

Project supervisor

The project supervisor's main tasks are to guide the students in a direction that ensures that they achieve the learning goals set out for the project module, guide the students in exploiting material from the courses of the semester, guide the students in achieving a fruitful collaboration in the group and examine the students in the project exam. The project supervisor's main tasks during semester planning, semester execution and semester evaluation are described below.

Semester planning

During the semester planning, the project supervisor is responsible for the following:

- Participating in the semester planning meeting called by the semester coordinator.
- Getting acquainted with the semester description, the courses and the learning goals of the project module.
- Proposing one or more semester projects. Deadline for proposal submission is set by the coordinator; typically 2 weeks before the semester start. The coordinator reviews submitted project proposals and he/she might require a change e.g. due to an overlap in submitted proposals or insufficient fit into the semester theme. The project supervisor discusses the required changes with the coordinator and updates the proposal.

Semester execution

During the semester, the project supervisor is responsible for the following:

- Participating in the semester introduction meeting and presenting proposed project(s).
- Guiding the students in 1) ensuring that their project evolves in a way that meets the learning goals of the project module, 2) exploiting the material from the semester courses, 3) achieving a fruitful collaboration in the group, 4) working with their project in a structured manner.
- Ensuring that a “supervisor contract” is agreed with the group, where the frequency and duration of meetings, time when the students provide material and agenda for the meetings, the way the supervisor provides his/ her comments etc are agreed upon.
- Meetings with students are scheduled according to the needs and resources available.
- Informing students about resources available for supervision (depending on the group size and project size in ECTS).
- Encouraging all members of the group to contribute during the supervisor meetings.
- If a group does not contact a supervisor for some time, initiating the contact and ask for a status.
- Helping the student group in case of conflicts. If necessary, involving the semester coordinator.
- In case the conflict leads to a group split, guiding the students about the process (see [‘Splitting project groups’](#)).
- Giving an approval (via email to the students) in case a group needs to buy materials etc for their project work. Supervisor’s approval is needed as documentation prior to the purchase.
- Giving an approval in case a group wishes to go on a study trip.



- Participating in status seminars as a part of guiding the students during their project work if these are arranged by the semester coordinator.
- Participating in midway and before-exam meetings if these are arranged by the semester coordinator.
- Acting as the examiner in the project exam, being the primary conductor of the exam and asking the students questions to assess the degree to which the learning goals have been achieved.
- Providing feedback to the students after the exam about their project, their performance during the exam, together with suggestions for improvements.
- In case a student has submitted blank, has not participated in the project exam or has failed the exam, the supervisor must prepare a Statement of failed project exam (download form from [this page](#)). This statement also contains a recommended plan for finishing the project. The statement should be submitted to the Study Board within 14 days after the exam. After the approval by the Study Board, the Board sends the statement to the student for comments. It is the responsibility of the supervisor to hold a re-examination and plan the exam together with the study secretary. If the student fails the thesis exam or submits "blank" a new thesis contract is required and must be sent to the Study Board within 14 days.
- For final year of master education: signing the thesis contract (by October 1 for long master thesis and March 1 for ordinary master thesis). Afterwards, it is the students' responsibility to send the contract to the Study Board for approval by the Head of Studies.

Semester evaluation

- Providing feedback for the draft evaluation report.