

Submission of Thesis SNE4390 –Spring term 2013 - final practical details

- As indicated on the semester page for SNE4390 you must deliver your printed thesis to the Department of Special Needs Education by the deadline of 14:00 on Wednesday 15 May 2013. You will need to allow **3 - 4 working days** for the University Print Centre to print your thesis to meet this deadline. The Department needs a paper copy of the front page of the thesis in addition. Please also refer to the document “Guidelines for preparing your Thesis (SNE4390) - Spring term 2013” which you have all previously received. This document is also on FRONTER and is current for delivery Spring 2013.
- When your thesis is ready to be printed you should inform both the administrative coordinators (Denese Brittain & Nicolai Movinckel-Trysnes) and academic coordinator (Berit H Johnsen) by e-mail. Then the Department of Special Needs Education will send an electronic authorisation (e-mail) to the University Print Centre (“reprosentralen”). It will have the agreed number of copies, how the thesis is to be bound, project codes etc. The Department does not cover the additional cost of any coloured printed pages in your thesis. Do not forward anything to the University Print Centre before you receive a copy of this e-mail or a message from one of the administrative coordinators (DB or NM-T) instructing you to send your thesis.
- You must then send your thesis to the University Print Centre electronically as an attached document (converted to a PDF- file) to an e-mail sent to teknisk-repro@admin.uio.no Remember to put the following in the subject line of the e-mail for cross reference: “*Rekvisisjon: (XX i.e. your full name) Master’s Thesis (M. Phil. SNE) ISP SNE4390*”. Any other copies for your own use (in addition to the copy printed for you by the Department) must be ordered at the same time to obtain the student price. You must also pay for these extra copies by bank card upon collection.
- You should collect the printed thesis - 5 copies (or 6 copies if you have an additional adviser) - from the University Print Centre personally (3 - 4 working days later) and then bring them back to the Department and deliver four (4) copies (or five (5) copies if you have an additional adviser) to the M. Phil. SNE administrative coordinator (DB). You may keep the copy the Department has had printed for you.
- When you deliver these 4 (5) copies to the Department, which is **the official date of submission of your thesis**, you must also in addition have submitted your complete full-text thesis into the DUO system (Digital Publishing at the University of Oslo). Access to the DUO system is through this direct link: <http://www.ub.uio.no/english/publishing/students/submission/> Read the information and instructions carefully and click on the right hand side where it says “Submission” when you are ready to upload your thesis into DUO. You will need your user name and password to be able to log on. When you have completed this process you must print

out and **sign two copies of the receipt** - final frame - which must also be delivered together with the 4 (5) printed and bound paper copies of your thesis. This full-text version of your thesis **MUST** be identical to the one in your printed thesis. You are also obliged to deliver one copy the signed declaration that accompanies all submission of written work for evaluation at the Faculty of Educational Sciences, University of Oslo. You will find the "Obligatory Declaration" in your "Lecture" file on FRONTER and via the Faculty of Educational Sciences web page. Please use the UV Faculty version of the obligatory declaration.

- The thesis lies pending in the DUO system until everything in your Master's programme is complete, and it is then published and freely available via the internet the next semester (see following point).
- Downloading the full-text master's thesis in DUO is now obligatory for all students at the University of Oslo. We strongly recommend that all students consent to make the full-text of their theses available on-line. Certain categories of students are obliged to consent to web publishing (e.g. QUOTA/other scholarship students).
- Once you have sent your thesis to be printed you are not allowed to make any alterations, nor insert an addendum. It is near impossible to avoid all typing errors etc. but please make sure the thesis has been thoroughly proof-read before you submit.
- You should also be aware that according to regulations at the University of Oslo, which came into force from 01.01.2006, a master's thesis that has been submitted and examined and has received a grade of "E" or above, may not be re-submitted, neither in the same nor re-worded version, for a new evaluation. Regulations concerning requesting an explanation of grades given or appealing against a grade can be accessed through information in English from the Faculty of Educational Sciences Student Information Centre:
<http://www.uv.uio.no/english/studies/admin/examination/grades-explanation-appeal/>
- If you are unable to meet the deadline of 15 May 2013 for any reason, please inform the M. Phil. SNE administrative coordinators (DB and MM-T) as soon as possible. Please withdraw from examination SNE4390 before the closing date of 30 April 2013 if you are unable to deliver on or before 15 May 2013 unless you have already been granted an extension to deliver later this semester.
- During regular semester periods the examination of a master's thesis is usually completed within a period of eight weeks from the formal submission date.
- The Faculty of Educational Sciences Graduation Ceremony will be held during week 25/2013. The date has now been confirmed and is 17 June. The Faculty will provide you with more details later.