

# Rules for Thesis Supervision

## Rights and Duties

- Thesis work is the student's own independent work, and he or she is responsible for the formulation of the thesis title, the work progress and the final submission. The supervisor will help the student to use the available work period in the best possible way and to help the student to complete the work on time.
- The supervisor and student should agree on a work schedule initiated by the student.
- Students are entitled to 4-5 supervision meetings per semester. A supervision meeting is estimated to last 45 minutes.
- Supervision normally lasts for one semester for 30 ECTS theses, and two semesters for 45-60 ECTS theses. Supervision within the methodology course comes in addition.
- If a student is granted new admission to a study program, or to a program of great academic similarity to the program in which the student already has received supervision, the student is not entitled to renewed supervision.
- The Director of Academic Affairs may grant the right to further supervision if there are significant reasons to do so.
- The student must register for the correct thesis submission course before supervision can begin. Supervision in the methodology course comes in addition. Supervision is normally not offered in connection with general staff holiday.

## Student

- The student is obliged to initiate the supervision with his/her supervisor immediately after signing this contract.
- The student is obliged to be well prepared for supervision sessions.
- The student is obliged to follow the work schedule that has been agreed upon, and keep the supervisor regularly briefed on how the work progresses.
- The student is obliged to notify the supervisor if he or she is unable to attend a session.
- The student is expected to report any serious cooperation problems with the supervisor to the administration through the appropriate student advisor.
- The student is obliged to attend any meetings jointly held with other students and supervisors.
- The student is obliged to follow all regulations and directions applicable to thesis work.
- The student is responsible to abide by research ethical guidelines.

## Supervisor

- The supervisor is obliged to uphold proper professional and ethical guidelines for supervision.
- The supervisor is responsible for ethical and confidentiality issues involving participants and others affected by the project. This responsibility also involves dealing with challenges presented by research ethics.
- At the request of the student, the supervisor is obliged to make sure that the first official supervision session takes place as early as possible in the semester the student is registered for the thesis course. At this first session, the supervisor should inform the student about how the supervision will be carried out.
- The supervisor is obliged to offer the student 4-5 supervision meetings of 45 min relatively regular during the semester(s), one of the meetings should be held in the methodology course semester (the semester before the student normally begins writing the thesis).
- Although the student is responsible for writing the thesis, the supervisor is expected to encourage the student to submit his/her work by time
- The supervisor is obliged to be well prepared for supervision sessions.
- The supervisor is obliged to discuss and evaluate the work schedule, methodology and data analysis with the student and help him/her structuring the thesis so that it can be completed within the scheduled time period (one or two semesters).

- The supervisor is obliged to read and provide detailed comments on drafted chapters at least one time, but may consider how extensive the review of revised chapters and the thesis as a whole should be.
- The supervisor may, to the extent appropriate, choose to carry out parts of the supervision in seminar-like groups (research seminars).
- The supervisor is obliged to, through supervision sessions, to stay oriented of the progress of the student's work, and assess progress in relation to the agreed work schedule.
- The supervisor is obliged to inform the student as soon as possible if a supervision session must be rescheduled.