

# Guidelines for the Final Examination Project of the AP Degree Programme in Chemical and Biotechnical Science - Laborant AK.

The AP Degree Programme in Chemical and Biotechnical Science is concluded with a final examination project.

The final examination project can be carried out in a company, at the institute of higher education or as a combination of the two.

The final examination project constitutes 10 ECTS-points and is as a standard placed after the internship period.

## Objectives

In the final examination project the student must demonstrate the ability, on a methodical basis, to handle and communicate a complex and practice-oriented problem in relation to a specific task within the educational objectives.

## Example of a project

- A task in the laboratory, which is thoroughly illustrated
- Running in of a new equipment/method
- Introduction of new procedure/implementation of procedure

## Conditions

Before attending the final project examination, all exams of the programme's first, second and third semesters as well as the internship test period must be passed.

## Scope

The project must have a duration equivalent to approx. 7 weeks of full-time work (10 ECTS-points). Time must be set aside for problem formulation, information research, practical laboratory work, result handling and report writing.

*The project report's* main body should have the size of *maximum* 25 normal A-4 pages; the appendices should not exceed 25 pages. A normal A-4 page is equivalent to 2000 characters counted without spaces.

## The project report's front page

The report's front page must bear the title of the project in Danish and English (a direct translation) – only in English if the education was given in English Language.

Each title must be of max. 100 characters.

## Independent work

The student must work **independently** on the project and the project report should contain observations from the student's own work.

To the extent that others have contributed with observations it should clearly appear from the report.

## Submission

The project report must be submitted digitally in Wiseflow.

Other relevant documentation can be presented at the examination.

## Confidentiality

If a project takes place in a company the project may be confidential.

If the project is **confidential** the institute and the external examiner must be made explicitly aware of it, by noting "Confidential report" in clear writing on the front page of each copy.

Reports on confidential projects must not be reproduced without the company and the student's commitment and the external examiner must return the report to the institute immediately after the examination.

No other measures than the above-mentioned can be imposed on the institute, the examiner or the external examiner.

## Supervisor

**If the course of the project takes place wholly or partly in a company** the company will make a **project supervisor** available for the student. The project supervisor must have academic insight and guide the student on academic issues.

**The institute of higher education** provides a **student counsellor**. This student counsellor advises on and approves the problem formulation, advises on the scope and definition of the project as well as the report structure. The institute's student counsellor is **examiner** for the project.

**If the course of the project takes place wholly or partly at the institute** the institute will make a **project supervisor** available for the student. The project supervisor must have academic insight and guide the student on academic issues. Moreover, the **institute** provides a **student counsellor**; however the project supervisor can also act as student counsellor. The student counsellor's role is to advise on and approve the problem formulation, advice on the scope and definition of the project as well as the report structure. The student counsellor is **examiner** for the project. If the project supervisor also acts as student counsellor he or she is examiner for the project.

## Deadlines concerning the final examination project

Start of internship	Examination for the final project	Latest hand in date of the problem formulation for approval	Latest hand in date of the project report
3/12 - 16/3	Week 3-4	Wednesday in week 44	Wednesday in week 1
17/3 - 2/6	Week 15-16	Wednesday in week 5	Wednesday in week 13
3/6 - 2/9	Week 25-26	Wednesday in week 15	Wednesday in week 23
3/9 - 2/12	Week 40-41	Wednesday in week 25	Wednesday in week 38

## Assessment

The assessment is a comprehensive evaluation of the project work – both the written work and the oral presentation. The assessment includes, among others, an evaluation of the attached appendices' relevance and necessity as documentation.

It is important that the student includes the work environment and quality assurance.

An **external examiner** participates at the examination. The actual examination is public.

## The final examination project

Student	
Name	
Address Postcode Town	
Email and Phone	
CPR-no. / Study no.	

Final Examination Project	
Project title (English) Max. 100 characters	
Project title (Danish) - Only if the education was given in Danish Language	
Chosen deadline	

Counsellor from the Institute	
Name	
Email and Phone	

If the final examination project takes place wholly or partly in a company please fill in the table below:

Company	
Name and dept. if possible	
Supervisor	
Name	
Email and Phone	
Confidentiality	
Project is confidential: ( Yes / No )	The report must not be reproduced; results and conclusions must not be used without the company and the student's commitment. The external examiner will return the report to the institute immediately after the examination. The institute keeps both copies in a safe way until the complaint deadline has passed. No other measures than the above-mentioned can be imposed on the institute, the examiner or the external examiner.

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 Date and Signature

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 If relevant: Date and Signature

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 Date and Signature

