

DTU



Welcome to the Study Guidance's information meeting on

Bachelor's project

Spring 2025

Agenda

Who are we?

- Yazmin – MSc Environmental Engineering
- Sanni – MSc Applied Chemistry

What will we cover today?

Rules and requirements

Getting started

Assessment

Tips and tricks

Questions – ask questions in the Q&A

Rules and requirements

What is a BSc thesis?



Final assignment for you BSc degree



An opportunity to show off your knowledge and skills



Practice for the MSc thesis



An opportunity to research a topic in depth



An opportunity to partake in academic collaboration with a supervisor



Prerequisites for starting the BSc thesis

- ✓ Passed at least 120 ECTS credits
- ✓ Passed the 4 Design-Build courses

➤ You can read more about the prerequisites for the BSc project on student.dtu.dk → [My programme specification](#).



Rules regarding ECTS points and duration

Volume

- The BSs project can be either 15, 17.5 or 20 ECTS credits

Time frame

- A 15 ECTS credit project takes 9 weeks.
- For any additional 5 credits you will get an extra 3 weeks.
- The extra credits can be from doing a bigger project or from courses/exams you complete simultaneously with the project (maximum duration is 18 weeks).

Remember

- ! The weeks are calendar weeks, not semester weeks.
- ! Take your supervisor's summer holiday into consideration when planning the project period

What if I cannot keep to the time frame?

SPS students: You can apply for up to 3 weeks extension – you must apply for this prior to the project start

If there are extraordinary circumstances that warrant additional time, you can

- apply for an exemption,
- or use an exam attempt and start a new/modified project.

You can read more about extensions at

student.dtu.dk → Study rules → Rules for final projects → [Rules for bachelor project for BSc student](#)

! The latest you can apply for an extension is one month before submission deadline.

Requirements for the supervisor

- Must hold a permanent position at DTU (assistant or associate professor, researcher, senior researcher)
- Any co-supervisors can be from a different institute, or university, or a company.
- Must be someone you feel comfortable with,
 - Speak to your supervisor about frequency of meetings
 - Talk about expectations

Getting started

How do I get started?

Consider what you want:

- Would you like to work alone or in a group?
- Would you like to work with a company?
- Who could be my supervisor?
- What is important to you? A specific topic or a specific supervisor?
- Do you plan to do any courses parallel to your project?
- Do you want to do your project as part of an exchange at a different university?

How do I find a project?



DTUs Career Hub: [DTU Career Hub – the digital bridge to the engineers of the future](#)



Ask professors from courses you've taken or your Head of Studies



Research at DTU → [Departments and Centres](#)



Use your own idea



DTU Orbit – The Research Information System www.orbit.dtu.dk



The library: www.bibliotek.dtu.dk/english and www.findit.dtu.dk/en



How do I find a supervisor?

Reach out to potential supervisors

- Introduce yourself !
 - What are your interests and what are you looking for?
 - Ask if they have any research questions that they might need a BSc student to work on
-
- A supervisor could be a professor you know from a previous course,
 - or an employee at DTU working in a field you are interested in

What should I look for in a supervisor?

- Someone interested in the same or similar field as you
- Someone you feel comfortable with

"It is normal and perfectly fine to shop around among supervisors until you find the right one..."

Group work



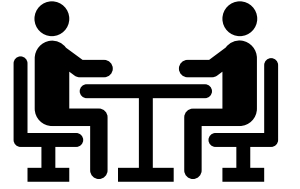
You can work alone or in a group of at most 4 people.

It is not mandatory that the project-report is individualised.

The project period for a group is determined by the group member with the right to the longest project period.

- **An example:** If one group member is an SPS student with 3 additional weeks, this extension counts for all students in the group.

! Always ask you supervisor if it is possible to do the project as group work.



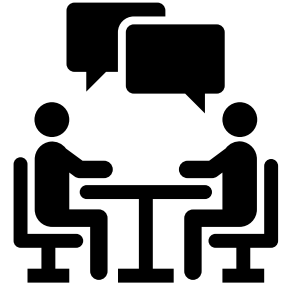
Project agreement

You and your supervisor must agree on:

- ✓ Title
- ✓ Description (problem statement)
- ✓ Amount of ECTS
- ✓ The project period (start and end date)

When you have an agreement,

- Your supervisor registers the project to AUS
- Your Head of Studies then has 14 days to reject the project
- You cannot start before the 14 days are up
- The agreement is **binding** and **counts** as an exam attempt from the first date of the project period



Project plan

Within the first month of the project, you must formulate and hand in a project plan.

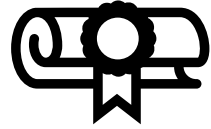
Project plan usually contains:

- ✓ Academic content – *Topic, title, problem description, etc.*
- ✓ Formal details – *Project period, number of ECTS, etc.*
- ✓ A description of how your project meets the learning objectives for the BSc thesis (find them in your programme specification)
- ✓ Timeline

“(...) Formalities regarding report length, content, structure, and duration of the oral defense, etc., are agreed upon between the student and the main supervisor.(...)”

Assessment

Assessment



- A final report and an oral defence
 - Overall assessment
 - The grade will be given from the 7-point grading scale
- The date for the oral defence is decided by you, the student, supervisor and external examiner
 - The supervisor finds an external examiner
 - The grade will be from the 7-point grading scale
 - The defence must take place at the latest 10 working days after the report is submitted
- Your diploma will be digital. You will receive a link to www.diplomasafe.com at your student email within 6 weeks.



The oral defence

Prepare for the defence:

- Take a break!
- Read through the report
- Check up on the theory
- Find your errors
- Reflect on what you could have done differently
- Practice your presentation, make sure you keep time!
- Talk to your supervisor about time, place, and format of the defence

Tips and tricks

Tips and tricks

Before project start

- Align your expectations and define the scope of your project
- Decide on your tools (Word, LaTeX, Python, Java, ...)
- Consider your study space (Library, at home, café...)

During the project

- The project should be cohesive
- Remember to allocate time for anything unexpected – especially important with experimental work
- Back-up your work!
- The final days will be busy. Do not be optimistic in your planning – give yourself a buffer period at the end of the project

Expectations



Remember: you are still a student

- It is a learning process
- No one expects you to make an award-winning discovery during your project

What is expected of you:

- That you are capable of working independently
- That you are capable of working professionally
- That you are capable of structuring a project period

Difficult times are expected during a project, remember to:

- Take breaks
- Consider how and where you study best
- Talk to your fellow students – you are probably not the only one struggling

Where can I get more help?

The Career Center: Karriere@dtu.dk

- Facebook: DTU Career Centre
- Instagram: @dtucareercentre
- DTU Career Hub: [DTU Career Hub](#)

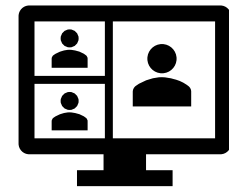


Workshops and presentations about strengthening your writing

- The Student Counselling Service's workshops about final projects (srg.dk)

You can also reach out to your Head of Studies and course responsables

Find all the rules at student.dtu.dk



Questions?

- Study Guidance DTU
 - studvejl@adm.dtu.dk – phone number: 4525 1199
 - Find our good advice at student.dtu.dk → Courses and teaching → Final projects → [Bachelor's project](#)
- Rules can be found at:
 - student.dtu.dk → Study rules → Rules for final projects → [Rules for bachelor project for BSc student](#)
- Slides can be found at:
 - student.dtu.dk → Help and guidance → Study guidance → [Events](#)