

# Contract relating to academic supervision for Master's theses at the Faculty of Science and Technology

This contract is authorized in the [Supplementary regulations for two-year Master's degree programme \(120 credits\)](#) and [Supplementary regulations for the five-year Master's degree programme in technology \(300 credits\)](#). The student shall submit this contract for approval at the department responsible for the thesis in accordance with the deadlines stipulated in the supplementary regulations. Any changes to the contract during its duration (e.g. syllabus, supervisor, leave of absence/extension etc.) should be processed by the department. This contract is also used for master students in secondary education in natural science (lektor, studieretning realfag).

## 1. STUDENT DETAILS

Surname: \_\_\_\_\_ First name(s): \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## 2. SUPERVISOR(S)

State the name of the principal supervisor and any co-supervisor(s) or external supervisor(s). The principal supervisor has the overall responsibility for following up the contract on behalf of the department and ensuring the student receives academic supervision for the entire duration of the contract. The student has the right to receive academic supervision during the period he/she shall work on their Master's thesis (in accordance with the programme description). If the supervisor plans to have a sabbatical during the duration of the contract, the student should be informed of this at the time of entering into the contract.

Principal supervisor: \_\_\_\_\_ Office address / Phone / E-mail: \_\_\_\_\_

Co-/external supervisor: \_\_\_\_\_

## 3. PROGRAMME OF STUDY

Programme of study: \_\_\_\_\_ 2 years (120 credits) \_\_\_\_\_ 5 years (300 credits)

Programme option: \_\_\_\_\_ Department: \_\_\_\_\_

## 4. INDIVIDUAL EDUCATION PLAN

### a) Two-year Master's degree programme:

The student must have successfully passed the examination for the entire Master's syllabus, including the specialized syllabus selected by the student (if any), before sitting the final Master's degree examination. The scope and content of the individual specialized syllabus selected by the student must be approved by the department.

### Courses in the Master's degree programme:

Course code	Name of course	Credits	Institution	Taken

### b) Five-year integrated Master's degree programme:

The complete individual education plan should be attached to the contract.

External courses and specialized syllabus selected by the student which following approval shall be included in the individual education plan:

Course code	Name of course	Credits	Institution	Taken

**c) Supervised professional training:**

The five-year Master's degree programme in technology includes the requirement of six (6) weeks' relevant supervised professional training.

The supervised professional training has already been approved

Confirmation of completion of the supervised professional training is attached

**5. MASTER'S THESIS**

a) Working title:

30 credits

40 credits

60 credits

A project description should be attached. It should include:

- Research
- Objective
- Method
- Schedule/timetable
- Technical/scientific partners (if any)

**b) Implementation of Master's thesis:**

All Master's degree students are entitled to implement their Master's thesis on an individual basis. Group thesis may be chosen if this option is stated in the course description/programme description. In such cases, the supervision contracts should be submitted jointly.

Individual project

Group project with individual assessment. Each student's individual contribution should be indicated.

Group project with joint assessment (does not apply for two-year Master's degree programmes)

Follow students (only applies for group thesis):

**c) Timetable for Master's thesis:**

Thesis of 60 credits should be submitted no later than May 15 / November 15 in the semester of submission.

Thesis of 30 or 40 (lektor) credits should be submitted no later than June 1 / December 15 in the thesis semester.

Start date:

Date of submission:

**d) Planned progress:**

For part-time students, the academic progress must constitute minimum 50 %. Master's degree theses of 30 credits should normally be implemented on a full-time basis. Master's degree students who have engagements as part-time lecturer/lab assistants and equivalent may apply for the length of study to be adjusted.

Full-time student

Part-time student

%

**6. REQUIREMENTS FOR EQUIPMENT/RESOURCES**

In the event that resources at an external institution shall be used, this must be specified in point 6 b)

**a) The student's place of work (office/lab):****b) Requirements for equipment/resources:**

Will there be a requirement for (any of) the following resources during the Master's degree project:

Access to/purchase of equipment or software

Please specify:

Access to systems

Please specify:

Access to background information and data(set)

Please specify:

Expenses (if any):

Approved by the person responsible for resources at the department:

Approved by the person responsible for resources at the external institution:

**7. NOTES****8. SIGNATURES**

The student, principal supervisor and other supervisors have reached agreements concerning all points covered in the supervision contract.

Student/Date:

Principal supervisor/Date:

Supervisor/Date:

Supervisor/Date:

# Ethical guidelines for supervision at UiT the Arctic University of Norway

Laid down by:	The Board of UiT the Arctic University of Norway (UiT)	Date:	27 October 2016
Responsible department:	AFU/UTA	Id:	2016/7526, cf. 5823

*This is a translation. The Norwegian original has official status.*

The guidelines applies to supervision at bachelor- master- and ph.d.-level and are to be enclosed with contract of supervision.

UiT has the superior responsibility for the supervision.

## 1. The supervisor is to ensure that the student receives good academic support in his/her work.

- a. The academic competence of the supervisor should be made available to the student.
- b. The supervisor should follow the work of the student, and keep updated on the progress.
- c. The supervisor should help the student get in touch with other researchers and research groups with special competence in the relevant field.

## 2. Both the supervisor and the student are to do their best to ensure a qualitatively good result.

- a. The supervisor should be aware of and take action if a project seems unrealisable, or if there are signs that the student will have problems completing it.
- b. The student must be dedicated to invest necessary time and effort required by the program.
- c. The student must be open and susceptible to suggestions from the supervisor.
- d. If problems arise, the student must give the supervisor complete access to information about the work and its progress, and accept advice from the supervisor at an early stage.

## 3. The supervisor and the student have a mutual responsibility for the supervision to take place in an acceptable way.

- a. The supervisor is to give the cooperation with the student the priority agreed to when accepting the responsibilities of a supervisor.
- b. The supervisor and the student both have the responsibility to keep regular contact according to the agreement between the two parties.
- c. The supervisor should read the texts submitted by the student as soon as possible.
- d. If the supervisor is unable to read a text immediately, the student must be informed of this, and receive information about when the text will be read.
- e. The supervisor and the student are both responsible for being well prepared for the supervision.
- f. The supervisor must keep to the agreed times for supervision, and make sure that the meeting is undisturbed (turn telephone off etc.).
- g. It is the supervisor's responsibility to provide satisfactory academic support and supervision for the student in the supervisor's absence (during sabbaticals etc).
- h. The student must endeavour to keep deadlines and complete tasks as agreed.
- i. The student must submit texts for reading within a reasonable time before scheduled meeting.

## 4. Both the supervisor and the student are responsible for carrying out the work with scientific/scholarly integrity.

- a. The supervisor is to impart to the student the basic ethical rules of research relevant to the field.
- b. The supervisor should be aware of, and guide in research ethical questions related to the student's work.

- c The student is to acquaint with and adhere to the research ethical norms within the field and ask for advice from the supervisor if he/she is in doubt.
- d If the supervisor wishes to use the student's data or research results in his/her own publications or research, he/she must get permission from the student and follow the rules of conduct for reference and credit to the contribution of other people's work.
- e The usual rules for co-authorship, as described in national and international guidelines, applies. Being supervisor is not in itself a basis for co-authorship.

**5. Both parties must respect the academic and personal integrity of the other party, and refrain from any action or statement that can be perceived as offensive.**

- a. The supervisor has the main responsibility for ensuring that supervision takes place in an objective and professional manner, and should be aware of the authority the role of supervisor entails for the student.
- b. The supervisor should refrain from all comments about the student personally, physically or related to gender.
- c. The student should show the same respect for the supervisor as a person.
- d. The supervisor must not use his/her position of authority to take any advantage of the student, or to achieve private favours or services.

**6. Personal and confidential information imparted in connection with supervision must be treated confidentially by both parties.**

- a. The supervisor should avoid discussing internal, collegial matters with the student.
- b. The supervisor should not discuss the student's affairs with other students.
- c. The student should show the same consideration towards the supervisor.

**7. Private relations which are incompatible with the academic relationship should not occur.**

- a. It is the supervisor's responsibility to ensure that the necessary professional distance is kept, and to avoid situations that can lead to it being disturbed.
- b. The supervisor and the student must not be related, or have common private economic interests. Nor are they to have a sexual relation or be in a romantic relationship with each other.
- c. If a romantic relationship should arise, the heads of the department or the faculty must be notified, and the supervision contract be terminated.
- d. If the supervisor and the student are close friends, both parties must be aware of the importance of clear boundaries between the professional and the private spheres.
- e. The supervisor must not accept any form of payment for the supervision apart from what is agreed on with the university.

**8. The supervisor and the student have a mutual responsibility for solving conflicts.**

- a. Both parties should be able to address problems in the professional relationship or related to the progress of the work, and make an effort to contribute to a constructive solution.
- b. The faculty is responsible for, and must have routines for, solving any conflicts between supervisor and student that the parties cannot solve on their own.
- c. If the supervisor and the student find it necessary to terminate the supervision, it is the faculty's responsibility to handle the change of supervisor in an orderly and satisfactory manner.