

# MASTER'S THESIS

## Practical information necessary for writing the master's thesis



LL.M. in Public International Law

LL.M. in Information and Communication Technology Law

M.Phil. in the Theory and Practice of Human Rights

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# THESIS GUIDELINES

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## Introduction

Students are required to write a master thesis as a mandatory part of their master programme. The information in this pamphlet will give you an idea of what is required practically, technically and professionally when you will start on the writing of your master thesis.

This pamphlet contains information on existing deadlines for registration and submission. It also contains a relatively detailed outline of how a master thesis is to be written.

## Content of the thesis

Your thesis is the culmination of your master's degree studies. The substantive portion of your thesis should be no more than 18,000 words (i.e. introduction, all chapters, conclusion). Footnotes are included in the 18,000 words. *Not* included in the word count: Preface, table of content, acknowledgements, bibliography, tables and registers. The template will give you correct instructions here.

For the M.Phil degree in the Theory and Practice of Human Rights only: other rules apply for the word count if the thesis is multi-disciplinary – please see the webpage for the HUMR-thesis.

The thesis is an independent work, and the topic is of the student's own choice within the field of the programme.

## Thesis objective

The purpose of your thesis is to develop, exercise and demonstrate your expertise in the particular field of your thesis, as well as of your general scholarly competence. Your thesis should be an independent contribution to scholarly knowledge and discourse. The objective is for a student to engage in research work. The student will learn how to find relevant material, analyze the material and make a systematic presentation.

## Format

The thesis should conform to the **thesis template** made for written submissions at the Law Faculty. Significant departures will cause a thesis to be rejected.

The template (Word) has a standard format; it includes a cover page which states your name and the title of the thesis in a discernable design of your choice. Also to be included, is the number of words, date of delivery, and your candidate number (not your name).

Assistance can be attained at *Juriteket* (Domus Nova building), but students should not expect the reception staff to be at their immediate beckoning when the thesis submission deadline is looming.

## Binding of the thesis

The thesis should be bound (delivery of the required pages just stapled together is not sufficient). Student should preferably use the Printing Service at UiO (for free) or use printing services on the private market (to be paid for by the student).

Please note! *Remember to calculate 4 days of printing time* if the thesis is delivered to UiOs Printing Service at Blindern!

# THESIS GUIDELINES

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## Assistance

Assistance can be attained at the reception desk, but students should not expect the reception staff to be at their immediate beckoning when the thesis submission deadline is looming.

## Submission deadline and codes

You must register your thesis in Studentweb by **September 1<sup>st</sup>** upon start of your 3<sup>rd</sup> term. For HUMR-programme, the registration deadline is **1 February** upon start of your 4<sup>th</sup> term.

The codes are:

- PILTHESIS (Public International Law)
- ICTLTHESIS (Information and Communication Technology Law)
- HUMR5200 (Human Rights)

## Submission deadlines

Public International Law:	<b>December 1</b>
Information and Communication Technology Law:	<b>December 1</b>
Human Rights:	<b>15 May</b>

## Where to submit your thesis?

Four hard copies should be submitted to the Faculty of Law (Bente) . If she is not available, the thesis should be delivered to the Information Centre, 2<sup>nd</sup> floor, DA building.

The paper copies must be delivered into the possession of Bente/info centre by 15:00 on the due date. The thesis is not considered to be delivered until all four paper copies and the forms mentioned below, have been delivered. **Remember!** to calculate at least four days printing time.

Submission include:

1. Submission of four copies of the thesis to the Faculty's person in charge for the Master programmes (Bente Lindberg Kraabøl). Your candidate number should appear on the front page – not your name. You will find your candidate number in Studentweb.
2. The supervisor form (to be filled in by the supervisor and student)
3. An outprint from the DUO electronic library which shows that the student has submitted his thesis in DUO. Electronic submission in DUO is mandatory.
4. Restricted access form (if desired)

## Administration

The administrator's tasks are to organise all practical matters having to do with the master thesis.

- PIL, ICTL, Human Rights: Bente L. Kraabøl

# **THESIS**

## ***MASTER THESIS PROGRESSION***

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### **Master Thesis progression**

Proposal for a practical course of action for completing a master thesis:

1. The student starts to think about what topic he/she wishes to discuss. The student considers what he/she thinks was interesting in the curriculum and seeks advice and information from fellow students, professors and supervisors. The student looks for specific topic suggestions in the topic bank and may review previously submitted theses, available in the library.
2. The student attends the information meeting for master theses (if any), held at the start of the spring semester. Information on relevant deadlines, guidance and thesis writing is provided there.
3. The student makes the decision to begin, perhaps obtains a supervisor, and signs up within the deadline.
4. The student meets with the supervisor and a work schedule is prepared. The student is given advice as to relevant literature/special lectures that should be attended or people that should be contacted.
5. The student works independently and contacts others as needed. The student schedules regular meetings with the supervisor, preferably in conjunction with the supervisor's reading of an unfinished part the manuscript. Guidance and help from anyone other than the supervisor or faculty is to be noted on the supervision form.

# **THESIS**

## ***PLAGIARISM. CHEATING AND ATTEMPTED CHEATING***

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### **Plagiarism**

is the failure in a thesis, essay, or other written exercise to acknowledge ideas, research, or language taken from others. For example, using word-for-word or even paraphrasing the language of a UN Report without attributing the source of that language is plagiarism. Using another's idea without attributing the idea to the person who conceived it is also plagiarism.

### **Academic integrity**

When you take facts, thoughts, ideas, viewpoints and short or long quotations from others and use them in your own work, the sources you have used must be clearly stated. In other words you must **not** give the impression that others' thoughts, ideas, viewpoints and results are your own if they are not.

Academic environments utilize different styles for referring to sources and for reference lists. If such styles are not followed you can be suspected of cheating and/or attempted cheating.

### **Become familiar with the rules for citing/quoting and referring to sources**

You are under the obligation to become familiar with the regulations for examination support materials and with the use of sources and the rules for citing/quoting from others' work when writing assignments and theses. Inadequate knowledge of the permitted support materials, use of sources and the rules for citing/quoting does not exempt you from liability. Contact the faculty administration if you are unsure about which style is used.

### **Cheating and attempted cheating.**

Suspicion of cheating and/or attempted cheating represents a breach of academic integrity.

You can be suspected of cheating and/or attempted cheating if you:

- neglect to give information on sources (printed or non-printed material, oral, written or digital forms of communication)
- give the impression that the answer paper is more independent than it actually is
- use support materials (or the assistance of other people) that are not permitted in the curriculum

Cheating and/or attempted cheating are often associated with deficient citing/quoting and reference to sources.

### **Consequences of cheating and attempted cheating**

UiO regards cheating and attempted cheating as a serious matter, and the consequences are considerable for the individual student. Cheating weakens your learning outcome and can have harmful effects on your future. Your examination can be annulled, and you risk exclusion from UiO and other higher education institutions in Norway for up to one year.

UiO risks certifying you as a student for working life on the basis of erroneous facts. This is unfortunate for both those who employ "cheats" and for UiO's reputation.

### **Regulations**

You are under the obligation to become familiar with the regulations for examination support

# **THESIS**

## ***PLAGIARISM. CHEATING AND ATTEMPTED CHEATING***

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materials and with the use of sources and the rules for citing/quoting from others' work when writing assignments and theses. Inadequate knowledge of the permitted support materials, use of sources and the rules for citing/quoting does not exempt you from liability.

§ 4-7 of the Act relating to Universities and University Colleges establishes when an examination or test can be annulled.

§ 4-8 of the Act relating to Universities and University Colleges establishes when exclusion from the educational institution is relevant.

### **Procedure**

UiO has routines for the procedure to be followed in cases where there is suspicion of cheating and/or attempted cheating. In the description of the procedure you will also find information on your rights if you are suspected of cheating and/or attempted cheating.

Routines: <http://www.uio.no/admhb/reglhb/studier/andre-regelverk/fuskesakereng.xml>

### **Checking for plagiarism**

UiO uses a plagiarism checking tool as one of several instruments for detecting suspicion of cheating and attempted cheating.

# **THESIS**

## ***FORMAL REQUIREMENTS***

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### **1. Organisation of thesis (in law)**

Students are required to use the prepared template.

Avoid quoting long excerpts and articles; short citations are preferred, and instead provide an evaluation of the literature that is necessary to defend your thesis.

#### **1.1 Table of Contents**

The table of contents is an outline of the thesis. The table of contents should be on a separate page and refer to pages in the text. It is to comprise headings through the third level (see point 1.6) and annexes that are named and numbered.

#### **1.2 Text**

##### *1.2.1 Introduction*

The introduction is to be placed in the beginning of the thesis and shall contain the following:

- a) Presentation of subject and issue/issues to be addressed. (Reason for choosing this subject, intention and technical/theoretical approach)
- b) Demarcation of thesis
- c) Possible terminology clarification / definitions
- d) Structure of thesis

##### *1.2.2 Legal sources*

Prepare an account for all legal sources used, which should not exceed one page.

##### *1.2.3 Method*

If the thesis comprises empirical data, e.g. a survey, you must prepare a brief account, not exceeding one page, indicating which method of social science was employed.

##### *1.2.4 Text Material*

Prepare the thesis' discussions and evaluations of the issue/issues with the help of relevant literature, judgments and any other data sources. The text of the thesis must be relevant with respect to the content requirements for theses. The actual text of the thesis is divided under headings of first, second and third level (see point 1.6).

##### *1.2.5 Conclusion*

The conclusion is a consolidation and summary of the thesis and is to contain the following:

- a) A summary of the major findings with respect to the questions and issues presented in the introduction
- b) Comments regarding possible limitations (strong and weak aspects) of the thesis
- c) Future implications

##### *1.2.6 Bibliography*

The bibliography shall continue the page numbering of the text.

##### *1.2.7 Annexes*

Annexes such as tables, outlines and such, shall be numbered but shall not receive a page number.

# **THESIS**

## ***FORMAL REQUIREMENTS***

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### **1.3 Formal requirements**

#### *1.3.1 Submission*

Submission must take place by the deadline set by the faculty. Electronic submission in the University's electronic library (DUO) is mandatory.

The master thesis is to be typed on a computer, and should not be handwritten. A line spacing of 1½ is to be used. The size of the thesis is indicated by the number of words used. It is the student's responsibility to provide the size in number of words.

Cover page, preface, acknowledgements, table of contents, index, annexes, and bibliography are not included in the total number of words, but come as additions.

The cover page contains the thesis' title. The title should cover the contents and should be searchable in an electronic search. A subtitle may be used in order to give a more precise understanding of the subject. Additionally, the cover page is to contain the semester of submission, candidate number, word count, name of supervisor, date and year. When the thesis is submitted, the student must also submit the supervisor form and the mandatory receipt showing that an electronic version of the thesis has been submitted in DUO.

### **1.4 Numbering of pages**

All text pages, including the bibliography, are to be consecutively numbered. Use Arabic numerals with no punctuation (1, 2, 3, etc.). The table of contents and overview of tables and figures should be numbered with lower case roman numerals in the lower right corner (i, ii, iii, etc.).

### **1.5 Margins and paper size**

The thesis is to be written on size A4 paper. Every new chapter should begin on a new page with the upper margin approximately 5cm from the top of the page as opposed to 3cm for other pages. The lower margin should be approximately 2cm from the bottom of the page, the left margin should be approximately 4cm and the right margin should be approximately 1.5cm.

### **1.6 Headings and numbering**

- Heading 1 to be indicated by 1
- Heading 2 to be indicated by 1.1
- Heading 3 to be indicated by 1.1.1

Arabic numerals should be used. Heading 4 is rarely used but if necessary may denote sub-items.

Heading 1 is written with lower case letters, no punctuation or underlining.

Example:

1 Introduction

Heading 2 is written with lower case letters, no punctuation or underlining.

Example:

1.1 Administrative structure in the county

Heading 3 is written in lower case letters on the left side of the page, no punctuation or underlining.

Example:

1.1.1 The role of the Government

**THESIS**  
***FORMAL REQUIREMENTS***

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The table of contents may be set up as follows:

1 Introduction.....	1
1.1 Administrative structure in the county.....	2
1.1.1 The role of the Government.....	4
1.1.2 The role of the County.....	6
1.2 Administrative resources .....	7
1.2.1 County's budgetary powers .....	8
1.2.2 Government's managing options.....	9

The text on heading 3 is to be indented 10 spaces. New chapters should be indicated by a new line.

# **THESIS**

## ***GUIDELINES ON QUOTATIONS, REFERENCES AND BIBLIOGRAPHIES***

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The Law Faculty has adopted general guidelines for quotations and references:

- All direct quotations in the text are placed in “quotation marks”, information about the sources should be given and listed up in the list of literature
- Indirect quotations: Information about sources used should always be given and listed up in the list of literature
- Common known juridical knowledge does not need documentation of the sources
- Be accurate when referring to sources; this means that it should be easy for others to find out where the material is taken from
- Students are encouraged to write down all sources during the work with the thesis
- If in doubt about quotations or references, contact your supervisor.

Since the guidelines above are very general, we give you in the following a more specific list of how to make quotations, bibliographies or references. You are not forced to use them, but they can be useful:

### **Quotations**

- Quotations in the text are placed in quotation marks: “Human rights discourse increasingly enframes contemporary approaches to development”.
- The text is cited word for word.
- Italics and boldface are copied as in the original text.
- If the italics, boldface or additions etc. are not in the original but are inserted by the author, this shall be noted: (emphasis added).
- Omissions in the quotation are indicated with three dots in brackets [...]. E.g. In an essay on urban legends, Jan Harold Brunvand notes that “some individuals make a point of learning every recent rumor or tale [...] and in a short time a lively exchange of details occurs.”
- Additions are placed in brackets [ ]. E.g. Jan Harold Brunvand, in an essay on urban legends, states: “some individuals [who retell urban legends] make a point of learning every rumor or tale.”
- Quotations within quotations are indicated by use of a different type of quotation mark than otherwise used in the quotation, e.g. with a single quotation mark: “Previously, ‘human rights’ and ‘development’ lay as if two distinct islands in mutually uncharted waters”.
- Direct quotations of 50 words or more are set in both text and notes as block quotations, meaning that the quotation is indented from the both the left and right margins, single-spaced, and without quotation marks.

### **General advice about bibliographies**

A style manual can never prescribe all possible forms and formats of references and bibliographies, but in any and all references you make, make sure they are:

**Unambiguous:** Your references must point to one source. Be accurate. The reader should with ease be able to find the source utilized.

**Ingenuous:** When you use a source, refer to it, and refer to where you found it. If you have found an article online, state this, in addition to where the article has been published.

# **THESIS**

## ***GUIDELINES ON QUOTATIONS, REFERENCES AND BIBLIOGRAPHIES***

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**Consistent:** Use the same pattern for sources of the same category. If you include a title in one footnote, make sure to do so in the rest as well.

**Content:** The bibliography should contain only the literature which you have quoted.  
**Subtitle:** Many works have a main title and a subtitle; you can put a colon between them, e.g.: *Women and Human Development: The Capabilities Approach*  
You should include the subtitle when it is important to emphasize the contents of the document.

**Arrangement:** The list should be arranged alphabetically, making it easy to find things. Ingenuous  
**Abbreviations:**

- Use standard abbreviations for periodicals, laws etc. Do not create your own abbreviations.
- published, editor/editors can be abbreviated as follows: pub'd., ed.eds..
- Binding, Band and Volume are abbreviated as follows: b, Bd, Vol.

### **Practical tips:**

- To a large degree, information is cited as it is stated in the document (e.g. in the numbering of a series)
- Information that is not stated in the publication is added in brackets (e.g. page number, place or year of publication. E.g. [Copenhagen], s. [31]-47, [1998])
- If the publication has more than three authors, you only mention the first and add ... [et al.], e.g. Jones, Alfred...[et al.].

### **Examples of entries in a bibliography**

The following is a presentation of a short list of examples of entries in a bibliography. The examples have been placed in order of type for easy reference. However, when preparing your own bibliography, it should be placed in alphabetical order.

#### **a) Books, articles and more**

Books with up to 3 authors

Author1-Last Author1-First, Author2-First Author2-Last & Author3-First Author3-Last , *Book Title*. Edition. City of Publication, (Publisher) Year

Examples:

Cassese, Antonio. *International Law*. 2nd edition. Oxford, (Oxford University Press) 2005  
Chabal, Patrick and Jean-Pascal Daloz. *Africa Works: Disorder as Political Instrument*. Bloomington, (Indiana University Press) 1999

Books with more than 3 authors

Book Title. Author1-First Author1-Last ... [et al.]. City of publication, (Publisher) Year

Example:

*Sovereignty as Responsibility: Conflict Management in Africa*. Francis M. Deng ... [et al.]. Washington, D.C., (The Brookings Institution) 1996

# THESIS

## *GUIDELINES ON QUOTATIONS, REFERENCES AND BIBLIOGRAPHIES*

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### Edited work

*Book Title*. Edited by Author1-First Author1-Last and Author2-First Author2-Last. City of publication, (Publisher) Year

### Example:

*Democratising Development: The Politics of Socio-Economic Rights in South Africa*. Edited by Peris Jones and Kristian Stokke. Leiden, (Martinus Nijhoff Publishers) 2005.

### Chapters in books

Author1-Last Author1-First. *Chapter Title*. In: *Book Title*. (Edition). City of Publication, (Publisher) Year. pp.##-##

### Example:

Toebe, Brigit. *The Right to Health*. In: *Economic, Social and Cultural Rights: A Textbook*. Dordrecht, (Martinus Nijhoff Publishers) 2001. pp.169-190

### Single volume in a series

Author1-Last Author1-First. *Title*. City of Publication, Publisher, Year. (Title of Series; #)

### Example:

Baillet, Cecilia. *Study of the Gray Zone between Asylum and Humanitarian Protection in Norwegian Law & Practice*. Oslo, University of Oslo, 2004. (Department of Public and International Law Publication Series; 6/2004)

### Articles in periodicals, yearbooks and collective works

Author1-Last Author1-First. *Title*. In: *Journal Title*. Volume (Year), pp. ##-##

### Example:

Alston, Philip. *Ships Passing in the Night: The Current State of the Human Rights and Development Debate seen through the Lens of the Millennium Development Goals*. In: *Human Rights Quarterly*. Vol.27 (2005), pp. 755-829

### Newspaper Articles

Author1-Last Author1-First. *Title*. In: *Newspaper*. Edition. Date.

### Example:

Marais, Hein. *A plague of inequality*. In: *Mail&Guardian*. 19 May 2006

### Electronic documents

Author1-Last Author1-First. *Title*. City (if applicable) Year. URL . [Visited date]

### Example:

Bailliet, Cecilia. *Between Conflict & Consensus: Conciliating Land Disputes in Guatemala*. Oslo 2002. [http://folk.uio.no/ceciliab/between\\_conflict\\_and\\_consensus.pdf](http://folk.uio.no/ceciliab/between_conflict_and_consensus.pdf) [Visited 27 April 2006].

### Comments:

- It is recommended to italicize the book's title, and any article title.
- Use [] for page references when the page number is not in the article.

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## ***GUIDELINES ON QUOTATIONS, REFERENCES AND BIBLIOGRAPHIES***

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- In all the above categories, you may include the publisher if you wish to, but you are not obliged to do so.

### **b) References to sources**

#### Conventions, resolutions and more

Short name or abbreviation      Full Title

Examples:

Vienna Convention	Vienna Convention on the Law of Treaties, Vienna 23 May 1969
ECHR	Convention for the Protection of Human Rights and Fundamental Freedoms, Rome 1950

#### UN Documents

Short name or abbreviation      Full Title (Adopted by xx Date) UN Document number (when available)

Examples:

ICCPR	International Covenant on Civil and Political Rights (Adopted and opened for signature, ratification and accession by General Assembly resolution 2200A (XXI) of 16 December 1966). 999 UNTS 171
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Declaration on the Right to Development	Declaration on the Right to Development (adopted by General Assembly Resolution 41/128 of 4 December 1986)
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#### International court decisions

- Internet source:

Parties      Court, place, date

Examples:

Bladet Tromsø and Stansaaas v. Norway	The European Court of Human Rights, Strasbourg, 20 May 1999
Democratic Republic of the Congo v. Belgium	International Court of Justice, The Hague, 14 February 2002.

- Paper source:

Parties      (Court) Publication, pp. ##-##

Example:

Vidal v. Belgium	Publications of the European Court of Human Rights, Series A vol. 235, p.93.
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#### Personal communications

From. Type. Date.

Example: Sen, Amartya. E-mail. 20 October 2006.

*Comments:*

The bibliography is to be a list of quoted/referenced works and articles. Source references for preparatory works, judgments and more are usually in their own register. See practical advice for writing – Source references (in Norwegian)

# **THESIS**

## ***GUIDELINES ON QUOTATIONS, REFERENCES AND BIBLIOGRAPHIES***

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### **References**

There are many standards as to how to cite a reference. The most important thing is to be consistent and precise in relation to the method you choose. The legal community has differing views as to what is best, references within the text or the use of notes. We recommend using footnotes.

### Footnotes

- Notes may be either footnotes or endnotes. We recommend footnotes, as they are the most reader friendly
- Notes are favoured over numerous and lengthy references within the text that disrupt the train of thought for the reader
- They should be consecutively numbered throughout the entire work
- Notes utilize source information, additional information, digression or reservations
- Use as few notes as possible; too many and lengthy notes are under all circumstances to be avoided
- Formulate the text so that it is unnecessary to use many and lengthy notes. References in the notes can be abbreviated if you do not want lengthy notes

### **EXAMPLES OF ENTRIES IN REFERENCES**

#### **Books, articles and more**

Books with up to 3 authors

Author1-Last (Year) p.# Example: Cassese (2005) p.32

Books with more than 3 authors

Book Title (Year) p.# Example: Sovereignty as Responsibility (1996) p.213

Edited work

Book Title (Year) p.# Example: Democratizing Development (2005) p.14

Chapters in books

Author1-Last (Year) p.# Example: Toebes (2001) p.175

Single volume in a series

Author1-Last (Year) p.# Example: Baillet (2004) p.5

Articles in periodicals, yearbooks and collective works

Author1-Last (Year) p.# (optional) Example: Alston (2005) p.785

Newspaper Articles

Author1-Last (Year) Example: Marais (2006)

Electronic documents

Author1-Last (Year) Example: Bailliet (2002)

### **Source References**

Conventions, resolutions and more

Short name or abbreviation, art # Example: ECHR art 6(2)

UN Documents

Short name or abbreviation, art # Example: ICCPR art 27

International court decisions

Parties Example: Bladet Tromsø and Stansaas v. Norway

Personal communications

From (Year) Example: Sen (2006)

# THESIS

## *THE GRADING SYSTEM*

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The standard credit system used for courses at the University of Oslo is based on the European Credit Transfer and Accumulation system (ECTS). A full semester's work load consists of 30 credits (*studiepoeng* in Norwegian).

- Grades are awarded on a descending scale using alphabetic grades from A to E for passes and F for fail. An average of C is the requirement for admission to Master's Degree Programmes.
- A pass/fail mark is given for some examinations. The pass/fail scale is applied as an independent scale with only two possible results, and is not connected to the graded alphabetic scale.

The Norwegian grading scale is in compliance with the European Credit Transfer system, but it differs from the ECTS system in that it is qualitative, rather than quantitative. The distribution of awarded grades from a large number of exams within a time period of 3-5 years is still expected to match the quantitative distribution applied in the ECTS scale.

The general qualitative descriptions of the criteria used in the evaluation that forms the basis for exam marking are as follows:

A	Excellent	An excellent performance, clearly outstanding. The candidate demonstrates excellent judgement and a high degree of independent thinking
B	Very good	A very good performance. The candidate demonstrates sound judgement and a very good degree of independent thinking
C	Good	A good performance in most areas. The candidate demonstrates a reasonable degree of judgement and independent thinking in the most important areas
D	Satisfactory	A satisfactory performance, but with significant shortcomings. The candidate demonstrates a limited degree of judgement and independent thinking
E	Sufficient	A performance that meets the minimum criteria, but no more. The candidate demonstrates a very limited degree of judgement and independent thinking
F	Fail	A performance that does not meet the minimum academic criteria. The candidate demonstrates an absence of both judgement and independent thinking

The UiO Faculty of Law has supplemented the letter-scale with criteria to be considered in making the letter-grade determination. Each assignment is to be considered in its totality according to the following criteria. These are merely guiding principles, however, without any single criterion being of greater importance or having any specific weight toward the grade.

# THESIS

## *THE GRADING SYSTEM*

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### **More detailed descriptions for Law subjects**

The measuring of legal abilities and skills is undertaken after a comprehensive evaluation of various qualities. Crucial to the award of a grade is the overall impression of the candidate's performance in relation to the given assignment. Different answers to the same assignment can thus each have their strong and weak sides but nonetheless be regarded as equal in an overall evaluation. Against this background, no specific subject-related descriptions are given in the form of set rules as to what typifies an individual grade, nor for those qualities which carry most weight.

In the light of the above general descriptions, the following skills will be emphasised in the overall evaluation undertaken and the final grade given:

- Knowledge and understanding of a subject area and any relevant background.
- Ability to detect and formulate legal problems, including distinguishing between different problems and between principal and subsidiary questions, along with the ability to put these questions into their correct context. (Ability to identify an issue or problem, even a unique one).
- Ability to discuss questions in a professionally sound and perceptive manner, and to utilise available legal material and facts in accordance with the professional methodological principles. This also includes the ability to distinguish between that which is essential and that which is inessential or irrelevant, between that which is certain and that which is open to doubt, and the ability to make a sensible weighting in terms of choice of material and proportions in the answer.
- Awareness of the legal-political dimensions of the topic of the question, without losing sight of the borderline between considerations *de lege lata* and *de lege ferenda*.
- Ability to reason critically and independently in relation to the available teaching materials and teaching.
- Command of language, skill in exposition, level of accuracy, and degree of systematic organization in written and oral presentations of legal subject matter.

# THESIS PRINTING

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A **Requisition for printing of master theses** is available upon request from the information center. The student must submit the thesis for printing at the Printing service (*Reprosentralen*) at Blindern, and calculate at least four days printing time. The costs will be charged to the faculty.

## **Reprosentralen:**

Situated in: the Administration building, Lower ground floor, Blindern  
Post address: P.O. Box 1101, Blindern, 0316 Oslo  
Phone for advice, print and administration: 22856204

## Opening hours:

09:00-15:00 Monday- Friday  
During summer: (15 May – 15 Sept): 09:00 - 14:00  
Closed during Christmas and Easter

Reprosentralen is a modern and up to date print centre that serves all the units at the University of Oslo. We provide copies of most students Master degree thesis, large parts of the units' curriculum, pamphlets, folders, booklets, posters, announcements, high quality color print and much more. In addition we welcome any private costumers.

## Submission

We strongly urge you to submit an electronic file. This eliminates most sources of error and ensures the best end result. The file format should be **PDF (Adobe Acrobat is needed to make a PDF file)**.

The reason why the PDF format is recommended is that such a file can safely be transported from pc to pc without danger of reformatting or changing. We do of course still receive and print from paper originals, should a paper original be the only way for you to submit your materiel.

## Rekvisisjon form

If you are a student ready to submit your Master thesis, you will be given a "rekvisisjon" by your Program administrative person, or the Information Centre at the Law faculty. This order form, along with a PDF file of your thesis is all *Reprosentralen* need to print your thesis. The file and the rekvisisjon should be sent to the following address:

[teknisk-repro@admin.uio.no](mailto:teknisk-repro@admin.uio.no)

Before submitting a thesis (or other) for print (text from the Printing service webpages):

- Proof read your materiel thoroughly on the pc you convert the Word file to a PDF file.
- Find out if your institute wants 1- or 2sided print, or if it is up to you to choose.
- If 2-sided: Centre your numbering and insert blank pages where they are needed, to prevent pages with headlines (Foreword, Chapter 1, etc) from appearing on the back of the sheets.
- Pages with headlines belong on the front of the sheets!
- Note: The cover page will not have print on the back; if you don't specifically ask for it.
- Any color print must be paid for by the student.
- Payment of additional color print or extra copies is made on delivery.
- The thesis, in file format, must be complete, from front page to last page.

## **THESIS**

### ***PRINTING***

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- Collect your “rekvisisjon” at your institute.
- Bring it and the PDF file to Representralen for print 4 days before final deadline.
- Any portable storage medium will do – or: send it to us by e-mail in advance.

# THESIS

## *RESTRICTED ACCESS TO THESES*

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### **Restricted access to Masters degree and post-graduate theses**

Master degree and post-graduate theses that contain information governed by a legally imposed confidentiality requirement must have restricted access. Such restricted access entails no outside access to or lending of the thesis.

In certain cases, one may request restricted access for a limited period even if the information contained in the thesis is not subject to a legally imposed confidentiality requirement.

**The student makes the decision to request restricted access during the electronic submission of the master thesis in DUO (UiO's electronic library).**

#### **1. Restricted access owing to legally imposed confidentiality**

Master degree and post-graduate theses that contain information governed by a legally imposed confidentiality requirement must have restricted access. This applies, among other things, when the thesis contains:

1. information about someone's personal relationship;\*
2. information about technical devices and procedures as well as operations or business relationships that it would be in the interests of the subject company/person to keep confidential for reasons of competition;
3. information, subject to a confidentiality requirement, that is obtained, by the researcher, from an administrative body;
4. information that is obtained pursuant to a promise of confidentiality to private individuals in connection with research work; and
5. information regarding people in a dependency relationship to an entity (school, hospital, institution, company, public authority, etc.) that have conveyed this affiliation with the researcher.

\*A Confidentiality requirement pursuant to § 13 is not an obstacle to the use of information when no justifiable interest requires that it be kept secret, e.g. when it is universally known or available from other sources (§13 a, point 3).

Master degree and post-graduate theses that have restricted access because they contain information that by law is to remain confidential, may only be viewed with special permission and therefore may not be loaned out.

#### **2. Restricted access for reasons other than a legal requirement of confidentiality**

Master degree or post-graduate theses that do not contain legally confidential information may also require restricted access.

Such restricted access may be employed when the student wishes to continue working on the material e.g. with a goal of a doctorate or another publication. If this method of restricted access is chosen, duration and reason must be stated. UiO limits duration to a maximum of five years, during which the thesis will be stored in a closed archive.

In accordance with § 27 of the Copyright Act, cf. public law § 2 and § 6 No 6, the libraries will only give access to researchers and students. However, those who loan the thesis may not quote from the

# **THESIS**

## ***RESTRICTED ACCESS TO THESES***

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thesis in their own work without receiving the author's approval. Copies of the thesis may be made available for lending to researchers and students.

### **Form for restricted access**

The student determines if the thesis is to receive restricted access at the time of the electronic submission. If anything changes after submission and you wish to obtain restricted access for your special thesis/master thesis, you may then send in the form for restricted access. You will find the link for these two forms in DUO when you register your thesis.

### **Storage of restricted theses**

Restricted theses are stored in the university's library archive. It is the responsibility of the student seeking to view theses containing legally confidential information to obtain the necessary authority. Theses restricted for reasons other than a legal requirement of confidentiality will be removed from the library's archive at the end of the restriction period.

# THESIS

## *REGISTRATION OF ELECTRONIC COPY IN DUO - HOW TO DO IT!*

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### **Mandatory electronic submission:**

The electronic copy is to be submitted via the following web address:

<https://wo.uio.no/as/WebObjects/hfagsinnlevering.woa/1/wo/JDYwva56oHEJ3bUO4gYvMg/0.1.6> .

The theses will be available on the Internet, as long as there are no restrictions on the thesis' availability (restricted access).

*Juriteket* assists with any necessary technical help for the electronic submission or use of the Word template.

### **Why register your thesis in DUO?**

The faculty/department will publish your thesis in DUO when it is approved (when the grading has been done), even if it is only an abstract or in addition full text. The library checks all the bibliographic data for DUO and registers the thesis in BIBSYS.

- The thesis is archived in DUO, UiO's electronic archive, and will always be accessible for you and others via a permanent web address.
- You keep the copyright to the thesis, while UiO is allowed to publish it in DUO.
- DUO follows the international Open Archives Initiative standard for scientific communication and metadata exchange. Therefore your thesis will be searchable via national and international information services, for ex. OAIster

### **How to register in DUO?**

Prior to/upon the registration in DUO:

- you are asked to register an abstract of your thesis in DUO (this is mandatory). Remember to have this information ready when login to DUO!
- Students should write their full name on the cover page, instead of the candidate number (the candidate number is to be used for the grading only. For internet publication your name must be indicated (for privacy reasons).
- Insert the name of your department/institute (f.eks 'Institute of Public Law')

# THESIS

## REGISTRATION OF ELECTRONIC COPY IN DUO - HOW TO DO IT!

The screenshot shows a web browser window titled "Innlevering - Opera". The address bar contains the URL: <https://wo.uio.no/as/WebObjects/hfagsinnlevering.woa/1/wo/Hb1o9JOK1pYQbBnfhKqW/0.1.6>. The page content includes:

- Delivering of electronic documents and abstracts** (in red text)
- DUO** logo with the tagline "Digitale utgivelser ved UiO"
- A link for [Norsk](#)
- A login form with the following fields:
  - Faculty:
  - User id:
  - Password:
- A list of instructions:
  - Select faculty/unit and log in with userid/password
  - Register the document: Author, co-author, title, abstract
  - Deliver if possible the file with the fulltext version of the document
  - Print out the receipt
- Contact information: "If any questions contact [duo-driftsgruppe@ub.uio.no](mailto:duo-driftsgruppe@ub.uio.no)."
- An "OK" button.

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 14:54.

# THESIS

## REGISTRATION OF ELECTRONIC COPY IN DUO - HOW TO DO IT!

The screenshot shows the Opera browser window with the URL <https://wo.uio.no/as/WebObjects/hfagsinnlevering.woa/1/wo/Hb1o9JOK1pYQbBnfHkqW/1.5>. The page title is "Delivering of electronic documents and abstracts". The DUO logo is visible in the top right corner, with the text "Digitale utgivelser ved UiO" below it. A link for "Norsk" is present. The user is logged in as "Eivind Bull Killengreen". A dropdown menu for "Select department" is set to "Law". The main content area is divided into two sections: "Register new work" and "The work is already registered".

**Delivering of electronic documents and abstracts**

Digitale utgivelser ved UiO

[Norsk](#)

Logged in as: **Eivind Bull Killengreen**

Select department: Law

**Register new work**

- If you have written your work alone
- If you are the first to register a work written together with others

**The work is already registered**

- If you deliver the work together with somebody who already has registered the work

Buttons: Register new work, Cancel registration, See list of works

# THESIS

## REGISTRATION OF ELECTRONIC COPY IN DUO - HOW TO DO IT!

This is how your published thesis looks like in DUO (after your thesis has been approved/graded):

The screenshot shows a Microsoft Internet Explorer browser window. The address bar contains the URL: <http://www.duo.uio.no/sok/work.html?WORKID=63049&lang=en>. The page title is "DUO: Legality of Malawi's Reservation to Article 26 of CSR51 And Measures Restricting Freedom O". The DUO logo is visible in the top right corner, with the text "Digitale Utgivelser ved UiO" below it. The page content includes a breadcrumb trail: "Homepage > Law". There are links for "Help Norsk" and "Search DUO". The main content area displays the following metadata:

Author(s):	Chinangwa, Tonda Victor
Title:	Legality of Malawi's Reservation to Article 26 of CSR51 And Measures Restricting Freedom Of Movement And Choice Of Residence Of Refugees
Year published:	2007
Document type:	Master thesis
Language :	English
Tutor(s):	Dr. Cecelia Bailliet

Below the metadata, there is a link for "Full text" and a "Checksum MD5: 6ef7ab44c7689aa8b28088f99b741b97". A note states: "To view this document you need Adobe Reader. This is freely available and can be downloaded from Adobe's Website, Some browsers can have problems with large pdf-documents: If you have problems - right-click on the link and save the file locally! [Adobe](#)". An "Abstract:" section follows, containing the text: "The thesis discusses the legality of Malawi's reservation to article 26 of the UN Convention Relating to Status of Refugee of 1951 and the measures imposed by Malawi restricting freedom of internal movement and choice of reside of refugees and asylum seekers in Malawi." The Windows taskbar at the bottom shows the Start button, several open applications, and the system clock at 18:13.

# THESIS

## *REGISTRATION OF ELECTRONIC COPY IN DUO - HOW TO DO IT!*

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When you deliver your thesis, a mandatory self-declaration regarding cheating is to filled in (you may print this page for that purpose).

### **Mandatory self-declaration regarding cheating**

I declare that my thesis which has been submitted for examination at the Faculty of Law:

- Has not been used for another exam at the University of Oslo, nor another higher institution abroad or in Norway
- Does not quote others work without giving the source
- Does not quote my earlier work(s) without giving the source
- Does not exceed the maximum number of words (18,000 words)

And that

- The supervision form contains gives correct and complete information
- I have stated all the references/literary sources

I am aware that is looked upon as cheating.

### **Declaration of submittance of thesis**

I, ..... (*indicate your name*), declare hereby that the text of this complete thesis may be published in the electronic library of the University of Oslo.

Number of words: \_\_\_\_\_

Credits: \_\_\_\_\_ (30 credits)

Student signature: \_\_\_\_\_

Norwegian 11-digit number (norsk personnr): \_\_\_\_\_

Signature administration: \_\_\_\_\_

Date: \_\_\_\_\_

**THESIS**  
**SUPPLEMENTARY GUIDELINES FOR WRITING MASTER THESIS FOR THE**  
**LL.M. AND M. PHIL. DEGREES**

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**INTRODUCTION**

During the *LL.M.* and *M.Phil.* degrees, the student submits a larger written work (thesis) of 30 credits. Supervision for the thesis writing is mandatory.

**TEACHING GOALS**

The purpose with the independent thesis work is to assure the academic level in higher education. Working on the thesis should teach the student to write an independent account of a legal subject (or partly legal or non-legal field for the *M.Phil. degree in the Theory and Practice of Human Rights*) within an appropriate frame of scope and time. The master's thesis is to be written for lawyers and scholars without special knowledge of the subject and is to be well documented. Emphasis is placed on the ability to formulate clear issues and to initiate relevant discussions and reasoning. It is not necessary for the special thesis to bring new technical information to the profession.

It is the student's responsibility to seek and make the best of guidance as well as to assure the progress of the work. The formal guidance is offered by the faculty is limited by a fixed number of hours. However, the student may make use of other guidance and help as long as it is accounted for upon submission.

**SUBJECT**

The subject should be legal (for the *M.Phil. degree*: legal or interdisciplinary). The subject is chosen and approved in cooperation with an advisor or the coordinator for theses, appointed by the faculty. The subject is registered with the faculty.

**GUIDANCE**

In order to receive guidance a student must be matriculated and be registered as a student, and must have confirmed the study plan including the master's thesis for that semester. The student chooses when s/he wishes to receive guidance. The guidance quota can only be used once during the course of the study.

Students are offered 4 hours of guidance through personal contact with the advisor. The term 'personal contact' means also electronic communication or communication via telephone. Beyond this, the supervisor shall use sufficient time to read the drafts and prepare comments.

The limitations on the scope of the guidance is related to the total hours of guidance given by the former (if any) and present supervisor, and is not related to guidance and help from others.

All guidance is to be recorded on the guidance form. All external guidance and help is to be recorded on the guidance form. The advisor is paid for the amount of guidance actually rendered, and s/he supervises a maximum of hours of guidance allotted to the student.

If the student has not found an advisor, the coordinator for theses will assign one. The coordinator will find and appoint the person best able to advise the student on the selected subject. The advisor does not need to be a full time employee or have lecturer status. External advisors may be used if they qualify as part-time lecturers.

It is the student's responsibility to contact the advisor in order to coordinate a plan for the supervision.

# **THESIS**

## **SUPPLEMENTARY GUIDELINES FOR WRITING MASTER THESIS FOR THE LL.M. AND M. PHIL. DEGREES**

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If desired, some of the guidance for individual theses can take part in groups. Time used for such groups shall be split amongst the group members, such that the teacher's total guidance is not reduced.

If special reasons apply, the student can be granted change of advisor within the same semester as the delivery of thesis, and with the same date of delivery. The student must send a written application to the Administrative person in charge. The advisor is not informed about the change of advisor until this is approved by the student.

### **THESIS SCOPE**

The thesis should contain approx. 15.000 words, but not exceed 18.000 words. (i.e. introduction, all chapters, conclusion). Footnotes *are included* in the 18,000 words. *Not included* in the word count: Preface, table of content, acknowledgements, bibliography, tables and registers. Theses that exceed the maximum word content will not be graded.

For theses written for the *M.Phil. degree in the Theory and Practice of Human Rights* other word count apply if the thesis is multi-disciplinary (see webpage for HUMR-thesis).

### **REGISTRATION AND SUBMISSION DEADLINES**

For submission of theses the rules for registration for and withdrawal from exams are applicable, as usual. The faculty should be notified one month prior to submission, so the necessary arrangements may be made with the examiners.

Deadlines for submission of theses are as follows:

- *LL.M. degrees in Information and Communication Technology Law, Public International Law and Maritime Law*: 1 December.
- *M.Phil degree in the Theory and Practice of Human Rights*: 15 May.

### **SUBMISSION**

In order to deliver the thesis the student should confirm his/hers study plan which includes the thesis for that specific semester.

The thesis is to be submitted to the Administrative person in charge/the information office in four typewritten copies. The Word template made available from the faculty should be used. In addition, one copy should be submitted electronically (in DUO). Together with the thesis, the student is to submit a personal statement regarding cheating and the original guidance form.

If the thesis is to have restricted access against loan, then the appropriate form must be filed.

The thesis is to be submitted in an anonymous form.

A thesis cannot be submitted to the Faculty of Law in Oslo if it has already been submitted for evaluation elsewhere.

If a thesis has been delivered for grading, it cannot be withdrawn.

### **GRADING**

If a thesis has been delivered for grading, grading should be done.

The thesis is graded by the advisor and an external examiner, appointed at the suggestion of the advisor or teacher. The thesis is graded in commission. The advisor should, as examiner, let the

**THESIS**  
***SUPPLEMENTARY GUIDELINES FOR WRITING MASTER THESIS FOR THE  
LL.M. AND M. PHIL. DEGREES***

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external examiner present his/her results first. The advisor should not inform the external examiner about the student's identity. The delivered thesis should normally be the element upon which the grading is based. However, in particular cases where the writing process is taken into account, this should always be done in favor of the student.

When there is disagreement between examiners, the examination chairman will appoint two new examiners to start anew.

The grading of thesis uses the grading scale from A-E (pass) and F (fail).

***NEW GRADING***

Theses that have been subject to grading cannot be submitted for new grading in a changed form unless the thesis received a failing grade (F).

***CHANGING OF SUBJECT***

The student may change the subject of the thesis after deliberation with the advisor or coordinator for theses. This does not give the student the right to extra guidance.

***STUDENT WITHOUT STUDY RIGHT TO THE PROGRAMME***

Students who are not enrolled in one of the programmes are not entitled to deliver the master thesis.