

# **REGULATIONS FOR BACHELOR'S AND MASTER'S THESIS**



**FACULTY OF SCIENCE AND TECHNOLOGY**

This is an unofficial translation. Where there are linguistic differences the Norwegian version is the official version and shall be used to settle disputes

## Introduction

This document contains the regulations for the execution of Bachelor's and Master's Thesis at the Faculty of Science and Technology, see *Regulations relating to studies and examinations at University of Stavanger*, § 3-10-4, letter c.

These regulations have determined by the Dean and provides the framework for the work with the thesis. The Faculty has also published Guidelines for the Bachelor's and Master's Thesis, which provides supplementary comments on the rules and advice about how you as a student should proceed with starting and completing the thesis.

### 1 Starting the thesis

1.

- 1.1. The department organize an orientation meeting for the students and provides information about the routines and the process surrounding the thesis work. The department then announces the available theses. Deadlines for holding information meetings and announcing theses are shown in Table 1.
- 1.2. The student(s) can apply for several of the department's theses in order of priority or register his/her own thesis, i.e. a topic that the student(s) has obtained him/herself. The deadline for application/registration are shown in Table 1.
- 1.3. The department explains how applications are to be done and whether the form *Application for Bachelor's and Master's Thesis* or the Digital Student Service Desk is to be used. This must then be completed by the student and handed to the administration.
- 1.4. The department approves the final thesis and checks that the student(s) has sufficient progression, cf. §§ 1.8 and 1.9. The department then assigns a faculty supervisor so submission of final title and topic can be done within the shown in Table 1.
- 1.5. The faculty supervisor must have tenure at the University of Stavanger.
- 1.6. The department decides how the students are to submit final title and topic of thesis, either using the form *Contract for bachelor's and master's thesis* or by using the Digital Student Service Desk. Each student must sign and submit a contract according to the deadline.
- 1.7. The withdrawal deadline for Bachelor's and Master's theses is shown in the *Regulations relating to studies and examinations at University of Stavanger* § 3-9 no. 6.

Rules for Bachelor and Master thesis, V2.1

Adopted by the Dean in November 2020 in accordance with updated Regulations relating to studies and examinations at University of Stavanger

- For theses to be submitted in the autumn semester, the withdrawal deadline is **November 1**.
- For theses to be submitted in the spring semester, the withdrawal deadline is **April 1**.
- For Master's Degree in Biological Chemistry, BIOMAS, the withdrawal deadline is set to **November 1**, due to expensive laboratory exercises.

Oral notification of withdrawal is not valid. If a candidate, who has enrolled for a Bachelor's or Master's thesis, withdraws after the stipulated deadline, or fails to submit a thesis before the deadline without valid reason, it will be deemed as having being presented for examination and will be counted as one attempt. The candidate is him/herself responsible for documenting that a withdrawal has been made within the stipulated deadline, cf. *Regulations relating to studies and examinations at University of Stavanger* § 3-9 no. 4.

According to the *Regulations relating to studies and examinations at University of Stavanger*, § 3-11, no. 3 and 8, there is no continuation exam for Bachelor's and Master's theses.

<b>Thesis:</b>	<b>Bachelor thesis</b>	<b>Master thesis 30 credits</b>	<b>Master thesis 60 credits</b>
Deadline for department to organize information meetings	15/10	1/11	15/3
Deadline for announcing thesis topics from the department	15/10	1/11	15/3
Deadline for application/registration (including external theses)	15/11	1/12	1/4
Deadline for announcement of assigned theses	1/12	15/12	15/4
Deadline for submission of final title and topic (and contract)	15/1	1/2	15/9
Semester devoted to thesis work	Spring	Spring	Autumn and spring

Rules for Bachelor and Master thesis, V2.1

Adopted by the Dean in November 2020 in accordance with updated Regulations relating to studies and examinations at University of Stavanger

Withdrawal deadlines for theses to be submitted in the spring semester	1/4	1/4	1/4 (or 1/11 for BIOMAS)
Withdrawal deadlines for theses to be submitted in the fall semester	1/11	1/11	1/11 (or 1/4 for BIOMAS)

**Table 1:** Overview of relevant dates for the Bachelor and Master's thesis

- 1.8. In order to submit final title and topic of the bachelor thesis students must have completed at least one of the following::
- passed at least 100 ECTS credits in accordance with approved individual education plan per October 15<sup>th</sup>, or
  - passed at least 130 ECTS credits in accordance with approved individual education plan per January 15<sup>th</sup>.
  - Separate rules apply to the Integrated Teacher's Programme in Mathematics and Science. See course description.
- 1.9. In order to submit final title and topic of a master thesis of 30 ects students must have completed at least one of the following:
- passed the admission requirement for the two-year Master's programme and have passed at least 50 ECTS credits in accordance with the approved education plan per October 15<sup>th</sup>, or
  - passed the admission requirement for the two-year Master's programme and have passed at least 80 ECTS credits in accordance with the approved education plan per January 15<sup>th</sup>.
  - Separate rules apply to the Integrated Teacher's Programme in Mathematics and Science. See course description.
- 1.10. In order to submit final title and topic of a master thesis of 60 ects students must have passed a minimum of 40 ECTS credits in accordance with approved individual education plan by August 15<sup>th</sup>.
- 1.11. The thesis must normally be completed in the spring semester, in the last semester in accordance with the education plan. Master's theses of 60 credits cover over the last two semesters.
- 1.12. A written application with grounds must be sent to the department if a student wishes to change the time for completion of the thesis. If the student is granted permission to

write the thesis for another period of time, an individual schedule for submission thesis title and topic and submission must be established. For a Bachelor's thesis, there must be no longer than four months between the submission of title and topic and submission deadlines. For a Master's thesis of 30 credits, the time limit will be 4.5 months and for a Master's thesis of 60 credits, 9 months.

To start a Bachelor's thesis of 20 credits in the fall semester, the student must have passed the admission requirement for the three-year Bachelor programme and have passed at least 130 ECTS credits in accordance with approved education plan by August 1<sup>st</sup>.

To start a Master's thesis of 30 ECTS credits in the fall semester, the student must have passed the admission requirement for the two-year Master's programme and have passed at least 80 credits in accordance with approved education plan by August 1<sup>st</sup>.

To start a Master's thesis of 60 ECTS credits in the spring semester, the student must have passed the admission requirement for the two-year Master's programme and have passed at least 40 credits in accordance with approved education plan by January 1<sup>st</sup>.

Application for a change in the time for completion of the thesis, and the individual schedule for withdrawal and completion, shall be decided and approved by the Head of Department.

Note that for students who are given the opportunity to complete a Bachelor's thesis in the autumn semester, where TEKBAV, Philosophy of Science and Ethics essay are included as mandatory requirements, this must be completed by the spring semester before starting Bachelor's thesis.

## 2 Working with the thesis

- 2.
- 2.1. The Bachelor's thesis usually covers 20 ECTS credits. For the Integrates teacher's programme (*Lektorutdanningen*), the bachelor's thesis is 10 ECTS and for the students in the bachelor programme in biological chemistry, a thesis of 30 ECTS is also offered.
- 2.2. Up to three students can collaborate on a Bachelor's thesis, while a thesis of 30 credits can be done individually or in groups of up to two students. A Master's thesis of 60 credits must be done individually. For theses written in groups, one final grade will be given for the entire thesis.
- 2.3. The student(s) must prepare a progress plan for the work. In addition, the student(s) must prepare written status reports as agreed with the faculty supervisor and, or, the external supervisor (s).
- 2.4. The student is entitled to five guidance meetings with the faculty supervisor throughout the semester in addition to guidance meetings with a possible external supervisor(s).
- 2.5. In addition to the regulations, the faculty has available the booklet *Student Guide to the Bachelor's and Master's Thesis* that gives additional comments to the regulations. The departments may have supplementary guidelines.
- 2.6. Students are required to comply with current HSE regulations at the department prior to the commencement of laboratory work.
- 2.7. The academic content of the assignment is the responsibility of the student(s).
- 2.8. Sources must be used in accordance with the Faculty's guidelines for this, see chapter 3.4 in *Guidance for Bachelor and Master's Thesis*. Violation of this is considered as cheating, cf. *Regulations relating to studies and examinations at University of Stavanger* § 6-1 and § 6-2.

### 3 Submission

3.

- 3.1. A Bachelor's thesis is 20 credits. Included in the 20 ECTS will be a mandatory study unit concerning the philosophy of science and ethics. This section must be passed in order to submit the bachelor thesis.

For students who are enrolled in the Bachelor program in biological chemistry, the assignment is 20 or 30 credits without the study section on philosophy of science and ethics.

Separate rules apply to the Teacher Programme in Mathematics and Sciences, see the course description.

- 3.2. The thesis must be submitted electronically in Inspira before 14:00 by the deadline shown in Table 2. A Master's thesis must also be submitted in the BRAGE database before deadline shown in Table 2.

Thesis:	Bachelor thesis	Master thesis 30 ECTS credits	Master thesis 60 ECTS credits
Deadline for submission and registration in Brage		15/6	15/6
Deadline for submission in Inspira	15/5	15/6	15/6
Deadline for departments to assign an external examiner	1/3	1/3	1/3
Deadline for final evaluation	6 weeks	12 weeks	12 weeks

**Table 2:** Overview of deadlines for submission and marking for Bachelor and Master's theses

- 3.3. The form *Front Page* is the default front page.
- 3.4. The thesis shall, as a rule, be publicly available, but may, upon request be kept confidential, usually up to 2 years and with a maximum of 5 years, see paragraph 5.5. If the application for confidentiality is approved, the front page/page 1 must be red of colour.
- 3.5. A bachelor's or master's thesis can normally be submitted only once, cf. *Regulations relating to studies and examinations at University of Stavanger* § 3-10 no. 4. If a student wants to improve his/her grade, he/she must send an application for dispensation with grounds. The final deadline for applying for a dispensation is the same as the deadline for registration for assessment. The application will be considered by the Dean.

If the application is approved, the student will not have the opportunity to rewrite a previously submitted thesis, cf. *Regulations relating to studies and examinations at University of Stavanger* § 3-10 no. 4, letter a). The thesis must have a new topic and title.

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

- 3.6. If a Bachelor or Master's thesis is marked with grade F, the student(s) has a deadline of 14 days after the mark has been made available to submit an application to either rework or write a new thesis, cf. *Regulations relating to studies and examinations at University of Stavanger* § 2-10 no. 4, letter b).

*Upon application, 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 attempt.*

An application must be handed in to the faculty and will be processed by the Dean himself, cf. *Regulations relating to studies and examinations at University of Stavanger* § 3-10 no. 5.

The faculty can give the student(s) up to one month to rewrite the existing thesis. After the 14-day deadline, the option of rewriting the thesis is no longer an option. The student(s) will then have to apply to write a new thesis according to paragraph 3.5.

A new attempt may be made at the next ordinary thesis semester.



- 3.7. Applicants may apply for a deferred deadline for submission of a Bachelor's and Master's thesis on the grounds of valid absence. The application is considered by the Dean himself. It is not possible to extend the deadline for a period longer than the grounds for the absence (*Regulations relating to studies and examinations at University of Stavanger*, § 3-12). In accordance with the *Rules and conditions regarding the approval of absence for a valid reason*, item 2.i, a valid absence may be defined as “Other circumstances which make it highly unreasonable for the student to undergo an assessment”. An application must be documented and have been received by the administration no later than 14 days before the submission deadline.

Applications submitted later than deadline will be considered as if the reason for the application arose after the deadline.

- 3.8. Students that are in need of special facilitation, can be granted up to one month's extra time to complete a Bachelor's thesis and up to two months' for a Master's thesis. Extended time beyond this may be granted in exceptional cases. Applications must be submitted within specified deadlines and the application must be documented. The Education Committee determines what special facilitation will be granted. See the *Regulations relating to studies and examinations at University of Stavanger* § 4-3, section 1 and 6.

## 4 Evaluation

- 4.
- 4.1. The department will appoint external examiners within the deadline in Table 2.
- 4.2. The evaluation is done on the basis of the submitted thesis and possible oral examination of the student(s). At an oral examination the faculty supervisor, the examiner and possibly the external supervisor(s) participate.
- 4.3. The grading is according to the ECTS scale. The faculty has its own guidelines for assessment of theses. They can be consulted in the *Student Guide for Bachelor's and Master's Thesis*.
- 4.4. Deadlines for evaluation are shown in table 2.

## 5 Property rights and use

5.

- 5.1. The student(s) has the copyright to the thesis. The student(s) has the right to publish the thesis, or parts thereof, as a separate dissertation or as part of a larger work, or in popularised form in any public publication. However, without consent, this does not apply to any material that has been made available by a company and which is disclosed directly in the thesis or in an attachment to this. Corresponding consent is required from the subject expert for material he or she has made available.
- 5.2. The submitted thesis with drawings, models and apparatus, as well as data applications in the thesis or its addenda, becomes the property of the UiS. UiS may freely make copies of all or part of the thesis with attachments for teaching and research purposes. If prescribed by law and good practise, the student(s) must be named on each copy.
- 5.3. A company or an institution that has contributed to the work has the right to receive a copy of the thesis with addenda and also its evaluation by the UiS. The company or the institution may use it in their activities.
- 5.4. Any use over and above that specified in Section 5.1-5.3, must be agreed upon between UiS, any company and the student(s).
- 5.5. Student(s), supervisor(s) or company/institution that have contributed, can apply to impose restricted access to the thesis from the public, normally for two years, maximum five years. In an application to that effect it must be made plausible that publication may have considerable damage. In case of classification, a separate agreement must be made. The faculty has developed an Agreement concerning Restricted Access to Bachelor's and Master's Thesis that can be used here.
- 5.6. Applications concerning restricted access should normally be received by the department when the topic for the thesis is chosen. If the need for restricted access should unfold at a later time, an application concerning restricted access must be delivered no later than 14 days before the deadline. Restricted access up to two years is decided by the Head of Department on the recommendation from the supervisor. Applications beyond this are decided by the dean.