

**Guidelines and Regulations for students of
the Masters Course in
Environmental Sciences, Policy and
Management (MESPOM)
(3rd & thesis semester)**

Version: 16 December 2022

In this document we provide guidance regarding expectations, procedures and regulations that are specific to the 3rd and thesis semester of the MESPOM Programme in Lund.

Where to find relevant information

- **The course syllabi** (available at <https://www.iiiee.lu.se/education/european-joint-masters-programme-environmental-sciences-policy-and-management-mespom/mespom-iiiee>) is the formal course document detailing the learning outcomes, key course elements and the nature of assessments used in the course.
- **The course guide** (available on CANVAS, which is referred to as “Course syllabus” on Canvas) contains the most relevant information about the course you are taking including course objectives, readings, and the learning elements that take place during the course. In this document you will also find information regarding examinations and assessments, as well as contact details of the course co-ordinator(s). If you have further questions related to a course, please contact the course co-ordinator(s). The course guide will be available at the latest the day the course starts.
- **Assignment descriptions** (available on CANVAS) contain information related to the goals of the assignment, the expected deliverables, time allocation, deadlines, grading etc. Please always read assignment descriptions carefully, and if you have any questions make sure to contact the responsible teacher for clarifications.
- **The schedule** (available at) the IIIIEE website: <https://www.iiiee.lu.se/education/european-joint-masters-programme-environmental-sciences-policy-and-management-mespom/mespom-iiiee> is a compilation of scheduled in-class activities for each batch of students. The full preliminary schedule of a course excluding the deadlines is available at least four weeks before the course starts on Time-edit (the link above). To see a comprehensive schedule for each course including the deadlines, students are required to check the Canvas calendar which is available once the course is published on Canvas.

Schedule updates: Sometimes we have to make changes to the schedule. Please make sure to always check the latest version.

Student rights, equal treatment and support

Student rights: It is of central importance that students also are aware of, and understand their rights. Information about student rights is collected in the “List of rights for students at Lund University.” These rights apply for all students and all educational activities at Lund University. Please do take a moment to read through this document that can be found at: <https://www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-and-guidelines>

Equal treatment: In line with the Discrimination Act (2008:567) of Sweden, the Lund University and the IIIIEE finds it crucial to treat everyone equally regardless of their sex, transgender identity or expression, ethnicity, religion or other belief, disability, sexual

orientation and age. At Lund University, every manager, employee and student is to take one's responsibility for contributing to the university's efforts to be a democratic and equal university without discrimination. You can find the University's policy for gender equality, equal treatment and diversity at:

https://www.staff.lu.se/sites/staff.lu.se/files/jamstalldhetspolicy_a5_eng.pdf.

The IIIEE seeks to ensure this in various parts of our educational activities, including student admissions, evaluation of students' performance, and general study environment as such.

In case you feel you were discriminated and could not resolve the issue with people concerned, please bring it up to the Director of Education. Should the problem still not be addressed properly, please see the following LU website as to whom you should turn to (<https://www.lunduniversity.lu.se/current-students/academic-matters-and-support/student-rights-and-guidelines/getting-help-making-complaint>).

Student support: When you need support of any kind you are very welcome to contact members of the staff. For questions directly related to a course please contact the relevant teachers. For questions that relate to other issues, or if you for any reason do not want to speak directly to the relevant teacher, you are always welcome to contact the student coordinator or the MESPOM Programme Coordinator in Lund.

For information regarding central support functions available for all LU students, please refer to <http://www.lunduniversity.lu.se/current-students>.

We particularly wish to highlight the **LU Academic Support Centre**. The Centre offers free support for students covering areas such as academic writing, speaking and presentation skills, and reading and study skills and procrastination challenges. For further information, please check their web site: <http://www.lunduniversity.lu.se/current-students/academic-matters-support/the-academic-support-centre>.

Participation in in-class activities

Courses in the MESPOM 3rd Semester in Lund are designed for an active participation in all classes. It is important to note that not all elements covered in the classes will be mirrored in the course readings and examinations will normally take into account all course elements. The general expectation, therefore, is that students should participate in all classes. However, more specific directions related to mandatory course elements can be found in the course description.

If a student misses a class activity that is listed as mandatory, the student is required to submit a make-up assignment as specified by the course teacher. The requirement to submit a make-up assignment applies regardless of the reason the mandatory class was missed. The student must submit the make-up assignment by the deadline the teacher and the student agreed upon.

If a student misses an in-class activity that *is not* listed as *mandatory*, it is the student's responsibility to make sure that they get access to all relevant materials (e.g. slides, lecture notes) necessary to ensure that they can stay on track in the course.

Conditions for progression to the 3rd and 4th Semester of the programme

Prerequisite for participating in the 3rd Semester in Lund

To be updated in early 2023.

Prerequisite for participating in the thesis Semester (4th Semester)

To be updated in early 2023.

Student influence and representation

Pathways to exercise influence available to all students throughout the programme

- All students can provide feedback regarding courses via course evaluations or by talking directly to individual teachers, course-coordinators, or to the MESPOM Programme Coordinator in Lund.
- All students can provide direct feedback regarding programme design, student facilities, etc to the MESPOM Programme Coordinator in Lund or the Student Coordinators
- You can also provide feedback regarding courses and/or student facilities programme design etc.
 - Via your MESPOM Student Council
 - Via TLTH

Formal student representation in decision-making bodies

According to the Swedish law students are entitled to representation in the board of all institutions of higher education, as well as all bodies & committees within a Higher Education Institution that plan or decide on issues that are significant for the situation of students and their studies.

At the LU level student representatives participate in all decision-making bodies and boards. These representatives are appointed by the different Student Unions.

Of particular relevance to education at the IIIEE are the following bodies, which have direct student representation by IIIEE students:

- The IIIEE Board: 1 student representative for 1st and 2nd cycle education (from the IIIEE)
- The IIIEE Educational Council: 3 Student representatives (from the IIIEE)

Decisions that may affect students/education at the IIIIEE are also made at the Lund University Faculty of Engineering (LTH), under the agreements for quality assurance of education that the IIIIEE has with LTH.

In all relevant decision-making bodies at LTH students at the IIIIEE are represented by student representatives appointed by The Student Union of the Faculty of Engineering (TLTH). The key decision-making bodies at LTH, of relevance to IIIIEE students, include:

- Programme Committee W: This committee approves programme and course syllabi for all education at the IIIIEE.
- The Management Group for undergraduate education: This committee is responsible for and makes decisions on common training issues such as strategic plans, quality-enhancing measures, programme structure and financial allocation for education.
- The Recruitment Board: This committee prepares matters relating to the recruitment of teachers

Students who are interested in further engagement with these larger student organizations should contact W Section at ordf@wsek.se or TLTH at ui@tlth.se. Unfortunately, at present some information is only available in Swedish.

The IIIIEE Student Council

The IIIIEE Student Council is the most immediate way for students to be involved with representing student interests. The IIIIEE Student Council is composed of eight or nine members, consisting of two or three members from MESPOM batch and three members from each EMP batch directly electing the respective representatives. It is the responsibility of the Student Council to provide student representatives to the IIIIEE Board, the IIIIEE Educational Council, and to Course Evaluation Meetings. In addition to these formal responsibilities, the Student Council may be consulted by IIIIEE staff for quick student inputs and serve an important role as an additional channel for information and communication between the IIIIEE and current students. Members of the Student Council may also be asked to provide for student representation on additional groups and committees which may be created at a later date as need arises. While there is no social component inherent in the Student Council, the organization of newsletters, fundraising, social events, and graduation festivities are encouraged. Each Student Council has the freedom and flexibility to determine their roles and define how they will function.

Student representatives are selected through a procedure of nominations and election. Student representatives are elected for the duration of the program. It is the responsibility of the senior batch to oversee the elections for the junior batch and ensure they are conducted in a fair manner and to inform TLTH of the results. Elections should be held at the beginning of each fall semester (usually sometime between mid-September to early-October).

The IIIEE Student Council (in collaboration with TLTH) also appoints student representatives to sit in the following decision-making and planning bodies:

- *The IIIEE Board*: 1 student representative, the student representative has attendance and speaking rights and in matters pertaining to education, they also have voting rights.
 - The IIIEE Board decides the general direction of IIIEE activities, the budget for the IIIEE, some leadership positions including the Director, the Deputy Director, the Assistant Director, and the Director of Education at the IIIEE, and other matters as referred to the Board by the Lund University, the Board of the Foundation for the IIIEE and others. Some educational authority has been delegated to the IIIEE Director including decisions about courses to be provided by the IIIEE, decisions related to the allocation of responsibility for the educational activities, decisions related to number of admitted students, and the appointment of course examiners among others.
- *The IIIEE Educational Council*: 3 student representatives (1 from each EMP batch and 1 from MESPOM)
 - The Educational Council formulates and reviews the implementation of the IIIEE Education Strategy, oversees the Quality Assurance system, and endorses course plans and other major education initiatives.
- *IIIIEE Course Evaluation Meetings*: student representatives from the relevant batch.
 - All evaluations must be anonymously reviewed by the Student Council before they can be submitted to staff. Student representatives will then meet with the course instructors and the MESPOM Programme Coordinator in Lund to voice student concerns and suggest future improvements. See further information below.

Quality Assurance and Development in Education

Course Evaluations

After each course, all students are asked to fill out a course evaluation. The evaluation is anonymous and is designed to allow students to provide feedback, comments and ideas related to the course they have just completed. The IIIEE's routines for course evaluations and follow-up are aligned with the LTH system for quality assurance in education, and use the standardized Course Experience Questionnaire (CEQ) for all course evaluations. See more at: www.ceq.lth.se

An invitation to fill out the on-line course evaluation will be e-mailed to each course participant after the last day of the course and the evaluation will typically remain open for two weeks. Student feedback is a key element of quality assurance and a very important resource in our continued course development. We therefore encourage all students to take the time to fill out the course evaluation after each completed course.

When the course evaluation is closed a computer-generated evaluation overview will first be distributed to the Student Council. The Student Council representatives will be given the possibility to edit this overview in case they find comments or language that they deem to be offensive. In the next step a working report will be automatically generated and sent to members of the Student Council, the course coordinator and the Director of Education.

Course Evaluation Meetings

After each course, when the course evaluation working report has been distributed, student representatives will meet with the course coordinator and the Director of Education. During course evaluation meetings, the results of course evaluation will be discussed along with comments and ideas for future changes/improvements.

Based on this discussion, student representatives, the course coordinator and the Director of Education will subsequently provide written comments which will be merged with the results of the standardized CEQ questionnaire in a final *course evaluation report*. This report will be sent out to all course participants so that they can see how the course team intends to address the received feedback for future iterations of the course. All course evaluation reports will be made public via the LTH CEQ database so students can go back and look at earlier versions of course evaluation reports. [<https://www.ceq.lth.se/rapporter>]

While the course evaluations and the Student Council meetings offer formal opportunities for students to provide input and feedback on the educational activities within the IIIEE, all students are welcome to contact members of staff directly if they have questions or issues they want to discuss. For issues related to specific courses we encourage the student to make direct contact with the relevant teachers, for issues related to the overall programme, or issues that you for any reason do not want to discuss directly with the relevant teacher, students are welcome to contact the MESPOM Programme Coordinator in Lund.

Examination rules at IIIEE

Plagiarism and the use of impermissible aids

With respect to plagiarism and the use of impermissible aids general rules apply to all of Sweden's universities and higher institutions of learning. In Sweden, as in most other countries, cheating is considered to be a very serious offence.

All universities in Sweden have a Disciplinary Committee, with the university Vice-Chancellor as chairperson and an outside legal representative among its members. The exact composition of this committee, and information in detail, etc., can be found in the Högskoleförordningen (HF), University Regulations, Ch. 11, Disciplinary Measures.

Persons responsible for a particular university educational programme and its respective examination process are without exception obliged to promptly report cheating and/or suspicion of cheating to the Disciplinary Committee. This committee then decides upon the case. If cheating has been found to be clearly evident, the normal consequence is suspension from all university activities. The period of suspension is from 1 month up to 6 months. In

the case of the MESPOM Programme, this in practice means resignation from the programme.

The IIIEE library provides training and support for our students, to prepare them to properly manage citation and related use of others' materials.

Grading System

All the IIIEE courses in the MESPOM Programme are graded. The course guide for each course defines the basis for the grading. This may depend on the results of written and oral examinations, individual and/or group assignments with written and/or oral components, as well as active participation in seminars and other activities. When a written examination takes place, it is typically followed by a review session where teachers explain the expected answers and students can review and assess the grading. After the review session students are entitled to bring back the examination.

The courses are evaluated with the grades U (Fail: corresponding to 49% or below), 3 (Good: corresponding to 50-69%); 4 (Very good: 70-84%), or 5 (Excellent: 85% or above), and grades in ECTS bands are also provided. In addition, grades will be communicated in *percentage* to CEU to allow for appropriate transcription of the IIIEE grading results into the different grade bands of the respective MESPOM partners.

Exams, papers and assignments that have received a passing grade or higher cannot be upgraded by means of, for example, a re-submission or re-examination.

Examination & re-examination

For all the graded items of the course, there will be one ordinary examination and two re-examinations during, or in direct conjunction with the semester the course is given. The first re-examination is scheduled 5 – 7 weeks after the first exam/deadline. The second re-examination is scheduled just after the end of the semester before/or in the first week of the fourth semester. If a student fails all three exams, further opportunities to sit for an examination will be when the course is offered the following year, as long as the course is still given. It is important to note that this may have implications for the student's ability to progress to the subsequent semester.

Thesis examination

The IIIEE thesis examination committee, comprises of 8-12 members of the IIIEE faculty, evaluates and proposes the grade of the written thesis to the MESPOM Examination Board, who formally approves the final grade. Each thesis is first evaluated by two independent evaluators who will each submit a formal written evaluation. At least one of these evaluators will be member of the examination committee. When the evaluation provided by the two faculty members are substantially different and/or go over different grade zones/ECTS bands, a third (and in some cases fourth) faculty member(s) are assigned for further review. These evaluations constitute the basis for the final grade which is approved by the MESPOM Examination Board.



The formality of the thesis project (e.g. timeline, thesis submission) will follow what is found in the MESPOM Student Handbook, as well as the relevant MESPOM thesis course site on CANVAS.