

Guide to LUX and SOL

CAMPUS OF THE JOINT FACULTIES OF HUMANITIES AND THEOLOGY



Welcome to LUX and SOL!

The Joint Faculties of Humanities and Theology (HT faculties) are mainly located in the two buildings, LUX and SOL. This brochure provides information about these buildings and practical guidance on various issues related to your studies.

You will find information about LUX on page 4 and about SOL on page 7. Information about your studies begins on page 11.

CONTACT DETAILS LUX

Visiting address	Postal address	Delivery address
Helgonavägen 3 223 62 LUND	Box 192 221 00 LUND	Helgonavägen 3 Entrance D 223 62 LUND

Website: www.ht.lu.se/en/lux

Reception, tel: 046–222 64 70

Emergency services address LUX: Helgonavägen 3

CONTACT DETAILS SOL

Visiting address	Postal address	Delivery address
Helgonabacken 12–14 223 62 LUND	Box 201 221 00 LUND	Finngatan 1 223 62 LUND

Website: www.ht.lu.se/en/sol

Reception, tel: 046–222 32 10

Emergency services address SOL: Sölvegatan 13A

CONTENTS

Finding your way around LUX.....	4
Finding your way around SOL.....	7
Student services and administration.....	11
About your studies.....	14
Guidance and support.....	16
Opportunity to influence.....	18
Good to know.....	19
In case of emergency.....	20

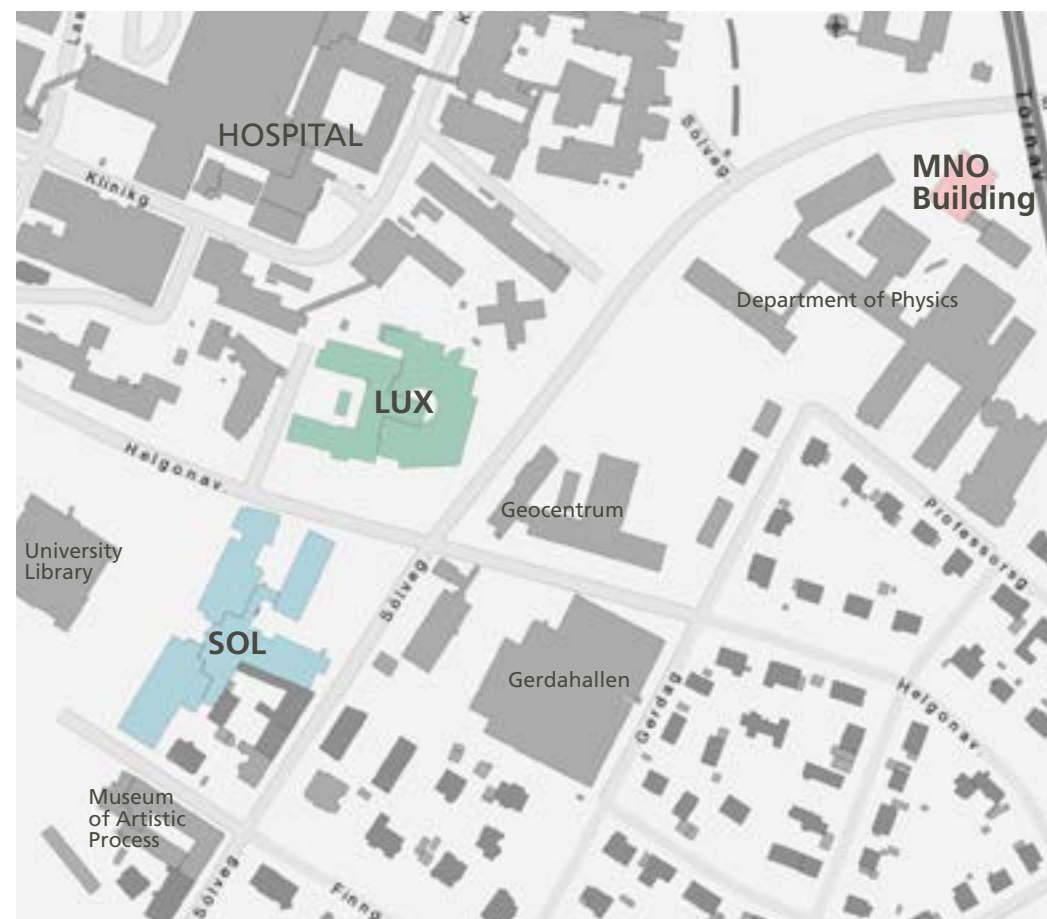
LUX AND SOL – CAMPUS OF THE JOINT FACULTIES OF HUMANITIES AND THEOLOGY

The Joint Faculties of Humanities and Theology conduct extensive and varied activities within research and education, divided into eight departments.

At LUX there are five: the Department of Archaeology and Ancient History, the Department of Philosophy, the Department of History, the Department of Arts and Cultural Sciences, and the Centre for Theology and Religious Studies.

At SOL, there is the Centre for Languages and Literature, and the Department of Communication and Media. The Department of Educational Sciences is located further up on Sölvegatan in the MNO Building, but the department's teaching is conducted at LUX and SOL.

When you study one of our subjects, you will probably attend lectures at both LUX and SOL. In both buildings there are libraries, reading areas, group rooms and other study areas that can be used by all students of the humanities and theology.



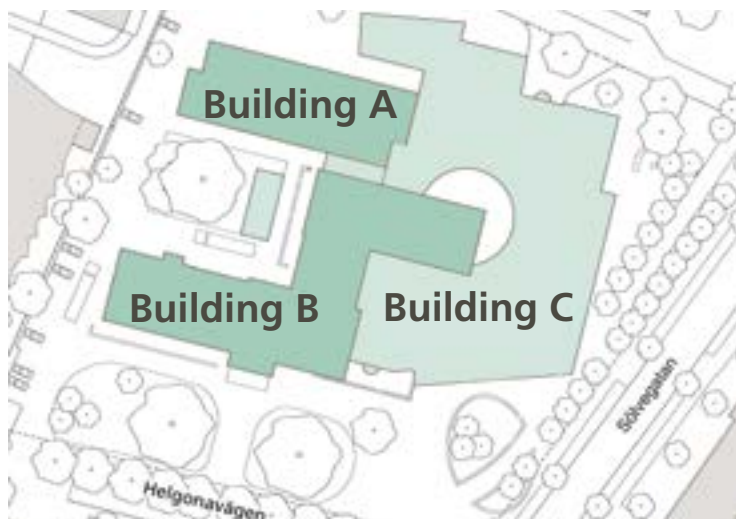
Finding your way around LUX

LUX

LUX consists of several different buildings, new and old, which are connected to each other and all have teaching premises. As a new student, it is not always easy to find what you are looking for, and you can always ask for help at the reception in the entrance hall. A few directions are provided below – you can also check the campus maps located in the entrance hall.

How to find the right room: the names of the lecture halls stated in your timetable say LUX + one letter + three digits, for example LUX:C126. C stands for Building C and 126 is the room number. If the room number begins with 0, it means that the room is located on the basement floor, 1 means ground floor, and 2 means one floor up, and so on.

- **Building A:** Here you will find the Department of Archaeology and Ancient History (floors 1 and 2) and the Department of History (floors 2, 3 and 4). There are also some teaching rooms and reading areas. The caretaker's office is located on the ground floor.
- **Building B:** The Centre for Theology and Religious Studies (CTR) is divided between floors 1, 2, 3 and 4, and the Department of Philosophy is on floors 4 and 5. The faculty office is housed on floors 2 and 3. In this building, there are also a number of lecture halls and group rooms, primarily on floors 1 and 2. On the basement floor, there is a student kitchenette equipped with microwave ovens for students who bring packed lunches from home.
- **Building C:** On the ground floor, there is the reception, Café LUX, LUX Library and the Humanities Lab. There is also a large auditorium that seats 244, and a number of lecture halls and group rooms. The Department of Cultural Sciences is located on floors 3 and 4. On the floor 2, you will find the IT Unit, as well as two computer rooms.



OPENING HOURS

Current opening hours for the LUX buildings during the semester are available at: www.ht.lu.se/en/the-faculties/our-buildings/lux. The opening hours may change, for example in connection with holidays and during the summer, in which case it will say on the website and by the building entrances.

ACCESSIBILITY

The south (A) and north (E) entrances connect to external tactile guide paths for visually impaired people. These, in turn, lead to internal guide paths. From these entrances, you have easy access to lifts and ramps which will take you to other areas at LUX. Hearing loops are available in the main auditorium at LUX (LUX:C116) and in the two smaller auditoriums (LUX:C121 and LUX:C126). If you have any questions about accessibility, please contact the head of the HT Maintenance Unit, see contact information at www.ht.lu.se/en/maintenance-unit.

RECEPTION

The reception is located in the entrance hall. At the reception, you can receive help with:

- general questions
- booking of group rooms
- purchasing of compendia
- purchasing of pay-and-display parking tickets
- return of written exams after they have been marked
- grade certificates/certificates of enrolment and registration certificates. (Remember, you can also print your own certificates through the Student Portal: www.student.lu.se)

Opening hours during semesters:

Current opening hours during the semester are available at www.ht.lu.se/en/lux-reception. NB! Temporary changes to our opening hours may occur, in which case they will be posted at the reception and on the website.

Contact information: www.ht.lu.se/en/lux-reception | Tel: 046-222 64 70

DEPARTMENTS AT LUX

At LUX there are five departments: the Department of Archaeology and Ancient History, the Department of Philosophy, the Department of History, the Department of Cultural Sciences, and the Centre for Theology and Religious Studies. For more information about the departments and their courses and study programmes, please visit:

Department of Archaeology and Ancient History: www.ark.lu.se/en

Department of Philosophy www.fil.lu.se/en

Department of History: www.historiska.lu.se/en

Department of Arts and Cultural Sciences: www.kultur.lu.se/en

Centre for Theology and Religious Studies: www.ctr.lu.se/en

READING AND STUDY AREAS

At LUX there are many different types of reading and study areas, with varying levels of quietness and seclusion. In the LUX Library you will find study areas on all three floors. Quiet reading rooms are located on the mezzanine (balcony) and on the basement floor, and there is a reading room on the ground floor adjacent to the entrance hall.

In addition, there are reading areas on the landings of each floor in Building A and on the ground floor in Building B, in rooms LUX:B132 and LUX:B133. Registered HT students can also book group rooms via the reception up to two weeks in advance. Information on opening hours can be found at www.ht.lu.se/en/the-faculties/our-buildings/lux/premises.

COMPUTER PLACES

Computer places can be found in the LUX Library and are available during library opening hours. To log on to the computers, you need your student account and password. See page 12 on how to activate your student account. If you are unsure about how to make your login work, contact the reception. Information on opening hours can be found at www.ht.lu.se/en/the-faculties/our-buildings/lux/premises. The computer rooms at LUX are available to HT students – if they have not been reserved for teaching. Note that there is no storage space on the computers in the computer rooms or library. If you want to save files, you must bring your own USB memory stick or similar.

CAFÉ LUX

The LUX café, located in the entrance hall, serves hot dishes, salads, baguettes, fruit, sweets, pastries, coffee and other beverages, among other things. Remember to return any café dishware and clear up after yourself when you leave!

Opening hours during semesters:

Current opening hours can be found at www.cafelux.se (in Swedish)

Tel: +46 46 525 99

LUX LIBRARY

The LUX Library (together with the Asia and SOL Library) is part of the HT Libraries. At the LUX Library, you can find printed and electronic material in the subjects taught at LUX. Via the HT Libraries' website, you have access to search systems and subject guides. There is a subject librarian for each subject at HT as well as other librarians who are specialists in different areas, e.g. publishing and student support. On the library premises, students have access to computers, copiers, study areas, quiet reading rooms and group rooms. Information about loans can be found on the HT Libraries' website.

Opening hours during semesters:

Current opening hours during the semester can be found at www.htbibl.lu.se/en. Changes to our opening hours may occur, for example during holidays. Any changes will be posted at the library and on the website.

Contact information: www.htbibl.lu.se/en/contact | Tel lending desk: 046–222 64 90

STUDENT KITCHENETTE

Students are responsible for the student kitchenette, and the students' union at the Faculties of Humanities and Theology has drawn up the following guidelines: The student kitchenette is located on the basement floor of Building B. It has refrigerators, microwaves and places where you can sit and eat your packed lunch. NB, it is not equipped with dishware/flatware. The microwave ovens are cleaned daily, but in order to maintain a pleasant atmosphere, everyone is responsible for washing up their own dishes. Lunch boxes must not be left behind, or they will be discarded. If you spill something in the microwave ovens or in the kitchenette area, you are responsible for cleaning it up. We want the student kitchenette to be a pleasant and welcoming environment free from stale leftovers and smelly old lunch boxes. If you run out of washing up liquid or you can't find a dishcloth/dish brush, please notify the reception in the entrance hall (see their opening hours and contact details on page 5).

RECYCLING

In the student kitchenette and at the LUX café there are large recycling bins. Smaller recycling bins can be found in the entrance hall and in the hallways. Remember to pick up after yourself.

RELAXATION AND QUIET ROOMS

At LUX, there are two relaxation rooms – if you need to use either of them, please contact the reception. At SOL, there is a relaxation room in the Linguistics Building, and a quiet room in the Absalon Building, which are available to all HT students.

Finding your way around SOL

SOL

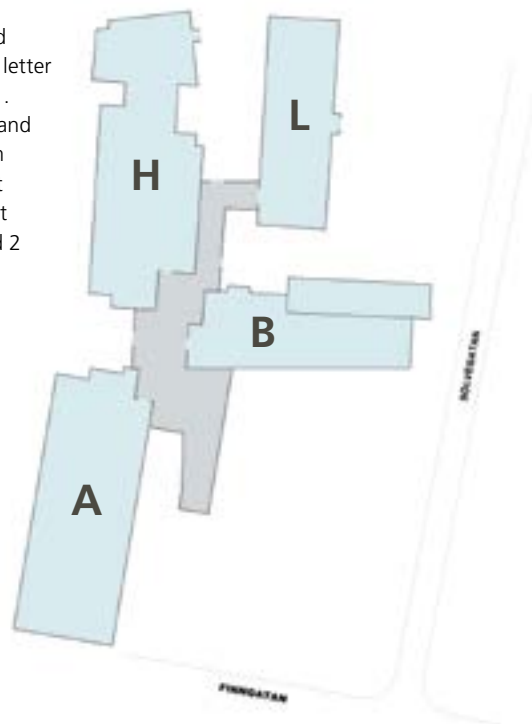
SOL consists of several different buildings which are connected to each other and all contain teaching premises. As a new student, it is not always easy to find what you are looking for, and you can always ask for help at the reception in the entrance hall (for opening hours, see page 9). A few directions are provided below.

- **Absalon (A):** Apart from lecture halls and offices, here you will find the students' union of the Faculties of Humanities and Theology (HTS), the Working Life Forum and the International Office for exchange studies at HT, all on the ground floor. This is also where the administrative staff and study advisors of the Department of Communication and Media are located. On the basement floor, there are group rooms available for booking at the reception, as well as a quiet room for relaxation and a moment of solitude.

- **Library (B):** Here you will find the SOL Library (floors 1–4), a computer room (floor 3) and the Humanities Lab (basement floor) as well as quiet reading rooms (floors 3 and 4).
- **Humanities Building (H):** This is where the study advisors of the Centre for Languages and Literature are, and where you will find the *Hörsalen* auditorium (ground floor). In this building, there are also a number of lecture halls and offices.
- **Linguistics Building (L):** Here there are lecture halls and offices.

How to find the right room:

The names of the lecture halls stated in your timetable will say SOL + one letter + three digits, for example SOL:L201. L stands for the Linguistics Building and 201 is the room number. If the room number begins with 0, it means that the room is located on the basement floor, 1 means the ground floor, and 2 means one floor up, and so on.



OPENING HOURS

Current opening hours for the SOL buildings during the semester are available at: www.ht.lu.se/en/the-faculties/our-buildings/sol-building. The opening hours may change, for example in connection with holidays and during the summer, in which case it will say on the website and by the building entrances.

ACCESSIBILITY

The entrances connect to external tactile guide paths for visually impaired people. These, in turn, lead to internal guide paths. From these entrances, you have easy access to lifts and ramps which will take you to other areas at SOL. Hearing loops are available in the lecture halls SOL:A121, SOL:A129b and SOL:A339 in Absalon. In the Humanities Building, there are hearing loops available in the auditorium (SOL:H104) and in the lecture halls SOL:H135a, SOL:H135b, SOL:H140, SOL:H239a and SOL:H339. If you have any questions about accessibility, please contact the head of the HT Maintenance Unit, see contact information at www.ht.lu.se/en/maintenance-unit.

RECEPTION

The reception is located in the entrance hall. At the reception, you can receive help with:

- general questions
- booking of group rooms
- purchasing of compendia
- purchasing of pay-and-display parking tickets
- return of written exams after they have been marked
- grade certificates/certificates of enrolment and registration certificates. (Remember, you can also print your own certificates through the Student Portal: www.student.lu.se)

Opening hours during semesters:

Current opening hours during the semester are available at www.ht.lu.se/en/sol-reception.

NB! Temporary changes to our opening hours may occur, in which case they will be posted at the reception and on the website.

Contact information: www.ht.lu.se/en/sol-reception | Tel: 046–222 32 10

DEPARTMENTS AT SOL

At SOL, there are two departments: the Department of Communication and Media and the Centre for Languages and Literature.

The Centre for Languages and Literature is divided into five sections, each with its own course administrator who handles Ladok matters including registration and reporting of results. For current telephone and visiting hours at the different student offices, see www.sol.lu.se/en/the-department/staff/administrators.

For more information about the departments and their courses and study programmes, visit:

Department of Communication and Media: www.kom.lu.se/en

Centre for Languages and Literature: www.sol.lu.se/en

READING AREAS

Quiet reading rooms are located on floors 3 and 4 of the library's reading annex, accessed through floor 3 of the library. There are also study areas spread out on all floors of the library building and on the "balconies" adjacent to the entrance hall of the library, and in the entrance hall of the Absalon Building. All registered HT students and students at the Department of Communication and Media can book group rooms via the SOL reception.

COMPUTER ROOMS

The computer room in the library's reading annex is accessible during library opening hours. To log on to the computers, you need your student account and password. To activate your student account and/or to change your password, go to <https://passport.lu.se>.

Note that there is no storage space on the computers in the computer room. If you want to save files, you must bring your own USB memory stick or similar.

If you are unsure about how to make your login work, contact the reception.

SOL RESTAURANT

The SOL restaurant, located in the entrance hall, serves hot dishes, salads, baguettes, fruit, sweets, pastries, coffee and other beverages, among other things.

Opening hours during semesters:

Current opening hours can be found at www.restaurangsol.com (in Swedish). Changes to our opening hours may occur, for example during holidays.

SOL LIBRARY

The SOL Library (together with the Asia and LUX Library) is part of the HT Libraries. At the SOL Library, you can find printed and electronic material in the subjects taught at the Department of Communication and Media and the Centre for Languages and Literature. Via the HT Libraries' website, you have access to search systems and subject guides. There is a subject librarian for each subject at HT as well as other librarians who are specialists in different areas, e.g. publishing and student support. On the library premises, students have access to computers, copiers, study areas and quiet reading rooms. Information about loans can be found on the HT Libraries' website.

Opening hours during semesters:

Current opening hours during the semester can be found at www.htbibl.lu.se/en. Changes to our opening hours may occur, for example during holidays. Any changes will be posted at the library and on the website.

Contact information: www.htbibl.lu.se/en/contact | **Tel. lending desk:** +46 +46 222 32 20

STUDENT KITCHENETTE

Students are responsible for the student kitchenette, and the students' union at the Faculties of Humanities and Theology has drawn up the following guidelines: The student kitchenette is located on the ground floor of the Absalon Building, closest to the exit towards the University Library. It has refrigerators, microwave ovens and places where you can sit and eat your packed lunch. NB, it is not equipped with dishware/flatware. The microwave ovens are cleaned daily, but in order to maintain a pleasant atmosphere, everyone is responsible for washing up their own dishes. Lunch boxes must not be left behind, or they will be discarded. If you spill something in the microwave ovens or in the kitchenette area, you are responsible for cleaning it up. We want the student kitchenette to be a pleasant and welcoming environment free from stale leftovers and smelly old lunch boxes. If you run out of washing up liquid or you can't find a dishcloth/

dish brush, please notify the reception in the entrance hall (see their opening hours and contact details on page 9).

RELAXATION AND QUIET ROOMS

At SOL, there is a relaxation room in the Linguistics Building – contact the reception if you want to book it. There is also a quiet room in the Absalon Building, available to all HT students. In addition, there are two more relaxation rooms at LUX.

Student services and administration

REGISTRATION

Every semester that you are active at the departments of the HT faculties (studying and/or taking exams), you must be registered in order for your results to be entered into Ladok, the national database for study results. This applies regardless of whether you are studying a course for the first time or completing a course from a previous semester. The registration is also required in order to receive student finance from CSN.

Registration for a new course

If you are admitted to a freestanding course or a course within a programme, you must register within the course registration period via the Student Portal (www.student.lu.se) unless otherwise stated.

Registration for a course covering multiple study periods

If you are studying a course that extends over several semesters/study periods, you must register for each new period/semester. This usually applies to courses that comprise 60 credits, or courses that comprise 30 credits taken at a 50 per cent study rate. The registration is done in the same way as in the first study period/semester.

Re-registration

If you are to complete a course that you started during a previous semester, for example, through a retake exam or a supplementary assignment, you must apply for re-registration. You can apply via the course administrator or the study advisor. You are required to re-register, even if you are registered for another course at the same time.

The registration only applies to one study period/semester. This means that you must be registered for every semester that you are an active student – even if you only have remaining exams left to complete.

Note that if you are not registered on a course or study programme, you are not allowed to attend teaching sessions at the HT faculties.

LU CARD

Information about the LU card for students at Lund University can be found on the Lund University website, www.lukortet.lu.se/en. There are also opening hours for the different card stations you can contact to acquire an LU card. The opening hours to our buildings are Mon–Fri from 7:30 to 19:00 and Saturday from 10:00 to 16:00. With the LU card, HT students also have access to the buildings Mon–Fri from 6:30 to 22:00. The LU card can also be used as a library card at all LU libraries. Always carry the LU card when you are on LUX or SOL premises. If you have questions about the LU card, please contact the reception at either LUX or SOL.

STUDENT ACCOUNT

When studying at Lund University, you need a student account. This is used to log in to wireless networks, course platforms, student computers, library databases, the LU Student Portal, etc. Via the Student Portal (www.student.lu.se) you can view your study results, print verifiable certificates, change your contact details, read your student emails and download software, among other things.

Note that your student account will not work until you activate it. Here's what you do:

WHEN YOU HAVE BEEN ADMITTED:

1. Once you have been admitted to or registered for a course or study programme at Lund University, detailed information about how to activate your student account will be sent to the email address you provided on universityadmissions.se when you applied. If you have not provided an email address, the information will be sent by regular mail to the address included in the system. If you have studied at Lund University during one of the last three semesters, your old login will probably work and no new information will be sent out.
2. With the help of the instructions sent to you, you can activate your student account at <https://passport.lu.se>. You will need your account information from universityadmissions.se or your EduID. When the system prompts you to enter your personal identity number, enter it as follows: YYYYMMDDXXXX, i.e. the year in four digits and without hyphens between your date of birth and the last four digits.
3. If you have not received information about how to activate your account within 4–5 business days after the second round of admission notifications or 2 days after being admitted from a waiting list, or if you fail to activate your account, or if you experience any other issues related to this, please contact LU Service Desk at servicedesk@lu.se or tel. 046–222 90 00. LU Service Desk is open Mon–Fri from 8:00 to 17:00 excluding public holidays. You can also find current operational information and various manuals at https://lusericedesk.service-now.com/support_en.

If you have been waitlisted or submitted a late application, the email with instructions on how to activate your account is usually sent the day after your admission. **NB!**

- Because many students need to be registered at the start of each semester, it may take a while for you to receive the information you need. Check your private email address (and make sure to also check your spam) regularly and contact the support (see www.student.lu.se) if you have not received any information within two days of starting your education.

If you have been an active student at Lund University during one of the last three semesters, you can continue to use the same student account and password as before.

STUDENT EMAIL ADDRESS

New students are provided with a student email address in connection with their student account. It is important that you check your student emails regularly or forward them to your private email address, otherwise you may miss important information from your lecturers, administrative staff, and others.

WITHDRAWAL AND LEAVE FROM STUDIES

If you have registered for a course for the first time, and notice right away that you will not be able to follow it, you should report an early withdrawal to your department within three weeks of the start of the course. This will allow you to apply for the course at a later date in competition with all other applicants; however, you will not be given priority if you do. Withdrawal from courses must always be reported, even if it is a late withdrawal – you will then have the opportunity to re-register for the same course during a later semester, but only if there is a place available.

If you are studying on a programme and, for some reason, need to take a break from your studies, you can apply for leave from studies. The procedures for withdrawal and leave from studies may differ between study programmes. Contact your study advisor/study administrator for information about the procedure that applies to your department/subject.

COPYING AND PRINTING

You are free to use the copier-printers at the HT Libraries to print, copy, and scan. More information is available on the HT Libraries' website: www.htbibl.lu.se/en

WIRELESS NETWORK

Throughout the University, students have access to the wireless network, Eduroam. Log in using your student ID + @lu.se (e.g. eng18aan@lu.se) and your student account password. Eduroam works at several higher education institutions worldwide. Read more about Eduroam at www.lunduniversity.lu.se/wireless-internet.

About your studies

THE COURSE SYLLABUS – YOUR CONTRACT

The document that controls the content of a course is called a course syllabus. The syllabus contains information about the number of credits and learning outcomes of the course, as well as in which study programmes it may be included. It also provides information on the main content and an appendix with the reading list for the course. The syllabus is a type of contract for your education. Many courses also provide a course description, with more detailed information about the design and assessment of the course.

REQUIRED READING

The literature used on most courses at LUX and SOL can be found at the LUX and SOL libraries. Information about required reading and current reading lists can most easily be found on the respective department websites (see page 5 for departments at LUX and page 9 for departments at SOL).

TEACHING

Teaching is only offered to students who have been admitted to and registered for a course in the current semester. If you fall behind on your studies and want to catch up during a later semester you can – but only if there is a place available. You will then need to re-register for the course.

ACADEMIC QUARTER – WHAT IS THAT?

The academic quarter is an old tradition within the world of academia. It means that most seminars and lectures start 15 minutes after the designated time. Find out whether the academic quarter applies to your course/study programme.

LEARNING PLATFORM

Several of the departments' study programmes use the learning platform Canvas as a tool for lecturers and students. Because the situation may vary between different courses, it is important that you receive the information provided by the lecturer on the first day of teaching.

CREDITS

Academic studies are counted in credits. A course covering one semester of full-time studies normally amounts to 20 weeks and 30 credits, corresponding to 1.5 credits per week. One week of full-time studies is equivalent to 40 hours of study.

ASSESSMENT

There are different forms of assessment: written invigilated exams, oral exams, take-home exams, papers, etc. Rules regarding written invigilated exams are available on the respective department websites. For oral exams, take-home exams and papers: follow the instructions provided by the relevant lecturer.

Each assessment includes one regular exam session and one retake opportunity, as well as

one catch-up exam session for each semester (and/or year). Some invigilated exams are held on premises outside LUX/SOL, in which case this will be stated in your timetable. Check the location of the exam well in advance.

Remember that you must present valid photo ID to be allowed to take an invigilated exam. Also, read the information under Cheating and plagiarism below.

CHEATING AND PLAGIARISM

In accordance with the Swedish Higher Education Ordinance (Chapter 10, Section 1) disciplinary measures may be invoked against students who "use prohibited aids or other methods to attempt to deceive during examinations or other forms of assessment of study performance". The University thus has the right to suspend a student from studies for a limited period, as well as notify CSN, if the following rules are not followed:

- If you quote books, texts of other students, texts published online, etc. you MUST always clearly state the source. You must NEVER copy texts of others and present them as your own.
- For written exams, written assignments and similar, always follow the instructions given regarding aids (usually none are permitted) and other information you receive from invigilators and lecturers.

Read also www.htbibl.lu.se/en/student/writing-referencing/plagiarism.

DEGREES

Our courses can be included in different degrees. The most common is a degree of Bachelor of Arts (in Swedish *filosofie kandidatexamen* abbreviated FK or fil. kand.) which is a first-cycle degree. It currently comprises 180 credits in completed courses, including 30 credits of specialisation within a main field. Once you have completed your Bachelor's degree, you can continue to study in the second cycle for a degree of Master of Arts, of either 60 or 120 credits. To learn more, please contact the study advisor or check the Lund University website www.lunduniversity.lu.se/degree-certificate.

SCHOLARSHIPS

See the Lund University scholarship portal: www.lunduniversity.lu.se/scholarships-for-current-students for information about available scholarships and application forms.

SEMESTERS

The vice-chancellor's decision regarding semester periods is available here: www.lunduniversity.lu.se/academic-calendar.

STUDY ABROAD

The International Office for the HT faculties is located at SOL. Students at Lund University have the opportunity to apply for exchange studies and hopefully spend one or two semesters abroad. Calls for applications for exchange places are issued by the International Office once each semester. For more information, go to www.ht.lu.se/en/education/studying-abroad.

Lund University also has central exchange agreements. For more information, visit www.lu.se/studerautomlands (in Swedish).

If you want to arrange studies abroad on your own, you can receive help from LU's central Student Services. They have current directories with addresses and telephone numbers of different universities abroad, as well as guides and computers where you can find course information.

See www.lu.se/studentreceptionen (in Swedish).

Guidance and support

STUDY GUIDANCE – AT LUX, SOL AND CENTRALLY AT LU

There is a study advisor for each subject at the departments at LUX and SOL. If you have questions or concerns regarding your study situation, please contact your study advisor. The study advisors can provide information and guidance on the subject/s that you study and in regard to different course combinations in humanities and theology. They also deal with issues relating to eligibility for specialisation courses and credit transfer of previously completed academic courses. The study advisors work in close contact with different bodies and authorities within and outside the University (such as the Admissions Office, Student Services, Student Health Centre, CSN) and can direct you to the appropriate contact person in different situations.

- The study advisors at LUX can be found at their respective departments.
- The study advisors at SOL have their offices in the hallway on the ground floor of the Humanities Building.
- The study advisor at the Department of Communication and Media can be found in the Absalon Building (SOL:A136a).
- The study advisor at the Department of Educational Sciences can be found in the MNO Building (MNO:M308d).

For visiting and telephone hours, go to www.ht.lu.se/en/academic-advisors

In addition to the more subject-specific guidance available at LUX and SOL, the study advisors at the central Student Services offer more general study guidance.

For more information and contact details, please visit www.lunduniversity.lu.se/study-guidance.

ACADEMIC SUPPORT CENTRE

If you want help with your study technique and academic writing, please contact the Academic Support Centre (ASC). The centre is open to all students enrolled at Lund University. The easiest way to get in touch with the centre is via email. Read more on ASC's website: www.lunduniversity.lu.se/academic-support-centre.

LEARNING SUPPORT

Disability Support Services at LU offer learning support to students with disabilities. The office cooperates with the departments and relevant bodies to ensure that students with disabilities have the same opportunity as other students for quality education and a good study environment. For more information and contact details, visit www.lunduniversity.lu.se/students-with-disabilities.

If you have reading difficulties and/or a visual impairment, the HT Libraries can provide support in the form of adapted required reading such as talking books or Braille. You can also receive an extension on borrowed library books. Book an appointment with a contact librarian at the HT Libraries who can help students with reading difficulties acquire a download account, which will enable you to download talking books from the Legimus directory. See www.legimus.se. Read more: www.htbibl.lu.se/en/student/reading-and-writing-support.

STUDENT HEALTH CENTRE

If you experience problems related to your study situation, you can always contact the Student Health Centre. It serves as a complement to the public healthcare clinics, but does not provide emergency care. All staff at the Student Health Centre have a duty of confidentiality. For more information and contact details, visit www.lunduniversity.lu.se/student-health-counselling.

MENTORING (SUPPLEMENTAL INSTRUCTION)

The departments at the HT faculties offer mentoring (also known as Supplemental Instruction, SI) for several courses, in which more senior students at the HT faculties act as mentors to new students. At the mentoring meetings, which are offered as a complement to your regular teaching, you can receive help with your studies and your study technique. Regular participation in mentoring activities can increase your chances of successfully completing your studies.

CAREERS SERVICE

This service is aimed at students at the HT faculties in regard to contacts with working life during and after their studies. Here you can receive qualified help with identifying your interests and ambitions, and have the opportunity to discuss your future and career. The Careers Service is placed at SOL. For information and contact details, visit www.ht.lu.se/en/education/student-information/careers-and-internships.

You can also find jobs, internships, and degree projects on our career network MyCareer.lu.se and on www.facebook.com/arbetslivsforum (in Swedish).

If you are looking to start up your own business, visit Venturelab – the University's organisation for encouraging entrepreneurship and supporting students in their ambitions.

See www.venturelab.lu.se/home.

Opportunity to influence

STUDENTS' UNION

All students at LUX and SOL are welcome to join the students' union at the Faculties of Humanities and Theology (HTS). The purpose of the students' union is to promote the best possible education and study environment. Feel free to contact the students' union with any questions and comments, if you need someone to represent you in a matter, if you experience problems with your studies, or have ideas on how to improve your study environment. Students are encouraged to join the union and get involved in different ways, in issues such as student welfare, labour market conditions and gender equality.

For more information, please visit www.htslund.se (in Swedish).

STUDENT COUNCIL

At every department there is a student council. The members discuss, monitor and help develop your education. You can contact the Student Council if you have views on the course you are studying. The Student Council also has social activities. For more information, please contact the students' union at the Joint Faculties of Humanities and Theology.

STUDENT HEALTH AND SAFETY REPRESENTATIVES

According to the Swedish Work Environment Act, students have essentially the same rights as employees. They have the right to a healthy and safe environment, meaningful and engaging lectures, and the right to participate in shaping the design and content of their studies. Each Student Council is to elect a student health and safety representative for the semester who is allowed to participate in the safety inspections of HT premises, among other things.

The students' union at the Faculties of Humanities and Theology is also to elect a principal student health and safety representative for all students at HT. The student health and safety representatives are given the task to influence the working conditions on behalf of the students in order to promote a good work and study environment.

See www.lu.se/studerandeskyddsombud (in Swedish).

ACADEMIC WRITING

As a student, you are expected to be able to write academic texts, which means that you must follow certain standards regarding design, reference management, language and style.

- **The library** not only lends books, but can also help with referencing techniques and explain academic integrity (www.htbibl.lu.se/en/student/writing-referencing).
- At the **Academic Support Centre**, you can participate in workshops and receive individual tutoring in academic writing (www.lunduniversity.lu.se/current-students/academic-matters-support/the-academic-support-centre).
- LU offers two open online courses in academic writing – one in Swedish and one in English. The courses are available through Coursera, or you can watch the lectures on YouTube (www.lub.lu.se/en/open-online-courses).

Good to know

REPORTING ILLNESS

If you get sick and think it may be a while before you recover, you must report your illness to the Swedish Social Insurance Agency on the first day of illness. This can be done through the Social Insurance Agency's website. This also applies to those of you who are entitled to sick leave benefits from your employer during the first 14 days of illness. The social health insurance that applies to students who receive student finance is linked to the student financing system. This means that there is a qualifying period of 30 days for students before they are entitled to benefits, after which your student loan will be replaced by social health insurance.

If you receive student finance from CSN and need to stay home to care for a sick child, you must report it to CSN. Read more about this on the CSN website: www.csn.se/languages/english.

LIST OF RIGHTS

It is important for you to know your rights as a student. In the List of Rights for students at Lund University, the University Board has established guidelines for the relations between the education provider (LU) and the student.

See www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-and-guidelines.

DISCRIMINATION ACT

The Swedish Discrimination Act stipulates that higher education institutions shall combat discrimination and in other ways promote equal rights and opportunities regardless of gender, transgender identity or expression, ethnicity, religion or other belief, disability, sexual orientation or age. There are several bodies to contact and avenues to take to receive advice, support or assistance if you feel that you are discriminated against, harassed or offended. For more information, see the HT faculties' guide for students on discrimination, harassment and victimisation.

See www.ht.lu.se/en/education/student-information/equal-opportunities-to-conduct-your-studies.

BICYCLES

Bicycles must only be parked in bicycle racks, otherwise they might block the emergency exits and evacuation routes, and otherwise interfere with accessibility.

SMOKING

There is a no-smoking policy in all Lund University facilities as well as in the immediate vicinity of the buildings, e.g. by entrances, under canopies and in front of windows.

In case of emergency

If something happens and you need to contact the emergency call centre or other authority, please use the contact details provided below.

You can also find more information at www.ht.lu.se/en/in-case-of-emergency.

Make sure you know where the nearest fire extinguisher is located and the evacuation routes of the building. There are always at least two possible exits. Study the evacuation plans that are posted in the hallways and stairwells.

The assembly point in case of an evacuation of LUX is Helgonavägen 4, east of SOL (the Linguistics Building). For more information on evacuation at LUX, visit www.ht.lu.se/en/evacuation-instructions-lux.

Emergency services address for LUX: Helgonavägen 3.

The assembly point in case of an evacuation of SOL is the UB park (the grassy area by the University Library, outside the main entrance at SOL). For more information on evacuation at SOL, visit www.ht.lu.se/en/evacuation-instructions-sol.

Emergency services address for SOL: Sölvegatan 13 A.

In case of emergency, call (0)112

Remember to dial 0 before the number, if you are calling from within Lund University.

LU security control centre: 046–222 07 00

If you need to get in contact with a security guard or the University's on-call security staff, call 046–222 07 00. If you are calling from within Lund University, call 20 700. If you are calling from abroad, call +46 46–222 07 00

IMPORTANT TELEPHONE NUMBERS:

- Medical emergency services (requesting an ambulance): 040–676 93 00
- Swedish Work Environment Authority: 010–730 90 00
- Poisons Information Centre: 010–456 67 00
- Swedish Medical Products Agency: 0771–46 70 10
- Police: 114 14
- Medical advice hotline: 1177
- SOS: 112 *(Remember to dial 0 before the number, if you are calling from within Lund University!)*