

## **SUPERVISION RULES FOR THE MASTER'S PROGRAMME IN HUMAN GEOGRAPHY**

### **1. Introduction**

All master's students are required to sign a supervision agreement with a principal supervisor. This agreement shall normally be signed during the first semester; i.e. in the second part of the first semester of the Master's programme, so that the supervisor can take part in the final formulation of the dissertation project description. This agreement is normally entered into only once.

### **2. Parties to the agreement**

This agreement is entered into between the student and supervisor and is approved by the department. One agreement is entered into with the principal supervisor and one agreement is entered into with the co-supervisor, if there is one. This agreement will first come into force when it has been signed by the student, the supervisor and the department. The student advisor acts on behalf of the department in the administration of the Supervision Agreement. The head of academic programmes is academically responsible. Based on the dissertation project description that is submitted to the department during the first semester, the head of academic programmes will propose a supervisor. The supervisor can be an employee of the department or someone from outside the department.

### **3. The agreement period and the number of supervisory hours**

The general rule is that the agreement period has a duration of three semesters and that the supervisory arrangement is continuous. Under the department's supervision rules, students are entitled to a total of 40 hours (30 hours for a 30 credits thesis) of individual supervision during the agreement period. Note that these hours also include the advisor's preparatory and follow-up work. Out of these 40 hours (30 for a 30 credits thesis), 32 (or 22) are reserved for the principal supervisor and 8 for the co-supervisor. If a different distribution of these hours between the supervisors is desirable, the student advisor should receive a written message signed by all of the involved parties in the supervisory arrangement.

### **4. Approved supervisors**

- 4.1. The department approves supervisors and supervisory arrangements. Approved supervisors include:
- all permanent academic staff and all staff with a Professor II position in human geography at the Department of Sociology and Human Geography.
  - research fellows, researchers and part-time lecturers in human geography at the Department of Sociology and Human Geography.
  - external academic staff with special employment contracts with the department with regard to supervision.
- 4.2. Rules for approval of external supervisors:
- external supervisors shall normally have a degree in human geography and expertise equivalent to an Associate Professor or Researcher II.
  - external co-supervisors may be approved on the basis of their special expertise.
  - if the principal supervisor is external, the student ought to have an internal co-supervisor. This is not necessary if the external supervisor has substantial experience in supervising dissertation projects at our department or other Norwegian university departments.

### **5. Interruptions and leave**

If the student or supervisor has compelling reasons that force him/her to interrupt the supervisory arrangement for a period of time or for good, the party who is forced to interrupt the arrangement is required to contact the department as soon as possible in order to establish a new supervision agreement. The department should also be contacted in the event of any significant deviation from the normal study progression. The deviation should be explained.

### **6. Work plan and schedule and co-operation between the student and supervisor**

6.1. At the start of the supervisory arrangement, the student and supervisor shall discuss the expectations that both parties have to their cooperation and reach an explicit agreement about the way the supervision shall be conducted. This agreement relating to the

supervision may include plans for:

- the dissertation project work and its various phases, including whether or not the student aims to submit it in the prescribed time frame for completion.
- how frequently they shall have contact, and whether they shall stick to a fixed schedule of meetings or decide the dates of the meetings ad hoc.
- whether the student shall send the supervisor minutes from their supervision meetings

Both the student and the supervisor are required to be well-prepared for the supervision meetings and give notice well in advance if they are unable to attend a scheduled supervision meeting.

6.2. The department requires both the student and supervisor to be familiar with the ethical considerations that apply to the collection, storage and publication of personal data, including the fact that some projects must be reported to the Norwegian Social Science Data Service (NSD) (see the website for the Master's thesis [HGO4090/HGO4080] for further information). As the formal project manager for the Master's thesis, the supervisor must ensure that this duty to report is complied with when that is relevant. Normally, students ought to have discussed the matter with their supervisor before they report to NSD. The student and supervisor shall sign the supervision contract and submit it for registration at the department as soon as the supervisory arrangement has been agreed upon.

### **The student shall**

- follow the approved work plan and keep the supervisor regularly informed about the work on the dissertation project (in particular, delays shall be reported and explained).
- submit written memos or drafts to the supervisor prior to the meetings unless otherwise agreed, and file these after supervision if they contain comments from the supervisor.
- assess his/her own progress relative to the plans for the work on the dissertation project.
- discuss any serious problems in the supervisory arrangement with the department and/or the student advisor.

### **The supervisor shall**

- make it clear to the student what kind of help and support the latter can expect to get from the supervisor.
- familiarise him/herself with the student's (draft of the) description of the dissertation project and offer comments.
- discuss and assess plans, methods and implementation as well as results.
- assess the work relative to a pre-determined schedule and work plan.
- provide written comments and/or notes in the margin of the drafts that the student submits or ensure in some other way that the student has been furnished with important advice (e.g. that the student should submit minutes after the supervision).
- discuss any serious problems that may arise in the supervisory arrangement with the department and/or examination consultant
- offer the student the number of hours to which he/she is entitled during the period of the agreement.
- be familiar with decisions regarding the use and storage of research data and ensure that the student exercises sound ethical judgment in all phases of the dissertation project work.
- familiarises him/herself with ethical guidelines for supervisors:  
<http://www.uio.no/for-ansatte/arbeidsstotte/personal/etiske-retningslinjer-for-veiledere/> and:  
<https://www.etikkom.no/forskningsetiske-retningslinjer/>

The supervisor should avoid stating his/her opinion about what mark the student can expect on the dissertation project.

### **7. Agreement with signature**

The student will be sent an e-mail with a recommended supervisor. The supervision agreement must be signed by the student and the supervisor and returned to the department. By signing, they are declaring that they have familiarised themselves with these rules.

**Supervision agreement**

This agreement is governed by the rules specified in the Supervision Rules for the Master's Programme in Human Geography (see page 2 of this contract). This agreement comes into force when it has been signed by both the student and the supervisor. This agreement will be stored in the files. The supervisor and student are requested to each take their own copies.

**A. Parties to the agreement**

Student	Supervisor
HGO4080:      HGO4090:	Principal:.... Main:.... Co:....
Name:.....	Name: .....
Address: .....	Institution: .....
E-mail:.....	Address:.....
	E-mail: .....

**B. Schedule and work plan**

To be set up jointly by the supervisor and student. Departures from the agreed plan must be explained and/or commented on to the department.

	Number of meetings	Sub-goals
1st semester:		
2nd semester:		
3rd semester:		
4th semester:		

**C. Signature**

.....	.....	.....
Student	Supervisor	For the department
Date:		

