NGEK01-Supervisor information

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To supervise on NGEK01

This document briefly describes what you as a supervisor need to think of and do in order to make the course NGEK01 work. Additional information is available at the course home-page at http://web.nateko.lu.se/Courses/NGEK01/NGEK01.html.

Always: Read email sent to you labelled 'NGEK01'.

December: Check the teaching database if you have teaching on NGEK01. If planned teaching do not coincide with your reality, resolve this with the director of studies.

2 months before course start: Write a BSc-thesis suggestion and publish it on https://www.nateko.lu.se/sv/ar-student/praktik-och-uppsatsforslag.

Before course start: Read the schedule in TIME-EDIT, it will let you know when and where you need to be for specific course events. If it is unclear ask the course responsible teacher.

Before course start: Read the course home page at http://web.nateko.lu.se/Courses/NGEK01/NGEK01.html to get increased understanding of the course.

The first day of the course: Be available, if not let the course responsible know. First day include a meeting where students and supervisors not yet allocated can meet. If you already have a student to supervise you don’t need to participate.

Presentations of aims: Support your student. Welcome to participate. A schedule with defined starting times for each presentation are distributed and followed to facilitate ’sneak in/sneak out’ participation for supervisors.

Half-time presentation: Support your student. Welcome to participate. A schedule with defined starting times for each presentation are distributed and followed to facilitate ’sneak in/sneak out’ participation for supervisors.

1They may contain important information. The label is used to facilitate mail filtering.
2IT-section/Ricardo can help with the web-page technicalities.
**Evaluation committees:** Will be assigned well before the final presentations and preferable prior to the half time seminar. Each thesis will be evaluated by two (2) teachers. This means that for each thesis you supervise you evaluate two theses.

**Final presentations** Support your student. Participate in your students presentation. Each supervisor evaluates two theses through reading the thesis and independently filling in the evaluation protocol, available at [http://web.nateko.lu.se/Courses/NGEK01/2017/Grading\%20criteria\%20for\%20degree\%20projectsHT16.docx](http://web.nateko.lu.se/Courses/NGEK01/2017/Grading%20criteria%20for%20degree%20projectsHT16.docx). These protocols should be handed in to the course responsible who will register results in LADOK when finished. As evaluator you should participate in the presentations of the students you are evaluating.

**After the final presentation:** Be available for questions from the respondent and provide some oral feedback. Make sure the students you are evaluating get **written feedback**, preferably directly in their word-document or PDF-document. Support the finalization of the thesis for the student you are supervising.