

**Agreement
for Master Degree
Programmes
Faculty of Medicine
University of Bergen**

Study programme:	
Student's name:	
Programme start date:	

Part I: General regulations

Signed by: Student and Head of Programme Committee

Part II: Supervision contract

Signed by: Student, Head of Department and the student's supervisor(s) Part I and II signed in one copy.

Part III: Required and elective courses

Signed by: Student, the student's supervisor and Head of Programme Committee

Parts I, II and III are signed in one copy.

Part I General regulations

1. Contracting parties

This agreement is between student named above and the Programme Committee for, Faculty of Medicine, in accordance with the «[Supplementary regulations at the Faculty of Medicine](#)», § 4.6. The agreement can be updated if necessary.

2. Purpose and conditions

The Master degree programme will provide an introduction to research work. It will be conducted within a defined time frame. The agreement will clarify the responsibilities and rights of all parties during the Master degree programme.

3. Agreement period

The agreement applies to a standard study period, i.e. up to 4 semesters for full-time students and 2 semesters for students in the Integrated Master Programme in Pharmacy.

It is possible to agree to part-time study with a corresponding extension of the completion period. The total extended study period (agreement period) may not, however, exceed what corresponds to 50% study per semester throughout the entire study programme, i.e. 8 semesters.

4. Amendments to the agreement

Extension of the agreement is only granted upon application and requires that a mutually binding completion plan has been agreed upon. Such a plan must be signed and completed no later than one month before the prescribed time expires. Extension is dealt with by the Programme committee and is only granted on valid grounds stipulated in "Supplementary regulations at the Faculty of Medicine", § 4.6

Amendments to the agreement regarding full-time / part-time are dealt with by the Programme committee.

5. Leave of absence from the Master programme / postponed start of studies

The student can apply to the programme committee for leave from the Master degree programme.

Leave of absence can be granted on the basis of "[Supplementary regulations at the Faculty of Medicine](#)", § 4.7.

Leave of absence is not included in the study period.

6. Research ethics and use of sources

The student is obliged to comply with the research ethical principles that apply to the subject area. These are, above all, detailed in the Research Ethics Guidelines for Medical and Health Research, provided by the National Research Ethics Committee for Medicine and Health Sciences. In addition, other guidelines may also be used where these apply.

The student is obliged to comply with the rules that apply to referencing sources of various kinds in written work (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 student with the necessary guidance in good research ethics and source use.

Plagiarism in submissions or in the Master Thesis can be regarded as cheating as defined in the Act on Universities and Colleges, and can lead to cancellation of the examination result, the grade "Fail" on the thesis and possibly exclusion from the study programme and expulsion from the university.

7. Semester registration

The student must register each semester and pay the semester fee with the exception of any leave of absence periods. Full-time / part-time must be registered in accordance with the agreement entered into. Any changes in full-time / part-time must be agreed before changes can be made to the registration. Lack of registration may mean that the agreement is revoked.

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 Programme Committee

9. Amendments to the agreement (to be filled out if necessary)

The agreement has been amended at the following points 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 Programme committee

Part II Supervision agreement

1. Contracting parties

Part II is entered into between the student and the Head of the Department where the main supervisor has his / her place of work. The student's supervisor(s) also signs part II.

In the case of more than one supervisor, the distribution of responsibilities must be clarified between the supervisors. The split is set to 25/75, or 50/50 depending on whether there is one main supervisor and co-supervisor or two equal supervisors. Other percentages can be used, but the division of responsibilities between the supervisors should be clear to both the supervisor and the student. There should, as a general rule, be no more than two supervisors per student, but more can be included if this is academically sound.

2. Place of study

The student is entitled to a place of work (reading room/office/laboratory etc.) at the Department where the student receives supervision. Not everyone is able to have a permanent place.

3. The scope and the nature of supervision

Master students with a 60 ECTS credit Master thesis have the right to **40 hours of supervision**, individually or in groups, during the course. For students with a Master thesis of fewer credits, the number of supervision hours is reduced in percentage. The number of supervision hours is normalized according to the scope of the Master thesis.

The supervisor(s) shall provide advice on the formulation and delimitation of topics and issues for the thesis, literature, academic content, work arrangements, HSE routines and progress plan. The supervisor(s) is (are) obliged to accept and discuss drafts with the student. This should normally be done face-to-face, but other forms of contact can be arranged. The supervision takes place on demand and should be distributed as much as possible throughout the agreement period. The supervisor(s) must keep an overview of the supervision in order to monitor the progress in the candidate's work and evaluate this in relation to the work plan.

The supervisor(s) is (are) responsible for providing an external examiner with a relevant background. There should be no ongoing collaboration between the supervisor and the examiners or between the student and the examiners. Beyond this, impartiality is considered in each case.

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

The student and supervisor(s) must adhere to the Ethical Guidelines for the relationship between a supervisor and student/candidate at the University of Bergen set by the University Board 31.05.12 ([Ethical Guidelines for the Relationship between Student and Supervisor at the University of Bergen](#)).

4. Changes in supervision

There is reason to consider changes in the supervision if the relationship between student and supervisor develops in contravention of the ethical guidelines for supervision, or if the parties do not fulfil their obligations towards each other.

Both the supervisor(s) and the student can request that the supervision agreement be amended or revoked. The student and the supervisor undertake to inform the other party mutually if problems arise in complying with the agreement.

Principles regarding follow-up and distribution of responsibility:**a) Programme committee in collaboration with the supervisory institution**

If one of the parties finds that the agreement is not satisfactorily complied with, notification shall be given of this to the programme committee, which together with the parties - including the head of the supervisory institution - will assess whether the supervision relationship should be changed or terminated. The supervisory institute undertakes, as far as possible, to find a new supervisor for the student in cases where the Programme committee finds this advisable.

b) Expectations regarding supervisors

The supervisor(s) is (are) responsible for helping to find an alternative solution.

c) Programme committee in cooperation with the administrative institution

If it is not possible for the parties to maintain the agreement, it is up to the Department that manages the master programme to appoint a new supervisor in collaboration with the Programme committee.

Personal conflicts between student and supervisor can be addressed with the programme committee's manager or administrative manager (student adviser) for the program.

5. Publication of results from master's thesis

The supervisor must have the right to publish any results from the master thesis together with the student. The student should normally be the first author if the publication only includes results from the master thesis. If the student has not published the data within a period of three years, the student's rights to the data lapse. If the publication contains results from one or more master's theses, or from other research, the student(s) should normally be co-author(s).

6. Rights to data

This agreement may contain clarifications of rights, possibly with limitations to external data made available to students. This must be done in the form of attachments. The institutions' rules regarding the submission of own or borrowed material in the proper manner can 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)

Head of Department of main supervisor (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

Part III Required and elective courses

1. Contracting parties

Part III of the agreement is entered into between the student and the supervisor (s), and must be approved by the Head of the Programme Committee.

2. Preliminary title and / or brief description of the master thesis' objectives:

3. Elective courses

Planned electives (in consultation with the supervisor)			
Course code	Course title	Number of ECTS credits	Semester

NB! Remember that elective courses that are not listed as recommended in the study plan must be approved by the Programme Committee

5. Signatures

Place, date

.....
Student

.....
Supervisor

.....
supervisor

The plan for the work on the master thesis is approved:

.....
Place, date

.....
Head of the Programme Committee