

Supervision agreement and education plan for master's studies at Faculty of Science and Technology

The general framework and guidelines for the master's programme are provided in the form of

- [Regulations concerning studies at UiB](#) (in Norwegian)
- [Supplementary regulations for Faculty of Science and Technology](#)

The framework for the individual study is regulated by

- The study plan/programme description for the master's programme
- Supervision agreement and education plan (this agreement)
- Project description for the master's project
- If the supervisor is external: [Agreement on the execution of a master's thesis in collaboration with an external party](#) (in Norwegian)

All regulations, guidelines and routines have been compiled on the [website for supervision agreements](#)

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Completion of the agreement

The agreement shall be completed in cooperation with the supervisor. The study administration at the department can be asked for assistance.

The student, supervisor and co-supervisor(s) shall sign the agreement digitally (e.g., *Adobe Fill & Sign*) on page 4, and the completed agreement with attachments shall be sent electronically to the study administration at the department.

The Head of department/Head of programme board/Head of education shall sign the agreement after the supervision agreement and project description have been approved by the programme board.

Deadline for submission of the agreement (date is set by the programme board):	
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Candidate

Name, Student number, Email	
Master's programme/specialisation (if any)	
Admission to the master's programme (year and semester)	
Administrative department ¹ (Department that owns the programme)	Department with supervision responsibility for the thesis (if different from administrative department)
Full-time/part-time (for part-time, state percentage of full-time – minimum 50% part-time) Please note that for the 30 credits master's theses, part-time work cannot be granted in the thesis semester ²	

Thesis details and supervisor(s)

Deadline for submission² (adjusted in accordance with part-time percentage and transferred previous studies)			
Scope of thesis (or course code for the master's thesis)	60 credits	30 credits	
Working title of the thesis			
Planned start for the project			
Main supervisor – Name, Workplace (Dept./Institution/Company), Email	Distribution of supervision %:	Internal	External
Co-supervisor(s) – Name, Workplace (Dept./Institution/Company), Email	Distribution of supervision %:	Internal	External
Workplace (for the project)			
Supplementary remarks			

¹ The department that has administrative responsibility for the master's programme, also has administrative responsibility for the student. Supervision responsibility in relation to the thesis can be located elsewhere, e.g., in another department via the master's thesis topic XXX399 or a collaboration agreement. This may apply for interdisciplinary programmes.

² See [§6-7 Supplementary regulations for Faculty of Science and Technology](#)

Education plan

(Based on % full-time/part-time)

NB: If courses in the education plan have been finished before starting on the master’s programme (2-year master)/the master’s part of an integrated programme (5-year master), it must be noted in the remarks field*. Transfer of previously completed courses may give some deduction in time for the master’s programme (see [Supplementary regulations for Faculty of Science and Technology](#)).

Mandatory courses		
Semester/year	Course/credits	Remarks*
Elective courses (selected in consultation with the supervisor)		
Semester/year	Course/credits	Remarks*

Applies to five-year integrated programmes:

Courses selected in consultation with the supervisor (if applicable):

In some integrated programmes, all courses at master’s level must be chosen in consultation with the supervisor. See further information on the study programme’s website on uib.no

Changes in the supervision agreement

Any changes to the supervision agreement that are made during the master’s period (e.g., agreement period, full-time/part-time, supervision conditions) must be agreed on the change form and submitted to the programme board (see final page).

Signatures

The student and supervisor(s) must familiarise themselves with the regulations and guidelines that apply at any time for supervision, progress (delays, part-time, leave of absence, etc.), copyright, ethical guidelines and other matters related to the master's programme. Information on general and special regulations is available on the [website for supervision agreements](#).

The signature of the Head of department/Head of education/Head of programme board confirms that the education plan and project description have been approved

Student	Date
Supervisor	Date
Co-supervisor(s)	Date
Head of department/Head of education/Head of programme board (for the administrative department responsible):	Date

Attachments:

- Project description
- Agreement on external workplace (if any)

Rights and obligations

Purpose

A supervision agreement is a collaboration agreement between the student, the supervisor(s) and the department. The agreement regulates the supervision relationship, the scope, the type of the thesis work and the sharing of responsibilities.

The study programme and the work on the thesis are regulated by the *Act relating to universities and university colleges*, UiB's local regulations, and the current study plan for the master's programme.

Sharing of responsibilities

Both the student and the supervisor must familiarise themselves with the [ethical guidelines for the relationship between supervisors and students or candidates at the University of Bergen](#). By signing the supervision agreement, they confirm that they have read the ethical guidelines.

The candidate is responsible for

- Semester registration for each semester of the master's programme
- The completion and submission of the agreement within the given deadline
- The making of appointments for supervision hours with the supervisor within the framework provided by the supervision agreement. Full-time students are entitled to 40 supervision hours
- The preparation of a progress plan for the work, in consultation with the supervisor
- Providing the supervisor with drafts in reasonable time before supervision
- Informing the department/supervisor about any problems or delays. The study administration can provide advice and support
- Familiarising themselves with the rules on permitted examination support materials, and the use of sources and citations in written work
- Familiarising themselves with current HSE rules and routines before starting practical work in the lab or in the field
- The registration of information and contact details for their next of kin for research expeditions and field work

The supervisor is responsible for

- Clarifying expectations about the supervision relationship
- Advice on subjects to be included in the education plan
- Ensuring that any necessary approvals are applied for (e.g., concerning ethical or privacy considerations, studies involving animals)
- Advice on the formulation and delimitation of research topics and issues, so that the project work is feasible within the agreed period
- Discussion and evaluation of hypotheses and methods
- Providing advice regarding literature, source, data, data storage and documentation, and any need for support and resources
- Discussing the form of presentation (e.g. outline and linguistic form)
- Discussing results and interpretations
- Staying informed about the progression of the student's work in accordance with the agreed time and work schedule, and following up with the student if necessary
- Ensuring that the student is familiar with current HSE rules at the workplace, and ensuring that the necessary training in current work routines is provided before starting practical work in the lab or in the field

The department is responsible for

- The quality assurance of the project, and approval of the project description
- Entering into an agreement with another department/faculty/institution if an external co-supervisor has been appointed.

- Informing the supervisor(s) about their responsibility for safeguarding the student's rights, the study regulations, matters concerning research ethics, privacy considerations, and matters concerning supervision ethics.
- In collaboration with the supervisor, keeping an overview of the student's progress, and following up if the student is delayed in accordance with the agreement.
- Appointing a new supervisor, and making any necessary changes in the supervision agreement, if:
 - The supervisor is absent due to, for example, a sabbatical period, illness, or travel.
 - The student or supervisor requests the termination of the agreement due to non-compliance by one of the parties.
 - The parties deem it appropriate to find a new supervisor due to any other circumstances
- Notifying the student when the supervision relationship ends.

Changes to the agreement (change form)

Any changes to the supervision agreement that are made during the master's period (e.g. agreement period, full-time/part-time, supervision conditions, change of courses in the education plan) must be agreed on the change form and submitted to the programme board.

Changes must be agreed with and approved by the supervisor. The study administration provides advice on the opportunities and limitations for changes with regard to the study regulations.

The original agreement has been changed regarding the following points:

Type of change	Changed from	Changed to	Date of change
Change of courses in the education plan			
Full-time/part-time			
Deadline for submission			
Changes in the supervisor team			
Other (specify):			
Changes in the project description:	<p>For major and fundamental changes to the project, a revised/new project description must be submitted for approval. The revised project description must be approved by the Programme Board.</p> <p>A revised project description must be submitted when there are deviations from the originally approved project assignment that entail significant changes in the use of the scientific method, resources, or objectives of the master's project.</p> <p>A revised project description must also be submitted if there is a new co-supervisor who will provide scientific support in specific parts of the project. The co-supervisor's role must be described in the project description.</p>		

Signatures

Student	Date
Supervisor	Date
Co-supervisor(s)	Date
Head of department/Head of education/Head of programme board (for the administrative department responsible):	Date