

## Checklist Master's Degree Projects MISU

The work represents the independent work that is required for getting a degree from a college or university. The thesis should demonstrate that you have advanced theoretical knowledge in some part of the main subject area, can conduct an independent study on a scientific basis and assimilate the scientific discussion within a limited subject area. You must show that you have mastered the methods needed for the task, can discuss your own results and put them in context. Your supervisor is an active researcher at MISU (or works at another authority/company) and the work should be presented in a written report and orally at a seminar.

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

### 1. Start-up

- read the instructions and routines for MO9001/9002/9003 on [www.misu.su.se/education](http://www.misu.su.se/education)
- see suggested projects on [www.misu.su.se](http://www.misu.su.se) or contact a researcher or external supervisor directly
- check that you meet the entry requirements
- contact the study adviser for a first record of what should be included in the project plan: project selection, selection of supervisors, need of contact supervisor, timetable based on SU's term dates, etc.
- if the work is done with an external supervisor, a contact supervisor should be appointed at MISU (see Attachment Some advice for external theses)
- any travel costs (eg for meeting with supervisors) are reimbursed for half the total travel cost up to a maximum amount of SEK 2000 per course. Cheapest transport should be used. Basis for reimbursement shall be submitted to MISU no later than three weeks after passing the examination of the course

### 2. Project plan

The thesis begins with working out a plan for how the project work will be carried out. The aim is for you to understand your work **before** you start and practice how to formulate a scientific problem. The plan should include a description of the methods you plan to use, your questions that should be well defined and justified, as well as a description of the theoretical and practical aspects of your

intended study. You should also write a time plan, in which you specify what you plan to work with every week.

- see template for the project plan on [www.misu.su.se/education](http://www.misu.su.se/education)
- make, in discussion with the supervisor, a first draft of the project plan and present this to the course examiner (the coordinator)
- as soon as you, the supervisor/supervisors and the examiner agree, please send an electronic copy to the Director of Studies (DoS) for approval. The DoS then prints, signs and gives the paper version to the study adviser who if necessary creates a course in SISU and then registers you for the course
- get the project plan from the study adviser and make sure that everyone who should does that. Then, give the signed original back to the study adviser for archiving
- the project plan must be approved by the DoS at least two weeks **before** the term period the project starts, i.e. if the project should start in term period A, B, C or D, the deadline is two weeks prior to the previous semester part ends. In practice this means that for a project starting at the beginning of the fall semester the project plan needs to be completed by the middle/end of May
- it's important that the degree project does not begin until you are registered for the course because the university's insurance only covers registered students
- notify the study adviser if the project was advertised on MISU's website and therefore should be removed

### 3. During the work

- The project work means that you work independently and carry out the tasks specified in the project plan under the guidance of your supervisor(s). The supervisor will act as a subject expert discussion partner who will guide you through the entire essay work without being part of it. When you complete the thesis keep in mind that it is the process that is important in the thesis and not the results of the project. You will be examined on your knowledge of the theoretical background, how well you understand and perform the task as well as how you have interpreted and analyzed the results and your independence, but not on how much result you have produced during the project work. It is of course disappointing to not get results, but you can still make a good degree project of negative or no results
- there are some common lectures in the course, which are shown in the schedule, but the more direct supervision is handled by your supervisor
- you have the right to at least one hour of tutoring per week
- start writing the report at an early stage. Write as you work with the data and then you don't need to spend so much time on writing towards the end. Cite your sources. It is not allowed to plagiarize, that copy all or part of a written work without indicating the source. Discuss with your supervisor if you are unsure
- follow the time plan and do not forget to re-register if you continue on a new semester. If your thesis is taking longer than specified in the project plan, it will have consequences for the final grade. For further details see the course grading criteria. If the thesis is taking longer than 12 months for 30 credits of work (15 months for 45 credits or 18 months to 60

hp), a maximum grade E is given and the supervisor has the right to refuse continued supervision

- if you for example need to revise the time plan, change the project or change supervisor, the examiner should be contacted as soon as possible

#### 4. Report

- written in English or Swedish. If written in Swedish, the title and abstract should be provided in both Swedish and English. The title is registered in Ladok and written on the diploma
- remember to write the report so that someone who is not an expert in your area can understand. An appropriate target audience is your fellow students. You should also discuss your results and conclusions in a broader perspective with regard to relevant scientific, ethical and societal aspects, so that the reader can understand why the task is done
- the supervisor must have read and approved the final draft of the report and PowerPoint presentation to be used at the seminar, **before** the student is allowed to carry out the oral presentation. The supervisor should comment on the scientific content and structure, but proofreading is not included in the work. You can instead use your classmates as proofreaders. The supervisor is also not primarily a language reviewer. To get help with formulating the text or get comments from experienced readers, ask the Academic writing service at the Student Services
- the report should be submitted to the examiner about a week before the oral presentation. The exact time is decided by the examiner
- when the report is sent it will undergo the plagiarism control in a text-matching tool

See template at:

[www.su.se/library/publish/dissertation](http://www.su.se/library/publish/dissertation) support - Templates and Visual Identity for Dissertation  
– Template for students

#### 5. Oral presentation

At the end of the project work the thesis shall be presented at a seminar. The presentation will take a total of 30-40 minutes as follows: 20 min presentation, 5-10 minutes of questions from the examiner and the grading committee and 5-10 minutes of questions from the audience. Before the presentation, you need to control yourself that the technical aids in the seminar room work. Your presentation should be clear and have well adapted slides and keep time. After the presentation the grading committee will ask questions about your work and you are expected to conduct a discussion based on the questions. The presentation is public and you are welcome to invite friends and family.

Some advice

- practice in advance by giving the presentation to a friend

- plan the presentation well, tell the audience what your work is about and follow up the issues in the work in your conclusions
- adapt the presentation to the audience and arouse interest in the problem
- use clear images and text. Remember that even those sitting at the back of the room should be able to see the pictures and read the text
- have a clear idea about what message you want the audience to take with them from your presentation and think carefully what to say and show to convey the message
- prepare to answer questions about your work and discuss your results
- keep time
- use pointers
- try to talk freely instead of reading from a paper and think of how you use your voice and body language
- invite to questions and comments from the audience, it makes them more engaged in your presentation
- to establish contact with your audience - speak to them and not to the computer screen or projector screen

#### 6. Examination

Learning outcomes (from the syllabus) - After taking the course, the student should be able 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

The project work is assessed on the basis of the written report, oral presentation and information about the work of your supervisor(s). The examiner assesses the work after discussions with the grading committee. Please note that your supervisor is not included in the grading committee, but is expected to comment on how the working process has been. When everything is done you are informed about the grade and will receive verbal feedback on your work. The grade is reported to the study administrator and registered in Ladok.

#### 7. Feedback

After the presentation and examination, you will get individual, verbal feedback from the examiner.

#### 8. Publication

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

**Congratulations to your completed degree project!**

Attachments

- syllabus with expected learning outcomes
- grading criteria
- Some advice for external theses