

**Appendix for  
The shared section of the  
BSc and MSc curricula for study programmes  
at the Faculty of Science  
University of Copenhagen  
2020**

**MSc Research Project for Exchange Students**

**1. Scope**

A Research Project may equal 30, 45 or 60 ECTS credits. Projects equalling 45 and 60 ECTS credits must be of an experimental nature, i.e. they must contain the student's own production of academic work in the form of the generation of original data/original material.

**2. Placement**

The project must be concluded within the official study abroad period. The exchange agreement sets the maximum duration of the project period. If the exchange agreement only allows for e.g. 6 month of exchange studies, the project must be concluded within that timeframe and under no circumstances can the deadline be extended beyond the official admission period.

The Research Project may either be prepared as a full-time project or concurrently with other subject elements.

The project is always commenced at block start, and the student must always register for the project.

The deadlines for submission of a Research Projects equalling 30, 45 and 60 ECTS credits (full time) are 4, 6½ and 9 months, respectively, after the start date.

The deadline for submission of a Research Project written on a part-time basis is the same as specified above with the possibility of adding one and a half months for each 7.5 ECTS credit course, which must be attended concurrently with the project (insofar as the exchange agreement allows for an extension of the project period)

**3. Language**

The project is to be written and the exam conducted in either English or Danish.

The language used in the project defence must be the same as the subject element language.

**4. Registration**

Students must register for their project during the first two weeks of the block. Registration is done by submitting the registration form to SCIENCE Student Services.

**5. Project contract**

A project contract is completed before the start of the project work. It sets out the project framework and content. The contract must be approved by the student, the main supervisor and the head of the department at which the supervisor is employed.

Before completing the project contract, the student and the main supervisor are to agree on a plan for the supervision that covers issues including the following: how often and how supervision is to be carried out, what is expected of the supervisor and the student at supervision meetings, conditions concerning the collection of primary data/experimental work, and general mutual expectations to the working relationship.

## **6. Purpose**

The purpose of the project is to allow students to demonstrate their ability to work independently with an academic topic, which is key to the academic profile of their study programme.

## **7. Description of objectives for the project**

After completing the research project, the student should have:

### Knowledge about:

- Scientific problems within the project's subject areas.
- Methodologies/theories based on international research for use in his/her work with the problem formulation.
- How to apply and critically evaluate theories/methodologies, including their applicability and limitations.
- How the production and interpretation of findings/material depend on the theory/methodology chosen and the delimitation chosen.
- How to discuss academic issues arising from the project.
- How to draw conclusions in a clear and academic manner in relation to the problem formulation and, more generally, considering the topic and the subject area.
- How to discuss and communicate the academic and social significance, if any, of the project.

### Skills in/to:

- Apply and critically evaluate theories/methodologies, including their applicability and limitations.
- Assess the extent to which the production and interpretation of findings/material depend on the theory/methodology chosen and the delimitation chosen.
- Discuss academic issues arising from the project.
- Draw conclusions in a clear and academic manner in relation to the problem formulation and, more generally, considering the topic and the subject area.
- Discuss and communicate the academic and social significance, if any, of the project based on ethical principles.

If the project includes experimental content/own data production, the student will also be able to:

- Substantiate the idea of conducting experimental work/producing own data in order to shed light on the topic as formulated in the problem formulation.
- Process data through a choice of academic analysis methods and present findings objectively and in a concise manner.
- Assess the credibility of own findings based on relevant data processing.

### Competences in/to:

- Initiate and perform investigations in a research context.
- Analyze complex problems within the scope of the project, draw conclusions, and suggest solutions in a work context.

## **8. Supervisor**

The main supervisor is to be 'internal', i.e. employed at SCIENCE. In order to function as the main supervisor, the person in question is to meet the following three criteria:

- Employment at SCIENCE (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For study programmes at SCIENCE, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and part-time lecturers
- Teaching associate professors
- Undervisningsadjunkter
- Postdocs
- Assistant professors
- Senior researchers, senior advisers and senior consultants
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may handle practical advisory assignments (e.g. as co-supervisor). In cases of doubt, the Head of Department is to decide whether a potential adviser fulfils the criteria.

If the project is completed at an external institution (e.g. a company), the student must be assigned an internal main supervisor from SCIENCE and a supervisor from the external institution. The internal main supervisor acts as the internal examiner and has formal responsibility for the quality of the project supervision vis-à-vis the university. The supervisor from the external institution participates in the planning of the thesis studies in collaboration with the internal main supervisor.

## **9. Type of instruction**

Information about good scientific practice and plagiarism must be included in the supervision process.

A midway seminar may be held during the project period with a view to preparing the student for the oral defence. The project contract must specify whether a midway seminar is to be held

## **10. Submission**

The project report is to be submitted to the department in accordance with the agreement regarding the number of paper copies and/or electronic submission.

### *10.1 Projects and articles*

Manuscripts for articles and finished articles may only be attached to the project report as appendixes. However, this does not apply to manuscripts for articles or finished articles where the individual student is exclusively responsible for the production of the articles in question.

## **11. Deadline for submission**

The main supervisor is responsible for ensuring that the scope of the project is such that it can be completed within the set timeframe, and that the student receives regular feedback as to whether his/her work is progressing at a pace that will allow him/her to comply with the timeframe.

The following applies to the placement and deadline for submission of the project:

- The maximum duration of the project period is first and foremost governed by the exchange agreement. If the exchange agreement only allows for e.g. 6 month of exchange studies, the deadline can under no circumstances be extended beyond that timeframe.
- The deadline for submitting the project must follow the period, which corresponds to the ECTS workload of the project, i.e. 4 months for a 30 ECTS credit project, 6½ months for a 45 ECTS credit project and 9 months for a 60 ECTS credit project.
- If the contract specifies that the student is to take other subject elements concurrently with working on the project, the deadline for submission may be extended by a period corresponding to the total ECTS credit workload for the subject elements, i.e. the deadline for submission may be extended by one and a half months for each study activity equalling 7.5 ECTS credits (insofar as the exchange agreement allows for an extension)

The deadline for submission set out in the project contract is binding, and exceeding the deadline counts as an exam attempt. In exceptional circumstances, the student may, however, apply to the Faculty Study Administration for an extension of the deadline for submission.

## **12. Examination**

### *12.1 Requirements for sitting the exam*

For the oral project defence to be held, a project report must have been handed in by the agreed deadline.

Participation in the oral project defence may be made conditional upon a midway seminar being held in the project period with a view to preparing the student for the oral defence. The date for the midway seminar, if any, is to be stated in the project contract.

### *12.2 Exam form - individual thesis*

The project is concluded with an oral defence lasting approx. 60-90 minutes, including a presentation lasting approx. 30 minutes. The oral defence is to take place no more than four weeks after submission of the project report.

An exam date must be fixed and an external examiner appointed at least three weeks before the deadline of submission of the project. A supervisor from an external institution, if any, may not act as external examiner in respect of the project.

The oral defence is public. If the project includes a confidential component, this part of the project may be considered behind closed doors in connection with the oral defence. Only the student, internal examiner and external examiner participate.

The entire project may not be considered behind closed doors. In exceptional cases, however, the dean may grant an exemption from this provision.

#### *12.4 Assessment*

The project is assessed by the supervisor and an external examiner, and a grade is given. A single grade is given for the report and the oral defence. In addition to assessing the academic content of the project, where the abstract is included on a par with the other components, the examiners will also assess the student's spelling and writing proficiency, as capacity to communicate the subject matter is included in the overall assessment.

The grade must be awarded on the same day as the oral defence is held.

If the student requests such, the main supervisor and the external examiner are, in connection with the assessment, to prepare a written academic and methodical evaluation, which is to be presented to the student no more than seven working days after publication of the grade.

### **13 Re-exam**

#### *13.1 Failure to submit project*

If the student fails to submit the project within the set deadline for submission and the student has not obtained approval for an extension of the deadline, it counts as an exam attempt and a new contract must be entered into no later than two weeks after the original deadline for submission.

The new deadline for submission set out in the contract is three months after the approval of the new project contract; however, no later than three and a half months after the original deadline for submission. This deadline applies regardless of whether the student is attending courses concurrently with the project.

The contract must be approved by the Head of Department. The new contract is required to contain a revised project outline which falls within the same subject area.

If the student fails to submit the project within the new deadline for submission, the student may be granted a third exam attempt according to the same rules as those applying to the second exam attempt.

The exchange agreement that governs the student's admission may impose certain restrictions in terms of extending the deadline. The student should contact SCIENCE Student Services and his/her home university as soon as possible to work out a solution for extending the project period.

#### *13.2 Failure to pass project exam*

Failure to pass the exam counts as an exam attempt. The student must enter into a new contract that takes into account that the student must have the opportunity to submit a revised project within three months. The three-month deadline applies regardless of whether the student is attending courses concurrently with the project. The new contract is required to contain a revised thesis outline, which falls within the same subject area.

The exchange agreement that governs the student's admission may impose certain restrictions in terms of extending the deadline. The student should contact SCIENCE Student Services and his/her home university as soon as possible to work out a solution for extending the project period.

# Individual Study Project for Exchange Students

## 1. Scope and workload

Individual Study Project are optional subject elements for exchange student at SCIENCE at Bachelor's or Master's level with the following sizes and workloads:

- 7.5 ECTS credits corresponds to a workload of 206 hours
- 15 ECTS credits corresponds to a workload for the student of 412 hours.

## 2. Placement

Individual Study Projects should be commenced within the two first weeks of the block.

For exchange students, the project must be concluded within the official study abroad period. The exchange agreement sets the maximum duration of the project period. If the exchange agreement only allows for e.g. 6 month of exchange studies, the project must be concluded within that timeframe and under no circumstances can the deadline be extended beyond the official admission period

## 3. Duration

Students may complete an Individual Study Project equal to 15 ECTS credits on a full or part-time basis:

- Full time in a single block (block 1, 2, 3, 4 or 5)
- Part-time in two blocks (blocks 1+2, 3+4, 4+5 or 5+1)

Individual Study Projects worth 7,5 ECTS credits must be completed in a single block.

## 4. Language

Students must write their Individual Study Project in either English or Danish

## 5. Registration

Students must register for their project during the first two weeks of the block. Registration is done by submitting the registration form to SCIENCE Student Services. Students are not allowed to commence their project before all parties have signed the project contract.

## 6. Project contract

Before a project is initiated, the student and the main supervisor must enter into a written project contract containing an agreed deadline for submission.

The contract is compulsory and it must be approved by all parties on commencement of the project.

The contract sets out the framework for and content of the project and also balances the expectations of the collaboration between the student and the main supervisor.

## 7. Purpose

For Individual Study Projects, the student must demonstrate independent work, see the description of objectives below.

## **8. Descriptions of objectives**

A student who has completed an Individual Study Project valued at **7.5 ECTS credits** has acquired:

*Knowledge of:*

- The academic area.
- The context in which the assignment is positioned.
- The relationship between project statement and problem analysis within a given academic framework.

*The skills to:*

- Present a clear, unambiguous project statement and communicate the consideration of same in a clear, straightforward manner.
- Evaluate alternative methodological/theoretical approaches to dealing with the project statement.
- Search for information independently.

*The ability to:*

- Reflect on an issue and put it into perspective in relation to other issues within the subject area in question.
- Demonstrate independence in solving the assignment.

A student who has completed an Individual Study Project valued at **15 ECTS credits** has acquired:

*Knowledge of:*

- The issue as well as relevant methods and theories.
- How to deal with an issue within a defined academic framework, with emphasis on project statement, problem analysis and action plan.

*The skills to:*

- Perform a problem analysis on the basis of a methodological/theoretical framework and evaluate the importance of the method/theory chosen.
- Present a clear, unambiguous thesis statement and communicate the consideration of same in a clear, straightforward manner.
- Evaluate alternative methodological/theoretical approaches to dealing with the project statement.
- Search for information independently.

*The ability to:*

- Reach an unambiguous conclusion in relation to the project statement and, more generally, in relation to the academic area.
- Reflect critically and independently on the assignment field and its scientific and societal importance.
- Discuss the scientific and societal importance of the issue.

## **9. Supervisor**

Individual Study Projects are prepared under supervision by the supervisor. The language used for the supervision and for the exam is to be agreed on between the supervisor and the student(s).

The main supervisor is to be 'internal', i.e. employed at SCIENCE. In order to function as the main supervisor, the person in question is to meet the following three criteria:

- Employment at SCIENCE (this definition also covers contracts for affiliate associate professors and affiliate professors)
- PhD qualification or similar
- Requisite pedagogical skills.

For study programmes at SCIENCE, the following groups of employees fulfil the aforementioned criteria:

- Professors
- Associate professors and part-time lecturers
- Teaching associate professors
- Teaching assistant professors
- Postdocs
- Assistant professors
- Senior researchers, senior advisers and senior consultants
- Affiliate associate professors and affiliate professors

PhD students may not take on the role of signatory supervisor, but they may handle practical advisory assignments (e.g. as co-supervisor). In cases of doubt, the head of department is to decide whether a potential adviser fulfils the criteria.

## **10. Examination**

Exams for Individual Study Projects may be oral, written or a combination of the two. The project must be assessed with a grade (7-point grading scale) and must be held as an internal exam with the supervisor and an internal co-examiner.

Exceeding the deadline for submission of the project counts as an exam attempt.

The rules for re-examinations are the same as for the ordinary exam. The re-examination may be placed at the supervisor and student's earliest convenience.

The exchange agreement that governs the student's admission may impose certain restrictions in terms of completing a re-examination. The student should contact SCIENCE Student Services and his/her home university as soon as possible to work out a solution for extending the admission period.