

Guidelines for Bachelor's theses at FHS

The guidelines apply to students who begin work on their bachelor's thesis from August 2025. The course plan is superior and applicable. The guidelines do not override the course plan.

The bachelor's thesis is an independent piece of work that students carry out under supervision during the final part of their bachelor's degree. The bachelor's thesis can be an individual piece of work or a collaborative project with up to four students, unless otherwise stated in the course plan. The student is responsible for achieving the expected learning outcomes and for the progress and writing of the thesis.

1. Objective of the bachelor's thesis

The bachelor's thesis should focus on a specific subject area and be based on an academically relevant problem/topic related to the learning outcomes for the bachelor's program in question. The student should demonstrate in-depth knowledge of the subject, communicated through a chosen topic/problem related to professional practice. Through their work on the bachelor's thesis, students must demonstrate their ability to shed light on an issue through independent discussion of literature and empirical data related to the topic of the thesis. Students must find and critically assess the quality of the knowledge and evaluate how the knowledge can be used to shed light on the issue.

Health and social sciences represent a broad, complex and composite body of knowledge that deals with technology and procedures, but also ethics, relationships, communication and context. When the focus is on people in illness, crisis or vulnerable situations, an approach based on caution and respect is required.

2. Supervision

Appointment of a supervisor

The head of the academic department for the bachelor's program assigns supervisors. The supervision agreement must be signed by the student and supervisor during the first supervision session. Students are entitled to up to four hours of supervision for their thesis (this applies to both individual and group theses). Supervision can be individual or in a group/seminar. Two of the hours are compulsory (one hour for the project plan and one hour for the assignment itself). Students who do not attend the compulsory supervision sessions will not be allowed to submit their bachelor's thesis.

For more information about supervision, see [HVL's ethical guidelines on supervision](#).

Who can be a supervisor?

As a general rule, the supervisor must be employed by the department. The supervisor is responsible for ensuring that the project and supervision comply with HVL's regulations. The supervisor must have at least university lecturer competence.

3. Topic, research question, and project plan

Students must choose a topic and research question that are relevant to the subject area and in line with the course and learning outcome descriptions for the bachelor's thesis. The topic and research question will be developed in consultation with the supervisor.

In terms of methodology, students are welcome to participate in research projects at HVL. In agreement with the supervisor, students may also conduct small-scale, independent empirical research through, for example, interviews or questionnaire surveys, in accordance with strictly defined regulations. For more information, see the syllabus for the bachelor's thesis.

The project description should be 1500 words (excluding the reference list), be clearly formulated and contain:

- Title
- Research question
- Background and theoretical perspective
- Methodology
- Timeline
- Reference list

The project description must be prepared in accordance with these guidelines and must be approved by the supervisor before work on the thesis begins. Each department sets the deadline for when the project description must be approved.

4. Format

The bachelor's thesis should be up to 8,000 words in length (this applies to both individual and group theses). The title page, table of contents, summary, reference list, and any appendices are additional.

The bachelor's thesis should be structured systematically, for example according to the IMRAD structure.

For more information about HVL's front page for bachelor's theses, see the [website for home exams and thesis writing](#).

The thesis must comply with the criteria for the chosen thesis format. For more information about the structure of the thesis, see the website: [Technical guidelines for thesis writing](#) (Norwegian only) and the course plan for the bachelor's thesis.

Language

Bachelor's theses should normally be written in Norwegian, with a summary in English, cf. [Regulations relating to studies and examinations at HVL § 11-21](#) (Norwegian only). Other Scandinavian languages or English may be used by agreement with the supervisor, unless otherwise specified in the course plan.

5. Research ethics

When writing their bachelor's thesis, students must follow national and international research ethics principles. See the Declaration of Helsinki, applicable legislation, and internal ethical guidelines at HVL. In projects that directly involve people, the right to privacy and protection against intrusion into private life must be safeguarded.

- [Law on the processing of personal data](#)
- [Guidelines for research ethics at HVL](#)

Students are not generally permitted to collect data from patients/clients and their relatives. If students collect data from informants who do not fall into these groups, confidentiality and professional secrecy must be ensured so that the sources cannot be identified.

Exceptions to these principles may apply if students participate in established research projects together with researchers at the university college or other research institutions. In such cases, the supervisor must ensure that research ethics considerations are taken into account. The student and the project leader must sign a separate contract. The contract may state that the project leader owns the data and that the student therefore cannot publish parts of the bachelor's thesis.

In agreement with the supervisor, students may also conduct minor, independent empirical research through, for example, interviews or questionnaire surveys, in accordance with strictly defined regulations.

6. Layout

- To see the layout that should be used for bachelor's theses, see [Technical guidelines for thesis writing](#) (Norwegian only).
- Various templates for how the front page of a bachelor's thesis can look can be found on the [website for home exams and thesis writing](#).
- The title of the bachelor's thesis must be written in both Bokmål/Nynorsk and English.

- Students must enter the title of their bachelor's thesis before uploading the thesis to [Wiseflow](#).
- The title of the thesis will appear on the diploma, and students must register the title of the thesis themselves in [StudentWeb](#).
- When submitting the thesis, the exam candidate must answer yes or no to the question about publication. HVL publishes bachelor's theses with grades A and B.

7. Submission

Submission deadline

The deadline for submitting bachelor's theses is generally May 22 for students graduating in the spring semester. The extended deadline is August 31. If the submission date falls on a Saturday, Sunday, or other public holiday, the deadline is the first following working day. Some study programs have different deadlines, which are listed on Studentweb. If the bachelor's thesis is not submitted by the deadline without prior agreement and approval from the academic department, the thesis will be registered as “not submitted,” cf. Regulations for studies and examinations at HVL.

8. Grading and examination

See Chapter 13 in HVL's regulations. Supervisors cannot be examiners.

Examination of the bachelor's thesis

The bachelor's thesis is assessed on the basis of the written work. Grades shall be determined jointly by the examiners. In the event of disagreement between the external and internal examiners, the external examiner shall decide the result. In the event of disagreement on more than two grades, a third examiner shall be appointed in accordance with §13-7 of the Regulations for Studies and Examinations at HVL. The department shall ensure that the grading deadline of three weeks is met.

Failed thesis

In the case of a grade of F (fail), a new or revised assignment with significant changes may be submitted for assessment once. Exceptions may be made if the student writes a completely new assignment with a new problem statement. When submitting a bachelor's thesis for the second time, the guidance provided to the student may be limited. See §11-19a in the Regulations for Studies and Examinations at HVL.

9. Copyright

The bachelor's thesis is owned by the student and HVL. Supervisors or others cannot therefore require the student to make the thesis available in the library, on the internet or elsewhere (in printed or electronic form) without the consent of the candidate and,

where applicable, the client. For the same reason, no one can refuse to allow the candidate to make the thesis available. This right is based on the law on copyright to intellectual property, etc. (the [Intellectual Property Act](#), Norwegian only).

If the thesis has been written as part of an assignment, it must also be made available to the client. The procedure and terms and conditions for publishing assignments on HVL Open can be found on the website [Publication of assignments](#).

Archiving – guidance agreement

The guidance agreement will be kept by the guidance counselor until the deadline for appeals has expired.

10. Improving characters on a passed Bachelor's thesis

Regulations for studies and examinations at HVL allow for exceptions to the regulations. See: §11-19a (2) It is not possible to improve the grade of a passed bachelor's thesis within the same study program. Exceptions may be made if the student writes a completely new thesis with a new problem statement.

The following guidelines apply if a student chooses to improve their grade on an already passed bachelor's thesis:

- The student must write a new thesis with a new problem statement.
- The student must send a written application to post@hvl.no, which must include a new project plan/problem statement and the previously passed bachelor's thesis.
- The deadline for applying to submit a new bachelor's thesis is January 1.
- The head of the department or course coordinator will assess whether the student has developed a new project plan/research question that is new or has been revised to such an extent that it can be considered a new thesis.
- The student may only submit a new bachelor's thesis if the application is approved.
- The student must resubmit the thesis before the deadline for postgraduate studies, unless they can document circumstances such as illness or other compelling welfare reasons that have prevented this.
- Supervision hours are not normally reallocated.