

Contract between student(s) and supervisor(s), including project plan and work schedule for degree thesis



**For submission deadline: contact student advisor.
Fill out, sign and submit this form to the department.**

Contract between	
Name of student(s)	Student number(s)
Main supervisor, name and department (UMB employee)	
Co-supervisor(s) (external/internal), name and department/institution	

Degree thesis				
Thesis workload (credits):				
Preliminary title (in Norwegian and English):				
Thesis will be written in:	Norwegian	Danish	Swedish	English
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Topic of thesis / objectives:				
Brief description of materials and methods:				
Budget (field and lab work, travelling, printing thesis, etc. How do you plan to cover expenses?):				

Special syllabus (Note! Applies only to master's theses – compulsory for 60-credit thesis)			
Will you have a special syllabus?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, how many credits?	5	<input type="checkbox"/>	10 <input type="checkbox"/> 15 <input type="checkbox"/>

Work Schedule

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
Start	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Preparations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fieldwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lab work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thesis writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Thesis editing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Printing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Submission	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Defining spec.syll.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reading spec. syll.*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Misc.:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

* These items apply to students with a 60-credit master's thesis, or those with a 30-credit thesis who wish to have a special syllabus.

Comments

Student responsibilities

As a student/students doing thesis work abroad, I/we am/are responsible for contacting appropriate health services to obtain information about necessary vaccinations/medicines. It is also my/our responsibility to take the vaccinations prior to departure and to follow the correct dosage of the medications during my/our field work.	<input type="checkbox"/>
As a student/students doing thesis work abroad, I/we am/are responsible for obtaining a visa, (temporary) residence permits and any other necessary documents for the country/countries in question prior to departure.	<input type="checkbox"/>
As a student/students doing laboratory work, I/we am/are obliged to comply with the department's rules and regulations for the use of laboratory premises and equipment.	<input type="checkbox"/>
As a student/students doing work that involves the use of various equipment belonging to the department, I/we am/are obliged to use the equipment according to the department's rules.	<input type="checkbox"/>
As a student/students, I/we am/are obliged to submit three (3) copies of the thesis to SiT to be stamped (SiT delivers one copy to the main library, one copy to the main supervisor and one copy to the examiner). In addition, the departments would like a copy for their own library, as well as one digital version of the thesis.	<input type="checkbox"/>
I/we am/are aware that a violation of the provisions on cheating /attempted cheating and plagiarism/attempted plagiarism can result in expulsion from the university.	<input type="checkbox"/>

Obligations

I/we have read and am/are familiar with UMB's regulations concerning degree theses, as found under the link:	Stud. <input type="checkbox"/>	Sup. <input type="checkbox"/>
http://www.umb.no/statisk/sit_english/regulations/regulations_studies.pdf		

I/we have read and am/are familiar with UMB's regulations concerning Procedures for Handling Cases of Cheating, Attempted Cheating on Examinations and Tests, as found under the link: http://www.umb.no/statisk/sit/forskrifter/engelske/regelverkfusk_engelsk.pdf	Stud. <input type="checkbox"/>	Sup. <input type="checkbox"/>
I/we am/are obliged to define the title and contents of the special syllabus no later than one month prior to the examination in the master's degree's individual syllabus, and submit these to the Education Committee for approval. Syllabus title shall be presented in Norwegian and English.	Stud. <input type="checkbox"/>	Sup. <input type="checkbox"/>
For students writing (working on) a degree thesis together:	Stud.	
..... I am obliged to attend the oral discussion of the thesis	<input type="checkbox"/>	
..... I am obliged to attend the oral discussion of the thesis	<input type="checkbox"/>	
As supervisor(s), I/we am/are obliged to supervise the student(s) to the best of my/our abilities. I/we will allocate 20/40/80 hours to guidance/corrections/grading.		Sup. <input type="checkbox"/>
If the main supervisor and co-supervisor(s) are employed at different UMB departments: we hereby agree on dividing the supervisor responsibilities according to the following ratio (in percent): This item needs to be filled out because of UMB's budget model.	Main supervisor: Co-supervisor(s):	
As student(s), I/we will to the best of my/our abilities comply with this contract (incl. project plan and work schedule), prepared by my/our supervisor(s) and myself/ourselves.	Stud. <input type="checkbox"/>	

Signatures
Student(s) (place, date, name):
Main supervisor (place, date, name):
Co-supervisor(s) (place, date, name):

TO BE COMPLETED BY THE DEPARTMENT:

CONTRACT, PROJECT PLAN, AND WORK SCHEDULE HAVE BEEN RECEIVED (Date and department stamp)
Plan approved by Education Committee chair (Date and signature)



Privacy Ombudsman for Research

NSD is the Privacy Ombudsman for all the Norwegian universities, university colleges and several hospitals and research institutes [Our Customers](#)

When does a project need to be reported to the Privacy Ombudsman?

Researchers and students at institutions that have designated NSD as Privacy Ombudsman, and who in connection with research or quality assurance project will process personal data electronically or create a manually personal registry with sensitive information, are obligated to report to the Privacy Ombudsman.

How to report a project?

The Notification Form must be completed and submitted to the Privacy Ombudsman. The project must be reported well in advance, and no later than 30 days, prior to commencing the data collection. Please note that the processing time may vary depending on demand, and we therefore recommend that you submit the Notification Form in sufficient time.

[Electronic Notification Form](#).

How to report changes to the project?

If there are changes to projects already submitted, a [Change Form](#) must be used.