

Faculty Board

Guidelines for first and second cycle degree projects at the Faculty of Social Sciences

The present guidelines were approved by the Board of the Faculty of Social Sciences on 31 January 2019 and replace the faculty-wide guidelines for first and second cycle degree projects, most recently revised on 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 Faculty of Social Sciences at Lund University and the departments and equivalent (henceforth referred to as 'departments'). In view of the range of different activities organised by the departments within the faculty, certain deviations from the guidelines may occur. However, the departments should aim to follow the guidelines as closely as possible.

1. At the start of courses related to degree projects, written information shall be provided regarding the regulations for degree projects within the department. The regulations shall, among other things, include the following information:
 - The extent of the supervision
 - The design and execution of the degree project
 - 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. Assessment criteria shall be included in all degree project courses at the faculty.
3. If the right to supervision is limited in scope and time, information on this is to be included in the course syllabus.
4. In appointing a supervisor, the student's wishes with regard to a topic shall, as far as possible, be taken into consideration. Supervision is to take place during scheduled one-on-one meetings, unless the course is taught online or another arrangement has been agreed to by the student and the supervisor.
5. 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.

6. 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.
7. Supervisors shall provide supervision regarding the choice of a topic, 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 structured and take the form of a mutual dialogue as well as providing the student with guidance and constituting a learning situation.
8. The student has the right to be allocated a new supervisor within a reasonable period of time, if there are special reasons for this.
9. If the degree project is the work of two students, it should preferably be carried out within the same main field.
10. Students shall complete a course of at least 7.5 credits in methodology and the theory of science 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)).
11. The degree project shall be completed within the time period allotted for this on the course, unless there are special reasons for deviation from the timetable and an agreement on this has been reached 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.
12. The supervisor and the examiner cannot be the same person. Examiners for second cycle degree projects are required to hold the qualifications of an associate professor.
13. The degree project shall be presented for a public defence at a seminar with one or more specially appointed reviewers. The discussion 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 make editorial changes in the text. A paper copy of the version that has been graded is to be archived at the department.
14. 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.