

# **Supplementary Regulations for study programmes at the Faculty of Information Technology and Electrical Engineering (IE), the Faculty of Engineering (IV), the Faculty of Natural Sciences (NV) and the Faculty of Economics and Management (ØK) at NTNU**

This English translation is for information only. If there is a difference in meaning between the Norwegian text and this English translation, the Norwegian text is the authoritative version.

The Supplementary Regulations (SR) to the Academic Regulations for NTNU of 8 December 2015 for programmes at the Faculty of Information Technology and Electrical Engineering (IE), the Faculty of Engineering (IV), the Faculty of Natural Sciences (NV) and the Faculty of Economics and Management (ØK) replace the Supplementary Regulations for programmes in the natural sciences effective from 15 August 2017. The Supplementary Regulations were adopted on 29 November 2021 by the Deans of the four faculties.

## **SR Section 1-1 Scope**

The Supplementary Regulations to the Academic Regulations for NTNU for programmes of study at IE, IV, NV and ØK apply to bachelor's programmes and master's programmes including international master's programmes, in addition to one-year programmes and programmes of individual courses established for use in such programmes, for which the four faculties have management responsibility. This includes programmes in the natural sciences and programmes of professional study, but not the three-year engineering programmes and the Master of Science in Engineering (sivilingeniør) programmes. These programmes are not governed by national curriculum regulations, except for the five-year master's programmes in teacher education (lektorutdanning) in the natural sciences and the programme in biomedical laboratory science. The provisions also apply to international collaborative programmes unless otherwise agreed between the partners. Agreements between the partners must not violate NTNU's Academic Regulations.

The natural science programmes are disciplinary studies in the subject areas of biology, physics, geology, informatics, chemistry and mathematical sciences, as well as interdisciplinary programmes of study based on these disciplines.

## **SR Section 2-9 Affiliation requirements and prerequisites for award of new degrees**

For specific recognition of qualifications that have previously been included in calculating the basis for a degree or as part of a degree or professional qualification, the student must also have completed at

least 90 new credits before a new degree can be awarded. This does not apply to the five-year teacher education programme in the natural sciences and international collaboration in 2-year master's programmes. The faculties themselves can decide on exceptions.

## SR Section 3-4-6 Leave of absence

For leave of absence lasting longer than one year in the master's programme for 45-and 60-credit master's theses and longer than half a year in the master's degree programme for 30-credit master's theses, the faculty may consider assigning a new master's thesis.

## SR Section 4-2 Specification of programme descriptions and course descriptions

### 1. Academic level of courses in 2-year master's programmes:

Basic courses at bachelor's degree level (cycle 1 in the NQF) may not be included. Advanced courses at bachelor's degree level (cycle 1 in the NQF) may be included for up to 22.5 credits when the faculty itself determines this.

### 2. Specialized syllabus selected by the student in master's programmes:

The programme description for each study programme specifies whether one or two courses with a syllabus selected by the student with a total scope of up to 15 credits must or can be included in the master's degree. To achieve a master's degree totalling 120 credits, the faculty can apply to the Rector for an exemption from the rule on the scope of the course in credits (S-sak 89/16 of 7 December 2016) for an individually selected syllabus established in the programme description in connection with education partnerships with external institutions.

## SR Section 4-3 Individual education plan

### 4-3-1 Bachelor's thesis

#### 1. Bachelor's agreement

For collaborative work, students must enter into a written agreement in advance, clearly setting out the expectations for the participants' collaboration and delivery. If the thesis is written in cooperation with an enterprise, a cooperative agreement must be drawn up according to NTNU's regulations and templates.

#### 2. Starting the bachelor's thesis

The programme description for each study programme specifies the academic progression requirements that must be met as a condition for starting the bachelor's thesis.

#### 3. Submission deadline for bachelor's theses

The deadline for submitting bachelor's theses written in the autumn semester is normally 15 December. For bachelor's theses written in the spring semester, the submission deadline is normally 20 May.

#### 4. Postponed submission of bachelor's theses

If the bachelor's thesis cannot be submitted by the deadline, it is possible to apply to the faculty to postpone submission, normally by up to six weeks. A postponement can be granted if there are special reasons for this. An application for postponed submission must include an explanation of the reasons, and a plan for completion of the work must be presented.

#### **4-3-2 Master's thesis**

##### **1. Scope of the master's thesis**

The master's thesis may have a scope of up to 60 credits. The scope is specified in the programme description.

##### **2. Master's degree agreement:**

A master's degree agreement must be entered into between the department responsible for the master's thesis, the supervisor and the student. The agreement must include a plan for completion of the master's thesis. If the master's thesis is produced as a work of joint authorship, an agreement must be entered into between the students in the group to clarify the expectations for participation and collaboration.

##### **3. Start of master's theses in five-year master's programmes**

The programme description for each study programme specifies the progression requirements that must be met as a condition for starting the master's thesis.

##### **4. Supervision and use of resources for the master's thesis**

- a. All master's degree students must have a responsible supervisor. The responsible supervisor must be employed in a permanent academic position or adjunct position at the department responsible for the master's thesis. The master's thesis may be written under academic supervision entirely or partly at another department/faculty or in an external company/institution by agreement with the faculty to which the student belongs.
- b. The faculty may enter into an agreement that academic staff in a permanent position at another unit at NTNU (such as the NTNU University Museum) may have primary responsibility for supervision of master's students.
- c. The master's degree agreement governs duties and rights between the student, supervisor and department. Resources that have been made available in the relevant master's programme may be withdrawn from students who do not comply with their obligations related to completion of the master's thesis. The faculty, or party authorized by the faculty, makes a decision on the withdrawal of resources based on the recommendation of the responsible department.

##### **5. Deadline for submitting the master's thesis**

- a. There must be a time limit for the master's thesis. The time limit should be proportional to the scope of work for the master's thesis (number of credits) 30 credits correspond to 20 weeks of work, 45 credits correspond to 30 weeks, and 60 credits correspond to 40 weeks of work. The submission deadline is specified according to the scope of work for master's thesis and the start date stipulated in the master's agreement, as well as point b below.
- b. In master's programmes where the master's thesis can or must be carried out over more semesters than indicated by the nominal study period, the deadline for submission for the master's thesis is adjusted. The deadline for submission of the master's thesis is also adjusted according to the number of transfer credits recognized and the number of weeks that they represent.

##### **6. Postponed submission of master's theses**

- a. If the master's thesis cannot be submitted by the deadline, it is possible to apply for an extension. For master's theses of 60 or 45 credits, it is possible to apply for an extension of up to 3 months when there is a valid reason.  
For master's theses of 30 credits, it is possible to apply for an extension of up to 6 weeks when there is a valid reason.
- b. It is only possible to apply for an extension twice according to the rules specified in Section 7a. This does not apply if illness is the reason.
- c. Practical aspects at a university outside Norway, such as the structure of the academic

year, may provide a basis for a short extension of the total time to be spent on the master's programme. In this case, this must be specified in the master's agreement and the individual education plan.

- d. For joint work in groups, the whole group must apply for postponement according to points a. and b.

#### **7. Reasons for postponed submission of the master's thesis**

- e. Valid reasons for postponement (in addition to illness) may include teaching duties, holding an office as a student representative, caregiving, and problems with the thesis that are outside the candidate's control. Documentation or an explanatory statement in writing is required, as well as a new plan for completion. The faculty, or the department if the faculty has approved this, decides on the application. When the reason for the extension is teaching duties, organized student activities, or caregiving, the extension is to be granted for a period corresponding to the specified cause.
- a. In connection with illness, the submission deadline will be extended for a period corresponding to any period of sick leave. Illness must be documented by a medical certificate or equivalent.

#### **8. Copyright to and exploitation of the master's thesis**

For master's theses in collaboration with a company/external organization, see NTNU's [standard agreement for student and business cooperation](#).

#### **4-3-3 Time limit on the use of courses in the master's degree**

- 1. For a course to be included in a 2-year master's degree, the examination in the course must have been completed during the last 12 semesters, calculated from the date on which the degree is to be awarded. For 5-year master's degrees, this applies to the last two academic years.
- 2. If the time frame is exceeded, an academic evaluation of the course in relation to the current course description must be done. Factors to be considered include whether changes have been made in the academic content, methods and intended learning outcomes of the course, as well as the development of the discipline. If there have been significant changes, the course is regarded as out of date. If no major changes have taken place, the course can still be included in the degree.

## **SR Section 4-4 Part-time studies**

- 1. The minimum workload for master's theses of 45 and 60 credits is 50% of the nominal length of study.
- 2. Bachelor's and master's theses of 30 credits or less cannot be written on a part-time basis.

## **SR Section 5-1-7 Descriptions of grades for master's theses in STEM subjects**

See the discipline-specific descriptions of grades for master's theses in STEM subjects (science, technology, engineering and mathematics): [Descriptions of the grades for master's theses](#)

## **SR Section 5-3 Examination procedure for master's theses**

1. The same assessment system must be used for master's theses assigned within a programme of study. The assessment scheme for the master's thesis is stipulated in the programme description for the study programme in consultation with the participating department.
2. If the master's thesis includes an oral examination for adjustment of the grade, this oral examination takes place in connection with the submission of the master's thesis and after the written work in the master's thesis has been graded.

## **SR Section 5-4-6 The right to assessment without being a student (external candidates)**

The right to register for assessment without being admitted as a student applies only in courses without compulsory activities, and in cases where the student has fulfilled any previous knowledge requirements for the course.

## **SR Section 5-6 Assessment**

### **1. Final examination each semester**

For courses in the science programmes, the final examination is held in the examination period each semester for courses with the course code prefixes BI, IT and KJ.

### **2. New assessment in connection with a failing grade**

The course description specifies which assessments must be repeated after a student has failed the course.

## **SR Section 5-8-7 Language in master's theses**

Students in master's programmes who write their master's thesis in a non-Scandinavian language (a language other than Danish, Norwegian or Swedish) and who do not master a Scandinavian language do not need to write a summary of the master's thesis in Norwegian. The summary must then be written in English instead.

## **SR Section 5-9 Student theses**

### **Section 5-9-1 Bachelor's theses with a scope of 15 credits or more**

If the bachelor's thesis is assessed as a fail or the letter grade "F", the student(s) must submit a new paper. Improvement/revision is not sufficient. The thesis can present the same thematic area with the same empirical foundation/underlying data.

### **Section 5-9-2 Master's theses**

1. If a failing grade or the letter grade "F" is assigned after the master's thesis has been graded in connection with the final examination, the work may be resubmitted as a new thesis or a revised thesis with substantial changes. Students who want to do this must inform the faculty within

- three months. The department, in consultation with the supervisor and examiner, must assess whether it is possible for the student to revise the master's thesis or whether a new thesis must be written.
2. A revised thesis with substantial changes must be completed in 50 % of nominal length of study for the master's thesis. For a new thesis, the nominal length of study applies.
  3. The provisions under points 1 and 2 also apply to a master's thesis that has not been submitted by the deadline. These are treated as if a grade of F has been assigned to the thesis.

## **SR Section 7-3 Grade point average**

No grade point average is specified on the certificate for programmes of study covered by these Supplementary Regulations; see Section 1 for the scope of application.

## **SR Section 8-1 Supplementary Regulations**

The five-year teacher education programme in the natural sciences is governed both by the Supplementary Regulations for the five-year teacher education programmes and by these Supplementary Regulations for study programmes at IE, IV, NV and ØK. The Supplementary Regulations for the integrated master's programmes in teacher education take priority over the Supplementary Regulations for study programmes at IE, IV, NV and ØK.

## **SR Section 8-3 Entry into force**

These Supplementary Regulations enter into force on 1 August 2022. The Supplementary Regulations for science programmes at NTNU of 15 August 2017 are repealed from 1 August 2022.