

Guide for Presentation of Thesis work in Electronics

Amendment/elucidation of the Diploma Worker's Manual at ITB.

The Respondent's tasks

- The respondent is presenting identical theses to the examiner and opponent at least 14 days prior to examination date. After this date up to the examination date no changes whatsoever may occur in the thesis. On the other hand, the respondent may distribute a so called *errata* list, i.e. a list of corrections, in the beginning of the seminar. Thus, at the examination date, the examiner, the opponent and the respondent has identical versions of the thesis.
- The respondent is supposed to make a thorough presentation of the thesis at the seminar keeping the time limits. For a thesis work of totally:
10 points: 30 minutes
20 points: 45 minutes
40 points: 60 minutes
- After finished seminar/examination the respondent has to profit by the criticism put during the seminar, and decide how to make changes in the thesis to make it better.

The Opponent's tasks

- The opponent is supposed to read the thesis carefully and penetrate the contents thoroughly in order to give constructive criticism on both the oral and written presentation and the technical contents of the thesis.
- The opponent has got 15 minutes at disposal for review. Keep this time limit.
- After the examination, a written review is given to the examiner and to the respondent.

The Examiner's tasks

- The role of the examiner is to pass sentence upon the thesis work as well as upon opposition. Thus, the examiner has the role of judge. The examiner is not assumed to supervise the work or be adviser to the respondent in any sense during the work. This is actually the role of the supervisor.
- The examiner is presiding at the seminar. Thus, it is the duty of the examiner to welcome the respondent, the opponent, and the audience, as well as to introduce the thesis by title, extent (total number of points), and academic level.
- After receiving the thesis, the time up to the examination date is used to make a total evaluation of the quality of the thesis.
- If, for some reason, the thesis is not acceptable, this fact may be communicated to the respondent either in advance or during the seminar.
- Criticism and questions regarding the contents of the thesis is given during the seminar.
- The examiner has got 15 minutes at disposal for review.
- During the seminar, the presentation of the thesis made by the respondent is also evaluated, as well as the work of the opponent.
- If the work of the opponent is deficient, the examiner has to take control and take over the role as opponent and carry through opposition.

- The work of the opponent is marked with either Pass/Godkänd or Fail/Underkänd. If the work of the opponent pass, this is marked in the so called *green book* belonging to the opponent.
- The examiner receives the final thesis when revised and marks it with either Pass/Godkänd or Fail/Underkänd by means of a signature on the original application form as well as on the record form (*arkivlista*) kept at the ITB department office.