

## ***Lazybones / tick-off list for Degree project***

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### **Before the Degree project**

- Start thinking early in the programme about suitable degree projects.
  - Read the instructions for the degree project (found at IBG course web page).
  - Attend and listen to other people's final oral presentations.
  - Look at the finished reports of others (found at IBG course web page).
  - Talk to senior master students.
  - Attend possible information events about the degree project.
  - Search for and contact suitable places and supervisors.
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### **Application and registration**

- Read all the detailed information about degree project.
  - Finalise finding a place and supervisor.
  - Check with the coordinator about subject/project, place and supervisor.
  - Write the project plan along with the supervisor.
  - Fill out the application together with the supervisor.
  - Arrange with transcripts of your previous master courses, to prove that you fulfil the prerequisites for starting a degree project.
  - Hand in the complete application and plan to the coordinator.
  - You will get an acknowledgement from the coordinator when you are registered.
  - Your degree project now can start!
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### **During the Degree project**

- Search, gather and read information and literature about the theory.
  - Document well the practical work and your results.
  - Take part in seminars and the running follow-ups/supervision.
  - Think early on about disposition and writing of the final report. Discuss your thoughts with the supervisor and others.
  - Read the SOP and the rest you need again.
  - Plan for and do the mid-term reporting to the coordinator/examiner.
  - Do a mid-term report also at the work-place (can be a requirement in some work-places).
  - Write the first draft of the final report and rewrite it based on feedback from the supervisor and possibly others.
  - Plan for the final presentation of the report
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### **Finishing the Degree project**

- Finish the report and obtain an OK from the supervisor.
  - Ask the supervisor to send the certificate and feedback form to the coordinator/examiner.
  - If you do your project outside UU, check if you should do a final presentation also at the workplace (can be a requirement in some workplaces).
  - Discuss with your supervisor regarding suitable external opponent and send your suggestion to the coordinator.
  - Attend the final oral presentation arranged by the coordinator.
  - Be the opponent for another students' final report and presentation.
  - Rewrite the final report again based on feedback from the opponents and possibly others.
  - Prepare a title page and a popular science summary for your report.
  - Send the completed final report to the coordinator/examiner (via Urkund if not confidential).
  - Rewrite the report based on possible feedback from the examiner.
  - You should expect a confirmation from the coordinator/examiner when you are passed.
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### **After the Degree project**

- You obtain three bound copies from IBG (if you request it).
  - Provide a course evaluation via the web link that the examiner send to you when you are all finished.
  - Upload the complete report to DiVA (if not confidential). Instructions for DiVA are found at IBG course web page.
  - Your report is published at the IBG web (unless it is confidential).
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- You are now finished with your Degree project. Congratulations!
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