

Part I General provisions

1. Purpose

The master agreement shall clarify duties and rights between the student, supervisors and the department during the master's degree study.

The agreement shall be signed within 1. October for students enrolled in the master program in the autumn, and 1. March for students enrolled in the spring. The agreement shall be filled out by the student, in cooperation with the main supervisor, and submitted to the study administration by the student.

2. Duration of agreement

A part-time study can be agreed upon, with a corresponding extension of the agreement period. However, the total study period (duration of agreement) cannot, however, exceed what corresponds to 50% per semester over the entire study period, i.e., 8 semesters. Part-time studies can normally only be granted for the course part of the program.

Changes to the agreement related to full-time/part-time studies are to be decided at the program board level.

3. Changes to the master agreement and application for extension

Minor changes to the master agreement (e.g., changes to the education/course plan or co-supervisors) are made in agreement with the main supervisor, and the study administration must be notified about the changes (use the form “Changes to the master agreement” on the last page of this document).

An extension of the master period is considered a major change to the agreement and must be applied for through a separate application form not later than **two months** before the duration of the master agreement expires. Contact the study administration for an application form. All points in the application form are to be filled out, and a mutually binding completion plan between the student and supervisor must be submitted in order for the application to be considered. The application is to be submitted to: programstyret@geo.uib.no.

Extension of the master agreement is normally granted for up to three months. You can apply for an extension maximum three times. In total, you cannot apply for more than six months' extension.

4. Leave of absence

If needed, the student may apply for a leave of absence. In such cases, contact the study administration as soon as possible. For further information (in Norwegian): “[Forskrift om stadium ved Universitetet i Bergen](#)”, and “[Utfyllende regler til Forskrift om stadium ved Universitetet i Bergen – Det matematisk-naturvitenskapelige fakultet](#)”.

Note that the regulations in Norwegian are the official rules. The English translation (“[Regulation concerning studies at the University of Bergen \(study regulation\)](#)») and the «[Supplementary rules to Regulations concerning studies at the University of Bergen \(study regulation\) – Faculty of Mathematics and Natural Sciences](#)”) is not official. In the event of any inconsistency, the Norwegian versions are the valid one.

5. Plagiarism

The student has a duty to familiarize himself/herself [with the rules that apply](#) for referencing in written texts. The main supervisor is obliged to ensure that the student receives the supervision needed to learn good use of references.

Plagiarism in submitted text or in the master thesis is considered cheating, and can lead to annulment of the exam result, failing the thesis, exclusion from the study program and suspension from the university.

6. Field work, research cruises and use of laboratories

All use of laboratories at the Department of Earth Science shall be in accordance with the current HSE regulations. The main supervisor is responsible for ensuring that the student is made familiar with these through the laboratory manager.

Field work and research cruises must be carried out in accordance with the current HSE rules, and all participants must keep up to date with the University of Bergen's routines and guidelines for field work/research cruises. The main supervisor is responsible for making the student familiar with current routines, and the student is responsible for familiarizing herself/himself with the routines and to follow them.

7. Registration

The student must register and pay the semester fee each semester, except for in periods of leave.

Part II Supervision

1. Assignment of supervisors and master project

Students enrolled in the master's program must have a main supervisor and at least one co-supervisor. The Department is obliged to have master projects available, and the student is responsible for contacting the main supervisor.

The main supervisor is responsible for submission of the master project description within the deadline, which is 1. October for students starting in the autumn semester and 1. March for students starting in the spring semester. The project description must be approved by the research group before submission.

2. Supervision

Full-time students are entitled to 40 hours of supervision during their 2-year master's program.

The supervisor(s) shall give advice on definition of research questions, relevant literature, scientific content, work plan and progress plan. The supervisor(s) are obliged to receive and discuss text drafts with the student. The supervision takes place when needed and the supervision should be distributed as evenly as possible throughout the contract period. The supervisor(s) must keep themselves informed about the progress of the student's work and evaluate this in relation to the milestone plan.

The student is obliged to keep the supervisor(s) informed about his/her work. This also applies to practical issues that are important for the progress of the master's degree project. The student is obliged to follow ethical research principles.

3. Changes in the supervision conditions

Both the main supervisor and the student can request for the master's agreement to be cancelled. The student and main supervisor are mutually obliged to inform the other party, as well as the program board, if any problem with fulfilling the master's agreement arises.

The main supervisor is also obliged to notify the program board as early as possible if serious problems regarding the progress of the milestone plan arise. If, for various reasons, the student does not receive the supervision to which she/he is entitled under the master's agreement, the student must inform the program board of this as early as possible.

If conditions arise in the supervision relationship that are in conflict with [the guidelines at the University of Bergen](#), this must be reported to the program board.

The program board is to be contacted via the study administration. In each case, the program board will assess whether the supervision relationship should be changed or terminated.

4. Publishing results from the Master thesis

The master student has the right to publish results from the master thesis together with the main supervisor and co-supervisor(s) in accordance with [ethical research guidelines](#). The master student should normally be the first author if the student has the main responsibility for writing the publication and where the publication only includes results from the student's master thesis.

The [Bergen Open Research Archive](#) (BORA) is the University of Bergen's digital, institutional archive and contains master's theses, doctoral theses, articles and books. All students with a master's degree from the University of Bergen are advised to make their thesis available in BORA. The thesis will be available in BORA when submitting the master thesis, and the student must therefore clarify with the main supervisor whether the master thesis is to be published in BORA prior to submitting the thesis.

5. Data

If data/results are subject to restrictions in use/publication, this must be made known to the student at the start of the master's study. In such cases, an agreement will eventually be signed separately. Data used in a master thesis and the results obtained during the study must not be passed on internally or externally without the main supervisor's consent.

After a master's project is completed successfully or terminated before it is finished, the student and supervisor should agree on which data and results should be stored for the future. The main supervisor is responsible for ensuring that the project data is stored in a safe way, and the student is responsible for collecting data from the project and delivering it to the agreed-upon data-storage/person.

Part III: Milestone plan for the master's degree program in ...EARTH SCIENCE ...

Student's name	Date of birth and Norwegian identity no.
Student's place of work/responsible department	
Main supervisor	Co-supervisor(s) (including title and affiliation)

Preliminary title of master thesis:

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Study schedule leading to the master's degree is based on _____ % study progression

Semester	Course /ECTS	Course /ECTS	Course /ECTS	Course /ECTS	Course /ECTS	* Remarks
1. semester						
2. semester						
3. semester						
4. semester						

* If courses in the milestone plan have been completed before commencing the master's program you must write this in the remarks field. Based on this, a reduction in time on completing the master program will be calculated. NB! Up to 10 ECTS in the milestone plan can be at the 100-level.

Schedule for master's degree:

Hand-in deadline in accordance with normal progression: enrolled autumn – 1. June, enrolled spring – 20. November. See regulations.

Start:- 20
 date year

Deadline for submission: - 20
 date year

Signing of Master Agreement

This master agreement is entered into for a full-time part-time (___%) master program and applies to the following period _____. The milestone plan is approved subject to any overlap/reduction in credits against other internal or external courses.

Upon signing, all parties confirm that they have read and understood the master agreement.

Bergen,
Date and year

.....
Student

.....
Main supervisor

.....
Co-supervisor

.....
Co-supervisor

.....
Co-supervisor

.....
Head of department/ Head of
education / Head of program board

Minor Changes to Master Agreement

(To be filled out and signed if minor changes are made during the master period, Part II section 3)

The original master agreement has been changed on the following points:

Changes in courses:

Courses out: _____

Courses in: _____

Changes in supervisor committee:

New supervisor committee _____

Other (specify, e.g. project changes):

Bergen,
Date and year

.....
Student

.....
Main supervisor

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Co-supervisor

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Co-supervisor

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Co-supervisor

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Head of department/ Head of
education/Head of program board