



**UNIVERSITY OF OSLO  
FACULTY OF EDUCATION  
STUDY AGREEMENT FOR ADVANCED LEVEL/HIGHER DEGREE STUDIES  
TUTORING AGREEMENT**

1. September 2007 version

Students accepted for advanced level studies (masters studies) at the University of Oslo, Faculty of Education, shall enter into a binding Study Agreement with the Department: **Tutoring Agreement**.

This Agreement, **Tutoring Agreement**, applies to students who have been admitted for advanced level studies at the University of Oslo, Faculty of Education, and who are about to commence their research-based thesis (hovedoppgave). Within the framework of rules and regulations, the study programme and admission regulations in force, the Agreement shall contribute to ensuring steady progress and completion of studies. The Study Agreement is a collaboration agreement between student, tutor(s) and Department, and confirms and precisely defines the basis for admission.

Tutoring is an obligatory part of thesis work. Entering into a Study Agreement is therefore obligatory for everybody who has been accepted for higher level studies at the University of Oslo. The Study Agreement, shall be entered into as early as possible, normally **no later than one term after the anticipated commencement of the thesis, according to the syllabus**. Here, reference is made to the study agreement guidelines for higher degree studies, passed by the Senate on 23. June 1999, and the guidelines for tutoring laid down by the Faculty.

The plan, which includes points 3-10, is to be completed by the student, in cooperation with the tutor(s), and submitted to the Department for approval. *Contact the Department for information regarding any internal rules for drafting the progress plan, and the deadline for submission and approval of the plan.*

**1. Student Personal information**

Name (Last name, all first names)		
National ID no. (11 digits)	Nationality	Sex
Residence address (at place of study)		
Postal code	City/Town	Telephone private: e-mail address:

**Tutor Personal information**

Name (Last name, all first names)		
Residence address (at place of study)		
Postal code	City/Town	Telephone private: e-mail address:

**2. The Agreement relates to admission at:**

Department	Admission date (term/year)
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**3. Duration of Agreement** (*until expected submission of thesis*)

The Agreement applies from \_\_\_\_\_ to \_\_\_\_\_

Study progression during the agreement period (full-time/part-time) as a percentage: \_\_\_\_\_

**4. Study programme for thesis work**

The student should, in the course of the agreement period, complete a research-based thesis. The thesis should lead to completion of a piece of work based on the study programme by the submission deadline (3 May or 1 November).

**5. The thesis and study progression**

Short description of the area and working title of the thesis.		
Will the thesis be part of a joint project? (tick one)	Yes	No
If the thesis is a joint project, who is/are the other author(s)?:		

**6. Tutor(s)**

Tutor(s) during the agreement period: (tutor's function, indicated by letter).

Name of tutor	M=Main tutor C=Co-tutor	I=Internal E=External

Information available upon entering into the Agreement regarding longer periods of time, during the agreement period, when the tutor(s) will not be available:

How will tutoring be taken care of during this period:

**7. Expectations to inform, follow-up whilst writing the thesis**

The parties are expected to keep each other updated with information which is relevant to the completion of the thesis. The parties are expected to actively follow up all circumstances which could involve a risk of delay or failure to complete, so that the studies are, as far as possible, completed within the time period of this Agreement. If the tutor over a longer period of time will be absent (for instance because of research), the student will be entitled to a new supervisor. It is the responsibility of the Department to ensure that a new tutor is appointed. In such cases the parties will enter into an Amendment Agreement.

The students shall provide regular progress information regarding the thesis. Lack of, or unsatisfactory, reporting can be used as the basis for terminating the Tutoring Agreement prior to the expiry date of the Tutoring Agreement. More detailed regulations regarding this are laid down by the Senate.

**8. Tutoring**

During the Agreement period, the student has a right to a total of \_\_\_\_\_ one to one tutoring hours. In addition, Tutors will have a total of \_\_\_\_\_ hours to prepare, read and comment on provided texts. Tutors will also receive an additional 5 hours for the thesis exam.

*The tutorials shall include (ref. UiO’s Guidelines for Study Agreement):*

- topic and content guidance
- design and method guidance
- subject and research ethics
- guidance regarding specialised subject literature and data (library, archive, etc.)
- writing guidance
- assessment of the student’s progress against time schedules and work plans
- conversation about tutoring

*In tutorials, the student should particularly:*

- be well prepared for tutorials
- keep to the approved time schedule, as much as possible, when carrying out thesis work

**9. Concluding regulations**

The University of Oslo is responsible for providing the advanced level students with high quality tutoring. Tutoring should, in the best possible manner, ensure professional as well as personal considerations for each individual. The University of Oslo has made work ethics guidelines for tutors. The guidelines were passed by the Academic Senate on 10. June 1997.

Research ethics guidelines drawn up by the National Committee for Social Sciences and the Arts lay down the norms for thesis work. The Department is responsible for making both work ethics guidelines for tutors and research ethics guidelines known to the student and the tutor(s) upon entering the Agreement.

Significant changes to the terms of the Agreement must be documented on a separate form. The original Agreement document will be filed at the Department, with copies held by the student and tutor(s).

**10. Binding signatures**

The student and tutor(s) agree on points 3 – 10. The tutor(s) and the student bear a common responsibility for complying with the Agreement.		
Student	Date:	Signature:
Main tutor	Date:	Signature:
Co-tutor (If applicable)	Date:	Signature:
Co-tutor (If applicable)	Date:	Signature:

### 11 Approval of the Agreement

When the Agreement is approved, the Department is formally responsible for tutoring at the Department. This responsibility no longer applies should the student clearly and unjustifiably deviate from the plan.

Agreement approved \_\_\_\_\_  
date on behalf of the Department

*The information in the Agreement is solely for internal use and will be kept at the Department. Copies of the Agreement will be sent to the student and the tutor(s).*

**AMENDMENTS TO THE STUDY AGREEMENT  
PART II: TUTORING AGREEMENT**

The following amendments to the conditions of the Agreement have been approved:

**1B. Amendments to the tutoring relationship:**

New tutor: \_\_\_\_\_ replaces: \_\_\_\_\_

Address, tel., e-mail address, \_\_\_\_\_

\_\_\_\_\_

The amendments apply from, date: \_\_\_\_\_

**2B. Amendments to the tutoring relationship:**

New tutor: \_\_\_\_\_ replaces: \_\_\_\_\_

Address, tel., e-mail address, \_\_\_\_\_

\_\_\_\_\_

The amendments apply from, date: \_\_\_\_\_

**3B Other amendments (hours of tutoring):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4B. Binding signatures**

Student	Date:	Signature:
Tutor	Date:	Signature:
Tutor	Date:	Signature:

**5B Approval of Agreement**

When the Agreement is approved, the Department is formally responsible for tutoring at the Department. This responsibility no longer applies should the student clearly and unjustifiably deviate from the time schedule.

Agreement approved \_\_\_\_\_  
date on behalf of the Department