Guidelines for project supervisor at BMB

Contents

Types of projects

The information is last updated March 2022. Check the course description (link) to obtain the latest information.

Code	Project	ECTS	Duration	Examination	Censor	Evaluation
Bachelor project						
BABMB500	Bachelor's project in Biomedicine	15	1 semester	Project report	External	7-point
BABMB501	Bachelor's project in BMB	15	1 semester	Project report	External	7-point
Master's thesis						
SPBMB800	Master's thesis in Biomedicine	60	2 semesters	Report + Defence	External	7-point
SPBMB801	Master's thesis in BMB	60	2 semesters	Report + Defence	External	7-point
SPBMB802	Master's thesis in BMB	60	3 semesters	Report + Defence	External	7-point
SPBMB803	Master's thesis in Biomedicine	60	3 semesters	Report + Defence	External	7-point
SPCB801	Master's thesis in Computational Biomedicine	60	3 semesters	Report + Defence	External	7-point
Individual study activities (ISA)						
IABMB501	ISA at undergraduate level	5	1 semester	Project report	By supervisor	PASS/FALL
IABMB502	ISA at undergraduate level	10	1 semester	Project report	Internal	7-point
IABMB503	ISA at undergraduate level	5	1 semester	Project report	By supervisor	PASS/FALL
IABMB504	ISA at undergraduate level	5	1 semester	Oral examination	By supervisor	PASS/FALL
IABMB801	ISA at graduate level	5	1 semester	Project report	By supervisor	PASS/FALL
IABMB802	ISA at graduate level	10	1 semester	Project report	Internal	7-point

IABMB803	ISA at graduate level	15	1 semester	Project report	External	7-point
IABMB804	ISA at graduate level	5	1 semester	Project report	By supervisor	PASS/FALL
IABMB805	ISA at graduate level	5	1 semester	Oral examination	By supervisor	PASS/FALL
IACB801	ISA for Comp. Biomed	5	1 semester	Project report	By supervisor	PASS/FALL
IACB802	ISA for Comp. Biomed	5	1 semester	Project report	By supervisor	PASS/FALL
IACB803	ISA for Comp. Biomed	10	1 semester	Project report	Internal	7-point
IACB804	ISA for Comp. Biomed	5	1 semester	Oral examination	By supervisor	PASS/FALL
Business ventures						
VPBMB801	Company Project	10	1 semester	Project + Defence	External	7-point
VPBMB802	Company Project	15	1 semester	Project + Defence	External	7-point
VPBMB803	Company Project	30	1 semester	Project + Defence	External	7-point
VPBMB804	Company Project	25	1 semester	Project + Defence	External	7-point

IMPORTANT! As a project supervisor, you must read the course descriptions for the projects you are guiding. You will find links to the course descriptions in the table above.

Description of a general project progress

1) Before the course registration, a verbal agreement for the project should be made between supervisor, student and potential co-supervisor. Bachelor- and master projects with principal supervisor at SUND must have a BMB co-supervisor. Master projects in Biomedicine must have a supervisor from both SUND and BMB.

2) Upon course **registering,** the student must register for the course. Please make sure that the student signs up for the right course having the correct number of ECTS (for ISA projects also the right form of exam).

3) After course registration, the student must complete and submit **the project description form** in cooperation with the supervisor as soon as possible (no later than 1 week after the start of the semester) (see course description for link to the submission form). The project description typically takes up about one page. For thesis projects, the student must specify hours of supervision of at least 50 hours.

4) Both the supervisor and the co-supervisor receive an **e-mail from Digital Forms** and must approve (or reject) the form.

5) It is recommended to set a **plan and an expectation alignment** with the student concerning the supervision process.

6) In case the evaluation has an internal/external **censor:** Approx. 1½ monthbefore the submission date, the supervisor must register an external **examiner** (the study secretary will send an email with the deadline). The name of the examiner must be sent to the study secretary, who register the examiner in the digital exam system. In the case of an external censor, the external censor must be appointed from the biology censor corps. If the project is Computational Biomedicine, the external censor may be appointed either from the biology censor corps or from the computer science. **If it is not possible to find an external censor from the external censor list, an ad hoc**

censor can be appointed. Please note, the process of applying for an **ad hoc censor takes a minimum of 14 days**. Therefore, please notify the student secretary in due time to start the process.

7) The student must **submit their report** in **Digital Exam.** See project type requirements below.

8) After the submission date, the principal supervisor, including any co-supervisor and external censor, can access the project in digital exam**. Principal supervisor and censor enter and post the result of the evaluation in digital exam.** For guidance and help for the Digital Exam system, click here.

9) It is expected that the supervisor and any external censor provide constructive feedback to the student, whether the course is ended with grade or passed/failed.

Guidelines for written projects

	Minimum length (x1000 keystroke, including spaces)	Recommended maximum length (x1000 keystroke, including spaces)
ISA 5 ECTS	36	60
ISA 10 ECTS	48	72
ISA 15 ECTS	60	84
Bachelor	60	84
Master's thesis	96	120

The numbers above is exclusive frontpage, summary, table of contents, references, figure texts and appendix. Figures and tables though count for 1 character each.

Bachelor's projects and Master's thesis must include a summary/abstract in both Danish and English at a maximum of 300 words.

Recommendations for a thesis defense

Please notify the date and time for the Master thesis defense to the student secretary.

If the exam takes place at BMB, the study secretary and colleagues offer to book exam room. Please ask well in advance.

Green tablecloth can be picked up at the study secretary's office. Normally there will also be a green tablecloth in the closet in the BMB Seminar Room.

Plan for the defense:

- The supervisor welcome everyone to the defense and present the student, project, and censor.
- The student provides a presentation of about 30 min. Choice of language should agree with supervisor and external censor (Danish or English)
- Provide time for questions from the audience.

- Short break - giving the audience the opportunity to leave the room.
- Examination – approx. 1 hour in total including questions from supervisor and censor.
- Upon deliberation/grading, the student leaves the room. After deliberation, the student will be called in and the grade is given.
- Supervisor and external censor fill out protocol in Digital Exam immediately after the defense (It is important to fill in the protocol before deadline, as it will otherwise have negative consequences for the economy of the department)
- Information about censor settlement and travel settlement can be found in Digital Exam.
- The Faculty of Science has a gift for all candidates, which is provided to the student at the faculty annual graduate celebration (during COVID-19, the gift was distributed at the Department).

Changes to the project

If the project requires unexpected changes, an application of the changes must be approved by the Studyboard. Changes that require approval are as follows:

Change of title and/or project description

Change of principal supervisor (NOTE! Only granted in exceptional cases)

Change of submission deadline

Apply for permission through the form in SPOC. Afterwards the principal supervisor, teaching committee and head of studies, respectively, must approve the change before the permission is formally approved.

In the case of postponement of the submission deadline, there must be exceptional circumstances, such as illness, which must be documented. Note: Complications in experiments are not considered exceptional circumstances.

If the project is not submitted by deadline

If the student does not submit the project upon the deadline, the student can register for the re-examination in the project and obtain a new deadline for submission.

For **bachelor project, ISA and Company project**, the student can continue working on the same project.

In case of non-submission of **master thesis**, the student and supervisor will receive an email from the Study secretary shortly after the deadline for submission, with directions and guidelines for the student and supervisor. In short, the student will get a new submission deadline 3 months later, and a new project description will have to be prepared, containing changed so significantly that it corresponds to 3 months of work.

Access to institute during the project process

During the project process, the student can get access to the institute. Please contact the Study Secretary for handling out an office key and get access to the institute via the student ID-card. Note that for key lending, a deposit of DKK 200,- is required pr. key.