

Supervisor Contract for Master Students

Students who have been admitted to a master program at the University of Oslo, Faculty of Educational Sciences shall enter into a binding agreement with the department according to the regulations governing studies and examinations at the University of Oslo §2.5.7. In addition, students are required to confirm their education plan in the Studentweb and pay the semester fee, §7.1

Supervision is an obligatory part of thesis work and is a prerequisite for submitting the final thesis. Entering into a supervisor agreement is therefore obligatory for all students who have been accepted in a master program at the University of Oslo. The supervisor agreement shall be completed in cooperation with the supervisor and submitted to the department.

Name (Last name, all first names)		Personal Number
Address	Email address	Telephone number
Study program		

Duration of Agreement

This agreement applies from _____ until _____

Master thesis

Working title of the thesis		
Will the thesis be a part of a joint project? (Check one)	Ja	Nei
If the thesis is a joint project, who is/are the other author(s)?		

Supervision expectations

During the agreement period, the student has the right to **30(HE)/42(CIE)** supervision hours. The hours can be used for supervision via email, telephone, and/or meetings. The hours are also used for the supervisor to read, prepare and give written feedback. Supervision can occur in groups or individually. By signing this contract, you and your supervisor are agreeing to follow the requirements. If the agreement is prolonged, no additional supervision hours are given.

The student and the supervisor have a joint responsibility for planning the supervision process. The parties are expected to keep each other up to date with information relevant to the completion of the thesis. The parties are expected to actively follow up any risks of delays or failure to submit on time so that the studies are to be completed within the agreed time period of this contract. If the supervisor is not available for longer periods of time during the contract, the student is entitled to a new supervisor. It is the department's responsibility to ensure that a new supervisor is appointed.

This contract is binding and is valid during the agreed upon time period. An amendment to the contract must be submitted if there are any changes or delays to the original contract. An extension of the supervision contract is not automatically given if there any delays to submission. According to the regulation of governing studies and examinations §7.3, if a student does not submit within the agreed time period, an application for extension must be submitted. If a delay is due to illness, you must contact the department as soon as possible.

Veileder(e)

Name of Supervisor	M=Main supervisor C=Co-supervisor	Percentage of supervision

Is your thesis topic connected to a research group? This means that your research topic is officially connected to a research group and that you will be participating in the research group's seminars and meetings.

If you will be using data collected in connection to an ongoing research project that your supervisor or research group is conducting, you must make an agreement as to how the data will be used in your thesis and any future publications.

If yes, what research group: _____

I am using data collected in an ongoing research project: Yes No

If yes, has an agreement been made and submitted with the supervisor contract? Yes

Project Name: _____

****Both the student and supervisor must sign the contract before submitting it to the department.**

The student and supervisors agree on all points in the contract. The supervisor(s) and student bear a common responsibility for complying with this agreement.		
Student	Date: _____	Signature: _____
Main supervisor	Date: _____	Signature: _____
Co-supervisor	Date: _____	Signature: _____

Approval of the agreement

When the agreement is approved, the department is formally responsible for supervision. 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 supervisor(s).



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