

MSc / BSc at Computer Science: Step-by-step description for Examiners

11/30/2023

Examiner's main responsibilities	<i>Check sufficient pre-knowledge for the specific project, support students in defining suitably scoped projects, approve goal document / initial project description, and examine MSc/BSc projects (presentation and report, and oral and written opposition at your student's presentation). Escalates unresolved issues (e.g. lack of time for examining) to their group coordinator and informs supervisor.</i>
I. BEFORE you begin	
a) Behörighet o kursanmälan	
b) Identifiera ett förslag och en plattform för ditt examensarbete	
c) Hitta en arbetspartner OBS: Datavetenskap har som policy att examensarbete ska göras i grupper om 2 studenter.	
II. INITIERING	
a) Skaffa handledare och examinator	7. If a) examiner is available, b) student has done everything under I. BEFORE you begin (Innan examensarbetet börjar), and c) thesis topic is a good match, (s)he can agree to take on role of examiner. Formally appoints suitable supervisor - after discussion and agreement with this supervisor. 8. If project only has one student, and examiner & supervisor still want to proceed, asks coordinator if this can be to approved. 9. Discusses scope of thesis project (goal doc/preliminary description) with student and with supervisor.
b) Complement the digital form and check of prerequisites	11. Checks the special pre-requisites for the specific BSc/MSc project and if done at company checks that report etc can be publicized. In the digital form (one per student): - Takes on the role of examiner, and thereby approves the thesis project - Fills in the correct course code (depending on level - BSc, MSc etc.) - Marks approval of sufficient pre-requisites (if met)
c) Complete the goal document (initial description for Helsingborg)	14. Supports student in adjusting the goal document / initial description 15. Signs off the goal document / initial description in the digital form. 16. In the digital form, a) ensures that this document is uploaded, and b) marks as approved
III. PLANNING and EXECUTION	
a) Plan the work and aim for a presentation day	20. A mid-way review meeting with student and supervisor is recommended, to check progress, present initial findings, and check alignment with agreed goals and aim.

b) Act as opponent for another thesis project (individual task)	22. Approves the student's written opposition and marks this in the digital form. (The oral opposition is approved by the examiner of the presenting student.)
c) Start writing the report early on (ideally from start of execution of thesis work)	
IV. FINALISING	
a) Present the work (Should be done as one of CS common presentation days, unless exemption is agreed to. Must be done at public seminar, announced at least 2 weeks beforehand.)	<p>25. Agree to date & time for presentation at the common presentation days. If other date is desired, ask coordinator to approve this. If approved, examiner books a room for the public seminar.</p> <p>28. Accepts opponents (max 2-3 per presentation)</p> <p>31. Attends and examines the presentation (incl any opponents) and the popular science summary, and provides oral and written feedback on the report. Also, assesses the opponents' work (oral and written), notes the oral opposition in the presenting student's digital form, and ensures that the written feedback is sent to the authoring student(s) and to the opponent's examiner (who then marks this part in the digital form).</p> <p>32. When student meets the criteria, marks the presentation and pop science, and the oral opposition as approved in the digital form. Inform the examiner of the opposing student about approved written opposition, who marks the opponent as approved on the written opposition.</p>
b) Finalise the report	<p>33. Reviews the revised report and popular science summary/poster against the criteria for pass and approves the report when all the criteria are met.</p> <p>34. Marks that report is approved in the digital form.</p> <p>35. Notifies cs_expedition@cs.lth.se and supervisor when the student is fully approved together with number of printed copies requested (approved by examiner).</p> <p>39. Approve students in LADOK (triggers change in digital form from ONGOING to COMPLETED, and locks the form)</p>