Checklist for Master thesis projects - Before the presentation

1. When the project is close to the end, go through the goals in the thesis course plan again together with your reviewer. Check that you have accomplished the goals or that you have a plan for how to achieve them. At this point complete the “Learning Outcome Form” together with your reviewer.

2. Check that your report follows the template (structure and form) of your program. Go through your report with your supervisor.

3. Make sure your reviewer has approved that you can present your report, apply for a time-slot for presenting, and make sure your reviewer can attend that date. The opponent is appointed by the thesis coordinator. Some presentations are held in research groups, the thesis coordinator knows which seminar is most appropriate for you, and helps coordinating this.

4. Send your report to the examiner and opponent no later than seven days before the presentation.

5. Prepare your presentation. Make sure to keep it on a level that is appropriate for the specific audience. If it is in a research group, it will differ compared to the open seminars organized by the examiner and the coordinator. The presentation is supposed to be 30 minutes long, leaving the remaining 15 minutes to the opponent and the audience. If you are doing a joint project report with another student, the presentation will be prolonged with 30 minutes. Make sure to divide the content between you equally.

6. You must be approved by the examiner on your presentation in order to proceed with your report.