

CHECKLIST SUPERVISOR DEGREE PROJECT IN ATMOSPHERIC SCIENCES, OCEANOGRAPHY AND CLIMATE MO9001/9002/9003 30hp/45hp/60hp

As supervisor you are responsible for the theoretical and practical supervision of the student during the whole project. The aim of the supervision is to enable the student to acquire deeper theoretical and practical knowledge as well as the ability to work independently with a scientific question.

By working together with students undertaking an essay or thesis, you get the opportunity to acquire new knowledge. Experience has also shown that such cooperation can be a good way to recruit highly skilled personnel. Let the students' skills become a resource for you and your company / organization!

Date	Check	
		1 Start-up
		2 Project plan
		3 During the project work
		4 Thesis
		5 Oral presentation
		6 Examination
		7 Feedback
		8 Publishing

Being a supervisor – some rules

- PhD-students or other personnel can assist in the day-to-day supervision, but there should always be one supervisor with experience corresponding to both the scientific and the pedagogic requirements for a docent (associate professor)
- Your role as a supervisor includes supporting the student in developing the project plan, the practical work, writing the report and preparing the oral presentation. You should also attend the oral presentation and give an evaluation of the student's performance and independence during the project to the evaluation committee
- The amount of supervision depends on the project, the need of the student, and where in the process the student is. It is however reasonable that you meet once a week and on average the student has the right to at least one hour of supervision per week. If the project takes longer than 12 months for a 30hp project, you have the right to refuse further supervision (for 45hp the period is 15 months and for 60hp the period is 18 months)
- If you are an external supervisor (i.e. work outside MISU) please read the attached '*External degree project – some advice*'

1. Start-up

- When you have agreed to supervise a degree project, make sure that the student understands the task and the anticipated methods
- The student sees the study adviser well in time for the start of the project to get advice concerning admission, registration and rules for the time plan

2. Project plan

Before starting the degree project the student must write the project plan, in discussion with the supervisor. The aim of the project plan is to make sure that the students understand the tasks involved **before** they begin the project work and that they gain experience in formulating scientific hypotheses. The plan should include a description of relevant and applicable methods, detailed and well-motivated hypotheses and a description of the theoretical and practical aspects of the planned study. Make sure that the project plan is realistic in relation to the student's knowledge and the time available.

- See Template for project plan at www.misu.su/education
- The project plan should also include a time plan where the planned activity of the student is specified per week. A 30 hp degree project (including project plan and project work) should be completed in the equivalent to 18 weeks full time, 45 hp in the equivalent of 27 weeks, and 60 hp in the equivalent of 36 weeks
- You should not approve a project plan that it is doubtful that the student can complete within the given time
- Jointly define a time plan
- The student writes a first draft of the project plan, in discussion with you and the examiner (course responsible teacher at MISU), and when you all agree the student should send it to the director of studies (DoS) for approval
- After approval from the DoS, you can all sign the project plan and the study adviser can register the student. The student should be admitted and registered to the course 'Degree project' at MISU **before** starting the project as this ensures that the student is covered by insurance through the university
- Please note that if the project starts in term period A (B, C or D) the project plan must be approved by the DoS at least two weeks before the end of the previous period D (A, B or C)

3. During the project work

During the project work the student is expected to work independently with guidance from the supervisor towards completing the tasks set out in the project plan. As supervisor you should note that it is the students learning process that is of primary interest, and not the results of the study.

Your aim as a supervisor should be to give the student the possibilities to fulfill the expected learning outcomes of the course (see below) within the time plan.

- If something unexpected happens causing a divergence from the project plan (including the time plan) it should be revised and the examiner should be contacted. Failure to follow the time plan affects the student's grade. If the degree project takes longer than planned the grade A can't be awarded and after 12 months on a 30 hp degree project maximum grade of E can be given (15 months for 45 hp and 18 months for 60 hp).
- Half time report - if the project is 45 hp or 60 hp you should send a short e-mail to the examiner at half time, reporting how the project is progressing and whether the time plan is followed

Learning outcomes - after the course students are expected to:

- develop, concretize and plan a project, starting from an initial idea
- put the project into a scientific perspective
- evaluate, analyze and critically interpret a data set
- perform a goal-oriented scientific literature search
- demonstrate an independent and scientific mode of work, where earlier acquired knowledge is used
- write a scientific report in English
- report and present scientific results orally
- carry out a project within the allotted time

4. The master thesis

The master thesis is normally written in English. The student may choose to write it in Swedish in which case an English abstract and title should be included. The thesis should be of the format of a scientific paper, i.e., including an abstract, introduction, methods, results, discussion and references. Furthermore, the report should contain a non-technical popular summary and a reflection of ethical and social aspects of the work.

You should make sure that the student is aware that plagiarism is not allowed, that is, to copy whole or parts of a work without citing the source. The examiner will use an originality checking service to check for plagiarism in the final version of the thesis.

At least one week before the oral presentation the student should e-mail the final thesis to the examiner. As supervisor you should approve the master thesis and the Power Point presentation before submission. You are required to comment on the scientific content and overall structure of the thesis, but not proofread. For that the student can use classmates or the Academic Writing Service at the Student Services, SU.

See template for master thesis at: www.su.se/english/library/publish - Dissertation support-
Templates and Visual Identity for Dissertation – Template for students

5. Oral presentation

The oral presentation should be held close to the final date of the time plan. The exact date of the oral presentation is set well in advance by the examiner. As supervisor you are required to attend the oral presentation of the project.

6. Examination

The examiner sets the grade after consulting the examining committee. As supervisor you are not part of the examining committee but you are expected to share your assessment of the student's performance and independence during the project with the evaluation committee. The degree project is assessed based on the grading criteria. The grading criteria for degree projects are divided into three categories: 1) how well the work has been carried out; 2) the oral presentation and 3) the written report (see the attached Grading criteria).

7. Feedback

After the presentation and the examination the examiner will provide the student with individual oral feedback.

8. Publishing the thesis

If the degree project is awarded a C or higher grade it will be published at the MISU web site.

Thank you for being a supervisor!

Attachments

- Syllabus
- Grading criteria
- External degree project – some advice