

Agreement for carrying out a Master's Thesis – Department of Economics

This agreement confirms that the topic for the master's thesis is approved, that the tutorial relationship has been established and that the parties (student, tutor and department) are familiar with the guidelines that apply to carrying out a master's thesis. The agreement is also governed by legislation, study regulations and the study programme for the master's degree.

Personal details

Surname, first name

Student number

E-mail address

Telephone

Address, postcode and postal area

Department and study programme

Department responsible

Study programme, and if applicable line of study (code)

Duration of the agreement

Start

Planned submission

If part-time study is agreed, state percentage

All tutorials must be completed within the period of the agreement

Working title/topic of the master's thesis

Tutorials

Name of tutor

Name of any assistant tutor and contact information

Number of tutorial hours allocated (incl preparatory and follow-up work)

Supplementary agreement

Is there a supplementary agreement?

Yes

No

If yes, which one?

Ethical considerations - privacy protection assessments

Do approvals need to be sought (REK, NSD)?

Yes

No

Comment

Signatures

Undertaking

Date

Student's signature

I have read and accepted the guidelines that apply to the master's thesis

Undertaking

Date

Tutor's signature

I assume responsibility for the student's tutorial guidance in accordance with the applicable guidelines

Undertaking

Date

Head of Department's signature

The Department approves the plan for the master's thesis

Guidelines for carrying out the Master's Thesis

1. *Distribution of responsibility - rights and duties*

The student has the main responsibility for progress and the content of the thesis, and for the final product that is submitted. 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

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, <http://www.ntnu.no/etikportalen>
- ensure that any necessary approvals (ethics, privacy protection) are applied for
- advise 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, 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 when 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. For ethical guidelines in the tutorial relationship, see http://www.admin.uio.no/opa/ps/etiske_retningslinjer.html
- enter into an agreement with another department/faculty/institution if an assistant tutor is appointed

2. Scope

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.

Changes to the agreement shall appear as enclosures to the agreement that was originally entered into, using the change form.

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 and the study plan that applies to the master's programme. The following are examples of matters that are not covered by this agreement:

- Leave of absence (Section 7 of NTNU's Study Regulations)
- Part-time studies (Section 8 of NTNU's Study Regulations)
- Marking and rights of appeal (Section 42 of NTNU's Study Regulations)
- Repetition of master's thesis (Section 31 of NTNU's Study Regulations)

Tutorials

- Tutorials are compulsory. The tutor should give the student advice on formulating and defining the topic, and provide information on the tutorials. The tutor's role also includes:
 - giving advice on central literature in the research field
 - discussing and evaluating hypotheses and methods
 - discussing and interpreting results
 - discussing and giving the student advice on how to present the material in written form
 - reading and giving detailed feedback on chapters once. The tutor decides the scope of the next readings, the scope of the reading of the full thesis, and how thorough the feedback then will be.
 Tutorials beyond these are an offer to the student.
- Tutorial time: Up to 4-5 hours direct contact.
- Unless otherwise agreed, the right to tutorials ends once the tutorial hours are used up or after the prescribed study time. Any possible changes shall appear on the change form.

Right to study

- The right to carry out the programme of study is governed by Sections 4, 5 and 6 of NTNU's Study Regulations.
- The student may apply once to extend the right to study/prolong this agreement /delay the deadline for submission of the thesis. Extension is normally granted for one semester (using the change form).
- If the thesis is not submitted within the new deadline (per the change form) the right to study will end and the student will lose his/her rights as a student.
- 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.

Submission

- Department of Economics has 4 deadlines for submission through the year; March 1st, June 1st, September 1st, and December 1st
- Information about printing the thesis is found here: <http://www.ntnu.no/studier/msok/masteroppgave>
The department pays for 6 copies.
- The document *Retningslinjer for masteroppgaven*, also found on the above mentioned link, describes the formal requirements (scope, type of thesis etc.)
- 5 copies of the thesis shall be submitted on paper, plus an electronic copy (PDF format) for registration in the DIVA digital scientific archive. Together with these, the student submits two forms:
 - the filled in form *Innleverings skjema og oppmelding til avsluttende mastereksamen*

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- the filled in form *Avtale om elektronisk publisering (Agreement on lending, usage and electronic publication of the thesis)*

These two forms are also found at <http://www.ntnu.no/studier/msok/masteroppgave>