
Degree project instructions

The following instructions are based on the most recent Higher Education Ordinance, which became effective on 1 July 2007. They also hold for the older system where applicable.

According to the 2007 Higher Education Ordinance, higher education is divided into three cycles:

- first-cycle education (bachelor's degree and degree of bachelor of science in engineering)
- second-cycle education (master's degree (one year/two years))
- third-cycle education (licentiate degree and doctoral degree)

In the documents at the School of Engineering there are many terms for "Examensarbete":
Degree project, Thesis, Thesis work, Final Project work

Degree project instructions

at the School of Engineering, Jönköping

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1 The degree project as an element of education

The degree project is considered as a course for which the programme director or a designated other is responsible. The degree project course syllabus of a particular programme can be located by means of the programme syllabus.

The degree project shows whether the student has the ability to apply and add to the knowledge acquired during his or her studies. What is assessed is the student's ability to identify and analyse problems, suggest solutions and logically communicate the methods and results of the degree project to external parties. The project should have the character of basic research or advanced development or investigative work and constitute a specialised study in the main field. The project must be based on a scientific approach and include all parts stipulated in the syllabus. The degree project should have some degree of news value and both the execution and results will be assessed.

The degree project is presented by means of a written report as well as an oral presentation. In the assessment of the project, most importance is given to the report. The report is filed in DiVA, a digital academic archive to which Jönköping University is connected. The student can choose whether or not the report should be made accessible to the public. The target group of the report includes the examiner, the supervisor, teachers and students within the subject area of the degree project, the client and potential employers.

Acting as an opponent to another degree project and attending the presentation of other groups' projects are also part of the examination. All elements of examination and assessment criteria can be found in the degree project course syllabus.

The student is responsible for the entire execution of the project, i.e. for everything from choosing a topic to writing the report and not least completing the project within the given time frame. A supervisor at the School of Engineering supports the student during the project.

The School of Engineering provides a number of aids that in different ways regulate the degree project process, as shown in Figure 1 below. The most salient document during the project is the course syllabus. It has a direct effect on the project through:

- The degree project report template (School of Engineering)
- The degree project instructions (School of Engineering)
- The degree project assessment template (School of Engineering)

The School of Engineering's common report template is usually available in versions adapted to the respective main fields of study/departments in order to provide support of a more specialised kind (Report template main field of study). The degree project instructions (School of Engineering) and the assessment template (School of Engineering) are usually translated into a course memo that regulates the execution of the degree project. The School of Engineering also provides a degree project registration form, which functions as the basis for the assignment of supervisors and examiners. The registration form must be completed before the official initiation of the project. See section 3.1 below for further details.

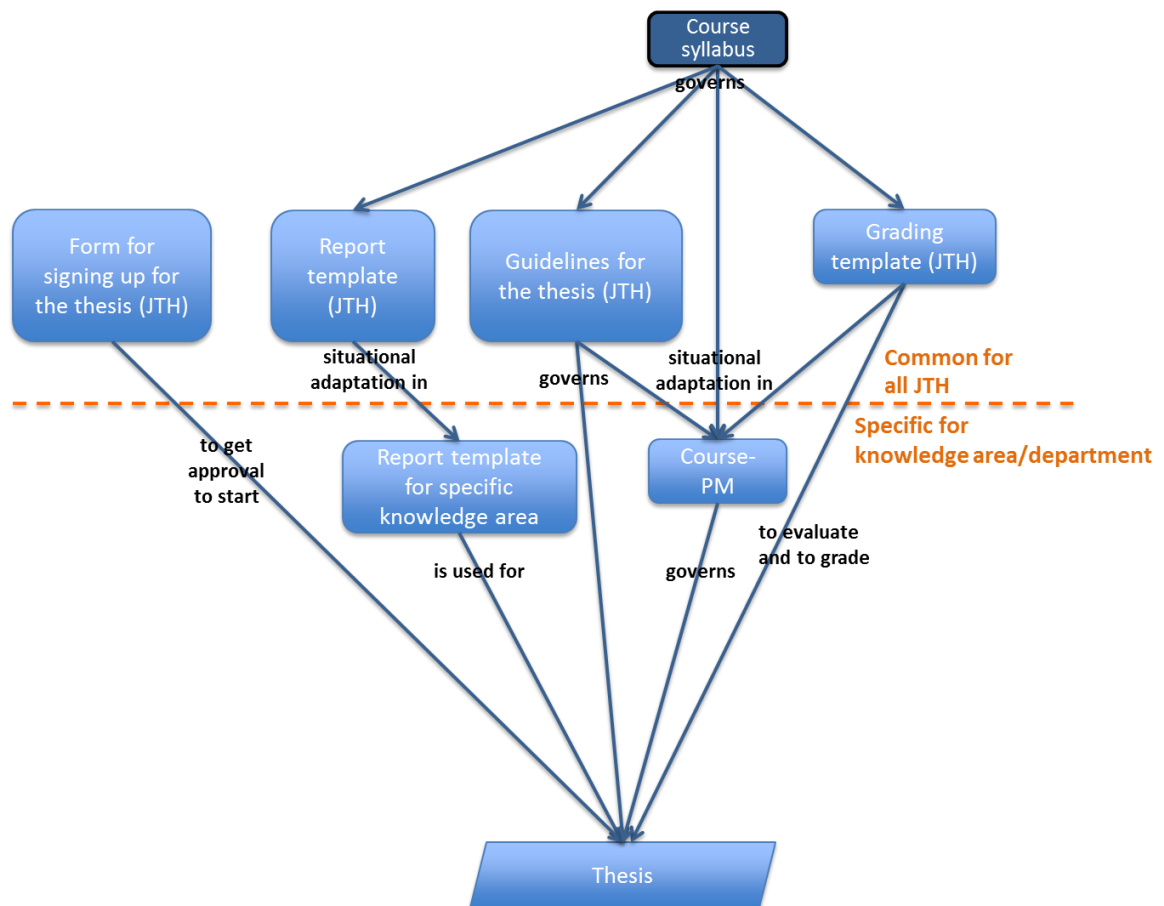


Figure 1: School of Engineering thesis aids

2 The initiation of the degree project

Before the degree project can be initiated, there are certain demands that have to be met by the student as well as by the school. The student is expected to fulfil the prerequisites stipulated in the course syllabus. In addition, the student is responsible for contacting the client of the project, if applicable. Before the project can be initiated, the degree project registration form (see The Student Web) must be submitted to the course coordinator and the examiner must approve the initiation of the project.

2.1 Client

The project is with advantage carried out in collaboration with an external client, such as a company, a public authority or an organisation. It is on the student to contact a suitable client and, together with the client, come up with a relevant topic for the project. The course coordinator may suggest a topic to the student, should a topic have been proposed by a client.

Normally, the student does not receive any financial compensation from the client. It is on the student and the client to agree on any compensation.

2.2 Choosing a topic

Normally, the degree project is carried out in pairs, with the two students sharing responsibility for the execution and results. The students are themselves responsible for choosing a topic within the main field of their programme. The degree project must constitute a specialised study based on courses previously taken within the programme. The students should discuss the topic and scope of the project with the course coordinator, the examiner or another suitable teacher.

The final choice of topic must be approved by the examiner before the initiation of the project. The students must complete a degree project registration form, which is to be submitted to the course coordinator according to the instructions of the respective programmes.

2.3 Examiner and supervisor

Each degree project is assigned an examiner and a supervisor by the course coordinator. Both the examiner and the supervisor must be employed at the School of Engineering. The supervisor and examiner are selected based on the choice of topic and assigned for a period of one year, after which the course coordinator must reconsider the assignment. The supervisor's task is to support and guide the students during the project. In addition to the School of Engineering supervisor, assistant supervisors may be engaged. It is on the examiner to perform the examination and grading of the degree project.

In case the degree project is undertaken at a company or public authority, a contact is appointed at the company/public authority. The contact functions as a supervisor in questions pertaining to the company/public authority and its work. The client contact and the School of Engineering supervisor have different roles during the execution of the project. The client contact acts as a link to the client, whereas the School of Engineering supervisor assists in the actual execution of the project.

3 Activities and phases

The degree project consists of a number of activities and phases. The following section provides an overview of these in order to facilitate the planning and execution of the project.

3.1 Degree project activities

During the execution of the degree project, the students share their time between the client and the university. The initial planning is best done in collaboration with both the client and the School of Engineering supervisor.

The student is expected to stay in regular contact with the School of Engineering supervisor as well as with the client contact. The student is responsible for contacting and setting up appointments with both the supervisor and the contact during the project. The School of Engineering supervisor contacts the client contact at the beginning of the project. The responsibility for all other contacts with the client rests on the student.

In most cases, the following points are critical project milestones. There may be some deviations, depending on the main field of study or other factors.

- Registration of the degree project and approval of its initiation
- Planning report
- Interim presentation
- Presentation
- Grading, registration and filing

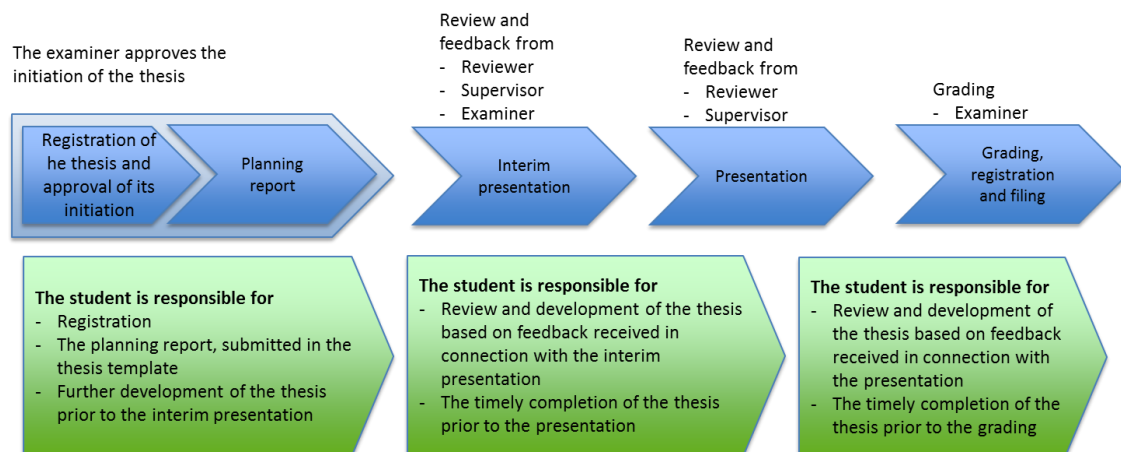


Figure 2: Degree project main activities

The students must submit a degree project proposal, using the form *Registration of thesis*. The proposal must be approved by the examiner before the students can initiate their project.

The planning report is a further development of the choice of topic, the statement of problem and the choice of methods and theories etc., in which the student is expected to describe the intended content and execution of the degree project in a clear and well-structured manner.

The interim presentation is usually given halfway through the project. The aim of the interim presentation is to thoroughly review the ongoing project so as to increase the students' chances of completing the project in compliance with applicable quality standards.

The presentation is an official event where the students are expected to present and defend their degree projects. One or several students serving as reviewers, who have thoroughly scrutinised the degree project report, must be present during the presentation. Having presented their work, the students must defend their project. Those who defend their degree project and those who serve as reviewers are expected to engage in a critical and constructive dialogue. The dialogue is to be characterised by the two opposing roles of reviewer and author.

Grading, registration and filing of the degree project is done after the authors have revised their degree project report based on the opinions expressed in connection with the presentation. Both the reviewer/s and the supervisor provide feedback. The students are given one opportunity to revise their work, after which the degree project is graded. The grade is determined by the examiner in consultation with the supervisor. After the grading, the degree project can be registered as being completed and filed.

For further descriptions of these milestones and other project activities, see the instructions of the respective programmes.

3.2 Printing, filing, electronic publishing and registration in Ladok

When the degree project has been completed and approved, one copy is submitted for filing in DiVA, which the students can access by means of their JU student accounts.

When the degree project has been uploaded to DiVA, the form “Final administration for thesis” must be completed and submitted to the grading teacher. The teacher fills in all information required and forwards the form to an administrator, who, based on the student’s decision, either only files the degree project in DiVA, making only the title and abstract publicly available, or both files and publishes the degree project in the archive, making the complete project available to the public. The administrator also enters the student’s grade into Ladok.

3.3 Presentation and exposure

The students are encouraged to present their degree project to their client as part of discussing solutions with different interest groups. The School of Engineering also organises a degree project fair, where the students are afforded the opportunity to present their projects and in different ways discuss their solutions with industry and society representatives.

3.4 Confidentiality

Being subject to the principle of public access to official documents, the School of Engineering has limited possibilities to keep degree projects confidential. Thus, in case the student believes that the project may come to contain sensitive information that the client wants to keep confidential, it is important that the student discusses the treatment of such information with the client and supervisor at an early stage.

Even if confidentiality is imposed, the completed degree project must be able to stand on its own, meeting applicable quality standards.

3.5 Degree project at another Swedish or foreign higher education institution

A degree project executed by a School of Engineering student at another Swedish or foreign higher education institution is normally assigned a supervisor from the School of Engineering. The degree project is treated as a regular degree project, but the mandatory supervision is conducted via email, video conference, telephone or the like. The report is to be presented orally, awarded with a passing grade, registered and filed at the School of Engineering according to previously described instructions. If the student/students have not served as reviewer/reviewers at the other higher education institution, the student/students must do so at the School of Engineering.

A degree project that has been supervised and awarded a passing grade at another Swedish or foreign higher education institution can also be accredited as part of a degree at the School of Engineering. The report is to be registered and filed at the School of Engineering, even if this

has already been done at the higher education institution at which the degree project was executed. However, there is no need to give an oral presentation or serve as a reviewer at the School of Engineering.

3.6 Degree projects by international students at the School of Engineering

Incoming students who pursue their degree projects at the School of Engineering are subject to the same rules as all other students at the school.

4 Grading of degree projects

Specifying the applicable quality standards, the degree project assessment template (bachelor's degree and degree of bachelor of science in engineering) is the basis for grading. Besides providing support in the grading process, the assessment template also offers support throughout the whole of the degree project process.

In order for the degree project to be awarded a passing grade, all assessment template criteria must be given at least the grade of 3. The grading scale applied at the School of Engineering is U (Fail), 3, 4 and 5. The grade is determined by the examiner based on an overall assessment of the grades of all assessment template criteria. Please note that depending on differences in the degree project conditions, the importance of the different assessment template criteria in determining the final grade will vary from case to case. As stated in section 3.1 above, the grade is awarded after the authors have revised their degree project report based on the opinions expressed in connection with the presentation. The students are given one opportunity to revise their work, after which the project is graded. The examiner determines the grade in consultation with the supervisor. The former is responsible for retrieving the information required to be able to decide on a grade. In case the degree project is failed, the student is afforded one more opportunity to revise the report. However, a grade higher than 3 cannot be awarded if the degree project has previously been failed. It is not possible to revise a degree project that has previously been awarded a passing grade in order to receive a higher grade!

The grading of individual criteria in the assessment template is performed using an analogous scale. Thereafter, the examiner makes an overall assessment of all the criteria in order to decide on a final grade. See the example below.

Table 1: Grading example

Criteria/Grade	Grade U (Fail)	Grade 3	Grade 4	Grade 5
Knowledge and understanding				
1.1		X		
1.2			X	
1.3		X		
1.4		X		
...				