

Agreement

for a two-year Master's Degree Programme

at the Faculty for Mathematics and Natural Sciences, University of Bergen

This agreement is based on “Regulations for Degree Programmes at the University of Bergen” and “Supplementary Provisions for Degree Programmes at the Faculty of Mathematics and Natural Sciences”

Part I: General conditions

Part II: Supervisor agreement

Part III: Progress plan (planned study schedule)

Part I General conditions

1. Parties to the agreement

Part I is entered into by the student and the department. Part II is made between the student and head of department/academic unit. When nominated, the supervisor signs this agreement.

2. Aims and prerequisites

The master's degree programme shall provide an introduction to research, to be conducted according to fixed schedule.

This agreement shall clarify obligations and rights applicable to the master's degree programme.

A prerequisite for entering into the agreement is that the student be granted admission to the master's degree programme.

The agreement shall be made upon commencement of the master's degree programme. This is a prerequisite for retaining the study place.

3. Duration of agreement

The agreement applies in respect of a standardised period of study, i.e. four semesters for full-time students.¹

A part-time period of study can be agreed on, with a corresponding extension of the agreed duration. Nevertheless, the aggregate total period of study (duration of agreement) cannot exceed the equivalent of 50 per cent per semester during the entire study, i.e. eight semesters. By opting for a 30 study point (sp) assignment the part-time study can only be granted for the syllabus part of the course and prior to allocation of project assignment.

4. Changes to the agreement

Extension of this agreement is granted only after confirming a mutually binding completion schedule. Such a schedule must be presented no later than one month before the prescribed time period expires. Extension of this agreement is dealt with by the programme committee, and is granted normally for up to three months for 60 sp assignments and up to six weeks for 30 sp assignments.

¹ For professional studies and integrated 5-year study programmes, this applies to the last two years of study.

Subsequent to an application stating special grounds, further extension is granted for 60 sp assignments. The student can apply for extension three times at the most, but not more than six months in total. For 30 sp assignments extension is normally granted only once.

Changes to the agreement in respect of full-time/part-time are dealt by the programme committee.

5. Leave of absence from master's students/postponed commencement of study

The student may apply to the programme committee for leave of absence from the master's degree study. Leave of absence may be granted on the following basis, cf. "*Supplementary Provisions for Degree Programmes at the Faculty of Mathematics and Natural Sciences*":

- Students may – before submitting of the agreement for master's degree programme and progress plan – obtain a leave of absence for up to one year from the master's degree study without any justification. Notification of leave of absence must normally be submitted within the expiry date of registration. Application for leave of absence exceeding one year must contain the reason(s) for this.
- After submitting of the agreement for master's degree programme and progress plan, leave of absence may be applied for when due to reasons such as the student's own illness, illness of spouse/lawful partner/cohabitant, illness of own child, or child belonging to spouse/lawful partner/cohabitant, compulsory military service, care for own child in connection with birth or adoption, heavy commitments in political student bodies and similar organisations, or when due to other cogent welfare reasons. Leave of absence can also be granted for well-founded academic reasons, such as employment, projects, temporary residency abroad or attendance in other study courses, all relevant to the master's degree study.

Leave of absence is not included in the study period.

Students who have not started the study may apply to the programme committee for a postponed commencement date of the study.

6. Use of sources in written work

The student is obliged to learn the rules that apply to how to refer to sources of different kinds in written work (see also *Students.uib.no* "*The use of sources in written work at the University of Bergen*"). On the other hand, the academic milieu is obliged to provide the guidance required for learning good and generally accepted practice with respect to the use of sources.

Plagiarism is deemed to be cheating, and a student who cheats can both have his/her examination results annulled and be expelled from the study programme and the university for a period of one or two semesters.

7. Registration

The student shall register and pay the semester fee every semester, except in the case of any periods of leave. Full-time/part-time study shall be registered in accordance with the confirmed agreement. Any changes to full-time/part-time study shall be agreed before changes can be made with registration. Lack of registration may entail the agreement being cancelled.

This agreement is entered into for a course of study arranged ☐ full-time ☐ part-time
 ____% and applies to the following period.....

Bergen, date

Signatures:

.....
 student

.....
 Head of department/Leader of the Programme Committee

Name in block letters:

.....
 student

Changes to the agreement

The agreement has been changed under the following sections in accordance with section 4.

Changes in full-time/part-time from ☐ full-time ☐ part-time ____% to _____

Changes in period of agreement to _____

Bergen, date

Signatures:

.....
 student

.....
 Head of department/Leader of the Programme Committee

Part II Supervisor agreement

1. Parties to the agreement

Part II of this agreement is entered into by the student and head of department/academic unit. When nominated, the supervisor signs this agreement.

2. Appointment of supervisor

Appointment of supervisor(s) takes place at the department/academic unit.

Long assignment of 60 sp:

Students who are accepted for master's degree programmes usually opt for an assignment in the course of the first semester.

The student shall present a project description to the programme committee by¹
dd/mm/yr

Short assignment of 30 sp:

Students who are accepted for a master's degree programme with a short master's thesis normally select an assignment when the theoretical syllabus has virtually been completed, and at the latest one month before the end of the third semester.

The student shall present a project description to the programme committee by²
dd/mm/yr

The project description is to be approved by the supervisor by
dd/mm/yr

In cases where there is more than one supervisor, the distribution of responsibility shall be clarified between the supervisors. This forms the basis for the distribution of resources according to results. The ratio is set to 25/75 or 50/50, depending on whether it is a secondary supervisor and a main supervisor, or two supervisors of equal status.

Full-time students are entitled to have supervision for their master's degree thesis in semesters.

3. Scope and nature of supervision

A full-time student on a master's degree programme in is entitled to receive up to 40 hours of supervision individually or in groups during the study. In the event of extension of the agreement in accordance with section 4, Part I, the number of hours can be adjusted.

Part-time students' right to supervision is to be agreed on and apportioned in accordance with an agreed progress plan for the study.

Supervisor(s) shall give advice on formulation and demarcation of subjects and problem approaches for the thesis, literature, subject contents, tasks and progress plan. Supervisor(s) are under obligation to receive and discuss drafts with the student. This shall normally take place at meetings, but other arrangements can be agreed on. Supervision takes place on demand and shall be scheduled evenly throughout the agreed period. Supervisor(s) shall record an overview of the supervision in order to monitor the progress in the candidate's work and assess this in relation to the plan of work.

¹ For 60-sp assignments: No later than the end of the second month of the second semester

² For 30-sp assignments: No later than four weeks after the time limit for choosing a master's thesis

The student is obliged to keep the supervisor(s) informed about the work, at least twice a semester, if necessary by written notification. This applies also to practical aspects that are essential for the progress of the master's degree project. The student is obliged to abide by the principles of research ethics applicable to the subject area.

Any external supervisors shall inform the programme committee about progress in the work on the master's degree programme, at least once a semester.

4. Changes in supervision conditions

Both supervisor and student may request that the supervision agreement be cancelled. The student and programme committee are mutually obliged to inform the other party of any problem with fulfilling the agreement.

The programme committee is to be notified as soon as possible if serious problems arise in regards to the progress of the candidate's work. If the student finds the supervision to be unsatisfactory in accordance with the stipulations in this agreement, he/she shall notify the programme committee as soon as possible. The programme committee is to be contacted through the study counsellor for the programme. The programme committee will assess whether the supervision agreement shall be changed or cancelled.

If the supervisor or the student believes that the supervisory relationship is contrary to the guidelines¹ at UiB, it should be reported to the Programme Board or the administrative coordinator (study counsellor) in the programme.

5. Publishing

The supervisor has the right to publish the results from the master's thesis, but the student shall normally be the first author if the publication is mainly about the results of the thesis. If the results from the thesis are only part of a publication, the student shall be co-author.

6. Rights relating to use of the results

This agreement may consist of a separate agreement regulating rights to the results, including external data made available for the students.

Bergen, date

Signatures:

.....
 Student Supervisor Head of programme Board

Name in block letters:

.....
 Student Supervisor

¹ Ethical guidelines for relations between supervisors and students or candidates at the University of Bergen
<http://www.uib.no/matnat/utdanning/reglement-og-prosedyrer/reglement-i-utdanningssaker-ved-det-matematisk-naturvitenskapelige-fakultet/etiske-retningslinjer-for-veiledningsrelasjoner>

Part III: Milestone Plan for Master's Degree Programme in**Specialisation:**

| | |
|--|---|
| Student's name | Date of birth and Norwegian identity no. |
| Student's place of work / department responsible | |
| Main supervisor* | Second supervisor / asst. supervisor / external supervisor* |

* see Section 2 of Part II: Apportionment of resources according to results.

Provisional title and/or short description of the master thesis objective¹:

.....

.....

Type of thesis: ☐ 60 study points ☐ 30 study points ☐ Collective work
Study schedule leading to master's degree is based on % study effort

| Semester | Subject/sp | Subject/sp | Subject/sp | Remarks* |
|-------------|------------|------------|------------|----------|
| 1. semester | | | | |
| 2. semester | | | | |
| 3. semester | | | | |
| 4. semester | | | | |

* Please write here if subjects/courses have been completed before admission to the master's programme. This will be taken into account calculating the duration of the master's studies.

NB! Up to 10 study points in the milestone plan can be at the 100-level, by agreement with the supervisor.

Schedule if lack of study points for a completed bachelor course (up to 10 study points):

Subject/sp: Subject taken:semester 20.....

Schedule for master thesis:

Deadlines for 60 sp assignments with standardised duration: Start of studies in autumn – deadline 1 June; start of studies in spring – deadline 20 November. See regulations.

60-sp thesis: start:semester 20 submitted: 20
date30-sp thesis: start: 20 submitted: 20
date dateBergen,
date student supervisor

For the department/programme committee:

Plan of master's degree course has been approved (subject to any credit reduction due to overlapping internal or external courses)

Bergen,
date Head of programme committee¹ To be completed when thesis has been chosen:

For 60-sp thesis: During the first semester, and no later than second month of second semester.

For 30-sp thesis: When theoretical syllabus is virtually completed, and no later than one month before end of third semester.