

Study handbook

In order for you to get the most out of your time as a student, it is important to know what is required of you and what you can expect from us. This document describes both the student's and the university's responsibilities before, during, and after your studies.

Education stage During the application and admission procedure	<p>The university/responsible teacher</p> <ul style="list-style-type: none"> • makes the <u>timetable</u> available one month before the start of the course at the latest • makes sure that the <u>syllabus</u> is correct and available • informs admitted students about programme or course introduction and any necessary preparations required of the students • carries out any revisions of the reading list at least eight weeks before the start of the course 	<p>The student</p> <ul style="list-style-type: none"> • accepts or declines the place he/she has been offered within the stated timeframe • informs the university about any need for special <u>pedagogical support</u> and provide any certificates that are required • reads the <u>course/programme syllabus</u>
Education stage At programme or course introduction	<p>The university/responsible teacher</p> <ul style="list-style-type: none"> • carries out any revision of reading list at least eight weeks before the start of the course • communicates the grounds for assessment at the course start at the latest • offers course overview and communicates expectations in a study guide or equivalent • informs about previous comments on the course content and how this is handled in the current version • is available from course start via email and in the course room in MyMoodle 	<p>The student</p> <ul style="list-style-type: none"> • has prepared in accordance with instructions • <u>registers</u> within the timeframe one week before/after the start of the course and makes sure that the course code for which he/she registers corresponds to the <u>course instance</u> (programme and course respectively) • participates in the course introduction • reads and understands the course timetable, examination sittings, and study guide or equivalent • has access to the reading list • as a first step, contacts <u>IT student support</u> in case of problems with access to the course room in <u>MyMoodle</u>, after that the course coordinator • checks out the course room in <u>MyMoodle</u> before the start of the course • uses the <u>student email</u> for all communication with and for Linnaeus University
Education stage During the studies	<p>The university/responsible teacher</p> <ul style="list-style-type: none"> • is regularly available on the <u>learning platform</u> to assist with anything that is unclear and for supervision • communicates correct information concerning objectives, examinations forms, and assessment grounds • informs the student when necessary about how the student can affect his/her education through, for instance, evaluations, student representation, student safety representative, student associations, and the student union • informs the student, when necessary, what support measures the university offers 	<p>The student</p> <ul style="list-style-type: none"> • takes part in regular teaching as well as study visits, guest lectures, etc. • makes use of resources that support learning in different learning environments and activities relating to <u>academic writing</u>, <u>study techniques</u>, <u>information searches</u>, <u>study counselling</u>, and <u>student welfare</u> • reflects on his/her own role in different teaching forms and contributes in a constructive way to the best of his/her ability
Education stage Examinations	<p>The university/responsible teacher</p> <ul style="list-style-type: none"> • informs about when the exam resit will take place, at the latest in connection with the regular • provides, on request, examples of previous examination assignments • corrects and communicates result from examination within the stated timeframe (15 work days) • reports result in LADOK • schedules resit no earlier than ten working days after the results from the regular examination have been communicated • archives examination assignments, timetable, participation list, as well as a compiled course evaluation with comments • is responsible for making sure that the examination assignment is described clearly in, for instance, the study guide 	<p>The student</p> <ul style="list-style-type: none"> • registers for the examination sitting • reads and familiarises himself/herself with the examination assignments and their assessment grounds • informs teacher or study counsellor about any specific needs or disabilities well in advance • is familiar with the university's regulations concerning cheating and plagiarism • follows stated deadlines • submits complete examination assignments/presentations in accordance with instructions • takes part in course or programme evaluation
Education stage Feedback	<p>The university/responsible teacher</p> <ul style="list-style-type: none"> • is available on the learning platform for supervision or to sort out anything that is unclear • communicates clearly what type of feedback will be given at different examination elements • responds to emails within reasonable time 	<p>The student</p> <ul style="list-style-type: none"> • pays regard to and estimates the value of provided feedback in relation to one's own learning
Education stage Degree	<p>The university/responsible teacher</p> <ul style="list-style-type: none"> • communicates information about the closing ceremony and how to register • invites all students who will receive a degree, not only those who have studied a programme 	<p>The student</p> <ul style="list-style-type: none"> • applies for a <u>degree certificate</u>