TEKNAT 2016/25

Guidelines and instructions for the degree project course within the technical programs at Uppsala University

The guidelines are a supplement to the course syllabuses.

Established by the Educational Board of Engineering 2012-01-17, revised 2016-08-23.

The guidelines replace previous versions (TEKNAT 2003/21, TEKNAT 2008/326 and TEKNAT 2012/4)

Innehållsförteckning

Guidelines and instructions for the degree project course within the technical programs at Uppsala University

The following joint guidelines and instructions for degree projects within all engineering programmes and technical bachelor- and master programmes are valid from August 24, 2016. The guidelines are a supplement to the course syllabuses.

This version replaces the previous guidelines (TEKNAT 2003/21, TEKNAT 2008/326 and TEKNAT 2012/4) for degree projects within the engineering programs and the Bachelor of Science programs.

1. Objective

The main purpose of these guidelines is to ensure the quality of the degree projects of different programs, and to guarantee the students' legal security. The quality assurance is valid at both program and departmental level.

2. The summary of the joint framework for the technical programs at Uppsala University

• Each degree project must have an examiner, a subject reader and at least one supervisor.

• The basic rule is that at least two people are involved in the assessment of each degree project.

• The supervisor and the subject reader must be two different persons.

• The subject reader and the examiner must be two different persons.

• The supervisor and the examiner may be the same person.

• The directives of individual programs shall be outlined within the framework of TUN's[1] guidelines, such implementation falling under the responsibility of the program director.

• If several students are collaborating on a degree project, each student is required to do an individual oral presentation of the project, clearly specifying his or her individual contributions. Each student's contributions shall also be presented in the written reports/the written report.

• Oral presentation in the presence of the examiner and the subject reader is mandatory. The presentations are organized and scheduled by the examiner.

• The Student Service Unit is responsible for collecting information about degree projects on a website for students and keeping it updated. Additional information can be found on the sites of each program.

• Confidential degree projects are normally archived in DiVA.

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[1] TUN is the abbreviation for the Educational Board of Engineering and these guidelines are TUN's guidelines.

• The degree project course shall be evaluated and the responses compiled once a year. A common evaluation template is recommended and the program directors are responsible for the compilation and publication on the faculty portal for course evaluations.

3. Background

According to the Higher Education Ordinance, a degree shall always involve a degree project, normally marking the end of the studies. The degree project is a comprehensive course which is normally carried out individually, but always evaluated individually. Clear routines and division of responsibilities are therefore of particular importance in order to ensure that all approved students meet the intended course objectives.

4. Form and implementation of degree projects

4.1 Guidelines and regulations

These guidelines imply a uniform management of degree projects at all the technical programs at Uppsala University. Uniform practices with a clear division of responsibilities are especially important for supervisors and subject readers of degree project workers from various programs.

All examinations are legally "exercises by a supervisory authority of an individual". The guidelines are therefore designed to ensure students' legal security.

It is important that a degree project is characterised by technical relevance to the program in which the project is included. Certain directives may therefore apply. These should be carried out within the framework of TUN's guidelines. The program director is responsible.

Links to the programs' special directives shall always be available on the faculty's website for degree projects at Uppsala University's technical programs. The faculty's website shall be updated and developed according to student and program needs. The person responsible for the information site is the Head of the Student Service unit.

4.2. Location of implementation as well as credit transfers

Degree projects can be performed in departments, at other universities, companies, government agencies and other workplaces, within or outside Sweden.

According to the guidelines, the student must be registered at Uppsala University or SLU. The institutions shall partake in the subject review and supervision of degree projects. The institutions shall also allocate possible degree projects and guide the students to appropriate projects. If the degree project is performed at another educational institution within or outside Sweden, the program director may recognise the degree project should special reasons apply.

4.3 Agreements on external degree projects

It is strongly recommended that agreements on degree projects are always established with students who are doing external (outside Uppsala University) degree projects. This is in order to protect students, should complications arise during the course of work. These agreements regulate issues concerning ownership of the results, and can also include how/when the degree project is

publicly available in DiVA[2]. An example of a co-operation agreement with companies is attached as Annex 1 in this document and is available at the address http://www.teknat.uu.se/student

If a company requires the use of its own agreement template, the examiner must make sure this holds a high level of concordance with faculty guidelines. It may be necessary to write a separate agreement related to the publication and presentation of the report. It is important that the student is not at risk of being unable to present his or her work as planned.

4.4. Confidentiality policy for degree projects

The basic rule is that degree projects shall not be subject to confidentiality.

Companies may in some cases need to classify degree projects as confidential, supported by the law of confidentiality. The parties involved should consider carefully in advance whether confidentiality will become a concern.

Normally, a degree project will not be kept confidential unless otherwise agreed with the student in advance. All involved must be provided with clear information and a special confidentiality agreement normally signed before the project begins. Once the work is completed, the confidentiality period is reviewed and, if necessary, the agreement updated or cancelled. In some cases, confidentiality can be avoided if the degree project is not posted publicly on the internet or in libraries.

Confidential reports are archived in DiVA but not externally searchable during the time agreed. There are procedures for dealing with matters related to disclosure of confidential documents.

A proposal for confidentiality agreements with companies is attached as Annex 2 of this document and is available at http://www.teknat.uu.se/student

It is important that the student is not at risk of being unable to present his or her work as planned.

4.5 Agreements on internal degree projects

It is strongly recommended that an agreement is also established between students who do degree projects at Uppsala University, and the project owner, in order to protect students should complications arise during the course of work. These agreements regulates matters relating to working conditions, access to materials, ownership of results, participation in publications should the results be used, how/when the degree project is published in DiVA, etc.

An example of agreement is attached as Annex 3 in this document.

For degree projects carried out within research groups at universities, it may be necessary to manage degree projects confidentially to safeguard results that may be eligible for patent protection, or results yet to be published. There is no supporting law for this procedure, which is why it is particularly important to have signed agreements between the project owner and the student. For example, it may involve refraining from making the work public on the internet (for example, publication in DiVA) or spreading the written report until a certain time after approval. All restrictions will be lifted no later than three years after approval. The student's report may not be delayed to protect the results.

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[2] The Digital Academic Archive

4.6 Independence requirements

The degree project is an independent project. This does not exclude the possibility of two students (or for Entreprenörskolan maximum 3 students) to collaborate on a major task, but the report (s) must demonstrate clearly and well enough the contributions of each student to allow for individual examination. Each student is required to do an individual oral presentation of the work and clearly report his or her own contributions. (The presentations can take place at the same time).

4.7 Responsibility for acquisition of degree project

Normally, it is the responsibility of each student to find a suitable task for his or her degree project. The task shall be approved by the examiner. If a student, who is accepted into a training program and who meets the eligibility requirements for degree projects, fails to find a relevant degree project, the program director shall assist in finding a degree project and a supervisor.

4.8 Degree projects performed at Entreprenörsskolan in Uppsala

Entreprenörskolan in Uppsala is a specialization in the second year of the Master Program in Industrial Management and Innovation. Entreprenörskolan may replace the last year in the engineering science programs. Admission is limited. Students at Entreprenörskolan in Uppsala do their degree projects within the framework of a larger project. The extent of work shall be equivalent to 30 ECTS credits for each individual student.

The degree project shall be of technical relevance to the program/specialisation at hand, assessed by the examiner of the program in question. The student shall be registered at the course code for the engineering program's regular course Degree Project. The examiner of the program in question must first assess the student's project plan before deciding on approval of the chosen degree project. The examiner of the program in question nominates the subject reader and supervisor, and will therefore sign all written agreements with companies involved.

5. Allocation of responsibilities and duties

Every degree project must have an examiner, a subject reader, and at least one supervisor. These various roles are described briefly below and their tasks described in more detail in Annex 4-6.

5.1 Examiner

According to the Higher Education Ordinance, the examiner is ultimately responsible for the course Degree Project and is appointed in the same manner as the other grading teachers. The examiner of the course Degree Project is normally the program director or is appointed after proposal from the latter.

The examiner may delegate parts of his or her duties to one or more coordinators. This does not absolve the examiner from the overall responsibility.

5.2 Subject reader

The subject reader is scientifically responsible for the degree project maintaining a high enough level in order to meet course objectives. All degree projects are done within the main area of technology or the main area of each master program. This involves, among other things, technical relevance requirements and work fitting into a technical context. The task for the degree project

must also align with the objectives of the program and its guidelines for appropriate degree projects. Upon appointment of the subject reader, competence shall be determinant, not institutional affiliation. The subject reader should be an employee at a higher education institution.

For degree projects in the Master Degree Programmes in Engineering, the subject reader shall normally be a lecturer with a doctorate or researcher and unless there are special reasons be employed at Uppsala University or SLU. For the Bachelor Degree Programmes in Engineering, the subject reader need not hold a doctorate if the person best meets the demands for expertise. The subject reader can take advice from people knowledgeable on the subject within and outside the department.

The maximum duration of the assignment as subject reader for an individual student is eighteen months for degree projects covering 45 higher education credits, twelve months for degree project covering 30 higher education credits and nine months for degree projects covering 15 higher education credits.

5.3 Supervisor

The supervisor is the person most in contact with the student during the work. It is primarily the supervisor who supports and encourages the student to work independently and complete the task in accordance with the established plan.

It is important that the supervisor has a solid level of competence and is readily available for the student for the duration of the degree project.

The maximum duration of the assignment as supervisor for an individual student is eighteen months for degree projects covering 45 higher education credits, twelve months for degree project covering 30 higher education credits, and nine months for degree projects covering 15 higher education credits.

6. Examination requirements

The basic rule is that at least two people are involved in the assessment of each degree project. In addition:

• The supervisor and the subject reader must be two different persons.

• The subject reader and the examiner must be two different persons.

• The supervisor and the examiner may be the same person.

6.1 Requirements for oral presentation and opposition

Oral presentation in the presence of the examiner, the subject reader, and the opponent, is mandatory. The presentations are organised and scheduled by the examiner. Every student shall also act as opponent on a degree project, normally within the same program. The opposition is organized by the examiner.

Normally, the presentation takes place at UU and is public.

In case of confidential degree projects, oral presentation and opposition shall take place within the framework of existing cooperation agreements with the project owner. There must always be an

oral presentation for the examiner and subject reader. It is recommended to arrange open
presentations and opportunities to oppose part of the report.

6.2. If the degree project is not approved or finished on time

If a degree project receives a failing grade, a written statement must be provided, usually with
suggestions of further actions to be taken by the student in order to be approved. In case of a
failing degree project, the student may request a second assessment by other grading course
teachers.

If a degree project has far exceeded the planned time-frame (not completed within eleven months
of full-time study in Degree Project, 45 higher education credits; seven months full-time study in
Degree Project, 30 higher education credits; or four months full-time study in Degree Project, 15
higher education credits), or should conflicts arise, the examiner shall contact the student/subject
reader/supervisor and propose actions.

If the degree project is not completed within eighteen months (45 ECTS), twelve months (30
ECTS) or 9 months (15 ECTS), the student must re-register for the course in order to continue the
degree project. New timetable and project plan shall be established, and a supervisor and subject
reader appointed anew (may be the same as before).

6.3 Plagiarism check

10. Submit the report to the examiner and contact the Student Service Unit, which submits the
degree project application form to the subject reader to be signed and transmitted to the examiner.

Uppsala University uses the anti-plagiarism service Urkund. The subject reader gives the student
a go-ahead and an e-mail address when the degree project is to be submitted via Urkund. The
revised report will be sent to the subject reader.

Confidential degree projects undergo equivalent examinations by those concerned at the company
or institution.

7 Publishing and archiving

All degree projects shall be registered (archived) in DiVA[3] after the work has been approved by
the examiner. It is strongly recommended that the report, if not confidential or if there are other
reasons against it, is also published in DiVA, i.e. becomes public, as this increases circulation and
visibility of the work. The student decides if the report is to be published in DiVA. The data is
registered by the student according to instructions and the final, approved report uploaded,
including title and abstract page consistent with templates given. The report shall be in the file
format PDF.

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[3] The Digital Academic Archive

8. Resources for degree projects

8.1. Resources for implementation

At the annual distribution of allocation for basic education to sections within the Faculty, degree projects are triple-counted when it comes to per-capita funding, and not listed in sectional funding (referring to current budget model). Thus, all sections are equally compensated for a degree project. The entire compensation is normally accrued to the department of the subject reader.

The Student Service Unit is responsible for available notification and sample codes linked to the department of the subject reader. According to general guidelines, such appertain to 100 percent to the department of the subject reader.

The percentage breakdown between departments may be allowed to vary if the division of labour between the examiner and the subject reader deviates from normal, for example, if the examiner assumes primary responsibility for the revision of the written report. In this case, the registration codes and sample codes must be established according to the program criteria.

8.2 Resources for coordination

Funding for the coordination of degree projects is based on the department in question within the frame-work of the faculty's additional factors for undergraduate and graduate programs. These are based entirely on registrations (hstk) referring to the current budget model. More information can be found in the faculty's operational plan. Coordination of degree projects refers to all that is normally included in the tasks of the examiner (see Annex 4).

9. Other instructions

Annex 1: Template for cooperation agreements for external degree projects

Annex 2: Template for confidentiality agreements for external degree projects

Annex 3: Example of commitment for internal degree projects

Annex 4: Duties and responsibilities of the examiner of degree projects

Annex 5: Duties and responsibilities of the subject reader of degree projects

Annex 6: Duties and responsibilities of the supervisor of degree projects

Annex 7: Form for application for degree projects

Annex 8: Course claims form (to be included, the examiner or subject reader will provide you with one)

Annex 9: Checklist for students

Annex 10: Sample project plan

Annex 11: Template for course evaluation (to be included)