and programs are to be published and available at the latest one month prior to the final application date.

- Course literature lists and tuition and examination schedules (including retake examinations) are to be available at least one month prior to the start of the course.

- The department or other body responsible for the course or program is responsible for ensuring that course evaluations are carried out for each course. Student participation in course evaluations is to be anonymous.

- The results of course evaluations are to be made available to students upon request (Higher Education Ordinance, Ch 1, S 14).

- For each course or module, an ordinary examination, a retake examination soon after the ordinary examination, and a further retake opportunity are to be organized based on the same course contents.
Prior to written examinations, students are to be given time to prepare. Earlier examinations are to be made easily available to students. Where earlier examinations are not available, study questions are to be provided.

Following each examination, an examination run-through is to be held at least two weeks prior to the retake examination. The examiner should be present.

Examination results are to be made available as early as possible and shall normally be registered in the LADOK computerized student register at the latest 15 working days after the examination although earlier than two weeks prior to the date of the retake examination.

Following two failed examinations on the same course content, the student has the right to request a new examiner.

Absence from an ordinary examination shall not result in a student’s deregistration from the course provided that the student has informed the course coordinator.

**Getting help and/or making a complaint**

If you feel like your student rights have not been respected, the best solution is usually to try to address any problem where it occurs. That could be to raise the issue with the teacher, staff member or fellow student involved. In some cases you may not feel comfortable with this or may feel that the teacher is not listening. Then you may contact the course coordinator or the study advisor. You could also contact the Director of Studies or the Head of Department. If you feel that you have been harassed or the subject of discrimination you should contact the Director of Studies or the Head of Department. The student association for the Faculty of Science, LUNA (Naturvetarkåren LUNA) will support and advise you in how to proceed in your discussion with the department ([www.lundsnaturvetarkar.se/](http://www.lundsnaturvetarkar.se/)). LUNA
can also put you in touch with the student representative (Studentombudet) at Lund University who can assist you if you want to take your complaint to a higher level or if you are suspected of, for example, plagiarism or cheating ([studentombudet.se/en/contact](http://studentombudet.se/en/contact/)). For more information on getting help or making a complaint please see: [www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-guidelines/getting-help-making-a-complaint](http://www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-guidelines/getting-help-making-a-complaint).

INES and the Geology Department also have an Equality Committee (JOLK) that works to prevent discrimination of staff and students. You are welcome to talk to any members of this committee. You’ll find more information here: [www.nateko.lu.se/contact-us/equal-opportunities-and-equal-treatment-committee](http://www.nateko.lu.se/contact-us/equal-opportunities-and-equal-treatment-committee)
EVACUATION AT LUND UNIVERSITY

Warn others that a fire has broken out. If you hear a signal, identify what it is. The fire alarm is a ringing bell or an ‘angry whistle’ or a whistle combined with a spoken message. Use the alarm call point to set off the fire and evacuation alarm.

Rescue and assist all those in immediate danger and evacuate the premises. People with reduced mobility should be helped to a fire refuge point if there is one. If possible, close doors and windows to hinder the spread of fire and smoke. Smoke rises and it is therefore easier to see and breathe near the floor. Crawl out of a burning or smoke-filled room.

Notify the emergency services by calling 112 or 0-112 if you are ringing from an internal telephone. Some alarms may be local and may not be automatically connected to the emergency services. Ring the University’s emergency number to let them know what has happened on 20 700.

Extinguish the fire if you judge that you can without taking any unnecessary risks. Fire extinguishers, fire hydrants and, where relevant, fire blankets are located at strategic points indicated on the evacuation plans.

Evacuate the building using the evacuation routes shown on the evacuation plans and indicated by emergency exit signs. Teaching staff/managers are to gather students/staff, make their way to the designated assembly point and wait there. Choose a smoke-free route and use the stairs – NEVER use the lifts without the assistance of the emergency services.

Help one another, and people with disabilities in particular. If people with reduced mobility are waiting at a fire refuge point, inform the emergency services of this. Keeping calm can save lives in an emergency situation. Walk calmly, don’t run...

Evacuation routes must always be kept clear. In order to prevent the spread of fire and smoke, the evacuation routes are equipped with fire doors that close if the alarm goes off. Fire doors must never be propped open.

Wait at the assembly point for information from the fire service, security officer or other person in authority. Please note that the evacuation alarm can also be used in other emergency situations. Report any missing or injured persons immediately. The assembly point for the building is indicated on the evacuation plans and the site is marked with a sign. Do not re-enter the building until the all-clear has been given, and do not leave the area until we know that the danger is over. Keep track of the people around you. The University’s security officers usually act as communications officers in evacuations. Look for people in yellow vests with the words “UNIVERSITY SECURITY” on the back.