

Quick guide to independent projects at
the Faculty of Forest Sciences

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|  | **Time** | **Student** | **Supervisor, course coordinator and examiner** |
| 1 | Before the course |  | The responsible department decides on presentation dates for the coming academic year in good time – at least 6 months before presentations are to be held. |
| 2 |  | Think of a subject and project in good time. Contact the course coordinator at the department you are interested in, or companies/organisations outside SLU. Discuss the project with teachers you trust. | Course coordinators discuss the student’s ideas and help them find a suitable company, organisation or department as well as a supervisor. |
| 3 |  | The student, supervisor, course coordinator and possible host identify a project subject and agree to carry out the project. It is good to introduce the workplace as soon as possible. See item 7. |
| 4 |  | The student applies to the course in question at **universityadmissions.se** using the application code. | The course coordinator provides the student with the application code to the right course and course date.The course coordinator finds a supervisor. |
| 5 |  | The student and course coordinator fill in the registration form together. |
| 6 | The course starts |  | The course coordinator ensures that the student meets all entry requirements and registers them in Ladok when the course starts. |
| 7 |  | The student, supervisor and possible host fill in the work plan (form) with the support of the course coordinator. The work plan must be approved by the course coordinator no later than 2 weeks after the course starts (see item 3 above). |
| 8 |  | The student and examiner (and possibly supervisor) review the grading criteria to clarify what they mean. This is done to ensure that all parties agree on what is expected of them. |
| 9 |  |  | The examiner endorses the work plan. The course coordinator approves the work plan. |
| 10 | During the course | The student carries out the work in accordance with the work plan and stays in continual contact with the supervisor during the project process.The student is responsible for scheduling contact with the supervisor. | The supervisor should answer the student’s questions as soon as possible.The supervisor should contact the student if scheduled contact does not occur. |
| 11 |  | If the project is delayed due to circumstances beyond the student’s control, the timetable in the work plan is revised. Any changes must be approved by the course coordinator. |
| 12 | Before presenta­tion |  | Students apply in Ladok to hold presentations; the course coordinator opens online application no later than 20 days before the agreed presentation date. |

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| 13 |  | The student must confirm that they will give their presentation at least 14 days before the date in question. This is done by applying in Ladok.At least 8 days before the presentation, the student must submit their report to the course coordinator, who forwards it to the peer reviewer. | The supervisor confirms that the report contains all vital parts and that it is ready for public discussion and examination.The course coordinator plans the presentations and provides presenting students with peer reviewers.The course coordinator confirms the time for presentation and public discussion and examination, and forwards reports to the peer reviewers one week before presentations take place. |
| 14 |  | The peer reviewer submits their written comments to the course coordinator and presenting student’s examiner by noon the day before the oral presentation at the latest. |  |
| 15 |  | The presenting student and peer reviewer take part of the presentation. They also take part in other student presentations.See the instructions for presenting independent projects. | The presenting student’s examiner, supervisor and course coordinator must take part in the presentation.The presenting student’s examiner also assesses the peer reviewer’s performance, both written and oral. |
| 16 |  | The student revises their report after receiving feedback during the oral presentation. The student submits their report to the examiner and course coordinator for assessment 7 days after the presentation at the latest. In accordance with given instructions, the student must submit the same version of their report to Urkund for a plagiarism check. | The examiner assesses and grades the independent project in accordance with current grading criteria, and notifies the student of their grade no later than 15 days after they submitted their report (or after the final part of the project was submitted). |
| 17 |  | The student makes any necessary adjustments to their written report before publication in Epsilon. They must submit their final report and the information necessary for publication in accordance with the procedures in place at the responsible department. | The course coordinator ensures that the project is published in Epsilon and that the course and grade are registered in Ladok. |