

SUPERVISOR AGREEMENT FOR ADVANCED LEVEL/HIGHER DEGREE STUDIES

According to §2.2.2 in the Regulations Concerning Studies and Examinations at the University of Oslo, students accepted for advanced level studies (master's studies) at the Faculty of Educational Sciences shall enter into a binding Supervisor Agreement with the Department.

This **Supervisor Agreement** applies to students who have been admitted for advanced level studies at the University of Oslo, Faculty of Educational Sciences, and who are about to commence their thesis/dissertation. 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 Supervisor Agreement is a binding agreement between student, supervisor(s) and Department.

Supervision is an obligatory part of thesis/dissertation work and is a prerequisite for submitting the final thesis/dissertation. Entering into a Supervisor Agreement is therefore obligatory for everybody who has been accepted for higher level studies at the University of Oslo. The Supervisor Agreement shall be entered into as early as possible, according to the programme structure.

The Agreement should be completed by the student, in cooperation with the supervisor(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)---BLOCK LETTERS		
Address (at place of study)		
Post Code	City/Town	Telephone: Student email address
Master Programme		

Supervisor Contact Information

Name (Last name, all first names)		
Contact Address		
Post code	City/Town	Contact Telephone: email address:

2. Duration of Agreement (until expected submission of thesis/dissertation)



The Faculty Secretariat
Mail: Pb. 1161 Blindern, 0318 Oslo, Norway
Office: Sem Sælands vei 7, Helga Eng
Building, 2nd floor

Phone: 22 85 82 76
Fax: 22 85 82 41
postmottak@uv.uio.no
www.uv.uio.no
Org.no.: 971 035 854

The Agreement applies from _____ to _____

Study progression during the agreement period full-time or part-time: _____

3. Study programme for thesis/dissertation work

The student should, in the course of the agreement period, complete a thesis/dissertation. The thesis/dissertation should be delivered by the submission deadline for your programme.

4. The thesis/dissertation and study progression

Working title of the thesis/dissertation. Attach your research proposal.		
Will the thesis/dissertation be part of a joint project? (tick one)	Yes	No
If the thesis/dissertation is a joint project, who is/are the other author(s)?		

5. Supervisor(s)

Supervisor(s) during the agreement period: (supervisor’s function, indicated by letter).

Name of supervisor	M=Main supervisor C=Co-supervisor	I=Internal E=External
Will there be any longer periods of time during the agreement period when the supervisor(s) will not be available?		
If yes, how will supervision be taken care of during this period?		

6. Expectations to inform, follow-up whilst writing the thesis/dissertation

The parties are expected to keep each other updated with information relevant to the completion of the thesis/dissertation. The parties are expected to actively follow up any risks of delay or failure to complete, so that the studies are completed within the time period of this Agreement. If the supervisor will be absent over a longer period of time (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 supervisor is appointed.

Any changes to the original Agreement must be documented on the Amendment Agreement.

The students shall provide regular progress information regarding the thesis/dissertation. Lack of, or unsatisfactory, reporting can be a basis for terminating the Supervisor Agreement prior to the expiration date. More detailed regulations regarding this are laid down by the Senate.

7. Supervisor

During the Agreement period, the student has a right to a total of _____ one to one supervision hours.

The supervision meetings may include:

- 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

During supervision meetings, the student should:

- be well prepared
- keep to the approved time schedule

8. Concluding regulations

The University of Oslo is responsible for providing students with high quality supervision. Supervision should ensure professional and personal considerations for each individual. The University of Oslo has ethical guidelines for supervision. The guidelines were passed by the Academic Senate on 10 June 1997.

Research ethical guidelines drawn up by the [National Committee for Research Ethics in the Social Sciences and the Humanities](#) lay down the norms for thesis/dissertation work.

The original Agreement document will be filed at the Department, with copies held by the student and supervisor(s).

9. Binding signatures

The student and supervisor(s) agree on points 3 – 9. The supervisor(s) and the student bear a common responsibility for complying with the Agreement.		
Student	Date:	Signature:
Main supervisor	Date:	Signature:
Co-supervisor (If applicable)	Date:	Signature:

10. Approval of the Agreement

<p>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.</p> <p>Agreement approved _____ <div style="display: flex; justify-content: space-around; width: 100%;"> date on behalf of the Department </div> </p> <p><i>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).</i></p>
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