

Checklist/timeline for master thesis

For **student**, **grading committee** (contact person and second member), **supervisor** and **kursansvarig** (here called **coordinator**)

Startup phase

1. **Student**: Find supervisor and project (for external project, find also an assistant supervisor at Fysikum).
2. **Supervisor and student**: Write a description (including time line) of the project and send to coordinator.
3. **Coordinator**: Check that the student fulfills the entry requirements
4. **Coordinator**: Assign contact person
5. **Contact person**: Arrange meeting with student and supervisor* to fill in the contract form.
6. **Contact person**: Give the contract original to the student administrator and a copy to the coordinator (the student will then be officially registered at a "master thesis course").
7. **Student and supervisor**: Start project
8. **Contact person**: Arrange follow up meeting with student and supervisor*

Finishing phase

1. **Student**: Send finished thesis to contact person and coordinator**
2. **Coordinator**: Check thesis for duplication

3. Coordinator: Assign second grading committee member
4. Grading committee: Approve/disapprove draft for presentation
5. Student: Print thesis in sufficient number of copies for presentation audience
6. Supervisor* and student: Arrange presentation and notify department secretary for inclusion in AlbaNova agenda
7. Contact person: Chair grading committee meeting and fill in grading form (`Redovisning av examensarbete`)
8. Contact person: Give the grading form original to the student administrator and a copy to the coordinator***
9. Student: Hand in one single sided paper copy of the thesis to student administrator (possibly after fixing typos and/or minor corrections as approved by the supervisor) for archive***
10. Student (optional): Submit thesis to the university digital archive (DIVA)

* assistant supervisor for external project

** This defines the finishing date (provided the draft is approved for presentation)

*** Needed to register grade