



UPPSALA  
UNIVERSITET

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# Guidelines and instructions for the degree project course

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- within the technical programs at  
Uppsala University

Established by the Educational Board of Engineering  
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Joint guidelines and instructions for degree projects within all engineering programmes and technical bachelor- and master programmes. The guidelines are a supplement to the course syllabuses.

The guidelines are established by the Educational Board of Engineering 2022-05-10. This version replaces the previous guidelines (TEKNAT 2003/21, TEKNAT 2008/326 and TEKNAT 2012/4).

## 1. Objective

The main purpose of these guidelines is to ensure the quality of the degree projects of different programs, and to guarantee the students' legal security. The quality assurance is valid at both program and departmental level.

## 2. Summary of the joint framework for the technical programs at Uppsala University

- Each degree project must have an examiner, a subject reader and at least one supervisor.
- The basic rule is that at least two people are involved in the assessment of each degree project.
- The supervisor and the subject reader must be two different persons.
- The subject reader and the examiner must be two different persons.
- The supervisor and the examiner may be the same person.
- The directives of individual programs shall be outlined within these guidelines, such implementation falling under the responsibility of the program director.
- If several students are collaborating on a degree project, each student is required to do an individual oral presentation of the project, clearly specifying his or her individual contributions. Each student's contributions shall also be presented in the written reports/the written report.
- Oral presentation in the presence of the examiner and the subject reader is mandatory. The presentations are organized and scheduled by the examiner.
- The Student Service Unit is responsible for collecting information about degree projects on a website for students and keeping it updated. Additional information can be found on the sites of each program.
- Confidential degree projects are to be archived in DiVA.
- The degree project course shall be evaluated and the responses compiled once a year. A common evaluation template is recommended and the program directors are

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responsible for the compilation and publication on the faculty portal for course evaluations.

### 3. Background

According to the Higher Education Ordinance, a degree shall always involve a degree project, normally marking the end of the studies. The degree project is a comprehensive course which is normally carried out individually, but always evaluated individually. Clear routines and division of responsibilities are therefore of particular importance in order to ensure that all approved students meet the intended course objectives.

## 4. Form and implementation of degree projects

### 4.1 Guidelines and regulations

These guidelines imply a uniform management of degree projects at all the technical programs at Uppsala University. Uniform practices with a clear division of responsibilities are especially important for supervisors and subject readers of degree project workers from various programs.

All examinations are legally an “exercise of authority”. The guidelines are therefore designed to ensure student’s legal security.

It is important that a degree project is characterised by technical relevance to the program in which the project is included. Certain directives may therefore apply. These should be carried out within the framework of TUN’s guidelines. The program director is responsible.

Links to the programs’ special directives shall always be available on the faculty’s website for degree projects at Uppsala University’s technical programs. The faculty’s website shall be updated and developed according to student and program needs. The person responsible for the information site is the Head of the Student Service unit.

### 4.2. Location of implementation as well as credit transfers

Degree projects can be performed in departments, at other universities, companies, government agencies and other workplaces, within or outside Sweden.

According to the guidelines, the student must be registered at Uppsala University or SLU. The institutions shall partake in the subject review and supervision of degree projects. The institutions shall also allocate possible degree projects and guide the students to appropriate projects. If the degree project is performed at another educational institution within or outside Sweden, the program director may recognise the degree project should special reasons apply.

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### 4.3 Agreements on external degree projects

If a student or project owner feels a need to establish an agreement on an external degree project, that is a degree project where the project owner is outside Uppsala University, examples of agreements can be found at the university. It is important that the student is not at risk of being unable to present his or her work as planned.

### 4.4. Confidentiality policy for degree projects

The basic rule is that degree projects shall not be subject to confidentiality.

Companies, government agencies and other organisations, may in some cases need to classify degree projects as confidential, supported by the law of confidentiality. It is important to decide if it is the report that is confidential, or information that is shared during the process, for example because the student is present at the company. All involved must be provided with clear information and a special confidentiality agreement signed before the project begins. Once the work is completed, the confidentiality period is reviewed and, if necessary, the agreement updated or cancelled. In some cases, confidentiality can be avoided if the degree project is not posted publicly on the internet or in libraries.

Confidential reports are also archived in DiVA but not externally searchable during the time agreed. There are procedures for dealing with matters related to disclosure of confidential documents. [Here is an example of an agreement with a company.](#)

It is important that the student is not at risk of being unable to present his or her work as planned.

### 4.5 Agreements on internal degree projects

An agreement can also be established between students who do degree projects at Uppsala University, and the project owner, in order to protect students should complications arise during the course of work. These agreements regulate matters relating to working conditions, access to materials, ownership of results, participation in publications should the results be used, how/when the degree project is published in DiVA, etc.

An example of agreement is attached as Annex 1 in this document.

For degree projects carried out within research groups at universities, it may be necessary to manage degree projects confidentially to safeguard results that may be eligible for patent protection, or results yet to be published. There is no supporting law for this procedure, which is why it is particularly important to have signed agreements between the project owner and the student. For example, it may involve refraining from making the work public on the internet (for example, publication in DiVA) or spreading the written report until a certain time after approval. All restrictions will be lifted no

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later than three years after approval. The student's report may not be delayed to protect the results.

#### 4.6 Independence requirements

The degree project is an independent project. This does not exclude the possibility of two students (or for Entreprenörskolan maximum 3 students) to collaborate on a major task, but the report (s) must demonstrate clearly and well enough the contributions of each student to allow for individual examination. Each student is required to do an individual oral presentation of the work and clearly report his or her own contributions. (The presentations can take place at the same time).

#### 4.7 Responsibility for acquisition of degree project

Normally, it is the responsibility of each student to find a suitable task for his or her degree project. The task shall be approved by the examiner. If a student, who is accepted into a training program and who meets the eligibility requirements for degree projects, fails to find a relevant degree project, the examiner/coordinator shall assist in finding a degree project and a supervisor.

#### 4.8 Degree projects performed at Entreprenörsskolan in Uppsala

Entreprenörskolan in Uppsala is a specialization in the second year of the Master Program in Industrial Management and Innovation.

Entreprenörskolan may replace the last year in the engineering science programs. Admission is limited. Students at Entreprenörskolan in Uppsala do their degree projects within the framework of a larger project. The extent of work shall be equivalent to 30 ECTS credits for each individual student.

The degree project shall be of technical relevance to the program/specialisation at hand, assessed by the examiner of the program in question. The student shall be registered at the course code for the engineering program's regular course Degree Project. The examiner of the program in question must first assess the student's project plan before deciding on approval of the chosen degree project. The examiner of the program in question nominates the subject reader and supervisor, and will therefore sign all written agreements with companies involved.

### 5. Allocation of responsibilities and duties

Every degree project must have an examiner, a subject reader, and at least one supervisor. These various roles are described briefly below and their tasks described in more detail in Annex 4-6.

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## 5.1 Examiner

According to the Higher Education Ordinance, the examiner is ultimately responsible for the course Degree Project and is appointed in the same manner as the other grading teachers. The examiner of the course Degree Project is normally the program director or is appointed after proposal from the latter.

The examiner may delegate parts of his or her duties to one or more coordinators. This does not absolve the examiner from the overall responsibility.

## 5.2 Subject reader

The subject reader is scientifically responsible for the degree project maintaining a high enough level in order to meet course objectives. All degree projects are done within the main area of technology or the main area of each program. This involves, among other things, technical relevance requirements and work fitting into a technical context. The task for the degree project must also align with the objectives of the program and its guidelines for appropriate degree projects. Upon appointment of the subject reader, competence shall be determinant, not institutional affiliation. The subject reader should be an employee at a higher education institution.

For degree projects in the Master Degree Programmes in Engineering, the subject reader shall normally be a lecturer with a doctorate or researcher and unless there are special reasons be employed at Uppsala University or SLU. For the Bachelor Degree Programmes in Engineering, the subject reader need not hold a doctorate if the person best meets the demands for expertise. The subject reader can take advice from people knowledgeable on the subject within and outside the department.

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 9 months for degree projects covering 15 higher education credits.

## 5.3 Supervisor

The supervisor is the person most in contact with the student during the work. It is primarily the supervisor who supports and encourages the student to work independently and complete the task in accordance with the established plan.

It is important that the supervisor has a solid level of competence and is readily available for the student for the duration of the degree project.

The maximum duration of the assignment as supervisor 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.

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## 6. Examination requirements

The basic rule is that at least two people are involved in the assessment of each degree project. In addition:

- The supervisor and the subject reader must be two different persons.
- The subject reader and the examiner must be two different persons.
- The supervisor and the examiner may be the same person.

### 6.1 Requirements for oral presentation and opposition

Oral presentation in the presence of the examiner, the subject reader, and the opponent, is mandatory. The presentations are organised and scheduled by the examiner. Every student shall also act as opponent on a degree project, normally within the same program. The opposition is organized by the examiner.

Normally, the presentation takes place at UU and is public.

In case of confidential degree projects, oral presentation and opposition shall take place within the framework of existing cooperation agreements with the project owner. There must always be an oral presentation for the examiner and subject reader. It is recommended to arrange open presentations and opportunities to oppose part of the report.

### 6.2. If the degree project is not approved or finished on time

If a degree project receives a failing grade, a written statement must be provided, usually with suggestions of further actions to be taken by the student in order to be approved. In case of a failing degree project, the student may request a second assessment by other grading course teachers.

If a degree project has far exceeded the planned time-frame (not completed within eleven months of full-time study in Degree Project, 45 higher education credits; seven months full-time study in Degree Project, 30 higher education credits; or four months full-time study in Degree Project, 15 higher education credits), or should conflicts arise, the examiner shall contact the student/subject reader/supervisor and propose actions.

If the degree project is not completed within eighteen months (45 ECTS), twelve months (30 ECTS) or 9 months (15 ECTS), the student must re-register for the course in order to continue the degree project. New timetable and project plan shall be established, and a supervisor and subject reader appointed anew (may be the same as before).



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### 6.3 Plagiarism check

Uppsala University uses the anti-plagiarism service Urkund. The subject reader gives the student a go-ahead and an e-mail address when the degree project is to be submitted via Urkund. The revised report will be sent to the subject reader.

Confidential degree projects undergo equivalent examinations by those concerned at the company or institution.

## 7 Publishing and archiving

All degree projects shall be registered (archived) in DiVA after the work has been approved by the examiner. It is strongly recommended that the report, if not confidential or has a delayed publication time, is also published in DiVA, i.e. becomes public, as this increases circulation and visibility of the work. The student decides if the report is to be published in DiVA. The data is registered by the student according to instructions and the final, approved report uploaded, including title and abstract page consistent with templates given. The report shall be in the file format PDF.

## 8. Other instructions

Annex 1: Example of commitment for internal degree projects

Annex 2: Duties and responsibilities of the examiner of degree projects

Annex 3: Duties and responsibilities of the subject reader of degree projects

Annex 4: Duties and responsibilities of the supervisor of degree projects

Annex 5: Form for application for degree projects

Annex 6: Course claims form (to be included, the examiner or subject reader will provide you with one)

Annex 7: Checklist for students