

Information to add when contacting a potential subject reader

When you contact the subject reader, please attach your project plan and include the following:

Attach the document on the subject readers duties and responsibilities:

<https://www.ibg.uu.se/student/programsidor/master/masterprogrammet-bioinformatik/examensarbete/anvisningar/>

In the actual mail you can add:

“Main responsibility of the Subject Reader

- Reviewing the scientific quality of the project documents (plan/final report).
- Discuss the progress of the project and report with the students, at least every 4 weeks.
- Inform coordinator and examiner if any red flags are raised.

For full description, see attachment.”

If the subject reader accepts you ask him/her to fill in their part of the application form – digital signatures or scanned versions are fine:

https://www.ibg.uu.se/digitalAssets/601/c_601114-l_3-k_application-form-en-exjobb-tekmas.pdf

You also go through the learning outcome form, and make sure that all the course goals can be fulfilled by the suggested project:

https://www.ibg.uu.se/digitalAssets/601/c_601114-l_1-k_learning-outcome-form.pdf

Tick the boxes to the left if you agree on that the project will let you fulfil the goals, and also sign at the bottom left. During these special times, it is enough with the subject reader’s digital signature. At the end of your project you will go through the form again to see that the goals were indeed fulfilled.