



## Guidelines for supervisors for Master's theses

### Start-up

1. When the student and the supervisor have agreed on a topic for the Master's thesis, the department to which the supervisor is attached must be notified on the prescribed [form](#). The form must be completed by the student and the supervisor together, but it is the student's responsibility to ensure that the form is delivered to the department by the stipulated deadline. The deadline for submitting notification of the choice of thesis topic is 15 May/15 December, i.e. one year before submission of the thesis.
2. The student and the supervisor shall draw up a contract. The contract shall be drawn up by the student and supervisor in cooperation on the prescribed [form](#), but it is the student's responsibility to ensure that the contract is submitted/sent to the office at the department to which the supervisor is attached. The deadline for signing the contract varies from one department to another.
3. In connection with the contract, the following points are emphasised:
  - If a Master's thesis is to be carried out with supervisors from two or more departments, it should be agreed in advance which department(s) should have 'right of use' to the Master's thesis.
  - A progress schedule, including a meeting schedule for the student and the supervisor that ensures regular follow-up.
  - Be specific in the item on the budget for the thesis, and clarify how expenses for fieldwork, laboratory work, travel, printing of the thesis etc. are to be covered.
4. If the supervisor will be absent for a continuous prolonged period, it must be agreed with the student how information is to be exchanged and who can assist the student during this period. It is the supervisor's responsibility to ensure that others are available to supervise the student during planned absences.
5. It is also the supervisor's responsibility to ensure that he/she has the competence required to supervise the Masters' thesis. The supervisor should ensure that co-supervisors are available if parts of the thesis fall outside the principal supervisor's area of expertise.

6. If the Master's thesis is to be confidential, a separate [form](#) must be completed in cooperation with the student.

### **During work on the thesis**

1. Master's theses *may* include special curriculum (5, 10 or 15 credits). The student must sign an agreement concerning the special curriculum on the prescribed [form](#), which must be approved by the department to which the supervisor is attached. The purpose of the special curriculum is to provide the student with additional academic competence in connection with his/her work on the Master's thesis. It can consist of extensive in-depth study of a subject or of greater academic breadth than provided by the university's courses. The student is responsible for ensuring that the form is submitted to the department by the stipulated deadline.
2. The principal supervisor is responsible for following up his/her Master's students. The principal supervisor is responsible for providing or ensuring that students receive academic and methodological feedback on their work. To avoid postponement of the submission deadline, it is important to follow the progress schedule. It is emphasised that a student's application for an extension of the submission deadline may be rejected if the extension is due to reasons that the students/supervisor should have foreseen.
3. Normally, the supervisor shall give the student 40/80 hours of supervision, including the assessment of the Master's thesis, for theses worth 30 and 60 credits, respectively.
4. If, for unforeseen reasons, the student has to postpone the deadline for submission of the Master's thesis, the student may apply to the department to which he/she is attached during the work on the Master's thesis. The application must include a recommendation from the supervisor, a proposal for a revised progress schedule and a proposal for a renewed contract. Unless a medical certificate is provided, the student must submit the application for an extension of the submission deadline no later than one month before the original submission deadline. There is not a prescribed application form for this purpose.
5. If the student is to take leave of absence after the Master's thesis contract has been signed, the student is obliged to revise the contract for the Master's thesis together with the supervisor. The student must submit the revised contract to the department.
6. The department is responsible for appointing a new supervisor in the event of prolonged illness, leave or similar.
7. All Master's theses must be submitted using UMB's approved templates for covers. The template is available [here](#).
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### **Completion**

1. The student must complete a [registration form](#) and submit it together with the Master's thesis to the Student Information Centre. The deadline for submitting the Master's thesis is 15 May at 15.00 (or 15 December at 15.45). If the date in question falls on a Saturday, a Sunday or any other holiday, the deadline is the next working day.
2. The deadline for the assessment of Master's theses (30 and 60 credits) is six weeks (30 working days) after the stipulated deadline for submission (15 May/15 December).
3. At least two examiners shall be appointed for the assessment of the Master's theses, one of whom must be an external examiner. The board of the department appoints the examiners, and the department and the external examiner must sign a contract regarding the conduct of the assessment.
4. An oral discussion will be held on the Master's thesis and the special curriculum six weeks at the latest after the thesis has been submitted. The supervisor sets a time for the discussion in cooperation with the student and the examiner.