

Appendix 2 – Supervision contract for Master’s thesis

SUPERVISION CONTRACT FOR MASTER’S THESIS

The student must submit the supervision contract for approval by HHT in the semester BEFORE the work of the Master’s Thesis begins
Changes in the supervision contract, e.g. curriculum, supervision, leave-of-absence, extension etc, shall be processed by HHT

1. Students personalia

Name: _____ **Address:** _____
DOB: _____
E-mail: _____ **Mobile:** _____

2. Supervisors

Fill in the main supervisor’s name and any co-supervisor’s or external supervisor’s names. The main supervisor has overall responsibility for the department’s role in the contract. Students have the right to supervision during the time he/she will write their thesis according to the accepted study plan. If the supervisor plans to have research sabbatical during the contract period, the student must be informed of this when the contract is signed. The supervisor and the department are responsible for ensuring student supervision throughout the contract period.

Main supervisor: _____ **Department:** _____
Co-supervisor I: _____ **Office address:** _____
Co-supervisor II: _____ **Office address:** _____

3. Study program

Study program: _____ 2-years/120 credits (ECTS) 2,5-years/90 credits (ECTS)
Major/specialization: _____ **Department:** _____

4. Master’s Thesis

a) **Working title:**

A thesis proposal must also be submitted on a separate sheet. The proposal must contain:

- *Problem for discussion*
- *Method*
- *Schedule/milestones*
- *Goals*
- *Prospective partners of either technical or scientific type*

b) Completion of the master thesis

All master students have the right to write the master dissertation alone. Students can choose to write as a group providing that the students have themselves determined the groups and the supervisor accepts this. In this case, the supervision contracts should be submitted together..

Individual dissertation

Group dissertation with individual evaluation. The contribution of each group member must be able to be documented.

Fellow students in group thesis:

c) Time schedule for the thesis

The Master's thesis must be completed within the scheduled deadline.

The thesis will normally be handed in by the 1st of June or the 1st of December.

Starting date:

Date for hand-in:

d) Planned progression

For part-time students the progression of study must be at least 50 %. Master thesis of 30 credits (ECTS) shall normally be completed as a full-time student. Master students who are engaged as tutors/teaching assistants may apply for an extension of the study period.

Full-time student

Part-time student

_____%

5. Comments

6. Signatures

Student, main supervisor and co-supervisors agree on all points of the contract

Student/date:

Main supervisor/date:

Co-supervisor/date:

Co-supervisor/date:

Head of department/date:
