

Formalities towards a completed MA thesis

Apart from issues of content – which do not concern us here – a number of formal steps need to be passed in order to complete a thesis within the MA program in Language and Linguistics (“Språkmastern”). These are specified below. The following “participant roles” are central, and capitalized and used as proper names: Student, Supervisor, Coordinator, Examiner and Opponent.

Step 1: Determining the (main) Supervisor

- Student should contact the person responsible for the specialization he/she is studying within, and discuss the question of supervision, no later than during the pre-final term of the program.
- Student can then contact the suggested Supervisor, and when there is agreement, Supervisor informs Coordinator of this, as well as of possible co-supervision, for the sake of dividing the allotted hours for supervision.
- Student is made aware by Supervisor that there are a total of 40 hours (SPVR01), or 20 hours (SPVR02) for supervision, and an agreement is reached on how these are to be “spent”.

Step 2. Before the thesis defense

- Supervisor contacts Coordinator and proposes a date for the thesis defense, about a month in advance. The appropriate time is determined, so that there is as little conflict with other activities in the program as possible.
- The roles of Examiner and Opponent are determined in discussion between Supervisor and Coordinator, and possibly others responsible for the given specialization.
- Student needs to send the version of the thesis for the defense to Supervisor, Examiner, Opponent and Coordinator, no later than one week before the defense.
- Supervisor books a room for the defense, and is responsible for advertising on the SOL calendar, including uploading of thesis, no later than one week before the defense.
- Coordinator sends an invitation to all teachers and students within the program.

Step 3. Thesis defense (see separate document for more details)

- A chairman (usually Supervisor) states the agenda, including time frames, and asks if Student wishes to note any errors.
- Student presents the thesis. (20-30 min)
- Opponent, prepared according to instructions, leads the opposition. (20-30 min)
- Examiner asks questions. (5-10 min)
- Audience asks questions. (5-10 min)
- Supervisor, Examiner and (preferably) Coordinator meet to determine the grade and necessary corrections.
- Opponent’s written response (1-2 pages) and information on grade and necessary corrections are sent to Coordinator for documentation.

(Total time: 1 to 1.5 hours)

Step 4. After the thesis defense

- Student sends the revised version of the thesis to Supervisor, Examiner and Coordinator.
- Examiner and Supervisor report to Coordinator if the revised version can be considered final.
- Coordinator reports if Student has fulfilled all requirements (including the opposition) for the thesis course.
- Supervisor reports the grade, thesis title and date to the administration, and strongly urges Student to publish the thesis in LUP Student Papers
- As the formal examiner for the course as a whole, Coordinator co-signs the grade for the thesis

Note: To help further integration of the MA Program in Language and Linguistics, starting from the Spring semester of 2017, there will be **four obligatory 2-hour classes** for all students during their final semester (fourth for the 2-year program, and second for the 1-year program). These will be held by the coordinator, and will deal with topics such as the following:

- The above procedure is explained in detail
- The template and style-sheet for the thesis is presented and explained
- Students present their on-going work to each other
- Possible opponents are discussed
- The defense procedure is explained and rehearsed