# http://allmenningen.hib.no/Documents/07%20Organisasjonen/Kommunikasjon/HVL_logo.jpg

Approved by the Dean on 2 April 2020  
Last revised on 2 April 2020

# Supervision agreement for bachelor’s thesis

Students starting their bachelor’s thesis must sign a binding supervision agreement with their supervisor. The supervision agreement shall ensure that the work on the bachelor’s thesis progresses satisfactorily and is performed to a high standard.

At an early stage of the work, the student must contact their supervisor in order to sign the supervision agreement, establish a meeting timetable and work with the supervisor to determine what preparations both parties must make prior to the supervisory sessions. Supervision may be individual or in groups/seminars. Supervision will only be provided on the basis of submitted, written material. The deadline for submitting written material for review shall be agreed with the supervisor.

The supervisory sessions shall be used for:

* Defining the thesis and problem
* Guidance on the project timetable, including progress schedule
* Discussing and assessing questions on the theory and methodology of the thesis
* Discussing and assessing the ethical perspectives of the thesis
* Discussing progress (structure, argument, language, etc.)
* Checking and assessing the correct use of sources

Students will receive up to four hours of supervision for a thesis. Two of the sessions are compulsory (one hour for the project timetable and one hour for the thesis itself). Students who do not attend the compulsory supervisory sessions will not be permitted to submit their bachelor’s thesis.

The deadline for the submission of bachelor’s theses is usually 15 May for students finishing in the spring semester and 1 December for students finishing their bachelor’s programme in the autumn semester. Some study programmes have different deadlines, and these will be shown in HVL’s annual examination timetable. If the bachelor’s thesis is not submitted by the deadline, unless this has been agreed and approved by the academic section in advance, the thesis will be recorded as “not received”, cf. [Regulations relating to studies and examinations at the Western Norway University of Applied Sciences](https://lovdata.no/dokument/SF/forskrift/2019-05-09-1000)

The agreement applies to the standard length of study.

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| **Information** | |
| Name of study programme: | Full time: ☐ Part time: ☐ |
| Submission:  15 May ☐ 1 December ☐  Other date …………………… | Campus: |
| Signature of student: | Signature of student: |
| Signature of student: | Signature of student: |
| Signature of supervisor: |  |

Copies of the signed agreement are to be kept by the student and supervisor until the deadline for appeals has expired.