

Department of Architecture and Built Environment

Workflow for AAHM10: Degree project in Architecture / ASBM01: Degree project in Sustainable Urban Design, 30 credits

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, fill out the LTH's form *Enrolment form - Degree Project* and hand/send it to the international coordinator. The international coordinator will sign the form and return it to you.

The international coordinator for the MARK/SUDES master's programmes is Lykke Jacobson, lykke.jacobson@lth.lu.se, Kårhuset.

2. Discussion with examiner and registration of degree project

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 LTH's form *Enrolment form - Degree Project*.

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

The administrator for the Department of Architecture and Built Environment is Filip Lidegran, filip.lidegran@abm.lth.se, A-building, 5th floor, room A:5047.

3. Opposition

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/send 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/sent the written opposition, it shall be certified with a signature and date on the *MARK Degree Project Activity Form/SUDES Degree project Activity form* by your own examiner.

The MARK Degree Project Activity Form/SUDES Degree project Activity form is your own responsibility and you need to make sure that each step is signed and dated.

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 your *MARK Degree Project Activity Form/SUDES Degree Project Activity Form*.

5. Registration for the presentation/examination

No later than three weeks before the scheduled examination, you must (after getting an OK from the examiner) submit/send a brief description of the degree project (thesis) (max 300 words editable text in a Word document) and upload a digital picture (JPEG) to Canvas. This material will be used for advertising the examination on the department's website. You must also send your material to your course coordinator and to the department's communicator.

The course coordinator for the MARK degree project is Maria Rasmussen, maria.rasmussen@hdm.lth.se, A-building.

The course coordinator for the SUDES degree project is Andreas Olsson, andreas.olsson@arkitektur.lth.se, A-building.

The communicator for the Department of Architecture and Built Environment is Helene Sveningsson, helene.sveningsson@abm.lth.se, A-building, 5th floor, room A:5032.

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

The degree project shall be presented to an evaluation group consisting of at least three persons. The programme management appoints and coordinates a suitable evaluation group for each student. The group has a broad composition with both academic and professional architects (examiner, teacher at the architecture programme, external representatives).

During the presentation, the degree project receives a thorough appraisal where discussion and comments offer guidance for synthesising the final report.

The work shall then be showcased immediately after the presentation (site will be directed).

8. Final report

Final report must be submitted/sent to the examiner no later than one week after held presentation for assessment and examination. This shall be signed and dated on the *MARK Degree Project Activity Form/SUDES Degree Project Activity Form*.

The report shall be written in English.

The introduction of the report sets out the program conditions that have been given, an introduction to the topic choice/theme and the context related to (socially, research, artistic, etc.).

The title page of the report shall be provided with the following information:

Course; AAHM10: Degree Project in Architecture/ASBM01: Degree Project in Sustainable Urban Design; LTH; **Year; Title; Author; Examiner; Supervisor.**

When the examiner assesses your work as approved you can proceed to step nine.

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 (Lund University's database for thesis and essays). The department's administrator can assist in the submission process.

The report is to be archived at the Department of Architecture and Built Environment and a reference copy will be placed in Library of Architecture and Design.

Once all steps of the activity form are completed and signed, dated and submitted/sent, results can be reported in Ladok. You are responsible for ensuring that all the steps in your Activity form are signed and dated. The activity form must be submitted/sent to the department's administrator, preferably when submitting/sending your physical reports.

A limited print refund may be provided if the physical reports and original receipts are submitted/sent 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](#)

Once the credit for your degree project is registered in Ladok and all courses within the programme are finished, you have the right to [apply for your degree certificate](#).

Need a workplace for your degree project? Fill in an [Application for workplace](#) and send it by mail to filip.lidegran@abm.lth.se or print it and leave to Filip Lidegran, A-building, 5th floor, room A:5047. If you have any questions, contact Filip at +46 (0)46-222 76 10.