

10 recommendations on writing your BACHELOR PROJECT

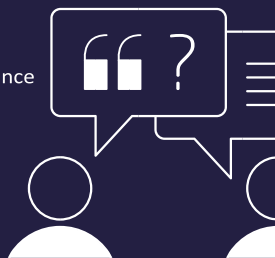
Study Guidance

Lyngby Campus
Building 101A, Room 1.029A
Anker Engelunds Vej 1
2800 Kgs. Lyngby

Phone 45 25 11 99
Mail studvej@adm.dtu.dk

Find opening hours at dtu.dk/study-guidance

Ballerup Campus
Room D1.01
Lautrupvang 15
2750 Ballerup



1. CONSIDER DIFFERENT SUBJECTS AND SUPERVISORS

Start planning your bachelor project well in advance of the project period – at least one semester before. Consider possible subjects and supervisors. Take, for example, your point of departure in courses and lecturers who have inspired you during your studies at DTU. Narrow down your wishes and possibilities by discussing with fellow students, talking to potential supervisors, and perhaps testing a subject and a supervisor by undertaking a project course before you make your final decision.

2. FAMILIARIZE YOURSELF WITH RULES AND REGULATIONS

You are obligated to stay informed about the rules and regulations, applying to your study programme.

Read the rules regarding the bachelor project in the programme specifications at DTU Inside 'My Programme Specifications' to familiarize yourself with rules for registration, requirements for the content of the project, project period etc. When you know the rules, you can discuss the process with your supervisor and prevent possible misunderstandings.

3. BALANCE YOUR AMBITIONS

It is necessary to clarify and balance your ambitions with your work effort and workload before you commence the bachelor project – especially if you write your project with a fellow student. Be aware that your work effort can vary during the project period. Perhaps you have good experiences with working hard and concentrated during the entire period. Perhaps you are better suited with increasing your work effort as the deadline approaches.

4. REFLECT ON THE PROJECT PERIOD AND MAKE A TIMELINE

Once the conditions for your bachelor project are decided, you can make a guiding timeline. Start from the submission deadline and plan backwards. Try to segment the process into smaller parts with realistic deadlines for research, experimental work, data analysis, draft writing, and the final proofreading. That way you retain an overview of your project, and you can prevent stress in the final stages of writing.

5. PLAN YOUR TIME

Most students have the need to put the bachelor project aside and have some time off. You can for example plan your project as a full-time job where you work from 8 am to 4 pm and plan other activities outside this time period. By making time for leisure activities, friends, and family, you can more easily stay motivated during the entire project period.

6. START WRITING FROM THE BEGINNING

It is not necessary to have read all relevant literature before you begin the writing process.

Think of writing as a process where you make small drafts which are then corrected and collected into new drafts, creating chapters and sections as you go along. It is a good idea continuously

Writing down all thoughts and creating short summaries of the literature you read. Help yourself by choosing the layout of the project from the outset and stick to what you have chosen.

7. STAY ORGANIZED, MAKE REFERENCES AND BACKUPS

To prevent being overwhelmed by piles of literature and data, it is important continuously to make thorough references – better to err on the side of caution in this regard. Organize your literature, notes, files, data, calculations etc. to ensure that you can always find them again. You should also remember continuously to make backups of your work.

8. MAKE USE OF YOUR SUPERVISOR

Your supervisor is an extra resource who has experience with both the subject of your bachelor project as well as the writing process. Remember that the supervisor is at your disposal, although not unlimited. Arrange recurring meetings with your supervisor, for example once a week. Use your meetings to continuously discuss the focus, content, and structure of the project, and get feedback on what you have written. Honor your agreements and be well prepared to get full benefit from your meetings.

9. GET FEEDBACK FROM OTHERS IN THE PROCESS

If you are writing your bachelor project alone, it might be a good idea to have others read what you have written. Ask your friends, family and fellow students for their feedback.

10. ASK FOR HELP IN DUE TIME

Prepare yourself for potential problems that may arise during the project period. This can be technical/experimental problems or problems in the reading and writing process. Students often experience hardship or loss of focus during the process, and this can be very frustrating. Try not to isolate yourself but instead talk to your fellow students, your supervisor, and the Study Guidance Office about your frustrations.