

## *Responsibility as the main supervisor of master thesis*

### **Master agreement, project description and risk assessment**

The main supervisor for a master student at the Biology department must be fully employed as a professor/associate professor at the department of Biology or the department of Natural History. Some exceptions might be possible, but this must be in agreement with the department. The head of department will make an individual assessment of post docs and researchers that want to be main supervisor. In these cases a professor or associate professor at the department must be co-supervisor.

You should help your master student with their master agreement, project description and risk assessment:

1. The **master agreement** must be submitted digitally in Sharepoint. When the student submits the agreement, the main supervisor will be notified via email that he/she has a master agreement that must be approved. The main supervisor must check the courses the student has included as part of the agreement. With a 60 credits thesis the student should also include 60 credits of courses (e.g., 8 courses of 7,5 credits). The courses should be relevant for the degree/thesis and a maximum of 15 credits can include bachelor level courses (2000 courses).
2. The **project description** must be submitted as a PDF/Word-document to the study administration at the Biology department after approval by the main supervisor. The project description is usually 3-4 pages long and includes the following parts: introduction, theoretical part, hypotheses/research questions, methodology, plan of execution, budget plan for project (how the possible costs for the project will be covered).
3. **Risk assessment** must be submitted to HSE responsible [kjersti.r.dahl@ntnu.no](mailto:kjersti.r.dahl@ntnu.no). Kjersti can provide a risk assessment template?

All three documents must be submitted by **January 20<sup>th</sup>** (2<sup>nd</sup> semester of master's degree) for students enrolled in MSBIO, MSOCEAN, MSNARM and MSENVITOX. Lektorstudents (MLREAL) and Biotechnology students (MBIOT5, MSBIOTECH) have an earlier deadline – **15<sup>th</sup> of September** (9<sup>th</sup> semester of master's degree).

The main supervisor is committed for 25 or 50 hours of guidance of the master student (25 hours per 30 credits master thesis and 50 hours per 60 credits thesis).

### **Examiner committee for thesis assessment**

The main supervisor must find both internal and external examiner (sensor) in good time before the submission deadline of the thesis (which is **15<sup>th</sup> Of May** for MSBIO, MSOCEAN, MSNARM, MSENVITOX, MBIOT5/MSBIOTECH and **1<sup>st</sup> of June** for MLREAL). The external examiner must be from outside NTNU. It is not possible as a supervisor (either main or co) to also be examiner.

Travel expenses for external examiner are not covered by the department.

Main supervisor must inform the study administration who the examiners will be prior to the submission deadline for the thesis. The study administration will send a reminder in April to all main supervisors with students submitting their thesis that semester. The reminder will include important documents (Assessment agreement for external examiner, template for supervisor evaluation and template for examiner evaluation). Supervisor evaluation and template for examiner evaluation should be shared with the examiners prior to the oral examination (or prior to submission deadline for lektorstudents) by the main supervisor.

The main supervisor should remember to give to the external examiner an assessment agreement (oppdragsavtale) after the oral exam has been conducted. After the agreement has been filled in it should be delivered to the study administration.

### **Arrange time and place for oral examination of thesis**

Oral exam should be organized 2 to 4 weeks after submission deadline. The deadline for completing the assessment of the master thesis is 3 months after submission deadline.

The main supervisor should find the best time and place for student, supervisor(s) and examiners for oral examination.

Lektorstudents (MLREAL) do not have oral examination as a requirement for their thesis work. They have an oral presentation of the thesis prior to the submission, which is approved by the supervisor.

### **Register grade for master thesis**

After the oral examination has been conducted the examiners register the grade in INSPERA. More info regarding grading here: <https://i.ntnu.no/wiki/-/wiki/English/Grading+in+Inspira+Assessment>. Both internal and external examiner must log into INSPERA and register their grade. If the examiners want any help with INSPERA they can contact the study administration. It is often useful to share the screen, so we prefer to be contacted via Teams or Zoom.

**Be aware that the supervisor will not be notified by INSPERA when the student submits their thesis. If you are unsure about submission on time you should ask the student directly. You should also ask them directly for the submitted version in case they don't provide this automatically.**