Bachelor Project Contract – Instructions

Login

You log in on https://blanket.sam.sdu.dk/. Use your SDU- user name and password.

You can make changes to your contract until you press 'validate'. Once you have done this, you cannot make any changes to your contract unless your supervisor or programme coordinator rejects your contract. If the contract has been approved by the persons mentioned above, changes require a dispensation by the Academic Study Board.

I Write the Project with Another Student(s)

Only one student fills in the contract. The co-writer(s) have to approve the contract. Only when co-writer(s) have approved, the contract will be sent for further approval.

Approval Procedure

Once you have pressed 'Validate', the contract is sent to your supervisor(s) and programme coordinator for approval. When all the persons mentioned above have approved the contract, a copy of the contract is sent to your SDU-mail address. Should your co-writer, supervisor(s) or programme coordinator reject the contract, you are notified of this by e-mail to your SDU-mail address. The contract will be opened for revision, and once you have made the required changes, you should press 'Validate' again.

Time Limitation

Start date: You must apply for a dispensation by the Academic Study Board, if you are not able to start on the project on the first working day in February. A dispensation requires that there are exceptional circumstances (eg. illness) and that they can be documented.

Submission Date: The system retrieves information about the last possible submission date out of the Study Adminstrative System, ie. the first working day in June/January. Please note that due to practical circumstances the submission date for your study programme may be even earlier. Should this be the case, you are to comply with the completion date of the study programme.

Another submission date than the centrally set ones, i.e. the first workday in June/January or the completion date set by your study programme, requires dispensation by the Academic Study Board.

When Should I fill in the Contract?

You can fill in the contract, once you are registered for the course 'Bachelor Project'.

Start date 1 February: The contract must be submitted for approval on 31 January, at the very latest.

Start date 1 September: The contract must be submitted for approval on 31 August, at the very latest.

I Cannot Fill in the Contract?

You cannot fill in the contract, if you are not registered for tuition and examination in the bachelor project. Hurry up and register! If this is not possible, write to https://spoc.sdu.dk and ask the Examinations Office to register you. If it is too late, your enquiry will be sent to the Academic Study Board.

If you do not meet the prerequisites, you cannot fill in the contract. It is a prerequisite for filling in the contract that you have passed the first four semesters (=120 ECTS) on your bachelor programme.

If you wish to write your bachelor project despite not meeting the prerequisites, you are to apply for a dispensation by the Academic Study Board.

If you cannot fill in the contract despite the fact that you are registered for the bachelor project, and you fulfil the prerequisites, please contact administrative officer Alexandra Vahala Hvass, avh@tek.sdu.dk.