
Guidelines for MSc theses

1. Roles and responsibility - rights and obligations

The student has the primary responsibility for the progress and content of the thesis that he/she submits. Supervision is mainly based on written material from the student. This means:

It is the student 's responsibility to

- Make an appointment for the first meeting for supervision
- Carry out a risk assessment of the project work, if applicable. This is to be in consultation with the supervisor in accordance with NTNU's and the faculty-specific guidelines for this
- Clarify with the supervisor how often and how supervision will take place, and the availability of the supervisor for the student
- Draw up a schedule for the thesis work in consultation with the supervisor
- Note the number of hours used for supervision together with the supervisor
- Provide the supervisor with the required written material in a reasonable time before a supervision meeting
- Keep the supervisor/department informed of progress with the thesis
- Apply for changes to the Agreement concerning MSc theses on the forms in accordance with NTNU's examination regulations, supplementary provisions and any specific regulations at the Faculty
- Report in writing to the supervisor and department if he/she withdraws from the programme

It is the supervisor's responsibility to

- Fill out the Agreement concerning MSc theses together with the student
- Clarify the expectations of the supervisory relationship and how supervision will take place, including what can be expected of supervisors
- Inform the student about NTNU's research ethics guidelines, <http://www.ntnu.edu/ethics-portal>
- Ensure that application is made for the necessary approvals (ethics, privacy concerns)
- Advise on the formulation and limitation of the topic and problem to be addressed, while ensuring that it is feasible for the student to complete the work and submit the thesis by the deadline
- Ensure that the student carries out a risk assessment of the project work, if applicable. This is to be in accordance with NTNU's and the faculty-specific guidelines
- Provide assistance with the literature
- Assess the methodological approaches and qualities
- Discuss the results and their interpretation
- Discuss the structure for the written formulation of the thesis
- Keep in touch with progress in the student's work and note the number of hours used for supervision together with the student
- Follow up the student in relation with the agreed schedule and contact the student if the need arises

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All correspondence that is part of the case being processed is to be addressed to the relevant unit at NTNU, not to individuals. Please use our reference with all enquiries.

It is the head of department's responsibility to

- Ensure that students receive information about possible topics for theses and supervisors in the programmes of study and how students should find a supervisor
- Ensure that the student is appointed a supervisor/supervisors
- Ensure that the Agreement concerning MSc theses is entered into
- Inform about the role of the supervisors and their responsibilities for the student and what this means in terms of HSE and carrying out a risk assessment
- Consider the necessity of appointing a new supervisor if the student and/or the supervisor requests release from the agreement. Thus both parties can request release from the Agreement concerning MSc theses supervision agreement and the student may request that a new supervisor is appointed. The Head of Department is responsible for appointing a new supervisor.
- Inform the student when the supervision is terminated
- Inform supervisors of their responsibility in safeguarding research ethics, person privacy considerations and the ethical aspects of supervision. For ethical guidelines to the supervisory relationship, see <http://www.uio.no/english/about/regulations/ethical-guidelines/ethical-guidelines-supervisors/index.html>
- Enter into an agreement with another department/faculty/institution if a co-supervisor is appointed

2. Framework

2.1 What the Agreement concerning MSc theses includes

This Agreement regulates the supervisory relationship and states that the right to have supervision is terminated on the expiry of the Agreement concerning MSc theses unless agreed otherwise.

The MSc programme and work on the thesis are regulated by the Act relating to Universities and University Colleges, the examination regulations at NTNU, the supplementary provisions to the examination regulations and the regulations for the MSc Engineering Education programme.

The following are examples of matters that are not covered by the Agreement concerning MSc theses:

- Leave of absence (See NTNU's examination regulations, Section 7)
- Part-time study (See NTNU's examination regulations, Section 8)
- Grading and appeals (See NTNU's examination regulations, Section 42)
- New assessment of master's theses (See NTNU's examination regulations, Section 31)

An application for postponement, leave of absence, part-time study, or new assessment of the master's thesis is to be in a letter to the responsible faculty.

2.2 Supervision

The Agreement concerning MSc theses commits both the student and main supervisor to start supervision. The student has the main responsibility to make contact for the first time after the semester start. If a student does not contact the department/main supervisor during a semester, the department is responsible to contact the student. If the department is unable to make contact, this means that the student is no longer entitled to supervision, and that the supervisor is no longer required to supervise the student. As a result, the Agreement concerning MSc theses is cancelled. In such circumstances the Faculty can cancel the student's right to study in the programme of study in

accordance with Sections 3.4, 4.5 and 6 of NTNU's examination regulations.

All students who are working on a master's thesis are entitled to regularly receive academic supervision (subject to the limitations stipulated in Section 2.1 above). The course description for the master's thesis is to state how much supervision can be expected (this specifies the minimum nominal supervision time at the Faculty with a Department-based scheme for weighting contact time and preparation and follow up). Supervision beyond that is an offer to the student. Apart from the nominal time for supervision it is expected that the student works independently.

2.3 Right to study

The student's right to study in the programme of study is regulated by Sections 3.4, 4.5 and 6 of NTNU's examination regulations and the supplementary provisions to the examination regulations. The student is obliged to register each semester by the stipulated deadline so that his/her right to study is maintained. This registration is to include payment of the semester fee.

2.4 Submission of thesis

The thesis must be submitted in accordance with the applicable rules and arrangements at the Faculty and Department, and by the deadline in the Agreement concerning MSc theses. According to the supplementary provisions for technology/MSc engineering programmes Section 20.3.5, clause 2, the student may apply for an extension of time to submit the thesis *if illness or other compelling reasons* have caused the delay. The regulations in the Act relating to Universities and University Colleges, Section 04.03 (5) on adaptation for students with special needs are considered to be safeguarded under this provision.

Application for postponement is to be made in accordance with applicable regulations in NTNU's examination regulations and supplementary provisions to these regulations.

If the thesis is not submitted by the stated deadline, it is regarded as not submitted. Consequently the MSc thesis is graded as failed and given the grade F. New assessment of thesis is regulated by Section 31 of NTNU's examination regulations and supplementary provisions to these regulations.