# Administrative routines for independent projects at Soil and Environment – for supervisors and examiners

The administration of independent projects at the department is handled by the director of studies and the course secretariat in cooperation with the supervisor and examiner for each project.

Contact information:

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*These routines are a complement to the information on the department website and in the Guide for independent projects at the NJ faculty.*

## Administrative workflow for implementation of independent projects

1. Student and supervisor agree on the frame for the coming project and together fill in the **Registration form**. This should be done well ahead to the course starting date (preferably two weeks before the start of the course). Suggestions for examiner should NOT be handed in since the examiner is appointed by the director of studies. The supervisor make sure that the student has applied to the correct course and that the correct course code is filled in on the form.
2. **The filled in Registration form is sent digitally to the director of studies**. The director of studies and the course secretariat make sure that the student is registered on the course.
3. Student and supervisor together fill in a preliminary **Workplan.** This can preferably be done at the same time as the Registration form is handed in, but at the latest during the first week of the course.
4. **A filled in preliminary Workplan is sent digitally to the director of studies**.
5. The director of studies ask and appoints an examiner for the project. After that, the director of studies ask the supervisor and examiner that in agreement with the student come up with a **final version of the Workplan**. This document is signed by the student, supervisor and examiner and the original document is handed in to the mailbox of the director of studies. If needed, the Workplan can be revised during the project (see below).
6. After approval of the Workplan, the director of studies hands over the original copy of the Workplan to the course secretariat for archiving and send a scanned copy to the student, supervisor, examiner and course secretariat.
7. When the project is completed, the form “**Form for supervisor and examiner to report result to the LADOK administrator**” should be filled in by the supervisor. The form is signed by the supervisor and examiner and the original copy is handed in to the mailbox of the course secretariat. At the same time, a pdf file of the student report should be sent to the course secretariat. The process to complete the course presume that both the form and the written report is handed in by the supervisor.

## Revision of the Workplan

A revision of the workplan should be done when 1) the content of the project is changed considerably in comparison to the original plan or 2) when the time plan change and where the student has approved reasons for postponing the end date of the work or where the change in the time plan has practical relevance for the implementation of the project. When applicable, the revision should be done as soon as possible during the project in consultation between student, supervisor and examiner. Approved reasons is stated as *Special reasons* in the *Educational planning and administration handbook* (chapter 8.6) and comprises e.g. sickness or accidents, family matters, public or student union commissions. It can also comprise work technical reasons such as postponed field work or equipment problems that are out of the student´s control. In case the work of the project is delayed for a shorter period without approved reasons or where a revision lack practical relevance, an official revised version of the workplan is not needed. However, the delay should always be communicated between the supervisor and the examiner.

If the supervisor and the student conclude that a revision can be motivated, the supervisor should contact the director of studies and the examiner and hand in a proposal for a revised Workplan together with a motivation for the revision. After approval from the director of studies and the examiner, the signed original version of the revised Workplan is handed in to the mailbox of the director of studies for archiving. The director of studies scan the revised plan and send it to student, supervisor and examiner.