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

	Supervisor's main responsibilities: *Support and supervise students in defining, planning, performing, and reporting on their MSc/BSc projects.*
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. Informs the coordinator if the project is NOT suitable for this supervisor.
b) Complement the digital form and check of prerequisites -> COURSE REGISTRATION	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.
III. PLANNING and EXECUTION	
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. *Inform examiner of delays.* mm. 20. Recommended to arrange a mid-way review meeting with examiner and
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 https://canvas.education.lu.se/courses/12628 - 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 https://www.lu.se/studera/livet-som-student/service-och-stod/stod-i-studieteknik-sprak-och-akademiskt-skrivande/studieverkstaden (who are available to all LU students who want to improve their skills in academic writing.)
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.)	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.