

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 “Guidelines for matters relating to Lund University and its students”, which was adopted by the University Board in December 2008. The list below is a compilation of these rights and covers student influence, students’ working environment, completion of examinations and degree projects and much more.

These rights concern students in the first and second cycle. Separate rules and guidelines apply for students in the third cycle (for more information see <http://www5.lu.se/rules-and-regulations/untitled/rules-and-regulations/students-and-education/doctoral-education>).

Influence

Students at the University are entitled to representation on all decision-making or preparatory bodies within the University whose activities are of importance to educational programmes and the students’ situation. If a decision is not to be taken or if preparatory work is to be undertaken by one single person rather than a body, information shall be given to and consultation be held with a student representative well in advance of the decision or conclusion of the preparatory work [Chapter 3 Section 9 HEO].

The University shall be obliged to allow a democratically constituted association of students at the institution to use tuition premises for meetings arranged by the association for its members, provided that the meeting is held for the purpose of information, expression of opinion or similar, or performance of an artistic work. Persons invited by the association to attend the meeting may not be refused admission to the premises [Chapter 1 Section 13 HEO].

Teaching and registration

Education shall be free of charge [Chapter 1 Section 10 HEA]. However, costs are allowed for books, study materials and resources for personal use.

In order not to hinder the payment of student finance to students, departments shall enter registrations promptly into Ladok [Ladok registration directions].

A student’s registration may not be removed unless the registration has been carried out in error. Non-completion of a course can only be entered if the student has notified this [Ladok registration directions].

Students may not be refused participation in courses or examinations because they are unable to produce proof of payment of the students’ union fee [Vice-Chancellor’s decision 13.08.1986].

Students have the right to defer entry to the University or take time out from their studies if there is a valid reason, for example, caring for children, military service or a students’ union post [SNAHER 1999:1].

Eligibility and selection

A decision that an applicant does not meet the entry requirements for a course or programme of study may be appealed [Chapter 12 Section 2) HEO].

Students have the right to request for a decision not to admit them to a course or programme of study for which they are eligible to be reconsidered [Section 27 APA].

Changes to the regulations governing admission requirements and selection procedures for both freestanding courses and programmes must, if there are no extenuating circumstances, be decided on in time for them to be included in information material and application documents at least one year before they come into force [Guidelines point 1.1].

Matters of responsibility

If these guidelines have not been complied with, students may refer the matter to the relevant head of department or equivalent. Students who are enrolled on a course or programme of study involving several departments should report to the member(s) of staff responsible for the course or programme of study in question [Guidelines point 2.1].

If one or more student unions are dissatisfied with the way in which a faculty board has dealt with a matter referred to them within the terms of these guidelines, then, on request from one or more of the student unions, a cross-faculty drafting committee can discuss the matter within the terms of the guidelines. Students may also raise issues relating to the application of these guidelines directly with a representative of the faculty and/or the Vice-Chancellor [Guidelines point 2.2].

Study environment

The University shall actively promote equal rights and opportunities irrespective of gender, ethnic origin, religion or other belief, sexual orientation or disability for students and university applicants [Lund University Equal Opportunities Policy 2006–2010].

The University shall take responsibility for providing students with access to healthcare, in particular preventative healthcare aimed at promoting students' physical and mental wellbeing [Chapter 1 Section 11 HEO].

All students at the University are covered by a personal injury insurance policy. The policy covers personal injury due to accident and certain cases of infectious disease and applies during university hours and during direct travel between the University and the student's place of residence [Chapter 1 Section 11a HEO].

All courses shall have an academic advisor (or a lecturer who performs such duties) who can note signs of study-related problems at an early stage and to whom students can turn. Where necessary, the student counsellor shall inform the director of studies (or equivalent) and suggest an appropriate course of action [Guidelines point 3.1].

Students shall have ready access to the requisite resources to complete their studies, for example, computer workstations, electronic information, libraries containing a range of works including reference works for all courses, seating, group study rooms, areas for relaxation and other work places needed for their studies. As far as possible, these resources shall also be made available to students outside the normal timetable [Guidelines point 3.2].

Student health and safety representatives are to receive training in health and safety at work, as is the case for other health and safety representatives at the University. Their participation in matters of health and safety should be regarded as highly important [Guidelines point 3.3].

Students with disabilities have the right to the teaching aids and other aids necessary for them to participate fully in the programme of study. The need for such support must be notified well in advance of the start of the course [Guidelines point 3.4].

Syllabi and timetables

Every course must have a course syllabus [Chapter 6 Section 14) HEO]. Every study programme must have a programme syllabus [Chapter 6 Section 16 HEO]. The course or programme's content, study materials, admission requirements, examination forms etc. must not go against the applicable syllabus.

Course and programme syllabi for the coming term are to be generally available to students – preferably together on the department's website – at least one month before the closing date for applications [Guidelines point 4.1].

The timetables for courses, dates of examinations and resits and alterations to reading lists and other teaching materials are to be available to students – including on the website of the programme of study – at least a month before the course commences [Guidelines point 4.2].

Required and recommended reading for the course shall be generally available [Guidelines point 4.3].

Alterations to timetables should be avoided. In the event of timetable changes, the students concerned must be informed as soon as possible [Guidelines point 4.4].

Teaching should not be timetabled after 18:00 unless the course has been advertised as an evening course or there are extenuating circumstances [Guidelines point 4.5].

If a course for which students have already been accepted has to be cancelled, then the students must be offered a suitable alternative. The students involved have the right to be consulted in this matter [Guidelines point 4.6].

Time shall be made available in the course timetable for students to elect a course representative [Guidelines point 4.7].

Degree projects/essays

The faculty board is responsible for establishing guidelines for degree projects. Students are to be informed about the regulations and guidelines in force at the start of the course. This information should include details of

- the student's right to supervision
- the design and execution of the degree project
- the criteria for assessment
- the length and formal requirements of the degree essay
- the public examination of the essay
- information concerning the availability of supervisors and the extent to which students may choose their supervisor [Guidelines point 5.1].

The degree project is to be supervised, in the first instance, by a member of the academic staff holding a Ph.D. or equivalent. The supervisor ought to have completed a course in teacher training for higher education covering essay supervision [Guidelines point 5.2].

When appointing a supervisor, the student's wishes shall, as far as possible, be taken into consideration [Guidelines point 5.3].

Supervision should take place at pre-arranged times and should take the form of face-to-face meetings unless the course is designated as an online course or the student and supervisor have agreed to make other arrangements [Guidelines point 5.4].

Supervision should cover matters such as the choice of topic, the size of the degree project, the planning and execution of the work, and issues of theory and method. Supervision can be both individual and in a group [Guidelines point 5.5].

Students have the right to courses in methodology either in connection with the degree project, or in special courses given in preparation for it [Guidelines point 5.6].

Students have the right to change their supervisor unless there are particular circumstances preventing this [Guidelines point 5.7].

The supervisor and the examiner should not be the same person [Guidelines point 5.8].

If a degree project constitutes part of a course or if the work on the project is expected to be carried out in parallel with another course, then, as far as possible, timetabling should provide a continuous period of time in the semester where students can concentrate on writing the essay [Guidelines point 5.9].

Course evaluations

The University shall give students participating in or having completed a course the opportunity to present their experiences and views on the course by means of a course evaluation organised by the University.

The University shall put together course evaluations and publish the results and any decisions on measures resulting from the course evaluations. The results shall be made available to the students [Chapter 1 Section 10 HEO]

Where an evaluation is carried out in writing or verbally, time for this shall be allocated in the course timetable. If the evaluation takes another form, the form and the timeframe shall be such that they encourage a response [Guidelines point 6.1].

When completing the course evaluation, the students shall be given the opportunity to remain anonymous to the lecturer/examiner [Guidelines point 6.2].

The format, content and follow-up of a course evaluation should be decided in consultation with the student representatives for the course [Guidelines point 6.3].

Tests and examinations

An examination is a test of the degree to which individual students have achieved the learning outcomes for a course, which means that each student's achievement determines his or her grade [Guidelines point 7.1].

Written examinations shall preferably be corrected in a manner that ensures that the student is anonymous to the examining lecturer. However, when awarding the grades, the examiner must have access to the names of the students sitting the examination [Guidelines point 7.2].

For each course/module and for the same course content there shall be arranged:

- an ordinary examination
- a resit examination in close proximity to the date of the ordinary examination
- an additional opportunity to resit examinations for courses that have been completed over the past academic year [Guidelines point 7.3]

Resits and second resits shall place the same demands on the student as the ordinary examination [Guidelines point 7.4].

Students who have taken the same examination twice and have not passed have the right to have another examiner appointed, provided that there is no valid reason why they should not [Chapter 6 Section 22 HEO].

Students have the right to request to have their grade reconsidered. Decisions on correction or alteration of a grade shall be taken by an examiner [Chapter 6 Section 23-24 HEO].

If the content of a course is changed markedly, through the adoption of different course literature or by other means, then the department is required to offer examination in accordance with the previous course content for a period of one year. Students who have been given approved leave from studies, or who can claim other extenuating circumstances, such as long-term illness, have the right to an extended transition period of a further year [Guidelines point 7.5].

With the exception of examinations for summer courses, no examinations should be scheduled during the periods 10 June–15 August or 22 December–6 January. Examinations can be held during these periods if both student and examiner are in agreement on this [Guidelines point 7.6].

Students shall be informed of the time and place of examinations and compulsory components of a course at the start of the course. The same applies to the examination regulations, requirements for entry into an examination, grade boundaries, assessment criteria and permitted aids [Guidelines point 7.7].

Students shall be given time to prepare for examinations [Guidelines point 7.8].

Students have the right to access copies of old examination papers [Chapter 2 FPA].

For examinations where a specific number of marks are available, students shall be informed of the highest number of marks available for each question, at the latest in connection with the examination [Guidelines point 7.9].

Lecturers who are responsible for an examination should be present for part of the examination, or in other ways be available to answer any questions that may arise [Guidelines point 7.10].

In connection with the publication of the grades awarded for an examination, an opportunity shall be provided for examination feedback. This should preferably be given verbally [Guidelines point 7.11].

Students must be informed of their examination grade no later than 15 working days after the examination and no later than two weeks before the resit [Guidelines point 7.12].

Where stated in the relevant course syllabus, students are entitled to receive, on request, an additional certificate stating their grade according to the ECTS grading scale [University Board decision 18.12.2006].

A student who has passed a course is entitled to receive a course certificate within 20 working days of submitting a request for one [Guidelines point 7.13].

A student who satisfies the requirements for a degree is entitled to receive a degree certificate within 30 working days of submitting a request for one [Guidelines point 7.14].

A decision on credit transfer or refusal of a student's request for a degree certificate or course certificate may be appealed [Chapter 10 Section 2 HEO].

If the written examination paper submitted by a student has been lost and this can be shown to result from negligence on the part of the University, then a new examination is to be provided within one week unless the student requests a postponement to a later date. The student shall not be expected to wait until the next timetabled ordinary examination [Guidelines point 7.15].

It is the responsibility of the student to keep him/herself informed of the dates, times and venues of examinations. The department is responsible for ensuring that information concerning dates, times and venues is easily available. If it can be shown that a student has been wrongly informed by the University of the time or place of an examination or if an examination is not held owing to a mistake on the part of the examiner or the department, then a new examination shall be arranged in consultation with the student. If possible, a new examination shall be held at the latest one week after the date of the ordinary examination [Guidelines point 7.16].

Examinations must not take place after 19:00 on weekdays, with the exception of evening courses, and shall be avoided on Saturdays, Sundays and public holidays [Guidelines point 7.17].

Compulsory components

Compulsory components of a course must have a sound justification [Guidelines point 8.1].

An alternative to compulsory components shall be offered to students who, for valid reason, for example, accident, sudden illness or similar, were not able to complete the compulsory component [Guidelines point 8.2].

Students who have been elected to positions of responsibility which entail attendance at meetings of university bodies or other bodies relevant to the posts to which the students have been elected are entitled, where possible, to undertake equivalent compulsory components at a different time [Guidelines point 8.3].

Supplementary provisions and follow-up of the guidelines

Decisions on supplementary provisions to the guidelines covering the relationships between departments and students are to be taken by the relevant faculty board [Guidelines point 9.1].

The faculty board is responsible for the implementation and follow-up of the guidelines [Guidelines point 9.2].

APA = Administrative Procedures Act

HEO = Higher Education Ordinance

HEA = Higher Education Act

SNAHER = Swedish National Agency for Higher Education Regulations

FPA = Freedom of the Press Act