

**Seminar series for degree projects within the framework of the
ME200X course**

Instructions and implementation for examiners and advisors

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Subject-related areas and Seminar series

- Subject areas for seminar series:
 - Entrepreneurship and innovation
 - Financing
 - Industrial dynamics and energy
 - Industrial operational management
 - Marketing
 - Organization and management
- Within each subject area there is at least one seminar series. The areas decide on the own, what number of seminar series groups is appropriate for each semester (autumn and spring semester)

Seminar groups

- ❑ Each seminar group has one person from the respective subject area who is responsible for the implementation of the seminar series
- ❑ The management and implementation of the seminars can be the responsibility for the supervisor or be shared among the advisors in the seminar group.
- ❑ When creating seminar groups, a central principle should be that students with different advisors belong to the same group
- ❑ All students who have satisfied the course prerequisites and submitted applications for degree projects within the stipulated time will be part of a seminar group at the start of the next semester.
- ❑ The supervisor of the seminar series decides on exemptions for students who are applying for admission to the seminar series (i.e. whether the seminar series can assist with additional resources for students who have missed the first deadline, but are nevertheless deemed able to keep up with the rest of the students during the remaining parts of the implementation)

Implementation of seminar series – structure

- ❑ The basic structure of the implementation involves the following four seminar meeting each term
 - Problem area, method and implementation (degree project proposal)
 - Theoretical frame of reference and source criticism
 - Empirical considerations, critical analysis, choice of methods, and contribution
 - Presentation and opposition
- ❑ Depending of the circumstances, the seminar leader may decide on an additional meeting for a given group
- ❑ The implementation is planned so that the number of weeks in the semester in question are utilized effectively with regard to students' learning and the implementation of the degree projects.
- ❑ Information regarding the dates for the seminar will be provided at the start of each term for every seminar group
- ❑ The seminar groups are administered through *Bilda*

Implementation of the seminar series –*learning activities*

- ❑ The seminar meetings are based on peer review activities in which the students read each other's drafts and provide feedback. This is done in seminar form, and under the direction of the relevant seminar leader.
- ❑ The seminar leader also determines how time will be used during the seminar (e.g. whether certain aspects should be prioritized in the discussions depending on the group's drafts submitted)
- ❑ The instructions prepared by the department in the form of an evaluation template for degree projects must be part of the documentation for the students in preparation for peer review and feedback during the seminar.
- ❑ Brief written peer review feedback must be submitted in the form of a short text or as electronic comments on the draft in question (the seminar leader will decide on the format that works best for all the group members).
- ❑ All preparations, submissions and material will be distributed through the Bilda educational system.
- ❑ Students who are doing their thesis elsewhere else (e.g., abroad) can attend virtually as part of a regular seminar group, or be part of a special seminar group (e.g. for students who are in a similar time zone). Guidance and supervision of these seminar groups are planned by the supervisor, and may need to be adjusted with regard to additional written submissions.

Implementation of seminar series – *attendance, submissions and checklist*

- ❑ The checklist produced by the department for the implementation of the degree projects within the framework of the ME200X course must be filled out by the supervisor of the respective seminar series group (the checklist includes attendance, submissions, defense at the final seminar, opposition at the final seminar, peer review within the framework of the seminar series and checks for plagiarism)
- ❑ The supervisor of each seminar series is responsible for checking attendance and ensuring that written material has been submitted in a timely manner.
- ❑ In the event of absence or failure to submit written materials in a timely manner, the relevant advisor and examiner will also be informed of this.
- ❑ The supervisor of a seminar series is also responsible for documenting the peer review of the degree projects, and ensuring that the results are entered on the checklist of each student.
- ❑ Finally, the checklist for each student who has been approved as to the components of the checklist must be submitted to the Director of Studies together with the final version of the degree project for reporting of final grades.
- ❑ The checklist serves as a support for the department's guidance and supervision activities relating to independent work. The responsibility for ensuring that the degree projects satisfy the academic and scientific criteria, as well as the objectives for the relevant degree, rests with the respective examiner.

Implementation of seminar series –*examination*

- ❑ The examiner is responsible for ensuring that the degree projects satisfy the criteria for approval
- ❑ The final seminar will be planned during each seminar series. This planning will be done so that examiner and advisor can attend both the presentation and opposition by the students for which they are responsible.
- ❑ The seminar series is the required structure that the department has adopted in order to ensure:
 - The quality of guidance and supervision of the degree projects
 - The in-depth learning in the area of the degree project
 - A high degree of interaction between the students and the department during the degree project
 - Broadened documentation and examination of the students' ability to independently plan, implement and communicate various aspects of their independent work
 - A quality-focused structure for guidance and supervision that provides all the students with an opportunity to achieve very high quality degree projects with regard to all degree objectives.

Seminar series and the thesis – *an integrated part of the study programs*

- Representatives from the various subject areas will participate in the following study activity:
 - At least one person per subject area will participate as a representative for that subject area in the ME2001 methods course, which is a requirement for the degree project. The purpose of this is to increase the connection between the students' planning work and the various subject areas by providing typical formulations of problems, choice of methods and implementation of degree projects as part of the subject area's seminar series.
 - Examiners and advisors from each subject area take part in the annual thesis fair that the department arranges every November. The purpose of this fair is to enhance the initial phase of the students' practical planning of the degree project, and provide an opportunity for a more in-depth orientation in relation to the probable focus of their degree projects. Informal discussions and guidance and supervision can be provided here by potential advisors.
- In addition, the department can introduce suggestions for various degree projects as part of ongoing research projects.

Seminar series and the thesis – *an integrated part of the study programs*

- ❑ General information about degree projects can be provided by each program supervisor at the start of the program in order to increase planning throughout the program with a view to the independent project.
- ❑ Detailed information regarding the implementation of the degree project, the role of the methods course, a review of the rules for registration and eligibility, and more, will be provided by the program director in the period before the students would take the methods course, assuming a normal study pace.
- ❑ All examiners and advisors at the department are required to take part in the full-day seminar that the department arranges for follow-up and development of its guidance and supervisory activities relating to the degree projects.