

## Supervisor for final projects – changes to the procedure

The ITU Quality Policy regulates who can supervise students' final projects. Quality Standard 2.6: Research-Based Course Design and Supervision states, *“Every final project and thesis is supervised by an active researcher, but for certain rare cases. This applies to Master, BSc and MSc-level.”*

In the 2017 Quality Policy it was introduced that the Head of Studies must approve all exemptions from the regulation. This leads to changes to the procedure for approval of supervisors. The new procedure applies to all students who wants an external supervisor for all or part of the supervision (regardless of the division between the internal and external supervisor).

### New procedure (valid for final projects written from Spring 2018 onwards)

Before the change, the ultimate deadline for applying for an external supervisor was week 5/35 for final projects (MSc, BSc and professional Master) written during the spring/autumn semester, respectively.

For MSc and BSc students, the ultimate **deadline is moved up one week** in the new procedure. Students who have made an agreement with an internal supervisor follow the normal procedure (studyguide.itu.dk).

The main concern is to

- a) give the Head of Studies time to evaluate applications for an external supervisor
- b) make it possible for students whose application for an external supervisor is denied to find an alternative supervisor in time.

Students, who wants to apply for an external supervisor, must be advised to do so well in advance (preferably before the ultimate deadline) as only very few exemptions will be made.

Applications sent in before the ultimate deadline will be processed as they are received. Heads of Study Programme must pool applications as much as possible before they are forwarded to the Head of Studies.

### New procedure for applying for an external supervisor, BSc and MSc

Step	Who does what	When
1	The student fills out the application form on Study Guide (Application form for external supervisor) and sends it to SAP	No later than 1 week before the next semester starts. Deadline: – Spring: Monday in week 4 – Fall: Monday in week 34
2	SAP reviews the application	– Spring: During week 4 – Fall: During in week 34
3	SAP collects the applications and sends them to the Heads of Study Programme	– Spring: Friday in week 4 – Fall: Friday in week 34
4	The Heads of Study Programme – review the applications – write a recommendation for each application (relevant Head of Department must approve the recommendation)	– Spring: During week 5 – Fall: During week 35
5	The Heads of Study Programme send all applications and recommendations to the Head of Studies	– Spring: Friday in week 5 – Fall: Friday in week 35
6	The Head of Studies approve or rejects the individual application	– Spring: During week 6 – Fall: During week 36

7	The Head of Studies sends a list to the Heads of Study Programme and SAP with approvals and rejections	<ul style="list-style-type: none"> <li>– Spring: Friday in week 6</li> <li>– Fall: Friday in week 36</li> </ul>
8	SAP informs the students	<ul style="list-style-type: none"> <li>– Spring: Week 7</li> <li>– Fall: Week 37</li> </ul>

### New procedure for applying for an external supervisor, professional Master

ILM, IND and SEN have requested an earlier deadline:

Step	Who does what	When
1	The student fills out the application form on Study Guide (Application form for external supervisor) and sends it to SAP	<ul style="list-style-type: none"> <li>– Spring: Monday in week 24</li> <li>– Fall: Monday in week 46</li> </ul>
2	SAP reviews the application	<ul style="list-style-type: none"> <li>– Spring: During week 24</li> <li>– Fall: During in week 46</li> </ul>
3	SAP collects the applications and sends them to the Heads of Study Programme	<ul style="list-style-type: none"> <li>– Spring: Friday in week 24</li> <li>– Fall: Friday in week 46</li> </ul>
4	The Heads of Study Programme <ul style="list-style-type: none"> <li>– review the applications</li> <li>– write a recommendation for each application (relevant Head of Department must approve the recommendation)</li> </ul>	<ul style="list-style-type: none"> <li>– Spring: During week 25</li> <li>– Fall: During week 47</li> </ul>
5	The Heads of Study Programme send all applications and recommendations to the Head of Studies	<ul style="list-style-type: none"> <li>– Spring: Friday in week 25</li> <li>– Fall: Friday in week 47</li> </ul>
6	The Head of Studies approve or rejects the individual application	<ul style="list-style-type: none"> <li>– Spring: During week 26</li> <li>– Fall: During week 48</li> </ul>
7	The Head of Studies sends a list to the Heads of Study Programme and SAP with approvals and rejections	<ul style="list-style-type: none"> <li>– Spring: Friday in week 26</li> <li>– Fall: Friday in week 48</li> </ul>
8	SAP informs the students	<ul style="list-style-type: none"> <li>– Spring: Week 27</li> <li>– Fall: Week 49</li> </ul>

### Substantiated recommendations and decisions

- The Heads of Study Programme must get the relevant Head of Department's approval and give reasons for their recommendation for approval or rejection of the student's application
- The Heads of Study Programme must forward the applications and recommendations to the Head of Studies
- The Head of Studies is responsible for approval/rejection of the applications, the decision must be substantiated

### Implementing the changes to the procedure

- The Education Group approves the change (June 2017)
- The Quality Coordinator informs everybody involved of the changes and new deadlines: Head of Studies, Heads of Study Programme, Heads of Department, Programme Coordinators, Study and Career Guidance, SAP Projects and SAP Front (June 2017).

- SAP updates the Study Guide and application form on my.itu and Study and Career Guidance is informed about the changes (July-August 2017).

### Overview of when students are encouraged to find their supervisor

Students are encouraged to find their supervisor during the semester before they write their final project.

However, they are not obligated to make an official project agreement before week 7/37.

DMD:	<i>Information not available</i>
GBI:	Students are encouraged to have found their supervisor by end May/early December
SWU:	Student must have found their supervisor by mid-November/mid-April
DDK:	Students usually find their supervisor during mid-October To mid-December
DIM:	Students ought to have found their supervisor by end May/early December
Games:	Students must have made their request (3 possible supervisors) by mid-September. Before the end of September, a supervisor has been appointed to them by the HoSP (hardly any students write their thesis in the autumn semester)
SDT:	Students must have found their supervisor by October/March
ILM:	The future deadline should be mid-June/mid-November
IND:	The future deadline should be mid-June/mid-November
SEN:	The future deadline should be mid-June/mid-November