

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

There are many advantages for a student to fulfil the degree project with a company, a government agency or with other organizations. During the collaboration, the student can apply theory to practice and develop new perspectives on knowledge. The experiences and the relations gained helps the student's career and the work place gains a channel for efficient recruitment. However, balancing the dual interests of adding business value while maintaining the scientific approach can be a challenge. This is best addressed by upholding openness and ensuring that the communication between all parties is clear.

To ensure the scientific quality of the degree project, a contact supervisor at MISU must be appointed if the main supervisor is external. The final form of the assignment is agreed upon between the client (company/agency), the student and you, the contact supervisor. But you hold the final decision of whether the project is viable within the framework of the course.

Often clients will request solutions to specific problems. For many subjects this is not possible, but the student can contribute with scientific investigations that can form a decision basis for solutions, i.e as an appendix.

Remind the student to discuss with the client who will foot expenses such as travel, mailings, and if employees can be interviewed during their work hours etc.

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Rules for contact supervisors

- To qualify as a contact supervisor, you must have the scientific and pedagogic experience equivalent to an assistant professor.
- Your duty is to first approve the issues/problem statements, and then, through regular contacts with the main supervisor as well as with the student, ensure the scientific foundation of the project.
- As a contact supervisor, you are expected to hold check-up meetings with the student at least once a month.
- See the attached "Some advice for external degree projects"

1. Start-up

- The student contacts the company/government agency/organization and drafts a project proposal together with the external main supervisor.
- The course examiner at MISU approves of the proposal and designates a contact supervisor.
- As the contact supervisor, your job is to establish a contact with the student and the external supervisor to ensure that they are in agreement on what the project encompasses and how it will be performed.
- Explain to the external supervisor what a degree project encompasses, what amount of work and result that it is reasonable to expect. Discuss this with the student as well.
- Ensure that the time plan is reasonable and schedule the monthly check-up meetings with the student.
- Ensure that it is clear who owns the results of the project and how this is provided for within the project plan.
- 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)

2. Project plan

Before starting the degree project the student must write the project plan, in discussion with the supervisor(s). 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 plan

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. Since your role as a contact supervisor is to ensure the scientific quality of the work, maintain a regular communication with the external supervisor. It might be wise to schedule continual meetings from start. You also need to be apprehensive of the client's considerations. A properly functioning communication between you, the student and the external supervisor is crucial for the degree project to be performed efficiently and successfully.

- 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 contact 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 contact 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 contact 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 contact supervisor!

Attachments

- Syllabus
- Grading criteria
- Some advice on external degree projects