



Guidelines for Bachelor's theses at VID Specialized University

Adopted by the Rector on 13 June 2016, revised 20 April 2023.

Purpose and content of the Bachelor's thesis

The Bachelor's thesis is an in-depth study of a self-selected topic approved by the candidate's supervisor, with relevance to or specialisation in an area of the study programme. The thesis shall provide an understanding of the significance of research and development work.

The content, method and structure of the Bachelor's thesis will vary across disciplines and faculties. Common to all disciplines is that the Bachelor's thesis should demonstrate that the student is proficient in producing a substantial written academic work and that the material is presented and organized in a clear and logical manner. Students must formulate a research question and demonstrate an ability to gather relevant theoretical and evidence-based knowledge.

This document clarifies the common framework that is applicable to all Bachelor's theses at VID.

Scope of the Bachelor's thesis

Bachelor's theses at VID are worth a minimum of 12 ECTS credits. See Section 37 (3) of the Regulations relating to Admissions, Studies, Examinations and Degrees at VID Specialized University.

Word limit requirements depend on the number of credits that are applicable, and whether the thesis will be produced by one person or a group. The word limit is determined by the relevant study programme.

The Bachelor's thesis must contain a summary/abstract of up to 150 words, giving brief details of the research question, method, findings, discussion and conclusion. The summary must be in Norwegian and English. The cover page, table of contents, abstract, footnotes/endnotes, list of references, tables, appendices and any acknowledgements are not included in the word count. If the student has written too many or too few words, this can affect their final grade.

The programme description stipulates whether the Bachelor's thesis should be an individual or group project. Groups can consist of a maximum of four students. The programme description also indicates whether there will be an oral examination of the thesis for groups.

Ethical and legal considerations

Ethical assessments are central to all Bachelor's theses, regardless of the methodology used.

When using empirical methods, general research ethics guidelines must be adhered to throughout the process: <https://www.etikkom.no/forskningsetiske-retningslinjer/Generelle-forskningsetiske-retningslinjer/>

Students are not permitted to use a method and topic for the Bachelor's thesis that involves collecting and processing personal data. Exceptions can be made if, in connection with the Bachelor's thesis, a student is affiliated with a research project where a VID employee is collecting personal information.

In theses based on literature reviews, the ethical considerations entail the student providing insight into how sources and information were obtained. Compliance and correct citation and referencing as well as protection of privacy are important aspects of all Bachelor's theses.

Bachelor's thesis supervision

Students are entitled to supervision for the Bachelor's thesis. Students writing an individual Bachelor's thesis are entitled to 4 hours of supervision. The corresponding number of hours for students in groups is determined by the relevant faculty. Two of the hours of supervision are mandatory. Each faculty will decide how the hours of supervision are split. Students are expected to provide material for discussion prior to each supervision session.

Students who have been granted a submission deadline extension for their thesis due to withdrawal from an exam or approved absence will not receive extra supervision beyond the stipulated number of hours. Supervision is not provided where students want to improve their grade.

Students who are given a fail (F), are entitled to 2 additional hours of supervision for the second attempt. A new supervisor may be appointed.

In the event of a third attempt following a failed exam, the student is entitled to 4 hours of supervision, 2 of which are mandatory. The student must submit a thesis with a new topic and research question. A new supervisor may be appointed.

Submission

The front cover of the thesis must contain the following information: title, subtitle where relevant, candidate number, the university and campus, programme of study, cohort where applicable, number of words and submission deadline. VID's front cover template for Bachelor's theses must be used for submissions.

Students must complete a compulsory declaration in VID's online examination platform before submitting their Bachelor's thesis. By completing the declaration, the student confirms that he/she is familiar with VID's guidelines on plagiarism and cheating, and that the thesis is in accordance with these provisions.

<http://www.vid.no/student/mine-studier/eksamen/forsidemaler-til-eksamen-og-oppgaver/>

Assessment of thesis

Two examiners will assess the Bachelor's thesis; one internal examiner and one external examiner. The student's supervisor does not act as the internal examiner.

Explanation of grade and appeals

The procedure for obtaining an explanation of and appealing a grade is described on VID's website <http://www.vid.no/student/mine-studier/eksamen/>

Deferred examination and grade improvement

For deferred examinations and attempts to improve grades, Sections 23 and 24 of the [Regulations relating to Admissions, Studies, Examinations and Degrees at VID Specialized University](#) apply.

For second attempts at a Bachelor's thesis, students must submit a revised version. In the event of a third attempt, the student must submit a thesis with a new topic and research question.

Cheating in the Bachelor's thesis

The Bachelor's thesis is an examination, and cheating in the Bachelor's thesis is regulated by Act no. 15 relating to Universities and University Colleges of 1 April 2005, Section 4-7 (1) b and Section 4-8 (3), as well as the guidelines for dealing with cheating or attempted cheating at VID Specialized University.

If the decision is made to annul a student's submitted exam paper/Bachelor's thesis due to cheating on the first and/or second attempt, the student must submit a thesis with a new topic and research question on the second and/or third attempt. The student is entitled to 4 hours of supervision, 2 of which are mandatory.

If the decision is made to annul a student's submitted exam paper/Bachelor's thesis due to cheating on the first attempt and the student does not pass on the second attempt, the student must submit a revised version for the third attempt. The student is entitled to an additional 2 hours of supervision for the third attempt.

Accessing VID's open digital archive (VID:OPEN)

A digital version of theses with an 'A' grade can be accessed in VID's digital archive. The student has copyright to the thesis and can reserve the right not to publish in VID:OPEN. Consent is given by ticking the relevant box in the compulsory declaration form to be submitted along with the Bachelor's thesis.