

DISCIPLINARY MATTERS

Many disciplinary matters result from carelessness and inattentiveness. When Examination Invigilators discover something that breaks the rules for examinations, they must make a report regardless of whether the incident resulted from a direct intention to cheat or not. The incident becomes a matter for the Disciplinary Board. Such steps can be avoided if examinees are aware of the rules and abide by them.

- If an Examination Invigilator suspects cheating or notices unpermitted behaviour, he or she must report the matter to the Vice Chancellor, who will conduct an investigation.
- The Vice Chancellor then decides, in consultation with legal advisors, whether the incident should be dismissed without further measures, whether the student should receive a warning, or whether the incident should go before the Disciplinary Board. A student can be suspended for up to six months.
- Upon suspension, the student in question may in most cases continue to come to Högskolan Dalarna's premises.
- Upon suspension, the student in question will not have access to a User Account at Högskolan Dalarna.
- Upon suspension, the student in question will not have the right to take part in lectures, seminars, labs, or any other type of instruction; nor does the student have the right to take any examinations.
- During the period of suspension, the student in question does not have the right to receive a student grant (paid out by CSN).

STUDENT OPINION AND INFLUENCE

The opinion of students and their influence over the learning situation are important to their education. Together, teachers and students are responsible for developing a course by means of continuous and final evaluations of both courses and programmes. Dalarna's Student Union (Studentkår) safeguards the education of students and believes that the set-up of a course group consisting of the teacher and student-representatives allows students to have a say about the education they receive.

STUDENT UNION FEE

Payment of the student union fee can be done on medlem.dalastudent.se (using the user name that students receive from Högskolan Dalarna).



DALARNAS
STUDENTKÅR



HÖGSKOLAN
DALARNA

The Rights and Responsibilities of Students Registered in Courses at Högskolan Dalarna

COURSE SYLLABUS

- The course syllabus will be made available to students on the day of application to the course at the latest.
- The course syllabus shall include information about prerequisites, goals, course content, the format for instruction, examinations, the number of examinations (including re-sits), as well as the literature to be used.

SCHEDULE

- The schedule shall be made available two weeks before the start of the course at the latest.

EXAMINATION SCHEDULE

- The schedule for supervised examinations shall be made available at least 25 days before the actual examination.

RESULTS

- Results shall be made available for entry into Högskolan's student documentation system (LADOK) 15 work days after the date of the examination at the latest.

REVIEW

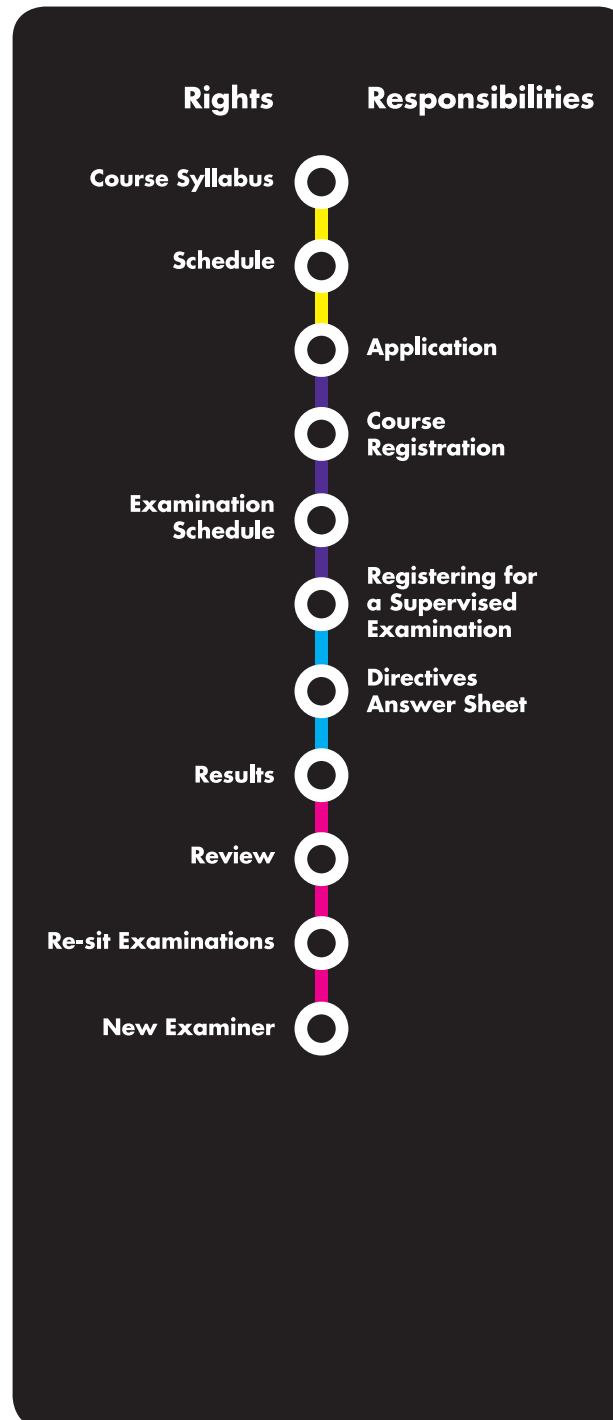
- Students have the right to review examination results after each examination.

RE-SIT EXAMINATION

- The re-sit of a written examination shall be offered at the earliest two weeks or at the latest four weeks after submission of the regular examination.

NEW EXAMINER

- A student who does not pass an examination after two attempts has the right to a new examiner.



REGISTRATION

- To study at Högskolan Dalarna, all students must be accepted and registered.
- Registration is done on Högskolan Dalarna's student portal, My Pages (www.du.se/mypages).
- Programme students must also apply for every new course in a programme and accept their place so that they can then register.

APPLICATION TO AN EXAMINATION

- Students must register for all supervised examinations at the latest 10 working days before the date of examination. This is done at www.du.se/mypages (students must log in).

EXAMINATION

- Information and rules about table placement and placement of outerwear and bags is available in all places of examination. These rules shall be followed.
- Before students hand them in, all answer sheets shall be filled in with the examinee's full name, social insurance number, and page numbering. This information shall be written onto the answer sheets during the allotted time for the examination.
- Material and equipment that are not allowed in the examination room are as follows: mobile phones, all types of electronic equipment that can receive and/or play information (for more detailed information, see the regulations posted in the examination rooms).
- Students themselves are responsible for supplying themselves with pens, erasers, and valid photo ID.