Intrafaculty guidelines for first and second cycle degree projects

Approved by the Board of the Faculty of Social Sciences on 31 May 2007, revised on 21 March 2013 and 28 April 2016.

The aim of the guidelines is to clarify what is expected of both the student and the supervisor. The guidelines represent a target document for the students at the Social Sciences Faculty at Lund University and the departments and divisions within the faculty. In view of the range of different activities organised by the departments and divisions comprised within the faculty, certain deviations from the guidelines may occur. The departments and divisions should, however, aim to follow the guidelines as closely as possible. As the guidelines do not represent an inviable right, they do not constitute a basis for legal action against the Social Sciences Faculty or its departments and divisions.

1. At the start of courses related to degree projects, the department/division shall provide students with written information regarding the regulations for degree projects within the department/division. Any regulations specific to the department/division shall be approved by the department board or equivalent body, and shall include the following information:
   - the extent of the supervision,
   - the manner in which the degree project is to be designed and executed,
   - the assessment criteria,
   - the procedure for the critical review/defence of the degree project,
   - the procedure for publication in the Lund University Open Access database.

2. If the right to supervision is limited in scope and time, information on this is to be included in the course syllabus. References are also to be provided to the present guidelines and departmental provisions concerning degree projects.

3. In appointing a supervisor, the student’s wishes shall, as far as possible, be taken into consideration. During the period of supervision, the supervisor is to be available for one-on-one meetings, unless the course is taught online or an agreement has been made between the student and the supervisor. No supervisor shall be responsible for more students than he/she is able to provide satisfactory supervision to.

4. If the student does not attend the introductory meeting for degree projects, it is his or her responsibility to find out about the provisions and guidelines for
degree projects that apply at the department, which are to be made available by the department.

5. Degree projects shall primarily be supervised by lecturers from the faculty, who have a PhD and who have completed a training course in teaching and learning in higher education, including training in the supervision of degree projects.

6. Supervisors shall provide supervision regarding the choice of a subject, the planning of work on the project and the writing of the project report, including theoretical and methodological aspects. Supervision can take place individually or in a group. The supervision shall be well-structured and take the form of a mutual dialogue. It is also to provide the student with guidance and constitute a learning situation.

7. The student has the right to be allocated a new supervisor within a reasonable period of time, if there are special reasons for this.

8. If the degree project is the work of two students, it should preferably be carried out within the same main field.

9. Students have the right to a course of at least 7.5 credits in methodology during the study period prior to the work on a degree project for a first cycle degree (Bachelor) and of at least 15 credits during the study period prior to the work on a thesis for a second cycle degree (Master (60 credits)) or Master (120 credits)).

10. The degree project shall be completed within the time period allotted for this on the programme, unless there are special reasons for deviation from the timetable and an agreement on this has been made between the student and supervisor. A time for the submission of the degree project report to the seminar group shall be agreed on at the start of the student’s work on his/her project.

11. The supervisor and the examiner cannot be one and the same person. Examiners for degree projects are required to possess the qualifications of an associate professor, or equivalent.

12. The degree project shall be presented for a public defence at a seminar with one or more specially appointed reviewers. The treatment of the project in the seminar shall be based on criteria relevant within the discipline and shall comprise a critical review of the degree project in question. Subsequent to the seminar, the student shall be given the chance to revise and/or make editorial changes in the text. A paper copy of the version that has been graded is to be archived at the department.

13. All degree projects for Bachelor’s and Master’s (60/120 credits) degrees which receive a passing grade from the Faculty of Social Sciences are also to be registered in the Open Access database belonging to Lund University. Each student is to choose the access level of publication. Students are encouraged to publish their degree projects in full. The version that is registered in the Open Access database is to be the final version.