



LUND UNIVERSITY
Faculty of Science

Study Programmes Board

Rules and recommendations for second-cycle degree projects at the Faculty of Science from 15 September 2008 onwards

This document provides the Faculty's rules and recommendations for second-cycle degree projects, in accordance with a Study Programmes Board decision of 15 September 2008, revised most recently on 11 February 2011. These degree projects usually form the conclusion of the Faculty's one-year Master's degrees, two-year Master's degrees and four-year Master's degrees (for those admitted before 1 July 2007).

Rules:

1. A memorandum shall be made available to the students, containing:
 - the rules for the completion of the degree project
 - the rules for the oral and written presentation of the degree project
 - the learning outcomes for the course as given in the course syllabus
 - the department's grading criteria

This document shall be available on the relevant department website.

2. Every student undertaking a degree project shall have at least one supervisor and one examiner, who shall not be the same person. These shall be lecturers on an indefinite-term contract at Lund University. If the degree project is completed at an organisation outside the Faculty, a main supervisor at the Faculty shall be appointed.

For students who undertake their degree projects at the Division of Medical Radiation Physics, the supervisor can alternatively be employed at Skåne University Hospital.

3. A memorandum shall be made available to supervisors and examiners, containing:
 - the rules for the supervisor's commitments
 - the criteria for the different grades, fail, pass and pass with distinction

These documents shall be available on the relevant department website.

4. Students undertaking a degree project shall draw up a plan in consultation with the supervisor containing:
 - a description of the task
 - an analysis of the problem
 - a timetable

It is the supervisor's responsibility to ensure that the timetable is realistic.

The plan shall be signed by both the supervisor and the student and submitted to the examiner. If unforeseen events occur (experiments spoiled, leave from studies, etc.) the timetable can be revised during the course of the project. Once half of the planned time has passed, the examiner shall check that the timetable is being followed and that the work in general is proceeding in a satisfactory manner.

5. Students shall be offered training in academic publication and writing techniques and the production of a popularised summary in Swedish prior to or at an early stage in the degree project. This training is arranged by the Faculty.

6. The grade shall be set by the examiner after consultation with the supervisor.

7. Unless there are valid reasons to the contrary, the grade shall be communicated to the student within three weeks of the submission of the project.

8. The degree project shall be written in either Swedish or English and archived and published digitally, unless there are valid reasons to the contrary. An abstract in English shall be included. A popularised summary in Swedish or English shall also be included.

9. The degree project shall be presented at a seminar. The students shall receive feedback on their presentations.

10. The following rules apply for the degree project grading criteria:
Below are the Faculty's criteria for the grading of degree projects. Departments can draw up their own criteria, but these must correspond to at least the following criteria:

A pass shall be the normal grade awarded if the project has been completed satisfactorily within the stipulated time frame (45, 90, 135 or 180 working days for 15, 30, 45 and 60 higher education credits respectively). For a grade of pass with distinction, two criteria apply:

a) The student undertaking the degree project shall have demonstrated a good ability to independently complete a research task. This includes demonstrating creative skills with regard to formulating a problem, solving a problem and drawing conclusions, as well as the ability to place his or her results in a wider subject context, for example a research problem area or a relevant area of application. The written and oral presentations of the degree project shall be of high quality.

b) The total amount of time taken to complete the project must not have exceeded the timetable by more than 20 per cent.

11. If the examiner judges that the submitted project is not of a satisfactory standard after the stipulated time has passed, the student shall be offered the opportunity to revise the project for re-examination in accordance with the grading criteria in point 10.

12. After completion of the degree project, a course evaluation shall be filled in.

Recommendations:

1. A grading committee should be appointed. The grading committee should include the examiner and at least one lecturer. At least one of these should represent the subject of the degree project. The supervisor should not sit on the grading committee.

2. The grading committee should provide a written justification of the grade decided.

3. Measures to ensure the timetable is followed:

The students must realise that the research plan with its timetable is an important part of their introduction to the research process. The timetable should state whether the student intends to take another course or parental leave during the degree project. The timetable covers the time from registration to the submission of the project for assessment.

The students are provided with a project notebook/diary in which they record every working period and any periods of leave from studies, along with brief notes about the research process as the work progresses.

The purpose of the book is to:

- teach the students work discipline and give them an insight into good research practice
- serve as a basis for discussions with the supervisor about the progress of the project
- form a basis for checks that the student is adhering to the timetable

4. The degree project should be archived and published digitally in LUP, Lund University Publications.

The above rules and recommendations for degree projects replace the previous decision of 1 July 2004 by the former Faculty of Mathematics and Science Study Programmes Board.