

Thesis Application Form

User Manual for Students



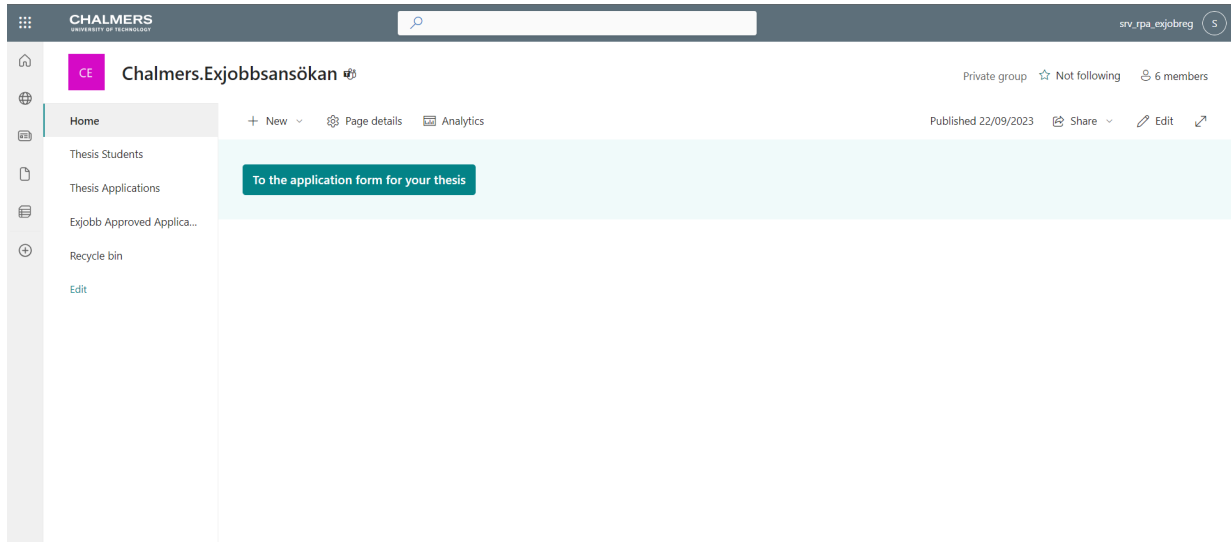
CHALMERS

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Overview – Home Page

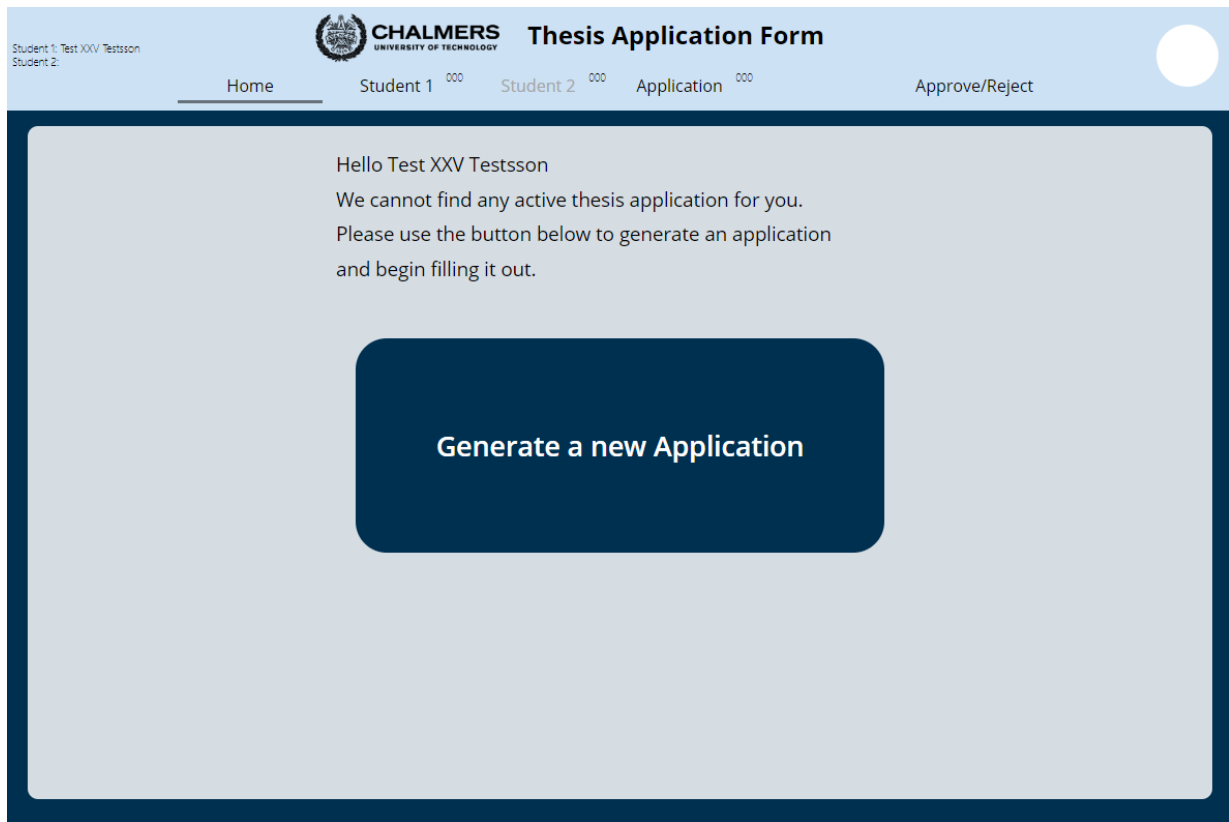
When you navigate to the home page, you are met with the following view:



To create a new application, you can click on the button "To the application form for your thesis." If you want to view an already opened application, you must navigate to the tab "Thesis Applications"

Overview - Web Form for Thesis Application

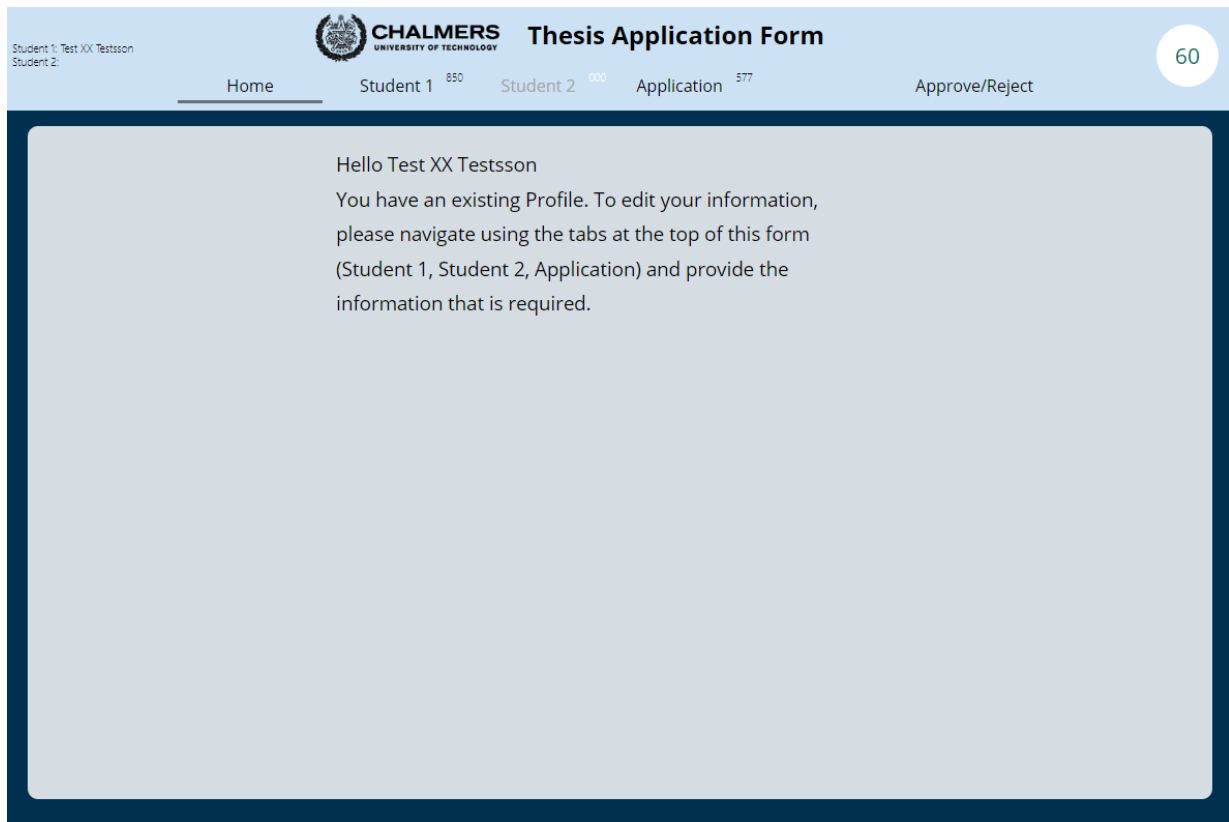
When you open the web form, you will be greeted by a home page that looks like this:



Click "Generate a new application" to create an application.

When you have created your application

This is what the home page looks like:



The top row contains the following tabs:

- Student 1: Contains information about the student who "owns" the application.
- Student 2: Contains information about the co-applicant student.
- Application: Contains information about the application.
- Approve/Reject: Displays previously approved/rejected applications from reviewers.

Student 1

Please note! If you are doing the thesis/degree project together with another student, you must only fill in one form together.


The screenshot shows the Chalmers Thesis Application Form. At the top, there is a navigation bar with 'Home', 'Student 1', 'Student 2', 'Application', and 'Approve/Reject'. The 'Student 1' tab is active. The form itself is titled 'Thesis Application Form' and includes the Chalmers logo. The form fields are as follows:

- Student:** test1020@chalmers.se
- Passed Credits:** [Empty input field with a red circle '1' and a note: 'Only values between 45 and 270 are accepted']
- Personal ID Nr:** [Input field with a red circle '2' and a note: 'ID format YYYYMMDD-NNNN. Please fill out your Personal ID Number. Use format YYYYMMDD-NNNN.']
- Fee paying student?:** [Dropdown menu with 'No' selected and a red circle '3']
- Thesis Credits:** [Dropdown menu with '15/30/60' selected and a red circle '4']
- Programme name:** [Dropdown menu with 'Select Programme' selected and a red circle '5']
- Main field of study:** [Dropdown menu with 'Select Main field of study' selected and a red circle '6']
- Head of Programme/Master's Programme:** Dag Henrik Bergsjö
- Head of Programme/Master's Programme Mail:** dagb@chalmers.se
- Programme type:** MASTERS
- Buttons:** 'Reset' (green) and 'Save' (white with red circle '7') buttons.

#	Field	Explanation
1	Passed credits	The number of credits you have passed at Chalmers.
2	Personal ID Nr	Your personal ID number.
3	Fee paying student?	If your studies at Chalmers require a fee, you should select "Yes" here. Otherwise, choose "No."
4	Thesis Credits	The number of credits that the thesis project should cover.
5	Programme Name	The programme you're currently studying.
6	Main Field of Study	Your selected main field of study within your programme.
7	Save	Save your profile.

Student 2

Student 1:
Student 2: Test XXV Testsson



CHALMERS
UNIVERSITY OF TECHNOLOGY

Thesis Application Form

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Home
Student 1 ⁰⁰⁰
Student 2 ⁸⁵⁵
Application ⁵⁷⁹
Approve/Reject

Student
Test XXV Testsson

Passed Credits
1
Only values between 45 and 270 are accepted

Personal ID Nr
2
ID format YYYYMMDD-NNNN
Please fill out your Personal ID Number. Use format YYYYMMDD-NNNN

Fee paying student?
3

Programme Name *
4

Main Field of Study
5

Programme director

Programme director mail

Programme type

***For you that do not find your programme in the drop-down list:**

The thesis you write must be within the main field of study of both the course and your programme. If you, as student 2, do not find your programme in the drop-down list for "Programme name", it means that your/your writing partner's selected course code does not match your programme.

Please note!

Neither of you can use this web form for your application. Please use the "Thesis application exemption form" which you can find [here](#).

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#	Field	Explanation
1	Passed credits	The number of credits you have passed at Chalmers.
2	Personal ID Nr	Your personal ID number.
3	Fee paying student?	If your studies at Chalmers require a fee, you should select "Yes" here. Otherwise, choose "No."
4	Programme Name	The programme you're currently studying.
5	Main Field of Study	Your selected main field of study within your programme.
6	Save	Save your profile.

Application

Note! This tab is shared if you are writing together with another student.

The screenshot shows the 'Thesis Application Form' interface. At the top, there is a navigation bar with 'Home', 'Student 1', 'Student 2', 'Application', and 'Approve/Reject'. The 'Application' tab is active, showing a progress indicator of 60%. The form contains several sections:

- Thesis title:** A text input field containing 'Test Thesis 231013'.
- Student 1:** A dropdown menu with 'Test XX Testsson' selected.
- 2nd Student?:** A dropdown menu with 'Second student at Chalmers' selected.
- Student 2:** A dropdown menu with 'Test XXV Testsson' selected.
- Supervisor:** A dropdown menu with 'Test Servicekonto' selected.
- Examiner:** A dropdown menu with 'Test Servicekonto' selected.
- Recipient of application form:** A dropdown menu with 'Test Servicekonto' selected.
- Collaboration:** A checkbox labeled 'Do you have any collaboration with a company/organization?' with 'No' selected.
- Attachments:** A section with 'There is nothing attached.' and an 'Attach file' button.
- Course Selection:** A section with dropdowns for 'Department' (MECHANICS AND MARITIME SCIENCES), 'Course code' (MMSX60 - Master's thesis in Mechanics and maritime), and 'Term' (Autumn-Spring).
- Course Information:** A summary box for 'MMSX60 Mechanical Engineering' with a 'Save Application' button.

Red circles with numbers 1-12 highlight specific fields and instructions:


- Thesis title field
- Student 1 dropdown
- 2nd Student? dropdown
- Student 2 dropdown
- Supervisor dropdown
- Examiner dropdown
- Recipient of application form dropdown
- Attachments section
- Department dropdown
- Course code dropdown
- Term dropdown
- Save Application button

#	Field	Explanation
1	Thesis Title	The title of the thesis.
2	Student 1	Your name, taken from the "Student 1" tab.
3	2nd Student?	If you are writing with someone else, their name should be provided here.
4	Supervisor	Your supervisor.
5	Examiner	Your thesis examiner.
6	Recipient of Application Form	The name of the first recipient.
7	Collaboration?	If the thesis project is done in collaboration with an external organization, this should be noted.
8	Attachments	Any attachments that are relevant to your application, such as confirmation of dispensation if the student does not

		meet the requirements for starting the thesis project.
9	Department	The department where you intend to carry out the thesis project.
10	Course Code	The course code for the thesis project at the department.
11	Term	The study period for the thesis project, specified by semester. If "Other" is chosen, you will be directed to the "Thesis Dates" tab and will need to specify the dates during which the thesis project will be conducted. There, you will also find more information on what to consider when selecting individual dates.
12	Save Application	Save the application and inform Student 2 that they need to fill in their information. Afterward, the application is sent to the first recipient, as obtained from the "Recipient of Application form" field.

Thesis Dates

Student 1: Test XX Testsson
Student 2:



Thesis Application Form

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Home
Student 1 ⁸⁵⁰
Student 2 ⁸⁵¹
Application ⁵⁷⁷
Thesis Dates
Approve/Reject

Thesis dates

Thesis start date

 1

Thesis end date

 2

Start of pause

 3

End of pause

 4

Credits before pause

 5

Credits after pause

 6

Important Information

If you plan to enter individual start and end dates that are close to the start and end dates of the term according to the academic year, it would be good if you consider following the dates stated in the academic year instead.

Fill in start- and end date. The start date is the day you will start working on your thesis/degree project, not the day you fill out the form. If you should have a break, enter the dates for this. Here you also fill in how the distribution of points should look for the periods in which you will do your thesis.

For full-time studies, 1.5 credits/week applies (for example 20 weeks for a 30-credit thesis and 40 weeks for a 60-credit thesis). Vacation, for example over the summer, must always be stated in the form. It is important that you specify which time periods and distribution of points you want.

If you **for example** have chosen the individual dates 1 January to 1 September (35 weeks) for your thesis/degree project of 30 credits, it will not be equivalent to full time studies. This can cause problems.

For students with CSN: Please note that CSN does not consider the above example to correspond to full-time studies, which may result in repayment requirements to them.

For students with residence permit: Please note that the Swedish Migration Agency does not consider the above example to correspond to full-time studies, which may result in the residence permit not being extended/revoked.

Please note! It is very difficult to correct the form afterwards!

When your thesis is visible in Ladok, it is your obligation to register yourself for the course.

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#	Field	Explanation
1	Thesis start date	When the thesis project begins.
2	Thesis end date	When the thesis project ends.
3	Start of pause	If you plan to pause the thesis project during the course of your work, you must specify the dates.
4	End of pause	When the pause period ends and the thesis project resumes.
5	Credits before pause	The number of credits to be completed before the thesis project is paused.
6	Credits after pause	The number of credits to be completed when the thesis project resumes. The total number of credits must not fall below or exceed the overall number of credits required for the thesis project.
7	Back to Application	Return to your application and complete the remaining fields and save this screen.

Approve/Reject

The screenshot displays the 'Approve/Reject' page of the CHALMERS Thesis Application Form. The header includes the CHALMERS logo, the text 'CHALMERS UNIVERSITY OF TECHNOLOGY', and the title 'Thesis Application Form'. A navigation bar contains links for 'Home', 'Student 1', 'Student 2', 'Application', and 'Approve/Reject'. A user profile icon shows the number '60'. The main content area is divided into two sections:

- Approval Status for Thesis:** A light blue box containing the text 'No action - Send to next approver'.
- Approval history:** A scrollable box containing the following text:
 - srv_rpa_exjobreg — 2023-10-13 11:58 — Supervisor
 - Approval history text testing
 - No action - Send to next approver
 - Next person to evaluate: srv_rpa_exjobreg

In the "Approval history" box, you can view feedback received from previous reviewers and identify the next reviewer. Once the application is fully approved, you will receive a copy of the application and any comments in PDF format via email. If the application is not approved, it will be marked as "Rejected." If you have any questions about the comments related to your application, you should primarily contact your thesis examiner.