

Policy document for students at the OHW Master program

Each student is required to read and adhere to the following guidelines

- 1) The Master program is online, and our primary platform for communication and collaboration is *Canvas*. It is important you have access to this platform from the day of registration. If, for any reason, Canvas is not activated within the first two weeks from the start of the course, students who are not on Canvas **will be removed from the course page on Canvas**.
- 2) Since the Master program is online, it is important that you install Zoom well in advance of the first course meeting: <https://student.slu.se/en/sw-news/2020/3/new-tool-for-e-meetings-for-slu-students/>. In addition, please also ensure your cameras and microphones are in working order. This is important, because *active participation and interaction among teachers and students are vital in our online courses, particularly during mandatory moments*.
- 3) In order to be register for the OHW Master program it is *mandatory to show up at the first roll call of the Master Program*. Also, each course within the program have its own roll call, **which you must attend to be registered for that specific course**. If necessary, please consult the course leaders for more specific information about the date and time of the roll call for each course.
- 4) *Each course includes certain mandatory elements*, which will be clearly indicated at the time of registration. Skipping these mandatory elements without a certificate provided by student support at Alnarp, SLU is not permitted. For more information on student support visit this link: <https://student.slu.se/en/studies/courses-and-programmes/student-support-at-slu/>.
- 5) If you withdraw from a course, you will only be allowed to reapply for the same course in the following year if you do so **within the first three weeks of the course's start**. If you choose to withdraw after these first three weeks, or if you fail to attend and remain registered, **you will not be eligible to apply for the course again**. More information can be found at the following website, <https://student.slu.se/en/study-support/study-planning/approved-leave-from-studies/>
- 6) **Policy on the use of AI on the OHW Master's program at SLU Alnarp**

In order to ensure the responsible and ethical use of AI tools on all courses that are part of the OHW Master's program we have adopted the following rules:

- Direct copying or submission of work generated entirely by AI is strictly prohibited. All submitted work must be your own **original work**.
- AI is not a substitute for **critical thinking** and should only be used to support your learning.
- If AI is used it is vital your own voice is still visible and that you **demonstrate your comprehension** of knowledge acquired during courses.
- If AI is used you must **clearly state** how it was used in your course work (e.g. to improve readability or increase your understanding of the subject matter).
- Due to ethical reasons, it is **forbidden** to enter **personal or sensitive data** that you have collected for our courses into AI software (e.g. interviews).
- Where necessary, **AI detector tools** will be used to identify the use of AI.