

Instructions for examiners of Master's theses at the Department of Musicology, University of Oslo

1. General

The examination committee consists of an internal and an external examiner. The external examiner has a particular responsibility to ensure that no "local" grading levels develop. Supervisors are not part of the examination committee.

2. Grading theses

A Master's thesis can either take the form of a research-oriented, scientific thesis, or a two-part Master's project with a theoretical section and a practical section – see the course description at <http://www.uio.no/studier/emner/hf/imv/MUS4090/index.html> <https://www.uio.no/studier/emner/hf/imv/MUS4092/index.html>

For the two-part Master's project, there will in some cases be a need for a presentation, a practical demonstration, or similar, normally lasting about 30 minutes. Both of the examiners must be present for this. The two-part Master's project must be graded as a whole, as opposed to the individual sections being graded separately.

The external and internal examiner will hold a meeting to discuss grading at an agreed time. This can be done by telephone or webcam. During the meeting, the committee will reach agreement on a grade.

The committee will substantiate its decision in writing. This will be written by the internal examiner, who then forwards it to the external examiner for review. The external examiner then sends it to the examination officer. The written decision should be at least one A4 page in length.

The deadline for grading a Master's thesis is six weeks from the submission deadline. The grade and written decision must be submitted to the examination officer by the grading deadline. An estimated 12 hours is needed to grade a 60-credit Master's thesis.

3. Grading scale

Grades are awarded on a scale from A to F.

See: <https://www.uio.no/english/studies/examinations/grades/>

See the course description for more details:

<http://www.uio.no/studier/emner/hf/imv/MUS4090/index.html> and the texts "Course content" and "Learning outcome" for more specific requirements. The grade should reflect the degree to which the learning outcome has been achieved. See also section 4.

4. Elements of grading

The following aspects should be focussed on when setting grades, and should be part of the written decision where applicable:

- Formulation of the topic and research question for the thesis
- The focus and delimitation of the thesis
- Critical thinking regarding theory and methodology

- Ability to apply theory and methodology
- Use of literature and previous research in the field
- Citing of sources and bibliography
- Use of material: selection, acquisition, delimitation, adaptation, analysis
- Clarity and structure in the presentation
- Language
- Originality (new material, new research questions, new knowledge, new hypotheses)
- Critical reflection and ability to synthesize
- Thoroughness
- Presentation of possible continuation of the work
- For two-part projects: good integration between practical and theoretical parts

Examiners should use their discretion when assessing the weighting of each element. The most important evaluation criterion is the examiner's general impression of the thesis following an overall assessment.

5. Extraordinary circumstances

If the committee is unable to agree on a grade, the examination officer should be contacted. The decisions of both examiners are then forwarded to an arbitrator, who will consider the grading. The arbitrator initially acts as a mediator. If agreement can still not be reached, the arbitrator will decide the final grade. The grading deadline is not extended when using an arbitrator.

6. Number of pages

The length of a 60-credit thesis should not exceed 100 pages, each containing 2300 characters excluding spaces. The written part of a two-part Master's project should be a maximum of 50 pages, each containing 2300 characters excluding spaces. If the number of pages in the Master's thesis is significantly higher or lower than that stated in the course description, it is up to the committee to consider whether this has affected the academic standard.

7. Suspicion of research fraud

No grade should be given if research fraud is suspected. Where an examiner suspects that a source has been copied (e.g. books or websites) without being cited, the examination officer must be contacted immediately, who will process the matter.

8. Miscellaneous

If you have any questions, contact the examination officer Julia Esther Eller: j.e.eller@imv.uio.no
 - telephone: (+47) 22 84 43 42.

Thank you for acting as an examiner for the Department of Musicology!