

### *Deadlines and Guidelines*

The forms and templates for master thesis can be obtained from SiT website:

[http://www.nmbu.no/sit\\_english](http://www.nmbu.no/sit_english)

<b>Deadlines</b>	<b>Writing in spring parallel</b>	<b>Writing in autumn parallel</b>
<b>Notification for choice of thesis</b>	01.10	01.02
<b>Submission of thesis contract</b>	01.12	01.05
<b>Registration deadline for thesis</b>	01.02	01.09
<b>Application for extension deadline</b>	15.04	15.11
<b>Deadline for submission of master thesis</b>	15.05	15.12
<b>Extended deadline for submission of master thesis</b>	15.08	15.03

### **Selecting Your Thesis**

1. The process of selecting your master's thesis topic should start at least six months prior to the submission deadline for selecting a thesis. The submission deadline may vary between the departments, but is principally a year prior to submitting your thesis (15 May/15 December). Please contact the student counselor on the appropriate department for further information about the deadline.
2. When choosing your master's thesis topic you can contact the student counselor at your own department, or the counselor at the department where your chosen subject area is covered. You can also take direct contact with relevant counselors. Several departments have their own web-pages with overview of relevant thesis topics and information meetings.
3. Your chosen thesis topic must be reported on a separate form "**Notification for choice of thesis**" to the department where the counselor is affiliated. The form must be filled out in collaboration with the counselor. However it is your responsibility to ensure that the form is submitted by the deadline.
4. The contract for your master's theses is prepared in collaboration with the counselor. Use the prescribed form "**Contract – thesis**". You have to make sure that the contract is submitted to the administration unit at the department where the counselor is affiliated. The deadline may vary between the different departments. Please contact the student counselor on the relevant department for information about the deadline.
5. Please note the following in relation to the contract:
  - If your master's thesis is to be carried out with counselors from two or more departments, an agreement must be made in advance that decides which department(s) has/have the "right of disposal" to your thesis, and the percentage each of the counselors will supervise.
  - Be specific about the budget for your thesis, and make clearance to how expenses for fieldtrips, laboratory work, travel, printing of the theses, etc. are considered covered.
  - Be realistic when setting the work schedule for your thesis.
  - You are responsible for any accidents during fieldtrips and for arranging necessary insurance. If you are doing your master's thesis abroad, you are responsible for contact with appropriate health

## School of Economics and Business

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care, vaccination before and during travel, visas, residence permit, and any other necessary documents to the respective countries prior to departure.

6. If your master's thesis is going to be confidential a separate form "**Confidential thesis**" must be filled out in collaboration with the counselor.

### Work in progress

1. A master's thesis may include a special reading list. A contract on a special reading list (5, 10 or 15 credits) must be agreed to with the counselor using the following form, and must be approved by the department where the counselor is affiliated. The reading list will provide an additional academic competence for the work with the thesis. This may form a deeper understanding of a topic or present a greater depth to a subject than the university courses can provide.

2. **You must register for the master's thesis via the StudentWeb as for other courses at NMBU. The deadline is 1 February and 1 September.**

3. You have a responsibility to keep in regular contact with your counselor(s), and should propose a meeting schedule with the counselor within the given framework for guidance.

4. If you do not get satisfactory guidance with your master's thesis, you are responsible for reporting any problems to the department. Please contact The Student Counselor, Assistant Head Teacher or the Head of the Department.

5. All thesis must be submitted with the NMBU official cover page. **The templates can be obtained at the SiT website: [http://www.nmbu.no/sit\\_english](http://www.nmbu.no/sit_english).**

### Leave of absence or postponed deadline

1. When being granted a leave of absence after the master's thesis contract has been agreed to, you are obligated to revise the thesis contract with the counsellor. The revised contract must be submitted to the department.

2. If you for any unforeseen reasons needs to postpone the deadline for your master's thesis submission, you must apply to the department you are affiliated to during your master's thesis work. The application must include a recommendation from the counsellor, the proposed revised schedule and a proposal for renewed contract. The application must be submitted no later than one month prior to the submission deadline, unless a medical certificate exists.

### Conclusion

1. A "**Registration form for Submission of thesis**" must be completed and submitted whit your master's thesis. The thesis must be submitted to the Students' Information Centre by 15<sup>th</sup> of May at 15.00 (alternatively, 15<sup>th</sup> of December at 15.45). If the due date falls on a Saturday, Sunday or national holiday, the due date will be the next working day.

As a rule, 4 – printed and bound copies of the degree thesis shall be submitted, as well as an electronic version in PDF format, [www.nmbu.no/brage-en](http://www.nmbu.no/brage-en)

2. An oral presentation of your master's thesis is due within 6 weeks after the submission of the thesis. This examination shall start with a ca. 20 to 30-minutes presentation of the thesis, in which

## **School of Economics and Business**

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the student provides an overview of the thesis. The date for your oral defense is decided by the counsellor, usually in consultation with you.