

Checklist and Timeline for the Bachelor's Thesis

For the student, the grading committee (supervisor, contact person, and third member), and the course coordinator.

Start Phase

1. **Student:** Find a supervisor and a thesis project (for external projects, also identify an assistant supervisor at the Department of Physics).
2. **Supervisor and student:** Develop a project plan.
3. **Supervisor:** Submit the project plan to the course coordinator.
4. **Course coordinator:** Appoint a contact person and, if necessary, an examiner.
5. **Contact person:** Arrange a meeting with the student and supervisor* to complete the project contract form.
6. **Contact person:** Submit the original signed contract to the student administrator (the student is then officially registered for the Bachelor's Thesis course) and send a copy to the course coordinator.
7. **Student and supervisor:** Begin the project.
8. **Contact person:** Organize a follow-up meeting with the student and supervisor*.

Completion Phase

9. **Student:** Submit the final manuscript to the contact person and the course coordinator**.
10. **Course coordinator:** Perform a plagiarism check of the thesis.
11. **Course coordinator:** Appoint the remaining member of the grading committee.
12. **Grading committee:** Approve or reject the manuscript for presentation.
13. **Student:** Print a sufficient number of copies for the audience at the presentation.
14. **Supervisor:** Arrange the presentation in consultation with the grading committee.
15. **Examiner:** Serve as chair of the grading committee and complete the grade form ("Report on Degree Project").
16. **Contact person:** Submit the original grade form to the student administrator*** and send a copy to the course coordinator.
17. **Student:** Submit one printed copy of the thesis (single-sided printing!) to the student administrator for archiving*** (possibly after correction of printing errors and/or minor revisions approved by the supervisor).

* *Assistant supervisor for external projects.*

** *This defines the official end date (provided the manuscript is approved for presentation).*

*** *Required for the final grade to be registered in LADOK.*

Important: It is always the student's responsibility to ensure that every step is completed on time, even when the task is assigned to another person.