

# Department of Media Studies

## **STUDENT GUIDE**

**Section of Journalism & Media and  
Communication studies  
Autumn 2018**

Updated: 2018-06-25

# Contents

<b>Contact information .....</b>	<b>2</b>
<b>About JMK.....</b>	<b>4</b>
<b>Representation .....</b>	<b>4</b>
<i>Student Representation .....</i>	<i>4</i>
<i>The Department Board .....</i>	<i>4</i>
<b>Registration and dropping courses .....</b>	<b>4</b>
<i>Registration .....</i>	<i>4</i>
<i>Orientation Day .....</i>	<i>4</i>
<i>Early dropout.....</i>	<i>4</i>
<i>Late dropout.....</i>	<i>4</i>
<b>Your University Account .....</b>	<b>5</b>
<b>Student Affairs Office and other student services .....</b>	<b>5</b>
<i>The Student Counsellor .....</i>	<i>5</i>
<i>Students with Disabilities .....</i>	<i>5</i>
<i>International Coordinator .....</i>	<i>5</i>
<b>Communication at JMK .....</b>	<b>6</b>
<b>Education and Examination .....</b>	<b>7</b>
<i>Grades and Credits - conversion and equivalence.....</i>	<i>7</i>
<i>Exchange students .....</i>	<i>7</i>
<b>Rules for Written Exams at Stockholm University .....</b>	<b>8</b>
<b>Premises and Equipment .....</b>	<b>9</b>
<b>Student Life at Stockholm University and JMK .....</b>	<b>11</b>
<i>The Student Union .....</i>	<i>11</i>
<i>The JMK Student Council .....</i>	<i>11</i>
<i>The JMK Student Union Club .....</i>	<i>11</i>

## Contact information

# Department of Media Studies

## Section for Journalism, Media and Communication studies

<b>Postal address:</b> Box 27861 115 93 Stockholm	<b>Visiting address:</b> Karlavägen 104 Stockholm	Phone: 08-16 20 00 Telefax: 08-661 03 04 Webb: <a href="http://www.jmk.su.se">www.jmk.su.se</a>
<b>Head of Department:</b>	John Sundholm	<a href="mailto:prefekt@jmk.su.se">prefekt@jmk.su.se</a>
<b>Deputy Head of Department:</b>	Ester Pollack	<a href="mailto:ester.pollack@ims.su.se">ester.pollack@ims.su.se</a>
<b><u>Directors of Studies</u></b>		
Media and Communication Studies:	Kristina Jerner Widestedt	<a href="mailto:kristina.widestedt@ims.su.se">kristina.widestedt@ims.su.se</a>
Journalism:	John Magnus Danielsson	<a href="mailto:magnus.danielsson@ims.su.se">magnus.danielsson@ims.su.se</a>
<b><u>Student Affairs Office:</u></b>		
Maria Lundin Johan Magnéli	Phone: 08- 16 44 01 Phone: 08- 16 44 19	<a href="mailto:exp@jmk.su.se">exp@jmk.su.se</a> <a href="mailto:exp@jmk.su.se">exp@jmk.su.se</a>
<b>Opening-and telephone hours:</b>	Monday– Thursday: 13:00-14:30	Friday: 13:00-13:30
<b><u>Student Counsellor</u></b>		
Emelie Jamieson Telephone hours: Visiting hours: (or as agreed by e-mail or phone)	Phone: 08 16 44 06 Monday-Thursday Monday-Thursday	<a href="mailto:emelie.jamieson@ims.su.se">emelie.jamieson@ims.su.se</a> 10:00-11:00 13:00-14:00
<b><u>International Coordinator</u></b>		
Joakim Hellberg	Parental leave until september	<a href="mailto:exchange@ims.su.se">exchange@ims.su.se</a>
<b><u>Exchange Coordinator</u></b>		
Birgitta Fiedler		<a href="mailto:exchange@ims.su.se">exchange@ims.su.se</a>
<b><u>Technical staff</u></b>		
Head of IT Department:	Petrus Dahlbeck Mariusz Frackiewicz	08-16 17 79 08-16 17 87 <a href="mailto:it@jmk.su.se">it@jmk.su.se</a>
Web:	Fredrik Mårtenson	<a href="mailto:fredrik.martenson@ims.su.se">fredrik.martenson@ims.su.se</a>
Commisionaire:	Roland Carlsson	08-16 44 07
<b><u>JMK Library</u></b>		
Opening hours:	Monday – Friday 09:00-13:00	08-16 44 08 <a href="mailto:jmk@sub.su.se">jmk@sub.su.se</a>

## About JMK

### Section of Journalism, Media and Communication studies (JMK)

Around 50 people are working at JMK as teachers, researchers and with administration and technical issues. The section has seven professors, one in Journalism and six in Media- and Communication studies. Alongside the full-time employees at JMK, there are also external professors, researchers and other professionals contributing to our section and department. The Section of Journalism, Media and Communication studies offers undergraduate, masters- and post-graduate studies in Journalism and Media and Communication studies. JMK is an interdisciplinary section with scholars and subjects connecting both to the humanities and social sciences.

## Representation

### Student Representation

As a student, you have the right and opportunity to influence the study environment at JMK. Students elect their own representatives to the Board of the Department, which is the department's highest decision-making body. In practice, student representation is an ongoing dialogue where employees and students work together to improve the learning environment at the section and department. Read more about the Student Union and the Student Council at the end of this handbook for more information. If a representative commitment is conflicting with an obligatory module? in a course, students have the right to complete this module? at another time without consequences.

### The Department Board

At the Department Board, issues that concerns the department`s work are handled, such as changes in syllabus, budget, organisation and investment decisions. The Department Board is one of the most important channels through which the students have influence on the department`s work and issues related to their education.

## Registration and dropping courses

### Registration

Information about registration is distributed by e-mail and is also available on the department website. All students must register according to the instructions received. If not, your place goes to another applicant.

### Orientation Day

The Orientation Day is a seminar to welcome all international and exchange students and is held in the beginning of every semester. Read more at the university website or [click here about Orientation Day](#).

### Early dropout

A student who is registered for the first time, but for some reason must drop out of studies has the opportunity to make an early break from the course. You must report the break no later than three weeks after the course starts, or you will lose the possibility of re-applying to the course again at a later semester. You can register the break from the course by yourself at [minastudier.su.se](http://minastudier.su.se). You can see the last date for making a break under "My studies". If a grade on a module of the course has already been registered in Ladok, you will not see the cancellation option. If your early dropout succeeds, you may apply to the course again for a later semester through [antagning.se](http://antagning.se).

### Late dropout

A student who is registered to a course, but will not be able to follow through, should as soon as possible contact the Student Affairs Office or the Student Counsellor even if the deadline for early dropout has passed. A late dropout gives no possibility to re-apply to the course. It is recommended that you register the break anyway. A break can be lifted at a later time to make it possible for the student to write an exam. It may be possible to re-register to the same course another semester, but only if there are places available.

# Your University Account

All students at Stockholm University have a university account. To access your account, go to [mitt.su.se](http://mitt.su.se) and choose “In English”. The university account provides access to the wireless network as well as databases, e-journals, e-books, print system (Printomat), and more. At [mitt.su.se](http://mitt.su.se) you can also register to courses, see your grades, print out course certificates and apply for written exams. There is more information about the university account at [aktivera.su.se](http://aktivera.su.se).

## Student Affairs Office and other student services

You can turn to the Student Affairs Office at the 5<sup>th</sup> floor for information about admissions, registration, transcripts of records, general course information, schedules and exam results, pick up your graded exams etc. To facilitate the administration, it is important to inform what course you are referring to and your social security number if you wish to receive information about your studies. Moreover, when you pick up your exams at the Student Affairs Office you need to show valid photo ID.

**Open hours: Monday – Thursday 13:00-14:40, Friday 13:00-13:30**

### The Student Counsellor

The Student Counsellor is an important contact for you as a student, who can help you with study techniques and making informed educational choices. You can turn to the student counsellor concerning issues such as course design, course content, study breaks, accreditation of previous studies, examinations and individual studies, need for pedagogical support and other needs. If there are concerns or questions about a particular course, study environment, management of courses, you may contact the Student Counsellor to help or assist in solving potential issues.

The Student Counsellor has professional secrecy: obligation to observe silence in the contact with students. This means that you can talk to the Student Counsellor anonymously.

### Students with Disabilities

Stockholm University strives to develop inclusive study conditions and endeavours to identify the most appropriate support for each individual student with disability.

Examples of forms of support are:

- Note-taking assistance.
- Course literature such as talking books or Braille.
- Sign-language interpreters.
- Alternative forms of examination.
- Extended time during tests and examination.
- Use of computers with spell-check programmes

In order to receive the support offered, you must make an application at the Department for Special Educational Support.

**Step 1:** Contact "[Special Educational Support](#)" at Stockholm University and apply for support via their web system NAI.S. Also inform your Student Counselor of your application.

**Step 2:** Once you have been granted support, contact your Student Counselor for information and planning.

### International Coordinator

The International coordinator is the main contact for exchange students and international students within the Master's Programme.

# Communication at JMK

## Student to teacher

As a student, you have several contact options to your teachers. Most commonly, electronic communication is used, but you may also visit your teacher on the 5<sup>th</sup> floor. Once the course has started, you will be given information about appropriate contact options with your teacher. However, **Athena** will be your main communication tool and source of study related information, such as detailed schedules and course material. As a student at JMK, you are responsible for keeping up to date on changes in schedules etc. by keeping yourself updated on Athena, the homepage or by instructions from the course coordinator. At the end of each course you will be asked to do a course evaluation.

At Athena, you can read messages and information about the course or module you are participating in. You will find the platform at [athena.itslearning.com](http://athena.itslearning.com) after you have been admitted and registered to the course. You log in with your university account, which you can activate at [aktivera.su.se](http://aktivera.su.se).

## JMK website

At the JMKs website, [jmk.su.se](http://jmk.su.se), you will find information about courses, student life, contact information to teachers and other staff, and more.

## Social media

At the Department of Media Studies, news is published not only at the homepage, but also on Facebook and Twitter. Follow the news [here on Facebook](#) and [Twitter](#).

## JMK Play

See the student's work at JMK play, where TV- and radio features are published: [jmkplay.se](http://jmkplay.se)

## Syllabus and schedules

Course information such as syllabus and schedules and literature list will be published on our new learning platform Athena ([athena.su.se](http://athena.su.se)) and on our [website](#). The course literature is available at Akademibokhandeln, Campusbutiken (Frescati) and at various online shops. The course literature is also available at the JMK library and the University library (Frescati) as reference literature.

## Open Lectures

Our open lectures are open for all our students. The lectures are for the most part held at the JMK auditorium. Keep updated on upcoming open lectures on our website.

## Education and Examination

At JMK there are a variety of forms used for examination. The most common form is a take-home exam, which is an open-book, open-note examination in the form of an essay. There will usually be a number of questions and the examiners will specify in advance whether the essay requires full footnoting and bibliographic sections. There is also written sit-down examinations which take place at the end of a course at JMK. Other forms of examinations used at JMK are mandatory assignments or papers, individually or in groups and sometimes obligatory attendance at lectures or seminars. What is required for each course is stated in the *syllabus* and in the *course description*. If you have questions regarding the exam, please contact the course coordinator.

**Registration is mandatory** for written sit-down examinations. Register via your university account two days before examination. Please see our website for more information concerning what courses use this form of examination.

At JMK the most commonly used grading scale is A-F. If you fail to pass an exam, miss a compulsory lecture or assignment, you are entitled to re-examination. However, you do not have the right to take a re-exam in order to raise an approved grade.

Depending on the course, you can recoup what you have not completed in one of the following ways:

- Take a re-examination
- Perform a residual assignment received from the teacher.
- Re-take the whole courses at a later course opportunity (but only in terms of place and by agreement with the director / teacher).

### Grades and Credits - conversion and equivalence

Stockholm University uses a goal-related seven-point grading scale, based on the Bologna model that is more or less used all over Europe. Grades assigned are A, B, C, D, E, Fx and F. Passing grades are from A (the highest grade) to E. Grades Fx and F are failing grades, with the distinction being that of how close the student is to achieving a passing grade.

Credits and Grades Academic credits are called higher education credits, or HEC (“Högskolepoäng or HP” in Swedish). The higher education credit system used at Stockholm University is compatible with the European Credit Transfer and Accumulation System (ECTS), where one Swedish higher education credit corresponds to one ECTS credit. A full time full semester course is 30 ECTS, full time half a semester is 15 ECTS etc. One week of full-time studies equals 1.5 ECTS and the workload is 40 hours per week, including lectures, readings, assignments, seminars and independent study.

### Exchange students

It is common practice that course credits from the exchange university are transferred only with the credits (e.g. 15 ECTS) but not the grade to your home university. You may need to check local practices with your home university. Most universities have a grade transfer system, that allows for comparisons between the Stockholm University grading system and that of your home university.

# Rules for Written Exams at Stockholm University

## 1. The responsibility of the examinee to comply with the regulations

The examinee shall comply with the invigilator's instructions and orders. The examinee shall allow the invigilator to check identity documents and any material brought to the examination room.

## 2. Identity inspection and signature

The examinee shall present approved identity documents. Approved identity documents include a driving licence, a passport and an ID card with current validity. Approved identity documents also include a report to the police stating that the examinee's ID document has been lost or stolen. This report may not be more than three months old. Foreign identity documents, preferably passports and ID cards, will also be approved. The examinee shall write his/her name and personal identity number (or in the case of an anonymous exam other identification codes) according to the invigilator's instructions.

## 3. Seating in the examination room

Seating plans must always be posted before examinations take place in an examination room. The names of everyone who has registered for the exam must be written on these lists and it must be easy for the examinees to see which seat has been allocated to them. Examinees who have not signed up in advance will only be allowed to partake in the examination in as far as there is space and will be allocated seating by the invigilator. In the case of examinations with less than 25 examinees exception will be made from the rule of seating plans.

## 4. Personal belongings

The examinee shall comply with the invigilator's instructions as to where to put bags and other personal belongings. Mobile phones and other prohibited technical equipment shall be turned off during the examination and stored with personal belongings.

## 5. Assistive devices

Only assistive devices or material that have been approved by the invigilator beforehand may be brought to the examination. In so far as an assistive device can store, render, or convey information, for example a calculator with a capacity to store data, the prerequisite for approval also applies to information that is in, or can be rendered or conveyed by, the device. It is particularly important to emphasise that mobile phones may never be approved of as assistive devices.

## 6. Paper

Examinations may only be written on paper that is handed out by the invigilator. This also applies to scrap paper.

## 7. Prohibition to leave the examination room earlier than after 30 minutes

An examinee who does not wish to complete the examination may leave the examination room no sooner than after 30 minutes of the allocated time has passed. An examinee who turns up after 30 minutes of the allocated time has passed may only participate in the written exam on condition that none of the examinees in the examination room have been outside or left the examination room.

## 8. Prohibition for examinees to converse

Conversation between examinees or between an examinee and an outsider, for example via a mobile phone, may not take place until all those who have participated in the examination have handed in their exam papers to the invigilator. This prohibition is applicable in the examination room as well as in the event of a visit to the lavatory.

## 9. Breaks and visits to the lavatory

When the examination lasts for longer than five hours there shall be a 30 minute break. The invigilator shall tell the examinees which toilets may be used and the examinee shall comply with the invigilator's instructions.

## 10. Handing in

The examinee may not take his/her examination with him/her out of the examination room but must personally hand it in to the invigilator. Note that even a "blank" examination must be handed in to the invigilator before the examinee leaves the examination room.

## 11. Obligation for anyone who has behaved in a disruptive manner to leave the room

An examinee who has behaved in a disruptive manner must, on instruction from the invigilator, leave the room. Disruptive behaviour may lead to disciplinary measures.

## 12. Cheating

An examinee who is suspected of cheating may continue to write the exam if the examinee presents and hands in the prohibited assistive device. The invigilator shall offer the examinee the opportunity to exchange the prohibited assistive device for an approved specimen. An examinee who refuses to present or hand in an assistive device may not continue with the examination. Any cheating and/or disruptive behaviour will be treated by the Vice-Chancellor, after having received a report from the head of department/director of studies, as a disciplinary matter.

## 13. In the event of fire alarm, bomb threat or the like

In the event of fire alarm, bomb threat or the like the examinee shall comply with the instructions given by the invigilators. In such events evacuation of the examination room must always take place immediately and the invigilators will automatically be transformed into temporary evacuation leaders for the examination room. In the event of evacuation, the examinees must be exhorted not to speak to each other in order, if possible, to be able to go back to writing after the fire alarm is over. The invigilator who is in charge shall, after consultation with the department, inform the examinees as to whether they may go back to writing the exam.

## Premises and Equipment

At the 4<sup>th</sup> floor you will find educational facilities, common spaces and a cafeteria (Café JMK) and a kitchenette with microwave ovens. The Student Affairs Office, teachers and other staff are located on the 5<sup>th</sup> floor.

Both staff and students have a responsibility to take good care of our premises by, for example, cleaning up after ourselves, hanging up chairs at the tables after lessons, cleaning up after ourselves after using the kitchenette etc. Please report any technical issues with elevators, toilets etc. to Roland Carlsson at the 5<sup>th</sup> floor.

### Library services

Stockholm University Library (at Frescati) is one of the largest research libraries in Sweden. There is also a local library at JMK, Karlavägen 100, 4<sup>th</sup> floor, where you will find some of the course literature. More information can be found at [the university library site](#).

At the **mandatory library introduction**, you will learn how to use certain databases and how to search for books and articles.

### Computers

Computers at JMK are in first hand meant to be used in teacher-led education, but are also available for individual work. Mainly for work that of some reason cannot be carried out with own computer at home. The department has made a substantial investment in computers during the past few years, therefore we all need to take great care of our computers and other technical equipment. Therefore, food and drinks are not allowed in the computer rooms.

### Copying

**Printomat** is the University's system for prints, scanning and copying. To use the copying machines, you need to have an active University account and a University card. You can buy prints and copies at [mitt.su.se](http://mitt.su.se) with Visa, Mastercard, Maestro or Visa Electron.

### Restroom

At the 4<sup>th</sup> floor there is a restroom where you can lay down if you are feeling unwell. If you need to get access, please contact the Student Affairs Office.

### Access to the premises

JMK has an access control system that requires a code. The access code will be given at the introductory lesson and must not be given to anyone who is not a student or teacher at JMK. You will also need a special code to get entrance to the computer rooms and editorial rooms.

To get access **after 18:00** you need a card combined with a special code. The card works at the card reader at the entrance at Karlavägen 104 and at the 4<sup>th</sup> floor. It is **not allowed** to dwell at the premises of JMK between 9.30 pm and 7.45 am. The same goes for weekends, holidays and between semesters. The access code to the computer rooms is received at the computer room introduction or at the first lecture.

### How do I get the entrance card?

The entrance card can be collected at commissaire Roland Carlsson's office at the 5<sup>th</sup> floor.

To receive a card you must:

- Be a registered student at JMK
- Study a course of minimum 30 ECTS

### When you collect your entrance card you will need to bring:

- A 300 SEK deposit in cash
- A valid ID card

## **To get access to JMK after 6 pm at weekdays you must, besides have an entrance card and code:**

- Carry a valid ID card

## **If I already have an entrance card?**

You need to get the card re-programmed before each semester. Go to Roland Carlsson's office at the 5<sup>th</sup> floor to get this done.

## **We all have a responsibility for the security at JMK**

We must all help make sure that no unauthorized person gets access to JMK. It is prohibited to let any unauthorized person in and if entrance doors with card readers are held open, an alarm goes off and is transmitted to a security company. The fine is 2500 SEK which the person who left the door open will be charged. If you lose your card, you must immediately report it to JMK/Roland Carlsson so the card can be locked. Do not keep the code close to your card, and it is, of course, strictly prohibited to lend your card to anyone or to give it away to anyone who is not studying at JMK.

## **How do I get my deposit back?**

The cards are programmed to be valid for a certain time period. To get the whole deposit back, the cards must be handed in within the agreed upon last date to do so. If the card is handed in later than that, you will only get half of the deposit back. Please note that if you lose your card or it gets stolen, you will lose the whole deposit.

# Student Life at Stockholm University and JMK

## The Student Union

Stockholm University Student Union (SUS) is a non-profit member organization that constantly strive to give the members the best possible service and the best conditions to succeed and thrive in their studies at Stockholm University. They work to represent student's best interest by spreading important information, lobbying the university, municipality and county organisations and representatives as well as supporting local student councils. Members receive local, personable services such as discounts for example SL-card, Campusbutiken, Cafés at Frescati, access to a student housing queue (SSSB) etc.

Since 2010, membership is **not mandatory**. If you wish to become a member, the membership fee is 120 SEK each semester. [Read more about the Student Union and their membership here.](#)

## The JMK Student Council

The Student Council is one of several councils at the Department of Media Studies and is reporting to the Student Union. However, the council is somewhat(?) independent and choose how they want to work and what issues to focus on. The Council consists of and represents students from Journalism and Media- and Communication Studies. Through the council, students can influence the quality of the education at JMK, course literature and the study environment at the section and department. One of their tasks is for example to choose representatives to the Department Board and the board of the Faculty of Humanities. [Read more on their Facebook page.](#)

## The JMK Student Union Club

Do you want to make radio and TV, write in the school paper, organize evening seminars and pub nights? You are welcome to contact the Student Union Club at JMK, who strive to make JMK even better and your time as a student more fun. [Read more on their Facebook page.](#)