

Project work and the supervisor's function

Semester projects, bachelor projects, and MSc projects are based on [PBL](#). The project guidance takes place through dialogue between the project group and the supervisor, and through oral or written commenting on worksheets. The success of the supervision thus depends on the commitment and expectations of both parties. The project group should therefore, at the start of the project, together with the supervisor, discuss how the supervision should take place and tentatively agree upon supervisor meetings, milestones, and timetables. In this connection, the supervisor should describe the resources that are available for the project.

It is the project group's own responsibility to use the supervisor resource appropriately. The project group should therefore both convene - and draw up an agenda for the supervisor's meetings, or otherwise make it clear to the supervisor what the group wants supervision on and where the group believes the problems lie. The supervisor can thus target the effort rather than having to "guess" what the group needs.

The individual student is responsible for his own learning, including,

- that the structure and content of the project report are of sufficient professional and linguistic quality
- that the project meets the semester's learning objectives, including the learning objectives for PBL
- that the project report is delivered on time.

The project guidance aims to support and guide the students in their learning process. This means that a supervisor should continuously take a position on the students' project work by giving constructive criticism. The supervisor can also make suggestions or ideas for theories and methods, but it is not the supervisor's task to "manage" the project work and select theories and methods for the students or to approve specific worksheets in relation to the curriculum's learning objectives. Since the supervisor has a guiding function, and since the student is responsible for their own learning, it is up to the student to decide to what extent the supervisor's ideas and advice are followed.

In the case of experimental projects, it is the supervisor's responsibility to ensure that the students receive effective and sufficient training and instruction based on workplace assessment when working in the laboratory. One element of this is to ensure that the students have completed the [Chemical Lab Safety](#) on-line course within the past year. In addition, it is the responsibility of the students to prepare workplace assessments, which must be approved by the supervisor, before the students carry out experimental work in the laboratory or field. The supervisor must approve laboratory safety issues and provide instruction in work procedures and operation of equipment.

The supervisor selects and invites an examiner and informs the study secretaries of possible exam times. The supervisor is responsible for the project exam and ensures that all students get the opportunity to participate actively in the exam, and that they receive an assessment. It is also the supervisor's task to assess, to some degree based on information in Digital Exam, whether plagiarism occurs in project reports and, if so, inform the director of studies.

Head of studies and study board, September 2019