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

2024-05-14

	Examiner's main responsibilities: *- Check sufficient pre-knowledge for the specific project* *- Support students in defining suitably scoped projects incl approve goal document / initial project description* *- examine MSc/BSc projects (presentation, report and written opposition of your students, and oral opposition at your student's presentation)* *- Escalate unresolved issues (e.g. lack of time for examining) to their group coordinator and inform supervisor.*
I. BEFORE you begin	
a) Prerequisites and course signup	
b) Identify a thesis idea and content from a company, department or your own	
c) Find a thesis partner NB: Our policy is that thesis projects shall be done in groups of 2 students	
II. INITIATING your project	
a) Thesis proposal and application for supervisor and examiner	9. For thesis project suggested by coordinator for supervision, **initiates a discussion of the scope with the students and the supervisor.** Checks the necessary pre-requisites for the specific thesis project, and, If done at company, checks that report etc can be publicized. Informs the coordinator if the project is NOT suitable for this examiner.
b) Complement the digital form and check of prerequisites -> COURSE REGISTRATION	11. 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. Approves the goal document / initial description. 16. In digital form, a) ensures that this document is uploaded; b) marks as approved
III. PLANNING and EXECUTION	
a) Plan the work and aim for a presentation day	20. A mid-way review meeting w 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)	
c) Start writing the report early on (ideally from start of execution of thesis work)	
IV. FINALISING	

a) Present the work (Should be done at CS common presentation day, unless excemption is agreed to. Must be done at public seminar, announced at least 2 weeks beforehand.)	25. Agree to date & time for presentation at the common presentation days. If other date is desired, ask coordinator to approve this, and if approved, examiner books a room for the public seminar. 28. Accepts opponents (max 2-3 per presentation) 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) and ensures that the written feedback is sent to the authoring student(s). 32. When student meets the criteria, marks the presentation and pop science, and the oral opposition as approved in the digital form, and inform the opponent's examinor.
b) Finalise the report	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. 34. Marks that report is approved in the digital form.