

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

Supervision agreement for master’s thesis

This agreement shall clarify the obligations and rights of the student and supervisor, and shall be signed as soon as possible after the master’s course is expected to start. The agreement shall be approved by the course coordinator and is valid once the agreement has been signed by the student, supervisor and course coordinator.

Subject to the restrictions of regulations, full guidelines and current curriculum, the agreement shall help to ensure that progress on the work of the master’s thesis is satisfactory. The supervision agreement and supervision are a compulsory part of the work involved in a master’s thesis.

The agreement shall be completed by the student(s) in consultation with the supervisor, and submitted to the course coordinator for approval. This is the responsibility of the student. The agreement applies to the standard length of study. Access to supervision exceeding that described by the agreement will be limited, and an application to renew the agreement must be submitted on each occasion. This application must be submitted to the course coordinator for the study programme.

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| **Information** |
| The agreement applies to the period: Start of master’s thesis ……… semester 20….. Submission: ………semester 20….. |
| Name of study programme: | Full time: ☐ Part time: ☐ |
| Campus:  |  In which language will the master’s thesis be written? |
| Number of credits: 30 credits ☐ 40 credits ☐45 credits ☐ | Submission: 15 May ☐ 1 December ☐  |
| Name of student:Name of student: | Student number:Student number: |
| Name of main supervisor: | Name of co-supervisor: |
| **Working title of master’s thesis and short presentation of subject field**  |
| Up to 200 words |

# Supervision

The number of hours of supervision are stated in the guidelines for master’s thesis. Supervisors and students agree on the basic timing of the supervisory sessions during the period of the agreement. Either the student and supervisor may request changes to the supervisory relationship, if the other party does not fulfil their obligations. A change request shall be submitted to the course coordinator or programme coordinator. It is the responsibility of the head of the academic section to ensure that a new supervisor is appointed if a supervisor steps down.

# Rights and obligations of the supervisory relationship

The parties agree on a meeting timetable for the supervision, and decide jointly what preparations both parties must make prior to each meeting.

**Supervisor’s responsibilities**
The supervisor shall provide advice on the formulation and definition of the thesis topic and problem, literature, specialist content, work programme and progress schedule. The supervisor undertakes to receive and discuss drafts with the student. Supervision shall normally involve attendance in person, but other formats may be agreed. Supervisory sessions shall be provided where needed, and sessions shall be spaced as evenly as possible throughout the period of the agreement. The supervisor shall keep in touch during the supervisory period, in order to stay up to date with the progress of the work and assess this against the progress schedule of the master’s thesis.

**Student’s responsibilities**

The student shall prepare a progress schedule for the performance of work on the master’s thesis and supervision, and discuss this with the supervisor. The student shall perform their work in accordance with the schedule. Major deviations from the schedule must be brought up with the supervisor as soon as possible. The student is responsible for ensuring that any necessary applications applying to legal or research ethics aspects of their work on the master’s thesis are completed and submitted to the correct body well before starting data collection. All supervision requires the student to make the necessary preparations for the supervisory sessions and submit written material to the supervisor well before each supervisory session.

**Binding signatures**

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| **I endorse the content of the agreement for the master’s thesis Date** |
| Student |  |
| Student  |  |
| Supervisor |  |
| Co-supervisor (if any) |  |

**Approval of agreement**

The agreement has been approved \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 date course coordinator

When the agreement has been approved, the applicable department and academic section become formally responsible for the supervision. This responsibility ceases to apply if the student clearly and without giving a reason deviates from the timetable.

The student is responsible for sending the approved agreement to post@hvl.no