



Linnæus University

Sweden

Guidelines

Date: 2024-12-16

Reg. No.: LNU-2024/4664

Replacing: 2021/4969-1.1.1

Revised at the latest 2027-12-16

Guidelines

Guidelines for independent projects (thesis) in Business Administration

School of Business and Economics





Table of Contents

1	Introduction	1
2	Roles and Responsibilities	1
2.1	Student's Responsibilities and Role	1
2.2	Course Coordinator's Responsibilities and Role.....	1
2.3	Examiner's Responsibilities and Role	2
2.4	Supervisor's Responsibilities and Role	2
3	Work Process.....	3
3.1	Seminar Series	3
3.2	Supervision	3
4	Formal Requirements	4
4.1	Structure of the Independent Project.....	4
4.1.1	Report Layout.....	4
4.1.2	Reference System	4
4.1.3	Reference List.....	4
4.2	Costs of Independent Project	4
4.3	Finalized Project	4
4.3.1	Registration of Finalized Project in DiVA	4
5	Grading	5



1 Introduction

This document contains guidelines for independent projects (thesis) in Business Administration at the School of Business and Economics.

The document serves as instructions for students, course coordinators, supervisors, and examiners.

2 Roles and Responsibilities

Below is a brief description of what is expected from each role.

2.1 Student's Responsibilities and Role

The independent project requires the student to independently formulate a research question and conduct a study whose results are presented as an independent project. The purpose is for the student to develop and demonstrate the ability to conduct reflective work on a scientific basis.

The student is responsible for the execution and quality of the independent project. Assessment criteria are communicated at the start of the course. It is important to note that a student aiming for a grade above E (pass) cannot expect the supervisor to provide instructions that automatically lead to a higher grade.

The student must:

- Take clear responsibility for their work within the given timeframes.
- Contribute to the joint work and ensure a good work environment.
- Maintain contact with the supervisor throughout the process.
- Submit material to the supervisor before supervision sessions as agreed, consider feedback, and meet given deadlines.
- Be well-prepared and actively participate in seminars. Note that participation in seminars is a requirement for receiving a grade in the course.

2.2 Course Coordinator's Responsibilities and Role

The course coordinator is responsible for the overall planning, coordination, and execution of the course.

The course coordinator must:

- Inform and communicate with students regarding:
 - Roles of students, supervisors, and examiners.
 - Course objectives, content, and structure.
 - Grounds for assessment and grading criteria.
 - Plagiarism and unauthorized aids.



- Ensure that independent project undergo plagiarism checks.
- Assign each student/group a supervisor in consultation with the relevant head of department.
- Assign examiners to all independent project in consultation with the relevant head of department.
- Be responsible organisation of the seminar series.

2.3 Examiner's Responsibilities and Role

The examiner has the overall and final responsibility for assessment and grading in relation to the course objectives.

The examiner must:

- Organize and conduct the final seminar, including re-examination opportunities if needed.
- Serve as an advisor and discussion partner for the course coordinator and supervisor during the process to promote consensus based on the course's grounds for assessment.
- Ensure, in consultation with the supervisor, the assessment of the scientific level in relation to the course objectives.
- Assess and grade the individual student's work in accordance with communicated grounds for assessment. Suggestions for grades should be obtained from the supervisor.
- Ensure the reporting of results after verifying that minor corrections following the final seminar have been properly made or evaluating Fx-completions.
- Notify students of results and provide feedback with justification for the grade.

2.4 Supervisor's Responsibilities and Role

The supervisor's role is to be a dialogue partner in the students' work process.

The supervisor's advice and comments are generally based on written material from the students. This may involve suitable theoretical areas, discussions on methodological choices, comments on texts, comments on analyses, etc. The form in which these comments are given (written/oral) varies between supervisors.

The supervisor must:

- Provide support and advice in all phases of the independent project and thereby contribute to the student's ability to complete a project that meets the course objectives.
- Discuss the practical setup of the supervision and collaboration with the students, such as communication methods and deadlines for submitting texts to receive feedback.
- Conduct the final supervision.



- Continuously participate in discussions with the examiner and course coordinator to promote consensus based on the course's grounds for assessment.
- Provide grading suggestions to the examiner.

3 Work Process

3.1 Seminar Series

To support students' writing processes, independent projects in business administration at the School of Business and Economics are built around a seminar series. Student participation in seminars is a requirement for receiving a grade in the course.

At the seminars, scientific and critical aspects (course objectives) are discussed. Productive seminars require students' active participation in discussing their own texts and providing constructive criticism (opposition) on others' texts.

Oppositions must be conducted both orally and in writing, and at least one opposition must be individual.

The course concludes with an examining final seminar. Based on the above process and in relation to communicated assessment criteria, the examiner evaluates the student *individually* against the course objectives. In accordance with local regulations, a re-examination opportunity is offered.

3.2 Supervision

At the beginning of the course, students are assigned a supervisor. A certain number of hours are allocated for each independent project, including supervision, text reading, dialogue with the examiner, course coordinator, and administration, as well as assessment proposals for the examiner. The supervisor supports with text reading, advice, instructions, and problem discussions as agreed. Supervision is ongoing throughout the course. The right to supervision ends at the end of the course.

Students must schedule appropriate times with their supervisor. They are responsible for planning their work to meet the course objectives within the given time. To make good use of supervision time, students must, as agreed, submit material to their supervisor and come prepared with specific questions/proposals to discuss.

Supervisors have limited opportunities to assist with language editing and literature searches. For additional support, students are referred to:

- The university's self-study guide, available on the university library's website.
- The Study Workshop, available on the university library's website.



4 Formal Requirements

4.1 Structure of the Independent Project

4.1.1 Report Layout

The template available on the university library's website is to be used for the independent project.

4.1.2 Reference System

The Harvard system is recommended as the reference system due to its widespread use.¹ Consistent application of the chosen system is important. Detailed information on references is available via the university library's website.

4.1.3 Reference List

The reference list should only include sources cited in the text. More information about reference lists can be found through the university library and the writing guide website.

4.2 Costs of Independent Project

Students are responsible for all costs associated with the independent project, such as travel and printing expenses.

4.3 Finalized Project

As instructed the students must submit the finalised project to the examiner and supervisor before the final seminar. Additionally, the project must be submitted for plagiarism control as directed by the examiner. Students must also share their project with others in the seminar group. Note that this version forms the basis for grading.

In some cases, grades are assigned on the condition that minor corrections, as instructed by the examiner, are made within approximately one week. In other cases, major additions may be required, and Fx can be used, which, after completion, results in a grade of E.

4.3.1 Registration of Finalized Project in DiVA

When the independent project has received at least a passing grade (E), students are responsible for registering it in DiVA via the university library's website.

Minor corrections, such as spelling errors, are allowed before registration. Registration in DiVA does not require full-text publication in the tool.

¹ The Oxford system should not be used as it is mainly for unpublished sources.



5 Grading

Grading is individual and based on the assessment of the student's work in relation to the course objectives and the established assessment criteria. Participation in the seminar series is a requirement for grading. All course objectives must be met to achieve a passing grade. Different grades may be assigned within the same student group if the examiner assessed the contributions differently.

The examiner makes the final assessment and assigns grades. Suggestions from the supervisor support the grading process. In exceptional cases where the examiner and supervisor are the same person, a co-assessor is used.