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| 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 by ..................…[[1]](#footnote-1)

  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 by .................…[[2]](#footnote-2)

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.

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 guidelines[[3]](#footnote-3) 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 …………………..

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| --- | --- | --- |
| Signatures:  .............................................. | .................................................. | …………………………… |
| Student | Supervisor | Head of programme Board |
|  |  |  |
| Name in block letters:  .............................................. | ………………………………. |  |
| Student | Supervisor |  |

1. For 60-sp assignments: No later than the end of the second month of the second semester [↑](#footnote-ref-1)
2. For 30-sp assignments: No later than four weeks after the time limit for choosing a master’s thesis [↑](#footnote-ref-2)
3. 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> [↑](#footnote-ref-3)