



# Agreement for Master's Degree Programs Faculty of Medicine and Dentistry University of Bergen



<b>Program of study:</b>	
<b>Student's name:</b>	
<b>Starting date:</b>	

## Part I: General regulations

Signed by: student and head of program committee

## Part II: Supervision contract

Signed by: student, head of the relevant department and the student's supervisor

Part I and II signed in one copy.

## Part I General regulations

### 1. Contracting parties

The agreement is entered into between student named above and the program committee for \_\_\_\_\_, Faculty of Medicine and Dentistry, in accordance with the "Common regulations for all study programs at the Faculty of Medicine and Dentistry" § 4.6. The agreement must be entered into at the beginning of the master's program. This is a condition for keeping your place in the relevant study program.

### 2. Aims and conditions

The Master's degree program aims at giving an introduction to research work carried out within a pre-determined period of time.

The purpose of the agreement is to clarify duties and rights throughout the course of the master's degree program.

The admission of the student into the program of study is a condition for entering into the agreement.

### 3. Contract period

The agreement is valid for the nominal length of the study, that is 4 semesters for full time students and 2 semesters for students on the Integrated master's degree program in Pharmacy.

A part-time program of study may be agreed upon, involving a corresponding extension of the period originally agreed upon. The total length of the period may however not exceed a period corresponding to 50 percent of studies per semester throughout the course, i.e. 8 semesters.

**4. Changes in agreement**

The term of the agreement may only be extended if applied for and a prerequisite is that a mutually binding completion plan has been made. The completion plan must exist at the latest one month before the end of the nominal length of study. The application will be treated by the program committee and is only granted based on valid grounds laid down in the Common regulations for all study programs at the Faculty of Medicine and Dentistry, § 4.6.

Any changes in the agreement regarding fulltime/part time studies will be treated by the program committee.

**5. Leave of absence from Master’s program/postponed commencement of study**

The student may apply for a leave of absence from the Master’s degree program. The application will be treated by the program committee.

Leaves of absence may be granted on the basis of “Common regulations for all study programs at the Faculty of Medicine and Dentistry” § 4.7.

Leaves of absence are not included in the study period.

**6. Research ethics and use of sources**

The student is obliged to obey the research ethical principles applying to the relevant field of study. These are stated in the Research Ethical Guidelines for Medical and Health Related Research, given by the National Research Ethical Committee for Medical and Health Related Studies, in addition to other guidelines where applicable.

The student is obliged to be familiar with the rules applying to different types of written works regarding the reference of sources (for more information, see UiB webpage “[Use of sources in written works at the University of Bergen](#)”).

The academic department is obliged to provide the supervision that is required in order to learn appropriate research ethics and use of sources.

Plagiarism in connection with written assignments or in master’s theses might be considered as cheating according to the Act relating to Universities and University Colleges and might lead to an annulment of examination results, failing the assignment or possibly an exclusion from the program of study and expulsion from the University.

**7. Semester registration**

The student must make sure to register each semester and pay the semester fee, the exception being possible leaves of absence. Fulltime/part time studies should be registered in accordance with the agreement made. Possible changes in fulltime/part time studies must be agreed upon prior to making any changes regarding the registration. A lack of registration might lead to an annulment of the agreement.

**8. Signatures**

The agreement entered into applies to fulltime study part time study % ,

and applies to the following period semester 20 - semester 20

Place and date.....

.....  
student

.....  
head of program committee

**9. Changes in agreement (to be filled out if necessary)**

The following changes have been made in accordance with point 4.

Changes regarding fulltime/part time studies. From  fulltime  part time \_\_\_\_ % to \_\_\_\_\_

Changes in period of agreement to \_\_\_\_\_

Bergen, date .....

.....  
student

.....  
head of program committee

## Part II Supervision contract

### 1. Contracting parties

Part II is entered upon between student and head of department where main supervisor works. Student's supervisors are to sign part II as well.

In case of more than one supervisor, a clear distribution of responsibility must be clarified. Depending on whether there is one main supervisor and co-supervisors or two supervisors with equal status, the responsibility for supervision is divided 25/75 or 50/50. The general rule is that one student has no more than two supervisors.

### 2. Place of study

The department responsible for the student's supervision (the student's workplace in case of more than one involved department) will make sure that the student has access to an office/study hall, laboratory in addition to providing the student with other necessary infra structure during the contract period.

### 3. Scope and nature of supervision

Master students at the faculty are entitled to a minimum of 40 hours of supervision either individually or in groups throughout the period of study. Students following the Integrated Master's program in Pharmacy might demand a minimum of 30 hours of supervision whereas students of Manual Therapy get a minimum of 20 hours of supervision. The number of hours is determined by the scope of the master's thesis.

The supervisor(s) is to give advice on the formulation of and the narrowing down of the thesis' topic and problem for discussion, literature, contents related to the field of study, work plan, Health, Safety and Environment regulations and a plan of progression. The supervisor(s) is obliged to accept and discuss drafts of the thesis with the student. This will normally take place by means of a meeting, but alternative arrangements are accepted. Supervision takes place on demand and shall be scheduled evenly throughout the agreed period. Supervisor(s) shall keep a record of the supervision in order to monitor the progress in the candidate's work and assess this in relation to the work plan.

Students are obliged to keep the supervisor(s) informed about their work. This also applies to practical conditions that are important to the progress of the master's degree project.

The relationship between student and supervisor must be in accordance with the [Ethical Guidelines for the Relationship between Student and Supervisor at the University of Bergen](#):

### 4. Changes in supervision

There is reason to evaluate the change in supervision if the development of the relationship between the student and the supervisor conflicts with the ethical guidelines for supervision (cf. 3) or in case of a lack of fulfillment of the parties' obligations towards one another.

Both supervisor(s) and student might request a change of or an annulment of the supervision contract. Student and supervisor are mutually obligated to keep the other party informed in case of difficulties regarding the fulfillment of the agreement.

#### Principles regarding follow-up and distribution of responsibility:

##### a) Program committee in cooperation with supervising department

If one of the parties finds that the agreement is not fulfilled in a satisfactory manner, the program committee must be notified. The committee and the involved parties – including head of supervising department – will evaluate whether the supervising relationship will continue or cease. The supervising department is obligated as far as possible to provide the student with a new supervisor if the program committee finds this advisable.

##### b) Expectations regarding supervisors

Both appointed co-supervisors and main supervisor are responsible to contribute to finding an alternative solution.

**c) Program committee in cooperation with administrative department**

If neither of the parties are capable of maintaining the agreement, the department in charge of the administration of the master program in cooperation with the program committee is responsible for appointing a new supervisor.

Any personal antagonism arising between the student and supervisor is to be dealt with by the head of the program committee or the study counselor for the relevant program.

The student may not hold supervisor, department, program committee or the university responsible for the results of his/her education.

**5. Publication of results from master's thesis**

Supervisor is entitled to publish results from master's thesis in cooperation with student. The student shall normally be credited as first author if the publication includes results from the master's thesis exclusively. If the student has not published his/her data within a time frame of three years, the student is no longer entitled to his/her data material. If the publication includes results from one or several master's theses or from other research, the student(s) should normally have the status of co-author(s).

**6. Rights regarding data material**

This agreement might include precisions of rights, possibly limited to external data material that has been made available to the students, in the form of attachments. The departments' regulations regarding the submission of own or borrowed data material according to relevant regulations might also be included in this point.

**7. Signatures**

Student (capital letters)	
Date of birth	
Place and date	Signature

Student workplace (fc. point 2., part II – where student undertakes his/her daily work)
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Head of department at student's workplace (capital letters)	
Place and date	Signature

Supervisor (capital letters)	Supervisor (capital letters)
Employer	Employer
Contact information	Contact information
Responsible for part of the supervision (%)	Responsible for part of the supervision (%)
Place and date	Place and date
Signature	Signature