



Thesis Contract for Master's students at The Faculty of Humanities

The contract must be signed by 15 October in the autumn semester and 15 March in the spring semester. See page 2 for the contract text.

Master's programme		
Department		
Student name		
Student number		
Admission (year, semester)		
Contract valid from (year, semester)		
Contract valid to (year, semester)		
Main supervisor	Internal []	External []
Co-supervisor	Internal []	External []

Signatures

Student	Date
Main supervisor	Date
Co-supervisor	Date
Department Chair	Date

The contract is between the Department Chair and the student. Once the student has been assigned a supervisor, and, if needed, a co-supervisor, they must also sign the contract. Students are assigned a supervisor(s) during their first year in the programme. The student and supervisor(s) shall then propose a written time schedule for the work connected with the thesis.

A full-time master's student at The Faculty of Humanities has the right to a maximum of 30 hours of tutorials during the course of the work on their thesis, either as individual tutorials or group tutorials. Students having more than one supervisor should reach an agreement as to how the tutorials will be divided between the supervisors. If the student is a part-time student (50 % progression), the tutorials should be planned accordingly.

The supervisor's responsibility

The supervisor(s) is responsible for giving advice on how the student can develop and refine the topic and focus of the thesis. The supervisor(s) shall also provide advice on the sources, academic content, the work plan and time schedule. The supervisor(s) will receive drafts of the thesis, discuss these with the student and provide the student with an assessment of his or her progress. This will normally take place in the tutorials, and the meetings should be planned in accordance with the agreed upon work plan and time schedule. The supervisor(s) is to keep a record of the time used for tutorials.

The student's responsibility

The student is responsible for following the time schedule and delivering the draft or other written materials on request. Students should inform their supervisor(s) in writing of their progress at least twice a semester. If the student has an external supervisor, he or she should inform the department about the student's progress at least once a semester.

Thesis Contract for Master's students

Both the supervisor(s) and the student may request that the contract be annulled. The student and the department are both required to inform one another if it becomes difficult to comply with the terms of the contract.

If the student believes that the supervisor has not fulfilled his or her side of the contract, the student should report this to the department which will then decide whether it is necessary to amend or to terminate the contract. If necessary, the student will be assigned a new supervisor.

If the supervisor(s) believes that the student has not fulfilled his or her side of the contract, the supervisor(s) is to give notice to the department which will then decide whether it is necessary to amend or terminate the contract.

The student cannot hold the supervisor(s), department or university responsible for the final results of the work connected with the thesis.

The department keeps the signed contract. The supervisor(s) and student should have their own copy of the contract.

Ethical guidelines

See the website [Ethical guidelines for relations between supervisors and students or candidates](#).