

Guide for the bachelor's and master's thesis at The Faculty of Science and Technology

Introduction

A bachelor's and master's thesis (hereinafter referred to as thesis) is a work in which you will use the knowledge gained during the study to solve a given thesis. The thesis should normally be carried out in the last semester of your degree. An exception is a master's thesis of 60 credits that runs over two semesters.

All students who are going to write their thesis in the spring semester, will be registered for teaching in the autumn semester to receive relevant information via e-mail and Canvas.

Preparation

You start preparing by:

- Think of a topic you want to write about
- Feel free to talk to the academic staff at UiS and/or an external company
- For inspiration, see previous thesis in NVA (Nasjonalt vitenarkiv)
- See available thesis proposals in the [Digital Student Service Desk](#)

You register and/or apply for thesis project proposals in the Digital Student Service Desk the semester before you start your thesis project.

See Rules for bachelor's and master's thesis: [Thesis writing at Faculty of Science and Technology | University of Stavanger](#)

Implementation

The thesis work takes place under the guidance of a supervisor. When you have been assigned a thesis project, it is your responsibility to contact the supervisor at UiS. You are entitled to up to 5 supervision meetings during the writing period. It is also a good idea to make a progress plan.

A thesis should contain a clearly defined structure, research question, be well structured, easy to navigate and easy to read. Arguments for and against a given claim must be logically presented. The thesis should be readable by a fellow student with the same background without needing extra information to understand the content.

If it turns out that there is a need to change the title/problem statement of the thesis along the way, you only need to discuss this with the supervisor(s). The title of the project proposal in the Digital Student Service Desk does not need to be changed.

Use of AI

It must be clear whether you have, or have not, used an AI-tool in your thesis.

If you have used AI software or similar tools, you must explain how it has been used in the self-declaration form for the use of AI tools in the thesis upon submission.

Writing in groups

If you are going to write your thesis in a group, the document “Agreement on the execution of a bachelor's or master's thesis in collaboration between several students” signed by all parties have to be sent to the study adviser.

Note that for bachelor's thesis, up to 3 students can write together, while for master's thesis of 30 credits, up to 2 students can write together.

A master's thesis of 60 credits must be written individually.

Example for thesis setup

Use the template for thesis at UiS found on: [Thesis writing at Faculty of Science and Technology | University of Stavanger](#)

Front page: see front page in UiS's thesis template

Summary: The summary should be a concise summary of the thesis. The research question, main results and important conclusions are included in the summary.

Contents: You show here the different chapters and sub-chapters with page numbers.

Preface: If you wish to thank institutions and/or persons who have been of great help during the work on the thesis, this can be done in the preface.

Introduction: The introduction may consist of several parts. First comes the background of the thesis project. Then, you should explain what the thesis is about, what is to be carried out, and how the thesis is structured.

Theory/background: Provide a description of the current state of the field (what has been done previously). In this chapter, you present theories, methods, models, equations, etc., that are relevant to the thesis.

Material and methodology: Include the method and any equipment/materials you have used (preferably illustrated with figures).

Result: Here you present all the results. Discuss with the supervisor whether it is useful to write the results section in combination with discussion, but it is important that the student understands the difference.

Environmental accounting: The thesis should include an overview of the potential environmental impact of the work carried out. It may also include environmental savings if the results are intended to replace existing solutions.

Discussion: Evaluate and interpret your results and compare the results with already published literature.

Conclusion: Give a short summary of the results in the thesis.

References: It is important to cite correctly and create correct reference lists. Remember to proofread the reference list yourself if a digital tool (EndNote) has been used for this.

Attachments: If you have attachments to your thesis, this must be attached at the end of the thesis. Note that the appendix is not included in the number of pages for your thesis.

Legislation for the transfer of knowledge (Export control)

UiS and external companies must comply with laws and guidelines for the transfer of knowledge (the so-called "export control regulations") across national borders.

This may lead to some limitations on which assignments can be offered. Because of the regulations, access to certain laboratories and the use of scientific instruments at the faculty may also be restricted.

Writing support

Here we have gathered useful information and tips for you who are going to write your thesis.

- The Faculty of Science and Technology has a website with general [information about thesis writing](#).
- UiS has prepared a template for the thesis that will be used. Find the template on the page linked above.
- The University Library has useful courses, information and resources that can help you with thesis writing. See the library's [course calendar](#)
- [Instructional Support](#) offers, among other things, mapping of reading and writing difficulties and academic guidance for students.
- [The Study Lab](#) is open to all students at UiS, regardless of subject and level. It is important to always refer to the literature you use when writing an academic text. Visit the [library's website](#) for additional information and useful links.

Important information

Attempted cheating may lead to expulsion from all educational institutions, cf. "[Regulations relating to Studies and Examinations at the University of Stavanger](#)" §7-11. Plagiarism checks are carried out on all theses when submitted. [Read more about academic misconduct](#).

You can apply for an extension of the deadline for submitting the thesis due to valid absence. This can be applied for in the Digital Student Service Desk. Please note that an extension cannot be granted beyond what the reason for absence justifies. If a postponed submission deadline is granted, the student must inform the academic supervisor. A postponed submission will result in a delayed grading.

Privacy obligations

If you wish to use personal data and/or health information as part of your thesis, you must ensure that the project complies with applicable legislation. Read more about [UiS's own guidelines for processing personal data](#) in the thesis.

If you are going to process personal data in the thesis, the project must be reported to Sikt – the Knowledge Sector's service provider (formerly NSD) This must be carried out no later than 30 days before the data collection is to start.

If you are going to process health data, you must apply for ethical pre-approval from the Regional Committees for Medical and Health Research Ethics (REC). You cannot start the project until you have received acceptance from Sikt – the Knowledge Sector's service provider (formerly NSD) (and approved a decision from REC in connection with the medical and health professional research project).

Obligations related to experimental thesis and thesis with fieldwork (domestic and international)

You must:

- Make a safety job analysis (SJA) in collaboration with a laboratory engineer or supervisor. This must be created and approved before work in the laboratory or workshop can be started.
- Have undergone training on equipment that will be used in connection with your task before starting work.
- Review and pass HSE courses before work can start. You can find the course on Canvas under the course "Information page TN".

In addition, some departments may require an introductory interview together with an engineer at the department. HSE routines are also discussed here, your supervisor will inform you of this.

For experimental thesis, it is important that you check if you need courses to be able to carry out the work, and when these courses are held. These should be carried out as soon as possible and before the work on the thesis begins.

If fieldwork, field courses, excursions or similar are included in the work on your thesis, you must follow the procedure "Fieldwork and trips with academic activity".

Remember to check which insurances you need before you leave.

If you are going abroad during your thesis work, you must familiarize yourself with the brochure "Safety on the trip – Information for students who travel abroad", as well as read the content on <https://www.sikresiden.no/en/list/alarm> "Traveling".

Submission of the thesis

Before submission

- Check that page numbers and the reference list are correct.
- Check that all references, tables and figures are included, and that they are correctly referenced.
- You can only upload one PDF-file. Your attachments, if you have any, must therefore be part of this PDF-file.
- Check that the front page, summary, foreword and list of contents do not contain errors or unclarity.
- If you have been granted a request for delayed publication of the thesis (confidential thesis), you must register the date of publication when you upload your thesis.
 - UiS only signs its own agreement, not confidentiality agreements from external companies.
 - Note that delayed publication/confidentiality applies to the entire thesis.

On submission

- The thesis is submitted digitally in WISEflow.
- The thesis title must be registered in the original language of the thesis and English, in order to receive the diploma. If the thesis is written in English, the English title must also be entered in the Norwegian title field. The title is visible on the diploma, it is therefore important to be careful with the spelling.
- If you have chosen to publish your thesis, it will automatically be transferred to NVA (UiS's public digital archive) after the appeal deadline has expired.

After submission

- The deadline for grading is published on Studentweb. The deadline for grading is 4 weeks for bachelor's theses, 8 weeks for master's theses and 15 working days for 10-credit theses.
- You can request an explanation of the grade in Studentweb within one week after the grade has been published
- Any appeal against the grade must be submitted in Studentweb within three weeks. Students may appeal the grade individually in group examinations. Any change in grade after the appeal grade will only take effect for students who have signed a written appeal.
- Digital diplomas are automatically generated and available in "[Vitnemålsportalen](#)" (The Diploma Portal).

Grading description

Grade descriptions prepared by Universities Norway (UHR):

<https://www.uhr.no/temasider/karaktersystemet/karakterbeskrivelser/> (only in Norwegian).