**Agreement for master’s students at the Faculty of Humanities**

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| --- | --- |
| **Department** |  |
| **Programme of study** |  |
| **Course code** |  |

|  |  |
| --- | --- |
| Student |  |
| **Surname, first name** |  |
| **Student number** |  |

|  |  |
| --- | --- |
| Master’s thesis\* |  |
| **Start-up semester** |  |
| **Submission deadline** |  |
| **Working title** |  |
| **Research question** |  |

\* For students in the master’s programme in music performance studies: see the separate section in the master’s degree agreement

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| --- | --- |
| Supervisors |  |
| **Supervisor(s)** |  |
| **Co-supervisors, if applicable** |  |

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| --- | --- |
| For students in the master’s programme in music performance studies | |
| **Start-up semester** |  |
| **Semester for the final examination** |  |
| **Main instrument teacher / main course lecturer** |  |
| **Topic for artistic/scientific specialization** | **Topic/project** |
| **Main instrument** | **Main instrument (or equivalent)** |
| **Detailed description of the specialization project** | **Further detail about the specialization project, progress schedule and work methods (literature, participation in courses at master’s level/workshops/sub-projects, study tours, fellow musicians, etc):** |
| **Master’s concerts/productions** (Describe the projects, planned date, place, documentation) | 1. project, 3rd semester, compulsory master’s concert in artistic/scientific specialization: |
| 1. project, 4th semester, final examination concert in artistic/scientific specialization: |

# Guidelines for the master’s degree agreement - rights and obligations

## Purpose The agreement on supervision of the master’s thesis is a collaboration agreement between the student, the supervisor and the department that governs the supervisory relationship, scope, type and distribution of responsibility.

The master’s degree programme and work on the master’s thesis are governed by the Act relating to Universities and University Colleges, NTNU’s academic regulations, and the programme description applicable to the master’s programme.

## Supervision

### Hours of supervision

The extent of the supervision (measured in work hours) to which the student is entitled to in connection with work on the master’s thesis at the Faculty of Humanities (HF) depends on the scope of the master’s thesis measured in credits. In addition, the Composition option in the master’s programme in musicology has its own standard hours:

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| --- | --- | --- |
| **Master’s thesis** | **Total hours** | **Direct supervision time** |
| 52.5/60 credits | 60 hours | 20 hours |
| 30/45 credits | 40 hours | 13.5 hours |
| Musicology, Composition programme option | 150 hours | 60 hours |

This standardization and weighting applies regardless of whether completion is expected to take longer than the nominal length of study. The hours worked include both direct conference/supervision time with the student and preparatory and follow-up time for the supervisor. The time calculated for direct supervision and preparatory/follow-up time is weighted in the ratio 1:3: that is, direct supervision time amounts to a total of 1/3 of the total hours worked.   
  
Students who have exceeded the nominal length of study and do not have an approved agreement on leave of absence or part-time studies are not entitled to supervision.  
  
The midway discussion is included in the hours assigned to supervision.

### The student is responsible for

* Arranging hours of supervision within the framework of the agreement
* Drawing up a progress schedule for their work in consultation with the supervisor, including a schedule for supervision time
* Keeping track of the number of supervision hours used together with the supervisor
* Providing the supervisor with the necessary written material within a reasonable period before supervision.
* Keeping the department and the supervisor informed of any delays.

### The supervisor is responsible for

* Clarifying expectations about the supervisory relationship and how supervision will take place
* Ensuring that applications are submitted for any approvals that are needed (ethics, privacy considerations).
* Providing advice on the formulation and delimitation of the topic and research question, so that the work can be completed within the prescribed or agreed period of study.
* Discussing and assessing hypotheses and methodology.
* Providing advice on academic literature, source material/data/documentation and any resource needs
* Discussing the form of presentation (outline, choice of language, etc.)
* Discussing results and their interpretation.
* Keeping informed about the progress of the student’s work in relation to the agreed time and work plan, and following up the student as needed.
* Together with the student, keeping track of the number of supervision hours spent.

### The department is responsible for

* ensuring that the agreement is entered into.
* finding and appointing the supervisor(s).
* entering into an agreement with another department/faculty/institution if an external co-supervisor has been designated.
* appointing a new supervisor and ensuring that a new agreement is entered into according to the student’s wishes if:
  + the supervisor is absent due to sabbatical leave, illness, travel, etc.
  + the student or supervisor requests termination of the agreement because one of the parties is not following it.
  + due to other circumstances, the parties find that a new supervisor would be appropriate.
* informing the student when the supervisory relationship ends.
* informing supervisors about their responsibility for compliance with the requirements for ethical research, protection of privacy and supervision ethics.
* inviting the student to the midway discussion. About halfway through the supervision relationship, the department must arrange a midway discussion between the student and a representative of the Department to assess the progress of the work on the master’s thesis. If the discussion on progress is a midway discussion between the student and supervisor, a third party (such as a student adviser) must also be involved.

If the supervisory relationship becomes problematic for one of the parties, the student or the supervisor may ask to be released from the supervision agreement. In this case, the department must appoint a new supervisor.

The agreement form must be signed when the guidelines have been considered.

# Signatures

**Student Supervisor** **Department**

Place and date Place and date Place and date