

## Procedure for submission of master's thesis on the Master's degree programme in teaching and learning

**This supplements the general procedure for submission of master's degree theses that is to be found on the university college website: [submission of master's thesis](#)**

Students on the Master's degree programme in teaching and learning have a special arrangement for submission of the master's thesis. It is a prerequisite that the student follows these instructions:

The student must him/herself register for assessment on StudentWeb. The student will receive three (3) choices of date/month for handing in and must choose one of these three.

The candidate contacts [studentsorvis@hivolda.no](mailto:studentsorvis@hivolda.no) at the latest 14 days prior to the submission deadline, so that he/she is granted access to the exam system Inspera to allow them to hand in the thesis.

Inspera has a deadline for submission on the first of each month or the first working day of each month, and the student must hand in the master's thesis by the deadline announced on StudentWeb. Inspera opens for handing in one (1) week before the deadline (1 week = five working days + weekend).

In the spring semester this applies to the following exam months: April, May June and in the autumn: September, November and December.

**NOTE!**

If the thesis is not handed in on Inspera by the deadline that the student has registered for, it will be considered as one (1) of the three permitted attempts at the exam.

*Cf Regulations for admissions, studies and examinations at Volda University College, Chapter 5. Assessment, examinations and grading*

Registration for a new attempt at the exam must take place by the current deadlines.