

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

2023-10-10

Supervisor's main responsibilities	Support and supervise students in defining, planning, performing, and reporting on their MSc/BSc projects.
<b>I. BEFORE you begin</b>	
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.	
<b>II. INITIERING</b>	
a) Skaffa handledare och examinator	7. If a) supervisor is available, b) student has done everything under I. BEFORE you begin (Innan examensarbetet börjar), and c) the thesis topic is a good match, (s)he can agree to supervise the project. Also, facilitates contact with potential examiners. 8. If project only has one student, consider if you are willing to proceed as supervisor. 9. Discusses scope of thesis project (goal doc/preliminary description) with student and with examiner.
b) Complement the digital form and check of prerequisites	11. In the digital form (one per student): - Takes on the role of supervisor
c) Complete the goal document (initial description for Helsingborg)	14. Discusses the goal document / initial description with student(s) 15. Signs off on the goal document/initial description in the digital form. nn. 17. If needed, discuss necessary technical equipment/infrastructure with Driftsgruppen, at least 2 weeks in advance. Student workplace can be booked on-line <a href="https://filemaker.cs.lth.se/fmi/webd#Exjobbsdatorer">https://filemaker.cs.lth.se/fmi/webd#Exjobbsdatorer</a> .
<b>III. PLANNING and EXECUTION</b>	
a) Plan the work and aim for a presentation day	18. Supports the student in detailed planning of the work including identification of subgoals, risks and mitigation strategies. Ensure that all activities are included (such as report writing, acting as opponent on other project), that timings are realistic, and that dependencies to availability of resources is considered. The plan may be discussed with the examiner. 19. Plans and hold regular supervision meetings with the student. Frequency as needed, e.g. once per week initially, then every 2-3 weeks to check status, provide feedback on plan, method, report etc. <i>Inform examiner of delays.</i> mm. 20. Recommended to arrange a mid-way review meeting with examiner and student, to check progress, present initial findings, and check alignment with agreed goals and aim.
b) Act as opponent for another thesis project (individual task)	21. Supports students in locating potential thesis presentations for which they can act as opponents.
c) Start writing the report early on (ideally from start of execution of thesis work)	23. Supports the students in structuring and writing their report and popular science summary by providing feedback on drafts. For example by: - using skeleton drafts that are iteratively expanded to a full description - providing pointers to helpful resources, such as LTHs page on Presentation Techniques <a href="https://canvas.education.lu.se/courses/12628">https://canvas.education.lu.se/courses/12628</a> - reading and providing feedback, primarily on structure and content, rather than on language. NOTE: The supervisor is NOT required to provide feedback on spelling or grammar. - insisting that students use spell checkers - suggesting additional support on writing by asking peers to read their report, and to contact Studieverkstaden <a href="https://www.lu.se/studera/livet-som-student/service-och-stod/stod-i-studieteknik-sprak-och-akademiskt-skrivande/studieverkstaden">https://www.lu.se/studera/livet-som-student/service-och-stod/stod-i-studieteknik-sprak-och-akademiskt-skrivande/studieverkstaden</a> (who are available to all LU students who want to improve their skills in academic writing.)
<b>IV. FINALISING</b>	
a) Present the work (Should be done at CS common presentation day, unless exemption is agreed to. Must be done at public seminar, announced at least 2 weeks beforehand.)	24. Decides when the report is complete and mature enough to be presented. There must be a reviewable version at least 1 week prior to the public seminar. 29. Provide feedback on the popular science summary (for MSc), or (for BSc) the popular science poster 30. Provide feedback on presentation structure and outline.
b) Finalise the report	36. If applicable, inform Driftsgruppen that student has completed and no longer needed department resources.