



## SUPERVISION AGREEMENT FOR MASTER'S STUDENTS

This Supervision Agreement applies to students who have been admitted to the master's degree programmes at the Department of Special Needs Education, who are about to commence their thesis. According to § 2.5.7 in the Regulations Concerning Studies and Examinations at the University of Oslo, supervision of the master's thesis is compulsory. Supervision is an obligatory part of thesis work and is a prerequisite for submitting the final thesis. Entering into a Supervision Agreement is therefore obligatory for all students accepted into the master's degree programmes of the University of Oslo. The Supervisor Agreement shall be entered into as soon as possible after the expected commencement of the thesis. The Agreement shall be completed by the student, in cooperation with the supervisor(s), and delivered to the department administration for approval.

The deadline for delivering the Supervision Agreement to the administration is **February 1<sup>st</sup>**

Candidate	
Name ( <i>Last name, all first names</i> ) <b>BLOCK LETTERS</b>	
Course code for the Master's Thesis <input type="checkbox"/> SPED4090 <input type="checkbox"/> SPED4091 <input type="checkbox"/> SPED4092 <input type="checkbox"/> SPED4093 <input type="checkbox"/> SPED4094 <input type="checkbox"/> SPED4096 <input type="checkbox"/> SNE4390	
Supervisor (and co-supervisors if any)	Distribution of supervision ( <i>in hours</i> )
Name of main supervisor	
Name of co-supervisor ( <i>if any</i> )	
Name of co-supervisor ( <i>if any</i> )	
Period of Agreement	
From date	To date ( <i>intended date of thesis submission</i> )
Will there be any longer periods of time during the agreement period when the supervisor(s) will not be available? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how will supervision be taken care of during this period?	
Thesis details	
Working title of the thesis	
Will the thesis be written in cooperation with another student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what is the name of the co-author?	

**Collection and use of data**

In master projects using personal information, the signed Supervision Agreement, implies that the student and supervisor take responsibility for registering the project with the Norwegian Centre for Research Data (NSD) via their notification form, for developing a data management plan and for following UiO's routines and guidelines for collecting, processing and storing data. Projects that use personal health data must be approved by the Regional Committee for Medical and Health Research Ethics (REC). If the project will use personal health data the signed Supervision Agreement then implies that an application of approval will be submitted to REC.

If the student uses data from the research project in which the supervisor(s) participate(s), an agreement shall be made on how the data may be used in the thesis and in potential publishing

The candidate use data collected in an ongoing research project

Yes  No

If yes, an agreement on the use of data has been made and follows as attachment to the Supervision Agreement.

Yes  No

Name of research project

**Supervision expectations**

Students are entitled to up to 10 hours of supervision per master thesis. Supervision may occur individually or in groups. It may be given by email, phone, Skype, Zoom or other digital platforms. The student and the supervisor have a mutual 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. Furthermore, both 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, the supervisor, in consultation with the department, is responsible to determine how the supervision can be organized during this period

**Modification or Termination of Supervision Agreement**

In cases of serious problems in supervision, the student and supervisor should immediately bring this to the attention of the department. In such cases the student or supervisor may request to be released from the supervision agreement and a new supervisor may be considered.

If the student does not submit the thesis within the agreed time period, an extension of the supervision contract is not automatically given. In cases of delays, the student must contact the department administration.

**Binding signatures**

The supervisor(s) and the student bear a common responsibility for complying with the Agreement. The student, the supervisor and the department are obliged to fulfil the obligations from this Agreement.

Student	Date	Signature
Main supervisor	Date	Signature
Co-supervisor (if any)	Date	Signature
Co-supervisor (if any)	Date	Signature

**Approval of Agreement**

When the Agreement is approved, the department is formally responsible for the 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 may be sent to the student and the supervisor(s) upon request.*

**Department of Special Needs Education**

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