



Sveriges lantbruksuniversitet  
Swedish University of Agricultural Sciences

**Dept of Aquatic resources**

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**GUIDELINES**

## Guidelines to students about thesis work at SLU Aquatic resources (Aqua)

This document only applies for students planning to register at Dept. Aquatic resources (SLU Aqua) for their degree project.

**Please go through general NJ faculty guidelines (on which this guideline is based on).**

- The main supervisor must be working at SLU Aqua, but there can be one or several co-supervisors from SLU Aqua, other departments at SLU, other universities or outside academia
- It is the responsibility of the supervisor to find an examiner, not the student.
- SLU Aqua can only register students at the following thesis courses and subjects.
  - o EX0894 15 hp Bachelor degree Biology
  - o EX0895 30 hp Master degree Biology
  - o EX0900 60 hp Master degree Biology
  - o EX0896 15 hp Bachelor degree Environmental science
  - o EX0897 30 hp Master degree Environmental science
  - o EX0899 60 hp Master degree Environmental science
  - o EX1021 30 hp Master degree Sustainable development

For all other thesis courses at SLU, Aqua cannot register the student, even if the supervisor is from Aqua.

- Registration: Before start, the student and supervisor together complete tan registration form
- Project start: The project can start on the first day of the course, but not before registration in Ladok. The student may start at any time of the year that fits the work plan and all people involved in the project. Thus, beginning the thesis work after the official course start is no problem.
- Work plan: During the first week of the project (or before), the student and supervisor(s) should together design and write a work and time plan for the thesis work. The work plan may be revised during the course if needed.

- Mandatory and optional parts: The supervisor and the student should go through the grading criteria and syllabus together. There are no mandatory parts beside the oral presentation, opposition and written thesis. The library have some good [online resources](#), including [statistics](#) and [referencing](#).
- Student work and supervision: The student undertakes the project according to the work plan. The student and supervisor should maintain regular contact during the whole project and the student is the main responsible for maintaining contact. Unpredicted circumstances beyond the control of the student or supervisor may happen; including illness (own or relative), broken equipment, methodological problems, delayed necessary material and similar. Always revise the work plan in case of any major changes in topic, methods, or time plan, which must be approved by the examiner. This is important as the working plan states what the student, supervisor and examiner have agreed on. Changes due to slow/late writing process should be avoided.
- If the thesis work includes personal data, or other sensitive data, a [consent form](#) must be filled out and stored.
- The main SLU supervisor should be continuously available for supervision. According to SLU guidelines a student always has right to *a minimum of* supervision of 10 h for 15 credits and 20 h for 30 credits thesis.
- Written report: The supervisor should reviews drafts and gives feedback to the student, within the agreed timeframe. The final version of the thesis to be published must be written in the [SLU thesis template](#).
- Oral presentation: An oral presentation is mandatory. There should exist a draft of the written report including all part of the thesis (background, method, results/analysis, discussion/conclusions) at the time of oral presentation. The student should send the draft to opponent student and examiner at least one week before the oral presentation, unless anything else being agreed upon. The student, supervisor, examiner and the student opponent agree on a time for the oral presentation (online presentations are possible but physical presentations preferable).
- Opposition: It is the responsibility of the student to find another student to be opponent, and for the student to be opponent on in turn. Even though it is the student's responsibility supervisors, director of studies and examiners should all try to assist. A student can make opposition of another student at any other course or subject but it is highly recommended that it is within the same level (bachelor/master). The student should also provide a written review of about 1 page of the draft written report, sent both to the other student and her/his own examiner.
- Thesis day: SLU arranges a [Thesis day](#) in end of May each year, which I encourage your take part in, if possible. It is completely optional (and does not

replace any other mandatory part), but a great opportunity for you to present work for a broader audience and maybe invite friends and family. Best presentations are also rewarded.

- Final report: The student revises the thesis according to feedback from the oral presentation (and eventual additional comments from the supervisor). When student and supervisor agree on the final version of the thesis, it should be sent to the examiner for grading.
- Plagiarism: The written report will be checked for plagiarism, and improper use of generative AI.
- Grading: The examiner grades the thesis.
- Publication: The supervisor is responsible for the final version of thesis is published in Epsilon. Upon request, the publication in Epsilon may be embargoed.
- Conflicts, issues and unforeseen accidents: In case of conflicts or complaints, always first try to solve problems by talking with your supervisor and examiner about expectations and constraints etc. Here the work plan should be the basis of talks. If problems remain contact the director of studies.
- In case you feel mistreated or harassed you should *always directly* contact the study director at the department.