

Assessment guidelines for Master's Theses (60 credits) at ILOS

1 General

All members of the examination commission are considered examiners. There is always one internal and one external member. External examiners have a particular responsibility to avoid "local" grading of the thesis. The supervisor is not part of the examination commission.

2 Grading

1. The external and the internal examiner read and consider the thesis separately. The grading deadline is 8 weeks after the thesis has been submitted, and the oral exam must take place within these weeks.

2. The commission must discuss their evaluations and should, through conversation, reach an agreement on the preliminary grade for the thesis. The preliminary grade must be registered in Inspira 2 days before the date for the oral exam at the latest. When the grade is registered, the commission gives notice about this to the exam administrator.

3. The oral exam starts with the student giving a short presentation of the thesis (5–10 minutes). The student may bring notes, but is not meant to use PowerPoint etc. Then the examiners ask questions relating to the thesis, i.e., about structure, method or use of theory. The graders are only supposed to ask questions about the thesis, and not about other courses included in the grade. The oral exam lasts approximately 30 minutes in total. After the exam, the student will leave the room, and the examiners discuss whether the final grade will be the same as the preliminary or adjusted. When the examiners have agreed, the student enters the room again and the examiners announce the final grade.

4. The commission writes an explanation of the grade. This is written by the external examiner in a given template and is approved by the internal examiner before it is e-mailed to the exam administrator. The explanation should be no less than one A4 page. The grade and written explanation must be sent to the exam administrator no later than the deadline.

3 Assessment criteria

The assessment of the thesis is based on the general, qualitative description of the evaluation criteria. You should also have a look at "Course content" and "Learning outcomes" in the course description for specific academic requirements. The grade should reflect how well the candidate has achieved the learning outcomes.

The following points carry weight in grading:

- The subject and research questions
- The thesis focus on the subject and questions
- Level of reflection regarding use of theory and methods
- Ability to apply the theory and methods
- Relationship to other literature and previous research in the area
- Citations and bibliography
- Use of other materials: selection, acquisition, arrangement, analysis
- Structure of the thesis
- Language skills
- Originality (new materials, new problems, new knowledge, new hypotheses)
- Level of independence
- Thoroughness

- Pointing out possible continuation of the work

How much weight each point carries, is decided at the commission's discretion. The main criterion is the overall impression that the thesis gives.

4 Length

The approximate number of pages in a 60-credit thesis is 80–100 standard pages. If the number of pages is significantly higher or lower, it is up to the commission to assess whether this has affected the quality of the thesis.

5 Routines when failing a thesis

Should the commission give the written thesis an F, an oral exam will not be held. After the grading, an explanation of the grade is written and sent to the exam administrator as usual. The grade must be registered in Inspira.

6 Suspicion of cheating

No grading is to be done if there is any suspicion of cheating. Contact the exam administrator immediately and he/she will do a plagiarism check and ensure the further proceedings.

7 Extraordinary circumstances

If the commission is unable to reach an agreement on the grade, the exam administrator is contacted. He/she will then call in a third reader (called "oppmann") to negotiate between the two examiners and hopefully reach an agreement. If this is not possible, the third examiner will make the final decision.