

## Guidelines and instructions for the degree project course within technical programs

### Annex 6. Duties and responsibilities of the supervisor of degree projects

#### Duties and responsibilities of the supervisor of degree projects within technical programs

A formally responsible supervisor is appointed for each degree project. The supervisor assumes the responsibility for assisting the student during the degree project.

The maximum duration of the assignment as supervisor for an individual student is eighteen months for degree projects covering 45 higher education credits, twelve months for degree project covering 30 higher education credits, and nine months for degree projects covering 15 higher education credits; however, the assignment can be renewed should it be requested by the involved parties.

#### The supervisor of a degree project

1. Establishes, in collaboration with the student, a preliminary project plan for the implementation of the degree project and signs the application form for the degree project before registration for the course.
  2. Updates the project plan with the student and the subject reader no later than five weeks after project initiation.
  3. Takes responsibility for organizing and implementing ongoing supervision as most appropriate, supporting the student's work progress and timetable.
  4. Holds a position at the workplace where the degree project is carried out and is competent in the particular area.
  5. Ensures that the student becomes familiar with the organization, the documentation requirements, necessary routines and security aspects that apply to the workplace.
  6. Supports and encourages the student to strive for independence and responsibility of various aspects of the pursuit of knowledge.
  7. Contacts the subject reader should problems arise.
  8. Contributes to the writing of the report and provides continuous feedback on content as well as language and structure. If the student encounters problems with the written composition, the supervisor may recommend the student to seek tutoring at Språkverkstaden (at UU). In such a case, the supervisor should also inform the subject reader.
  9. Is invited to attend the student's presentation of the degree project.
  10. Consult with the examiner if the project is not completed after eleven months of full-time study for Degree project, 45 higher education credits, seven months for Degree project 30, higher education credits, or four months for Degree project, 15 higher education credits.
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