

**Supervision contract – M.Phil in International Community Health**

The regulations on page two apply for this contract. The supervision contract has to be signed and delivered to the student adviser of your program. Please make sure you keep a copy.

**Please fill in this first page electronically**

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| **Student’s name** |  |
| **Student-number, 6 digit** |  |
| **Student’s email** |  |

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| --- | --- |
| **Working title of the thesis:** |  |
| **If the thesis is a joint project, who is the project manager?** |  |

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| --- | --- |
| **Main supervisor’s name:** |  |
| **Phone:** | **Email:** |
| **Position:** | **Name of workplace:** |

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| **Co-supervisor’s name:**  **Or internal project leader in case main is external** |  |
| **Phone:** | **Email:** |
| **Position:** | **Name of workplace:** |

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| **Agreed part of total supervision in %** | **Main supervisor:** | **Co-supervisor:** |
| **Duration of Agreement**  **(until expected submission of thesis)** | **From:** | **To:** |

All student projects must have a supervisor who is qualified to assume the role of Project Leader with the responsibility of registering the project on the Research Project Database, ForskPro. This Project Leader must ensure that all the relevant approval and agreement documents are up to date and uploaded unto Forskpro.

As a project participant, it is the responsibility of the student to carry out and achieve the objectives of the project. However, in accordance with the [*guidelines for Research Project Leaders*](https://www.uio.no/english/for-employees/support/privacy-dataprotection/student-supervisor/), the Supervisor has a duty to provide the student with the required support to ensure the project is carried out in accordance to recognized scientific and ethical principles.

At the end of the master’s degree project, the student and the supervisor must complete and sign the End of Student Project form, confirming that the use and storage of all data materials has been in accordance with the project approval conditions. How data will be managed following the end of the project should also be outlined <https://skjema.uio.no/105332>.

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| I have read and accept to abide by Helsam’s guidelines for prior-approval and registration of research projects in Forskpro: <http://www.uio.no/for-ansatte/arbeidsstotte/fa/regelverk-og-forskningsetikk/kvalitetssystem-helse/rutinebeskrivelser/enheter/med/helsam/> | |
| **Student’s signature:** | **Main supervisor’s signature:** |
| **Co-supervisor’s signature**: (or internal project leader): | **Program leader’s signature:** |

1. **Agreement:** The agreement concerns supervision regarding the student’s master thesis, and is meant to secure the rights, responsibilities and obligations of the partners in this contract.
2. **Partners:** Partners in the agreement are the student(s), the supervisor(s) and the Institute of Health and Society.
3. **Supervision hours:** The maximum time available for each student during his/her thesis work as concerning supervision is 20 hours “face to face” with the supervisor. In addition, the supervisor has 20 additional hours available for other thesis-related supervision activities (i.e. preparation). Supervision hours delivered by an eventual co-supervisor will be deducted from the total hours available for the student.
4. **Changes and termination:** If circumstances arise where the student or supervisor(s) has to interrupt the supervision for a period or for good, the person who has to cancel is obliged to report as soon as possible to the study consultant on the program for the establishment of a new supervision agreement. Both the student and the supervisor can request a termination of the supervision contract if the other party does not maintain its commitments.
5. **Work plan:** Basis for the supervision is the thesis proposal as it is described in written form and approved by the master thesis committee. The student and supervisor should early in the project period discuss and exchange their mutual expectations, and agree upon a time plan and a work plan. The first suggestions to these plans are to be presented by the student. The normal duration of the master thesis is two semesters.
6. **The student’s main responsibilities:**

* Follow the scheduled plan and give notice if it is not possible to attend a scheduled meeting.
* Be well prepared for meetings with the supervisor.
* Send drafts and documents to the supervisor in a reasonable time ahead of the supervision.
* Keep the supervisor orientated about your progress on a regular basis, particular if you face problems or issues that could delay the work.
* If you decide to change theme (and therefore supervisor), you must send a new application/project description to the master thesis committee as soon as possible and at the latest three weeks after the new thesis proposal has been submitted.
* Inform the student advisor or program leader if cooperation problems should arise.
* Register in Student Web and pay the semester fee each semester.
* Conduct oneself according to existing regulations at UiO.
* Be informed about the quality assurance guidelines, <https://www.uio.no/english/for-employees/support/research/quality-system-for-health-research/>.

1. **The supervisor(s)’ main responsibilities:**

* Conduct oneself according to the Ethical guidelines for supervisors at the UiO: <http://www.uio.no/english/about/regulations/ethical-guidelines/ethical-guidelines-supervisors/index.html>.
* Be well prepared for meetings with the student.
* Give notice if you are not able to attend a scheduled meeting.
* Inform the student about how the supervision is planned.
* Discuss and assess the student’s use of methods, the carrying out of the agreed plan and the student’s results. Keep oriented about the student’s progress through meetings and evaluate the progression in relation to the scheduled plan.
* Act as the responsible person for the project in research ethics issues, and take responsibility that necessary ethical approvals are attained, such as REK, SIKT and in the fieldwork country, and that necessary safe storage of data in TSD is used where necessary.
* Make sure that the master project will be registered in FORSKPRO and follow the Guidelines for the registrations and prior approval of research projects: <https://www.uio.no/english/for-employees/support/research/quality-system-for-health-research/units/med/helsam/guidelines.html>.
* Help the student to establish contacts into relevant scientific milieus.
* Assist during an eventual publication process, including planning, presentation, documentation etc.

1. **The Institutes main responsibilities:**

* Handle payment for those that are entitled to it, in accordance with this contract’s and the Institute of Health and Society’s rates and regulations after the student has defended his or her thesis.
* Help students and supervisors in issues regarding supervision and handle requests of termination of contract and see to it that a new supervisor is appointed, if one resigns.

1. **Signing:** The supervisor (s) and student bear a common responsibility for complying with this Agreement.