



## Guidelines for supervision of the master thesis

The Regulations for Full-time Study Programmes at the Norwegian School of Economics (NHH) state that supervision is mandatory for all students writing their master thesis. Supervision is a right as well as an obligation.

The following guidelines specify the rights and obligations for both students and supervisor, and should be reviewed together in the first meeting.

### About the meetings:

You should discuss and agree on the format of supervision, the expected progress and the intended date for submission.

There should be at least three meetings between supervisor and students:

- At the beginning: to fine-tune the topic and discuss the proposal
- In the middle: to discuss the progress of the work
- Towards the end: to ensure that the topic is well covered

You can agree to meet more often. Meetings should normally take place at NHH. You may agree upon alternative modes of communication if one of the parties are absent, however, the supervisor may require that at least one meeting is a physical meeting.

The students may require a supervisor that is present at NHH for a sufficient part of the relevant semester to allow for scheduled meetings.

The students are expected to request meetings, and the supervisor should give feedback within a reasonable time. Both parties must be well prepared for meetings. If any of the parties needs to cancel a meeting, they are required to give sufficient notice.

### The students

- Are expected to contact the assigned supervisor to start the sessions early in the semester (before mid-January for spring or mid-August for fall)
- Should write a clear proposal for the master thesis topic.
- Are responsible for their choice of topic. The supervisor may suggest changes.
- Are expected to work independently.
- Must register their data collection with NSD (Norsk senter for forskningsdata/ Norwegian Social Science Data Services) if applicable.

### The supervisor

- Will give advice on the structure, methodology and general aspects of how to work with the thesis. They do not necessarily have specific knowledge of the case/markets business in question.

- Must confirm that the topic is within the students' major (hovedprofil). In the event that students have different majors, the topic must satisfy both profiles. The supervisor will confer with profile coordinators when in doubt.
  - Is expected to provide general comments about the language.
  - Should give overall, constructive comments on all parts of the thesis.
  - Is not responsible for pointing out every detail that can be improved or provide detailed feedback on language.
  - Is not expected to check excel sheets/data sets/analysis for errors.
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- The grading should reflect the national grading criteria for master theses in economics and business administration
  - The supervisor should not commit to or suggest an expected grade for the thesis to the students.

If the students do not complete the thesis within the period of agreement, they must apply the supervisor for an extension of supervision. If the original supervisor does not agree to the extension, the students must apply for a new supervisor via the web form within the set deadlines.

If the students decide not to use the assigned supervisor, or arranges for the use of another supervisor, a confirmation must be to [eksamen@nhh.no](mailto:eksamen@nhh.no) by the new supervisor.

Section for exams must be informed about any supervisory-student related problems that the parties may not resolve together.

For further information about writing and grading the Master's Thesis, see [nhh.no/en/masters-thesis](http://nhh.no/en/masters-thesis)