
Information regarding submission and grading of master theses

Deadline for submission

The master's thesis is normally submitted at the end of the fourth semester, no later than **June 1**. If you have made an appointment to submit in the fall semester, the deadline is **December 1**.

If you do not submit your thesis before the deadline, and without this being approved by the Faculty in advance (see below), you will receive the grade «F – fail».

Extended submission deadline

Application for extension of the submission deadline for the Master's thesis has to be sent to the Faculty as early as possible and no later than 2 weeks prior to the original deadline.

Illness/childbirth/compulsory military service:

In cases of illness, childbirth or compulsory military service you can apply to the Faculty for a **leave of absence** with a following extension of the submission deadline. The extension will be set according to the period of leave of absence. Illness/childbirth has to be documented with a doctor's sick leave statement.

Extension for other reasons:

You can apply to the Faculty for up to 3 months extension of the submission deadline for other documented, valid reasons than those mentioned above¹. If you cannot meet the new deadline, you can apply for another 3 month extension. It is not possible to apply for more than 2 x 3 months extension for other reasons than illness, childbirth or compulsory military service. To apply, you have to fill out the form "Application for extension on Master's thesis submission" on the following webpage:
<http://www.ntnu.edu/dmf/studies/master/thesis>.

The application has to be printed out and signed by you and your supervisor before it is handed in together with the valid documentation.

If you do not submit the master's thesis within the given deadline, you will receive the grade «F - fail». This also applies if the application for extension is not approved by the Faculty and the deadline for submission has passed.

| Address | Org. no. 974 767 880 | Location | Phone | Contact person |
|-----------|---|------------------------------------|------------------|-------------------------|
| NO-7491 | Email: | Olav Kyrres gt. 9 | + 47 72 82 07 00 | June Larsen |
| Trondheim | dmf-post@medisin.ntnu.no | Medical Technology Research Centre | | |
| Norway | http://www.ntnu.no/dmf | | | Phone: + 47 73 59 88 62 |

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.

Part-time studies

You can apply for part-time studies if you are employed in addition to your studies, or if you for other reasons cannot complete the master's degree within two years. You can apply for 50 % progression, which means a maximum of 4 years to complete the degree.

It is important that you apply for a part-time study as early as possible. The deadlines for application are 15 September and 15 February.

¹ Valid reasons for extension (other than illness, childbirth and compulsory military service) can be educational activities, organized student activities, social work or other compelling reasons. Written documentation or a statement is compulsory, as well as a time schedule for completion.

Grading descriptions

You can find detailed grading descriptions at the following webpage:
<https://innsida.ntnu.no/wiki/-/wiki/English/Description+of+grades+for+master+thesis>

Enclosed to your diploma you will receive a "Diploma Supplement". This is an English description of the Norwegian system of education and the degree you have taken. Information on the Norwegian grading scale will be included in this document.

Questions?

You will find practical information regarding the master's thesis at
www.ntnu.edu/dmf/studies/master

Do not hesitate to contact one of our student advisers if you have questions. Contact information is available on the web page mentioned above.