

FACULTY OF SCIENCE AND TECHNOLOGY

Regulations for Bachelor's and Master's Theses



Introduction

This guide contains the regulations for executing bachelor's and master's theses at the Faculty of Science and Technology, ref. section 3-10(4c) of the *Regulations relating to Studies and Examinations at the University of Stavanger*.

These regulations have been stipulated by the Dean and provide the framework for the thesis work. The faculty has also published *Student Guide for Bachelor's and Master's Theses*, which provides additional information on the rules, and advice on how students should approach starting and completing their thesis.

1. Starting a thesis

Thesis	Bachelor's thesis	Master's thesis, 30 ECTS	Master's thesis, 60 ECTS
Deadline for department information meeting	15 Oct	15 Oct	15 Mar
Deadline for publishing theses (by the department, faculty or external company) ¹	15 Oct	15 Oct	15 Mar
Deadline for students to propose a self-defined thesis. ¹	15 Nov	15 Nov	15 Apr
Deadline for students to apply for theses ¹	1 Dec	1 Dec	1 May
Deadline for department to announce assigned theses ¹	15 Dec	15 Dec	15 May
Deadline for students to formally accept thesis (sign contract)	15 Jan	1 Feb	15 Sep
Thesis semester	Spring	Spring	Autumn and spring
Withdrawal deadline	1 Apr ²	1 Apr ³	1 Apr ³ (1 Nov for BIOMAS)
Withdrawal deadline for theses written outside the ordinary period	1 Nov ²	6 Oct ³	6 Oct ³ (27 Oct for BIOMAS)

Table 1 provides an overview of relevant dates for bachelor's and master's theses.

¹ This must be done electronically via the Collaboration Portal, ² The withdrawal deadline is 6 weeks before the submission deadline, ³ The withdrawal deadline is 10 weeks before the submission deadline.

Students who travel on exchange the semester before they are to write their thesis and return to Norway after the date to formally accept the thesis (sign contract) - will be granted a postponed date to formally accept (sign contract) until after they have returned to Norway. This date should, as far as possible, be agreed before departure.

The date for submission of the assignment will be moved accordingly in accordance with section 1.11 of the rules.

- 1.1 The department arranges an information meeting for students and informs them about the routines and process surrounding writing a thesis. The department then publishes the available projects in the Collaboration Portal. Deadlines for arranging information meetings and publishing projects are shown in Table 1.
- 1.2 Students shall apply for three projects in prioritised order or register their own self-defined project, i.e. projects students have found themselves, in the Collaboration Portal. The Collaboration Portal will also show projects from external companies that students can apply for. The projects must be academically approved and be relevant to students' study programme. The deadlines for applications/registration are shown in Table 1.
- 1.3 The department approves the final project text and checks that the student has made sufficient progress, ref. sections 1.7 and 1.8. The department then assigns a supervisor at UiS so that projects can be accepted by the deadline in Table 1.
- 1.4 If the student will be carrying out a project in collaboration with a company or other institution outside the University of Stavanger, the student will, in addition to a programme coordinator, be assigned a supervisor, who will normally be employed by the external company or institution. If the student will be carrying out a project published by the department, the programme coordinator and supervisor will often be the same person. A supervisor at UiS must be employed at the University of Stavanger. Research fellows, PhD candidates, postgraduates, technical personal and representatives of external companies/institutions can act as supervisors.
- 1.5 The contract must be signed in the Collaboration Portal. Each student must sign and submit a contract by the applicable deadline. If students are writing their thesis as part of a group, a group contract must also be signed. This is also available in the Collaboration Portal. This must be completed by each student and submitted electronically by the applicable deadline.
- 1.6 The withdrawal deadlines for bachelor's and master's theses are specified in section 3-9(6) of the *Regulations relating to Studies and Examinations at the University of Stavanger*, and in table 1.

If a candidate who is enrolled for a bachelor's or master's thesis withdraws after the specified deadline or fails to submit a thesis before the deadline without a valid reason, they will be deemed to have presented for examination and this will be counted as one attempt. Candidates are responsible for documenting that a withdrawal before examination was made by the specified deadline, cf. section 3-9(4) of the *Regulations relating to Studies and Examinations at the University of Stavanger*.

If student(s) want to withdraw from a bachelor's or master's thesis, the student(s) must withdraw from assessment in Studentweb, and send an email to both the Supervisor at UiS, and study adviser. Oral notification of withdrawal is not valid.

There are no re-sit examinations for bachelor's and master's theses, ref. §3-11 points (3) and (8) of the *Regulations relating to Studies and Examinations at the University of Stavanger*.

- 1.7 To start a bachelor's project, students must meet one of the requirements below:
 - meet the prior knowledge requirements specified in the course description, and have passed at least 100 ECTS in accordance with an approved education plan by 15 October; or
 - meet the prior knowledge requirements specified in the course description, and have passed at least 130 ECTS in accordance with an approved education plan by 15 January.

- 1.8 To start a 30-ECTS master's thesis, students must satisfy one of the requirements below:
- passed the admission requirements for the **2-year master's degree programme** and have passed at least 50 ECTS in accordance with an approved education plan by 15 October; or
 - passed the admission requirements for the **2-year master's degree programme** and have passed at least 80 ECTS in accordance with an approved education plan by 15 January.

Special rules apply to the secondary education teacher programme in natural sciences. See the course description.

- 1.9 To start a 60-ECTS master's thesis, the student must have passed at least 40 ECTS in the 2-year master's degree programme or at least 220 ECTS in the 5-year master's degree programme in accordance with an approved education plan by 15 August.
- 1.10 The thesis must normally be completed in the spring semester, in the last semester of the education plan. 60-ECTS master's theses can be completed over the last two semesters.
- 1.11 If a student wishes to change the thesis period, a written application explaining the reasons must be sent in the Digital service desk. The deadline for applications is 15 June and the application must be submitted through the form Application regarding change of approved education plan. The student is responsible to find a thesis and a Supervisor at UiS who is willing to supervise the thesis during the given time period. Information about this must be provided in the application. The student must also include a thesis proposal. If the student is granted permission to write the thesis during another period, individual deadlines must be settled.

Applications to change the thesis period, and the individual deadlines must be determined and approved by the head of the department. There is no guarantee that an application will be granted. The decision will be made based on the department's capacity.

To start a 20-ECTS bachelor's thesis in the autumn semester, the student must meet the admission requirements for the **3-year bachelor's degree programme** and have passed at least 130 ECTS in accordance with an approved education plan by 15 June.

To start a 30-ECTS master's thesis in the autumn semester, the student must meet the admission requirements for the **2-year master's degree programme** and have passed at least 80 ECTS in accordance with an approved education plan by 15 June.

To start a 60-ECTS master's thesis in the spring semester, the student must meet the admission requirements for the **2-year master's degree programme** and have passed at least 40 ECTS in the 2-year master's degree programme or at least 220 ECTS in the 5-year master's degree programme in accordance with an approved education plan by 1 January.

For a bachelor's thesis, the period between the acceptance and submission deadlines must be 4 months. For a 30-ECTS master's thesis, the period must be 4.5 months, and for a 60-ECTS master's thesis, the period must be 9 months.

2 Working on a thesis

- 2.1 A bachelor's thesis gives 20 ECTS. Teaching education programmes can have theses that give 10 ECTS.
- 2.2 Up to three students can collaborate on a 20-ECTS bachelor's thesis, while a 30-ECTS master's thesis can be written alone or in groups of up to two students. A 60-ECTS master's thesis must be written alone. The same assessment and grade will be awarded to the members of a group who write their thesis together.
- 2.3 If a group needs to be split up or a student needs to leave the group, irrespective of the reason, the following applies:
- The student or students who want to split up the group must apply to the supervisor at UiS to do so before 1 April. The supervisor at UiS will then conduct individual interviews with each of the group members. The supervisor at UiS will forward the application to the head of department, who will make the final decision.
 - After splitting up, group members will continue to have the same supervisor at UiS and possible additional supervisor(s) as before.
 - Everything the students have done prior to the date the group split up is jointly owned by the entire group. After splitting up the student(s), who wish to do so, will submit their thesis separately. In these circumstances, the individual(s) concerned will be assessed separately and receive their own grade. The thesis can build on what the group had done prior to the date it split up.
 - A thesis written after splitting up is owned by the individual(s) who wrote it. This also applies to any program code or products that were produced in connection with the thesis.
 - If there is a need to apply for a deferred deadline, see section 3.7.
- 2.4 Students must prepare a timetable for their work. Students must also write regular status reports as agreed with their supervisor at UiS and possible additional supervisor(s).
- 2.5 Students are entitled to a minimum of five supervision meetings with their Supervisor at UiS, as well as supervision meetings with any external company/institution.
- 2.6 In addition to the regulations, the faculty publishes *Student Guide for Bachelor's and Master's Theses*, which, among other things, provides additional information on the rules. Departments may issue additional guidelines. Also see the course description.
- 2.7 Students are required to familiarise themselves with the applicable HSE regulations in the department prior to starting experimental work.
- 2.8 Students are responsible for the academic content of their thesis.
- 2.9 Sources must be used in accordance with the faculty's guidelines for this, see section 3.4 of *Student Guide for Bachelor's and Master's Theses*. Infringements of this will be regarded as cheating, ref. sections 6-1 and 6-2 of the *Regulations relating to Studies and Examinations at the University of Stavanger*.

3 Submission

Theses must be submitted electronically via Inspira by 2 pm on the deadline date shown in Table 2. It is important to remember to register the title of your thesis in Inspira. If several students write together, everyone must deliver a copy of each and every other.

Thesis:	Bachelor's thesis	Master's thesis, 30 ECTS	Master's thesis, 60 ECTS
Submission deadline for assessment	15 May	15 Jun	15 Jun
Deadline for department to appoint examiners	2 May	1 Jun	1 Jun
Deadline for assessment	4 weeks (3 weeks for 10 ECTS bachelor's theses)	10 weeks	10 weeks

Table 2: Overview of deadlines for submission and assessment of bachelor's and master's theses.

3.1 The form Front Page must be a standard front page.

3.2 As a rule, a thesis should be public. Upon application a thesis can be kept confidential, see section 5.5 for full details. Students must apply for confidentiality. If the application for confidentiality is approved, the front page/page 1 must be red, and the confidentiality agreement details must be specified in Inspira when submitting.

3.3 As a rule, a bachelor's or master's thesis can be submitted only once, ref. section 3-10(4) of the *Regulations relating to Studies and Examinations at the University of Stavanger*. If a student wants to improve their grade, they must submit an application for dispensation stating the reasons. The application must be sent to student reception. The application will be considered by the Dean.

In such circumstances, the student cannot be given an opportunity to rework a previously submitted thesis, ref. section 3-10(4a) of the *Regulations relating to Studies and Examinations at the University of Stavanger*. The thesis must have a new topic and title.

Note! This will be counted as the second and final attempt. Dispensation cannot be granted for a third attempt.

3.4 If a thesis is graded F, the student has a deadline of 14 days after the examiner has registered the grade to apply to either rewrite it or submit a new thesis, ref. section 3-10(4b) of the *Regulations relating to Studies and Examinations at the University of Stavanger*:

"[...] a candidate who has not passed the bachelor's or master's thesis may be granted a second attempt. In such cases, a reworked version of the bachelor's or master's thesis may be submitted, or a completely new thesis may be submitted. This must then be submitted by the specified deadline and will count as a new examination attempt."

Applications must be submitted to the faculty and will be considered by the Dean, ref. section 3-10(5) of the *Regulations relating to Studies and Examinations at the University of Stavanger*.

The faculty can give the student up to 1 month to rewrite the thesis.

The option to rewrite the thesis lapses upon expiration of the deadline. In these circumstances, the student will have to apply to write a new thesis, ref. section 3.5.

If a bachelor's or master's thesis is not submitted by the deadline, it will be registered as 'not met' and count as an attempt. The student will then have to apply to write a new thesis, ref. section 3.5.

Any new attempt must be made in the next ordinary semester for theses.

- 3.5 Students can apply for a deferred submission deadline for a bachelor's or master's thesis based on valid reasons for absence. Applications are considered by the Dean. Deadlines may only be extended for a period proportional to the reasons for the absence (section 3-12 of the *Regulations relating to Studies and Examinations at the University of Stavanger*). According to the rules and conditions for valid reasons for absence, section 2(i), valid reasons for absence can be defined as *other circumstances that make it highly unreasonable for the student to undergo an assessment*. Applications must be documented and be received by the administration no later than 14 days before the submission deadline.

Applications submitted after the specified deadline will be considered if the reason for the application arose after the deadline.

If a deferred submission deadline is granted into a new semester, the student must register for the semester and pay the semester fee.

- 3.6 Students requiring special facilitation may be granted up to 1 month's extra time to complete a bachelor's thesis and up to 2 months for a master's thesis. In exceptional cases, further extensions beyond this may be granted. Applications must be submitted by the specified deadlines and must be documented. The Department of Academic Affairs determines the sort of special facilitation that will be granted (section 4-3(1) and (6) of the *Regulations relating to Studies and Examinations at the University of Stavanger*).

4 Assessment

- 4.1 The department will appoint external examiners by the deadline stated in Table 2.
- 4.2 The assessment will be based on the submitted thesis and, possibly an oral examination taken by the student. The assessment is made by the examination commission. In case of an oral examination, the supervisor at UiS and any co-supervisor can take part, in addition to the examination commission.
- 4.3 Letter grades will be used. The faculty has its own guidelines for assessing theses. These are provided in *Student Guide for Bachelor's and Master's Theses*.
- 4.4 Assessment deadlines are provided in Table 2.

5 Proprietary rights and restricted access

- 5.1 Students own the copyright to their thesis. Students have the right to publish their thesis, or parts thereof, as a separate dissertation or as part of a larger work, or in popularised form in any public publication. However, this does not, without consent, apply to any material that has been made available by a company/institution and which is disclosed directly in the thesis or in an appendix to it. Correspondingly, the consent of the supervisor at UiS is required to disclose material provided by the department/supervisor.
- 5.2 The thesis along with any drawings, models and apparatus, as well as computer software included as part of or as an appendix to the thesis, are the property of the University of Stavanger. The University of Stavanger is free to make copies of all or parts of the thesis and appendices for teaching and

research purposes. The student(s) must be named on each copy as prescribed by the law and good practice.

- 5.3 A company or institution that has contributed to the work is entitled to receive a copy of the thesis and its appendices and is also entitled to be informed of the University of Stavanger's assessment. The company or institution may use the contents of the thesis in its activities.
- 5.4 Any use beyond what is specified in sections 5.1-5.3 must be agreed in an agreement between the University of Stavanger, the company or institution, and the student(s).
- 5.5 Contributing student(s), supervisor(s) and companies/institutions can apply to impose restricted access to a thesis, normally for a period of 2 years and a maximum of 5 years. Applications concerning this must show that publication could result in significant harm. A special agreement must be signed concerning restricted access. The student has drawn up an *Agreement concerning Restricted Access to Bachelor's and Master's Theses*, which can be used for this.
- 5.6 Applications for restricted access should normally be received by the faculty when a project is formally accepted. Should a need for restricted access arise later, an application for restricted access must be delivered by no later than 14 days before the submission deadline. Application for restricted access is to be sent by e-mail to the study adviser.

Restricted access for periods of up to 2 years are decided by the head of department after consulting the supervisor at UiS. Durations exceeding 2 years are decided by the Dean.