

# **Study guide**

**Geology**  
**Lund University**



**Sölvegatan 12**  
**Lund**  
**Sweden**

## **Welcome to Lund University and the Department of Geology (Geologiska institutionen)**

We hope that you will like it here and enjoy your studies. This handbook provides information about the department, the structure of programmes and courses, as well as student organisations and other important features at the Department of Geology. We hope it will help you settle into your new life at the department.

The Department of Geology is located on Sölvegatan which is the main “university” street running from the city centre towards the northern city limit. It is flanked by university departments, mostly belonging to the faculties of science and technology (see map on the last page). The GeoBiosphere Science Centre is in the beginning of the street, very close to the city centre on street numbers 10 and 12. These buildings are also referred to as Geocentrum I (Sölvegatan 10) and Geocentrum II (Sölvegatan 12). Geocentrum I houses the Department of Human Geography while in Geocentrum II you find offices for our staff at the Department of Geology (yellow brick building), our library and the Department of Physical Geography and Ecosystem Science (INES, red brick building). In both buildings there are open areas where you can spend time doing group work and also facilities for lunch and coffee breaks, including micro wave ovens and coffee machines.

At the homepage of the department you find more information about happenings at the department as well as the university, e.g. seminars and guest lectures, information about courses, schedules, information about exams and re-exams, available jobs etc.

Department of Geology homepage: <http://geology.lu.se> Or in Swedish, where all the undergraduate courses we offer are described: <http://geologi.lu.se/>

The number of regular teaching staff, administrative staff, researchers and PhD candidate students is close to 100 and you are likely to meet most of them during your studies here. The Head of department, Mikael Calner, leads all activities at the department, and is responsible for all staff and students here. Dan Hammarlund, the Director of Undergraduate Studies is responsible for the bachelor and masters education programs. Karl Ljung, our Student Counsellor, is the person you should talk to when you have questions regarding courses and related issues. If you are interested in studies abroad or student exchange programs, she is also the main person coordinating these activities. You can turn to Henrik Stålhane, our departmental administrator, when you need transcripts and for other practical issues. For all the above staff, we have a principle of “open office”, and try to accommodate you at all times as far as possible. However, if you have a specific issue and need to talk to a specific person, it is advised that you call or send an e-mail to make an appointment, since at some time periods we are very busy.

### **Department of Geology contact information**

<i>Address</i>	Department of Geology Lund University Sölvegatan 12 223 62 Lund Sweden
<i>Telephone</i>	+46 (0)46 - 222 00 00
<i>Office hours</i>	Monday to Friday 09-17
<b>Key staff members (all in Geocentre II)</b>	
<i>Head of Department</i>	Mikael Calner <a href="mailto:mikael.carlner@geol.lu.se">mikael.carlner@geol.lu.se</a> 046 - 222 14 24 3rd floor, room 333
<i>Director of Undergraduate Studies</i>	Dan Hammarlund <a href="mailto:dan.hammarlund@geol.lu.se">dan.hammarlund@geol.lu.se</a> 046 - 222 79 85 4th floor, room 477
<i>Student Counsellor, Exchange and International student advisor</i>	Karl Ljung <a href="mailto:karl.ljung@geol.lu.se">karl.ljung@geol.lu.se</a> 046 - 222 39 96 4th floor, room 480
<i>Student administration</i>	Henrik Stålhane <a href="mailto:henrik.stalhane@geol.lu.se">henrik.stalhane@geol.lu.se</a> 046 - 222 78 65 2nd floor, room 246

### **Education programmes at the Department of Geology**

The education programmes at the Department of Geology are organised according to the European/Bologna system of a three years bachelor's program followed by a two years master's program. Both undergraduate and graduate level programmes finish with a thesis. At the Department of Geology there is one bachelor's (in Swedish) and one master's (in English) programme. The Department of Geology also offers research education in subjects related to research at the department.

For more information about the programmes visit:

<http://geologi.lu.se/utbildning/kandidatutbildning> (Bachelor's level)

<http://geology.lu.se/education> (Master's level)

Courses have individual course codes with the common three letter combination "GEO" denoting a Geology course, a following letter "A", "B", "C", "P" or "L" stands for a course at BSc level and a following letter "N" or "M" a course at advanced, MSc, level, followed by a two digit number. So a course could be e.g. GEOB21 or GEON04, where the former

is a course at BSc level and the latter a course at MSc level. Requirements for attending master's level courses are normally more extensive than for bachelor's level courses. If your BSc degree is from a department other than Geology, you should contact the Student Counsellor, Karl Ljung, to check if you are eligible or not.

### ***The academic system at Lund University***

The academic year at Lund University starts in late August/early September and ends in early June. The Autumn Semester runs from August/September to around the 20<sup>th</sup> of January and there is no official break for Christmas, but there are also no scheduled teaching activities between about the 20<sup>th</sup> of December until the 7<sup>th</sup>-9<sup>th</sup> of January. However, it might be that you have assignments that are scheduled to be due after this period, and you might also need this time to revise and prepare for final exams scheduled at the end of the autumn semester. The Spring Semester starts the day after the autumn semester ends and runs until the first week of June. There is no official Easter break but normally no teaching activities take place during Easter week. Each semester is divided into two periods of ten weeks (corresponding to 15 credits of coursework): autumn 1 (ht1, September to November) and autumn 2 (ht2, November to January), spring 1 (vt1, January to April) and spring 2 (vt2, April to June). In general, students will take courses worth 30 credits each semester. To meet the course requirements for their degrees, bachelor's students must take 180 credits and master's students must take 120 credits in total.

Courses at the Department of Geology are taken sequentially (one at a time), not in parallel (with a few at the same time) as is the case at many other universities in the world. This means that in general students at the Department of Geology attend one course worth 15 credits during each period. Students coming from other universities may not be used to taking only one or two courses at once, but don't let this deceive you with respect to your workload, you will be very busy! Information about the courses available at the Department of Geology can be found on the department website. Each degree program has a certain number of mandatory courses students must pass and some elective courses as well.

In order to attend a course, you must apply for it at [www.antagning.se](http://www.antagning.se). During the first semester of study you have been automatically registered for your mandatory courses that are part of your degree programme for the first semester. For the next semester you **have to apply** for the courses yourself. You will receive information about how to do this in due time before the application deadline, which normally is the 15<sup>th</sup> of April for Autumn Semester courses and the 15<sup>th</sup> of October for Spring Semester courses. However, depending on programme and type of courses, these dates may vary, so please check homepages or talk to the Student Counsellor, Karl Ljung, to make sure that you do not miss the appropriate deadline. You should check that you meet all the requirements for a course before applying for it. Note that you may include BSc level courses in your MSc degree and MSc level courses in your BSc degree to a certain

extent. Master's students can only include up to 45 credits of bachelor's level courses in their degree.

#### ***Courses at other departments/universities***

In general you can attend courses given by other departments at Lund University or elsewhere and count the credits towards your degree. At Bachelor's level you need to include at least 30 credits in subjects outside geology (but note that at least 90 credits including the 15-credit degree project must be within geology). At Master's level you can include up to 45 credits outside geology but this is not mandatory. If you are thinking of taking a course outside the Department of Geology, you can discuss your choice with the Student Counsellor Karl Ljung and it may be advisable to check with the course coordinator that you meet all the requirements and are eligible to take the course. Check the websites of the Lund University departments you are interested in for information about their courses. To find information about courses at other Swedish universities, go to the university's website or browse the available courses at [www.universityadmissions.se](http://www.universityadmissions.se).

#### ***Exchange and international courses***

Our department and Lund University also have a large number of exchange programs with universities around the world in which you may also be interested. In fact, we recommend to our students to do an exchange semester at a foreign university, since we consider international experience to be an important factor for increasing employability. For more information regarding exchange programs visit the web site at: <http://www.science.lu.se/education/studying-abroad>. You must always discuss exchange activities with our Student Counsellor (Karl Ljung) and you may also need to contact our Director of Undergraduate Studies (Dan Hammarlund) before registering for courses at other universities or exchange programs to ensure the credits can be counted towards your degree. Many students find going on exchange a very valuable and rewarding experience so we encourage you to look at these opportunities.

#### ***Course structure***

Every course is led by a course coordinator that normally also is the main teacher on the course. Normally a team of 4-8 teachers will be involved in different parts of a course, each sharing expertise from her or his field of specialisation. Each course at the Department of Geology has a webpage, reached from the department website ([geologi.lu.se](http://geologi.lu.se)). Go to "Utbildning" and then to "Hela kursutbudet". This page provides a summary information on the course, has links to a syllabus, and links to the current (or latest version of the) course schedule, literature list, course library used for distributing assignments, lecture notes and other teaching materials, and the name and contact information of the course coordinator. The English version of our website ([geology.lu.se](http://geology.lu.se)) has the equivalent information for the master courses, which are taught in English. The course libraries are password-protected for copyright reasons and the course coordinator will provide the password at the start of the course. If you have specific questions regarding a course, do not hesitate to contact the course coordinator.

Courses begin with an introductory session. You will receive an email with information about the time and location of this session about one week before the course starts. It is very important that you attend this session because the course coordinator will confirm your registration and provide important information about the course. If you do not attend the introductory session you may lose your place on the course. If you cannot attend the introductory session for any reason, contact the course administration (Henrik Stålhane) and your course coordinator before the scheduled meeting.

During the introductory session the course coordinator will tell you about the course content, schedule, assignments, the grading system, the exam and the course literature. A list of the course literature will be provided on the course web page at least one month before the start of the course. Note that it is not always necessary to buy course literature; there are usually a few reference copies of the books in the Geobrary located in Geocentrum II.

We encourage our students to elect at least one course representative. This student will provide feedback from the course participants to the course coordinator, as well as alert the coordinator if students have any concerns related to the course and sign the commented course evaluation provided by the course coordinator at the end of the course. However, you are always welcome to contact the course coordinator directly if you have questions related to the course or feel that you need to discuss issues that may arise.

Courses will generally include a mix of group and individual work. We also emphasise both oral and written presentations, and these are normally also part of regular course work. Most courses will include an oral or written exam. At the end of the course, the course coordinator must hold a feedback session in which students are invited to comment on the course and discuss aspects they enjoyed as well as areas that could be improved. Course evaluation questionnaires are either provided at this session or made available online for students to fill in at their convenience. Providing feedback to course coordinators is the best way to help improve courses and to provide students with the ability to shape their education; we strongly encourage you to attend the evaluation sessions and/or fill in the online questionnaires for the courses you take.

### ***Exams***

Most courses will include a written or oral exam. Information about the exam will be provided during the course introductory session. It is important to remember to bring a piece of photo identification (e.g. passport or driver's licence or national identity card) to the exam. You are also allowed to bring some snacks and drinks. According to University rules, the course coordinator should provide students with the results of the exam no later than 15 working days after the exam. Students who fail the exam or cannot attend for any reason can re-take the exam on a date specified by the course coordinator. Note that it is not possible to re-take an exam in order to obtain a higher

grade once you have passed the course. Samples of previous exams are available from the education administration (Henrik Stålhane), and also often posted on the course home page. If you cannot find them, please ask the course coordinator.

### ***Grading***

In Swedish Higher Education, several different grading systems are applied and this may sometimes be very confusing. At the Faculty of Science at Lund University a three level grading system is applied. The grades are Pass with distinction (VG), Pass (G) and Fail (IG). At the Department of Geology, 60 % is required for a Pass and 80 % for a Pass with distinction. However, this may vary between courses, since normally also assignments and group work contributes to the final grade, so details should be provided by the course coordinator during the introductory session of the course. To see and print your transcript with the courses taken and grades awarded, you can log in to LADOK (the Swedish National transcript system) using your StiL account information (which is emailed to you before you start your program) at:

<http://www.lunduniversity.lu.se/current-students/academic-matters-support/transcript-of-records-from-ladok>

If you have issues regarding your grading, please discuss this with the course coordinator in the first instance. If you need to talk to someone else, the Director of Studies, Dan Hammarlund, is also available for matters like this.

### ***Computers and Printing***

All information regarding your computer account, log in credentials, etc. will be given to you by your course coordinator or IT-manager Gert Pettersson. It is Gert Pettersson you should contact if you are experiencing problems with your computer access. The credentials are used for log in in the computer room in Geocentrum II. They may also be used to access the servers from other computers at the department, from the Geolibrary and on the web <http://helag.geol.lu.se/netstorage>. The computer lab is located on the second floor of Geocentrum II close to the Study administration office. You can access it 24/7 using your student access card. The computer lab is sometimes reserved for a class but you may usually use any free machines in the lab, provided that you keep quiet and do not disturb the ongoing class. At present printing is free but this will most likely change during the autumn 2015.

### ***Thesis project***

The thesis is an important part of the programme and gives you the opportunity to perform research within a topic of your own choice. At bachelor's level the thesis is 15 credits and at master's level it is 45 credits. To start your thesis you must register for the thesis course and find a supervisor within the department. It is good to start thinking about your thesis topic in advance! Read journal articles, discuss ideas with teachers etc. If you would like to do an internship or fieldwork to collect data, you can take the GEOC90, Geology, internship, bachelor level course. You are also welcome to work with

a supervisor outside the university, for example if you do an internship at a company or do research at another university. Contact the Director of Studies (Dan Hammarlund) if you plan to do an internship.

***Getting your degree certificate***

Once your studies are completed and you have passed all courses within your programme, it is time to apply for your degree certificate. This is done by filling in the application form provided by the Degree office:

<http://www.lunduniversity.lu.se/current-students/academic-matters-support/apply-for-your-degree-certificate>

Please follow the instructions provided carefully. It normally takes around 4-6 weeks for the Degree office to issue your degree certificate. If you need the degree in English, a small fee will apply.

## Around the Department

### **STiL**

When you got admitted to Lund University you received a letter sent to the e-mail address you stated when you applied for the programme, with information regarding your STiL-account. The username and the password for your STiL-account are used when you log on to the computers in the library, or log on via www.lu.se to view your results from courses and your registrations, and your student e-mail. You are obliged to check your student-mail regularly, since all correspondence from the university is sent to this mail! One alternative is to forward your student-mail to your “usual” mail-account. If you are experiencing any problems with your STiL-account, please contact [stil@er.lu.se](mailto:stil@er.lu.se) or call 046- 222 01 00.

### **Student access card**

One of the first operations that you need to do to access facilities in Lund is to get a student access card. This could be obtained on several places around the University, the nearest to the department is located in the main university library located roughly a block to the west of Geocentrum I. MAKE SURE to bring a valid ID card, passport or equivalent. Nothing else is needed except patience during peak hours. Allow 24 hours for the card to be activated (will be done automatically). Once you have your card you should be able to access all facilities you are supposed to have access to, including all relevant lecture rooms and the computer lab.

### **Geolibrary**

INES and the Geology Department share a library on the ground floor in Geocentrum II. It provides access to reference books, a room for group work, a computer room and a quiet study area. The librarians can help you find any materials you are looking for and can provide tips about referencing and compiling a bibliography. As a student at Lund University you also have access to a large database of online publications, databases, journals and books. Ask the librarians or visit <http://www.geobib.lu.se/en/search> to find out more.

### **Classrooms**

During your courses at the Department of Geology you will probably have almost all your lectures on the second floor in Geocentrum II. The main classrooms are Rodinia, Baltica and Gondwana, together with the smaller classrooms Ulmus and Quercus, the microscope labs Zirkonen and Trilobiten, the computer lab and the lecture hall Pangea. There are also facilities for lab instructions on the ground floor. If you wish to reserve a classroom or the glass entrance for an event, please contact the student administration (Henrik Stålhane) or the house prefect (Helena Alexanderson), respectively.

### **Lunch rooms**

It is common for students to bring their lunch to the department. There is a double lunchroom with microwaves and tables in Geocentrum II (second floor, to the right of Pangea).

### **Staff**

The Department of Geology has nearly 100 teachers, researchers, PhD candidates and administrative staff. They all have their offices on the second, third, fourth and fifth floors in Geocentrum II. The Department of Geology has a friendly and informal environment – it is normal to call teachers by their first name! You are welcome to come and ask questions or discuss ideas with teachers by sending them an email or going to their office.

## **Student unions and councils**

### ***The Student Council for Physical Geographers and Geologists (SNG)***

SNG is an organization run entirely by students at INES and the Geology Department. It represents students in the decision-making boards of the two departments. This provides students an opportunity to give feedback about their education, comment on new ideas and suggest ways to make the quality of education even better. It also organizes activities for students such as ‘sittnings’ (dinner parties at student nations), ‘fika’ (coffee and cake), excursions etc. Everyone is welcome to participate in SNG meetings (held every second week on Tuesday lunch time)! We also have fika every Wednesday lunchtime (outside Pangea in Geocentrum II)! SNG would love to hear your ideas, comments and suggestions. You can also candidate for any of the posts in SNG (President, vice-president, representative on one of the boards, social committee...etc.) during the elections.

If you want to find out more about SNG, send an e-mail to [sng.geocentrum@gmail.com](mailto:sng.geocentrum@gmail.com) or visit the SNG-room (located to the left from the lecture room Pangea), where there is information about the next SNG-meeting! You can also join the SNG Facebook page:

<https://www.facebook.com/StudieradetSNG>

### **Lund University's Union for Science Students, LUNA**

INES and the Geology Department are part of the Faculty of Science at Lund University. LUNA's main purpose is to be the science students' voice in discussions with Lund University and the Faculty of Science. They work to improve the quality of your courses and programs, make the teachers better, give you enough computers in the computer rooms and microwave ovens in the lunch rooms, and much more. Representatives from

LUNA are participating in most of the management boards at the faculty. SNG represents the Geology and Physical Geography students in LUNA

If you experience any trouble with your education or anything related to education, please contact the union and they will do what they can to help you. You can also contact SNG who can try to help with issues specifically related to INES or the Geology Department. To become a member of LUNA, please visit the student nation of your choice. When you register there and pay your semester fee, you will automatically become a member of LUNA as well.

Also, every spring, LUNA arranges a day called ATLAS, where you can meet future employers who are interested in hiring scientists. It is also an opportunity for students to create connections for future internships and thesis projects. If you want to know more about LUNA or get involved, visit <http://www.luna.lu.se/english> or send an e-mail to [luna@luna.lu.se](mailto:luna@luna.lu.se)!

## **Student career, learning and health counselling services**

### ***Students with disabilities***

Lund University can provide support to students with disabilities. To find out more about the support available please visit: <http://www.lunduniversity.lu.se/student-life/preparing-to-come/students-with-disabilities> The Geology Department can provide support, such as extra time during exams, for students with disabilities. To find out more about the support the Geology Department can provide, please contact Karl Ljung.

### ***Student health care and counselling***

The Student Health Care is a service for all the students at Lund University. The clinic has counsellors, nurses, a physician, a psychiatrist and a psychologist who work with physical, psychological and social problems that are related to your studies. You have to book a time but you can also ask questions over the phone or call for advice. Do not hesitate to call Student Health! All information is handled confidentially. If your problem is not within the range of the Student Health service, they will advise you on where to turn. Student Health counselling phone: 046 222 43 77 (Mondays and Wednesdays 13:00-14:30). The Lund University Student Chaplains also provide free and confidential counselling to all students (including those who are not Christian or have no religious affiliation).

Student Health:

<http://www.lunduniversity.lu.se/current-students/health-care/student-health-counselling>

Student chaplains:

<http://www.lunduniversity.lu.se/sites/www.lunduniversity.lu.se/files/student-chaplains-counselling-info-lund-university.pdf>

### ***Career Service, "Karriärservice"***

The Career Service offers information and help regarding preparations and connections for your future working life. Together with the worksite [www.mycareer.lu.se](http://www.mycareer.lu.se) the Career Service constitutes an important link between studies and work - a venue for students and employers. The Career Service can help with writing your applications for jobs. Seminars about how to write applications and resume together with interview-sessions are held regularly, and from time to time guest-lectures are invited to talk about different career- opportunities. For more information, visit:  
<http://www.lunduniversity.lu.se/current-students/careers-service>

### ***The Academic Support Centre (ASC), "Studieverkstaden"***

The ASC is here to help you improve your study technique, your academic writing and presentation skills. They can also help you if you have another native tongue than Swedish. You can ask for help at the ASC to find better study strategies, tools for more efficient memorization, improve your writing skills and how to handle oral presentations. For more information, visit <http://www.lunduniversity.lu.se/current-students/academic-matters-support/the-academic-support-centre>

## **Student rights and offences**

### ***Plagiarism and other disciplinary offences***

Plagiarism is the act of taking ideas or text from a source (person, organization, etc.) and passing them as your own and/or not attributing them to the correct source. Other disciplinary offences include cheating during an exam and harassment. It is your responsibility to inform yourself about these offences and their consequences. We therefore urge you to read the information available about disciplinary offences like cheating and other disciplinary offences: <http://www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-guidelines/cheating-disruption-and-harassment> and in particular, plagiarism: <http://www.lunduniversity.lu.se/current-students/academic-matters-support/academic-support-centre/avoiding-plagiarism>

The Geology Department reports any case of a suspected disciplinary offence during a course, including during the exam, to the disciplinary board of the University without any discussion. If a case is proven by the board it will lead to suspension of the student from education for a period of time depending on the type of offence.

### ***Student rights***

On June 4, 1998, the board of the University adopted guidelines for relations between departments and students at Lund University. The guidelines were amended on

November 6, 2000. The full text and additional information regarding student rights and obligations are found on the page: <http://www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-and-guidelines>.

Given below is an extract of the guidelines and of current legislation. Should you have any questions or be in need of assistance, it is always possible to contact your student association (SNG or LUNA), the relevant Head of Department, or the Student Advisor of the course or program within which you are enrolled.

The guidelines represent targets for relations between the university, students, departments and other individuals or organizations responsible for tuition at Lund University. Due to the varied nature of the operations of the university, local deviations may occur. However, departments are to strive to fulfil these guidelines as far as possible. As the guidelines do not represent absolute legal rights, they cannot form the basis of legal action against the University.

- Students own the right of representation in all decision-making bodies whose activities are of importance to a course and/or program of study and to the situation of the student (Higher Education Ordinance, Ch 3, S 9, paragraph 2).
- A student must never be subjected to abusive treatment. The working environment and equality conditions of students are to correspond to current legal standards applicable to university employees.
- Approved syllabuses for courses and programs are to be published and available at the latest one month prior to the final application date.
- Course literature lists and tuition and examination schedules (including retake examinations) are to be available at least one month prior to the start of the course.
- The department or other body responsible for the course or program is responsible for ensuring that course evaluations are carried out for each course. Student participation in course evaluations is to be anonymous.
- The results of course evaluations are to be made available to students upon request (Higher Education Ordinance, Ch 1, S 14).
- For each course or module, an ordinary examination, a retake examination soon after the ordinary examination, and a further retake opportunity are to be organized based on the same course contents.

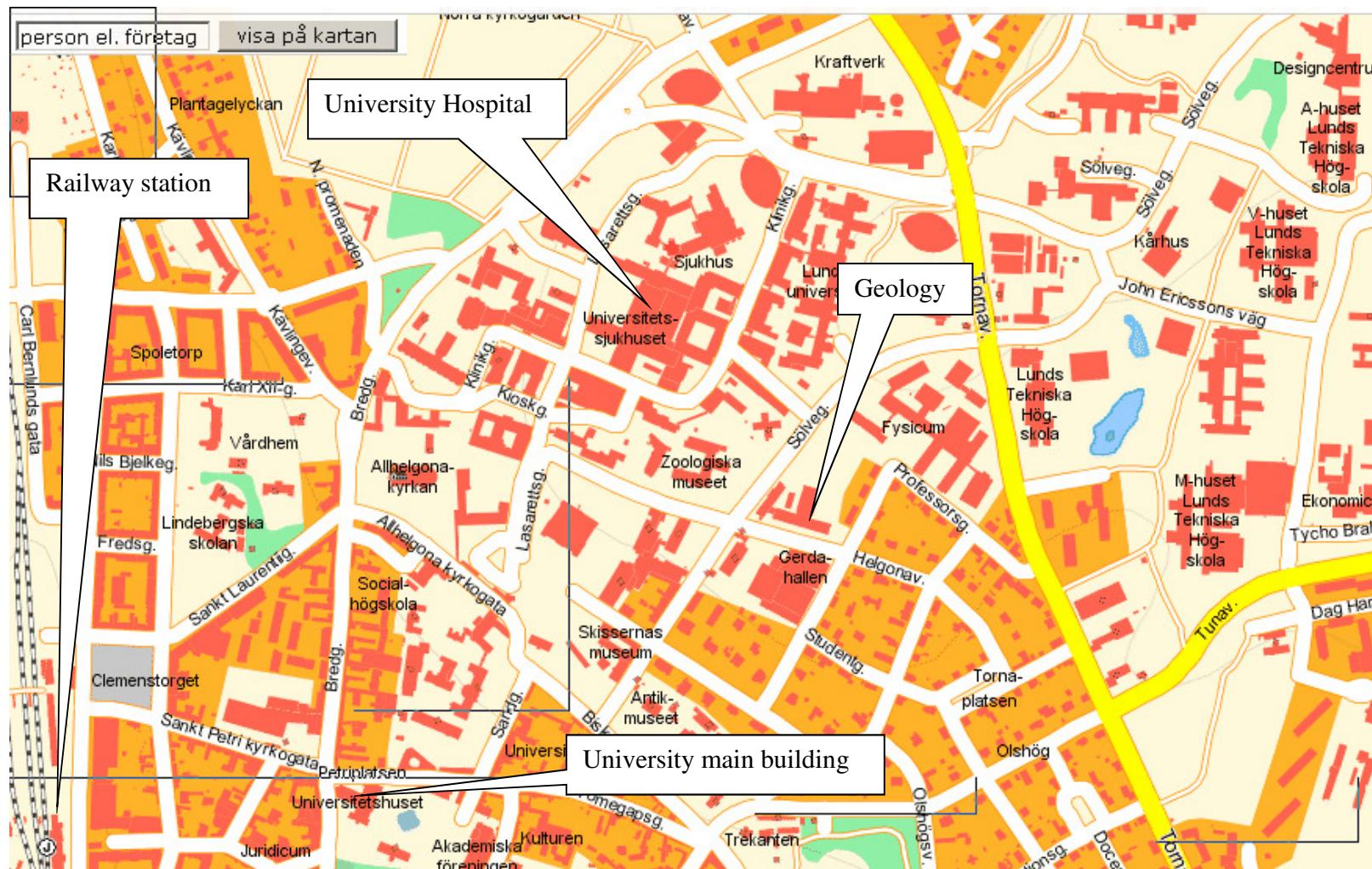
- Prior to written examinations, students are to be given time to prepare. Earlier examinations are to be made easily available to students. Where earlier examinations are not available, study questions are to be provided.
- Following each examination, an examination run-through is to be held at least two weeks prior to the retake examination. The examiner should be present.
- Examination results are to be made available as early as possible and shall normally be registered in the LADOK computerized student register at the latest 15 working days after the examination although earlier than two weeks prior to the date of the retake examination.
- Following two failed examinations on the same course content, the student has the right to request a new examiner.
- Absence from an ordinary examination shall not result in a student's deregistration from the course provided that the student has informed the course coordinator.

***Getting help and/or making a complaint***

If you feel like your student rights have not been respected, the best solution is usually to try to address any problem where it occurs. That could be to raise the issue with the teacher, staff member or fellow student involved. In some cases you may not feel comfortable with this or may feel that the teacher is not listening. Then you may contact the course coordinator or the study advisor. You could also contact the Director of Studies or the Head of Department. If you feel that you have been harassed or the subject of discrimination you should contact the Director of Studies or the Head of Department. The student association for the Faculty of Science, LUNA (Naturvetarkåren LUNA) will support and advise you in how to proceed in your discussion with the department: <http://www.lundsnaturvetarkar.se/> LUNA can also put you in touch with the student representative (Studentombudet) at Lund University who can assist you if you want to take your complaint to a higher level or if you are suspected of, for example, plagiarism or cheating: <http://studentombudet.se/en/contact/> For more information on getting help or making a complaint please see:

<http://www.lunduniversity.lu.se/current-students/academic-matters-support/student-rights-guidelines/getting-help-making-a-complaint>

INES and the Geology Department also have an Equality Committee (JOLK) that works to prevent discrimination of staff and students. You are welcome to talk to any members of this committee (which includes a student representative from SNG).



Map of NE central parts of Lund