

# **INSTRUCTIONS**

## **FOR CONDUCTING A DEGREE PROJECT**

(Master degree project) in

## **BIOLOGY**

**at the Department of Biology  
Lund University**



## Telephone numbers and web addresses

Coordinator Biology Jan-Åke Nilsson .....	tel 046-222 45 69 Room C223, Ecology Building
<i>Jan-Ake.Nilsson@biol.lu.se</i>	
Course administrator Jóhanna B. Jónsdóttir .....	tel 046-222 73 15
<i>Johanna_B.Jonsdottir@biol.lu.se</i>	
Director of Studies Jep Agrell .....	tel 046-222 73 17
<i>Jep.Agrell@biol.lu.se</i>	
Dep. International Coordinator Christina Lejde .....	tel 046-222 73 16
<i>Christina.Ledje@biol.lu.se</i>	
Study Advisor Lotta Persmark .....	tel 046-222 37 28
<i>Lotta.Persmark@biol.lu.se</i>	
Economist Cecilia Lönnqvist .....	tel 046-222 73 18
<i>Cecilia.Lonnqvist@biol.lu.se</i>	
Coordinator Bachelor's programme Eva Waldemarson .....	tel 046-222 93 09
<i>Eva.Waldemarson@biol.lu.se</i>	
Susanne Pelger .....	tel 070-284 02 77
<i>Susanne.Pelger@kanslin.lu.se</i>	
Biology Education .....	<a href="http://www.biol.lu.se/o.o.i.s/11188">www.biol.lu.se/o.o.i.s/11188</a>
Degree project registration form .....	<a href="http://www.biol.lu.se/upload/biol_grund/pdf/Master_degree_project.pdf">www.biol.lu.se/upload/biol_grund/pdf/Master_degree_project.pdf</a>
Project presentation powerpoint file.....	<a href="http://www.biol.lu.se/upload/biol_grund/templatePresentationDegreeProject.ppt">www.biol.lu.se/upload/biol_grund/templatePresentationDegreeProject.ppt</a>
“How to write scientific reports” .....	<a href="http://www.biol.lu.se/upload/biol_grund/pdf/Writing_scientific_reports.pdf">www.biol.lu.se/upload/biol_grund/pdf/Writing_scientific_reports.pdf</a>
Urkund address.....	<a href="mailto:jan-ake.nilsson.lu@analys.orkund.se">jan-ake.nilsson.lu@analys.orkund.se</a>
Lund University's Master thesis database .....	<a href="http://www.lunduniversity.lu.se/current-students/master-s-thesis-database">www.lunduniversity.lu.se/current-students/master-s-thesis-database</a>
Guidelines for popular summary .....	<a href="http://www.naturvetenskap.lu.se/upload/LUPDF/natvet/student/Instruction-Template.doc">www.naturvetenskap.lu.se/upload/LUPDF/natvet/student/Instruction-Template.doc</a>

# BEFORE THE START

## 1. Read these instructions

**2. Contact a supervisor within the area of your interest** and discuss the general outline of the project. Note that the project can be conducted outside the university, e.g. at a company. Proposals for projects can also be found at: [www.biol.lu.se/courses/master-s-degree-projects/master-degree-projects-in-biology](http://www.biol.lu.se/courses/master-s-degree-projects/master-degree-projects-in-biology). If you do not find what you want or if you do not know what you want, feel free to discuss this with your Master coordinator Jan-Åke Nilsson; [jan-ake.nilsson@biol.lu.se](mailto:jan-ake.nilsson@biol.lu.se) Tel. 046-222 45 69

## 3. Register at the Education office.

First, control that you have the requirements needed to start on your degree-project, i.e. that you have all compulsory courses. Discuss this with Lotta Persmark (study advisor). Registration is done on a special form that you find at: [www.biol.lu.se/upload/biol\\_grund/pdf/Master\\_degree\\_project.pdf](http://www.biol.lu.se/upload/biol_grund/pdf/Master_degree_project.pdf). This form includes information on preliminary title, subject, number of credits (30, 45 or 60 hp) and the name of the supervisor. Note that if you do your project outside the university you also need a Contact person at the Department of Biology. Do not forget that the form must be signed by you, the supervisor and the Education office.

**4. When registration is completed, write a project plan.** The project plan should include a theoretical background (Introduction) to the project with relevant references. The Introduction should end with the questions you will examine and the hypotheses that will be tested. Methods should be described as detailed as possible, and you should include a time-plan and a budget.

The project plan should have the following outline:

- Title
- Name and email
- Research area, credits, Department or other place where you will work
- Name of supervisor
- Introduction and background to the project
- Aim(s) of the project

- Material and methods, including e.g. statistical analyses
- Time plan
- Budget
- References (approx. 5-10)

Copying can be made for free in the Biology Library, and by using the special copy-card for degree projects which you can find in the Computer room (first floor, Ecology Building). A code for the copy card is given out by Eva Waldermarson. Finally, hand in or e-mail the project plan to the Coordinator of the Master program in Biology (Jan-Åke Nilsson) for approval.

**5. Economy.** A maximum sum of 8000 SEK is available for each 30 hp Master project. Discuss with your supervisor and describe in your budget in the project plan how this should be used.

**6. Write a popular presentation of the project.** This should include your name, title of the project, supervisor, a short summary of the project and a picture of yourself. This is intended for publication on the web under “ongoing master projects” and on a notice board in the Ecology Building. The template for this project presentation (a powerpoint file) can be found on [www.biol.lu.se/upload/biol\\_grund/templatePresentationDegreeProject.ppt](http://www.biol.lu.se/upload/biol_grund/templatePresentationDegreeProject.ppt). Fill it in and insert a photo and then email this to: [jep.agrell@biol.lu.se](mailto:jep.agrell@biol.lu.se).

**7. Insurance.** Remember that you need insurance if you are going to work outside Sweden. Cecilia Lönnqvist at the Education office will help you.

# THE START

**8. During the degree project work you write a research-diary.** You will get a diary from Lotta Persmark (study advisor at the Education office). Here you register your activities, which will be of great help when you start to write your report, especially the Method-section. Here you also register if you take time off (e.g. because of vacation, illness, malfunctioning machines etc), or other significant events. Please note that in order to have the possibility of obtaining the highest degree (pass with distinction väl godkänt) a degree project cannot exceed the stipulated time with more than 20% (e.g. 24 weeks for a 30 hp project). Bring the diary to the examination.

**9. It is advisable to start to write as soon as possible.** Parts of the Introduction and Methods can be written in parallel with your empirical/theoretical work. As results are starting to be analysed, construct figures and tables that can be included in the report. Attend seminars and group meetings arranged by your research group and section of which you are a member.

**10. If something is not working the way you would like it to,** e.g. problems with your supervisor, contact your coordinator as soon as possible. The earlier we start to discuss problems the sooner we can solve them.

# TOWARDS THE END

**11. The Degree project is written up as a scientific report.** Applied work may be written in another style. The report should include a scientific abstract in English. To help to end up with a coherent report, chose a journal and try to follow the design of that journal right through the report; e.g. how to handle references, report statistical results and so on. For advice and instructions consult “How to write scientific reports” at: [www.biol.lu.se/upload/biol\\_grund/pdf/Writing\\_scientific\\_reports.pdf](http://www.biol.lu.se/upload/biol_grund/pdf/Writing_scientific_reports.pdf)

**12. Your report will be sent through “Urkund”, a program which scan internet/databases for copied text etc.** You should send your report to: [jan-ake.nilsson.lu@analys.urkund.se](mailto:jan-ake.nilsson.lu@analys.urkund.se) Then I will receive a report from Urkund which I send to your supervisor. Therefore make sure that you use references in a correct way. Discuss with your supervisor if you are unsure.

**13. When you and your supervisor decide that the report is ready it is time for the examination.** You and your supervisor decide a time for the examination together with the Examiner (usually the Scientific Head of your supervisor’s subject). Your supervisor and the Examiner agree on an External Examiner. One copy of the report should be delivered to each of the members of the examination committee.

**14. Finally you need to write a Popular science summary of your project,** which must be approved before your degree project can be registered as complete. You can find guidelines for this summary at: [www.naturvetenskap.lu.se/upload/LUPDF/natvet/student/Instruction-Template.doc](http://www.naturvetenskap.lu.se/upload/LUPDF/natvet/student/Instruction-Template.doc)

The summary is sent to Susanne Pelger ([susanne.pelger@kanslin.lu.se](mailto:susanne.pelger@kanslin.lu.se)) who evaluates it and gives feedback. The final version is sent to Jóhanna B. Jónsdóttir at the Education office.

# THE END

**15. The examination committee consists of the Examiner, an external examiner and the supervisor.** If the Examiner is also supervisor for the degree project he/she appoints another lecturer as examiner. In association with the examination the supervisor informs the Examiner about the student's performance during the project.

**16. The time and place of the examination** should be communicated to Lotta Persmark (Education office), who helps advertising the event to students and lecturers.

**17. During the examination You make an oral presentation of your project.** This means a summary of your project in approximately 10-15 minutes, preferentially with the aid of e.g. Powerpoint. Then follows a discussion during which you answer questions about your work. The

Examination committee then has an internal discussion before the Examiner decides about the grading of the project.

**18. Grades:** If the degree project does not fulfil the requirements for the grade Pass, the student will be given instructions about how to improve the work to reach the grade Pass

To reach the grade Pass with distinction (väl godkänt) two criteria must be fulfilled:

- a)** The student must have demonstrated the capacity to work independently, including creativity regarding problem posing, problem solving, deduction, and ability to put the results into a general context, e.g. a scientific area of research or relevant biological applications.
- b)** The time-frame cannot have been exceeded with more than 20 %.

# AFTER THE END

**19. Make the last corrections and adjustments and hand in the written report for printing.** You will be given the possibility (and are expected to) incorporate the changes suggested by the Examination committee into the final version, which is then handed in as a pdf-file to the Education office (to Johanna Jonsdottir, BIKansliet: [Johanna\\_B.Jonsdottir@biol.lu.se](mailto:Johanna_B.Jonsdottir@biol.lu.se)).

**20. Duplication and publication of your Master thesis.** Your thesis and/or abstract will be published at Lund University's Master's thesis database (LUP Student Papers). Check at: [www.lunduniversity.lu.se/current-students/master-s-thesis-database](http://www.lunduniversity.lu.se/current-students/master-s-thesis-database)

If you publish the whole thesis, this will be regarded as a publication and you can not publish the work in other outlets, e.g. scientific journals. Therefore, discuss with your supervisor if you should publish only the abstract or the whole thesis at LUP Student Papers.

**21. Please also complete the Master Evaluation form.** You will get the web address from the Education office to the evaluation in an email.