



SCIENCE AND EDUCATION
FOR SUSTAINABLE LIFE

What every SLU student needs to know



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Production: SLU, Division of Learning and Digitalisation and SLUSS, 2020
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Dear student,

This booklet is for new students at SLU, the Swedish University of Agricultural Sciences. The university world, with its organisational structure, rules and regulations, and terminology can sometimes seem bewildering. What are my rights as a student? What regulations govern courses and examination procedures? Which support services are on offer? What responsibilities do I have?

To help you answer these important questions, SLU, together with the Joint Committee of Student Unions (SLUSS), has produced this booklet to give you guidance and assistance. Here, you can read about everything you need to know as a student at SLU, wherever you are studying in Sweden.

On behalf of SLU and SLUSS, we wish you a very warm welcome!



A world-class university

SLU is a world-class international university with research, education and environmental assessment within the sciences for sustainable life. Its principal sites are in Alnarp, Umeå and Uppsala, but activities are also conducted at research stations, experimental parks and educational establishments throughout Sweden. We bring together people who have different perspectives, but they all have one and the same goal: to create the best conditions for a sustainable, thriving and better world.

Our core values

SLU aims to ensure that you will find your time as a student a rewarding experience, one that will help you grow as a person and lay the foundation for a successful future career. Our core values include a scientific approach, creativity, openness, responsibility and respect for people's equal value.

Education at SLU

SLU is a public authority and has been assigned its mission by the Ministry of Enterprise and Innovation. Roughly 75 per cent of its activities relate to research and around 25 percent to education. For the most part, the university's programmes and courses are financed by the state. External sponsors finance approximately half of all research at SLU.

SLU's programmes and courses cover a large number of subject areas, and are taught at seven different locations across Sweden. As a student at SLU, you can study anything from agriculture, forestry and horticulture to food science, water and environmental management, animal science and veterinary medicine, landscape planning, rural development, biotechnology, communication, economics, equine science and technology.

SLU thinks about the environment

SLU is since 2016 environmentally certified according to ISO 14001 and the university is committed to contribute to ecological, social and economic sustainable development through our education, research and systematic environmental work.

SLU actively works on reducing its environmental impact and has environmental objectives for many parts of its operations. You can influence the environmental work at SLU by engaging, improving your own environmental impact and submitting improvement suggestions on how SLU's environmental work can improve. Read more about SLU's environmental work and submit improvement suggestions:

student.slu.se/environmental



The building blocks of education

SLU abides by the same set of rules and regulations that generally govern all universities in Sweden. Higher education in Sweden follows the same education system as the majority of European countries.

Therefore, all programmes, courses and qualifications are ascribed to three cycles:

- Bachelor's level (first cycle)
- Master's level (second cycle)
- Doctoral level (third cycle)

The levels build on one another; so you must have studied at Bachelor's level before you can study at Master's level and at Master's level before you can study at Doctoral level. Some degree programmes start at Bachelor's level and end at Master's level.

Courses

Courses are the smallest building blocks in the higher education system. A syllabus is provided for each course describing prerequisites, learning

outcomes, examination procedures and the responsible department. The majority of courses award the following grades: U (fail), 3, 4 and 5. Students will receive a scale for each course that illustrates the criteria for grading. Courses can vary greatly when it comes to attendance and delivery mode, i.e. full-time or part-time study, internal or external delivery, daytime or evening, etc.

You can find your course syllabus on the SLU student web.

Degree programmes

A degree programme results in the awarding of a specific qualification (degree). Most programmes allow you the freedom to choose a number of courses yourself, while other programmes are more restrictive. Some courses can only be taken as part of a programme. Students must meet the prerequisites for each course, even when they are given as part of a programme. In most cases, degree programmes at SLU require students to study on a full-time basis,

and classes are generally held during the day. A syllabus is provided for each programme, and this is decided by the Education committee. The syllabus describes the intended learning outcomes, programme content and degree qualification criteria. **You can find your programme syllabus on the SLU student web.**

Degree projects

All programmes conclude with an independent degree project where students demonstrate their ability to apply knowledge and skills gained from the programme on a current issue with relevance to the programme. In most cases, students will complete a written thesis and give an oral presentation.

Credits

The result of a programme, course or degree project is expressed in credits. One semester of full-time studies is equal to 30 credits, and a three-year study programme is equal to 180 credits, etc.



SCIENCE AND EDUCATION FOR SUSTAINABLE LIFE



Things to keep in mind

Here is a summary of your general commitments as a student at SLU. Fulfilling these duties will enable your time at the university to proceed more efficiently so that you can gain the most from your studies. More information can be found on the Studentweb in the Education planning and administration handbook. There you will also find links to other relevant internal governing documents.

Apply in time

It is important to apply in time. You should apply for courses at **www.universityadmissions.se**. Degree programme students must apply for the next semester's courses, even if they are already registered on a programme. Degree programme students can find their programme-specific courses via the Student web.

The following application deadlines apply:

- Courses starting in the spring semester:
15 October

- Courses given during the summer:
15 March
- Courses starting in the autumn semester:
15 April

Accept your offer

If you have been offered a place on a programme or course, you must formally accept this offer. You will receive notification that you have been admitted to SLU via **www.universityadmissions.se** or by post to your registered address.

Remember to accept your offer before the given deadline; otherwise you will lose your place on the course or programme.

First class and registration

At the first class, you will receive important information about the course and the requirements in relation to examination and grading. If you are unable to make the first class you have to contact the department responsible for the course in advance.

You must register to attend the course and to receive student finance. Registration is done online at the Student web/Ladok Student. You can register from one week before the start of the course. Note that registration for your first course takes place during the roll call.

If you do not wish to continue

If you do not wish to continue with a course that you have already accepted, you must inform the department responsible for the course.

If you need to take a break, special rules apply – please refer to the Education planning and administration handbook. Please contact a study and career advisor or your programme director of studies.



Academic transcript

A record of your studies is registered in the LADOK database. Here, you can find information about what programme and courses you have been accepted on, which courses you are currently registered on, which courses you have completed and what grades you have received. These details are public. You can view your academic transcript through Ladok Student on the SLU student web. There you can also print a transcript and notify the university if you change your address.

Be active in your studies

In order to get the most out of your studies you are strongly encouraged to:

- take part in mandatory activities
- participate in group activities
- submit your exam assignments
- clearly state your sources of information

Distinguish between materials

When you write an assignment, it is imperative that you distinguish between your own material and that which you have borrowed from others. Plagiarism is not allowed. Plagiarism is when you use other people's texts, tables, images and other illustrations without stating the source. Reproducing a text word for word without making clear that it is a quotation is also plagiarism, even if the source is acknowledged.

All degree projects are checked for plagiarism. When your project has been approved, it will be published in the SLU electronic archive of student projects (Epsilon).

Your degree project will be protected by copyright. The involvement of your supervisor does not automatically result in joint copyright. Copyright can also restrict your ability to use other people's material. This applies to any form of copying and publication. Education planning and administration handbook contain further information about copyright issues.

SLU can take disciplinary measures

SLU may take disciplinary measures against you if you attempt to cheat in an examination, disturb or obstruct teaching, or subject any other student or employee to harassment. The penalty may be a warning or suspension from the course or programme.

Leave a course evaluation

Responding to the course evaluation is one of your responsibilities as a student. If the response frequency falls too low, it becomes more difficult to change things for the better. It is therefore important that you make a concerted effort to give your opinions on the good and bad points of a course.

The course evaluation is available from the course page and can be filled in anonymously once the course is completed. This is your most important opportunity to influence your education and is part of SLU's quality assurance procedures. Quality enhancement efforts are a joint concern for staff and students at SLU.



The results are statistically compiled and comments are summarised separately by an elected student representative and a representative from the course management. Student representatives are paid by the department to summarise student feedback and remove any personal remarks. Your student union also uses course evaluations in order to maintain and improve the quality of education.

Apply for a qualification

Studies at SLU can lead either to a general or a professional qualification (degree). Each degree falls under one of the three cycles of education – Bachelor's level (first cycle), Master's level (second cycle) or doctoral level (third cycle) – and comprises a specific number of credits. All qualifications require at least one degree project. Once you have met the requirements for a qualification, you can apply for and obtain a degree certificate.

The requirements for general degrees can be found in the internal regulations on degrees at Bachelor's

level (first-cycle) and Master's level (second-cycle) at SLU. The professional qualifications which SLU is able to award cannot be awarded by any other university in Sweden. The requirements for these qualifications are given in the programme syllabuses.

Join the SLU Alumni Network

You are an important ambassador for SLU and your education programme. Your experience help us quality assure our operations. It also helps us to ensure that SLU promotes science and education for a sustainable life. Please register in our alumni network. That way we can keep in contact with you after your studies: [**slu.se/alumni**](https://student.slu.se/en/studies)



Your rights as a student

Student health services

SLU have agreements with Student Health Centres to provide student health services at all SLU campuses. Here, you can receive help for both mental and physical health problems relating to your studies. The staff available may vary according to location, but you will usually find a welfare officer, psychologist and nurse there. Along with individual consultations, Studenthälsan provides courses and information sessions on issues such as stress management and speaking in public.

The university church and chaplains can provide support and guidance if you are having personal problems or experience any form of life crisis. They also have contact with, and can refer you to, other denominations.

Your right to a healthy study environment

A positive study environment is essential for you to thrive in your studies. SLU is your workplace, and you are protected by the same legislation that applies to university

employees. This means that SLU must carry out systematic work environment work in consultation with the student health and safety representatives.

Students also have a responsibility for the study environment, for example by following safety instructions during laboratory practice and notifying faults to the course management. You can also contact the health and safety representatives at your student union who can forward your concerns to the regional Work Environment Committee at SLU.

Equal opportunities

Our goal is that all students at SLU share the same rights, obligations and opportunities irrespective of their gender, transgender identity or expression, ethnicity, religion or other belief system, disability, sexual orientation and age. SLU must be characterised by an open attitude and respect for people's differences and their equal value.

If you experience discrimination, harassment, or sexual harassment, you can contact the director of studies at the relevant department, the programme director of

studies or SLU's study and career advisers. You can also contact your student union for help. Remember that the Discrimination Act also applies when you are on placement.

Your right to study guidance

According to the Higher Education Ordinance, all students are entitled to study and career guidance. It also says that you are entitled to all the information you need about your education.

Do you have a disability?

If you are a student with a disability that affects your studies, you are eligible to receive targeted study support. This includes students with various physical or mental disabilities, dyslexia, neuropsychiatric diagnoses or chronic illnesses. Learning support can include note-taking assistance, course literature in alternative formats, such as audio books, and alternative forms of examination.

Personal injury insurance for students

As a student at SLU you are covered by personal injury insurance. The insurance applies in Sweden during teaching hours and during direct travel to and from your home and the location where teaching takes place.

Emergencies – if something serious happens

It is important that you know what to do in the event of an emergency. An emergency is a situation that poses immediate risk to health, life or property.

If you require the police, fire brigade or ambulance services, always call 112. Inform the SLU emergency service on 020-67 68 00 if an accident or emergency occurs at SLU. They will assess what action must be taken and can contact the SLU crisis team directly.

During your studies

Study and career guidance

At SLU there are counsellors who can act as your sounding board and be someone to talk to when thinking about your studies and your choice of career. We can help you structure your thoughts and explore the opportunities available to you, to help you make a choice that is right for you. The counsellors are bound by professional secrecy when it comes to personal information.

Study abroad

Are you interested in experiencing a new culture and acquiring international experience? Then studying abroad could be something for you.

SLU has agreements with hundreds of universities around the world. Studying abroad is a good way for you to broaden your knowledge of your subject, develop your language skills and make new contacts in a totally different culture.

SLU University Library

You will find the literature you need for your studies at the library. Much of the material is available online, which means you can access it from home via the library website. The library also offer tutoring in information retrieval, scientific writing and reference management, among other things.

Feel free to use the library as a place to study - you will find group rooms as well as comfy chairs.

Centre for Academic Language

The Centre for Academic Language provides support for students preparing a written or oral presentation, in Swedish or English. Make an appointment with a language tutor; the Centre for Academic Language is open for students at all SLU's study locations.

Digital tools

As a student at SLU, you have access to several digital tools; Zoom, Skype, Office 365 and the Canvas learning platform, to name a few. With the help of these you can study and communicate with other students and your teacher wherever you are.

Student web

Here you will find important study information, but also student news, calendar and a career portal with jobs and other calls.

From the Student web you also reach:

- My Courses - courses you are registered on and you course evaluations.
- Ladok Student – Here you can register for your courses, register for an examination, create certificates and apply for a degree.
- Canvas - SLU's learning platform that many courses use.
- Programme and course pages.



Student influence

As a student at SLU, in addition to your legal rights you also have a real opportunity to influence your education. The unions' most important role is to represent the student body, promote the student voice, and put forward your perspectives with regard to the development of courses and programmes. Therefore, student representatives are included in every committee, council and board where educational issues are discussed at SLU. Educational matters are handled at different levels within the university organisation.

What is a student union?

A student union is an association that safeguards the interests of students. A union is created and driven by students, for students. The student union occupies a special position. It is independent from the university and it represents you the student on the university's various bodies. The main role of the union is to work to achieve high-quality courses and programmes. The union also works to ensure that all

students have the right conditions for their studies and that you enjoy your time as a student.

There are seven student unions at SLU who monitor the university's academic standards, provide social activities and enable students to make contact with potential future employers.

The student unions arrange activities such as lunchtime lectures, study trips, parties, cafés and welcome activities for new students. Getting involved in your student union will give you the chance to meet students outside of your programme and make valuable contacts for your future professional career. By getting involved in union work, you can help to influence what your union focuses on. The most important thing to remember is that the student union always acts on your behalf.

Whether you need assistance with educational problems, advice on finding accommodation, or just need somewhere to heat up your lunch, the student unions are always there for you!







SLUSS

Joint Committee of Student Unions, SLUSS, is a cooperative body that represents the seven student unions at SLU. Their principal task is to act on the behalf of all students with regard to issues that affect the university as a whole. SLUSS represents you and other students on bodies such as the University Board and the Vice-Chancellor's Management-Group.

The Chair and Vice Chair of SLUSS are always two students, who spend a sabbatical year working full-time. The Board of SLUSS consists of one representative from each of the seven student unions. The member unions decide which issues they will work on and what standpoints they will take in relation to the university.

On the basis of the nominations from the member unions, SLUSS also determines who will be the student representatives on each body, from the programme boards to the Student Welfare groups.

Want to know more?

<https://student.slu.se/en/sluss>



What the students want – the unions can do!



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Alnarp student union, ASK

Alnarp Student Union, ASK, was founded in 1997, and is for students who study in Alnarp. ASK's most important task is to monitor the education provided to all students at Alnarp, with the exception of those on the Agricultural and Rural Management programme, which has its own union.

ASK also works on student welfare issues for the wellbeing of all students. It does this through contact with the Student Health Centre, as well as through activities after teaching hours. Our 15 dedicated committees deal with a large part of student life. They organise events such as cafés, banquets, choral singing, farces, workshops, outdoor activities and communal cultivation in the garden lab. In other words, ASK is there to help you the student get the best out of your time at SLU Alnarp.



www.alnarpsstudentkar.se

ordf_ask@stud.slu.se

Sundsvägen 9, 230 53 Alnarp

Union for Students of Agricultural and Rural Management, LMK

The Union for Students of Agricultural and Rural Management, LMK, was founded in 1935. LMK's main role is to maintain and improve the quality of the Agricultural and Rural Management programme and to work to establish a good atmosphere between students, both during and after completion of their studies. The union and union life play an important role for Agricultural and Rural Management students and we are renowned for our excellent camaraderie both during and after your time at Alnarp.

Much of this spirit comes from our ancient traditions, which are something that the union actively works to maintain and develop. On ceremonial occasions, members of LMK wear "Spark", a suit where each year group has its own tie.



www.lantmastarkaren.nu

lmk-ordforande@stud.slu.se

Sundsvägen 9, 230 53 Alnarp

The Equine Science Student Union, HAS

The Equine Science Student Union, HAS, has existed since the Equine Studies programme was launched in 1994. The student union is based in Strömsholm, with committees at all the study locations: Flyinge, Strömsholm and Wängen. HAS mainly works to monitor the quality of the study programme and to promote a good student welfare environment for students.



www.slu.se/has

HAS@stud.slu.se

Ridskolan Strömsholm Knytpunkten,
Stallbacken 6, 734 94 Strömsholm

The Veterinary Medicine Association, VMF

The Veterinary Medicine Association, VMF, is the student union for students on the Veterinary medicine programme, Veterinary Nursing programme as well as doctoral students at the Faculty of Veterinary Medicine and Animal Science. It is a long-established union that was founded in 1868.

The union has 13 active committees that organise activities for all union members, such as lectures, training courses, sports activities and parties. The main hub is the student union building where everyone, whether on two legs or four, is always welcome. We work hard to make the time students spend at the university as rewarding as possible by striving for good educational provision and monitoring academic standards for students in the Faculty of Veterinary Medicine and Animal Science.



vmf.slu.se

info@vmf.se

Ulls väg 6, 756 51 UPPSALA



The Forest Management Student Union, SMS

The School for Forest Management, SMS has been at Skinnskatteberg since 1945. It has around 130 students and the SMS student union performs a variety of functions covering a range of activities. The union has its own student union building with a sauna, gym, a function room for parties and events, and a pub that we try to keep open every Wednesday.

Those interested in hunting will be pleased to learn that the student union and the School for Forest Management have access to around 3,000 hectares of hunting grounds. If you are interested in fishing, the union has a boat you can use to fish on the many well stocked lakes around Skinnskatteberg. The union also has a number of sports trainers who run a couple of different sports activities every week.



smsstudentkar.se

sms_ord@stud.slu.se

Herrgårdsvägen 8, 739 31 Skinnskatteberg

Swedish Forestry Students Union, SHS

Swedish Forestry Students Union, SHS, or "Skogis" as the union is known, was founded in 1905 by forestry students in Stockholm. Several years ago Skogis moved to Umeå and has grown into a community for all those studying at SLU in Umeå. The student union building lies in a grove of trees on campus and is one of the largest in Umeå. Here we meet for our Thursday pub nights, or in the wood-fired sauna or for one of Skogis' traditional dinners.

The union has dedicated monitoring for programmes at all levels. Of course, the union is also active outside the walls of the university. Why not join a hunt on the union's 4,000 hectares of hunting grounds, or cultivate an interest in domestic and tropical trees in the greenhouse, or just relax in front of a crackling fire in the student union building?



skogisstudentkar.se

info@shs.slu.se

Barrskogsgränd 10, 907 36 Umeå

Ultuna Student Union, ULS

Ultuna Student Union, ULS, dates back to the 1860s, when the first student association was formed at Ultuna. ULS monitors the education for all students on Ultuna campus except students on the Veterinary Nursing programme and the Veterinary Medicine programme. This includes bachelor students, master students and doctoral students. The union's role is to work to ensure that the study programmes maintain a high level of quality, to promote a good student welfare environment, and to facilitate the transition from study to work.

ULS organizes a range of activities such as pub nights, study visits, dinners, mentoring projects, lunchtime lectures, cafés and more. We have 11 focus areas and 35 committees, as well as 10 independent associations affiliated with the union. Roughly 150 officials are involved in these committees every year.



www.ultunastudentkar.se

uls_ordf@stud.slu.se

Duhrevägen 6, 750 07 Uppsala

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The Service centre will answer your questions!

The Service centre is available in Alnarp, Ultuna and Umeå. The staff at the Service centre has received special training in student services, security and library issues. At the service center you can get help with:

Admission notice – Information on how to get your admission notice on paper.

Registration – Information on how to register at the start of the semester.

Access cards – Management of access cards.

Library matters – Obtain library cards, borrow and return books when the library is closed.

Disability – Information on support for students with a disability.

Study abroad – Information on support for studying abroad.

Forms and certificates – How to find the right forms and certificates on the student web.

Degree – Information on how to apply for a degree certificate.

Transcripts and certificates – Producing Ladok certificates when you need a stamp and signature.

Lost and found - Submit or ask for lost things.





SERVICECENTER



Glossary

A more detailed list of words and concepts in the academic world can be found on the Student web

Adjunct Professor

A professor who does not hold a permanent or full-time position.

Course Syllabus

The governing document for a specific course.

Dean

The head of a specific academic unit or faculty, also a member of the university management team along with the Vice-Chancellor.

Department

A smaller sub-unit within a faculty, divided by subject or areas of application.

Doctoral Student

A person who has been admitted to a third-cycle programme and undertake studies at research level. Doctoral students are usually employed by the university.

Faculty

The major organisational unit in the academic operations of the university, divided into operational areas. SLU has four faculties:

- The Faculty of Landscape Architecture, Horticulture and Crop Production Science (LTV)
- Faculty of Forest Sciences (S)
- Faculty of Natural Resources and Agricultural Sciences (NJ)
- Faculty of Veterinary Medicine and Animal Science (VH)

Higher Education Institution

In Sweden there are approximately 50 higher education institutions, referred to as universities and university colleges (högskolor), who have the right to award degree qualifications. The Higher Education Act and the Higher Education Ordinance regulate Swedish higher education institutions.

The difference between a university and a university college has traditionally been the fact that only a university has had the right to award third-cycle qualifications. However, since the year 2000 the government extended this right to include specific university colleges. The government is also responsible for deciding if a university college can call themselves a university.

Lecturer

A member of the university teaching staff.

Prefect

The head of a department.

Pro-dean/Vice-dean

Deputy to the dean may be responsible for education, research or equal opportunities and gender equality.

Professor

A person with significant experience conducting research and is responsible for a research area.

Programme Director of Studies

A person with the responsibility of coordinating a programme.

Programme Syllabus

The governing document for a specific programme.

Deputy/Pro Vice-Chancellor

The Deputy Vice-Chancellor is nominated by the University Board. The Pro Vice-Chancellors are responsible coordinating and developing education at SLU, cooperation, and environmental monitoring and assessment.

Researcher

A person with a third-cycle qualification (Ph.D.) who conducts research at the university.

Senior Lecturer

A member of the university teaching staff who has been awarded a third-cycle qualification (Ph.D.) and conducts research.

Student

A person who has been admitted to and pursues higher education.

Teaching Assistant

An individual who assists a professor or teacher with instructional responsibilities. At SLU, this is usually a former student.

University

See Higher Education Institution

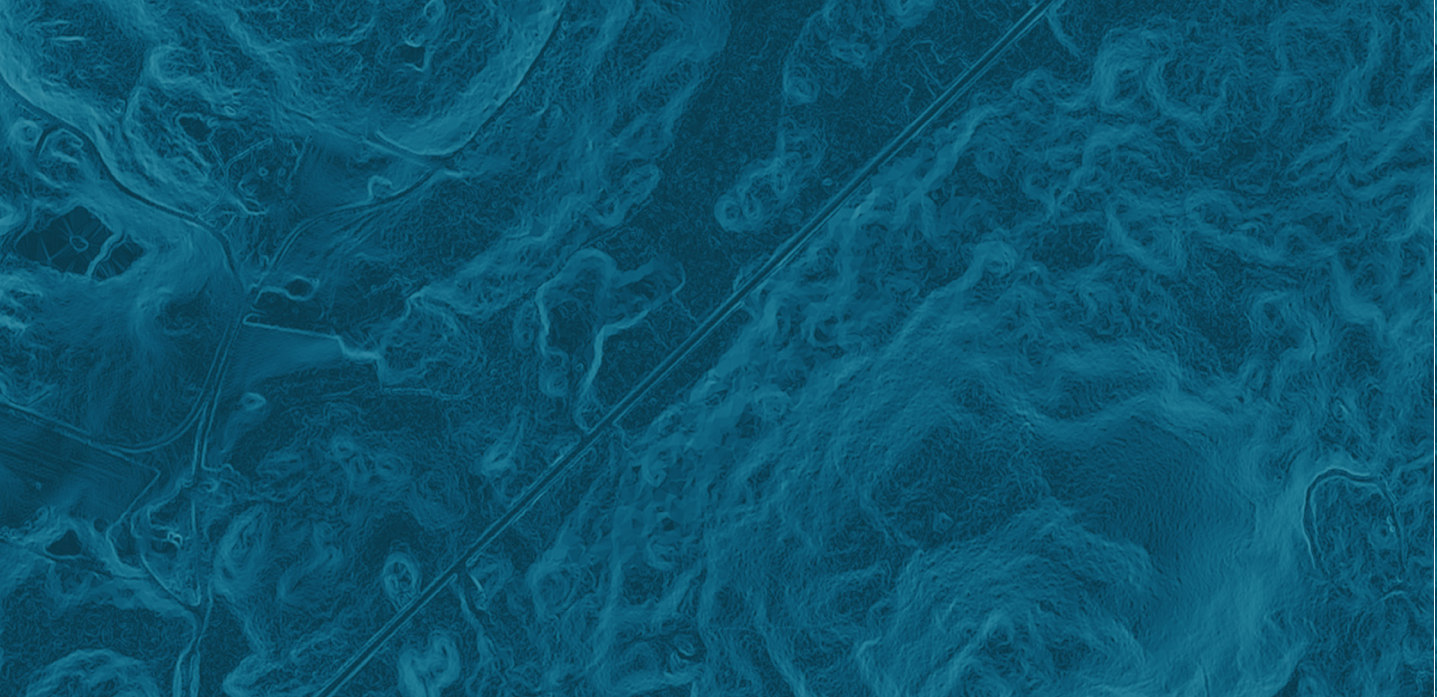
University Board

Appointed by the government. The highest executive body at SLU with the ultimate responsibility for the university's operations and finances. It is made up of representatives from the industry, business and public organisations, as well as teachers, researchers and students.

Vice-Chancellor

The 'managing director' of the Swedish University of Agricultural Sciences, which is a public authority. Appointed by the government on the basis of nominations from the University Board.





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youtube.com/sluse