

Supplementary provisions for the two-year master's degree programme (120 credits) at the Faculty of Science and Technology

Approved by the Academic Affairs Committee at the Faculty of Science and Technology on 16 November 2011 in item 32-11. Effective from 1 January 2012. Revised 10 March 2017 in item NTF-SU 14-17. Effective from 10 March 2017. Revised 9 August 2021 in item NTF-SU 50-21. Effective from 9 August 2021. Revised April 24, 2024.

1) Admission to the programme of study

- a) The applicant must fulfil the current admission requirements in accordance with the [Regulations concerning admission to the University of Tromsø – The Arctic University of Norway](#).
- b) An average grade of C or better is normally required in the applicant's bachelor's degree, or equivalent admissions criteria.
- c) Applicants for admission must be sent electronically via local admission. See the university's [website](#).
- d) A decision about whether the master's degree programme will be announced with admissions for the spring semester will be made by the programme boards¹.
- e) Individual decisions concerning applications for admission may be appealed pursuant to Section 28 Administrative decisions which may be appealed, the appellate instance of the Public Administration Act.

2) Restricted admission to the Master's degree programme

The University Board may restrict admission to the master's degree programme based on a proposal from the Faculty Board.

3) Master's thesis

- a) The master's thesis is an independent scientific work with a scope of 30 - 60 credits. The scope shall be stipulated in the programme description for each programme of study. Refer also to point 4.
- b) The departments are responsible for ensuring that an updated list of possible thesis projects and/or previous thesis projects is published on the department's website.
- c) Master's theses are normally written individually, but groups of two students may present a joint thesis. It is up to the relevant programme board to determine whether the master's thesis

¹ In this document, the term programme board is used to describe the programme management with academic responsibility for the programme of study. This may be a department board, programme board or a person with delegated authority from the department board, e.g. the Head of Department, Programme Coordinator or the person with instructional responsibility.

may be performed in groups. Information about whether students may present a joint thesis and how the group's work will be assessed must be outlined in the course description. Students may choose to write a joint thesis providing they form the group themselves and gain the relevant approval from their supervisor. Students writing a joint thesis must enter into a written agreement of the terms to be signed by the students concerned and their supervisor. This agreement must be attached to the supervision contract to be approved by the relevant programme board.

- d) The programme boards may grant permission for the master's thesis to be implemented at a company or institution outside the university. In such cases, in addition to the formal supervisor at the faculty, the student must have a supervisor at the relevant company/institution. The formal supervisor must be employed at the faculty. In such cases, an agreement must be entered into between the student, company/institution and the supervisor at UiT The Arctic University of Norway (UiT) relating to the use and exploitation of the specifications and results of the thesis. This agreement must be signed by the relevant parties and approved by the relevant programme board.

4) Choice of master's thesis and filling in of supervision contract

- a) A work, or parts of a work, that has previously been approved in a master's thesis at a university or university college in Norway or overseas may not be submitted for assessment even if the work in question is rewritten/revised.
- b) Students admitted to a master's degree programme with a master's thesis with a scope of 60 credits must choose their thesis topic no later than one month before the end of the second semester. In programmes of study with a master's thesis with a scope of 30 – 45 credits, the thesis topic must be chosen no later than one month before the end of the second to last semester. Students who deviate from the agreed progress will be followed up by the department responsible.
- c) All students must fill in a supervision contract with their supervisor. Access to necessary equipment, software, data and finance must also be documented. The completed supervision contract must be submitted for approval to the relevant programme board no later than two weeks after the student has commenced work on the thesis project. In cases where the supervision contract has not been approved, the student cannot submit his/her master's thesis. The programme board must assess the approval of the supervision contract with a view to the design and scope of the thesis, i.e. whether it may be completed within the nominal time. The deadline for submission of the master's thesis must be stipulated in the supervision contract.

5) Submission of master's thesis

The submission deadline for master's theses with a scope of 60 credits is 15 May (spring semester) and 15 November (autumn semester), while for master's theses with a scope of 30 – 45 credits is 1 June (spring semester) and 15 December (autumn semester). If the deadline for submission falls on a national holiday or weekend, the deadline will be the first on the following working days. The departments must register the allocation and submission of master's theses. In cases where the submission deadline deviates from the stipulated date, the new deadline must be approved by the relevant programme board, cf. point 8) a and b.

6) Postponed submission

- a) In cases documented by a medical certificate, the deadline for submission of the master's thesis may be re-scheduled in accordance with Section 25 of the Regulations for studies and examinations at the University of Tromsø – The Arctic University of Norway.
- b) In cases where the student cannot submit his/her master's thesis within the agreed deadline, he/she may apply to the relevant programme board for a postponement of up to three months with a scope of 60 credits and six weeks with a scope of 30 - 45 credits. However, compelling reasons must exist for postponing the deadline. The same arrangement applies for part-time students.
- c) Such applications may be granted or rejected by the programme board. In cases where this is necessary, the programme board may call in to a meeting between the student, supervisor and a representative from the department.
- d) A postponed deadline has no impact on the assessment of the thesis.

7) Conclusion and assessment

- a) The master's thesis must be submitted electronically via the submission portal Munin.
- b) The independent master's thesis is assessed using the grading scale from A–F. This grading scale is used in accordance with the national definitions and guidelines. Generic description of grades for master's theses in mathematics, natural sciences and technology were introduced in 2014. [Prosedyre 11\) Prosedyre/retningslinjer for karaktersetting av mastergradsoppgaver i MNT-fag](#) (Procedure 11: Procedure/guidelines for grading of master's theses in mathematics, natural sciences and technology) describes the grading process in accordance with the new generic description of grades.
- c) After the master's thesis is submitted and approved, the programme of study concludes with an oral master's examination. Prior to final oral examination, the student must normally have successfully completed all the courses stipulated in the individual education plan. A final oral examination is not required for master's theses with a scope of 30 – 45 credits. The examination consists of the student giving an oral a public presentation of his/her thesis in public. The presentation shall have a minimum duration of 30 minutes. The examiners shall attend this presentation, which will be followed by an oral examination/conversation.
- d) A grade shall be awarded for the thesis prior to this presentation. This grade may be adjusted following the presentation and subsequent examination/conversation. The student will be advised of the combined grade, which will be registered as the examination result.
- e) If a candidate receives a grade of F (fail) for his/her master's thesis, an oral presentation/examination will not be held. In such cases, the candidate will be able to submit a revised version of the thesis in accordance with point 8.
- f) The department has the option of printing the master's thesis free of charge for each student.
- g) Two examiners must be used to assess the master's thesis, one of which must be external. The candidate's supervisor cannot be one of the examiners.
- h) The final oral examination shall normally be held within six weeks of submission for master's theses with a scope of 60 credits and four weeks for master's theses with a scope of 30 -45 credits.

8) Failure and new master's examination

- a) The master's thesis may only be resubmitted in a revised form if the candidate is awarded the grade F (fail). The deadline for resubmitting the thesis in a revised form is three months after the result was announced to the candidate for master's theses with a scope of 60 credits and six weeks for master's theses with a scope of 30 – 45 credits.
- b) In cases where a student receives F (fail) a second time, he/she must apply to the relevant programme board to be allocated a new thesis topic. The new master's thesis must be substantially different from the previous thesis. The programme board must check that the new thesis satisfies this requirement.
- c) A new master's thesis topic will only be allocated once.
- d) Applications for dispensation from the rule stipulating that a student may only sit the same examination three times, which is regulated by Section 30 of the Regulations for studies and examinations at the University of Tromsø – The Arctic University of Norway, shall be processed by the relevant programme board. In cases where dispensation is granted, the candidate must submit the last allocated thesis topic in revised form.

9) Non-submitted master's thesis

In cases where a master's thesis is not submitted within the deadline and any application for a postponed deadline is not granted, the result is registered as failure to attend the examination. The candidate must then apply to the relevant programme board to be allocated a new thesis topic. In such cases, a new thesis topic may be allocated twice.

10) Part-time study

- a) Reduced progress may be granted on application (part-time student). A student may apply for a reduction of between 20 and 50%. The minimum workload is 50% of the full-time programme.
- b) The length of study of the master's degree programme is then extended accordingly.
- c) The progress is stipulated in the individual education plan.

11) Leave of absence

- a) Students may be granted a leave of absence from the master's degree programme for up to one year. While no reason must be given, the student must provide notification by the registration deadline. A leave of absence may be granted for either one or two complete semesters.
- b) The rules concerning leave of absence stipulated in the *Regulations for studies and examinations at the University of Tromsø – The Arctic University of Norway* also apply. In cases where leaves of absence are granted pursuant to these rules, the individual education plan and supervision contact must be changed accordingly.
- c) For leaves of absence of more than one year's duration after the student has commenced his/her master's thesis with a scope of 60 credits, or more than one semester for theses with a scope of 30 – 45 credits, a new master's thesis topic must be allocated. However, for leaves of absence pursuant to Section 49 of the *Regulations for studies and examinations at the University of Tromsø – The Arctic University of Norway*, the student has the right to continue a master's thesis he/she has commenced.

12) Use of basic and intermediate courses in the master's degree

Basic courses cannot normally be included in a master's degree. In cases where prerequisite knowledge at basic level is required in the master's degree programme beyond the specialisation in the bachelor's degree, this must be stipulated in the programme description so students planning to take this master's degree programme can take equivalent course options in their bachelor degree.

As an exception, up to 10 credits at basic level may be included in a master's degree on application in cases where academic grounds exist based on the character of the master's thesis. Such applications must be recommended by the student's supervisor and shall be processed by the department/programme board responsible.

Up to 20 credits at intermediate level may be approved in a master's degree. In cases where 10 credits are approved at basic level, a further 10 credits may be approved at intermediate level.

13) Awarding of degree and diploma

The master's degree is awarded to a candidate who fulfils the formal requirements and passes/gains approval for all the courses in the individual education plan. A diploma is issued automatically for candidates who attain a master's degree at UiT.

14) Right of appeal

Individual decisions based on these provisions may be appealed. The deadline for such appeals is three weeks after the person lodging the complaint received the decision, he/she wishes to appeal. Appeals are processed by the relevant department. In cases where the appeal is unsuccessful, the complaint may be forwarded to the university's Appeals Committee at the complainant's request.