

Guidelines and instructions for the degree project course within technical programs

Annex 5. Duties and responsibilities of the subject reader of degree projects

Special supplement for masters in molecular biotechnology and bioinformatics appear last in the document.

Duties and responsibilities of the subject reader of degree projects within technical programs

All degree projects are carried out within the main field of technology or the main area of each master degree programme. This includes requirements such as technical relevance and work adaptable to a technical context. Upon appointment of the subject reader, competence shall be determinant, not institutional affiliation. The maximum duration of the assignment as subject reader 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.

For degree projects within the Master Degree Programmes in Engineering, the subject reader shall normally be a lecturer with a doctorate, or a researcher, and should unless there are special reasons be employed at Uppsala University or SLU.

For the Bachelor Degree Programmes in Engineering, a lecturer at Uppsala University may serve as subject reader. The subject reader can take advice from people knowledgeable on the subject within and outside the Department.

In practical terms, the subject reader provides support to the student/the supervisor, to ensure a high quality of the degree project.

The duties of the subject reader in connection with a particular degree project:

1. Review and if necessary propose revisions to the draft of the project plan (containing description, method and timetable) and approve the task with regard to relevance, scope and depth. Sign the application before registration for the course.
2. Review the course claims form with the student.
3. Where applicable, sign the confidentiality agreement.
4. If necessary, propose revision of the preliminary project plan no later than five weeks after project initiation, and keep in touch with the student and the supervisor according to this plan.
5. Determine with the student when and how to stay in contact during the course of the project. Update on the student's progress at least once a month.
6. Go through the preliminary written report with the student.

7. Notify the student if the language in the report is in need of correction at a level beyond the commitment of the subject reader and the supervisor. Inform early on about the possibilities to get tutoring at Språkverkstaden.
8. Scientifically review and approve the preliminary written report.
9. Approve the student's submission of the report to the subject reader via Urkund. Consent to the oral presentation.
10. Submit the report to the examiner and contact the Student Services Unit, which submits the degree project application form to the subject reader to be signed and transmitted to the examiner.
11. Review the course claims form with the student and sign it.
12. Participate in and collaborate with the examiner on the assessment of the oral presentation.
13. Approve the final version of the written report and forward it to the examiner.
14. 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.

Specific routines for masters in molecular biotechnology and bioinformatics:

Regarding paragraph 9: The coordinator will send the report via Urkund and thereafter send the subject reader the result file.

Regarding paragraph 10: The student is responsible for sending the report to the coordinator. The coordinator is responsible for taking care of the application form, and ensures that the subject reader will have the opportunity to sign when he/she has approved the report.

Regarding paragraph 13: The student is responsible for sending the report to the coordinator.