

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 coming to 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!

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The Centre for Languages and Literature

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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 you as an exchange student. We have chosen to clarify this special information throughout by framing it and using italics.



Finding your way at the Centre for Languages and Literature

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 foyer (for opening hours, see www.sol.lu.se/sol/reception). A short guide is given here – please make use of the outline map on the last page of this brochure.

- *Absalon (A)*: Besides teaching rooms and offices, Absalon House 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 foyer. In the basement is also the 'quiet room', where you can go if you need some peace and quiet.
- *Library/ Bibliotek (B)*: Here there are computer rooms (1st and 2nd floors) and the Humanities Lab (basement), as well as silent reading rooms on the 2nd and 3rd floors.
- *Humanities House/ Humanisthuset (H)*: Here you will find most of the study advisors for the Centre, as well as the Auditorium (ground floor) and teaching rooms and offices.
- *Linguistics House/ Lingvisthuset (L)*: Teaching rooms and offices.

How to find the right room: The room numbers on the timetables have a letter and two numbers, e.g. L201. The L stands for Linguistics House (*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 foyer and in the foyer of Absalon. 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 rooms in the Library's Reading House (see map of the Centre on the last page of this brochure) and the Humanities Laboratory down in the Library's basement are accessible during Library opening hours.

In order to gain access to the Humanities Laboratory, a valid access card and your teacher's permission is required.

Information on access cards for students at Lund University can be found via this link: www5.lu.se/o.o.i.s/4429.

You need your StiL ID in order to log in on the computers in the library and the computer rooms. To activate your account and to change your password, go to www.uw.lu.se. All students at the Faculties of Humanities and Theology have 1 GB of storage space that can be accessed from all the computers in the library and computer rooms. Save files on the H: drive to use it. Please note that this drive is not backed up.

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

Café

In the Centre's café, located in the foyer, simple hot meals, sandwiches and sweet snacks, etc. are served.

Opening hours during semester time: Monday–Friday 9.00–17.00

Library

The Centre for Languages and Literature Library, 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 of 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 9.00–19.00

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 Absalon House, close to the doors out 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 a joint research and teaching resource for the whole of the Faculties of Humanities and Theology. As well as three teaching rooms with, among other things, different types of language-training programmes, there is an inner lab with advanced research equipment, which researchers and students at advanced levels can use, often after having attended one of the Laboratory's many courses.

Students at all levels can participate in the Lab's wide range of short courses (2–3 hours long) on a technical environment or piece of equipment (e.g. audio recording), a program (e.g. Word, Excel, CLAN, Matlab), or a combination of method and technique/program (e.g. E-prime, Praat, ScriptLog or Poster course). For Master's students, 7.5 credit courses (e.g. Eye tracking) are also offered.

N.B. Permission is required for access to the Humanities Lab. Whether this is relevant for your particular studies is decided by your own teachers on the different courses.

Student services and administration



Reception

The Centre's reception is situated in the foyer. The receptionist can help out with the following:

- Compendiums

- Checking your StiL ID
- Parking permits
- Exam certificates/study certificates, registration certificates, LADOK transcripts. Please note that you can also print out valid certificates through Studentportalen (www.student.lu.se) using your StiL ID.
- Questions regarding access cards
- The return of written examination papers after marking.

Email: receptionen@sol.lu.se

Tel. no: 046 222 32 10

Opening hours during semester time: Weekdays 8.30–16.00. Closed for lunch 12.15–13.00.

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/reception.

Offices for the various subjects

The Centre for Languages and Literature's subjects are divided between five different undergraduate studies boards 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/sol/personal/administratorer/.

Registration

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 where all study results are registered. Registration is done by the offices which administer the different subjects in connection with course start.

Please see www.sol.lu.se/sol/personal/administratorer/

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.

Access cards for students at Lund University

Information on access cards for students at Lund University can be found via this link: www5.lu.se/o.o.i.s/4429. You are welcome to ask at the SOL reception if you have questions regarding access cards or login details.

StiL-ID (“Student in Lund”)

The StiL ID is a ‘key’ to many online information functions for students and is needed, among other things, to use the computers in the library and computer rooms, to check your credits and grades online and to access licensed electronic literature via ELIN@lund.

Formerly the StiL ID was only created when students registered for a course or programme, but now it is created and sent home to students upon admission.

Please note, however, that if you apply late for a course your StiL ID will also be late. See also www.student.lu.se.

Email

It is important that you read your emails in your StiL account regularly. As a new student you will receive an email address in connection with receiving your StiL ID. 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 and printing

Copying and printing facilities are available in the Centre’s Library. To print out from the computers in the Library you need to charge the account connected to your StiL ID with a sum of money via www.lu.se/printaccount.

Please contact the receptionist for help with these matters.

Internet

For those of you who wish to work with your own laptop, there is a wireless network within the Centre. This is available in the main foyer, in the foyer of Absalon House and on the Library’s open floor. If you wish to connect up your laptop with a cable, this is possible on the ‘balcony’ (the floor reached via the stairs from the Reception), as well as on the Library’s ‘balconies’. Whenever you log in to computers at the Centre, you need to use your StiL ID.



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, whereby the student combines different courses to form his/her own programme of study. The document which regulates the contents 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 and the literature which belongs to it. The course syllabus can be said to be your study 'contract'. You can find a more detailed description of the applicable structure and examination of the course for the current semester in the course description.

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. 1.5 higher education credits correspond to 1.5 credits according to the ECTS scale (European Credit Transfer System).

Assessment

A variety of assessment forms are used: written examinations, oral examinations and home examinations.

At all written examinations it is important that you:

- produce 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. if special instructions about these have not 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.

Semester dates

A Vice-Chancellor's decision on semester dates can be found via the link below: www5.lu.se/regelverket/lunds-universitets-regler/utbildning-grundlaeggande-utbildning-och-forskarutbildn/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 Absalon House, 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@kansliht.lu.se or telephone 046 222 3424 or 046 222 8773.

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.

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 (www.student.lu.se) using your StiL ID.

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 <http://www.sol.lu.se/sol/personal/administratorer/>

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. Most of the study advisors have their offices in the corridor on the ground floor of Humanities House.

For office and telephone hours, please see the website: www.sol.lu.se/sol/personal/studievagledare.

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 and is located at Gamla Kirurgen, Sandgatan 3. The easiest way to get in touch is by sending an email to: studieverkstad@stu.lu.se. Please read more at www.lu.se/o.o.i.s/839.

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/student-health.

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.studentprasterna.wordpress.com/.

*Your opportunities
to influence*



Students' Union

As of the autumn semester 2010 it is *no longer mandatory* for students to be members of a students' union, but you are very welcome to become a voluntary member. Consequently, you will not be asked to show a student card at examinations, but you must always show valid ID. For more information, please see www.hts.lu.se (in Swedish).

Student Safety Representative

According to the Work Environment Act, students are placed on an equal footing with employees. Students can therefore make demands for a healthy and safe environment, meaningful and engaging lectures and the right to influence the design and contents of studies. Each of the Student Councils selects one student safety representative per semester, who, among other things, has the right to attend safety inspections of the Centre's premises. In addition, Lund's Humanities 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 undergraduate studies boards (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.



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, which strives to make you feel welcome and to create a secure and open study environment.

Students' rights

It is important that you know about the rights you have as a student. The University Board has laid down guidelines for the relationship between the department organising tuition and the student. More information about these guidelines, which are not legally binding but still important to follow, can be found at www.lu.se/student/att-studera/studentraettigheter (in Swedish).

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.

In case of
emergency



Crisis and Disaster Plan

The SOL Board has prepared a Crisis and Disaster Plan for the Centre for Languages and Literature in order to create preparedness for coherent and clear leadership, and to develop routines for action in the case of serious events.

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.

In an emergency, dial: 112

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

University security: 20 700

If you need to contact a security guard or the University's on-call staff, dial 20 700.

From abroad, dial: +46 46 222 07 00

Incident report

Always fill in an incident report form at www5.lu.se/o.o.i.s/3684.

You will then be given help to ensure that all the necessary reports and contacts are made.

No incident is too small!

For example: observations, break-ins, theft, lost keys or access cards, threats or violence.

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 450 450
- Occupational Health Service: 046 222 32 80
- Poisoning Information: 08 33 12 31
- Police (non-emergency): 114 14
- Work Environment Authority: 040 38 62 00