

RULES ON THE FORM OF A MASTER'S THESIS, SUBMISSION, DEFENSE AND GRADING.

Adopted by the School Council August 15th 2014

The following rules are in addition to RULES FOR MSc PROGRAMMES AT REYKJAVIK UNIVERSITY'S SCHOOL OF SCIENCE AND ENGINEERING as adopted by the council of the School of Science and Engineering August 28th 2012.

The Council of the School of Science and Engineering first adopted these rules on 19th March 2010 and they have since undergone minor revisions.

In order to graduate with an MSc degree from the School of Science and Engineering (SSE) all students must complete a project that results in a formal thesis and a public defence of the thesis. The thesis can be submitted either in English or Icelandic and should sufficiently present a body of work commensurate with the number of credits of the particular MSc project.

THESIS LAYOUT AND FORM

The layout and form of the thesis shall in general be according to good practice for a thesis of this type. The student shall consult his/her supervisor on an appropriate structure for the thesis, appendices to the thesis and the reference system, taking into account established practice within the specific field of research. Each department within the School of Science and Engineering may set rules that further specify the form and layout of the thesis, including a recommended template.

In general, the thesis is expected to contain the following:

- Front cover (standard)
- Front page (standard format)
- Title page (standard format)
- Abstract (in English and Icelandic)
- Signature page (standard format)
- Acknowledgements (optional)
- Preface (optional)
- Table of contents
- List of tables
- List of figures
- List of drawings and enclosed material, e.g. CD (as appropriate)
- Introduction
- Methods
- Results
- Discussion
- Conclusion
- References
- Appendices (as appropriate)
- Back cover (standard)

The front cover, front page, title page and back cover have a specific form as shown in the attached examples and shall contain all information requested. SSE provides the front and back cover to the student. No variation from this form is permitted. If the thesis is written in English, the title on the title page shall be in English; however, an Icelandic translation of the title must be presented with an Icelandic abstract, and vice versa if the thesis is written in Icelandic.

An abstract is mandatory, both in English and Icelandic. The maximum length of abstract is 300 words. At the end of the abstract there should be a list of up to five keywords reflecting the content of the thesis.

The printed version of the thesis shall be on white paper of size A4 and weight 80 g/m². The cover pages will be provided by the School. In general, the font should be Times or Times New Roman of size 12 points.

Guidelines for page numbering and layout:

- Page numbering is normally i, ii, iii, iv, ... for material preceding the first chapter of the thesis (i.e. for abstract, signature page, acknowledgements, preface, table of contents etc.) and then 1, 2, 3, starting from the 1st chapter (Introduction) and continuing throughout the thesis, including the appendices.
- Page numbers should in general be centered at the bottom of each page.

In exceptional cases the thesis may have a different form. While the thesis itself has to comply with the layout instructions in regard to the cover pages, abstract and the signature page, it can consist mainly of publishable research papers. In this case, a detailed summary of a length to be determined by the student's supervisor shall be provided as an introduction to the published material, explaining the methods, context and coherence of the work. If this option is selected for a MSc thesis in engineering it must be approved by SSE's Master's Studies Council.

LIMITED ACCESS

If the thesis shall not be freely accessible or distributed for certain period of time, e.g. due to business reasons or if deemed necessary for reasons of on-going submission for publication, it should be clearly stated in the thesis, including a text to that effect right after the keywords following the abstract in the thesis, and the date when these restrictions should be lifted, see RU's rules for submission of theses and final projects (*Reglur um skil á lokaritgerðum og lokaverkefnum við Háskólann í Reykjavík*).

SUBMISSION AND DEADLINES

The official completion of the MSc thesis is signified by the student submitting the final version of the thesis, signed by himself/herself, the supervisor(s) and the examiner to the SSE office as well as an electronic version (PDF) to Skemman, see www.skemman.is. See also RU's rules for submission of theses and final projects (*Reglur um skil á lokaritgerðum og lokaverkefnum við Háskólann í Reykjavík*).

If a student plans to graduate in a particular graduation ceremony, the following deadlines must be respected. Should any of the deadlines below not be respected the student will have to wait for the following graduation ceremony before he/she can graduate. Students are responsible for adhering to these deadlines and are advised to deliver their work in good time.

The deadline schedule for the purpose of graduation is as follows (where t is the graduation date and the numbers refer to the number of days prior to graduation):

- Final draft of thesis delivered to supervisor ^{a)} t-50 ^{b)}
- Supervisors comments delivered to student t-40 ^{c)d)}
- Thesis delivered to supervisor(s), examiner and department head ^{a)} t-20 ^{c)}
- Examiner confirms that thesis may be put up for defence t-17 ^{c)}
- Defence t-14 ^{c)}
- Signed final version of thesis delivered to SSE office t-11 ^{c)e)}
- Grade posted to the Registrar by SSE office t-11 ^{c)}
- Graduation t ^{c)}

^{a)} Paper and/or electronic form, as requested by the supervisor(s) and/or examiner.

^{b)} Date can be modified by mutual agreement of the supervisor, student and examiner.

^{c)} Firm deadlines.

^{d)} Or within 10 days after the supervisor has received the final draft, whichever comes first.

^{e)} Or within 5 days after the defence, whichever comes first.

THESIS DEFENCE (ORAL EXAMINATION PROCEDURE)

The examiner is appointed by the Director of Master's Studies in consultation with the supervisor(s) and department head. The examiner shall have the qualifications necessary to supervise the thesis, but must not have collaborated in the project on which the thesis is based and must fulfil the rules of Reykjavik University on impartiality of examiners.

The oral examination shall be open to the public and shall be announced through appropriate channels with at least 3 days notice. The examination should take the form of an approximately 30 minute presentation by the student, followed by questions from the examiner, School representative (most often the department head), supervisor(s) and the audience. The audience then leaves the room and the examiner(s), supervisor and School representative have the opportunity to put further questions to the candidate and, as appropriate, request modifications to the thesis. Subsequently, the candidate leaves the room and the examiner, School representative and supervisor(s) deliberate and decide upon the grade. Normally, the student will be informed of the grade the next day. If the thesis is subject to confidentiality, or for other valid reasons approved by the Director of Master's Studies, the oral examination may be closed to the public.

GRADING

The appointed examiner shall evaluate the thesis and the oral defense of the thesis, together with the supervisor(s) and the department's representative. One grade shall be awarded for the thesis and defence. The minimum passing grade is 6.0, see *Guidelines for grading MSc theses* in the appendix. The following factors shall be taken into account:

- Significance and originality of work
- Scientific and technological challenge and results
- Methodological quality
- Presentation

The number of ECTS credits awarded for the Master's project shall be taken into account. Thus, significantly more demands in terms of originality, quantity and scientific quality of the work should be placed on the student for a 60 ECTS thesis than a 30 ECTS thesis.

APPENDICES

Guidelines for grading MSc theses (in English and Icelandic)
Cover pages, front and back (standard, provided by SSE)
Example of a front page (text to appear in window on front cover page)
Example of a title page
Example of a signature page
List of MSc degrees awarded

GUIDELINES FOR GRADING MSc THESES

The guidelines below describe typical projects in different grading brackets. This is meant for examiners and instructors in grading master's theses. The projects need not fulfil every aspect of these descriptions in order to be awarded the corresponding grade.

Superior (9,0-10,0)

The project is excellent. The handling of the material shows considerable originality and independent thought. Considerable skill in the definition and organized solving of the problem. Very good understanding of concepts. Academic approach and handling of material. Exemplary methods in collection and processing of data. Use of references is very precise and supports the projects well. The thesis may well lead to a publishable article. Exceptionally well polished thesis with very good grammar, spelling and language use. The thesis is in English. The student's performance in the defense is excellent.

First grade (7,5-8,5)

The project is very good and handling of material is good and somewhat original. Clear understanding of the material and the definition of the problem is good and the solving well organized. Data gathering and processing without major weaknesses and intelligent use of references. The thesis is well arranged and grammar, spelling and language is good. The student's performance in the defense is either good or very good.

Second grade (6,0-7,0)

The project is acceptable. Handling of material is fair and some independent thinking. Definition and analysis of project reflects some understanding. Data collection and processing is without major flaws. Deficiencies in the literature review. Flaws have not been addressed despite the instructor's suggestions. Language, grammar and spelling is fair. The student's performance in the defense is fair.

Fail (1,0-5,5)

The project is unacceptable. The project has major flaws that have not been addressed despite the instructor's suggestions. Limited understanding of the material. Definitions and analysis do not show understanding of what is relevant in solving the problem at hand. Major errors or misunderstanding. Data collection and analysis has deficiencies and literature review is weak. The subject is not adhered to or major inconsistencies. Language, grammar and spelling is fair or poor. The student's performance in the defense is fair or poor.

VIÐMIÐ UM EINKUNNAGJÖF FYRIR MSc RITGERÐIR**Viðmið fyrir einkunnagjöf.**

Eftirfarandi er lýsing á dæmigerðum verkefnum í mismunandi einkunnabilum sem er ætluð til stuðnings fyrir prófdómara og leiðbeinendur við mat á MSc verkefnum. Lýsingin þarf ekki að eiga við verkefnið í öllum atriðum til að verkefnið geti hlotið viðkomandi einkunn.

Ágætiseinkunn (9,0 – 10,0)

Verkefni er afburðagott. Efnistöð endurspeglar umtalsverðan frumleika og sjálfstæði í hugsun. Umtalsverð færni í skilgreiningu og skipulegri úrlausn viðfangsefnisins. Mjög góður skilningur á hugtökum. Vísindaleg nálgun og efnistöð. Fyrirmyndar vinnubrögð við öflun og úrvinnslu gagna. Heimildanotkun mjög nákvæm og styður vel við verkefnið. Ætla má að ritgerðin geti leitt til birtingarhæfrar greinar. Frágangur sérlega góður og stafsetning og málfar mjög gott. Ritgerðin er skrifuð á ensku. Frammistaða nemanda í vörninni afburðagóð.

I. einkunn (7,5 - 8,5)

Verkefni er mjög gott og efnistöð góð og nokkuð frumleg. Skýr skilningur á viðfangsefninu og góð færni í skilgreiningu þess og skipulegri úrlausn. Vinnubrögð við öflun og úrvinnslu gagna án verulegra veikleika og heimildanotkun skynsamleg. Frágangur góður og stafsetning og málfar gott. Frammistaða nemanda í vörninni góð eða mjög góð.

II. einkunn (6,0 – 7,0)

Verkefnið er þökkalegt. Allgóð efnistöð og sjálfstæð hugsun á köflum. Skilgreining og úrvinnsla viðfangsefnis endurspeglar nokkurn skilning á viðfangsefninu. Öflun og úrvinnsla gagna án verulegra galla. Heimildanotkun nokkuð áfátt. Finna má galla sem ekki hafa verið lagfærðir þrátt fyrir ábendingar leiðbeinanda. Málfar og stafsetning þökkaleg. Frammistaða nemanda í vörninni þökkaleg.

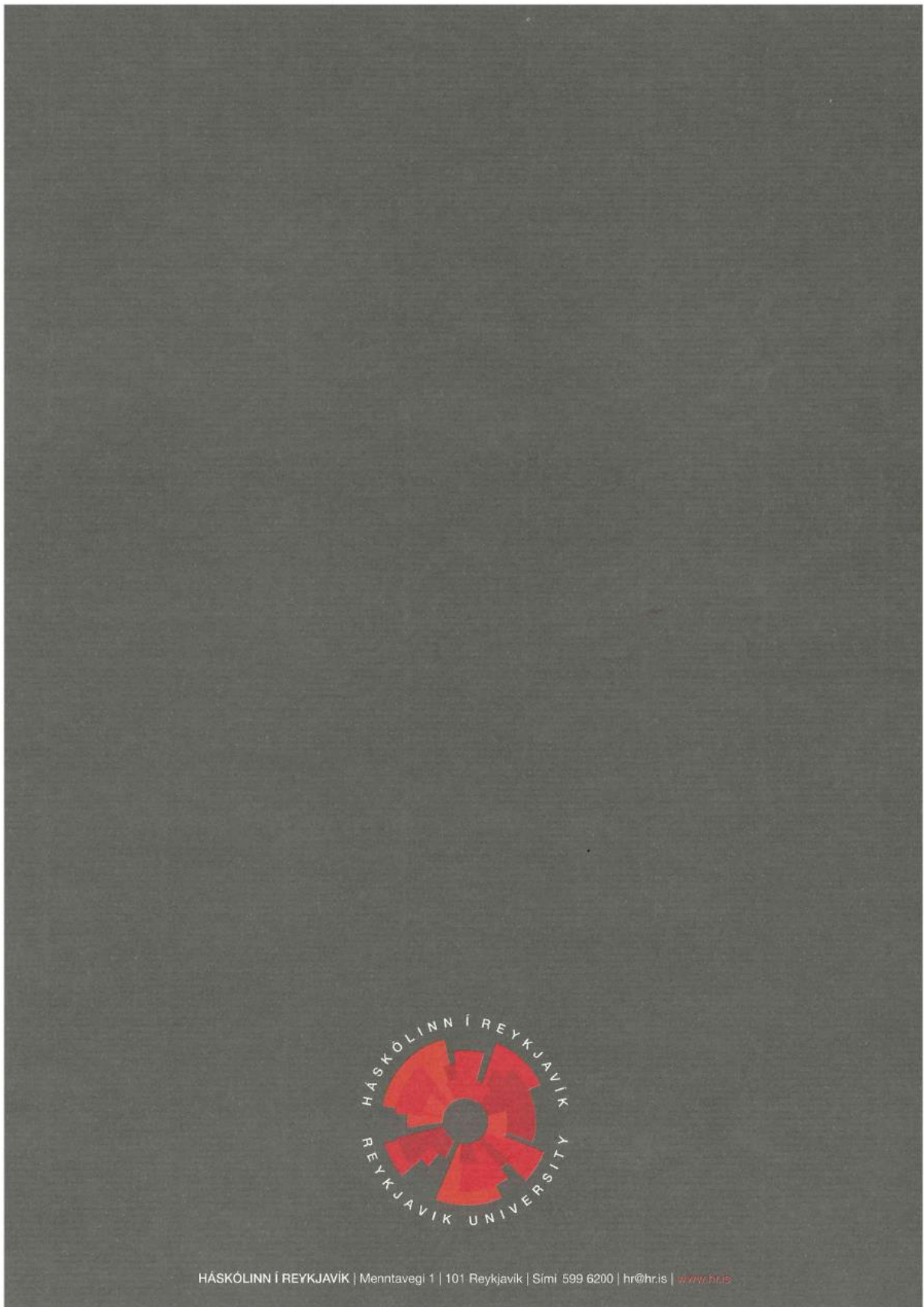
Falleinkunn (0,0 - 5,5)

Verkefni fullnægir ekki lágmarkskröfum. Verkefnið hefur áberandi galla sem ekki hafa verið lagfærðir þrátt fyrir ábendingar leiðbeinanda. Takmarkaður skilningur á viðfangsefninu. Skilgreining og úrlausn viðfangsefnis sýnir ekki nægilega góða tilfinningu fyrir því hvað skiptir máli við lausn þess. Verulegar villur eða misskilningur. Öflun og úrvinnsla gagna er töluvert áfátt sem og heimildanotkun. Farið út fyrir efnið eða umtalsverð ósamkvæmni. Málfar og stafsetning sæmileg eða slök. Frammistaða nemanda í vörninni sæmileg eða slök.



TÆKNI- OG VERKFRÆÐIDEILD
SCHOOL OF SCIENCE AND ENGINEERING





This is the first page of the thesis after the cover page. Make sure that the text below (title, author, degree and date) will fit in the opening on the front cover page.



The Full Title of the Thesis

Name O. F. Student

Thesis of xx ECTS credits
Master of Science in xx (list of degrees in appendix)

January 2015

This is the second page of the thesis after the front page.



The Full Title of the Thesis

Name O.F. Student

Thesis of xx ECTS credits submitted to the School of Science and Engineering
at Reykjavík University in partial fulfillment
of the requirements for the degree of
Master of Science in xx (list of degrees in appendix)

January 2015

Supervisor(s):

Superior A. Teacher, Supervisor
Professor, Reykjavík University, Iceland

Examiner(s):

Tough E. Questions, Examiner
Associate Professor, OSU, USA.

This is the first page of the thesis after the cover page. Make sure that the text below (title, author, degree and date) will fit in the opening on the front cover page.



Titill ritgerðar

Nafn nemanda

xx ECTS eininga ritgerð til
meistaraprófs (MSc) í xx(sjá lista yfir prófgráður í viðauka)

Janúar 2015

This is the second page of the thesis after the front page.



Titill ritgerðar

Nafn nemanda

xx ECTS eininga ritgerð lögð fram við tækni- og verkfræðideild
Háskólans í Reykjavík til
meistaraprófs (MSc) í xx (sjá lista yfir prófgráður í viðauka).

Janúar 2015

Leiðbeinandi/leiðbeinendur:

Dr. Alltaf Á. Fundi
Dósent, Háskólanum í Reykjavík

Prófdómari:

Dr. Tough E. Questions,
Associate Professor, OSU, USA.

The Full Title of the Thesis

Name O.F. Student

xx ECTS thesis submitted to the School of Science and Engineering
at Reykjavík University in partial fulfillment
of the requirements for the degree of
Master of Science in xx (list of degrees in appendix).

January 2015

Student:

Printed name of student

Supervisor(s):

Printed name of supervisor 1

Printed name of supervisor 2 (if relevant)

Examiner:

Printed name of examiner

Titill ritgerðar

Nafn nemanda

xx ECTS eininga ritgerð lögð fram við tækni- og verkfræðideild
Háskólans í Reykjavík til
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Janúar 2015

Nemandi:

Prentað nafn nemanda

Leiðbeinandi/leiðbeinendur:

Prentað nafn leiðbeinanda 1

Prentað nafn leiðbeinanda 2 (ef við á)

Prófdómari:

Prentað nafn prófdómara

LIST OF DEGREES AWARDED

Master of Science in Biomedical Engineering
Meistarapróf (MSc) í heilbrigðisverkfræði

Master of Science in Civil Engineering with specialization in Concrete Technology
Meistarapróf (MSc) í byggingarverkfræði með sérhæfingu í steinsteypuþækni

Master of Science in Civil Engineering with specialization in Construction Management
Meistarapróf (MSc) í byggingarverkfræði með sérhæfingu í framkvæmdastjórnun

Master of Science in Civil Engineering with specialization in Structural Design
Meistarapróf (MSc) í byggingarverkfræði með sérhæfingu í mannvirkjahönnun

Master of Science in Construction Management
Meistarapróf (MSc) í framkvæmdastjórnun

Master of Science in Electrical Engineering
Meistarapróf (MSc) í rafmagnsverkfræði

Master of Science in Engineering Management
Meistarapróf (MSc) í rekstrarverkfræði

Master of Science in Exercise Science and Coaching
Meistarapróf (MSc) í íþróttavísindum og þjálfun

Master of Science in Financial Engineering
Meistarapróf (MSc) í fjármálaverkfræði

Master of Science in Mechanical Engineering
Meistarapróf (MSc) í vélaverkfræði

Master of Science in Sustainable Energy Engineering - ISE
Meistarapróf (MSc) í orkuverkfræði - ISE

Master of Science in Sustainable Energy - ISE
Meistarapróf (MSc) í orkuvísindum - ISE

Master of Science in Urban Planning and Transport
Meistarapróf (MSc) í skipulagsfræði og samgöngum