

Instructions from the Student Services Unit

The programme administration at the Student Services Unit, Office for Science and Technology, is responsible for the study administration of the degree project courses in the Bachelor's and Master's programmes in Engineering.

Admission and registration

In order to be admitted to the course, the examiner must have checked the student's eligibility and approved the project plan. In order to be accepted and registered on the course, the examiner or coordinator must send information, primarily via a joint application form, to the programme administration at Student Services Unit.

To be admitted and registered, information is required on;

- the student's name and personal identity number,
- course code and the start and end dates of the course section (not needed if the course is applied for via Antagning.se),
- name and institution of the subject reader.

Copies of any agreements should be sent to the Student Services Unit in connection with registration. When admission is made through the application form, the application must be formally signed by the student, subject reader, supervisor and examiner.

Reporting of results

When all the modules of the course have been completed, the examiner or coordinator must send a notification of the results to the program administration for reporting in Ladok. The data is also used to ensure that the correct information about the degree project has been provided by the student prior to archiving/publishing the report in DiVA.

Necessary information for reporting and publication is;

- the student's name and personal identity number,
- results (G/U (pass/fail)) and date of approval,
- information on any contracts (only new or modified from the application),
- the name of the supervisor,
- location (company/department, etc.) of the thesis,
- examiner for the course.

When admission has been made through the application form, the information can be submitted via the same form.

Archiving/publishing and certification of results

All theses must be registered and then archived and, if possible, published in DiVA. After the examiner, after a plagiarism check, has approved the work, the student can upload their report in DiVA. Once the report is uploaded, the program administration checks that all data is correct and then approves archiving/publishing in accordance with applicable agreements.

The program administration normally awaits the student's upload of the report in DiVA before the results are reported in Ladok. Only after that can the examiner certify the result of the course and the course is thus completed.