

Duties and responsibilities of the examiner of degree projects within technical programs

The examiner is ultimately responsible for the course Degree Project and appointed annually by the Board of Technical Education (TUN) at the same time as other grading teachers. Generally, the program coordinator also serves as examiner of the program's degree projects. Alternatively, the examiner is appointed as per proposal by the program director.

The examiner may delegate parts of their duties to one or more coordinators. Doing so does not absolve the examiner of the overall responsibility. All degree projects are carried out within the main field of technology or the main field of each master degree programme. This includes requirements such as technical relevance and that the work can be adapted to a technical context. The purpose of the degree project must also align with the objectives of the program and its guidelines for appropriate degree projects.

In order to ensure high quality degree projects within the program, the examiner has an overall responsibility for:

- information for students regarding degree projects
- continuous contact with institutions, subject readers and students
- following the general guidelines and instructions for degree projects within the technical programs
- identifying candidates for various prizes such as Lilla Polhemspriset

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

1. Verify the student's eligibility to the course, and assess whether the proposed thesis project is suitable for the particular program.
2. Appoint a subject reader and supervisor, as well as handle the written cooperation agreement or contract with the student and the project owner. Confidential degree projects furthermore require a special confidentiality agreement also signed by the archivist in charge.
3. Approve the student's project plan, verify that the course claims form has been ticked off, ensure there are study record verifying eligibility. The examiner is responsible for submitting the signed application form for the degree project as well as basic registration information in Uppdok for the course Degree Project.
4. Approve any revision of timetable and project plan.
5. Organise and grade the student's opposition on another student's degree project.
6. Organise and grade the oral presentation after consultation with the subject reader.
7. Approve the final version of the written report upon consent by the subject reader.
8. Ensure the student uploads their report to DiVA and notify the Student Services Unit when the project report is ready for archiving and publishing in DiVA and to be reported in Ladok. Reports that are not confidential shall be archived in DiVA, where they should also be published with the consent of the student.
9. Handle any revision of the duration of confidentiality agreement after completion of the degree project.
10. Contact the student/subject reader/supervisor if there is a problem, such as if the project is not completed within eleven months of full-time study for a degree project of 45 higher education credits, seven months for a degree project of 30 higher education credits or four months for a degree project of 15 higher education credits, or if conflicts should arise; and in this case propose suitable actions.