



# Centre for Educational Measurement (CEMO)

Faculty of Educational Sciences

## Supervision Agreement for Centre for Educational Measurement

### Master of Assessment, Measurement and Evaluation

#### Thesis course code: MAE4090 Thesis

Students who have been admitted to a master program at the University of Oslo, Faculty of Educational Sciences shall enter into a binding agreement with the centre according to the regulations governing studies and examinations at the University of Oslo §2.5.7.

Supervision is an obligatory part of thesis work and is a prerequisite for submitting the final thesis.

Student's name (Last name, all first names)		
Date of birth:	Student number:	
Period of agreement:		
Working title of the thesis		
Supervisor:		
Co-supervisor (if any):		
Percentage distribution between main supervisor and co supervisor:	%	%
Intended date of thesis submission:		



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## **Rights and obligations in the supervisory relationship**

The supervisor and the student should, at the outset of the supervisory relationship, discuss and agree on the format of supervision, the expected progress and the intended date of thesis submission.

During the agreement period, the student has the right to 30 supervision hours. The hours can be used for supervision via email, telephone, and/or meetings. The hours are also used for the supervisor to read, prepare and give written feedback. Supervision can occur in groups or individually. By signing this contract, the student and the supervisor(s) are agreeing to follow the requirements. If the agreement is prolonged, no additional supervision hours are given.

If the supervisor is not available for longer periods of time during the contract, the student is entitled to a new supervisor. It is CEMO's responsibility to ensure that a new supervisor is appointed.

This contract is binding and valid during the specified time period. An amendment to the contract must be submitted if there are any changes or delays to the original contract. An extension of the supervision contract is not automatically given if submission is delayed. According to the regulations governing studies and examinations §7.3, if a student does not submit within the agreed time period, an application for extension must be submitted. If the delay is due to illness, the student must contact CEMO as soon as possible.

## **Student**

- The student must be well-prepared when meeting the supervisor.
- The student must keep to the approved time schedule
- The student must give sufficient notice to the supervisor if he/she is not able to attend a scheduled meeting.
- When there are serious problems in supervision, the student must immediately bring this to the attention of the centre/administrative officer concerned.



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## **Supervisor**

- The supervisor should be familiar with and follow [the ethical guidelines for supervisors](#) at the University of Oslo. He/she should also ensure that students are aware of the guidelines.
- The supervisor should ensure that the first meeting with the student takes place shortly after having been assigned, in which the supervisor should discuss with and inform the student about how the supervision is to be organized.
- The supervisor should be well prepared for the meetings with the student.
- The supervisor should discuss with the student as well as evaluate the plan, the methodology and execution of the proposed research. He/she should assist the student in planning the research with a view to completing it within the normal period of study.
- The supervisor may, if appropriate, carry out part of the supervision in small groups.
- The supervisor should, through the meetings with the student, monitor the progress of the student's work and evaluate the progress in relation to the planned schedule.
- The supervisor should give sufficient notice to the student if he/she needs to reschedule a meeting.

## **Special responsibility for collection and use of personal information:**

For master's projects which involve the use of personal information, a signed supervision agreement entails that the student and the supervisor are responsible for

- Registering the project in NSD
- Obtaining approval from the UiO data protection officer
- Creating a data management plan
- Following current UiO practices for collection, transport and storage of data

For master's projects that make use of health related data, a signed supervision contract is considered a confirmation that the student and supervisor will apply for approval from REK (Regional committees for medical and health research ethics).



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**The student and supervisor(s) must sign the contract before submitting it to the centre.**

The student and the supervisor(s) agree on all points in the contract. The supervisor(s) and student bear a joint responsibility for complying with this agreement.

Student                      Date:                      Signature:

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Main supervisor      Date:                      Signature:

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Co-supervisor        Date:                      Signature:

## **Approval of the agreement**

When the agreement is approved, the centre is formally responsible for supervision. This responsibility no longer applies should the student clearly and unjustifiably deviate from the plan.

Centre Director      Date:                      Signature:

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