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Welcome to studies in the University of Iceland's Faculty of Food Science and Nutrition

This Master's Manual is a handy collection of useful information for students pursuing Master's studies. It lays out the services provided and undertakes to explain various rules, time limits, collaboration with teachers and finishing of final projects. It also points out the websites of the University of Iceland and the Faculty of Food Science and Nutrition. They offer students selected practical information. We urge you to acquaint yourselves with the websites. This manual is constantly developing. We update it annually and more often, if necessary. It is therefore important for teachers and students to submit pointers on the manual’s treatment and presentation of this material, as relevant. This manual is based on The Rules on Master’s Studies in the School of Health Sciences of the University of Iceland, no. 140/2014.

General information for the school year 2017-2018

The office of the Faculty of Food Science and Nutrition is on the first floor of Eiríksgata 29, Tel. 543-8408, E-mail: mn@hi.is. It is open workdays 09:00-12:00. Information on E-mail addresses, telephone numbers, class schedules, etc., is on the website of the Faculty of Food Science and Nutrition. Audur Ingolfsdottir is the administrative officer of the Faculty of Food Science and Nutrition. Her office hours are by arrangement. We ask students to send an email to auduring@hi.is or call Tel. 543 8408 to make an appointment.

Project Manager of Graduate Studies

Gudrun Kristin Sigurgeirsdottir is the project manager of graduate studies. Her office is on the first floor of Eiríksgata 29. Her office hours are by arrangement. We ask students to send an email to gks@hi.is or call Tel. 543 8410 to make an appointment.

Dean of the Faculty of Food Science and Nutrition

Gudjon Thorkelsson is Dean of the Faculty of Food Science and Nutrition, gudjont@matis.is.

The Vice Dean is Bryndis Eva Birgisdottir, beb@hi.is.
Graduate Studies Committee

The Graduate Studies Committee of the University of Iceland’s Faculty of Food Science and Nutrition consists of representatives from a group of permanent teachers, one from each subject, in addition to the faculty's representative on the Doctoral Studies Committee of the School of Health Sciences. The Faculty’s office manager works with the committee and attends its meetings.

The dean of the Faculty attends meetings and works with the committee, as requested. At Faculty meetings, or meetings of subject teachers, as appropriate, the committee provides information on its work. There shall be minutes of the meetings on file and accessible to all the Faculty members. A Faculty meeting shall appoint committee members for a term of two years. The committee’s function is to deal with applications for Master's studies. The committee advertises Master's studies on the school’s website, with instructions on the application process. The committee shall also deal with major changes in the syllabus after the start of studies and see to other matters entrusted to it.

Committee's purview:

- Applications for graduate studies
- Exemptions and prerequisites
- External examiners
- Students' complaints about studies and research projects
- Research plans and agreements on projects
- Progress reports
- Evaluation of applications for doctoral studies

Work facilities for students

By agreement graduate studies in Food Science take place on the premises of Matís, and students have facilities there for work and studies. More detailed information on facilities is available on the website of Matís and from the relevant supervisor.

Students pursuing graduate studies in nutrition have facilities on the 3rd floor of Eiríksgata 29, where the Department of Clinical Nutrition and Unit for Nutrition Research are. Students pursuing doctoral studies have priority for work facilities if the number of students in graduate studies is greater than the premises allow. The University’s EDUROAM network is in the building, along with a coffee/lunchroom.

Project manager of daily operations of the Unit for Nutrition Research (UNR), assigns keys and access to the University National Hospital's intranet, if required, along with permanent work areas for the students working on their final projects. She does so in consultation with students already on the 3rd floor (E-mail: gks@hi.is). More information about UNR is on the website of the Unit for Nutrition Research.
Grants

Studies at the MS level at the Faculty of Food Science and Nutrition are research studies. This means students work on projects, many of which grants support. Part of the studies can be to take part in a grant application with a supervisor. In some cases, students get wages or a grant for their work on a project, but this does not apply to all projects. The studies are eligible for loans from the Icelandic Student Loan Fund (ISLF or “LÍN” in Icelandic). We also want to point out the Manual for Grants.

Break from studies

Students planning to take a break from studies must apply to the Faculty to do so. They must send an email what to the Faculty's Office (mn@hi.is). The email must explain the break from studies and set out a plan on how the studies will proceed after the break. Registration fee payments are in accordance with the University's rules on this subject. Please note, for maternity leave, students must also specifically give notice of a break from studies.

Coursework and courses in Master's studies

Students are urged to acquaint themselves well with the Graduate Studies Curriculum. Master's studies in Food Science or Nutrition are two-year full-time programmes, i.e., 120 ECTS units after completion of a B.S. degree in Food Science or Nutrition or a comparable degree plus necessary preparation. The maximum time is four years, and it is therefore important to organise the studies well in consultation with a supervisor to ensure completion of the studies within this period.

The studies consist of core courses and electives, along with a final project. Core courses are mandatory courses, but electives are related to the students’ specialties and fit with their curricular goals. Students are encouraged to take part of their studies abroad.

Courses shall correspond to 30, 60 or 90 units in addition to a Master's project/research project, including elective courses. It is desirable for students to consult with their supervisors on their choice of electives. A syllabus shall be prepared under the guidance of the supervisor. Students need to make a research plan approved by the head supervisor and send it to the administrative officer. Course units are obtained by participating in coursework at the University of Iceland or other recognised institutions, in accordance with an approved syllabus. The maximum number of units in students’ reading courses with their supervisor is 18 units.

If students request to deviate from the curricular organisation presumed or the original syllabus, they shall apply to the Faculty's Graduate Studies Committee for approval. To earn an MS degree, a student must have gotten no grade lower than 6.5 on average.
Food Science

Master’s studies in Food Science are a cooperative project of the Faculty of Food Science and Nutrition of the University of Iceland and Matís, with the involvement of companies in the food and biotechnology industry.

The studies are structured so that students take set electives in addition to core courses. The coursework emphasises production management, quality control management and biotechnology. Students with a BS in Food Science usually take 30 ECTS of coursework and 90 ECTS of a research project. Students with a BS in a subject other than Food Science usually take 60 ECTS in coursework and 60 ECTS in a research project. In some instances, students must finish prerequisite courses in Food Science before actual MS studies begin.

The studies can be connected directly with the food industry, with both guest lecturers from the business community and practical student projects done in collaboration with dynamic food companies. Along with connecting the studies with the business community, international collaboration are strong.

This involves new practical international studies that are taught partly in English.

The master studies suit those who have completed basic studies in Food Science or other natural science subjects, like chemistry, biology and engineering, and are interested in playing a leading role in the food and biotechnology industries in management, innovation or research.

There are great opportunities in the fields of food science and biotechnology, and build-up in these areas is an important foundation, in addition to value creation and increased export income in the Icelandic economy. Practical graduate studies in food science give students completing the studies exciting opportunities to assume leading roles in the build-up of these industries. The public's interest in good nutritious food is also growing. The world's need for food production is always growing, and this calls for food scientists in many jobs in society and the international arena.

Research emphases in food science:

- Processing and engineering
- Quality and safety
- Innovation
- Bio chemistry

Nutrition

Research and graduate studies in nutrition offer specialisation in various fields, like clinical nutrition, sport nutrition, public health and social nutrition and nutrition chemistry. Students are trained in the use of epidemiological methods, ecology and experimental science, in addition to presentation, communications and consultancy on nutritional concerns.

There is dynamic collaboration between the Faculty's teachers and institutions and domestic companies, e.g., many departments of the National University Hospital, the Office of the Directorate of Health, Health Care, Matís ohf. and companies in industry.
Students get opportunities to connect with the business community and acquire experience in communications with domestic and foreign parties in their studies, which is invaluable experience that students will have after completing studies.

Teachers in nutrition actively collaborate with various research groups at foreign universities and institutions, in addition to connections with numerous other foreign parties.

Research emphases in nutrition:

- Clinical nutrition
- Research and science
- Public health nutrition
- Sports nutrition

The title “nutritionist” is a certified job title under Act no. 1086/2012. Students who have completed an MS in Nutrition are therefore urged to apply for certification/an operating permit immediately, on the homepage of the Directorate of Public Health.

**Graduate Studies Day**

Graduate Studies Day at the Faculty of Food Science and Nutrition is held each year early in the spring semester. Participation in the Faculty's Graduate Studies Day is part of MS (and doctoral) studies and entails students presenting their research projects, at least once during their period of studies. Graduate Studies Day is part of a 2-ECTS stage “Scientific procedure in Food Science and Nutrition”, and those units are recorded after attendance at Graduate Studies Day.

**Counselling and guidance for students**

**Supervisor**

According to the rules of the Faculty of Food Science and Nutrition, a final project supervisor must fulfil conditions set in the criteria and quality requirements of the studies. The supervisor shall always be a recognised specialist in the relevant field and have published writings in peer-reviewed international journals. The student's research project shall be in the supervisor’s specialised field. Since teachers on the Faculty have different specialised fields within academic subjects, which teacher will become the student’s supervisor can depend on the student’s field of interest. Students can therefore request a specific supervisor from a group of permanent teachers (professors, docents, lectors or adjuncts) on the Faculty in the relevant subject, with whom they consult on the organisation of their studies, elective courses and other things related to the studies. In some instances, people see a reason to have two supervisors on a final project, and the parties then see to dividing tasks and responsibility at the start of the collaboration. It is possible for a student to work with a supervisor outside the Faculty of Food...
Science and Nutrition. In such instances, a permanent teacher on the Faculty will also be a co-supervisor. The supervisor confirms completed units, by email, to the Faculty’s office.

The role of supervisors is to supervise students on their final project. They support the students in finding solutions to problems coming up and provide them with encouragement and constraint. They take care that work on the project fulfils general academic requirements and the Faculty’s rules on final projects and see to it that the scope of projects is suitable.

Changing supervisors

If students’ or a supervisor’s circumstances require changing supervisors for a final project, a written request regarding this must be sent to the Faculty's Graduate Studies Committee. The committee will take a position on the matter and approve a new supervisor or propose one.

Students’ role

Students are responsible for their studies, and emphasis is on independent methods. Students acquaint themselves with and follow the rules in force in the Faculty of Food Science and Nutrition. It is important that they follow their supervisor's advice and take their comments into account. They are also responsible for keeping the supervisor informed of how things are going and seek approval regarding presentation of a project, applications for grants and other things publicly related to the project.

Students shall take initiative in arranging meetings with their supervisors and planning work between meetings. They write a work plan after meetings and send it to their supervisor. This prevents misunderstanding and lays down clear goals for the work students intend to do between meetings. Students come well prepared to meetings with their supervisors and send them documents before the meeting. Manuscripts that are presented shall be at a stage making it possible to assess them.

Students request their supervisor to approve completed units (e.g., at the end of a semester). The supervisor sends confirmation by email to the Faculty’s office.

Final project

MS studies in the Faculty of Food Science and Nutrition are 120 units, organised into a two-year studies programme, where courses are taught in groups in the fall and spring semesters and research projects are done in between.

The studies programme generally consists of 60 units of coursework, covering all the main fields of the academic subject, and 60 units of a research project done under the guidance of and in collaboration with a teacher and collaborating people inside and outside the country.
There is also an option of 90 units of a research project and 30 units of coursework. In exceptional cases and in Clinical Nutrition, another option is a smaller research project (30 units) and 90 units of coursework.

Final projects are done in close collaboration with a supervisor and approved by the Graduate Studies Committee. Students shall complete work on their Master's project by writing and defending a thesis. During the defence, they shall hold a lecture on the project and answer questions of an external examiner. **Master's theses shall generally be written in English.** Part of a thesis can be a scientific article. After completing the defence, students shall hold a public lecture. The graduate studies project manager sees to advertising the lectures on the homepage of the Faculty/School of the University and other places.

**External examiner**

The Graduate Studies Committee evaluates proposed external evaluators, from supervisor and designates an external examiner with ample notice.

The external examiner shall have no connection with the research project or the students. He shall have a recognised university degree in the subject he shall judge and be recognised in his professional field. One external examiner is appointed for a Master's degree final project. If the person involved has not previously been an external examiner for the Faculty, he must be specially announced to the graduate studies project manager, who applies to and announces the person involved to the Teaching Affairs Committee. External examiners test students and assesses their research project along with the supervisor and others on the Master's Degree Committee. The grade for the Master's exam shall always be on hand three weeks before graduation. Appendix II shows the assessment framework that external examiners consider when reviewing final projects, and they are graded, along with a description of what underlies each grade.

**Director of Examinations**

For each defence, a Director of Examinations, from a group of the Faculty's teachers, shall be present, whose function is to direct the defence and see to the framework of the defence and all accompanying formal rules and conditions.

**Submission of final projects**

Students planning to graduate from the University of Iceland, shall submit a copy of their final project in **printed form** to the Faculty's office and the supervisor and in **electronic form** to **Skemma**, which is an electronic database of students' final projects and teachers' writings.
The Faculty's homepage has an MS thesis template that students are to use. Students send an electronic copy to the external examiner at least 2-3 weeks before the defence, or as agreed. However, they then submit a final version of the thesis after the defence, to have an opportunity to make corrections in accordance with comments of the external examiner and supervisor.

After the Master’s defence, students see to sending a final copy of the thesis for printing and submit 1 printed copies to the Faculty's office. They must also see to submitting printed copies to teachers and the supervisor. Number of copies is on an agreement with supervisors.

The student fills out a form/declaration on the handling of final projects that is preserved in the National and University Library of Iceland. A student decides in consultation with supervisors whether access to a final project is open or closed.

Students pay for the printing of the final MS thesis and may assume that they will have to submit at least 3-4 copies (1 for the Faculty, 1 for UNR/Matís and a copy for supervisors, as agreed with them regarding this). About a week after students have received the grade for their final project, they must turn in an electronic copy of the final project to Skemma. After turning in a copy to Skemma, it is necessary to send confirmation to the Faculty. The final grade will not be confirmed in Ugla until all printed and electronic copies of the final thesis have been submitted to the relevant places.

References management software

Students are urged to familiarise themselves with the use of references management software, e.g., Endnote or Endnote Web, before work on final projects begins since doing so can lighten the burden of all the work, management and preparation of a list of references at the end. The website of the National University Hospital's Health Sciences Library contains instructions on how to use Endnote Web, which is accessible to all Icelanders at no cost on the Internet. Open software, called Zotero, is also available at no cost. It can be downloaded from the Internet.

Students bear full responsibility for references management being satisfactory.

Plagiarism

Appropriating others' intellectual work is viewed very seriously and can have permanent consequences for one's reputation and career. When students or a teacher utilise others' intellectual works, they shall always state references in accordance with recognised academic procedure. Attention is drawn to The University of Iceland's Code of Ethics.
Students and teachers:

- do not falsify or distort information, documents or research findings
- avoid personal interests restricting their freedom of research and impeding recognised academic procedure
- divulge existing personal interests
- publish the findings of their research in a public forum
- do not conceal findings, methods, ideas or technology unless urgent and generally recognised reasons demand doing so
- are open to criticism, collaboration and new ideas
- respect the rights of participants in research and take care that their interests enjoy the utmost protection

Since the fall semester of 2012, universities in Iceland have united on the Turnitin software (http://www.turnitin.com) to guard against plagiarism.

All research projects at the Faculty of Food Science and Nutrition ought to go through the Turnitin programme.

**Finishing of documents**

The website of the Faculty of Food Science and Nutrition has a detailed template for setting up and finishing a thesis, and here below there is, in addition, a section on the appearance of a Master's thesis. For comparison, it is good to look at older final theses, for example, those preserved in Skemma. You can also find information on Master's projects done by the Faculty's graduated Master's students. This is on the [website of the Faculty of Food Science and Nutrition](http://www.turnitin.com).

**Defence**

A Master's defence is held in ample time (at least four weeks) before graduation, or when a student is prepared for the defence. Students shall send a finished electronic copy of their thesis to the external examiner 2-3 weeks before the defence, or as agreed and in cooperation with the supervisor, and they find a suitable time for the defence. The supervisor prepares the student for the defence. The defence is closed, most often lasting 90-120 minutes. Those present are the supervisor(s) and the external examiner, in addition to a representative from the Faculty, the Director of Examinations. The student gives a short 20-30-minute presentation on the substance of the research. After that, the external examiner has an opportunity to present comments and questions to the student regarding the project and hear the student’s arguments. When the defence concludes, the student withdraws, and the external examiner and supervisor(s) come to an agreement on the grade.
Public lecture

After the Master's defence, the student must hold a public lecture regarding the final project. The student prepares the lecture in consultation with the supervisor(s).

Advertisement

An MS student prepares text for an advertisement regarding the public lecture, according to a template on the Faculty's home page. The Faculty's office reviews the advertisement and sends it to various interested parties. The lecture is advertised on the University's calendar of events and at companies and institutions related to the Faculty.

Premises

The Faculty's graduate studies project manager sees to booking a room on the University’s campus for an MS defence in nutrition, but supervisors in Food Science have sometimes held their defences on the premises of Matís. The graduate studies project manager also takes care of booking an auditorium for 50-100 people in the University Centre (Háskólatorg), Askja or Lögberg for the open lecture.

Graduation

Students graduate from the University of Iceland at a ceremony, twice a year, in June and February. They may also graduate in October without a ceremony. Students planning to graduate shall timely specify the graduation month before the planned graduation. They can do it in Ugla when reviewing the recording of their courses, in the fall and spring. Students must acquaint themselves with the rules and deadlines of their Faculty regarding submission of a thesis/final project and confirm their plans for graduation.

By Friday at the latest, three weeks before graduation, Student Registration must have received all documents, grades, thesis titles and comments from the Faculty's office. If documents are received after that time, the student’s graduation will be postponed until the next graduation.

Students are specifically advised that two weeks before the planned graduation, they shall not owe anything to the National and University Library of Iceland; otherwise, they risk not graduating on that day.

If graduation is postponed until the next school year, the student must pay the appropriate registration fee to the University, deregister from the planned graduation within a set time limit and register for graduation in the correct semester.

At graduation, students shall prove they have been registered and have paid the registration fees for the entire period of studies.
### Schedule

<table>
<thead>
<tr>
<th>Submission to the external examiner</th>
<th>Skemma</th>
<th>Submission of the thesis</th>
<th>Advertisement</th>
</tr>
</thead>
<tbody>
<tr>
<td>2-3 weeks before the defence or by agreement.</td>
<td>An electronic copy to Skemma, 3 weeks before graduation.</td>
<td>1 week before graduation at the latest.</td>
<td>Week before the public lecture.</td>
</tr>
</tbody>
</table>

### Appendix I - Finishing of Master's thesis

#### Master's thesis – appearance

In writing the final project, the student shall follow traditional finishing procedures for such projects and the handling of references, e.g., in accordance with the APA system. For further reading, see *The Little Manual for University Students (Gagnfræðakver)* by Fridrik H. Jónsson and Sigurdur J. Grétarsson, which is available in Bóksala stúdenta (Students' Bookstore), or the latest edition of the *APA Style Manual*. It is also worth mentioning that references management software, e.g., Endnote or Endnote Web, can be very useful for writing if the student has mastered it well in advance (cf. the above section on references management software).

The Faculty of Food Science and Nutrition uses its own template, which is on the Faculty's home page. Please, refer to the Faculty's instructions below and on the Faculty's website regarding finishing of a thesis. Master's theses shall generally be written in English. It is emphatically advised that a thesis written in English be reviewed by an English language professional. An abstract in Icelandic shall accompany theses in English. (An abstract in English shall accompany theses in Icelandic.) Section headings, subheadings and sub-subheadings shall be in accordance with the set-up in the template.

#### Appearance of Master's theses

- The cover is printed in a print shop, and its appearance is standard.
- A template for a final project is located on the Faculty's homepage.
- The book format is an **A4 template**.
- The thesis shall be on traditional 80/100 g quality paper.
- The author's name, title and year of the thesis should be on the spine and the front page.
- On the back of the book's cover at the bottom: the print shop, place, year.
Students may obtain the template for Master's theses on the homepage of the Faculty of Food Science and Nutrition. Please note, on the homepage are front pages of Master's theses in PDF format, and it is therefore necessary to prepare them in a print shop, where the template for them is available.

Proofs shall be carefully reviewed since corrections and strikeouts are not allowed after a final copy of the thesis has been submitted. All text in the thesis is set up in the font style called Normal. Its characteristics are as follows: Arial font 10 pt., but 12-14 pt. in headings. The space between lines is 1.5 pt., and after each paragraph there is an additional three-point space. The lines are fully justified, and the first line in a new paragraph is indented 0.5 cm. There shall be two title pages, one in Icelandic and the other in English. All sections shall begin at the top of a page, on the right side (odd-numbered page). This does not pertain to subsections. Headlines at the beginning of a thesis are centred and not numbered. The same applies to a list of references and accompanying documents.

The first page (i)

Title pages shall not be numbered. Pages after title pages and the introduction shall be numbered with Roman numerals (i, ii, iii) and centred. Since it is not customary for a number to appear on an inside title page and a page mentioning the publisher, none shall appear there, and the first numbered page is therefore iii.

Page iii – Abstract in the language of the thesis

✓ Abstract in Icelandic if the thesis is in Icelandic – Abstract in English if the thesis is in English

Page iv – Abstract in the “other” language

✓ Abstract in English if the thesis is in Icelandic – Abstract in Icelandic if the thesis is in English

Page v - Acknowledgement (and funding)

✓ Acknowledgements and funding, as applicable.

Page vi - Table of contents

Table of contents

Page vii

✓ List of Tables
✓ List of Figures

Page viii

✓ Abbreviations
Set-up

✓ Document’s set-up in Word (B5 format) ISO B5
✓ Word/File/Page Setup
✓ Mirror margins
✓ See the template on the Faculty's website for more details www.mn.hi.is

Font and format

✓ Arial or another simple and clear font
✓ Font size 10 pt.
✓ 1.5 pt. line spacing
✓ Text fully justified
✓ First line after a headline or the beginning line of a section is not indented

Headings

Write headings in plain language and make them consistent in the thesis.

Make the first level 14 pt., bold and centred.

The second level 14 pt., italicised and left-aligned, and the third level 11 pt., italicised, at the beginning of a line and followed by a period.

Sections of a thesis

✓ Abstract
✓ Abstract
✓ Acknowledgements (and funding)
✓ Table of contents
✓ List of tables
✓ List of figures
✓ Abbreviations
✓ Introduction
✓ Review of the literature
✓ Methods
✓ Results
✓ Discussion and conclusion
✓ Future perspective
✓ References
✓ Appendixes
Pagination

✓ All pages from the Introduction of the thesis to the final page of the List of references shall be numbered with Arabic numerals (1, 2, 3...) at the bottom of the page on the right side.

Table of contents

✓ The Table of contents shall cover the entire thesis except the title page

List of figures/List of tables

A list the figures and tables in numerical order. Example:

| Figure | Title: Analysis of TdT activity in MOLT cells | pg: 5 |

Abbreviations

✓ List of the abbreviations used in the thesis

Regarding a Master's project in general:

• Connecting sections, presentation and overall configuration require careful attention.

• There is usually a summary at the end of each main section, stating its key points. A summary does not cite references.

• Each paragraph must have at least two sentences.

• Students must submit the Table of contents and List of references to their supervisor/supervisors when the plan and final draft are submitted for review.

Content of final projects

The following describes the content of a final project that is a research report. The structure of other projects is mainly the same. However, a project’s nature, subject matter and methodology can affect its structure and contents.

Abstract

✓ An abstract is 250-300 words

✓ Use past tense when writing about what was done.

✓ Icelandic and English

✓ The thesis in a nutshell

The background of the research, its purpose, participants (age, sex, number), method/research form, and the most remarkable findings and inferences
Introduction

✓ Introduction begins on page one (1)
✓ Precise, short and concise
✓ Presentation of the project
✓ Argument for its importance
✓ Reason for choosing the project
✓ Value of the research

Academic background

✓ Theoretical premises
✓ State of knowledge
✓ Research question(s)/Hypotheses
✓ How does the research add to existing knowledge?

Method

✓ Method
✓ Choice of measuring instruments
✓ Sample
✓ Conduct of research
✓ Ethical issues

Findings

✓ The student shall systematically discuss findings in the same order as the subject matter, goals and research questions were set out.
✓ Relate findings in the past tense but discuss them in the present tense.
✓ The student shall consider that figures and tables have independent information value, and it is therefore unnecessary to explain them in detail but, rather, refer to them in the text.
✓ Names of statistical tests and significance limits shall be in parentheses.
✓ The names of statistical tests and all figures describing a database shall be italicised.
✓ Detailed descriptions of findings shall be put into an appendix.
Discussion/Inferences

✓ Findings summarised, assessed and interpreted
✓ The findings shall be discussed in the same order as in the findings section.
✓ Are there internal relations between findings?
✓ Relation of findings to the same kind of research
✓ The author's contribution to the research effort
✓ Limitations of the research and criticism
✓ What further research is needed following this research?
✓ Unresolved problems
✓ Avoid retelling
✓ Findings are not presented in the discussion section

List of references

✓ For example, APA or The Little Manual for University Students (Gagnfræðakverið). Check that your references are complete.

Tables

✓ Tables shall be numbered.
✓ The title of a table shall appear above it.
✓ Descriptive title
✓ Legend under a title, explaining the table so that there is no need to search in the text of the thesis for further explanation.
✓ If someone other than the author of the thesis made the figure, this shall be directly attributed. A citation is not sufficient.
✓ Tables ought to stand alone, without explanations. There is no need to define common statistical concepts

Figures

✓ Figures shall be numbered.
✓ The title of a figure is beneath it.
✓ Descriptive title
Legend under a title, explaining the figure so that there is no need to search in the text of the thesis for further explanation.

If someone other than the author of the thesis has made the figure, this shall be directly attributed. A citation is not sufficient.

Figures ought to understandable without explanations.

**Appendix**

A legend shall accompany each appendix and shall refer to figures or tables, as relevant.

Original data and findings that are not directly cited in text.

Material that is difficult to include elsewhere, and that is not directly cited in the thesis, such as tables that are the basis for graphs and questionnaires.

It is not possible to publish questionnaires unless the author(s) gives permission.

Appendices are numbered.

Each appendix starts on a new page.

If an appendix cites a reference, it shall appear in the List of references.

Various letters regarding preparation for the Master's project, such as a permit letter for the research, applications for funding, etc., shall not be printed in the final version.
Appendix II – Assessment of final thesis and explanations of grades

Assessment of a final project for a Master's degree in the Faculty of Food Science and Nutrition

Student’s name:

Title of the project:

In assessing a final project for a Master's degree, an external examiner is asked to assess the following factors on a scale of 1-10. This assessment is then considered when grading.

Definition of the project and argument for its importance

The purpose and/or goals of the project are clear. The project is well defined. The subject matter is realistic, and it is possible to give an exhaustive account of it within the planned time limits. The student makes a convincing argument for the project's importance and the gap in knowledge it endeavours to fill. The student sets out a research question or defines the project in another way.

Grading (0-10): __

The project's academic foundation

The project shows that the student has a good overview of academic discussion in the field and is familiar with its strengths and weaknesses. The student realises how key concepts have been defined, and it is clear which scholars or line of thought the student has chosen to follow. Here, it can be that the student has chosen a certain theory or model to build on. If the project entails processing empirical data, the student has summarised the main findings of the research. In that summary, the student has carefully reported the latest references and the most important research (here, this means research that is methodologically strong or ideologically original).

Grading (0-10): __

Method

The student states which method is employed and relevantly describes it. The student relies on high-quality references. Considering the student's description here, the reader can grasp how data collection proceeded. The student describes its strengths and weaknesses. There is also a description of the analytical methodology.
Findings

Grading (0-10): __

Here, the student explains what the research yielded. The findings reflect the project’s goals, showing that the student carefully analysed the data. He has also managed to set forth a convincing, comprehensive and integrated discussion. The material is described according to the existing circumstances, providing the reader with sufficient information to make his own independent assessment of the material. However, it also emerges that the student has demonstrated independence and assurance in analysing the data.

Grading (0-10): Discussion and inferences

The concluding section contains the project’s findings, discussed with reference to the state of knowledge. Students state which inferences may be made. They point out the project’s possible weaknesses or limitations, and how it may be possible to utilise the findings.

Grading (0-10): __

Unity

Has the student managed to write a unified work that is logical and concise? Is the student consistent, e.g., regarding the use of concepts? Is the project clear and smooth reading?

Grading (0-10): __

The project's main strengths:

The project's main weaknesses:

External examiner:

Date:
Grading – what do the figures say?

Grade: 10  A grade that is almost never given. There could be instances where a student shows unique and original treatment of material, has vastly wide-ranging knowledge of the subject matter and manages to write a thesis shedding completely new light on the subject matter.

Grade: 9.5  A rare grade that is given only in instances where a student has demonstrated extremely adept skill in successfully completing the project. The student has particularly good knowledge and understanding of the material and presents it effortlessly. The procedure reflects independence, meticulous academic work and an attempt to broaden academic discussion in the field. The project is nearly unblemished.

Grade 9.0  A grade given when the student has achieved the goals of the course and submitted a project of very high quality. The student has clearly acquainted himself with all the documents the teacher presented and has worked through them well. The student has also acquainted himself with and thoroughly grasped the subject matter. The finishing, argumentation and treatment of the material are exemplary.

Grade 8.5  A carefully done project, indicating that the student has adhered to general instructions on academic procedure. The reference work is thorough. The project’s definition is clear. The presentation is explicit and readable, and the argumentation is well executed. Despite the treatment of the material being generally careful, one can criticise some aspects of the project.

Grade 8.0  A well done project, showing good knowledge and understanding. The student has become very familiar with the subject matter and has grasped it fairly well. However, here the argumentation, flow or treatment of the material falls short in some way.

Grade 7.5  The project shows signs of good knowledge and skill. However, there are defects detracting from its quality and calling for considerable revision before the goals can be deemed achieved.

Grade 7.0  The project has both strengths and weaknesses. It is possible to point out much that is well done in the project. On the other hand, the student must consider various details pointed out in the teacher’s assessment. This project falls considerably short of achieving its goals.

Grade 6.5  A project receiving this grade shows that the student has not sufficiently grasped the subject matter. The student’s knowledge seems fragmented and unpurposeful. The presentation of material is unconvincing, and, in many instances, the finishing and the use of references are defective.

Fail  All grades other than those mentioned above are deemed to be failing grades. A failing grade means that the student must repeat the coursework.