

Guidelines for bachelor projects

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These guidelines supplement and specify the guidelines for bachelor projects given in both the study programme and its appendices (course descriptions).

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1.0 Before the project period

Project proposals and project approval

Project proposals for bachelor projects from either Absalon or external collaborators are posted in the designated room at ITLS. All proposals will have a contact person given that students can communicate with if they are interested in the topic. Note here, that the contact person will not always be the supervisor for the project.

When students decide to do a given project, they have to inform the course manager for the Bachelor project about it via e-mail. The course manager needs to approve the project before a student can proceed with the bachelor contract.

All projects should be within the scientific field of the programme B. Eng. in Biotechnology.

Deadline for final approval of projects is one month before the project period begins.

Bachelor contract

The template for the bachelor contract can be found at the designated room at ITSL. The contract must be signed and approved by the education management before students can begin to work on their project.

Project title: This title will be typed directly on the final graduation papers and has to be on the title page of the bachelor thesis. Hence, think carefully about choosing a good title 😊

Confidentiality of report: At UC Absalon, we can limit access to the written report, so that it is only the main supervisor and the external examiner as well as the administrator of the examination software (WiseFlow) that have access to it. Tick this box, if this is required.

Confidentiality of examination: Normally examinations are public, but in case of confidentiality, we can close the doors to the oral examination. Hence, only the student, the supervisors, and the external examiner will be present. Tick this box, if this is required.

In case of any questions regarding confidentiality, please contact the course manager for the Bachelor project.

Appendices on supervision and collaboration: When the bachelor contract is signed, students are also obliged to follow the guidelines and activities stated here as well as indicate collaboration together with their main supervisor.

Deadline for final approval of the bachelor contract is 10 days before the project period begins.

Supervisors

The course manager for the bachelor project and the education management decide which Absalon supervisors are allocated to which projects.



The main supervisor will always be a permanently employed lecturer from Absalon. Additional supervisors can be either from Absalon or from an external collaborator involved in the project.

In the appendices to the bachelor contract, guidelines and requirements for supervision as well as responsibilities are described in detail. The guidelines only refer to the supervisors from Absalon.

External supervisors:

External supervisors from other organizations should be willing to help the students with their project description and problem statement. They must allocate appropriate time for supervision of the student and be willing to take part in a collaboration with the main supervisor e.g., meetings and supervisions in common. They are not obliged to take part in the final examination.

Confidentiality and e.g. NDAs (Non-disclosure agreements)

If needed an NDA can be made regarding the project work and the outcome; both involving the student (-s) and supervisors. The agreement should be made at the beginning of the project period, and here also matters relating to the project report and the final examination should be clarified.

All matters related to NDAs or similar must be approved by CES and the course manager for the Bachelor project.

2.0 During the project period

Access to the laboratories/workshops at Absalon

Students doing their bachelor project at Absalon are allowed to work in all the laboratories/workshops at Absalon if they follow the given safety instructions and guidelines. More instructions about this can be found on StudieNet.

Students doing their bachelor project at a company are also allowed to work in the laboratories/workshops at Absalon. But here the wish/request for laboratory space and utilities must be agreed upon when the contract is made. Please, involve both main supervisor and course manager for the bachelor project in this event.

It is not allowed to work on your own in the laboratories; that is there always need to be at least two persons working together; but not necessarily in the same laboratory/workshop.

For using equipment/instruments, a permission and sufficient instructions from the main supervisor is always required.

Working in the laboratories after normal working hours or in the weekends requires a prior agreement with the main supervisor as well as Facility Service.

None but students doing their bachelor project at Absalon are permitted to be in the laboratories/workshops after hours.



Supervision seminars

During the project period, there are three mandatory supervision seminars to attend for all students:

Seminar 1: Problem statement, hypothesis, and scientific methods.

The main supervisor will arrange this in the beginning of the project period. The seminar can be individually or in a group.

The aim of the seminar is that students become more focused on what their problem statement and hypothesis for the project are as well as their choice of scientific methods and discuss this together with supervisors and fellow students.

Seminar 2: Use of literature and good scientific practice + Project report instructions

The seminar is arranged by the course manager for the Bachelor project and both representatives from the Absalon library and supervisors will attend and do the presentations.

The aim of the seminar is to help students find relevant literature, and make them aware of the principles for good scientific practice. Another aim is to get all students acquainted with the structure, content and requirements for a bachelor thesis.

Seminar 3: Preparation for the bachelor examination.

This seminar takes place by the end of the project period and is arranged by the course manager for the Bachelor project. All students have to present part of their project for the class and the bachelor supervisors. Each student has 15 minutes for presentation and 15 minutes for questions and feedback.

The aim of the seminar is that all students get to practice the examination situation in a safe and supportive atmosphere.

Using other peoples work or one's own work from previous projects

All work presented in a bachelor thesis should be work that has been done during the project period. If work, data, results or similar is presented in the report, and it has been done by other people or oneself at other times this should be clearly stated and referenced appropriately.

The bachelor project is set at 20 ECTS and thus corresponds to a total working load of approx. 550 hours in the given period (see details on the Study Activity Model and requirements on StudieNet). Hence, work presented should be representative of this working load.

Bachelor report

The report must follow the "Instructions for written products" – Project report, given at StudieNet.

The bachelor report should be a maximum of 80 normal A4 pages (2400 characters including space), not including appendices. The pages should be readable, which usually means that font size is between 10-12 and line space from 1.1 -1.5. Both depending on type of font chosen.

The length of the report is independent of whether 1 or 2 students write it together.



For all projects, no matter which language they are written in, it is a requirement that they contain both an abstract in English and one in Danish.

The bachelor report is submitted in electronic form via WiseFlow as are all other examination papers of the programme.

3.0 After the project period

Evaluation of the course of the bachelor project

All students are required to evaluate the course of the bachelor project via the normal evaluation questionnaire sent to their student e-mails.

The examination

The details of the examination is given in the study programme and in the overall examination rules for Absalon.

All students have an individual oral examination of 1 hour. The examination begins with a presentation by the student (20 min) and hereafter, the supervisor (-s) and external examiner ask questions to the project and the scientific area it covers.

The main supervisor from Absalon is responsible for arranging the examination, finding the external examiner, and clarify with the other supervisors if they want to attend the examination. At the examination, the main supervisor from Absalon will lead the examination in collaboration with the external examiner.

External supervisors may join the examination, if they wish, but are to follow the examination schedule set by the main supervisor and the external examiner. External supervisors will not be involved in the final grading of the examination.

If students have done their project together, they still have to do individual presentations and oral examinations. Only students that have already had their examination and evaluation of the bachelor project can attend the examination of the other students.

UC Viden

All bachelor projects needs to be registered in the UC Viden database that all educational institutions use. At registration of the thesis one will have several options for selecting e.g. confidentiality or that only abstract is shown etc.

If doubts arise regarding this all students are encouraged to contact their main supervisor or the course manager for the Bachelor project.

How to register is given here in Danish: <https://biblioteket.pha.dk/da/node/92>

How to register is given here in English: <https://biblioteket.pha.dk/en/page/ba-of-engineering-in-biotechnology>

