

Lund University  
School of Industrial Design  
February 2015

# HANDBOOK

Degree Project for Master of Fine Arts  
In Design



LUND UNIVERSITY

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# 1 General information

A degree project provides 30 credits and is equivalent to 20 weeks of full-time study. Students must have passed at least 65 credits that may be included in the degree in order to commence work on the degree project. The degree project is an independent project and is to be executed individually or in groups of up to two students. If the degree project is carried out as a group, the contribution of each student must be clearly stated.

## 1.1 Aim

The aim of the degree project is for the students to develop and demonstrate the ability to practise knowledge acquired during their education and the skills to work independently as an industrial designer.

You may find further aims and the learning outcomes for the diploma degree project in Enclosures 1 and 3.

## 1.2 Topic

The students have the responsibility and freedom to find a suitable topic for the degree project which has to be approved by the examiner and a supervisor at the division of industrial design. The topic and structure for the degree project must be devised and planned.

# 2 Assessment

The degree project documentation is public as well as the oral presentation. The examination cannot be based on confidential information.

## 2.1 Deliverables

In order to pass the degree project, all parts of the project must be approved:

1. A project documentation along with a written abstract - both in English;
2. A presentation of the degree project at a public seminar at the Faculty of Engineering (LTH)
3. An oral and written critical review of another student's Master's degree project at the public seminar where it is presented.

## 2.2 Assessment criteria

The assessment criteria are linked to the learning outcomes defined in the course syllabus, Enclosure 1.

The complex and multidimensional nature of creativity cannot be captured effectively and comprehensively by any single instrument or analytical procedure. However, the use of multiple methods reflects an attempt to secure an in-depth understanding of the phenomenon in question.

- What you will create will and should be unique, as may the processes and methods used and the disciplines they represent. The degree project is where you demonstrate that you have attained the necessary skills to individually carry out a design project.

- The assessment takes place throughout the process through self-reflection, interaction with peers, discussion with supervisors and examiner, and is perceived as an integral part of the process. The burden of proof is on you
- The implementation of the assessment process is commensurable with the discourse and practices of the field; it allows for diversity. People engaged in creative practice work at different levels and in different ways.

A project is generally assessed as a whole, but could be broken down into five parts:

- *Idea* – the ideas that informed both the process and the outcome
- *Process* – the journey that led to the outcome
- *Presentation* – the finished outcome presented to an audience
- *Documentation* – including all relevant information
- *Reflection* – understanding and the ability to discuss and articulate the entire process

Examples of what is looked for throughout the process:

- Is it clear what has been learned?
- Is the knowledge gained reflected and presented in a structured way?
- What are the expected versus unexpected outcomes?
- Ability to deal with the ambiguity of the creative process
- Ability to produce and evaluate ideas, alternatives and variants
- How does the outcome relate back to the starting point?

These are guidelines used to support critical reading and to present relevant feedback:

- The documentation will be perused critically with respect to its integrity.
- Scrutinise the goal(s) and motivations presented in the project documentation; do they correspond to the results and conclusions? Is the brief properly formulated? Does the design process represent the outcome?
- Inspection of the suitability of the process. Could it be carried out in an alternative way? Are the demarcations reasonable?
- Has the design process been clearly documented?

*Motivation*

*Analysis*

*Synthesis*

*Evaluation*

*Realisation*

- Are there parts that need to be expanded? Are there parts that are redundant?
- Are tables, formulas, diagrams and other illustrations (sketches, mock-ups etc.) clear and comprehensible?
- Is the development and evaluation process of the outcome clear and thoroughly described?

- What is your own work and what has been inspired or sourced externally?
- Are the conclusions correct?
- Is there something left unexplained? Are there some statements that are wrong or unfounded?
- Are there factual discrepancies to the oral presentation at the seminar?
- Is the reference list correct? Are some references missing or are there unnecessary references?
- Is the grammar and spelling correct?
- Are the formalities correctly stated? (See chapter 4)

### **2.3 Grading**

The examiner grades the degree project upon completion and the grades awarded are either pass or fail.

### **2.4 Time frame**

The students shall complete the degree project within a time frame of 20 weeks of full-time study.

The fully finished project documentation must be made available to the examiner, supervisor(s) and student reviewer(s) 2 weeks prior to the presentation at the public seminar. Should this not be accomplished, the seminar is not guaranteed to take place.

### **2.5 Place and time of examination**

The examination of the degree project must take place at LTH. If there is a reason to execute the degree project in collaboration with another university within or outside Sweden, the matter must be negotiated with the programme board.

The standard and preferable procedure is that the presentation takes place during the autumn or spring semester. This period is to fall between 25 August and the Monday of Midsummer week.

## **3 Accomplishing the degree project**

### **3.1 Project plan**

The student must hand in a project plan before the first meeting with the examiner and supervisor(s) - which should contain:

- Personal motivation and background (please attach your portfolio)
- Project description (motivation, idea, brief, intended outcomes)
- Procedure (planned research and activities, etc.)
- Time plan
- Description of possible project partner and cooperations.

### **3.2 Examiner and supervisor**

The student has to approach an examiner and a supervisor. The examiner is a teacher that is responsible for the assessment of the project. The supervisor is the person who follows up on

the process. The examiner of a degree project must not be identical to the supervisor. The list of appointed examiners/supervisors will be handed out to the students. Both the examiner and the supervisor have to sign the enrolment form to confirm that they will be the student's examiner/supervisor, Enclosure 2.

If the degree project is done in collaboration with an external organisation, there must be a supervisor from both the division and the external organisation.

### **3.3 Process**

In good time before starting the project, the student has to contact the office of the School of Industrial Design. The student has to fill in the upper part of the form, Enclosure 2. If the student meets the prerequisites, the student will get an ok to start and will use the form for the examiner and supervisor as mentioned in 3.2. When the examiner and supervisor have signed the form, it must be returned to the office for course registration.

The student needs to submit a portfolio of works to the examiner and the supervisor so they can get an overview and understanding of the student's background as a support in supervision. The portfolio will be reviewed prior to the final selection of the project topic.

Before the student begins to work on the degree project, the examiner and supervisor have to approve the assignment based on the project plan (3.1) proposed by the student. The plan should be revised at later stages if required. The student has the main responsibility to carry out the degree project and to keep contact with the supervisor and the examiner.

The degree project can be carried out in three ways:

- The entire degree project is carried out at the division of industrial design. This may involve in-depth studies and understanding of an established subject; the topic itself can relate to an ongoing research project at the division or focus on the development of a designed product, an immaterial proposal, system, service, etc. The examination takes place within the division.
- A company defines the topic of the degree project, but the focal part of the project is carried out at the division. The student uses equipment from the division(s). There are supervisors from both the company and the division. The examination takes place within the division.
- The entire degree project is carried out at a company. The company defines the topic and the supervision comes primarily from the company. However, the supervision is still done in consultation with a supervisor from the division. The examination takes place within the division.

Sometimes it is necessary to enter into and sign contracts between the student and a company or the division and a company. It is the division's responsibility to assist the student in drawing up such contracts.

It is the division's responsibility to make all required equipment available to the student in order to carry out the degree project, if the entire degree project is performed at the division. If the degree project is carried out together with or entirely at a company, it must be clarified, within the contract between the company and the division, which party has the responsibility

for essential equipment before the student starts the degree project.

### 3.4 Supervision

The standard procedure involves five meetings with the supervisor(s):

- Initial meeting with or without the examiner to discuss the topic and time plan.
- Three intermediate meetings to continue the discussion of the project as well as checking progress.
- Final meeting before the public seminar to discuss whether to go ahead or withdraw from the presentation.

The standard procedure involves three meetings with the examiner:

- Initial meeting to discuss the topic and timetable.
- Intermediate meeting to discuss progress.
- Final meeting before the public seminar to discuss whether to go ahead or withdraw from the presentation.

## 4 Documentation

The project documentation should clearly state the following:

The *cover page* of any project documentation must feature the Lund University (LU) or LTH logo as well as the name of the author and the title of the project. The logo(s) can be obtained from the LU website.

- On the *title page* behind the cover page:
- *Title (subtitle)*
- *Author's name*
- Degree Project for Master of Fine Arts in Design, Main Field of Study Industrial Design, from Lund University, School of Industrial Design
- Department of Design Sciences
- *Name and title of examiner*
- *Name and title of supervisor(s).*
- *Name(s) and title(s) or position(s) of other contributors*
- *Print year\**
- *ISRN-number – this number is obtained from the division's course administrator.*

Titles of the industrial design division staff can be found at:

<http://www.ide.lth.se/staff/faculty/>

The standard is that all documents are written in British English.

The references should be made in an academic way.

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\* If the work was conducted in a year other than the year the report was printed, this needs to be clearly stated in the documentation.

## 5 Public seminar

The seminar shall be public and held at Lund University (other agreements can be made in case of exchange studies). Two weeks in advance, invitations should be sent out. The division and/or the office of the School of Industrial Design will help to send out invitations. The student has to provide the office with one picture and a few lines of the project. Examiner, supervisor(s), student reviewers and representatives from companies or other co-operations shall be invited.

## 6 Post-seminar work

After the seminar the student should incorporate any necessary changes to the project documentation before getting a final authorisation from the supervisor and examiner. When the final authorisation has been given, the project documentation should be delivered to the division's course administrator in five copies as well as the following digital material:

- *Folder 1* - <Project documentation \_files\_ (surname\_familyname)>, containing the project documentation (as a .pdf-file if possible) and all images used in the file.
- *Folder 2* - <Presentation\_files\_(surname\_familyname)>, containing file used for the oral presentation (as a .pdf, .ppt, .swf-file or equivalent format).
- *Folder 3* - <PR\_material\_(surname\_familyname)>, containing high-resolution images (.tiff, .jpeg, or equivalent CMYK, at 300 dpi, saved with LZW compression) and the abstract in English.
- *Folder 4* - <Additional\_files\_(surname\_familyname)>, containing all other files relevant to the degree project.

Once the above material has been delivered and the requirements listed in 2.1 have been fulfilled, the student will get the credits.

## 7 Oral and written critical review

In completion of the degree project, it is necessary to review another student's Master's degree project in industrial design. The topics should be unrelated. The result of the reading and criticism of another student's degree project will be presented as an oral critical review at the public seminar. If the student is cooperating with a company/organisation, persons from the company/organisation will be invited to provide feed-back on the project as experts.

It is possible to have more than one student reviewer; this could denote different areas of the degree project.

The oral critical review is a review of both the project documentation and the oral presentation. It is important that it is made orally and is a dialogue between the reviewer and the presenter. The goal is not to judge the work but rather to give support through constructive criticism, both positive and negative, in order to improve the work.

The oral critical review should be a final critical review of the process as well as the formal aspects of the project documentation.

The reviewer must hand out her/his questions and comments regarding the project documentation to the examiner before the student in question starts the presentation.



Enclosed you will find some suggestions for the review. Enclosure 5.

## **8 Jury**

A jury consisting of subject experts will be appointed to participate during the student's presentation at the public seminar and a subsequent colloquium. The task of the jury is to assist the examiner when assessing the project. After the presentation the jury, together with the supervisors and examiner, have a roundtable discussion of the project. After this the student receives the feedback.

The oral critical review will also be discussed at the colloquium. After the meeting the student reviewer will find out whether the review has been approved or not.

## **9 Milestones**

During the degree project there are two milestone seminars. The students are encouraged to share and debate their project status.

- *Milestone seminar 25%* – Research presentation, ideas, status report with fellow degree workers and subject experts.
- *Milestone seminar 50%* – Status report with fellow degree workers and subject experts.

You will find more information in Enclosure 6.

## **10 Exhibition**

It is not compulsory but recommended that the approved students participate in the annual Degree Show.

## **11 Further information**

The student cannot count on access to a workplace for more than one semester.

## **12 Enclosures**

Enclosure 1: Syllabus for the Degree Project for the Degree of Master of Fine Arts in Design.

Enclosure 2: Enrolment form for degree project.

Enclosure 3: Master Programme in Industrial Design: Programme syllabus.

Enclosure 4: List of supervisors from the division of industrial design

Enclosure 5: Suggestions for the critical review.

Enclosure 6: Milestones example document.

Enclosure 7: Summary of activities in a degree project

### **13 References**

Kleiman, P. (2009). Negotiating assessment: An approach to assessing practical work, including assessment criteria. Higher Education Academy Subject Centre for Dance, Drama and Music (PALATINE). Working Paper. Available at:

[http://www.academia.edu/1508971/Negotiating\\_Assessment\\_2009](http://www.academia.edu/1508971/Negotiating_Assessment_2009)

Accessed February 20<sup>th</sup>, 2015.

# Syllabus for the Degree Project for the Degree of Master of Fine Arts in Design

Approved by the Dean 7 April 2015 and valid from the 2015/2016 academic year. The course codes together with the titles of courses for which this syllabus is valid are decided in LubasPP.

**30 credits, Second cycle**

## Objective

The aim of the degree project is to enable the student to develop the knowledge required for independent work as a graduate industrial designer.

## Learning outcomes

### *Knowledge and understanding*

For a pass on the course, the student shall

- demonstrate knowledge and understanding in the field of design, including both broad knowledge of the field and a considerable degree of specialised knowledge in certain areas of the field
- demonstrate familiarity with methods and processes for dealing with complex phenomena, issues and situations in the field of design

### *Competence and skills*

For a pass on the course, the student shall

- demonstrate the ability to formulate new issues autonomously and creatively and contribute to the formation of knowledge, solve more advanced problems, develop new forms of personal expression as well as to reflect critically on his or her artistic approach and that of others in the main field of study
- demonstrate the ability to create and execute his or her own ideas with his or her own personal expression, to identify, formulate and solve artistic and creative problems autonomously and also to plan and undertake advanced artistic tasks using appropriate methods within both national and international contexts
- demonstrate the competence and knowledge required to work autonomously with other parties in a professional capacity

### *Judgement and approach*

For a pass on the course, the student shall

- demonstrate the ability to make assessments in the field of design informed by relevant artistic, social and ethical issues

## Course content

The degree project is an independent project. It is to be executed individually or in pairs.

The degree project is to include the following assessed components:

- project documentation including a short summary in English
- an oral presentation of the degree project at a public seminar at the Faculty of Engineering
- an oral and written critical review of another student's degree project at a public seminar where it is presented.

The project documentation is to describe the degree project and its result. If two students have collaborated on the project, the contribution of each student must be clearly discernible.

The project documentation is to be made available in a form suitable for review at least two weeks before the seminar, which is to be timetabled at some point between 15 August and the Monday of Midsummer week with the exception of the period 22 December–6 January.

The oral critical review is to be based on a fellow student's project documentation when it is presented at a public seminar. The review is to be documented in writing before the seminar. One degree project can be reviewed by more than one student.

## **Assessment**

**Grades used:** Fail (U) or Pass (G)

**Assessment:** Written and oral examination. The assessed components are to demonstrate that the student has attained the learning outcomes. For a pass on the degree project, the student must have passed all assessed components within 15 months, unless there are valid reasons. The project documentation is public. The assessment may not be based on classified information.

## **Information on admission**

### **Admission requirements:**

- Students may commence work on the degree project when they have passed 65 credits within the programme.

Exemption from the requirements listed above must be approved by the programmes board and will only be granted in exceptional circumstances.

## **Required reading**

- The course literature and other teaching material that is to be used is to be discussed by the supervisor with due consideration taken of the nature of the degree project.

## **Contact details and further information**

**Examiner:** The examiner must have been appointed by the head of department.

**Further information:** One or several supervisors shall be appointed for each degree project. At least one of the supervisors (the principal supervisor) must be an employee of Lund University. In addition to the principal supervisor, assistant supervisors may be appointed. The supervisors will provide continuous supervision throughout the work on the project and are to

ensure that, among other things, it is possible for the student to complete the project within a period of 20 weeks of full-time study. The student can only request supervision for a period of no more than 15 months.

Notification of the degree project is to be made to the office of the School of Industrial Design before work on the project commences. An officer will check that the student satisfies the requirements to commence work on the degree project. When the examiner and supervisor have approved the project idea and the examiner has checked whether the student has sufficient knowledge of the topic, the notification is returned to the officer for registration.

The student is responsible for registering his or her passed degree project in LUP Student Papers. The degree project is then approved in LUP by the department. The department is responsible for filing the project documentation and submitting a copy marked with an ISRN number for cataloguing and archiving at the Library of Architecture and Design.

More information on the degree project is available in a handbook at <http://www.industridesign.lth.se/id-masters/structure-theme/curriculum/>



Enclosure 2

LUNDS UNIVERSITET  
Lunds Tekniska Högskola

### Enrolment form for Master's degree project in industrial design

When the subject for the degree project has been chosen and the prerequisites have been met and approved by the examiner and supervisor, the enrolment form should be handed into the Office of the School of Industrial Design.

#### To be filled in by student

Personal identity number:	Programme:
Family name, given name:	
E-mail address:	Phone number:
Tentative title of the project:	
Degree project partner, if any:	
Start of project, date:	Estimated presentation date:
Will the project be carried out abroad? No <input type="checkbox"/> Yes <input type="checkbox"/> University/Country:	
Will the project be carried out at a company? No <input type="checkbox"/> Yes <input type="checkbox"/> Name of company:	
<input type="checkbox"/> I allow Lund University to publish my thesis on the Internet	
<input type="checkbox"/> I do not allow Lund University to publish my thesis on the Internet	

Signature by student

Date

#### To be filled in by the department

Subject for degree project (course code):	Course name:
Examiner (please write in texthand):	
Supervisor (please write in texthand):	
Secondary supervisor, if applicable (please write in texthand):	

The choice of subject for the degree project has been approved and the prerequisites has been met.

Examiner

Supervisor

Date

#### To be filled in by the Office of the School of Industrial Design:

The prerequisites have been met       Exemption has been granted

Signature

Registered in LADOK (Date)

Signature

# Masterutbildning i industridesign

Programkod: TAIDE

Omfattning: 120 högskolepoäng

Nivå: Avancerad

Beslutsfattare: Utbildningsnämnd E

Utbildningsplanens giltighet: 2015/2016

Utbildningsplanen fastställd: 2015-04-13

Förutom utbildningsplanen för denna utbildning gäller även gemensamma föreskrifter och information för LTH.

## 1 Syfte och mål

### 1.1 Syfte

Den internationellt inriktade masterutbildningen syftar till att utveckla studentens kunskaper, färdigheter och värderingsförmåga inom design, särskilt inom industridesignområdet.

Syftet med utbildningens tre teman är att ge studenten en djupare insikt, kunskap och förmåga att reflektera kring

- samtida och framtida tekniska utveckling inom industridesign,
- de senaste rönen om samtida och framtida mänskliga behov och livsmönster,
- hållbar utveckling och miljöfrågor.

Utbildningen skall även syfta till att stärka den framtida yrkesrollen som industridesigner.

### 1.2 Mål för konstnärlig masterexamen

(Högskoleförordningen 1993:100)

#### Kunskap och förståelse

För konstnärlig masterexamen skall studenten

- visa kunskap och förståelse inom design, inbegripet såväl brett kunnande inom området som väsentligt fördjupade kunskaper inom delar av området samt fördjupad insikt i aktuellt forsknings- och utvecklingsarbete, och
- visa förtrogenhet med metod och processer för att hantera komplexa företagsutvecklingar, frågeställningar och situationer inom designområdet.

#### Färdighet och förmåga

För konstnärlig masterexamen skall studenten

- visa förmåga att självständigt och kreativt kunna formulera nya frågor och bidra till kunskapsutvecklingen, lösa mer avancerade problem, utveckla nya och egna uttryckssätt samt kritiskt reflektera över sitt eget och andras konstnärliga förhållningssätt inom design,
- visa förmåga att med ett utvecklat personligt uttryck skapa och förverkliga egna konstnärliga idéer, självständigt identifiera, formulera och lösa konstnärliga och gestaltningsmässiga problem samt planera och med adekvata metoder genomföra kvalificerade konstnärliga uppgifter inom givna tidsramar,
- visa förmåga att såväl i nationella som internationella sammanhang, muntligt och skriftligt eller på annat sätt klart redogöra för och diskutera sin verksamhet och konstnärliga frågeställningar i dialog med olika grupper, och
- visa sådan färdighet och kunskap som fordras för att självständigt verka i arbetslivet.

#### Värderingsförmåga och förhållningssätt

För konstnärlig masterexamen skall studenten

- visa förmåga att inom designområdet göra bedömningar med hänsyn till relevanta konstnärliga, samhällsrelaterade och etiska aspekter,
- visa insikt om konstens roll i samhället, och
- visa förmåga att identifiera sitt behov av ytterligare kunskap och att ta ansvar för sin kunskapsutveckling.

### 1.3 Fortsatta studier

Efter avlagd examen på avancerad nivå har studenten grundläggande behörighet till utbildning på forskarnivå.

## 2 Utbildningens utformning

### 2.1 Kurser

I läro- och timplanen för masterutbildningen anges obligatoriska kurser. Här listas även de valfria kurser som kan läsas utöver examensfordringarna. Dessutom har studenten rätt att läsa kurser i svenska språket (som anordnas av Lunds universitet för utbytesstudenter) utöver examensfordringarna.

### 2.2 Kursnivåer

Ingående kurser är nivåindelade. Nivån anges i kursplanen för respektive kurs. Förekommande nivåer är grundnivå (G) och

avancerad nivå (A). Definitionen av dessa nivåer finns i högskolelagen 1 kap § 8-9. Kurserna på grundnivå delas vid LTH in i två undernivåer, grundnivå (G1) och grundnivå, fördjupad (G2). G2-nivån är en progression i förhållande till G1-nivå. Kurser på avancerad nivå kan utgöra fördjupningskurser i en masterexamen.

### 2.3 Betygsättning

Betyg sätts för hel kurs. Utbildningen har inga delprov. Betygsskalan TH (underkänd, 3, 4, 5) eller betygsskalan UG (underkänd, godkänd) används. Vilken skala som används på respektive kurs framgår av kursplanen.

Betygsättning inom det svenska utbildningsväsendet sker enligt en målrelaterad betygsskala d.v.s. studenternas prestationer sätts i relation till utbildningens mål och innebär därmed ingen inbördes rangordning inom en viss grupp studenter.

### 2.4 Praktik

En valfri kurs om 15 högskolepoäng enligt särskild kursplan är öppen för studenterna från och med termin 2.

## 3 Särskild behörighet för antagning

### 3.1 Behörighetskrav

Behörighet för att bli antagen till masterutbildning i design har den som avlagt examen med relevans till den sökta utbildningen och har en portfölj med egenhändigt utförda arbeten inom området som klart visar att den sökande har goda förutsättningar att kunna tillgodogöra sig utbildningen. Den sökande skall också uppfylla krav motsvarande Engelska 6.

### 3.2 Urvalskriterier

Urvalet baseras på en inskickad portfölj och ett personligt brev. Efter granskning av inkomna ansökningar fattar Industridesignskolans antagningsjury beslut om behörighet och rangordning.

Enclosure 5

### 4 Examen

#### 4.1 Examenskrav

Examen uppnås efter att studenten fullgjort kursfordringar om 120 högskolepoäng i ingående kurser, varav examensarbete om 30 högskolepoäng skall ingå. Andelen kurspoäng på avancerad nivå skall uppgå till minst 75 högskolepoäng, examensarbetet inkluderat.

##### 4.1.1 Examensarbete

För examen skall studenten inom ramen för kursfordringarna ha fullgjort ett självständigt arbete (examensarbete) om minst 30 högskolepoäng i industrideSIGN. Examensarbetet skall ha fullgjorts enligt fastställd kursplan.

#### 4.2 Examensbevis och examensbenämning

När examenskraven är uppfyllda har studenten rätt att ansöka om examensbevis för

Konstnärlig masterexamen i design. Huvudområde: Industri-design.

Master of Fine Arts (120 credits) in Design. Main Field of Study: Industrial Design.



### List of examiners

Karl-Axel Andersson  
Claus-Christian Eckhardt  
Andreas Hopf  
Olof Kolte  
Per Liljeqvist  
Elin Olander  
Jasjit Singh  
Charlotte Sjödel  
Anders Warell

### List of supervisors

Karl-Axel Andersson  
Despina Christoforidou  
Claus-Christian Eckhardt  
Andreas Hopf  
Santosh Jagtap  
Olof Kolte  
Carl Lidgard  
Per Liljeqvist  
Anna Persson  
Jasjit Singh  
Charlotte Sjödel  
Anders Warell

For correct titles please check

[http://lucanet.lu.se/LucanetWeb/MainServlet?task=view\\_organization\\_information011024000&username=](http://lucanet.lu.se/LucanetWeb/MainServlet?task=view_organization_information011024000&username=)

## Oral critical review

This enclosure contains some suggestions for the review. In addition to the questions you can use the assessment criteria stated in the master's handbook as well as syllabus for the degree project as a guide.

- Scrutinize the main goal(s) presented in the report; are they corresponding to the results and conclusions?
- Are the demarcations reasonable?
- Consider the suitability of the process. Could it be carried out in an alternative way?
- Are there aspects left unexplained? Are there some statements that are wrong or unfounded?
- Are the conclusions correct?
- Is the development of the result clear and thoroughly communicated?
- Is the documentation clear and understandable?
- Is the reference list correct? Are central references missing or are there some irrelevant references?
- Is the grammar and spelling correct?
- Are there factual discrepancies to the oral presentation at the seminar?

Positive feed-back should also be voiced!

Think of the whole rather than the details!

## **Procedure - Degree Project for Master of Fine Arts in Design**

Will be handed out to the students with time, date and location information during the introduction and discussion.

### **Introduction and discussion**

Information meeting regarding formal criteria, milestones, exhibition, etc.

### **Prerequisites**

Please e-mail the course coordinator to indicate whether or not you are planning to execute your master project. If yes, we will double check that you have fulfilled the prerequisites (credits, etc.) and give the official ok to start. Select and reach out to the chosen examiner and supervisor(s) to set up pre-meeting(s) – please attach a PDF, or link to your portfolio in the communication (mind the file size).

### **Initial meeting**

Initial meeting(s) with examiner (1 of 3) and supervisors(s) (1 of 5) –discussion of the topic, overall strategy and project plan (Handbook 3.1).

### **Enrolment form and peer review selection**

Hand in the enrolment form to the course coordinator (completed and signed by examiner and supervisor(s)). Select a fellow degree project to review (Handbook 2.4 and 7).

### **Meeting with supervisor(s) (2 of 5)**

#### **Milestone seminar 25%**

Research presentation, ideas, status report with fellow degree workers and subject experts.

### **Meeting with supervisor(s) (3 of 5)**

#### **Milestone seminar 50%**

Status report with fellow degree workers and subject experts.

### **Meeting with examiner (2 of 3)**

### **Meeting with supervisor(s) (4 of 5)**

### **Project documentation**

The fully finished project documentation, must be made available to the examiner, supervisor(s) and peer reviewer(s) two weeks in advance of the presentation at the public seminar.

### **Final review**

Final meeting(s) with the examiner (3 of 3) and supervisor(s) (5 of 5) – decision: continue or withdraw from the presentation/public seminar.

### **Presentation**

Public Seminar with peer review and jury

### **Degree show – opening**

A-house exhibition hall

### **Project documentation**

Hand in the revised project documentation to supervisor(s) and examiner to get an OK to print.



## Summary of activities in a degree project – Master’s students

### Instructions

The student is responsible for the form. There must be one summary for each author of the degree project. When all parts of the project are completed and signed, distribute the form to the department for registration.

Personal identity number:	Programme:
Family name, given name:	

### Critical review of a fellow students’ degree project

Title:	
Author(s):	
Examiner:	
Approval of critical review (Signature from examiner of the reviewed project):	Date:

### Presentation of own degree project

Title:	
Degree project partner, if any:	Personal identity number:
Examiner:	
Critical reviewers:	
Approved presentation (Signature from examiner):	Date:

### Written material

Approved summary aiming at a popular science readership (Signature from examiner):	Date:
Approved written critical review (Signature from examiner):	Date:
Approved written degree project report (Signature from examiner):	Date:
Degree project report registered and approved in LUP* (Checked by department):	Date:
Popular science summary added in LUP (Checked by department):	Date:

\* A publication can be registered in LUP with different levels of accessibility. Please consult your supervisor of the appropriate level for the current degree project.