

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 field of each master programme. This includes requirements such as technical relevance and work adaptable to a technical context. Competence shall be decisive when appointing a subject reader, 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 Programmes in Science and Engineering, the subject reader shall in general be a lecturer or researcher with a PhD, and should be employed at Uppsala University or SLU unless there are special circumstances. For the Bachelor Programmes in Science and Engineering, a junior lecturer at Uppsala University may serve as subject reader. The subject reader may ask for advice from people knowledgeable of the topic within and outside the Department.

In practice, the subject reader should provide support to the student and the supervisor to ensure that the quality of the degree project is high.

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

1. Review the draft of the project plan (containing description, method and timetable) and if need be suggest revisions, and approve the task with regard to relevance, scope and depth. Sign the application before the student registers for the course.
2. Review the course claims form with the student.
3. If applicable, sign the confidentiality agreement.
4. If need be, 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. Together with the student, determine how and when 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. Early on, inform the student 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 together with the student and sign it.
12. Participate in the oral presentation and discuss assessment thereof with the examiner.
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 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.