



LUND
UNIVERSITY

SOL Guide

THE CENTRE FOR LANGUAGES AND LITERATURE



We wish you a warm welcome to the Centre for Languages and Literature!

You have chosen to study one of our subjects and we would like you to know that you are joining a stimulating environment where studies in language, literature and culture take place within one and the same building complex. This brochure is intended to provide you with general information about the organisation of the Centre for Languages and Literature and practical guidance on various issues related to your studies.

Good luck with your studies at the Centre!

THE CENTRE FOR LANGUAGES AND LITERATURE

Postal address

Box 201
221 00 LUND

Visiting address

Helgonabacken 12–14
223 62 LUND

Homepage: www.sol.lu.se

Reception, tel: 046–222 32 10

If you arrive by car,
the visiting address
is Helgonavägen 4 or
Sölvegatan 13A.

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This is a somewhat abridged edition of the Swedish version of the same publication. It is intended for all non-Swedish-speaking students who are studying at the Centre for Languages and Literature.

In certain cases there are special rules/different information for exchange students. We have chosen to highlight this special information throughout by framing it and using italics.

Finding your way

PREMISES

The Centre for Languages and Literature is made up of several separate buildings which are linked and which all contain teaching rooms. As a new student, it is not always easy to find your way and you are naturally welcome to ask for help, for example at the SOL reception in the atrium (for opening hours, see www.sol.lu.se/en/sol/reception). A short guide is given here – please make use of the outline map on the last page of this brochure.

- **Absalon Building (A):** Besides teaching rooms and offices, the Absalon Building is also home to the Humanities and Theology Students' Union (HTS) and the International Liaison Officer for the Faculties of Humanities and Theology (on the ground floor). Down in the basement, there are group rooms which can be booked at the reception in the atrium. The basement also contains the 'quiet room', where you can go if you need some peace and quiet.
- **Library/Bibliotek (B):** Here there is a computer room (2nd floor) and the Humanities Lab (basement), as well as silent reading rooms on the 2nd and 3rd floors.
- **Humanities Building/Humanisthuset (H):** Here you will find the study advisors for the Centre, as well as the Auditorium (ground floor) and teaching rooms and offices.
- **Linguistics Building/Lingvisthuset (L):** Teaching rooms and offices.

How to find the right room: The room numbers on the timetables have a letter and three numbers, e.g. L201. The L stands for Linguistics Building (Lingvisthuset) and 201 is the room number. If the room number begins with 0, this means basement, 1 means ground floor, 2 means 1st floor, etc.

STUDY AREAS

There are silent reading rooms on the 2nd and 3rd floors of the Library's Reading House. N.B. The entrance to the Reading House is via the 2nd floor of the Library. Alternatively, there are study areas on all floors of the Library building, as well as on the 'balconies' next to the atrium and in the entrance to the Absalon Building. As a registered student at the Centre, you may also book group rooms. To do this, contact the Centre's reception.

COMPUTER ROOMS

The computer room in the Library's Reading House (see map of the Centre on the last page of this brochure) is accessible during Library opening hours.

You need your student account in order to log in to the computers in the library and the computer room. To activate your account and to change your password, go to <https://passport.lu.se>. Please note that there is no storage space on the computers in the library. If you want to save files you must bring your own USB memory stick or the like.

Talk to the receptionist in the atrium if you are unsure about how to log in.

CAFÉ

The Centre's café, located in the atrium, serves simple hot meals, sandwiches and sweet snacks, etc.

Opening hours during semester time:

Monday–Thursday 08.00–17.00,

Friday 08.00–16.00

Opening hours may be changed in connection with holidays or other exceptional circumstances.

LIBRARY

The Library of Languages and Literature, which is one of the libraries of the Faculties of Humanities and Theology, is a joint library for all subjects taught at the Centre. The book collections and course literature for all the subjects are found here, as well as computers for information searches, copying and printing facilities, study areas, periodicals, etc.

Tel. no – Lending counter: 046-222 32 20

Email address: sol@htbibl.lu.se

Opening hours during semester time:

Monday–Friday 09.00–19.00

Saturday 10.00–16.00

Changes in opening hours may occur, e.g. in connection with public holidays. Changes will be posted in the library and on the website www.htbibl.lu.se.

STUDENT KITCHEN

On the ground floor in the Absalon Building, close to the exit doors to the University Library Park, is SOL's student kitchen. It is equipped with a fridge, microwaves and a place to sit and eat your own food.

HUMANITIES LABORATORY

The Humanities Lab is an interdisciplinary research and training facility mainly for researchers, teachers, and students across the Joint Faculties of Humanities and Theology. We host technology, methodological know-how, archiving expertise, and a wide range of research projects. Lab activities are centered around the humanities with research targeting issues of communication, culture, cognition and learning, but many projects are interdisciplinary and conducted in col-

laboration with the social sciences, medicine, the natural sciences, engineering, and e-Science. We have partners and collaborators locally (Lund University), nationally and internationally. The Lab is a vibrant and dynamic environment enabling scholars in the humanities to combine traditional and novel methods, and to interact with other disciplines in order to meet the scientific challenges ahead to understand, explain and improve the human condition.

For more information, see www.humlab.lu.se/en.

SOL & LUX – HUMANITIES AND THEOLOGY CAMPUS

As a student at the Centre for Languages and Literature (SOL) you will probably at some point attend a lecture at LUX, which is located next to SOL (at Helgonavägen 3). LUX is home to the Department of Archaeology and Ancient History, Department of Philosophy, Department of History, Department of Arts and Cultural Sciences, and the Centre for Theology and Religious Studies (CTR). Here you will also find a library, study areas, group rooms and other student spaces that can be used by all those who study subjects within the humanities and theology.

There is a LUX guide that you can either pick up at the reception at LUX or download here: www.ht.lu.se/en/lux/lux-husen.

Student services and administration

RECEPTION

The SOL reception desk is in the atrium. The receptionists can help you with:

- Booking of group rooms
- Buying a compendium
- Parking tickets
- Release of written exams after grading
- Registration certificates, Ladok transcripts. Remember that you now can print out so-called endorsable certificates via the Student Portal (www.student.lu.se) using your student account.

E-mail: reception@sol.lu.se

Tel. no: 046–222 32 10

Opening hours during semester time: Weekdays 8:30–16:00.

N.B. Temporary changes in opening hours may occur and are posted in the reception and, whenever possible, also on the website. See www.sol.lu.se/en/sol/reception.

OFFICES FOR THE VARIOUS SUBJECTS

The Centre for Languages and Literature's subjects are divided between five different sections and each one has its own course administrator, who, among other things, administers Ladok records, such as registration and grades. For information about current telephone and reception hours, please see www.sol.lu.se/en/sol/staff/administrators.

REGISTRATION

For each semester you are active at the Centre, i.e. study and/or sit examinations, you must also be registered so that your results can be entered in Ladok, the University's computer system for study results. You can register with the respective course administrator (see www.sol.lu.se/en/sol/staff/administrators) or in existing cases via web registration (see information in the notification for the respective course). Please note that it is not allowed to participate in a course or a programme at the Centre for languages and literature without registration.

If you are an exchange student, you must fill in an enrolment form at the beginning of the semester in consultation with your coordinator. The enrolment form is very important because it ensures that you will be registered on the right course.

LU CARD FOR STUDENTS AT LUND UNIVERSITY

Information about the LU card for students at Lund University can be found on the University website, see www.lunduniversity.lu.se/current-students/new-students/lu-access-card. The web page also gives the opening hours for the various card stations where you can obtain your LU card. The SOL buildings are open between 07:30 and 19:00 on weekdays and between 10:00 and 16:00 on Saturdays. As a HT student, you can access the buildings from 06:30 with your LU card and even after the library has closed, although not beyond 22:00 and only in the atrium. The LU card can also be used as a lending card in the LU libraries. Always keep your LU card with you when you are at SOL. If you have any questions about the LU card, staff at the reception desk will be happy to help.

STUDENT ACCOUNT

When studying at LU, you need a user account for students, a student account. Using the student account, you can log in to: eduroam, wireless networks, various types of course platforms, student computers, library databases and LU's Student Portal. Via the Student Portal www.student.lu.se, you can, for example, check your study results, print out verifiable certificates, change address details, read your student emails (see student email address, p. 7) and download software

1. Note: as a student you must activate your own student account, in order for it to work.
2. When you have been admitted to, or registered for, a course or a programme at Lund University, you are sent extensive information on how to activate the student account to the email address you stated when you applied to the University. If the email address is missing, the information is sent to the postal address that is in the system. If you have studied at Lund University in any of the three last semesters, it is likely that your old log in details will work and no new information will be sent out.
3. Using the instructions you received, you can then activate the student account via <https://passport.lu.se>. You need your account at www.antagning.se or your EduID. When the system requires you to state your personal identity number, it is to be written in this format: 195604151234, i.e. with the year as four digits and with no hyphen between the date of birth and the last four digits.

4. If you have not received information on how to activate the account at the latest 4–5 weekdays after the second letter of admission or 2 days after you have been placed on a waiting list, if you have not succeeded in activating the account or if you have other problems relating to this, please contact LU ServiceDesk, email Servicedesk@lu.se, tel. 046 222 90 00. LU ServiceDesk is open Monday to Friday, excluding weekday public holidays, 08:00–17:00. On the homepage www.support.lu.se you can also find operational information and manuals.

As an exchange student you will normally get your student account via email before you arrive in Sweden.

STUDENT EMAIL ADDRESS

It is important that you read your emails in your student account regularly. As a new student, you will receive an email address in connection with receiving your student account. If you already have a private email address, you can forward your student emails to it if you wish, but it is very important that you check your emails regularly, otherwise you may miss important information, for example from your teacher (e.g. last-minute timetable changes).

COPYING, SCANNING AND PRINTING

You can print, copy and scan your documents at the HT-libraries. You must have a LUCAT-identity or student account to use these services. If you are a student, you also need to create a PayEx account and connect it to our print server by making an autopayment agreement. Lund University employees do not need a PayEx account.

Please see more information here: www.htbibl.lu.se/en/about-ht-libraries/print-copy-scan.

INTERNET

For those of you who wish to work with your own laptop, there is a wireless network within the Centre. Whenever you log in to computers at the Centre, you need to use your student account. For questions regarding the wireless network, please turn to the reception.

ACADEMIC SUPPORT CENTRE

Academic support in English is available for all International Master's students at Lund University. The service aims to support students specifically with the academic skills necessary for success at Lund University. Students have the opportunity to meet with the English language consultant for individual hands-on supervision in English on academic topics. More information at:

www.lunduniversity.lu.se/current-students/academic-matters-support/the-academic-support-centre.

AWELU

AWELU (Academic Writing in English at Lund University) is an Internet resource for people at Lund University who sometimes need help when writing academic texts in English. AWELU is a platform containing useful and easily accessible information in English about English grammar,

spelling, vocabulary, and punctuation, but also more general help with the writing process in general, referencing, quoting, and how to avoid committing plagiarism. You will be able to access AWELU at www.lu.se/awelu

About your studies

THE COURSE SYLLABUS – YOUR CONTRACT

A course may be studied within the framework of a study programme or as a free-standing course. The document which regulates the content of the courses is called a course syllabus and it states the number of credits available on the course and its learning outcomes. It also names the programme of study of which the course can form a part. Moreover, it contains information about the main content of the course. The course syllabus can be said to be your study 'contract'. For some courses you can find a more detailed description of the applicable structure and examination of the course for the current semester in the course description.

IT-BASED TOOLS

Several of SOL's courses use so-called course platforms as a tool for lecturers and students. Many lecturers use Luvit platforms, while others prefer to use the Live@Lund platform and some lecturers prefer to work in other ways and do not use any platform at all. As there is so much variation between courses, it is very important that you pay attention to the information provided by the lecturer in the first session of the course.

On the Student Portal www.student.lu.se you can download a wide selection of software free of charge. The software comes from suppliers such as Microsoft, including Windows in several versions. Read more here: www.lu.se/studera/livet-som-student/it-tjanster-support-och-driftinfo/programvara (in Swedish).

CREDITS

University studies are counted in credits. The normal study period for a full-time course (40 hrs/week) is one semester (30 higher education credits) or two semesters (60 higher education credits), which corresponds to 1.5 higher education credits per week.

ASSESSMENT

A variety of assessment forms are used: e.g. written examinations, oral examinations and take-home examinations. Rules for written and take-home exams are to be found on the SOL website: www.sol.lu.se/en/education/information/studies. For oral exams and take-home exams: carefully follow the instructions provided by the relevant lecturer for each exam.

In all subjects taught at SOL you must register for any resits at www.student.lu.se at the latest one week prior to the exam date. Log in with your student account, click on the heading "Exams, degrees & career" and then select "Examination registration" in the dropdown menu. For scheduled, regular exams, please follow instructions from your teacher!

Written, marked exams can be collected at the SOL reception desk on presentation of valid proof

of identity. Exams are archived in the reception for two years before being sent for destruction.

At all written examinations it is important that you:

- present valid photo identification
- always follow the instructions you are given
- only use writing material (scrap paper, etc.) handed out by the invigilators – never use notes or paper you have brought with you
- turn off your mobile phone and other technical equipment and put them in the place assigned by the invigilator.

IMPORTANT NOTE!

- If you arrive late to an examination, you have the right to begin the exam up to one hour after it has commenced. However, you are not granted any extra time at the end.
- You are not allowed to leave the exam room earlier than one hour after the start of the exam.
- You are not allowed to use aids such as dictionaries, vocabulary books, etc. unless special instructions about these have been given.
- Remember that participating in an examination without valid photo identification is not permitted.

CHEATING AND PLAGIARISM

In accordance with Swedish law, measures can be taken against students who are found guilty of cheating and/or plagiarism. This means that the University has the right to bar individual students from all studies at Lund University for a shorter or longer period if it can be shown that the student has broken the following rules:

- If you quote from books, other students' texts, Internet texts, or similar, you **MUST** always clearly name the source. It is **NEVER** permitted to copy the texts of others directly and present them as one's own!
- In written examinations and home assignments, always follow the instructions provided by the invigilator and the teacher.

Read more at www.lunduniversity.lu.se/current-students/academic-matters-support/academic-support-centre/avoiding-plagiarism.

SEMESTER DATES

Information about semester dates can be found via the link below:

www.lu.se/studera/valja-studier/studera-pa-universitetet/studieareet-terminstider (in Swedish).

DEGREES

If you have any queries about specialised studies at advanced levels, different degrees and information in association with these, you are welcome to contact one of our study advisors or the Degree Office (examen@stu.lu.se).

This information does not apply to exchange students.

EXCHANGE STUDIES

The exchange student coordinator within the Faculties of Humanities and Theology sits in the Absalon Building, ground floor, room A143. The Humanities International Office also deals with students from our Faculty who wish to study abroad. If you have any questions, send an email to: international@ht.lu.se or telephone 046–222 87 73 or 046–222 80 75.

ACADEMIC “QUARTER OF AN HOUR”

This is an old tradition in the university world. Most seminars and lectures start at a quarter past the hour, even if the starting time is given as on the hour in the timetable or summons. Ask the teacher concerned if you are unsure. The “academic quarter” is NOT applied in examination contexts; the stated start time for the examination applies.

OFFICIAL TRANSCRIPT OF RECORDS

If you require a certificate from your studies at Lund University, you are welcome to contact the Centre’s reception or the subject office. Please note that you can also print out valid certificates through Studentportalen using your student account. See www.student.lu.se.

NON-COMPLETION OF STUDIES

When you begin studying at Lund University you are registered on the course/courses you have chosen. It is important that you inform the office for the subject concerned if you change your plans and do not wish to complete the course/courses.

See www.sol.lu.se/en/sol/staff/administrators.

If you are an exchange student – speak to your co-ordinator first about your choice of courses and any possible non-completion.



Help and support with day-to-day issues

STUDY GUIDANCE

Every subject at SOL has its own study advisor. If you have questions or problems relating to your studies, please contact your study advisor. The study advisors have their offices in the corridor on the ground floor of the Humanities Building. For office and telephone hours, please see the website: www.sol.lu.se/en/sol/staff/student-counsellors.

If you are an exchange student, contact your coordinator first.

STUDY AND LANGUAGE SKILLS CENTRE

If you need help with your study technique, the Swedish language and academic writing, you can contact the Study and Language Skills Centre. It is open to all students who are registered at Lund University. The easiest way to get in touch is by sending an email to: studieverkstad@stu.lu.se. Please read more at www.lunduniversity.lu.se/current-students/academic-matters-support/the-academic-support-centre.

STUDENT HEALTH SERVICE

You can turn to the Student Health Service with problems concerning your study situation. It complements the public health care centres, but is not for emergency care. All staff working at the Student Health Service are bound by professional secrecy. For more information, see www.lunduniversity.lu.se/current-students/health-care/student-health-counselling.

STUDENT CHAPLAINCY

The Student Chaplaincy is a collaboration between the Church of Sweden and the Mission Covenant Church of Sweden. The staff at the Student Chaplaincy are bound by professional secrecy. For more information and contact, see www.lundsdomkyrka.se/multifaith-chaplaincy.

LEARNING SUPPORT

If you have a disability (for example a visual impairment, dyslexia, ADHD), you can receive extra support for your studies. The support can take many different forms and is adapted to the needs of the individual student as far as possible. Examples of support available include a mentor to help you plan your studies, help with note-taking, extra time in exams, etc. Contact Learning Support for more information and to obtain a certificate stating your approved support measures: www.htbibl.lu.se/en/student/reading-disabilities-support.

If you have reading difficulties and/or a visual impairment, the SOL Library is able to provide books in alternative formats, such as audiobooks or braille. You can also get extended loans on printed course books. Book an appointment with a support librarian for students with reading difficulties at the humanities and theology libraries to obtain an audiobooks account. You will then be able

to download books from the Legimus catalogue, www.legimus.se. For more information, see: www.htbibl.lu.se/en/about-ht-libraries/studentstod/talking-books-and-braille.

SI ACTIVITIES

SOL has mentoring activities (also called SI activities) for several courses. This involves students who have previously studied a SOL subject acting as mentors for new students. The mentor meetings are offered as a complement to teaching. They offer an opportunity to get help with your subject and your study methods. Regular participation in mentor activities can increase your chances of succeeding in your studies.

Your opportunities to influence

STUDENTS' UNION

As a student at the Centre you are very welcome to become a voluntary member of the HTS (Humanities and Theology Students' Union) www.htslund.se (in Swedish).

STUDENT SAFETY REPRESENTATIVE

According to the Work Environment Act, students are placed on an equal footing with employees. Students have the right to expect a healthy and safe environment, meaningful and engaging lectures and the right to influence the design and content of studies. Each of the Student Councils selects one student safety representative per semester, who, among other things, has the opportunity to attend safety inspections of the Centre's premises. In addition, the Humanities and Theology Students' Union chooses a head safety representative for all students at the Centre. The student safety representative, as the representative of students, shall influence working conditions with the aim of contributing to good conditions for working and studying.

STUDENT COUNCILS

The Student Councils are linked to the sections (divisions within SOL) and are composed of course representatives – from all the subjects represented by the board – who are chosen by their fellow students. The Student Councils discuss, monitor and take part in developing the teaching which is pursued within the various courses and programmes.

You can contact the Student Councils if you have views on the course that you are studying. The Student Councils also arrange social activities.

COURSE EVALUATION AND VIEWS ON COURSES AND PROGRAMMES

After every completed whole course, the lecturer/director of studies normally carries out a course evaluation that gives you as a student the opportunity to provide feedback about the course. If you have views to share during semester time, first contact your lecturer. Your second option is to contact the subject's director of studies to convey your views.

Useful information

BICYCLES

Always park your bicycle in the bicycle stands outside the various buildings belonging to the Centre, NOT on the pathways or in front of doorways.

THE EQUAL TREATMENT OF STUDENTS AT UNIVERSITIES ACT

This is a law that states that all students at colleges and universities are to be treated equally, regardless of gender, ethnic origin, religion or other faith, sexual orientation or disability. If you as a student experience discrimination on any of these grounds, you should talk to a study advisor or director of studies. You can of course also contact your students' union. It strives to make you feel welcome and to create a secure and open study environment.



LIST OF RIGHTS FOR STUDENTS AT LUND UNIVERSITY

It is important to know your rights as a student. In the *List of rights for students at Lund University*, the Education Board at Lund University has stipulated student rights and obligations relating to admission requirements and selection, the study environment, syllabi and timetables, tests and examinations, degree projects and course evaluations. For the full list, see www.staff.lu.se/research-and-education/education-support/student-rights.

SMOKING

Smoking is forbidden in all Lund University buildings and in the immediate vicinity of the buildings, e.g. outside entrances, under porches and outside windows.

EVENTS AT SOL

On the Centre for Languages and Literature (SOL) website www.sol.lu.se, under the tab *About us*, are headings such as *Calendar*. Under this heading, you will find announcements of events related to SOL and/or taking place in the SOL buildings. These may concern scholarship announcements, the public defence of theses, conferences and seminars or guest lectures.

Some events are also announced via the notice boards in the corridors or in the SOL atrium. Keep an eye out for events that might interest you!

In case of emergency

If you need to contact the emergency services or another authority, use the list of telephone numbers below.

Be sure you know where the nearest fire extinguisher is located and where the evacuation routes are. There are two alternative routes. Study the evacuation maps displayed in corridors and stairwells. The assembly point in the case of an emergency evacuation is the University Library Park (the lawn outside SOL's main entrance, near the University Library).

In an emergency, dial: (0)112

Don't forget to dial 0 first if you are ringing from an internal telephone.

University security: 046-222 07 00

If you need to contact a security guard or the University's on-call staff, dial 046-222 07 00.

From abroad, dial: +46 46-222 07 00. From any internal telephone within the university buildings, call 20 700.

TELEPHONE NUMBERS IN ALPHABETICAL ORDER:

- Ambulance request: 040-676 93 00
- Emergency services: 112 (remember to dial 0 first if you are ringing from an internal telephone).
- Healthcare advice: 1177
- Medical Products Agency: 0771-46 70 10
- Occupational Health Service: 046-222 32 80
- Poisoning Information: 08-33 12 31
- Police (non-emergency): 114 14
- Work Environment Authority: 010-730 90 00

CRISIS AND DISASTER PLAN

Through its Crisis and Disaster Plan for the Centre, SOL is well prepared for action in case of serious events.



The Centre for Languages and Literature

