



Department of Architecture and Built Environment

## Workflow for AAHM10: Degree project in Architecture / ASBM01: Degree project in Sustainable Urban Design, 30 credits

### 1. Apply to enroll in the degree project course

In order to be allowed to start the project, you must have 76 credits finalized in Ladok within the programme.

All master's students must enroll via the website "Form for degree projects": <https://kurser.lth.se/exjobb/>. You log in (up to the right) and fill in all information in the form.

**Programme:** MARK – Master's programme in Architecture (2 years) **OR** MSUD – Master's programme in Sustainable Urban Design (2 years)

**Project:** Master project – architecture

Once the international coordinator has checked that you have 76 credits approved in Ladok, your enrolment will be approved and you will receive an e-mail with a link that you forward to your supervisor and examiner.

The international coordinator for the MARK/SUDES master's programmes is Lykke Jacobson, [lykke.jacobson@lth.lu.se](mailto:lykke.jacobson@lth.lu.se), Kårhuset.

### 2. Discussion with examiner and registration of degree project

You must write a brief (program of the degree project's objective, expected content and schedule (1-2 A4 pages) and submit to your examiner. You will then have an exploratory conversation between you and the examiner, who must be assured that you have the relevant prerequisites, and a discussion about potential supervisors.

When your description/policy document is approved by both the examiner and supervisor, they shall fill in the online enrolment form, using the link that you have forwarded to them.

Once both examiner and supervisor have approved your application, the international coordinator will receive information and can enter the course in your Ladok. You will then receive an e-mail that you can register. The enrolment

process is automated and you do not need to remind the coordinator to check for the next step as long as you follow the above instructions.

### 3. Opposition

Each student must oppose on another student's degree project. It is recommended to choose an opposition opportunity at the beginning of your own degree process, which is when you will have the most benefit from it. Report/reading materials will be available one week before the presentation via the department's administrator. You sign up to the opposition seminar by sending an e-mail to the department's administrator with the name and date of the student you wish to oppose. The opposition involves attending a degree presentation, being well-informed of - and prepared to comment on the degree project.

No later than one week after the opposition, you must submit a written document with comments and reflection on the degree project (thesis) and the opposition (about 1000 words) to your examiner and supervisor. Remember to include the title of the degree project, the student's name, the examiner's and supervisor's name as well as the names of the jury members, your own name and the date of the presentation. The student you opposed for shall receive a copy of your written opposition document.

Once you have submitted the written opposition, it shall be certified with a signature and date on the MARK Degree Project Activity Form/SUDES Degree project Activity form by your own examiner.

The MARK Degree Project Activity Form/SUDES Degree project Activity form is your own responsibility, and you need to make sure that each step is signed and dated.

[Activity form for ASBM01: Master thesis in Sustainable Urban Design \(SUDES\) and AAHM10: Master thesis in Architecture \(MARK\) \(in Swedish\) \(Department of Architecture and Built Environment's website\)](#)

The administrator for the Department of Architecture and Built Environment is Juvicsa Vela, [juvicsa.vela@abm.lth.se](mailto:juvicsa.vela@abm.lth.se), A-building, 5th floor, room A:5047.

### 4. Mid-way Seminar

Mid-way through your degree project process you should present and discuss your half-way results with a group of students and teachers. This discussion will be chaired by your supervisor/examiner and take place as a common meeting in mid-March. Participation in this seminar shall be noted, signed and dated on your MARK Degree Project Activity Form/SUDES Degree Project Activity Form.

### 5. Registration for the presentation/examination

No later than three weeks before the scheduled examination, you must (after getting an OK from the examiner) submit a brief description of the degree project (thesis) (max 300 words editable text in a Word document) and upload a digital picture (JPEG). This material will be used for advertising the examination on the department's website.

## 6. Report/reading materials

No later than one week before the presentation, you must make your degree project (thesis) available online by uploading it to a special LU Box created for your examination (pdf format, maximum 20 MB). If the degree project is very voluminous, the material must be summarized and uploaded with a main part and additional attachments, or in some other way be made easily available (discuss this with your supervisor/examiner).

## 7. Presentation

The degree project shall be presented to an evaluation group consisting of at least three persons. The programme management appoints and coordinates a suitable evaluation group for each student. The group has a broad composition with both academic and professional architects (examiner, teacher at the architecture programme, external representatives).

During the presentation, the degree project receives a thorough appraisal where discussion and comments offer guidance for synthesizing the final report.

The work shall then be showcased immediately after the presentation (site will be directed).

## 8. Final report

Final report must be submitted to the examiner no later than one week after held presentation for assessment and examination. This shall be signed and dated on the MARK Degree Project Activity Form/SUDES Degree Project Activity Form.

The report shall be written in English.

The introduction of the report sets out the program conditions that have been given, an introduction to the topic choice/theme and the context related to (socially, research, artistic, etc.).

The title page of the report shall be provided with the following information:

**Course:** AAHM10: Degree Project in Architecture/ASBM01: Degree Project in Sustainable Urban Design; LTH; Year; Title; Author; Examiner; Supervisor.

When the examiner assesses your work as approved you can proceed to step nine.

## 9. Report delivery

As soon as possible after approved thesis of the examiner, you shall provide two physical reports and a digital version with print quality to the department's administrator, as well as upload the report in the LUP Student Papers (Lund University's database for thesis and essays). The department's administrator can assist in the submission process.

The report is to be archived at the Department of Architecture and Built Environment and a reference copy will be placed in Library of Architecture and Design.

Once all steps of the activity form are completed and signed, dated, submitted results can be reported in Ladok. You are responsible for ensuring that all the steps in your Activity form are signed and dated. The activity form must be submitted to the department's administrator, preferably when submitting your physical reports.

A limited print refund may be provided if the physical reports and original receipts are submitted to the department's administrator no later than two months after the presentation of the degree project (Step 7 of the activity form).

[Application for printing grant \(in Swedish\) \(Department of Architecture and Built Environment's website\)](#)

You choose where and how you want to print your reports. Through Media-Tryck, the university's own printing and design agency, you have the option of sending the invoice directly to the department instead of applying for a printing grant. Media-Tryck wants you to use the following joboptions for InDesign.

[Download templates and joboptions at Media-tryck's website](#)

Once the credit for your degree project is registered in Ladok and all courses within the programme are finished, you have the right to apply for your degree certificate.

[Information about degree certificate and application at the Student web LTH](#)

## Workplace for degree project

Fill in the form and send it by e-mail to [juvicsa.vela@abm.lth.se](mailto:juvicsa.vela@abm.lth.se) or print it and leave to Juvicsa Vela, A-building, 5th floor, room A:5047. If you have any questions, contact Juvicsa at +46 (0)73 867 84 28.

[Application form för workplace \(in Swedish\) \(Department of Architecture and Built Environment's website\)](#)

## Contact information

Postal address:

Department of Architecture and Built Environment, Box 118, 211 00 Lund

Visiting address: Sölvegatan 24

Telephone: +46 (0)46-222 00 00

E-mail: [info@abm.lth.se](mailto:info@abm.lth.se)

Website: [www.abm.lth.se](http://www.abm.lth.se)