

The Science Shop

UiO  University of Oslo

Contract for project collaboration

The Science Shop

Faculty of Humanities, Faculty of Social Sciences and Faculty of Educational Sciences

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Contract for project collaboration through the Science Shop at the University of Oslo

The conditions outlined below apply for projects that are generated through the Science Shop. The parties to the contract are the student, the partner and the Science Shop.

General conditions

1. The Science Shop is a liaison service between the partners and Master's degree students at the Faculty of the Humanities, the Faculty of Social Sciences, Faculty of Educational Sciences and The department of Criminology and Sociology of Law at the Faculty of Law at the University of Oslo.

The student writes a regular Master's thesis that meets the requirements set by the university.

2. The task of the Science Shop is to accept ideas/proposals on research issues for Master's degree theses and develop these into projects together with the partner(s). When there is capacity to do so, the Science Shop will work proactively vis-à-vis relevant partners and enquire about possible project ideas.
3. In consultation with appropriate academic communities, the Science Shop itself approves the project descriptions of the partner unless the project requires special agreements that are legally or financially binding on the University. In such cases, the project must be approved by the Faculty. Agreements that contravene the rights of the student or of the University of Oslo in accordance with point 9 shall not be approved for presentation or be disseminated by the Science Shop.
4. Unless otherwise specifically agreed, cf. previous point, the Science Shop has no responsibility for the projects, including responsibility for the collaboration between the partner and the student, or for the progress and/or completion of the thesis.
5. The Science Shop may participate in the first ordinary meeting between the partner and the student, if so desired. The student must him/herself find a supervisor (or obtain academic approval of the project by a member of the academic staff) before such a meeting can take place.
6. If the collaboration between the student and the partner is broken off temporarily or permanently, the Science Shop must be informed. A reason for the cessation of collaboration should be given.
7. When the collaboration between the partner and the student has ended, both parties must evaluate the collaboration by completing the Science Shop's online electronic evaluation forms for the client and the student respectively.
8. The activities of the Science Shop are non-commercial. The various actors may have their project descriptions disseminated free of charge, and this also applies, if appropriate, to the development of the project as a Master's degree thesis. The student(s) who undertake a project are not usually paid a fee for work on the thesis. Nonetheless, the partner can offer the student office space, a grant or funds to cover any operating/travel expenses in connection with the Master's degree thesis. However, this is not a requirement for project approval.
9. The student retains all copyrights and publication rights for the Master's degree thesis, but partners may use the thesis in their enterprise. Any other use of the student's findings or of material already produced must be agreed with the student. The completed Master's degree

thesis must be accessible to the public unless restrictions on access have been imposed. Such restrictions can only be imposed if the nature of the content requires this, and this is carried out in accordance with current guidelines stipulated by the faculty library.

The obligations of the partner

- a) To become familiar with the project for which you are the contact person, regarding both the practical implementation of the project and the type of professional outcome the enterprise wishes to derive from the collaboration. This information must be passed on to a new contact person if necessary.
- b) To attend a start-up meeting with the student at which you discuss the project collaboration, the approach of the thesis and other matters on which the collaboration is based.
- c) To give the student access to information material and persons who will prove useful for him/her in the work on the Master's degree thesis, i.e. who can function as practical advisors.
- d) To function as an external supervisor if the contact person is qualified to be a supervisor. In this case an agreement must be drawn up between the student, the contact person, the contact person's employer and the department to which the student belongs. The Science Shop plays no role in this.
- e) To ensure that the work undertaken by the student is known in the department/at the workplace. For example, arrangements can be made for the student to give a lecture on the topic when the Master's degree thesis has been completed.
- f) To contact the Science Shop if the collaboration is broken off or if problems arise underway.
- g) To inform the Science Shop if the contact person can no longer continue in that role, and state who the new contact person is.
- h) To evaluate the project collaboration at the end of the project using the Science Shop's online electronic evaluation form.

The obligations of the student

- a) To ensure that the contract has been signed by the partner, and that the signed contract is delivered to the Science Shop a reasonable time after the start-up meeting.
- b) To contact the Science Shop if collaboration breaks down or if problems arise underway. If the collaboration breaks down, the student must complete the online electronic evaluation form on the cessation of collaboration.
- c) To inform the partner and the Science Shop when the Master's degree thesis has been completed and submitted to the department.
- d) To complete the Science Shop's online final evaluation form when the thesis has been submitted. When the evaluation has been conducted, the student receives a requisition for the printing of

five copies of the thesis at the University Print Centre (Reprosentralen), of which at least one copy must be delivered to the partner and four can be retained by the student. In addition, the student receives certification from the Science Shop that confirms the collaboration with the partner.

The obligations of the Science Shop

- a) To ensure that a verified copy of the signed contract is sent to the partner and to the student.
- b) To follow up the student in the course of the project collaboration.
- c) To provide support if problems arise in the project collaboration, and if necessary, act as a mediator should conflicts arise or if the student/partner perceives the collaboration as unsatisfactory.
- d) To issue certification and a requisition to the student when the Master's degree thesis has been submitted and the project collaboration is completed.

The student takes the contract along to the start-up meeting with the partner, and sends or delivers it to the Science Shop with signatures. The Science Shop ensures that the student and the partner receive a verified copy.

The undersigned is aware of and approves the conditions stated above.

Complete: Partner: _____

Name of the project:

	<i>Place and date</i>	<i>Name in capital letters</i>	<i>Signature</i>
Contact person:	_____	_____	_____
Student:	_____	_____	_____
Science Shop:	_____	_____	_____

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