

Instructions for the completion and assessment of second-cycle degree projects in Geology (GEOR01 and GEOR02)

Completion of the degree project

- The subject of the degree project may be selected from a list of suggestions prepared by the director of studies. This includes a short description of the project and the name(s) of the supervisor(s). Inspiration can also be sought in the list of previous degree projects kept by the Geolibrary: <http://www.geobib.lu.se/soka/examensarbeten>
- Alternatively you can initiate your own degree project, for example if you wish to undertake a project with a more applied focus and partially external supervision. In this case, you should write a short description together with your external supervisor, which is then discussed with your main supervisor at the department. Consult the director of studies if you need advice for a potential supervisor at the department.
- For every degree project, at least one supervisor (including a main supervisor) and one examiner shall be appointed. These two functions are not to be performed by the same person. PhD students and researchers may participate in the supervision but the main supervisor must be a tenured teacher at the Department of Geology.
- Before you begin your degree project, you are to draw up a research plan together with your main supervisor, comprising an outline of the task, analysis of the problem, choice of method, timetable and cost calculation. It is the particular responsibility of the main supervisor to ensure that the timetable is realistic. The research plan shall be signed by both the student and the supervisor(s) and approved by the director of studies, after which it shall be submitted to the director of studies. Should unforeseen circumstances arise, the research plan can be revised during the course of the work. Once half of the planned time has passed, the examiner shall check that the timetable is followed and that the work in general is proceeding in a satisfactory manner.
- You are to undertake the degree project independently, but with continual contact with your supervisor(s) to discuss your results and interpretations. When you commence the write-up phase, you are encouraged to submit an essay plan to your main supervisor. Partial manuscripts should then be submitted for continual review. You should establish a number of deadlines together with your supervisor for different parts of your essay.
- In consultation with your supervisor, decide whether you will write your essay in Swedish or in English.
- Practical information for those undertaking a degree project is available on the web site of the course: <http://www.geology.lu.se/education/programme-structure/geor02>
Information about scholarships etc. (in Swedish) is available here: <http://www.lu.se/studera/livet-som-student/studiemedel-stipendier-och-ekonomi/stipendier>
Another source of help in the academic writing process is the internet based support site AWELU: <http://awelu.srv.lu.se>
- The final manuscript (including a scientific abstract in English and in Swedish, and a popularised summary in Swedish or English) is to be submitted within the time allowed (for more information, see *Printing and course evaluation* below). The summaries should have a uniform layout and written in accordance with the layout template provided here: http://www.naturvetenskap.lu.se/sites/naturvetenskap.lu.se/files/examensarbete_popularvetenskaplig_artikel.doc
The final manuscript and abstracts shall be reviewed and approved by the main supervisor. The report shall also be submitted to the text matching tool Urkund as a step in measures to prevent and detect plagiarism. For additional information, also specifically for students, see: <http://www.orkund.se>
- You should then edit the essay in accordance with the layout template for our degree projects *Examensarbeten i geologi vid Lunds universitet (Dissertations in Geology at Lund University)*

(available on the web site of the course). References in the text and the list of references at the end should follow the format of the journal *GFF* (see instructions on the web site of the course). After approval of the layout from your supervisor, you should create a PDF file of your degree project. In connection with this, a date will be set for the seminar at which you will present and defend your project.

Seminar – presentation

- The main supervisor is responsible for that the seminar is announced by email to all teachers, researchers, PhD students and MSc. students, as well as through a notice on the department web site.
- A PDF file of the degree project shall be distributed to the examiner, examination committee and student review (and to others concerned at the department) at least one week before the date set for the seminar.
- You are to present and defend your degree project at a seminar of around one hour in length. You are to open with a 20–30 minute presentation with computer-based illustrations, in which you are to present the problem, methods, results and conclusions.
- Prepare your presentation carefully and select illustrations with care – feel free to discuss this with your supervisor. Do a ‘dry run’ of the presentation for yourself and/or friends so that you know that it fits into the time allocated.
- Before the seminar you are also to make a poster that presents the problem, method and results. The poster is to be displayed in the location assigned to it. You can find some useful advice here: http://hps.org/documents/2012_annual_poster_guidelines.pdf

Seminar – discussion and examination

- The examiner introduces the seminar by presenting the student, the examination committee and the opponent.
- A student reviewer is appointed from among the students undertaking degree projects at the department. The student reviewer primarily focuses on the formal presentation, e.g. text processing, illustrations and references, but also the scientific content can be addressed by the reviewer.
- Serving as student reviewer of a degree project is part of your education and is to be seen as a step in the process to fulfilling the learning outcome “demonstrate ability to critically evaluate research results”. The review is to take around 10-15 minutes of the seminar.
- Thereafter, the examiner is to comment on the degree project by asking questions to the student, followed by further questions and comments by the other member(s) of the examination committee.
- The audience may ask other questions after the examination by the student reviewer and the examination committee.

Grading

- The grade is set by the examination committee after consultation with the main supervisor. The examination committee comprises at least two members of the teaching staff (the examiner and another appointed teacher) and preferably also a PhD student or a researcher. The student reviewer has the right to attend the meeting of the examination committee. He or she has the right to speak but not the right to participate in decision making.
- The grade is set after your seminar. In grading, consideration is given to the content of your essay and the presentation and defence of your project.
- At the examining committee’s meeting, minutes are taken in accordance with the set template (to be found under *Documents* on the course web site). The following grading criteria are used:

Pass shall be the normal grade awarded if the project has been completed satisfactorily within the stipulated timeframe (90 or 135 working days for 30 or 45 credits respectively). If the examination committee judges that the project in the state submitted cannot be passed by the end of the stipulated time, you may be offered the opportunity to revise the work and have it re-assessed.

For a grade of *Pass with Distinction*, two criteria apply:

- a) You must have demonstrated good ability to independently complete a research task. This is to include demonstrating creative skills with regard to formulating a problem and solving problems, and the ability to draw conclusions and place the results in a wider subject context, e.g. a scientific problem area or a relevant area of application. Your oral and written presentations of the degree project shall be of high quality.
- b) The total time used must not have exceeded the allocated time by more than 20%.

Printing, course evaluation, etc.

- ❑ After the seminar and grading, you have the opportunity to make corrections to your degree project. Once this is done and approved by your main supervisor, you are to contact the Geolibrary staff who provides you with a number in our series of degree projects and checks that all necessary information is included. You are then responsible for getting the essay printed in a maximum of 20 copies. The project must be printed no later than 14 days after the seminar.
- ❑ When you have received a complete pdf of your essay, including the cover pages, you must register your thesis in LUP at:
<https://lup.lub.lu.se/luur>
by following the instructions in the manual:
<https://lup.lub.lu.se/lupInfo?func=loadTemplate&template=OstudentPapers> (Swedish and English version).

When your thesis is registered and approved, it will be available and searchable:

<https://lup.lub.lu.se/student-papers/search/>

Log in with your StiL ID in LUP and choose "Add New Student Paper". The following information must be registered:

The tab Work:

Titel

Abstract (if several summaries occur, choose the + sign for additional fields, choose language)

Subject (= Earth and Environmental Sciences)

Keywords (five)

Language

Student paper type (= GEOR02, master's degree, Two years/masteruppsats 45 hp, or GEOR01, master's degree, One year/masteruppsats 30 hp)

The tab Publication Info:

Publication year

Publication/series (= Examensarbeten i geologi vid Lunds universitet; if the language is English = Dissertations in Geology at Lund University)

Report number

The tab Context:

Department/Affiliation (= Department of Geology)

Supervisor (supervisor(s) at Lund University, do not forget to choose "Confirm Supervisor". If applicable, also add external supervisor(s), and then also add information about external supervisor(s) and their affiliation(s) under the tab Additional info)

Funder (if you have had a funder that you do not find in the list, add this information under the tab Additional Info)

The tab Files & Access:

Upload main document: upload a PDF file of your degree project in order to make it public (but see information on publication levels, "Beslut om tillgänglighetsnivåer", on the course web site.

Also upload your popularised summary under "Related Material" and choose "Related object is popular science".

Do not forget to save (Save & Close, if you do not complete your registration at once).

Do not forget to click the button "Submit for registration" when you are done.

- ❑ Two copies of your finished, printed degree project are to be handed in to the Geolibrary, and an agreed number of copies are to be handed in to your supervisor(s).
- ❑ Please note that your grade will not be registered in Ladok until you have registered your thesis in LUP and two copies of your thesis have been handed in to the Geolibrary.
- ❑ After the seminar and grading, you are to submit a course evaluation to the director of studies. For this purpose, write down your experiences of the degree project, e.g. what was particularly good? What were the most important lessons you learned? Did you receive sufficient supervision? Was there anything that could have been improved?
- ❑ We would like to keep in contact with all those who have completed their degrees in Geology. You are therefore encouraged to provide the student office with your email address, address and telephone number. We would also be grateful for information about your career after university and any changes to your address (send to the student office). Good luck and keep in touch!