



## Guidelines for Students Working with their Master's Thesis

### 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 counsellor on the appropriate department for further information about the deadline.
2. When choosing your master's thesis topic you can contact the student counsellor at your own department, or the counsellor at the department where your chosen subject area is covered. You can also take direct contact with relevant counsellors. 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](#) to the department where the counsellor is affiliated. The form must be filled out in collaboration with the counsellor. However it is your responsibility to ensure that the form is submitted by the deadline. Deadline: See section 1
4. The contract for your master's theses is prepared in collaboration with the counsellor. Use the prescribed [form](#). You have to make sure that the contract is submitted to the administration unit at the department where the counsellor is affiliated. The deadline may vary between the different departments. Please contact the student counsellor 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 counsellors 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 counsellors 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 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](#) must be filled out in collaboration with the counsellor.

### **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 counsellor using the following [form](#), and must be approved by the department where the counsellor 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 and special reading list (5, 10 or 15 credits) via the Studentweb as for other courses at UMB. The deadline is 15 February and 15 September.
3. You have a responsibility to keep in regular contact with your counsellor(s), and should propose a meeting schedule with the counsellor 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 Counsellor, Assistant Head Teacher or the Head of the Department.
5. All theses must be submitted with the UMB official cover page. Link to the [template](#).

### **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](#) must be completed and submitted with your master's thesis. The thesis must be submitted to the Students' Information Centre by 15 May at 15.00 (alternatively, 15 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, three – 3 – printed and bound copies of the degree thesis shall be submitted, as well as an electronic version in PDF format, [www.umb.no/brage-en](http://www.umb.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 20 to 30-minutes presentation of the thesis, in which the student provides an overview of the thesis. The date for your oral defence is decided by the counsellor, usually in consultation with you.
3. Good luck with your job search!