

Handbook

For the Degree Project for Bachelor of Fine Arts in Design

This handbook presents instructions for the preparation and realisation of a degree project within the Bachelor's Programme in Industrial Design at Lund University.

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1. General Information

A degree project is graded at 15 credits (ECTS), equivalent to 10 weeks of study. Students must have passed at least 120 credits that may be included in the degree in order to commence work on the degree project. The degree project is an independent project. It is to be executed individually or in groups of two. If the degree project is carried out as a group, the contribution of each student must be clearly discernible.

1.1 Aim

The aim of the degree project is for the student to develop and demonstrate the ability to practice knowledge acquired during her or his education and the skills to work independently as an industrial designer. Motivation, methods and evaluation of proposals shall be treated and presented in a scientifically and professional manner.

1.2 Topic

It is the student's responsibility to find a suitable topic for the degree project. In close cooperation with the examiner and supervisor, the topic and structure for the degree project must be devised and planned.

1.3 Assessment

The degree project shall be presented in form of a written report and at an oral examination, both of which must be public. In case the degree project consists of a designed product or the development of a design solution, the student must demonstrate the capability to master and communicate the industrial design profession and provide the necessary documentation in the printed report describing the design process.

The examiner will grade the degree project upon completion. The grades awarded are either pass or fail.

2. Examination Criteria

To pass the degree project for an examination at the industrial design Bachelor's programme, the student must pass all parts of the degree project specified under *Content* in the Course Description (see Appendix):

- a project documented in a written report in English or Swedish and with a summary (abstract) in Swedish (only for Swedish-speaking students) and English;
- a presentation of the degree project at a public seminar at the Faculty of Engineering; and
- an oral critical review of another student's degree project at the public seminar where it is presented.

The written report, shall be made available to the examiner and student reviewer(s) in a form suitable for examination at least 2 weeks in advance of the presentation at the public seminar. The degree project report is a public document and no part may be classified information. The examiner may not take into account any advance information when assessing the report.

In case the degree project consists of a designed product or the development of a design

solution, the report must also include picture material (sketches, drawings, images, models, etc.) documenting the design process and result.

The final printed document containing the beforehand-approved report shall include a CD-ROM containing all material and the written report as pdf-file.

The examination for the degree project shall take place within Lund University. The requirements to execute the degree project in collaboration with another university within or outside Sweden shall be negotiated with the undergraduate programme board.

3. Preparation

Before the student begins to work on the degree project the examiner has to approve the assignment-

4. Start and Procedure

The student may commence work on the degree project when he/she has successfully completed 120 higher education credits of compulsory courses that can be accredited to the degree of Bachelor of Fine Arts in Design/Industrial Design. Exemption from these requirements can only be given by the Educational Programmes Board and only if there are strong reasons.

The degree project can be done in collaboration with a company.

There may be certain aspects of the degree project that are classified as confidential, but the focal part of the degree project must be presentable in public. The public part of the degree project must provide a substantial academic foundation for the examination.

Sometimes it is necessary to enter into contracts between the student and a company or the division and a company. The division assists the student in drawing up such contracts.

The student shall complete the degree project within the space of the scheduled course.

4.1 Project Plan

The project plan that the supervisor and student have devised shall remain in effect for the entire duration of the degree project. It shall contain:

- Briefing (incl. the topic background, the main goal(s)).
- Demarcations
- Planned methods, theory/models, experiments and analysis.
- Timetable.
- *If applicable:* A plan and budget calculation on the realisation of the necessary 3D-computer and real models.

5. Supervision

Together with the examiner, the student shall devise the project plan for the degree project. The project plan shall consist of a brief description of the topic for the degree project, main demarcations and a timetable that shows how the actual work will progress. It shall be formulated prior to the commencement of the degree project and checked or revised at later stages if so required. The student has the main responsibility to carry out the degree project and to keep contact with the examiner.

5.1 Scheduled Meetings

A schedule will be handed out before the course starts.

6. Writing the report

Writing a report takes time; for that reason it is recommended to continuously document the work in progress. The project plan should be devised in such manner as to constitute the basis for the written report.

The report can be written in Swedish or English (in agreement with the examiner) and in case the degree project consists of a designed product or the development of a design solution, the report must also include picture material (sketches, drawings, images, models, etc.) documenting the design process and the result.

Suggestion for structure of a written report:

Title page: Page behind the cover page. On this page, the following must be stated:

- Title (subtitle).
- Degree Project for Bachelor of Fine Arts in Design/Industrial Design, from Lund University, School of Industrial Design.
- Name of the department (Design Sciences).
- Name and title of examiner and supervisor(s).
- Name(s) and title(s) or position(s) of other contributors.
- Year.

Acknowledgement: Describes the degree projects' topic, where the degree project is carried out i.e. which company and division, sponsors (if applicable), recognition to supervisor and people that helped in carrying out the work.

Abstract: A brief version of the summary in Swedish (only for Swedish-speaking students) and English

Summary: Shall be an independent part of the report. A summary will briefly describe the problem and its background, main goal(s), demarcations, used methods, results and conclusions with comments. Its length shall be one page maximum.

Table of contents (TOC)

Table of definitions or symbols: Not always necessary. A definition table is good to use if the project includes some definitions or symbols that are not common. Words or symbols shall be explained briefly in writing.

Introduction:

- The topic background.
- Problem definition.
- Goal(s).
- Demarcations.
- Methods.
- A description of co-operations if necessary.

Process: Description of the design process; topic formulation, analysis, conclusions, revisions, evaluation and realisation as well as the methods used.

Results: A presentation of the findings and suggestions set against the problem definition(s) and requirement analysis. This part should be an objective description of the result.

Conclusions and discussions: The students' opinion of the results or solutions from a perspective of the problem definition and requirement analysis. Questions and perspectives related to the problem should be included as well as information about ongoing research.

References: Literature and media (books, reports, papers, manuals, images, etc.), personal contacts, websites and web-pages and any other information that has been used in the project. It is mandatory for the reference list to be verifiable. For more information on how to structure references, an example can be found here:

http://www.svet.lu.se/mikromanualer_och_gula/gula/gefaultswedish.html.

Appendices: Additional information such as questionnaires, interviews, etc. and such information not necessary for the understanding of the report. Appendices are always located at the end of the report.

Note: This is only a suggestion for a report disposition. Important is not the quantity, but the quality.

7. Printing Procedure

The report must be handed in, at least 2 weeks prior to the oral presentation to enable the course responsible teacher and student reviewer (opponent) to give adequate feedback. After the seminar the student should incorporate any necessary changes before getting a *final authorization* to go to print from the examiner.

One printed copy shall be given to the examiner together with a CD.

The Lund University or LTH logo must be placed on the front page. The logo(s) can be obtained from the LU website.

7.1 CD-ROM

The printed report must be accompanied by a CD-ROM.

The CD-ROM must be named "degree_project_(surname_familyname)" and shall contain four folders:

1st folder "report_files_(surname_familyname)", containing

- The report (as a .pdf-file) and all images used in the report file.

2nd folder "presentation_files_(surname_familyname)", containing

- File used for the oral presentation (as a .pdf, .ppt, .swf-file or equivalent format).

3rd folder "pr_files_(surname_familyname)", containing

- High-resolution images (.tif-files, CMYK, at 300 dpi, saved with LZW compression).
- The abstract in Swedish and/or English.

4th folder "additional_files_(surname_familyname)", containing

- All other files relevant to the degree project.

Inside the CD-case, you must place a folded A4 page of thumbnails (of the high-resolution images) and a folded A4 page with the printed abstract in English (content of the "pr_files" folder).

8. Public Seminar (Presentation)

The seminar shall be public and held at Lund University (other agreements can be made in case of exchange studies).

The seminar (presentation) will be scheduled by the course responsible teacher.

9. Oral Critical Review (*opposition* in Swedish)

For a degree project, it is necessary to give criticism to another students' degree project within the industrial design programme. The topics should be unrelated. The reading and the critics of the report shall correspond to approximately two weeks of work. The result of the reading and criticism of another student's degree project will be presented as an oral critical review at the public seminar:-

It is possible to have more than one student reviewer in order to denote different areas of the degree project. Students executing a degree project in a group are not permitted to act as opponents to each other. *It is recommended to ask a student from the year below to be the reviewer. In that way, the critical review will be part of the learning process for their future own degree project.*

The report shall be perused critically with particular respect to its integrity. These are some questions to support critical reading and to present the review at the seminar:

- Scrutinise the main goal(s) presented in the report; are they corresponding to the results and conclusions?
- Are the demarcations reasonable?
- Inspect the suitability of the process. Could it be carried out in an alternative way?
- Is there something left unexplained? Are there some statements that are wrong or unfounded?

- Are the conclusions correct?
- Is the development of the result clear and thoroughly described?
- What are the projects results and what comes from other sources?
- Are tables, formulas, diagrams and other illustrations clear and understandable?
- Is the reference list correct? Are some references missing or are there some unnecessary references?
- Are there factual discrepancies to the oral presentation at the seminar?
- Is the grammar and spelling correct?
- *Positive criticism shall also be voiced!*

10. Degree Exhibition

It is not demanded but desired that the approved students participate in the annual Degree Exhibition.

APPENDIX

- *Course Description for IDEL01*