



Activity form for ASBM01: Master thesis in Sustainable Urban Design

N.B!

The student is responsible for ensuring that all information is entered in this document!

Save this document. When all the steps are completed and signed, the department's administrator can report credit in Ladok.

There must be one document per degree worker.

Full name	Social security number
E-mail	Telephone

1 Notification of the degree project

Contact your international coordinator to make sure that you meet the eligibility requirements (76 credits finalized in Ladok) for the thesis course. If you meet the requirements, print out the [Enrolment form - Degree Project](#) and have it signed by the international coordinator.

2 Discussion with examiner

The process starts with an exploratory conversation between you and the examiner, who must be assured that you have the relevant prerequisites, and a discussion about potential supervisors. You must also write a brief (program of the degree project's objective, expected content and schedule (1-2 A4 pages).

When your description/policy document is approved by both the examiner and supervisor, they shall sign the [Enrolment form - Degree Project](#).

Once all the information has been filled in, the form and the brief programme must be submitted to the department's administrator, who can then register you on the course.

sign examiner/date

3 Opposition on another students project

Title:

Student, examiner:

sign examiner/date

Each student must oppose on another student's degree project. It is recommended to choose an opposition opportunity at the beginning of your own degree process, which is when you will have the most benefit from it. Report/reading materials will be available one week before the presentation via the department's administrator, who receives your notice of opposition. The opposition involves attending a degree presentation, being well-informed of - and prepared to comment on the degree project.

No later than one week after the opposition, you must submit a written document with comments and reflection on the degree project (thesis) and the opposition (about 1000 words) to your examiner and supervisor. Remember to include the title of the degree project, the student's name, the examiner's and supervisor's name as well as the names of the jury members, your own name and the date of the presentation. The student you opposed for shall receive a copy of your written opposition document.

Once you have submitted the written opposition, it shall be certified with a signature and date on this form by your own examiner.

4 Mid-way Seminar

Mid-way through your degree project process you should present and discuss your half-way results with a group of students and teachers. This discussion will be chaired by your supervisor/examiner and take place as a common meeting in mid-March. Participation in this seminar shall be noted, signed and dated on this form.

sign examiner/date

5 Registration for the presentation/examination

No later than four weeks before the scheduled examination, you must (after getting an OK from the examiner) submit a brief description of the degree project (thesis) (max 300 words editable text in a Word document) and upload a digital picture (JPEG) in Live@Lund. This material will be used for advertising the examination on the department's website.

6 Report/reading materials

No later than one week before the presentation, you must make your degree project (thesis) available online by uploading it to a special LU Box created for your examination (pdf format, maximum 20 MB). If the degree project is very voluminous, the material must be summarised and uploaded with a main part and additional attachments, or in some other way be made easily available (discuss this with your supervisor/examiner).

7 Presentation of your own degree project

The degree project shall be presented to an evaluation group that conducts a thorough appraisal. Discussion and comments offer guidance for synthesising the final report. Your participation shall be signed and dated on this form.

sign examiner/date

8 Final report

Final report must be submitted to the examiner no later than one week after held presentation for assessment and examination. This shall be signed and dated on this form.

Title:

Supervisor:

Examiner:

sign examiner/date

☐ PASSED | Date:

☐ Revision. | Date:

9 Report delivery

As soon as possible after approved thesis of the examiner, you shall provide two physical reports and a digital version with print quality to the department's administrator, as well as upload the report in the LUP Student Papers. The department's administrator can assist in the submission process.

A limited print refund may be provided if the physical reports and original receipts are submitted to the department's administrator no later than two months after the presentation of the degree project (Step 7 of the activity form). *Application for expenses form* is available [here](#). When each step in this form (1 - 9) is completed, signed and submitted, results can be reported in Ladok. The form is submitted to the department's administrator together with the physical reports.

sign depart. admin./date