

Agreement for carrying out the master's thesis

This agreement regulates the carrying out of the master's thesis. The signing parties confirm that they are familiar with the guidelines below. The carrying out of the master's thesis is further regulated by the [Act relating to universities and university colleges](#), [NTNU's study regulations](#), [the programme description for the master's programme](#) and other relevant legislation.

| | |
|--|-------------|
| Student number: | |
| Surname, first name: | |
| Department: | |
| Master's programme: | |
| Course code: | |
| Planned submission: | |
| Name of tutor: | |
| Name of any assistant tutor: | |
| Do you need to apply for approvals (REK, NSD)? | Yes No |

Guidelines

Rights and duties

The *student* has the main responsibility for the progress and the content of the thesis, as well as for the final submitted product. The main basis of tutorials is written material from the student. This means that it is the student's responsibility to

- arrange the times of tutorials
- prepare a progress schedule for the work, in consultation with the tutor
- clarify with the tutor how and how often tutorials shall take place and how available the tutor shall be to the student
- keep a record, with the tutor, of the number of hours spent on tutorials
- give the tutor the required written material in good time before the tutorial is to take place
- keep the tutor/department briefed about progress with the work on the master's thesis
- notify the tutor and the department if he/she interrupts their studies
- contact the department if there is a need to agree a new submission date and extend the agreement
- [collect personal data in line with the law in force \(GDPR\)](#)

It is the *tutor's* responsibility to

- complete the agreement form with the student
- clarify expectations about the tutorial relationship and how tutorials will take place
- brief the student about current ethical guidelines for research (see [NTNU's Ethics Portal](#))
- ensure that the student applies for any necessary approvals (ethics, privacy protection, GDPR)
- advise the student on how to formulate and fix the limits of the topic and the issues involved
- help the student to find his/her way around the specialist literature
- appraise methodical approaches and their attributes
- discuss results and their interpretation
- discuss the plan for the written formulation of the master's thesis
- keep up to date with the student's work progress
- keep a record, together with the student, of the number of hours spent on tutorials
- monitor the student's progress against the progress schedule and contact the student if necessary

It is the *department's* responsibility to

- find and appoint a tutor/tutors
- ensure that this agreement is entered into
- monitor the student's progress and the number of tutorial hours used in collaboration with the tutor, and take follow-up action if the student falls behind what is provided for in this agreement
- appoint a new tutor and arrange for a new agreement to be made if:
 - the tutor is absent on sabbatical, or is ill, away travelling etc. (if appropriate)
 - the student or the tutor asks for termination of the agreement because one of the parties is not complying with it
 - other circumstances cause the parties to consider it appropriate to change tutor
- notify the student if the tutorial relationship comes to an end
- inform tutors about their responsibility to take care of ethical considerations affecting research, privacy protection and tutorial ethics
- enter into an agreement with another department/faculty/institution if an assistant tutor is appointed

What the agreement covers

First and foremost, this agreement regulates the tutorial relationship and means that unless otherwise agreed the right to tutorial guidance ends once the agreement expires.

The master's study and work on the master's thesis is governed by the [Act relating to universities and university colleges](#), [NTNU's study regulations](#), [the programme description for the master's programme](#) and other relevant legislation.

Examples of circumstances relevant to the carrying out of the master's thesis that are regulated by NTNU's study regulations are

- leave of absence ([§ 3-4 of NTNU's study regulations](#))
- part-time studies ([§ 4-4 of NTNU's study regulations](#))
- right to study ([§ 3-3 of NTNU's study regulations](#))
- marking ([§ 5-11 of NTNU's study regulations](#))
- right of appeal ([chapter 6 of NTNU's study regulations](#))
- repetition of master's thesis ([§ 5-9 of NTNU's study regulations](#))

Tutorials

- Tutorials are compulsory and the student has a right and a duty to participate in the tutorials. See your master's programme's website for more information.
- The tutor's preparation and follow-up work are included in the number of tutorial hours. The student and the tutor may agree to spend the tutorial hours in various ways (conference call, online tutorial, group tutorial, etc.) In cases where the student has two tutors the tutorial hours are divided between the main tutor and the assistant tutor.
- The right to tutorials ends once the tutorial hours are used up or when the right to study ends.

Right to study

- The right to carry out the programme of study is regulated by [§ 3-1 of NTNU's study regulations](#) and [§ 3-3 of NTNU's study regulations](#).
- The student may apply to the department to extend the right to study, prolong this agreement or delay the deadline for submission of the thesis.
- Students who have lost the right to study on the master's programme may submit their master's thesis for marking if all compulsory activities (including compulsory tutorials) have been completed.

Please find more information about the practical carrying out of the master's thesis on the website of your department/master's programme.

Date: _____

student

tutor

head of department