

PROCEDURE/GUIDELINES FOR GRADING OF MASTER'S THESES IN MATHEMATICS, NATURAL SCIENCES AND TECHNOLOGY

- Faculty of Biosciences, Fisheries and Economics
- Faculty of Health Sciences
- Faculty of Science and Technology

Approved by:
Academic Affairs Committee at the Faculty of Science and Technology.
The section dealing with diploma insertion and note was updated in November 2014. The Academic Affairs Committee was informed in a meeting the 2nd of December 2014.

Date:
February 27, 2014

Objective: Stipulate guidelines for grading of Master's theses in mathematics, natural sciences and technology in accordance with the Regulations for examinations at UiT – the Arctic University of Norway. The guidelines shall be common for the Faculty of Biosciences, Fisheries and Economics (BFE-fak), Faculty of Health Sciences (Helsefak) and Faculty of Science and Technology (NT-fak). The guidelines shall ensure equal treatment in the grading at the three faculties and serve as an aid for the supervisors and examiners.

More information about the background for establishing the new guidelines for grading of Master's theses is available on the following website:
http://uit.no/om/enhet/artikkel?p_dimension_id=88200&p_document_id=324334

Scope: These guidelines apply to all Master's theses in mathematics, natural sciences and technology at BFE-fak, Helsefak and NT-fak. The guidelines are applicable for students who started in the autumn semester in 2012 on a two-year Master's degree programme or the fourth year of a five-year Master's degree programme.

Responsibility: The faculties are responsible for ensuring that all the affected parties (students, supervisors, examiners and administrative staff) are made aware of the guidelines for grading of Master's theses so that equal treatment is ensured in the grading. Owing to different practices concerning the administration of examinations at the faculties, the routines will vary to some extent. It is up to each faculty to clarify the internal distribution of responsibility.

Description: [Dealing with delayed students](#)

These guidelines are applicable for students who started in the autumn semester in 2012 on a two-year Master's degree programme or the fourth year of a five-year Master's degree programme, regardless of whether they started on a Master's thesis immediately or in a later semester.

The new guidelines for grading **do not** apply to students who started **before** the autumn semester in 2012 and who are delayed in relation to the submission deadline. These students shall be assessed in accordance with the old arrangements.

It is important that the faculties send out the correct information to the examination committees and supervisors regarding which guidelines apply for the student in question.

Information to examiners

The faculties are responsible for sending out information pertaining to the new guidelines for grading of Master's theses. The faculties have different administrative practices concerning information in connection with grading of Master's theses. It is up to the faculty to decide who should send out information to the examination committee/academic supervisors, but the following information should be common for all:

- ✓ Procedure/guidelines for grading of Master's theses in mathematics, natural sciences and technology
- ✓ [Generic description of grades](#)
- ✓ [Examiner's assessment](#)
- ✓ [Assessment form](#)

The role of the supervisor in connection with the form and grading (in accordance with Section 40 of the Regulations for examinations)

The role of the supervisor in connection with grading of Master's theses is defined in Section 40 of the Regulations for examinations at UiT – the Arctic University of Norway.

§ 40. Sensur på avsluttende mastergradseksamener

Kandidatens veileder skal ikke være sensor men fakultetsstyret kan i spesielle tilfeller gjøre unntak fra denne bestemmelsen. Eksamenskommisjonen kan konferere med veileder før sensurmøte. Veileder skal ikke delta i sensurmøtet, og heller ikke være med på å fastsette karakteren. Ved behov kan eksamenskommisjonen be veileder om en skriftlig redegjørelse for veiledningsprosessen.

Section 40. Assessment of final Master's examination

The candidate's academic supervisor shall not be an examiner, but the Faculty Board may in special circumstances make an exception to this rule. The examination commission may confer with the academic supervisor prior to the assessment meeting. The academic supervisor shall not participate in the assessment meeting and not participate in determining the grade. If

deemed necessary, the examination commission may request that the academic supervision submit a written explanation of the academic supervision process.

The new assessment form defines which parts of the Master's thesis shall be assessed by the supervisor and/or examiner.

To avoid a conflict with the Regulation for examinations, the supervisor shall not be involved in determining the grade. This means that the role of the supervisor is limited to giving the examiners information/feedback on the categories marked with S+E (supervisor and examiner) and S (supervisor) on the assessment form.

The examiner(s) shall have a meeting with the supervisor prior to the meeting to discuss the grading so that the examiner(s) are in a position to give a score in all categories.

This shall be agreed in advance between the examiner(s) and supervisor.

The assessment form shall be a work document for the examination committee and will not be suitable as an explanation or feedback to the students. Further, it shall not function as an examination protocol. A separate examination protocol shall be sent to the examination committees.

The standardized assessment form is used for all types of Master's degree examinations and any adaptations in relation to a Master's degree examination without an oral component are specified in a footnote on the form.

Diploma insertion and note

All candidates assessed based on the new guidelines shall receive a diploma with an addition (insertion) with generic description of grades as well as a note referring to the insertion and when the new system was adopted. The faculties have agreed on a common note for the diploma and diploma supplement:

Bokmål	<i>Kandidatens mastergradsoppgave er vurdert i henhold til generiske karakterbeskrivelser for matematisk-naturvitenskapelige og teknologiske fag, implementert våren 2014. Se innstikk.</i>
Nynorsk	<i>Kandidaten si mastergradsoppgåve er vurdert i samsvar med generiske karakterbeskrivingar for matematisk-naturvitskaplege og teknologiske fag, implementert våren 2014. Sjå innstikk.</i>
Engelsk	<i>The candidate's Master's thesis has been assessed in accordance with the generic description of grades for Master's theses in mathematics, natural sciences and technology</i>

	<i>implemented in the spring semester in 2014. See insertion.</i>
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Enforcement of nominal length of study

The faculties shall investigate guidelines for enforcement of the nominal length of study, and consider whether it is necessary to establish a procedure with common guidelines to ensure all students are treated equally and to prevent subjective differential treatment of students at the various faculties.

Regulations, course descriptions and programme descriptions

Each of the faculties shall make provisions for updating their own regulations (e.g. supplementary regulations), course descriptions and programme descriptions, so that they include precise information about grading of Master's theses in mathematics, natural sciences and technology.

References and appendix: Regulations for examinations at UiT – the Arctic University of Norway ([Norwegian/English](#)).