



Master agreement

for a two-year Master's Degree Program
Department of Earth Science



This agreement is based on the "Regulations for Degree Programs at the University of Bergen" and the "Supplementary Provisions for Degree Programs at the Faculty of Mathematics and Natural Sciences"

The master agreement* consists of three parts:

- Part I: General conditions
- Part II: Supervision
- Part III: Progress plan (planned study schedule)

This master agreement is entered into by the main supervisor, co-supervisor(s), Department of Earth Science by Head of department/Leader of the program committee and the Master candidate

(Name of Master candidate)

**Revised in the program committee 4. December 2018*

Part I General conditions

1. Purpose and prerequisites

This agreement shall clarify the obligations and rights applicable to the master's degree program.

A prerequisite for signing this agreement is that the student is granted admission to the master's degree program. The agreement shall be made upon commencement of the master's degree program and within 1. October/1. March for students starting autumn and spring, respectively. This is a prerequisite for retaining the study place.

2. Duration of agreement

The Master agreement applies for a standard period of study; four semesters for full-time students¹.

A part-time period of study can be agreed on, with a corresponding extension of the agreed duration. Nevertheless, the agreed total period of study (duration of agreement) cannot exceed the equivalent of 50% per semester during the entire study, i.e. eight semesters. Part-time study can normally only be granted for the curriculum part of the program.

Changes in the agreement in relation to full-time/part-time are dealt with by the program committee.

3. Changes to the master agreement

Extension of the master agreement is only granted after confirming a mutually binding completion plan. Such a plan must be presented no later than **two months** before the prescribed time period expires. Extension of a master agreement is granted normally for up to three months for 60 ECTS master projects.

For applications stating special circumstances, further extension can be granted for 60 ECTS master projects. An extension can be applied for a maximum of three times, but not more than six months in total.

4. Leave from the master degree program/postponed start of study

The student may apply to the program committee for leave of absence from the master's degree study. Leave of absence may be granted on the following basis, cf. "*Supplementary Provisions for Degree Programmes at the Faculty of Mathematics and Natural Sciences*":

- Students can obtain a leave of absence for up to one year from the master's degree study without providing any justification if they apply for leave before submitting the agreement for master's degree program and progress plan. Notification of leave of absence must normally be submitted within the expiry date of registration. Application for leave of absence exceeding one year must provide the reason(s) for absence.
- After submitting of the agreement for master's degree programme and progress plan, leave of absence may be applied for due to reasons such as the student's own illness, illness of spouse/lawful partner/cohabitant, illness of own child, or child belonging to spouse/lawful partner/cohabitant, compulsory military service, care for own child in connection with birth or adoption, heavy commitments in political student bodies and similar organizations, or due to other cogent welfare reasons. Leave of absence can also be granted for well-founded academic reasons, such as involvement in relevant professional work, project, temporary residency abroad or attendance in other study courses, all relevant to the master's degree study.

Leave of absence is not included in the study period. Students who have not started the study may apply to the program committee for a postponed commencement date of the study.

5. Plagiarism

The student is obliged to learn the rules that apply to how to refer to sources of different kinds in written work (see "*The use of sources in written work*"). The academic environment is obliged to provide the supervision required for learning good and generally accepted practice with respect to the use of sources.

Plagiarism is considered cheating, and can result in cancellation of the examination results, failure on the thesis, and possibly exclusion from the study program and the university.

6. Use of laboratories

All use of laboratories at the Department of Earth Science shall be in accordance with HSE and user regulations. The main supervisor is responsible for ensuring that the candidate is made familiar with these through the laboratory manager. When applicable, all data and results from laboratory analyzes shall be stored in the Department of Earth Science's database (See Part II, point 5).

7. Registration

The student shall register and pay the semester fee every semester, except in the case of any periods of leave. Full-time/part-time study shall be registered in accordance with the entered agreement. Any changes to full-time/part-time study shall be agreed before changes can be made with registration. Lack of registration may mean that the agreement is revoked.

PART II SUPERVISION

1. Assignment of supervisors and master project

Students who have been admitted to the master's program are assigned a main supervisor and one or more co-supervisors. The master thesis project is provided at the start of the Master's degree program.

2. Scope and nature of supervision

Full-time students are entitled to receive 40 hours of supervision, individually or in groups, during their 2-year master's program (4 semesters).

If the agreement is extended according to Part I, point 3, the supervision period can be adjusted.

Part-time students' right to supervision is to be agreed on and apportioned in accordance with the agreed progress plan for the study.

The supervisor(s) shall provide advice on the formulation and delimitation of the subject and research questions for the thesis, literature, research 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 shall be distributed as much as possible throughout the contract period. The supervisor(s) must keep themselves informed about the progress in the candidate'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 applies also to practical aspects that are essential for the progress of the master's degree project. The student is obliged to follow the principles of research ethics applicable to the research area.

For complete duties and rights for master's candidates and supervisors at the Department of Geoscience, see "Expectations for master candidate and supervisor at GEO".

3. Changes in supervision conditions

Both the main supervisor and master candidate can request that the supervision agreement is cancelled. The master candidate and the main supervisor are mutually obliged to inform the other party, and the program committee, if any problem with fulfilling the agreement occurs.

The program committee is to be notified as soon as possible if serious problems arise regarding the progress of the candidate's work. If the student finds the supervision to be unsatisfactory in accordance with the master agreement, he/she shall notify the program committee as soon as possible.

If the supervisor or the student believes that the supervisory relationship is contrary to the guidelines¹ at UiB, it should be reported to the program committee.

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

4. Publication of results from the master thesis

The master candidate has the right to publish results from the master's thesis together with the main supervisor and co-supervisor(s) in accordance with research ethical guidelines. The master candidate should normally be the first author if the candidate has the main responsibility for writing the publication and where the publication only includes results from the master's thesis to the candidate. If the publication contains results from one or more master theses, or from other research, the master candidate(s) should normally be co-author(s).

BORA (Bergen Open Research Archive) is UiB's digital, institutional archive and contains master's theses, doctoral theses, articles and books. All material in BORA is openly accessible to everyone. All students with a master's degree from UiB are advised to make their thesis available in BORA. This is done in StudentWeb when submitting the Master's thesis. The candidate must therefore clarify with the main supervisor whether the master's thesis is to be published in BORA prior to submission of the thesis.

5. Data

After the submission of the master thesis, results and all data used in the study must be handed in to the main supervisor. If there are external/internal data that are encumbered with limitations in use/publication, this must be made known to the student at the start of the master study, and a separate agreement may possibly be signed for this. Data used in a master thesis and the results that appear during the study shall only be communicated internally or externally in agreement with the main supervisor.

All data and results generated during the master project shall, when appropriate, be stored in the Department of Earth Science database: <https://geosamples.app.uib.no>

The main supervisors are responsible for giving their master students access and training in the use of this database.

¹ Ethical guidelines for relations between supervisors and students or candidates at the University of Bergen
<http://www.uib.no/matnat/utdanning/reglement-og-prosedyrer/reglement-i-utdanningssaker-ved-det-matematisk-naturvitenskapelige-fakultet/etiske-retningslinjer-for-veiledningsrelasjoner>

Part III: Milestone plan for the master 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

.....

Type of thesis:

- 30 ECTS 60 ECTS Collective work

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

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

* If subjects 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 deduction 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, by agreement with the supervisor.

Schedule for master degree:

Hand-in deadline for 60 credit assignments with normal duration: Start of studies in autumn – deadline 1 June; start of studies in spring – deadline 20 November. See regulations.

Start: - 20 Dead line for submission: - 20
 date year 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 reduction in study points due to overlap with other internal and external subjects.

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

Bergen,
date and year

.....
Candidate

.....
Main supervisor

.....
Co- supervisor

.....
Co- supervisor

.....
Co- supervisor

.....
Head of department/ Leader
program committee

Changes in master agreement

(Only to be filled out and signed, if changes are made during the master period)

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

Changes in full-time/part-time from full-time part-time ____% to _____

Changes in period of agreement to _____

Changes in supervisor committee to _____

Other (specify):

Bergen,
date and year

.....
Candidate

.....
Main supervisor

.....
Co- supervisor

.....
Co- supervisor

.....
Co- supervisor

.....
Head of department/ Leader
program committee