Welcome to Graduate School – and to Lund!

Dear Student,

Welcome to Lund University, one of northern Europe's oldest, broadest and finest universities! At Lund, history and tradition lay the ground for the study and research environments of tomorrow. With eight faculties and several research centres and specialised institutes, Lund University is the largest provider of research and higher education in Sweden.

We are pleased that you have chosen to undertake your graduate studies at Graduate School of Social Sciences and we hope you will find your stay here academically stimulating, pleasant, inspiring, and that it will provide a valuable contribution to your personal development.

In this Student Handbook you can find specific information about your study with Graduate School. This is a supplement to the Student Guide 2017/2018 which you should have received in your welcome package if you are an international student. You can also download it which can make sense as we include a lot of web links that are of course clickable in the online version:

tinyurl.com/LUstudguide1718

If you have a question that has not been answered after reading this handbook, don't hesitate to contact us.

Kind regards,

Graduate School staff

Important dates

August 15, 09:20: Arrival Day
More info: tinyurl.com/LUarrivalday

August 18, 14:15: Meet your Coordinator Day

August 25, 10.00 (at Kulturen): Programme Introduction

August 28: Course start (profile courses)

September (date TBA): Inspirational meeting about thesis writing

September 14, 17.00: Autumn Potluck

Sep 18, 8:15: Information meeting about 3rd term and 1 year master

October 30: Course start (methods course)

November 1 – 25: Application period exchange students

TBA: Soup lunch

December 11, 15.00: Lucia fika

December 22 - January 6, 2018: Winter break

Jan 16: Course start (profile course)

More dates and details about your first year at Graduate School:

tinyurl.com/GS-firstyeardates

“Ad utrumque paratus”

– The motto from the official Lund University seal (and, by pleasant coincidence, the emblem of the Spanish submarine force)
Introducing Lund University and Graduate School

The University is ranked as one of the top 100 in the world. We tackle complex problems and global challenges and work to ensure that knowledge and innovations benefit society. We provide education and research in engineering, science, law, social sciences, economics and management, medicine, humanities, theology, fine art, music and drama.

Our 42,000 students and almost 7,400 employees are based at our campuses in Lund, Malmö and Helsingborg. The University has a turnover of around SEK 8,000 million (EUR 800 million), of which two thirds are devoted to research and the remaining one third to education.

We are an international university with global recruitment. We cooperate with 600 partner universities in over 70 countries and are the only Swedish university to be a member of the strong international networks LERU (the League of European Research Universities) and Universitas 21.

- Times Higher Education World University Rankings
- QS Top universities
- Academic Ranking of World Universities

The historic main university building, sometimes informally referred to as the White House, from 1882.
Visions, Goals and Strategies for Lund University – a university that seeks to understand, explain and improve

Lund University's vision is to be a world-class university that works to understand, explain and improve our world and the human condition.

To read more about Lund University's strategic plan, follow this link: tinyurl.com/LUmission

Core Values

Lund University represents fundamental human rights and democratic and academic values. We shall operate in a context of gender equality and ethnic and social diversity. Respect, tolerance and concern shall govern all relationships, as well as mutual acceptance of responsibility and loyalty to the core values, mission and goals of the University.

Rationality, quality and commitment permeate the activities of our University. Academic integrity is absolute. There is ample room for different opinions and for debate. Respect for different viewpoints and objectivity direct our activities.

Critical thinking and free access to research information are promoted. We have an innovative and creative environment with scope for change and opportunities for professional development for employees. Humour, curiosity and commitment are key concepts.

The University is a critical voice and driving force in society. We cooperate with the international higher education community and carry out research and education in global issues of decisive importance to the future of mankind.

Higher education and research shall contribute to democracy, sustainable development and liberation from oppression. Our University stands for goals and visions that inspire hope!

The Faculty of Social Sciences

Departments at the Faculty of Social Sciences

Each department publishes information about upcoming activities, such as conferences, seminars and PhD dissertations on their websites. Please make it a habit to frequent relevant departmental websites for up-to-date information. Many departments also have Facebook pages which you can “like”. Refer to your acceptance letter to see your major. This is usually – but not always – based on the major from your Bachelor’s degree.

<table>
<thead>
<tr>
<th>DEPARTMENT(S)</th>
<th>MAJOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender studies</td>
<td>Gender Studies</td>
</tr>
<tr>
<td>Human Geography</td>
<td>Human Geography</td>
</tr>
<tr>
<td></td>
<td>Development studies</td>
</tr>
<tr>
<td>Social Work</td>
<td>Social Work</td>
</tr>
<tr>
<td>Political Science</td>
<td>Political Science</td>
</tr>
<tr>
<td>Sociology</td>
<td>Sociology</td>
</tr>
<tr>
<td></td>
<td>Social Anthropology</td>
</tr>
<tr>
<td></td>
<td>Education</td>
</tr>
<tr>
<td>Sociology of Law</td>
<td>Sociology of Law</td>
</tr>
</tbody>
</table>

Department of Gender Studies
Allhelgona Kyrkogata 14, Hus M, Lund
www.gender.lu.se

Department of Communication and Media
Språk- och Litteraturcentrum (SOL-centrum), Helgonabacken 12, Lund
www.kom.lu.se

Department of Human Geography
Sölvegatan 10, Lund
www.keg.lu.se/en

Department of Political Science
Paradisgatan 5H, Lund
www.svet.lu.se/en/
Graduate School

Graduate School at the Faculty of Social Sciences is responsible for interdisciplinary programmes and courses at the master's level. We administer the three interdisciplinary programmes in Global Studies, Development Studies and Social Studies of Gender. In addition, we offer a range of elective courses, courses in theory of science and methods, and faculty-level PhD courses.

Studying at Graduate School is a unique experience where you will meet and work with people from all around the world while acquiring new knowledge and skills. Each programme consists of 25-40 students of which about half of them come from outside Sweden. While students tend to spend most of their time with other students from the same programme, the events and courses offered at Graduate School also provide opportunities to meet and work with students from other programmes. You will have a “home” at Gamla Kirurgen, in the heart of the Paradise Quarter [sic!], very close to Lundagård, where most of your lectures and seminars will be held. There is a student lounge in the same building where you can hang out and have a “fika”, the Swedish version of coffee and a snack, with your fellow students. When the sun comes out, students enjoy spending time outside on the grass.

While most profile courses will be taught in Gamla Kirurgen (pictured), as well as in the broader area of Paradis, some lectures will be held in other campus locations. A map of all Graduate School lecture halls can be found here:

tinyurl.com/GS-mapofhalls

The home of the Graduate School used to be part of the city's Old hospital – and its bed wards and operation theatres have duly been transformed into (rather less blood-splattered) lecture theatres and meeting rooms (our classrooms used to be bed wards). The old mortuary is in the basement (we've been thinking about organising a Halloween tour one of these years... maybe it's time?)
Conditional Admission and Degree Verification

Students who are conditionally admitted to a Graduate School programme must submit original copies of the diploma and transcript upon arrival in Lund. Programme Coordinator Milan Burke will hold meetings for conditionally admitted students from each programme, where students are required to submit their documentation for verification. The documents will be sent to Lund University Admissions Office. They will be returned to Milan once verified. You will be notified via email when your documents are verified and ready for pick up.

Conditionally admitted students who completed a bachelor degree in Sweden and have since been issued a degree can send an email to milan.burke@sam.lu.se including your name, personal number, and to which Graduate School programme you have been admitted. The Admissions Department can verify your degree with this information alone.

Students who have studied in Sweden and completed all bachelor coursework but have not yet received a diploma should bring an official copy of your transcript to the meeting for verification.

Students may be registered for the programme only after all degree documentation has been verified. If a student has completed all bachelor coursework but has not yet received a diploma, the student can only be registered for the first course in the programme and will not be registered as a programme student until the diploma requirement has been met.

A meeting is typically held on or after the first day of courses. More information will be sent via email shortly before the start of the autumn term.

Student Insurance

Student Insurance: Kammarkollegiet

All students at Lund University are covered for accidents occurring during their studies at Lund University, for example during classes, while studying at a university library and when travelling from dorm to class.

In addition, the Swedish State has designed an insurance coverage from Kammarkollegiet for foreign students in Sweden which Lund University has executed as a group insurance for international students from outside the Nordic countries,
outside the EU/EEA, non-Swiss and countries that have no agreement with Sweden. The insurance contains certain accident coverage for emergency medical expenses. It also contains certain accident coverage in the form of a fixed amount in conjunction with disability or death, as well as liability and legal expenses coverage. It applies twenty-four hours a day in Sweden. Note that this insurance only applies in Sweden, so if students travel outside of Sweden they will need additional insurance coverage. Please see the terms and conditions here:

For non-fee paying students: tinyurl.com/kammarkollegiet1
For fee-paying students: tinyurl.com/kammarkollegiet2
Further information available on the Lund University website: tinyurl.com/LUheanthandinsurance

**The European Health Insurance Card**

European citizens travelling within the European Economic Area (European Union, Norway, Iceland, Liechtenstein and Switzerland) can obtain a European Health Insurance Card (EHIC) free of charge. EHIC facilitates access to medical treatment the card holder may need while staying temporarily in another Member state and guarantees reimbursement of the medical costs. For more information, contact your insurance company or the EU Information Service in your own country.

You can find more information here: ec.europa.eu/social/main.jsp?catId=509

**Personal ID Number**

All Lund University students are assigned a provisional personal ID number which is used to identify you in the university's systems. The number is similar in structure to the permanent personal number many students need to apply for. Provisional numbers consist of a letter and three digits and permanent numbers consist of four digits. If you are a student who does not need to register yourself at the tax office (such as Danish students residing in Denmark, for example), then you will use the provisional personal number to identify yourself as needed while a student at Lund University. Personal ID numbers from other countries are not recognised by our systems, so please do not give these when a personal number is requested.

You can find your provisional personal number by logging into your account on the Student Portal. You will also find your number shown on official registration certificates and transcripts.

All international students who stay in Sweden for more than 12 months are recommended to register with the Tax Office in order to get a personal ID number (‘personnummer’). The number consists of 10 numbers; birth date and four digits. This is important in Sweden as it is used for all official transactions, such as opening a bank account, insurance issues, car registration etc. Most importantly, this number will give you access to the Swedish medical care system, which means that your health care costs will be heavily subsidised by the Swedish government. The Tax Office will send a representative to the Arrival Day event to answer any questions you may have.

Address: Stora Södergatan 45.
Opening hours: Mon–Fri, 10–16.

**Residence Permit**

In general, all students from countries outside the EU/EEA need to have a residence permit to study in Sweden. The permit must be valid and processed before you travel to Sweden.

When you have received your Swedish Personal Id, make a photocopy and go to the Student Reception Desk. The student receptionists will forward your new Personal Id to Ladok (the office for course registration and results). This will also facilitate the application process for the third term.
Applications for residence permits are processed by the Swedish Migration Board, NOT the University. The application is your responsibility and your admission letter from universityadmissions.se is necessary in order to start the application process and for the Migration Board to complete it. Therefore, any questions you might have with regards to residence permit, including extension of your student visa, should be directed towards the Migration Board.

Please see the Migration Board website for more information about visa extensions etc.

Web: www.migrationsverket.se/info/studera_en.html

The permit validity period

For studies that last longer than one year, you will be granted a residence permit covering one year at a time. You must apply for an extended residence permit before the permit expires.

If the period of study is less than a year, you will be granted a residence permit which is valid for the length of the study period. If you need to stay longer, e.g. because you need to resit an exam, you can apply for an extension to your residence permit.

Extension of permit

You must apply for an extension of your permit before your current permit expires. The Migration Board does not send out reminders.

Submit an application

You apply by using the Form 113011 First Time application for a residence permit for students and doctoral students. You can choose to send your application by post or submit it in person to one of the Migration Board’s Permit Units. You can also apply online. Please note that the Migration Board prefers that you apply online.

If you have family members who are applying at the same time as you, you can apply for them in your online application. If you do not apply online they should use the form Application for co-applicants to students and doctoral students, No 135011.

What to send in with your application

You need to send in the following documents:

- A copy of your passport, where your identity, citizenship and the period of validity are indicated. If you have family members who are applying for a permit together with you, copies of their passports must also be included. You must have a valid passport in order for the Migration Board to be able to grant you a permit. If your passport is about to expire, you must apply for a new one in your home country or at your home country’s embassy.

- A statement from your institution of learning showing that you have made acceptable progress in your studies. If you are studying at university or college, you are required to have taken 15 credits per term during the first year, 22.5 during the second year.

- Contact us at least a week before you plan on submitting your application since this may take some days to prepare.

- An account statement or other document showing that you have had money during your stay in Sweden, and that your subsistence has been secured for the remainder of your time of study.

- A receipt showing payment of application fee.

If you are going to study any other programme or course than the one you were accepted into upon your first application for residence permit for study, you must submit a new notice of admission to show that you have been admitted to the new study program.

When the Migration Board has received your application

If you have submitted an application for an extension, you have the right to remain in Sweden until the Migration Board has reached a decision on your application, or until the decision has gained legal force.

If you are given a permit you will receive a residence permit card. The residence permit card includes your photograph and your fingerprints. You need to visit the Migration Board in order to be photographed and provide your fingerprints. This needs to be done even if you have previously had a residence permit card since your photo and fingerprints cannot be saved.

The decision will be sent to your registered home address in Sweden (folkbokföringsadressen). When the residence permit card is issued it will be sent to you within one week.
**Travelling abroad**

If you travel abroad in connection with your permit expiring, it can be difficult for you to re-enter Sweden before your new permit has been granted. You may then need to wait for your new decision outside Sweden.

If you have any problems with the extension of your visa, please contact Milan Burke, Milan.Burke@sam.lu.se.

**Working**

You have the right to work during the waiting period if you have had a residence permit for university studies for at least six months and submitted your application for extension before your current residence permit expires. You may continue to work until you have received an answer to your application for extension.

If you receive an extension of your residence permit, you may continue to work alongside your studies. If you do not receive a residence permit but receive a decision for expulsion, you may continue working until the decision for expulsion enters into legal force. You can find more information here:

- tinyurl.com/migrapermit
- tinyurl.com/migrapermit2

---

**Housing and Insurance**

Lund is a small university city with a limited amount of accommodation and many students are looking for housing at the same time. Therefore, we recommend that you have your accommodation sorted out before your arrival.

To find independent accommodation, we recommend you to use an accommodation agency.

One example is BoPoolen, a collaboration between the student unions at LU, the municipality of Lund and the university itself: [www.bopoolen.nu](http://www.bopoolen.nu)

Lund University cannot guarantee housing to all students and ultimately it is your own responsibility to find housing, unless you have a housing guarantee. The housing guarantee means that the University will provide a place for you to live within the International Housing Office's housing options. This is only relevant if you are a non-EU/EEA student.

* Non EU/EEA students (required to pay tuition fees) admitted to full-time studies of at least 30 credits.

**General Insurance (Hemförsäkring)**

We strongly recommend you to purchase an insurance, a so-called third-party-liability insurance, *Hemförsäkring*, which will cover for example fire in the room/apartment, thefts, burglary, travel to and from Sweden, as well as legal assistance and includes third-party liability insurance. To purchase an insurance you need a Personal Id number. Some of the insurance companies have discounts for students at Lund University.
Student Services

IN THIS SECTION

1. Services for international students
2. Libraries and information resources (including course e-platform)
3. Access and Accounts (localities, computer facilities and systems, printing etc.)
4. Career services
5. Student Health
6. Student Organisations

Services for International Students

Lund University student services: International Desk

All incoming international students are welcome to contact or visit the International Desk for assistance regarding practical matters. The International Desk can be found in the Student reception located on the ground floor on Stora Algatan 4. At the same reception desk you also find the Study Information, and Career Services.

The International Desk is an open reception and meeting point for you during your time here in Lund. They offer free coffee and information and organise numerous social activities. Throughout the term you are welcome to contact the International Desk with all sorts of non-academic issues. All questions are welcome; everything from how to find your department to where you can buy a bike.

Following the International Desk Facebook page is a great way to keep informed of events, activities, Swedish cultural traditions and things happening around Lund University and nearby cities. The page is dedicated to current international students and you can also PM the International Desk team with practical questions that arise during your time at Lund University.

The International Desk Newsletter is sent by email to all international degree students and exchange students at Lund University. The newsletter is filled with useful information about Swedish culture, news and events in Lund and Skåne. If you have not received the newsletter, but would like to, you are welcome to send an email to the International Desk.

The International Desk also hosts several events. The Swedish language lounge is a weekly social evening where international students can practise Swedish with other Swedish students. A weekly “Game Night” is organised by the International Desk during the term where international students can come and join in a range of board games and meet other students. For more information, please contact the International Desk by email.

Address: Stora Algatan 4, Lund
Opening hours: Mon–Fri 10–13
Web: www.lunduniversity.lu.se/current-students/the-international-desk
Email: studentreception@lu.se
Facebook: www.facebook.com/internationaldesk
Tel.: +46 (0) 46 222 01 00 | Phone hours: Mon–Fri 10–12
Lund University Student Services: Admissions Office

In general, all students wishing to study at Swedish universities must apply online, using the national application database called universityadmissions.se. If you have questions about general admission requirements or about your application you can contact the Admissions Office.

Web: www.universityadmissions.se
Web: tinyurl.com/LUunadmcontact (online contact form)
Email: lant@stu.lu.se
Tel.: +46 (o) 46 222 93 00 | Phone hours: Tue & Thu 10-12

Lund University Student Services: Degree Office

When you have completed your studies at Lund University you yourself will need to apply for your degree certificate at the Degree Office. The degree certificate is not automatically sent out to the student after graduation. Please see the website for information on how to apply for your degree:

Web: tinyurl.com/LUdegree
Email: examen@stu.lu.se
Tel.: +46 (o) 46 222 01 00 | Phone hours: Mon 09:10; Tue 14:15; Thu 09:10

The degree certificate is issued free of charge. It normally takes about six to eight weeks to process an application. The processing time depends on workload. The degree certificate is issued only in one copy. If your degree certificate gets lost or is destroyed, you can apply for a duplicate. The duplicate replaces your previous degree certificate. The cost for a duplicate is SEK 250 (approximately EUR 27). You can also ask for a verified copy of your degree certificate for free.

If you have more questions regarding your degree certificate, please see the online FAQ: tinyurl.com/LU-degreeFAQ

Lund University student services: international student mentors

To help you settle into Lund and get to know your way around, Lund University offers an International Mentor Programme. The mentors help new students with practical matters and introduce you to various student activities and everyday life in Sweden. The mentor groups consists of three or four Swedish students (your mentors) and 15-20 international students, so there are plenty of opportunities to make new friends as soon as you arrive in Lund!

To join the mentor programme, please mail the International Mentor Coordinator.

Email: fadderi@stu.lu.se

Faculty coordinators and study advisors

The Study Guidance Service offers guidance and information prior to making educational and professional choices. They help to clarify interests and abilities prior to, and during your studies and welcome both current students at Lund University and those who are thinking of studying. You can book an appointment by emailing. They also offer study guidance through the internet (Skype), with or without the use of web cam.

Web: tinyurl.com/LUstudyguidance
Email: studyguidance@stu.lu.se

Study guidance is also offered through the Graduate School, where you can access more detailed subject-related guidance in regards to your programmes and courses. Please contact our student advisor to book an appointment.

Exchange Studies

As a student at Lund University, you also have great opportunities to study abroad as an exchange student. Graduate School encourages students to take this opportunity to get a degree with an international profile. Should you have any questions, please contact the Faculty International Office and check their webpage for more information.

Web: tinyurl.com/lu-sfakIO
Email: studyguidance@stu.lu.se
Lund University Student Services: Academic Support Centre (ASC)
The Academic Support Centre (ASC) is a free service that is open to all students studying courses and programmes conducted in English. 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 or group hands-on supervision in English on academic topics including:

- Referencing Skills and Avoiding Plagiarism
- Critical Reading and Thinking
- Time Management: Planning and Management
- Oral Presentations: Structure and Language Skills

The ASC is open Monday–Friday for appointment slots. To make an appointment please email them. It is recommended that students book the appointment as early in the term as possible since it might take a while before the appointment is scheduled due to a high demand for counselling.

Web: tinyurl.com/LUASC
Web: tinyurl.com/LUstudieverkstaden (Swedish Studieverkstaden equivalent)
Email: english.support@stu.lu.se

Graduate School Student Reception Desk
Graduate School has its own student reception desk. The reception desk is open Mondays 12.30–15.30 and Wednesdays 09–12 with extended opening hours (Fridays) at the beginning of the term. Students can get official transcripts, certificates of registration, pick up graded assignments and get general information.

Libraries
Libraries
International Master students are mainly served by the Social Sciences Faculty Library, which is part of a federated system of libraries around the university. The Faculty Library provides services specifically tailored for your social scientific needs. Here you will find study places, computers, printing and copying facilities and of course textbooks as well as other literature. In order to use the computers and/or the Internet you log on using your student account (see paragraph “Student Account” under “Access & Accounts”). All students are offered a library introduction and information searching training. You can also book an appointment for guided catalogue searches with Maja or another librarian by contacting them on her email address below.

Address (Social Sciences Faculty Library):
Allhelgona Kyrkogata 14 J
Opening hours: Mon–Thu 09–20; Fri 09–18; Sat & Sun 11–16.
Web: www.sambib.lu.se/en/ (Social Sciences Faculty Library)
Email: maja.carlson@sambib.lu.se (contact librarian)
Tel.: +46 (0) 46 222 09 90

How to Get My Library Card?
LU students and staff use their LU card as their library card. Before you can borrow books using your LU card, you need to activate your card at the Social Science Faculty Library. Please register for a library account before you visit the library and do not forget to bring valid photo ID.

Outside of Lund University: Swedish language courses
Do you want to study Swedish as a foreign language? At Folkuniversitetet, courses in Swedish as a foreign language are offered to both groups and individuals at all levels from beginner to advanced. For more information, please see: tinyurl.com/folkuswedish
You can also study Swedish at Komvux: www.lund.se/komvux/utbildningar/sfi/
The Social Science Faculty Library Services

The library provides many important resources, including Lovisa – Lund University Libraries catalogue, and you will find these links plus many more on the Social Science Faculty Library website. If you use Google Scholar – manage your settings and choose Lund University's library to receive information specifically tailored for you.

Web: lovisa2.lub.lu.se/search/query (Lovisa)
Web: scholar.google.com (Google Scholar)
Web: www.libguides.lub.lu.se/mastersprogrammes (more databases, and specific information for Graduate School & LUMID students)

Other Relevant Libraries

Geolibrary
Address: Geocentrum II, Sölvegatan 12.
Web: www.geobib.lu.se/en/geolibrary

Lund University (Federated) Libraries
Address: Helgonabacken 1
Opening hours: Mon-Fri 09-19; Sat-Sun 10-15.
Web: www.lub.lu.se/en/

Outside of Lund University: Book shops (course literature)

Course literature will be available for purchase at
- Akademibokhandeln, Stortorget 2, Lund.
- Campusbokhandeln, Winstrupsgatan 9, Lund (second hand books).
  www.campusbokhandeln.se
- Adlibris
- Bokus

Online information resources

LUBsearch

The library has a search system called “LUBsearch”, for electronic journals, databases, e-books and a number of other resources.

Web: www.lub.lu.se/en/search-systems-and-tools/lubsearch

Subject Guides

The Social Sciences Faculty Library provides subject guides for each subject within the faculty. The guides are aimed at students, researchers and teachers within the faculty as a starting point for subject searches. The subject guides contain important to databases and free resources as well as academic writing information and scholarly publications.

Web: www.sambib.lu.se/en/find/search-by-subject

Global Research Gateway

Global Research Gateway (GRG) is a multi-disciplinary research tool developed by the Faculty of Social Sciences. It provides students, faculty members, and researchers within the field of social sciences with a digital platform that integrates academic and non-academic information sources, e.g. statistical databases, reports, research papers, academic papers and articles. The main objective of GRG is to enhance knowledge of, and research on global processes and their impact on contemporary society.

Web: libguides.lub.lu.se/grg

Academic Writing at Lund University

Online resource about academic writing: awelu.srv.lu.se/
Academic writing is also integrated into the first year profile courses at Graduate School where students receive information and support regarding academic writing.

Lund University Publications (LUP)

The LUP database contains Master's theses dating back to ca 2004.

Web: lup.lub.lu.se/student-papers/search/
Course e-Platform: Live@Lund

Live@Lund is a web-based learning portal that connects students, teachers and coordinators. Live@Lund provides the ability to communicate, discuss and announce information about your studies.

As a student, you have a range of possibilities with Live@Lund. You have access to all the courses and programmes that you are registered for. With Live@Lund, you can

- Find course materials including schedules and syllabi
- Get important messages, news and updates from your teacher/s
- Ask questions from your fellow students and teachers through the wall or email
- Set up a personal profile to facilitate communication with your fellow students and teachers

You are also able to customise parts of the portal to suit your needs – you may choose to receive news, announcements and forum posts by email or RSS

You can access Live@Lund at: liveatlund.lu.se where you will be prompted to log in with your user ID.

Once logged in, you can edit your profile including how you would like to receive notifications, and add a picture (optional).

When you click on MySite you will reach your main page which will include the program and courses to which you are accepted.

The course page

To get to your course instance page click on the course you wish to access under “My Courses”. In the course instance page you will be able to access course material including syllabus, schedule and documents, announcements as well as participate in discussions, upload assignments, and communicate directly with your teacher.

For help and a step-by-step guide on Live@Lund click on the Help button on the homepage, and then select Students.

If you experience problems or have questions related to Live@Lund, please contact Helena Falk helena.falk@sam.lu.se at Graduate School or the LU IT helpdesk.

Email: servicedesk@lu.se
Tel.: +46 (0)46 222 90 00
Access & accounts

Student Account

Your student account consists of your user ID, your password and your student email address. You can use your user ID and password to access a number of electronic services and resources that the University offers its students.

Please note that it is the student's own responsibility to make sure that his/her email works!

If you have a problem with your student account, contact the support team directly.

Address:
Stora Algatan 4.

Visiting hours: Mon–Fri 16–19.

Email: support@student.lu.se

LU Student Card

As a student you are entitled to a personal access card. The card will have several functions:

* ID card within Lund University
* access card to all premises relevant to your education/position
* eventually, library card for all the University libraries

To obtain an access card, contact one of the University’s card stations in Lund, Helsingborg or Malmö. Every access card takes a maximum of 90 seconds to produce and the stations have generous opening hours.

Web: www.lunduniversity.lu.se/current-students/new-students/lu-access-card

Copying, Scanning & Printing

In order to get access to printer, scanner, and also copy machines, you need to have a printing account. With one printing account you will have access to a printer in almost all of the libraries and buildings at Lund University. You can deposit money into your printing account and it will be deducted automatically when you use copying machines and printers, but scanning files is free.

For more information on how to create and how to use your printing account please consult their site:

Web: www.ub.lu.se/en/services/copying-scanning-printing

Computer Facilities

At the Social Science Faculty Library there are a number of computer rooms that are open for students enrolled in the Master's programmes. To use the computers and/or the internet you must log in with your user ID.

Some of the departments offer computers that can be used by students. Contact departments for more information.

Important!

We very strongly suggest you connect your personal email address to the email account you are given as part of your student account, to make sure you promptly get information we mail to you!

Student portal

The Lund University Student Portal is where you can access the LADOK database to view your academic results, print LADOK certificates or transcripts of records, change your personal contact information and more.

Web & login: www.student.lu.se/uPortal/f/welcome/
Wireless Internet Connection

Within the Campus area you have access to wireless internet connection at the following places: The Library of Social and Behavioural Sciences, the Centre for Gender Studies, Department of Sociology of Law, Department of Political Science, Department of Psychology (in the basement), Department of Sociology and in the building Gamla Kirurgen where Graduate School is located.

Web: tinyurl.com/LUwirelessinternet

Look for “Eduroam” or “LU Weblogon” in your wifi setup and log on with your LU identity and password.

IT services and support

Lund University offers a number of electronic services and resources to facilitate your work as a student. Use your student account to log in to the Student Portal and access many of these services.

Your student account gives you access to a number of electronic services, including computers, internet, your student email and different types of software. You can access many of these services through the Student Portal.

Please contact LU ServiceDesk if you experience any IT-related problems. You can contact LU ServiceDesk through the self-service portal, phone or email (there is no walk-in desk available). The self-service portal also provides the latest operating information, as well as user guides for the majority of Lund University’s systems.

Web: www.student.lu.se (Student portal)
Web: luservicedesk.service-now.com/support_en (Service desk web)
Email: servicedesk@lu.se
Tel.: +46 (0)46 222 90 00

Career Services

Lund University Student Services

All students at Lund University can register with the Careers Services’ career portal MyCareer through which more than 1,000 companies and organisations advertise their jobs, internships, thesis projects and postdoctoral positions to Lund University students.

Web: mycareer.lu.se

The Careers Service runs seminars regularly in English on how to apply for jobs in Sweden and abroad, on writing applications and CVs and preparing for interviews. From time to time, guest speakers are invited to talk about different career opportunities. Find upcoming events in the MyCareer job portal (Swedish and English).

Web: mycareer.lu.se/events (Mycareer events list)

The Careers Service also provides assistance and guidance in finding internships abroad. Getting international work experience within your area of study is enriching. There are several ways to find internships and funding, one of them being through Erasmus. Find internship positions abroad through the MyCareer job portal.

Address: St Algatan 4
Web: www.lunduniversity.lu.se/current-students/careers-service
Email: career@er.lu.se
Tel.: +46 (0)46 222 01 00

Students at the Faculty of Social Sciences looking for career guidance are also welcome to refer to the S’career pages – the faculty’s own webpages for career questions. These pages give you different perspectives and tools in order to guide you into the labour market, how to apply for a job, write a resume, how to use self-assessment in your career choice, enabling networking, the importance of voluntary work and traineeship, how to be innovative and how to start up your own company or project.

Web: www.sam.lu.se/en/s’career
Start a business or project

The University has an extensive support system for you who wish to start a business or project. The support system provides guidance, education, networking opportunities, office space and more. You can find more information on their webpage.

Web: tinyurl.com/LUstartbusiness

**VentureLab** is intended for Lund University students or recent graduates with business ideas. It doesn't matter what you study or how far you have come in your studies; neither does it matter what your idea is, be it a new service, product or social innovation.

Since it was set up in 2001, VentureLab has helped hundreds of student businesses from idea to reality by offering:

* free and confidential guidance,
* inspirational lectures, events and workshops
* free office space for student businesses for up to a year.

Web: www.venturelab.lu.se/en/

The **Sten K. Johnson Centre for Entrepreneurship** is located at Lund University, offering action based courses and programmes about, in, or for Entrepreneurship.

The centre provides a wide range of courses for students from all fields of study. The courses are in Swedish or English and you can study them as part of a study programme or as freestanding courses.

Web: www.entrepreneur.lu.se/en/

---

Pedagogical Support

**Students with disabilities**

If you have a disability, for example dyslexia, a visual impairment or ADHD, and would like to study at Lund University, we can provide you with support during your studies. The University’s **Disability Support Services** have a webpage with lots of information – below is a summary.

The first thing you need to do is to contact the Accessibility Officer for the Faculty of Social Sciences to find out what kind of support you can get and how to apply for it. In order to receive support, you must have a certificate stating that your disability is long-term or permanent. We ask that you get in touch well before you begin your studies so that we can provide you with the best help possible.

At Lund University we offer the following forms of learning support:

* Note-taking
* Special arrangements for exams
* Study skills tuition
* Talking books
* Study support mentor

You will discuss with your Accessibility Officer what forms of learning support are appropriate for you, once you have filled in the application for support. When we have received your application we will, if necessary, contact you for a meeting in person, or over the phone. If you are studying stand-alone courses, you will need to apply for support each term. You are always welcome to book an appointment with your coordinator if you have questions pertaining to your application.

If you have a hearing impairment and require sign language interpretation it can be difficult to find qualified education interpreters, because there are only a limited number of interpreters in Sweden who are able to interpret into multiple sign languages. Contact the Accessibility Officer well in advance so that we can establish whether it is possible to arrange interpretation into your native language.

In order to receive personal assistance, you must have a Swedish personal identity number. For more information, please contact the City of Lund and ask about ‘LSS’ (Act concerning Support and Service for Persons with Certain Functional Impairments).
If you have any questions, please contact the Accessibility Officer.

Web: tinyurl.com/LUstuddisabilities (General information)
Web: www.nais.uhr.se (application form for learning support)
Web: https://www.lund.se/en/ (City of Lund)
Email: christel.berg@stu.lu.se (Christel Berg, Accessibility Officer)
Tel.: +46 (0)46 222 34 90

City services can in certain circumstances provide access to transport services to and from lectures and in your free time. For more information, please contact the City of Lund and ask about community transport (“färdtjänst”).

Web: tinyurl.com/LUkommunfardtjanst (Swedish only unfortunately)

If you have special accommodation needs, please contact AF Bostäder, who manage a small number of adapted residences for people with disabilities in Lund.

Web: www.afbostader.se/en/

---

### Student Health (＆ fitness)

#### Emergencies

In case of emergency, dial 112 and state whether you need the fire department, police or an ambulance. The operator will connect you at once. Do not panic, speak slowly and clearly and give your name, address and phone number (English will be understood).

#### Student Health Counselling

The Student Health Centre offers counselling to Lund University students. It works primarily with psychological problems that affect your ability to study, such as stress, worry, anxiety, depression, transitional issues and/or academic difficulties. Among the different areas of work, there is a psychosomatic division which is specialised in examination and treatment. There is also conversational therapy, advice, problem-solving or short time therapy. It is a complement to the other clinics in Lund where you seek traditional healthcare.

You book a time at the Student Health Centre by visiting their webpage – there is usually a 1-2 week waiting time and you will then attend an information meeting for about 30-40 minutes where your difficulties and needs are discussed and it is decided whether you need regular contact. If you cannot wait for a booked appointment, you can always try their drop-in – see their webpage for the next scheduled drop-in hours.

A visit costs 60 SEK for Swedish/EU students and is free for fee-paying (international) students.

All information shared by you with their staff is held in the strictest confidence and is not communicated to anyone without your permission, except in the rare instance of a life-threatening situation.

The Student Health Centre also publishes a series of self-help brochures on topics such as exam anxiety, stress management, how to sleep better, intercultural adjustment etc – see their webpage for more details. They also offer a variety of seminars, courses and workshops on topics such as stress, procrastination, cultural adjustment etc.

Remember that it is always ok to seek help! There is a lot of unnecessary shame around personal matters such as stress or depression but these are problems that do not go away by themselves. The first step to solving them is seeking help. If you are unsure exactly where to turn, contact the Student Health Centre to start with and they will point you in the right direction. If you or your friend cannot wait to get an

---

Outside of Lund University: Fontänhuset

Fontänhuset (The Fountain House) is a community resource open both to the general public and Lund University students alike. Although not affiliated with Lund University, Fontänhuset welcomes students who struggle with stress and/or mental health issues and seeks to offer students the support they need to complete their studies successfully.

Web: lundsfontanhus.se
appointment and the problem is severe (there is a risk of self-harm/suicide) always contact the emergency services by calling 112.

Address:
Paradisgatan 5B.
Web: tinyurl.com/LU-studhealth
Event timetable: tinyurl.com/LUstudhealthevents
Tel.: +46 (0)46 222 43 77

General Medical Issues
To see a doctor or nurse regarding general medical issues, you should contact a public or private health centre (Vårdcentral). You can choose which health centre you wish to go to in Lund. If you live in Malmö or Helsingborg you should contact a health centre there.

The St Lars Health Centre in Lund cooperates with Student Health to provide students with a health service for general medical issues. All staff speaks English and can help international students with their general medical concerns.

Web: vard.skane.se/vardcentraler/sankt-lars

Always bring your ID card and if you don't have a Swedish social security number, also bring your Admission letter/Letter of Acceptance and proof of insurance.

Medical Insurance
All incoming students at Lund University are covered by either Student IN or FAS+, which you can read more on a dedicated web page, see below – also see pages 5 & 6 in this booklet. Very specific definitions apply. Please get in touch with your department if something happens.

Web: tinyurl.com/LUmedinsurance (info on medical insurance)

Free medical advice 1177
You can also call the free Medical Advice telephone service (Sjukvårdsrådgivningen), 24 hours a day, seven days a week. Call 1177 to get:

* medical advice from a registered nurse,
* advice on how to take care of yourself, or
* information on where you can go if your condition calls for care by a physician.

Sexual Health
Sexually transmitted infections
You can get tested for sexually transmitted infections (STIs) such as chlamydia, gonorrhoea, syphilis or HIV free of charge in Sweden. The Lund STI Clinic (STI-mottagningen) is located at the University Hospital “Hudhuset” building at Lasarettsgatan 15. This is near the main University Library. To book an appointment, call 046 17 11 65 from Monday – Friday 9:00-12:00 and 13.30-16.00. When you call there is a long Swedish message, followed by information in English. You can also get tested for chlamydia at the Student Health service in Lund. To book an appointment call 046 222 43 77 and press 2.

Birth control pills
To get a prescription for birth control pills, you will need to see a midwife (‘barnmorska’). You can find more information on their site (Note that this link takes you to a Region Skåne webpage that is in Swedish, but by typing Lund into the search function and selecting ‘Barnmorskmottagning’ in the box with the drop down options you should reach a list of midwives in Lund.)

Web: vard.skane.se

The “morning after” pill
The “morning after pill” is available over the counter from a pharmacy (apotek). This pill can be taken within 72 hours of unprotected sex in order to prevent pregnancy, although it does not protect against any STIs.
Projekt Sex and LGBTQ Students Lund

Projekt Sex (P6) and LGBTQ Students Lund is an independent student organisation that works with STI, HIV and pregnancy prevention as well as sex and relationship questions among students in Lund. Their goal is to raise consciousness and encourage responsible sexual behaviour among students. You can get free condoms and information about sexual health from them.

Address:
AF-building, 4th floor, Lund
Visiting hours: Tue–Fri: 11-13.30 & 14-16.00
Web: projekt6.se
Email: p6@projekt6.se or hbtqstudenterna.lund@gmail.com
Tel.: +46 (0)46 13 63 63

University Gym and Fitness Centre

For sports enthusiasts there are plenty of opportunities to join local sports clubs or participate in social sports activities through the ‘nations’. Within and around Lund, there are a range of sporting and exercise facilities, including swimming pools, tennis courts, climbing centres, sports fields, arenas and even Gerdahallen, Scandinavia’s largest student fitness centre! Gerdahallen offers student discounts on memberships and has generous opening hours.

Address:
Gerdahallen
Helgonavägen 8
223 62 Lund
Web: www.gerdahallen.lu.se/in-english.aspx
Tel.: +46 (0)46 222 96 49

Student Organisations

Studentlund

Studentlund is the whole of student life gathered in one membership. Studentlund consists of the nations, the Academic Society and the student unions. When you become a member of Studentlund you get access to a social community and cultural events. You also get the opportunity to influence your education, establish contacts with the labor market, access housing queues and more.

Web: www.studentlund.se

The Academic Society

The Academic Society (Akademiska Föreningen or AF) organises a number of events and student activities including “studentafton” (evening interviews with high profile guests), the student radio station 99.1MHz (Scandinavia’s largest student radio station), the student TV channel “STEVE” (Sweden’s first student TV channel), student theatre, costume hire, “Spex” comedy musicals, lectures, debates, art and cultural events and AF Bostäder accommodation.

Web: www.af.lu.se/en-home

The Association of Foreign Affairs in Lund

The Association of Foreign Affairs (abbreviated UPF after its Swedish name, Utrikespolitiska föreningen) was founded on February 8th, 1935 to promote the dissemination of information on international issues and encourage debate on foreign policy. The core activities of the Association have remained the same: current foreign political issues have been debated in lectures, seminars, discussion nights and study circles. Members have visited foreign countries, made study trips within Sweden, and hosted parties and formal dinners. Since 1935, almost all Swedish Foreign Ministers have given lectures for the association.

Web: upflund.se/

LUPEF – Lunds Universitets Politiska och Ekonomiska Förening

LUPEF stands for Lund University's Political and Economic Association. It is a non-political and non-religious association. The association is non-profit and is for all students with an interest in politics, economics and social discussion.

Web: www.lupef.se (information in Swedish)
Student Union

The student unions handle politics and student rights and are active in contributing to the way in which the University is run. A student union aims to look after the interests of students and is completely run by students. The student unions represent their members towards important authorities, and acts to improve educational quality.

During your studies at the Faculty of Social Sciences at Lund University Samhällsvetarkåren is your union. We work with educational matters, social activities and labour market connections. The union could help you if you have any problems or questions regarding your education.

It is easy to get involved with the Union as a student, no previous experience is needed. If you have an interest in educational matters or want to represent your fellow students and improve or change your education it’s us that you turn to. If you are interested in working with events such as pub nights, “sittningar” or larger events such as Tandem you could get involved in one of our project groups. If you like to network and work with labour market questions you could join the labour market committee that, for example, organises the International Day. Do you have any good ideas about what the union should do you are welcome to contact us and try out your ideas. Follow our Facebook page to get updates about our regular and larger events.

You become a member in the union through www.studentlund.se. We are located in the centre of the Paradis area (Paradisgatan 5S, next to Eden and Lexis). You are always welcome if you need any help or want to get involved in the union, or if you just want a cup of coffee!

Address:
Samhällsvetarkåren vid Lunds universitet
Samvetet, Paradisgatan 5:S
SE-223 50 LUND
Opening hours: Monday – Thursday, 13:16
Web: www.samvetet.org
**Pluto**

Pluto, the international section of the Student Union of Social Sciences, was formed in 2012 as an organisation representing students in the international and interdisciplinary programmes at the faculty of Social Sciences. You can find them on Facebook or contact them through email.

Facebook: tinyurl.com/sectionpluto
Email: plutosection@samvetet.lu.se

What is Pluto? What do we do and how can we help you?

Pluto works under the Social Science Union at Lund university. We represent the interdisciplinary programmes in the faculty. Pluto creates a forum in which we promote and discuss educational matters regarding the interdisciplinary programmes. We make sure these programmes are well represented in the union and not forgotten in the planning of events and general coordination of student activities.

Since the positioning of social scientists graduated from an interdisciplinary programme is rather unclear both for the graduates and the labour market, Pluto hosts workshops and events such as the internship lunch to enhance the connection of the represented students to the labour market.

We want to see more interaction and cooperation between interdisciplinary programmes. For this reason, we also host social activities to create networks across programmes.

Do you have an idea for a project or an event with your fellow students? You can apply for funding and get help from Pluto!

Programmes we represent:

* BSc in Development Studies
* M.Sc. in Development Studies
* M.Sc. in Global Studies
* M.Sc. in Social Studies of Gender
* Lund University Master in International Development and Management

**Student “Nations”**

What is a student nation? To borrow from Wikipedia, “Student nations or simply nations (Latin: natio meaning ‘being born’) are regional corporations of students at a university. Once widespread across Europe in medieval times, they are now largely restricted to the older universities of Sweden and Finland”. The Lund student nations are thus highly unusual in the tertiary education world, and they offer a lot of different activities that you can attend if you are a member of Studentlund. From sports to movie and game nights to cafés and affordable brunches – there is something for everyone. They are a great way to meet people from other departments and faculties, both Swedish and international, and make up a big part of students' social life in Lund.

Below you can read more about most of Lund's nations and their activities – authored by nation representatives.

Web: www.studentlund.se/nationer/

**Blekingska Nation**

If you’re feeling sporty, Blekingska has a floorball team that gets together every Thursday for practice. If you’re more theoretically inclined, you can come to the nation every second Tuesday to visit our study café: Café Frasse! Every Friday at 7 you can listen to Radio Blekingska at Radio AF. Our nation paper, Herulens Hærold, is printed every second week and offers a wide array of content. The nation choir rehearses every Tuesday at Wermlands.

**Göteborgs Nation**

Gothenburg nation is one of the largest student organizations in Lund with 1700 members, 400 student volunteers and 3 full-time employees. The nations function is to organize social events for students at Lund university including everything from lunches, brunches, pubs and nightclubs. Besides that, the nation also organizes larger cultural events and physical activities.

**Hallands Nation**

At Hallands Nation, there are a lot of non-alcoholic events that you can take part in! We have a very active athletic committee that arranges a lot of try-out events, everything from yoga to water polo is possible. Every week there is also a more regular schedule where we arrange soccer, for example. We also have another committee called
NATU that has arranged sushi nights and karaoke evenings during this term among other things. Like our Facebook page for more information!

**Helsingkrona Nation**

At Helsingkrona you can find a range of fun activities! Join our volleyball team or the handball team where you can show off your mad skills with the ball. Our football club has both a women’s and a men’s team that always want new members to join. If sports aren’t your most favourite thing, Helsingkrona has a NATU-foreman who arranges activities for Helsingkrona’s members ranging from game nights to spray-painting classes!

**Kalmar Nation**

At Kalmar Nation, we are proud of our line-up of alcohol free activities. Firstly, we have game nights once a month where we get together, have a cup of coffee and enjoy both video- and board games. We also have our Swedish Café, where non-Swedish speakers can meet up to practice their Swedish by talking to native Swedes and each other. Finally, we also have the only English speaking “spex” (student theatre) in Lund, where everyone is welcome to participate, be it as actors, singers, musicians or craftspeople.

**Kristianstads Nation**

Kristianstads Nation offers a brunch, lunch, and the possibility to join our bakery on a weekly basis. Bring your friends to visit Night Café Mau and enjoy awesome midnight snacks. We also arrange several events which are all about having fun! Try activities like ice skating, yoga, paintball, water balloon fights and game nights. On site we also have a beach volleyball field, a hot pool, and a sauna that we use frequently! At Kristianstads Nation you are guaranteed to have a good time!

**Lunds Nation**

As Lund’s biggest nation, we have the most to offer in terms of events for the student. We host lunch every weekday and brunch on the weekends, as well as our newly opened Study Café. All of this at our Penthouse, located on the 6th floor with a great view of Lund. We also have the most sports of any nation, anything from football to volleyball and badminton. In total we host 11 non-alcohol related events in an average week.

**Malmö Nation**

Malmö Nation is located at the very heart of Lund and has the Botanical garden as its next door neighbour. With accommodation for up to around 300 students and with a variety of activities almost every day, Malmö Nation is to say the least, a very lively nation. “Puben”, Malmö Nations common room on Östra Välgatan 51, is the perfect place for you to have lunch every weekday, grab a complementary cup of coffee with your friends or is just a calm place to study – all day, every weekday. Book a table to our delicious Saturday brunch, grab a burger on our after school Easy Levin on Friday or why not taste our three course gourmet dinner, Upper East, on Saturday evening. Visit our facebook page for a full weekly schedule and for other big events through out the year!

**Smålands Nation**

Smålands Nation is the only vegan, socialist and feminist nation in Lund. Every week we provide you with the best pubs and clubs on Wednesday and Saturday nights. Here you will find everything from jazz nights with live bands to techno and more relaxing activities like videogames/boardgame nights. If you want to broaden your mind we often have different lectures on various subjects from neo-liberalism to workshops in lactofermentation. Every Sunday we welcome you to Kalles Kafe, where you get a filling lunch for just 25 kr and maybe even dessert if you want to treat yourself!

**Sydskånska Nationen**

Sydskånska Nationen offers a wide range of activities. Every Tuesday, we host Afternoon Teasdag [sic!] : a café where we serve scones, sandwiches and tea in a relaxed atmosphere. On Sundays we host Café Matiné: we serve vegetarian dinner and show movies on a big screen! We also engage in physical activities such as football, ice-skating or paintball, and organise gaming nights and clothes-swap cafés. Check out our Facebook page for updates on what’s happening at Sydskånska Nationen!
Västgöta Nation

At Västgöta Nation we have something for everybody. Through our Facebook group “Idrott – Västgöta Nation” you can get information about current sporting events and get-togethers. In addition to sports, NATU (our committee for non-alcoholic activities) has recently been on a climbing trip, has had dance classes, gone hiking and canoeing and arranged baking and cooking classes. Additionally, we see ourselves as a big food-nation! Here you can enjoy great and cheap brunches and lunches, luxurious restaurants and homemade pizzas. Follow us on Facebook for more information!

Wermlands Nation

Wermlands Nation offers a wide range of activities for you! Every Saturday we have a brunch which you can visit or work at if you want to. Our environmental committee arranges events such as bike trips, movie nights, and has recently started an own garden where you can try out your green thumb. If you are interested in sports, Wermlands has different events every term: lately we have offered yoga and salsa dancing. Make sure you like our Facebook-page so you don’t miss out on any activities!
Academic Environment

Introduction
You may find that the educational system at Lund University is different from what you are used to. Adjusting to the new academic environment will be part of the challenge of your study programme. The Swedish educational tradition gives the student a lot of responsibility and initiative in an environment where you are expected to work independently. A large part of the learning process takes place outside the classroom through independent study and discussion of the course material in groups. Class hours vary from course to course. Students at Lund University are trained to efficiently assess large amounts of information with study techniques taught in the classroom, through workshops and by academic advisors.

Teaching and students’ commitment to learn is taken extremely seriously but there is often a relatively informal relationship between the teacher and students. Attendance at lectures is required but students are also expected to work independently and develop an in-depth knowledge of their subject through independent study. As such, there is a strong emphasis on self-study and individual research. This requires self-discipline, planning, and initiative but it also gives you the opportunity to follow your own interests. The teaching methods used focus on the critical analysis of the course content with the use of real case studies wherever possible. There is often an emphasis on group work.

If you feel insecure and are in need of help with structuring and planning your studies, please contact the academic advisor.

Education at Lund University is closely aligned to current research, often drawing on the interdisciplinary research approach that has helped secure Lund University’s place as Sweden’s strongest research university.
Academic Year and Departmental Calendars

The official academic year at Lund University is divided into two terms (autumn and spring), each lasting 20 weeks.

Term dates at Lund University

Autumn term 2017: begins August 28 and ends January 14, 2018
Winter break: December 22 to January 6
Spring term 2018: begins January 15 and ends June 3, 2018

Please see the Lund University official calendar for more information.

Web: www.lunduniversity.lu.se/academic-calendar

Individual departments publish information about upcoming activities, such as conferences, seminars and PhD dissertations on their websites. Please make it a habit to frequent your departmental website for up-to-date information.

Lund University also publishes information about major events held at the University. Please note that the information is in Swedish.

Web: www.lu.se/events

Grade Assessment

The assessment can take various forms and can for instance be in the form of exams, written essays (individual or in a group), oral presentations, reflection papers or participation in workshops.

Grading scale and credits

Grades awarded are A, B, C, D, E or Fail. The highest grade is A and the lowest passing grade is E. The grade for a non-passing result is Fail (in Swedish U – Underkänd).

The student's performance is assessed with reference to the learning outcomes of the course. The learning outcomes can be found in the course syllabus.

For the grade of E the student must show acceptable results. For the grade of D the student must show satisfactory results. For the grade of C the student must show good results. For the grade of B the student must show very good results. For the grade of A the student must show excellent results. For the grade of Fail (“U”) the student must have shown unacceptable results.

Course sub-components (e.g. conversation practice, study visits, group exercises) are exempt from the grading scale above. The grades awarded for such components are Pass or Fail. For the grade of Pass the student must show acceptable results. For the grade of Fail the student must have shown unacceptable results.

At the start of the course, students are informed about the learning outcomes stated in the syllabus and about the grading scale and how it is applied in the course.

Please note that while the grading characters and scaling (i.e., A-E) may look similar to other higher education contexts, assigned values do not necessarily correspond with those other systems. A “D”, for instance, is considered a solid pass in Sweden, unlike some countries where the same letter may imply a lamentably poor result. This is important to keep in mind when considering your course grades.
Examination opportunities and feedback

During the course you will be offered an examination opportunity and a re-examination opportunity some 3-4 weeks after the first opportunity (for some courses there will additionally be a re-examination opportunity in mid-August). If you need to do a re-examination, please contact the course coordinator in question for information about when and how. For the master's thesis course, the main examination seminar is at the end of May/beginning of June, with a supplementary re-examination opportunity in August, and another re-examination opportunity in January.

In conjunction with the publication of grades, a review of the exam shall be provided. The review should preferably take place orally. (List of Rights for students at Lund University, 5 juni 2013, REG No SU 2013/44, §5.8)

As a student at Lund University you are not formally entitled to written feedback from the examiner. However, at the Graduate School we encourage our examiners at the master's thesis courses nevertheless to provide written feedback.

It may take up to a maximum of 15 working days before the result is formally reported in the official LADOK grading system.

Grade review

Grades are awarded by the examiner after careful assessment. In the Swedish tertiary education system the examiner's decision cannot be appealed. However, there are provisions for the correction and reassessment of decisions in the Swedish Administrative Procedure Act and Higher Education Ordinance. Pursuant to Chapter 6, Section 24 of the Higher Education Ordinance, the examiner is to change the grade if:

* the decision is obviously incorrect, and
* the decision can be changed quickly and easily, and
* it does not involve a lowering of the grade.

The first condition – that the decision is obviously incorrect – means that the examiner does not need to conduct any thorough scrutiny of the previously established grading decision, unless there is a special reason to do so.

The second condition – that the review can be performed quickly and easily – means that there is generally no obligation to review the decision if it requires further investigation of the matter.

Requests for grade review should be submitted in writing, where you specify anything that is obviously incorrect. The examiner will review your request and make a decision.

Students, then, cannot appeal a decision on grading, but can request that a grading decision be reconsidered. (List of Rights for students at Lund University, 5 juni 2013, REG No SU 2013/44)

Decision on correction or alteration of a grade shall be taken by an examiner (Chapter 6 Section 23-24, Higher Education Ordinance (HEO)).

However, regulations regarding the rectification and retesting can be found in the decision of the Higher Education Ordinance (HEO 6:23-24). Before a grading decision will be reported in some form, for instance published in LADOK or in an official transcript, which will be sent to the student, or published on the course page, or published on a list that is handed out, etc., the examiner is free to change the grade. In order to change the decision of a grade thereafter, a juridical justification is required, which can be based on regulations in the Higher Education Ordinance, the administration act, jurisprudence or juridical literature.

Regarding the Higher Education Ordinance (2006:1053), the following applies:

6 Ch. Section 23 A decision with regards to 26§ administration act (1986:223) concerning the correction of typing errors, calculation errors or similar oversight in the case of a rating can be taken by an examiner

6 Ch. Section 24 If an examiner concludes that a decision on a grade is obviously incorrect because of new circumstances or the decision is obviously incorrect for any other reason, he or she may change the decision if this can be done quickly and easily and if it does involve lowering the grade.

6 Ch. Section 23 Higher Education Ordinance in reference to the Administrative Procedure Act Section 26: A decision that contains a manifest error in writing, calculation or any other similar oversight by the authority or someone else may be corrected by the authority, which made the decision. Before a correction takes place the authority shall give the parties an opportunity to express themselves on the issue, provided that the matter concerns the exercise of public power in relation to someone and the measure is not unnecessary (Act (1990:466)).

Regarding Chapter 6 Section 24, if new circumstances have occurred or the examiner has realised that the grade awarded was obviously incorrect for some other reason, the grade should be changed quickly and easily and without the grade being lowered. It is the decision of the examiner whether or not a reconsideration of the grade should be made. Unless the examiner finds new facts or realises that the grade awarded was obviously incorrect, the examiner does not need to reconsider the grade. In general,
there is no obligation to review a decision of a grade, nor to further investigation. (Förvaltningslagen 1986:223§27, prop. 1985/86:80§27–28).

**Change of grade from pass to fail**

If a student has received a passing grade, the grade should never be changed to a Fail on the request of the student. A passing grade should be seen as a positive decision by the authority, and a change as a negative decision. Therefore the grade should not be changed, since a positive decision should not be altered (Rättssäker examination, andra omarbetade upplagan, 2008: 36R, p.68).

If a student has received a passing grade, even though the student should have received a Fail, the decision is a positive decision and cannot be changed without the consent of the student.

In certain cases it may be possible to change an already rendered decision to the disadvantage of a student, e.g., if the student has cheated or when the academic examiner comes to the conclusion that the student has obtained the erroneous ratings decision by misleading information (prop. 1985/86 80 p.39). Before such a decision is rendered, the student shall have the possibility to comment on the situation. Furthermore, there are various other circumstances that may justify the change of a grade in preference for the student. It is crucial that equivalent cases are indeed graded equivalently (Rättssäker examination, andra omarbetade upplagan, 2008: 36R, p.67).

**Limitation of the right to request a change of a grade**

Students do not automatically lose their right to request a change of a grading decision, and there should thus not be set a delimitation to that effect. However, it can be difficult to ask for a reconsideration of the grade, if the decision has been made some considerable time earlier. It is recommended that a student does not wait too long to ask for a reconsideration, even though he or she does not in fact lose the right to ask for one (Rättssäker examination, andra omarbetade upplagan, 2008: 36R, p.68f.)

---

**Academic Writing and Plagiarism**

Academic honesty means that you as an author are responsible for your work and that you must be able to support the statements you make. Likewise, citation and referencing must be done correctly and it is never allowed to copy, fabricate or manipulate your data. This means that everything you hand in has to be made and written by you and nobody else. If that is not the case you can be accused of plagiarism, a serious offence. The penalties for plagiarism at LU are for example suspension between 2 weeks and 6 months.

If you copy, paraphrase or translate materials from websites, or library or other sources in your written assignments or thesis without giving full and proper credit to the original author(s), you are committing plagiarism. Accusations concerning plagiarism are taken very seriously and the consequences for your academic career and professional future may be disastrous, involving not only the loss of credit for courses in which the offence occurred, but even suspension for a certain time from your degree programme, not to mention having to live with a lingering reputation for dishonesty. Submitting the work of others as if it were your own is unacceptable. Plagiarism must be understood and avoided at all costs.

Students should expect to have their papers checked for plagiarism electronically. Whenever you use the words or ideas of others, fair academic practice requires that you identify your sources fully and accurately. Simply mentioning an author’s work at the beginning of a paper does not mean that you are then free to copy or paraphrase from that work; specific references must be given each time you quote or paraphrase. The fair use of evidence from primary and secondary sources is the basis of academic discourse, and abuse of this fairness undermines the very nature of scholarly research. Although plagiarism is not always illegal (since copyright laws usually presume a financial motive), it is nevertheless a form of intellectual theft and fraud. By committing plagiarism you show disrespect for the fundamental values of the academic community.

If you find yourself in doubt about quotations or your use of sources, it is always a good idea to provide full information.

To learn more about LU policy about Academic honesty visit LUB's page on Academic conduct: tinyurl.com/LUacademichonesty

---

**Nb. The standard workload for Graduate School students is 30 credits per term, with a maximum of 45 credits per term. Full-time studies are one week's studies, which is equivalent to 40 hours/week including lectures, seminars and independent study. 1.5 credits are equivalent to one week of full time studies.**
**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 “List of Rights for Students and Lund University”, which was adopted by the University Board in June 2013. For an overview of your rights, please consult the following page

Web: tinyurl.com/LUstudentrights (list of student rights)

---

**Complaints involving studies or discrimination**

In Sweden, the role of the student unions is to ensure that your interests are represented at the university and they can bring forward any issues you may have to the University. They can mainly help with issues relating to your studies or learning environment. The student unions also have a collective organisation called “the Lund University Student Unions Association”. Here they have a student ombudsman whom you can contact. The student ombudsman helps to ensure that the University is fulfilling their legal obligation to ensure that students receive an education free from discrimination or unfair treatment. The student ombudsman will give advice and information on how to make your complaint or how to proceed based on your problem. You can find information on the recommended procedure to follow before meeting with the student ombudsman and the current student ombudsman’s contact information on the student ombudsman’s site.

Web: www.lus.lu.se

If you are dissatisfied with the help and processes provided through the above channels within the University or through the Student Unions and your complaint remains unresolved, you may then contact the Swedish Higher Education Authority. This is the governmental body which oversees and regulates higher education in Sweden. They are responsible for ensuring the high quality of education in Sweden as well as seeing to it that Swedish Higher Educational Institutions follow all laws and regulations.

For information on how to file a complaint with the Swedish Higher Education Authority, please see their website

Web: tinyurl.com/UHAcomplaints
**CONTACT INFORMATION**

**Office team**

1. **Milan Burke** (Programme Coordinator)  
   Tel. 046-222 48 83 | email: milan.burke@sam.lu.se  
   Visiting hours: through Live@Lund or by email (applying for courses, admission, introduction, graduation)

2. **Helena Falk** (Programme Coordinator)  
   Tel. 046-222 31 30 | email: helena.falk@sam.lu.se  
   Visiting hours: through Live@Lund or by email (internships, thesis, study advisor)

3. **Katie Ahlstedt** (Programme Coordinator)  
   Tel. 046-222 49 83 | email: katherine.anderson_ahlstedt@sam.lu.se  
   Visiting hours: through Live@Lund or by email (internships, thesis, study advisor)

4. **Mikael Sundström** (Director of Studies)  
   Tel. 046-2223004 | email: mikael.sundstrom@svet.lu.se | home page
   Email for appointments

5. **Shoshana Iten** (Programme Coordinator) (on leave)

**Programme Director team**

6. **Marta Kolankiewicz** (Programme Director, Social Studies of Gender)  
   Tel. 046-222 96 08 | email: marta.kolankiewicz@genus.lu.se | home page
   Email for appointments

7. **Karin Steen** (Programme Director, Development Studies)  
   Tel. 046-222 00 00 | email: karin.steen@lucsus.lu.se | home page
   Email for appointments

8. **Annika Bergman Rosamond** (Programme Director, Global Studies)  
   Tel. 046-222 44 02 | email: annika.bergman_rosamond@svet.lu.se | home page
   Email for appointments

9. **Chris Swader** (Methods Director)  
   Tel. 046-222 00 00 | email: christopher.swader@soc.lu.se | home page
   Email for appointments

**International Coordinator (international office)**

10. **Katarina Follin** (International coordinator)  
    Tel. 046-222 72 04 | email: katarina.follin@sam.lu.se  
    Visiting hours: Tuesday 11-12 am, or on request. Email for an appointment

---

**Your Graduate School team**

Here you find information about the core organising team. In addition, you will of course come in contact with a large number of teachers in your various courses. We also have student receptionists who can help you with certificates of registration and transcripts from LADOK. They can also answer general questions and questions about your student account. The student desk is open on Mondays 12-15.30 and Wednesdays 09-12, with extended opening hours (on Fridays) during the first period of the term.

Up-to-date information about Graduate School can be found on our website: graduateschool.sam.lu.se | General email address: master@sam.lu.se
There are three interdisciplinary master’s programmes within Graduate School: Development Studies, Global Studies and Social Studies of Gender (together referred to as the GDG programmes or simply Graduate School). These programmes cooperate with each other and have a joint administration within Graduate School.

For details about your studies at Graduate School, see graduateschool.sam.lu.se/education/information-about-your-studies

For details about all courses offered by Graduate School, see graduateschool.sam.lu.se/education/masters-courses

Programme Structure – an Overview

Our three masters programmes all have a similar structure and consist of a total of 120 Swedish credits (2 years).

The first term for all three programmes begins with a profile course (15 credits) introducing the students to the main themes and issues of the programme. This is followed by a course in research methods (15 credits).

The second term begins with a second profile course (15 credits) directly related to the main theme of the programme. Through the profile course students further increase their understanding and knowledge through a deeper comprehension of theories and current research. This is followed, in the second half of the second term, by two research methods (or theory of science) courses (each 7.5 credits).

The third term consists of optional courses to be taken at Lund University or any other recognised university in Sweden or abroad. The courses are chosen after approval of the programme coordinator, and enable students to tailor the programme to suit their particular interests. During this term you also have the option to go on exchange studies or to do an internship, abroad or in Sweden.

During the fourth and final term you complete the programme with a written thesis, which provides the opportunity to demonstrate mastery of theories, methods and argumentation.
Details – Term 1

Profile courses (15 credits)

The three programmes have their own distinct 15-credit courses that will introduce core concepts relating to the programme in question:

<table>
<thead>
<tr>
<th>Global Studies</th>
<th>Development Studies</th>
<th>Social Studies of Gender</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIMP17 Introduction to Global Studies</td>
<td>SIMP35 Theories and Issues in Development</td>
<td>SIMP25 Gender, Class, Ethnicity and Sexuality</td>
</tr>
</tbody>
</table>

N.b. Programme students can, space permitting, also study other programmes’ profile courses as electives in term three.

Methods course (15 credits)

All Graduate School programme students, as well as many students from other parts of the faculty, then proceed either to the SIMM41 – *Methods for research in the Social Sciences* course that introduces a wide range of methodological approaches and challenges or to the equivalent SOCN06 course (see below). At this point groups are intentionally mixed, i.e., you will work with students from beyond your own programme.

SIMP41, *Methods for Research in the Social Sciences*, provides an integrated introduction to the social sciences research process. This course is ideal for you if you have never taken any methods courses in the past, or if you have taken courses in qualitative methods but have a limited quantitative methods background. It covers blocks on research design, theory of science, qualitative (ethnography, textual analysis, interviews) and quantitative methods (basic principles, survey design, group comparison). This course provides a good overview of the research process and how the different parts connect to one another.

SOCN06, *Methods and Social Analysis*, is offered in partnership with the department of sociology, although it does not deal explicitly with sociological content but rather with general social scientific methods. The course is also entirely in English (only the online description is in Swedish). This course is ideal for students with a previous methods background, to include some basic quantitative analysis. Some background experience in basic statistics is important in order to allow you to benefit from this course. In terms of content, the course launches students on two parallel quantitative and qualitative tracks. Quantitatively, the course covers descriptive statistics, bivariate analysis, and especially focuses on multivariate linear regression. Qualitatively, the course covers interview methods, in particular the ‘active interview’, to include the coding and analysis of qualitative interview material. Students will hand in a final mixed methods project integrating qualitative and quantitative approaches to one research theme. This course allows students to expand on their existing knowledge in qualitative and quantitative methods while introducing some of the challenges of a mixed methods approach. This course is taught and coordinated by the Graduate School’s Methods Director.

As part of your arrival to the Graduate School, you will fill in a short questionnaire that will help us to place you in the course which is most ideal for you.

Supplemental Instruction (SI)

Graduate School has involved SI leaders in the profile courses since 2011. These sessions are offered during the first profile course and sometimes extend into other courses, depending on need. SI is a learning approach that was developed in the 1970s by teachers at the University of Missouri, USA, and is being used in numerous universities around the world. The main purpose of SI is that it offers an alternative or complement to teaching and supervision. It offers a study technique based on peer learning that leads to an increased understanding of the learning process, as well as the possibility to practice critical thinking and to formulate and solve problems within a certain subject. SI is based on an interactive and coherent approach to learning where SI leaders support first year students by asking questions that encourage them to come up with their own answers. In this sense, SI leaders are a sounding board even in regards to important social questions. SI sessions also offer new students social support by providing a relaxed and informal environment where students can get to know their classmates better. In short, SI is not only targeting students who might need additional support, but also students who wish to expand their understanding of certain topics together with other students.

We recruit our SI leaders from our pool of second year students who are staying in Lund during their third term, and who have proven to be strong students, shown leadership and have expressed interest in being part of this organisation. The final decision regarding the selection of SI leaders is made with input from the course coordinators who will be working closely with the student. These leaders are then trained by the central SI organisation at Lund University.

Sessions are not mandatory, but we strongly encourage students to participate. It is also possible to attend only one or a few of the sessions.

Scheduled activities will be announced on the course platform, and this year’s SI leaders will present themselves at the beginning of the course.

Web: [www.si-mentor.lth.se/english/what-is-si/](http://www.si-mentor.lth.se/english/what-is-si/) (more information about SI)
Details – Term 2

Profile courses (15 credits)
This term, too, starts off with a profile course relating to your programme focus:

Global Studies
* SIMP19 Globalisation, Conflict, Security and the State

Development Studies
* SIMP36 Historical Aspects of Development

Social Studies of Gender:
* SIMP26 Critical Feminist Perspectives in Social Theory

Elective methods courses (7.5 + 7.5 credits)
Graduate School offers a battery of elective courses to round off this term. You will be able to select two consecutive courses from the following planned set (the list may be revised):

Period 3 (March 20 – April 24)
* SIMM16 Quantitative Methods (7.5 credits)
* SIMM25 Fieldwork (7.5 credits)
* SIMM34 Digital Media Research
* SIMM23 Theory of Science
* SIMM30 Participatory Methods of Change and Development (7.5 credits)
* Social Studies of Gender students are additionally given the option of studying Feminist Methodologies (7.5 credits) at the Department of Gender Studies.

Period 4 (April 25 – June 3)
* SIMM32 Quantitative Methods: Multivariate Analysis (7.5 credits)
* SIMM27 Methods of Text and Discourse Analysis (7.5 credits)
* SIMM29 Evaluation Research: Theories and Methods (7.5 credits)
* SIMM35 Digital Ethnography

We cannot guarantee that you will be able to study your preferred courses as each course has a limited number of available slots, but will allow you to rank your preferences, and will try to prioritise accordingly. Information about this process will be offered early in the spring by means of an information meeting.

Information about the theory of science and research methods requirements
You need to have at least 30 credits of courses in research methods and/or theory of science. At least 15 credits must be in research methods (all Graduate School students will study SIMM41 or the equivalent SOCN06 course), while the remaining 15 credits can be any combination of (additional) research methods and/or theory of science.
Details – Term 3

The elective term comprises 30 credits and is the most flexible term in terms of offerings and options. You can mix and match courses in Lund, but also opt to study at acknowledged universities in Sweden and abroad. These courses do not have to be on advanced level but need to be relevant for your education. If you are unsure, you should contact the academic advisor in order to discuss the relevance for the programme and have the courses approved before you apply.

<table>
<thead>
<tr>
<th>Important!</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students who have a scholarship (SI or Erasmus Mundus) or pay tuition fees must come and talk to us before applying to courses at another Swedish or foreign university.</td>
</tr>
</tbody>
</table>

Graduate School offers certain elective courses which are relevant for our programme students. You can find more information about the courses offered at: graduateschool.sam.lu.se/node/95

Exchange studies
Should you be interested in studying abroad during the third term, you have the opportunity to apply for exchange studies through Lund University. Lund University has a large number of student exchange agreements with universities all over the world, and spending a term at a partner university is encouraged. In order to be eligible to go on an exchange you must have completed the first year of the programme (i.e., 60 credits).

Please refer to this website for more information about exchange studies: tinyurl.com/LUoutbound

You can also go abroad on your own as a free mover but you then have to organise everything and pay for tuition where this is required.

If you are planning to study abroad as a free mover or go on exchange studies, please contact the international coordinator at the faculty: katarina.follin@sam.lu.se beforehand, both regarding the courses you plan to take and the transfer of credits.

Internship
During the third term of the MSc in Development Studies, Global Studies and Social Studies of Gender you can go for an internship for either the entire duration of the term (30 credits) or for half a term (15 credits).

In order to be eligible to go on an internship you must have passed all mandatory courses during your first year as a programme student. This means you must have one year (60 credits) of coursework within your master programme, including profile courses for the programme amounting to 30 credits and 30 credits of research methods courses. If you feel unsure about your eligibility, please contact Graduate School's academic advisor.

Please see our website for more information about internships, links and testimonials: tinyurl.com/GSinternships
Details – Term 4

Master’s thesis

During your fourth term, you will write your master’s thesis. You are admitted to a programme with a major (see your Welcome letter), usually based on your undergraduate studies.

You will write your master’s thesis at the department which corresponds to the major in your Bachelor’s degree. In most cases it will be the same as in your degree, but in some cases it might fall under another department. As this is often confusing to students, please make sure you read through all material relating to the thesis process and attend the various information sessions.

During the third term you will be asked to submit a thesis proposal, and if you are in Lund, you will have the opportunity to attend a seminar at the programme level where you will receive comments on your proposal from programme directors and fellow students. Information about this will be circulated during your second term.

Your Master’s thesis term starts in January (at the start of term four). You will receive a supervisor at the department where you have your major.

The supervision at the departments within the faculty differs. You can expect a number of seminars in combination with a few individual sessions or only individual sessions with your supervisor. Each department has different rules how to organise supervision; please be sure to obtain this information from your department. It is different rules how to organise

### thesis preparation track

In the 2017/18 academic year, we will introduce a thesis preparation track, a coherent way to provide thesis-related information and skills well before the actual course starts. The track will be coordinated by Maria Hedlund, senior lecturer at the dept. of political science, and Maja Carlsson, our eminent contact librarian at the Library for Social and Behavioural Sciences. More info about this later!

### Deadline

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Issue</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>Thesis Proposal Draft</td>
<td>Applicants submit their thesis proposal drafts online</td>
</tr>
<tr>
<td>October/November</td>
<td>Draft Thesis Proposal Evaluation</td>
<td>Students will attend programme specific thesis seminars, where they will be given the opportunity to discuss and reflect on each other’s theses. Programme coordinators will give feedback on proposals</td>
</tr>
<tr>
<td>November</td>
<td>Final Thesis Proposal</td>
<td>Applicants submit their thesis proposal drafts online</td>
</tr>
<tr>
<td>Third week of January</td>
<td>Thesis course starts</td>
<td>Registration and information meeting; supervisors are assigned to students</td>
</tr>
<tr>
<td>Jan-March</td>
<td>Thesis course underway</td>
<td>Regular meetings with supervisor</td>
</tr>
<tr>
<td>End of March</td>
<td>Mid-term seminar</td>
<td>Students will attend programme specific thesis seminars, where they will be given the opportunity to discuss and reflect on each other’s theses. Programme coordinators will give feedback on theses</td>
</tr>
<tr>
<td>Mid-May</td>
<td>Notice</td>
<td>Supervisors give notice to Graduate School on which students are ready to present their theses</td>
</tr>
<tr>
<td>Third week of May</td>
<td>Master thesis hand-in deadline</td>
<td>Students hand in copies of the master thesis to Graduate School staff and publish it online</td>
</tr>
<tr>
<td>Fourth week of May/first week of June</td>
<td>Thesis defence</td>
<td>Student attend thesis seminars where they will have to defend their thesis and comment on fellow students papers</td>
</tr>
<tr>
<td>Second week of June</td>
<td>LUP deadline</td>
<td>Deadline for publish final version of thesis on LUP</td>
</tr>
<tr>
<td>Second week of June</td>
<td>Graduation Ceremony</td>
<td>Students who have successfully finished their programme will attend the Graduation Ceremony</td>
</tr>
<tr>
<td>July</td>
<td>Degree application</td>
<td>Students will apply for their degree by filling out an application for degree</td>
</tr>
<tr>
<td>First week of August</td>
<td>Re-examination notice</td>
<td>Students notify Graduate School staff whether they will present their theses at the re-examination seminars in August to the Study Advisor</td>
</tr>
<tr>
<td>Mid-August</td>
<td>Re-examination deadline</td>
<td>Re-examination deadline. The Master’s Thesis is published electronically, and hard copies is to be handed in to Graduate School</td>
</tr>
<tr>
<td>Fourth week of August</td>
<td>Thesis defence</td>
<td>Student attend thesis seminars where they will have to defend their thesis and comment on fellow students papers</td>
</tr>
<tr>
<td>First week of September</td>
<td>LUP deadline</td>
<td>Deadline for uploading theses in LUP</td>
</tr>
</tbody>
</table>

### Examinationopportunity #1

- **Thesis seminar**
- **Supervisors alert Graduate School about theses ready to be examined**
- **GS gathers and reports grades**

### Examination opportunity #2

- **Thesis seminar**
- **Supervisors alert Graduate School about theses ready to be examined**
- **GS gathers and reports grades**

### Graduation ceremony

At the end of your time here as a student at Graduate School, we invite you to celebrate your accomplishment alongside your classmates at the Faculty of Social Science’s Graduation Ceremony for Master Programmes, which is held in early June.
common that you meet with the supervisor in the beginning of the thesis work, to receive comments on the thesis proposal. This start-up session is usually followed by a follow-up session.

Please note that most departments and supervisors require that students are present in Lund during the thesis course. Absence, for instance due to fieldwork, must consequently always be in agreement with the supervisor.

You can expect to have up to three seminars at the department level during the thesis writing term. Some departments have no seminars, but instead offer more individual supervision. There will be a mandatory midterm seminar organised at the programme level, where you have the opportunity to receive comments on what you have written so far from your fellow students within the programme, and where you will comment the work of your fellow students.

Please note that you cannot be assigned a supervisor before the actual thesis course starts.

Web: tinyurl.com/LUGSthesisinfo (more information about the master thesis)

<table>
<thead>
<tr>
<th>DEPARTMENT(S)</th>
<th>MAJOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender studies</td>
<td>Gender Studies</td>
</tr>
<tr>
<td>Human Geography</td>
<td>Human Geography Development</td>
</tr>
<tr>
<td>Social Work</td>
<td>Social Work</td>
</tr>
<tr>
<td>Political Science</td>
<td>Political Science</td>
</tr>
<tr>
<td>Sociology</td>
<td>Sociology Social Anthropology</td>
</tr>
<tr>
<td>Sociology of Law</td>
<td>Sociology of Law</td>
</tr>
</tbody>
</table>