



**Thesis Contract for Master's students at The Faculty of Fine Art, Music and Design**

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 <i>The Art Academy – Department of Contemporary Art</i>		
Student name		
Student number		
Admission (year, semester)		
Contract valid from (year, semester)		
Contract valid to (year, semester)		
Main supervisor	Internal [ ]	External [ ]

**Signatures**

Student	Date
Main supervisor	Date
Department Chair	Date

The contract is between the Head of Department and the student. Once the student has been assigned a supervisor, and, if needed, a co-supervisor, these must also sign the contract. Students are assigned a supervisor(s) during their first semester in the programme.

A full-time master's student at The Art Academy – Department of Contemporary Art has the right to a minimum of 4 hours of tutorials with main tutor during each semester course, 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) is to keep a record of the time used for tutorials. If the student has an external supervisor, he or she should inform the department about the student's progress at least once a semester.

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 other if it becomes difficult to comply with the terms of the contract. The department assign new tutors in the begging of a semester.

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.

See also the *Code of Ethics at the University of Bergen*:

[https://regler.app.uib.no/regler\\_en/Part-2-Research-Education-Dissemination/2.2-Education/2.2.5.-Kvalitetssikring-akkreditering-grader-med-videre/Ethical-guidelines-for-relations-between-supervisors-and-students-or-candidates-at-the-University-of-Bergen](https://regler.app.uib.no/regler_en/Part-2-Research-Education-Dissemination/2.2-Education/2.2.5.-Kvalitetssikring-akkreditering-grader-med-videre/Ethical-guidelines-for-relations-between-supervisors-and-students-or-candidates-at-the-University-of-Bergen)

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.