

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's programme 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, section 2.5.7.

Please note that supervision is compulsory. The student cannot submit his/her thesis without having participated in supervision.

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:		



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 e-mail, 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 long 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, section 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 takes ownership of the thesis project and initiates meetings with the supervisor
- The student must give sufficient notice to the supervisor if he/she is not able to attend a scheduled meeting.
- The student must be well-prepared when meeting the supervisor and hand in written drafts within given deadlines to ensure progression and regular feedback
- The student is expected to make use of the feedback they receive on their written drafts.
- The student is responsible for keeping up to date with the information on the [MAE4090 Thesis course page](#) and the Canvas page for MAE4090 Thesis.
- The student is expected to start working on the thesis project as soon as they have been assigned a supervisor, even if they are still attending courses.
- The student is responsible for citing sources correctly and avoiding plagiarism.
- The student is the sole author of the end product and carries the final responsibility for their Master's thesis.
- In the event of serious problems in supervision, the student must immediately bring this to the attention of the centre/administrative officer concerned.

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 organised.

- 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 use the meetings with the student to 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 that involve the use of personal information, a signed supervision agreement means 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
- The student is required to complete the e-learning module about GDPR as part of the course MAE4231 Research Seminar II: Researcher's Skills and Professional Communication.

For Master's projects that make use of health-related data, a signed supervision contract is considered as confirmation that the student and supervisor will apply for approval from REK (Regional Committees for Medical and Health Research Ethics).

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 the student bear joint responsibility for complying with this agreement.

Student Date: Signature:

Main supervisor Date: Signature:

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: