

Guidelines for the Bachelor Thesis

Updated 19.05.2016

These guidelines applies to written bachelor thesis or the part of the bachelor thesis that is a written work. Some of the guidelines for the bachelor thesis is formalized in the Regulations for studies and examinations at Bergen University College (Academic Regulations).

The bachelor thesis can be written by an individual student or as a joint project by up to 4 students. You can find more details about this in the course programme. The student/group is responsible for achieving the expected learning outcomes and for the progress and the design of the thesis.

Research Ethics

Knowledge about research ethics is important when working on the bachelor thesis. For further information on research, see separate guidelines.

Sources

There are strict requirements for thoroughness and explicit references to the sources the thesis is built upon. A primary sign of quality in good research is that it is founded on well proven sources of theory and previous research, and that it utilizes the proper technique of referencing.

Research is primarily published in books and articles published by university publishers or journals. It is the method, results and discussion in the source that should be used in the thesis. It must be clear what sources that are used and quotations must be clearly marked by quotation marks or be indented.

Scope and structure

The scope and structure of the bachelor thesis is stated in the course description. The word count must exclude summaries, table of contents, bibliography, figures, tables, footnotes and appendices. The thesis can be written in Norwegian or English, alternatively in Swedish or Danish.

Formal requirements

The work with the bachelor thesis is structured on the basis of a project plan that must be handed in to the supervisor within the given due date.

Further requirements:

- HVL's front page with the title for the thesis, education/department/ candidate number, date of submission and word count.
- A summary in Norwegian (Danish /Swedish) and English Table of Contents with chapters and page numbers, cf. Academic Regulations
- References to sources and a list of literature in compliance with the style of referencing agreed upon with the supervisor

- Charts and illustrations are included in the main body of the text, given a number and a descriptive text. A table of the illustrations and charts must be inserted after the table of contents.
- Appendices must be numbered and included in the table of contents.
- Appendices that have multiple pages must have page numbers.

Supervision

Supervision is obligatory and must be completed before the student can sit for the exam. Students who come from a minority language background may receive extra supervision. For more information about supervision hours, see the course description. Supervision may be given through digital media, e-mail etc.

A supervision agreement shall be completed by the student and the supervisor. If students participate in research projects, the students and supervisors have to sign a separate agreement. The agreement can state that the project manager owns the data and that the students therefore cannot publish parts of the bachelor thesis.

Assessment and grading

The bachelor thesis is assessed by a commission composed of one internal and one external examiner. The thesis is assessed on the basis of to what degree the candidate has achieved the expected learning outcome. For more information, see the course description.

Regarding rules and regulations related to cheating and plagiarism see the Norwegian Act Relating to Universities and University Colleges, sections 4-7 and section 4, and the university colleges own guidelines for control of plagiarism and plagiarism and cheating in theses, exams and tests (text in Norwegian).

The committee will jointly come to an agreement on the grade awarded.

Copyright

The bachelor thesis is owned by the candidate and HiB. Supervisors and others cannot demand that the thesis should be made available in libraries without the candidate's consent.

Storing and archiving

The administration archives the thesis for approximately 1 year after graduation. The supervision agreement is archived by the supervisor until the time limit has expired.