

## **1 General**

All members of the examination commission are considered examiners. There is always one internal and one external member. External examiners have a particular responsibility to avoid "local" grading of the thesis. The supervisor is not part of the examination commission.

## **2 The grading**

The commission must give a preliminary grade on the thesis which must be scanned to the exam administrator 2 days before the date for the oral exam at the latest. The external and internal graders usually have a meeting over the phone or via webcam. The commission should, through conversation, reach an agreement on the grade.

The oral exam starts with the student giving a short presentation (5–10 minutes) of the thesis. Then the examiners can ask questions relating to the thesis. This will take approximately 30 minutes in total. After the exam, the student will leave the room, and the examiners will discuss whether the final grade will be the same as the preliminary, or change.

The commission writes an explanation for the grade. This is written by the external examiner, and approved by the internal examiner before it is e-mailed to the exam administrator. The explanation should be no less than one A4 page.

The grade and written explanation must be delivered to the exam administrator no later than the deadline.

Estimated time spent on grading a 60 credits thesis is 12 hours, and 6 hours on a 30 credits thesis.

## **3 Grading**

The following points carry weight in grading:

- The subject and research questions
- The thesis focus on the subject and questions
- Level of reflection regarding use of theory and methods
- Ability to apply the theory and methods
- Relationship to other literature and previous research in the area
- Citations and bibliography
- Use of other materials: selection, acquisition, arrangement, analysis
- Structure of the thesis
- Language skills
- Originality (new materials, new problems, new knowledge, new hypotheses)
- Level of independence
- Thoroughness
- Pointing out possible continuation of the work

The main criterion is the overall impression that the thesis gives.

#### **4 Extraordinary circumstances**

If the commission is unable to reach an agreement on the grade, the exam administrator is contacted. He/she will then call in a third reader (called “oppmann”) to negotiate between the two examiners and hopefully reach an agreement. If this is not possible, the third examiner will make the final decision.

#### **5 Length**

The approximate number of pages in a 60 credit thesis is 80–100 standard pages, and 30–50 in a 30 credit thesis. If the number of pages is significantly higher or lower, it is up to the commission to assess whether this has affected the quality of the thesis.

#### **6 Suspicion of cheating**

No grading is to be done if there is any suspicion of cheating. Contact the exam administrator immediately and he/she will do a plagiarism check and ensure the further proceedings.