Contract for degree thesis (Bachelor and Master)

# Completing the contract

The contract is completed by the student and supervisor jointly, signed and delivered to the faculty for approval within the set deadline.

The faculty archives approved contracts in the student's student portfolio in P360.

|  |
| --- |
| Student |
| Student name |   |
| Student number |   |
| Study programme |   |
| Writing the degree thesis with one or several other student(s)?  | Yes [ ]  No [ ]  |
| Name of writing partner |   |

|  |
| --- |
| Supervisor |
| Name of main supervisor (NMBU employee)  |   |
| Faculty of main supervisor |   |
| Name of co-supervisor(s)(external/internal) |   |
| Faculty/institution ofco-supervisor(s)  |   |
| Co-supervisor’s email address |   |

|  |
| --- |
| Degree thesis |
| Scope of the thesis (number of credits) | B-15 stp. [ ]  M-30 stp. [ ]  M-45 stp. [ ]  M-60 stp. [ ]  |
| Preliminary English title  |   |
| Thesis will be written in: | Language |
| Topic of thesis / objectives: |
|   |
| Brief description of materials and methods: |
|   |
| Budget (field and lab work, travelling etc. and how the expenses will be covered) |
|   |

|  |
| --- |
| Work Schedule |
|  | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Year |
| Start |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |
| Preparation |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |
| Field work |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |
| Lab work |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |
| Interviews |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |
| Data processing |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |
| Thesis writing |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |
| Thesis editing |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |
| Submitting |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |
| Examination |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |
|   |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |
|   |[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]    |

|  |
| --- |
| Comments |
|   |

|  |  |  |
| --- | --- | --- |
| General obligations – student and supervisor | Student | Supervisor |
| RegulationsI am familiar with the NMBU's regulations concerning degree theses in [Academic regulations for NMBU](https://www.nmbu.no/en/students/regulations-and-guidelines) and [guidelines for writing degree thesis](https://www.nmbu.no/en/students/degree-thesis-nmbu) |[ ] [ ]
| Ethical GuidelinesI am familiar with [NMBUs ethical guidelines for research](https://www.nmbu.no/en/students/research-ethics-degree-thesis)  |[ ] [ ]
| Referencing and citingI am familiar with [NMBU's guidelines for correct referencing and citing](https://www.nmbu.no/en/students/permitted-aids-write-and-cite-avoid-cheating-and-plagiarism) and the consequences if the guidelines are not followed. |[ ] [ ]
| SupervisorAs supervisor(s), I am/we are obliged to supervise the student(s) to the best of my/our abilities. I/we will allocate 20/40/60/80 hours to guidance/corrections/grading. |  |[ ]
| Two or more supervisorsIf the main supervisor and co-supervisor(s) are employed at different NMBU facultys: we hereby agree on dividing the supervisor responsibilities according to the following ratio (in percent): Main supervisors: %Co-supervisor(s): % |  |[ ]
| If several supervisorsAs supervisor(s) I/we hereby describe the responsibility the individual supervisor has:  |  | [ ]  |
| Collaboration between two or more studentsIf two or more students are to collaborate on the degree thesis, a separate collaboration agreement must be drawn up that clarifies the students' duties and rights in relation to each other, especially regarding a possible termination of the collaboration before submission. [Link to agreement about collaboration](https://www.nmbu.no/en/students/forms-and-templates-students) I confirm that such a cooperation agreement has been entered into. | [ ]  | [ ]  |
| Bachelor thesis I am obliged to register the correct title of my thesis in Studentweb and submit the thesis electronically (in PDF-format) in WISEflow.Master thesis I am obliged to register the correct title of my thesis in Studentweb and submit the thesis electronically (in PDF-format) in WISEflow. | [ ] [ ]  |  |
| Oral presentationI am/we are obliged to attend the oral discussion of the thesis | [ ]  |  |
| The contractI/we will do the best of my/our abilities to comply with this contract (including project plan and work schedule), prepared by my/our supervisor(s) and myself/ ourselves.  | [ ]  |  |

|  |  |  |
| --- | --- | --- |
| Postponed publication of degree theses | Student | Supervisor |
| When can a degree thesis have postponed publicationIf special considerations exist, thethesis may be barredfrom the public for up to 5 years, but never permanently. Any decision to postpone the publication of a thesis for more than five years shall be made by the University Board on the basis of an application that states the grounds for postponement. Please note that NMBU will use the title of the degree thesis on the student's transcript and diploma, it is therefore wise to not include any restricted/confidential information in the thesis's title.Common reasons for postponed publication may be if the thesis is intended to be used in later work with the aim of publication or a higher degree, or that one collaborates with a company that works in this area in a competitive market.Agreement of postponed publicationIf the thesis must be postponed for publication for a limited period, the *Agreement – Postponed publication of the degree thesis for a limited period* must be completed. [Link to agreement about postponed publication](https://www.nmbu.no/en/students/forms-and-templates-students) The student and supervisor must complete the stipulated agreement for restricted access. The agreement is sent for approval by the faculty together with this contract. The approved form must be sent to wiseflow@nmbu.no no later than four (4) weeks before submission deadline and attached electronically when submitting the thesis in WISEflow. If necessary, the agreement must be revised before submitting the degree thesis.I (student) am also obligated to make sure that the approved agreement of restricted access is handed in whit my submission of my thesis in WISEflow.  | [ ] [ ]  | [ ]  |

|  |  |  |
| --- | --- | --- |
| Statutory duty of secrecy - Restricted access to degree theses | Student | Supervisor |
| A degree thesis that must be restricted in accordance with Norwegian lawDegree's theses that contain, or part thereof, information that is subject to a statutory duty of secrecy shall be restricted. The rules about secrecy are set out in section 13 of the Norwegian Public Administration Act. Please note that NMBU will use the title of the degree thesis on the student's transcript and diploma, it is therefore wise to not include any restricted information in the thesis's title.Confidential - Public Administration Act- If the thesis must be confidential under the Public Administration Act, *the Agreement - Confidential degree thesis* must be completed. [Link to agreement about confidentiality](https://www.nmbu.no/en/students/forms-and-templates-students)The student and supervisor must complete the stipulated agreement for restricted access. The agreement is sent for approval by the faculty together with this contract. The approved form must be sent to wiseflow@nmbu.no no later than four (4) weeks before submission deadline and attached electronically when submitting the thesis in WISEflow. If necessary, the agreement must be revised before submitting the degree thesis.I (student) am also obligated to make sure that the approved agreement of restricted access is handed in whit my submission of my thesis in WISEflow.  | [ ] [ ]  | [ ]  |

|  |  |  |
| --- | --- | --- |
| Obligations when obtaining and processing data and research results as well as agreements with companies | Student | Supervisor |
| Collecting personal dataThesis that involves collecting, registering, processing or storing personal data must be processed in line with the privacy regulations. As a student, I undertake to process personal data correctly, [use of personal data correctly in degree theses](https://www.nmbu.no/en/students/use-personal-data-your-degree-thesis) | [ ]  |  |
| Intellectual Property RightsI am obliged to familiarize myself with rights to non-physical creations / research results - Intellectual Property Rights (IPR)  [Intellectual Property Rights (IPR)](https://www.nmbu.no/en/research/ipr-policy) | [ ]  | [ ]  |
| Collaborating with company / external company When collaborating with a company / external company, I / we are obliged to make a separate collaboration agreement - [link to agreement](https://www.nmbu.no/en/students/forms-and-templates-students) about collaboration | [ ]  | [ ]  |
| Participation in a research projectIf the degree assignment is entered into as part of the student's participation in a research project: I / we undertake to enter into an agreement on the student's participation in a research project. [Agreement template regarding student participation in research projects](https://www.nmbu.no/download/file/fid/48471)(intern.nmbu.no) | [ ]  | [ ]  |

|  |  |  |
| --- | --- | --- |
| Thesis with field- and lab work |  |  |
| Information and forms available in the compendia [HSE manual](https://cp.compendia.no/nmbu/hse-manual/?_locale=en#all-content) | Student | Supervisor |
| HSEI am/we are obliged to comply with the faculty’s rules and regulations for the use of the laboratory premises and equipment. As well as going through fundamentally training in health and safety (HSE) regulations before the work commence. | [ ]  |  |
| Fieldwork notification form Doing thesis work home or abroad, I am/we are responsible for contacting the 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 fieldwork. The *Fieldwork notification form* must be completed prior to departure for travelling both home or abroad. | [ ]  |  |
| HSE for fieldworkDoing fieldwork home or abroad I am/we are responsible for executing and to be familiar with the Guidelines for health and safety (HSE) for fieldwork, field courses and excursions. | [ ]  |  |
| Visa and moreDoing thesis work abroad, I am/we are responsible for obtaining a visa, a (temporary) residence permits and any other necessary documents for the country/countries in question prior to departure. As well as completing the *Fieldwork notification form* prior to departure. | [ ]  |  |
| HSE supervisorAs a supervisor (s), I am/ we are obliged to know NMBU's HSE rules and be able to pass these on to the student (s). |  | [ ]  |
| Risk assessmentA risk assessment has been made of the practical work related to the degree assignment. |[ ] [ ]

## Signature of the student and supervisor(s)

All parties must sign the contract. Should one of the parties be prevented from physically signing this contract, the party's approval of the contract must be documented in another way and filed with this contract.

|  |  |  |
| --- | --- | --- |
|  | Date: | Signature |
| Student |   |  |
| Main supervisor |   |  |
| Co-supervisor(s) |   |  |

## Approval by the Faculty

The contract must be signed by the faculty. Should the dean, or the person authorized by the dean, be prevented from physically signing this contract, the persons approval of the contract must be documented in another way and filed with this contract.

|  |
| --- |
| The contract has been approved by the dean or the person authorized by the dean |
| Date( ved «elektronisk signering» må signatur bekreftes ved annen dokumentasjon som lagres sammen med denne kontrakten)Signature  |
| This contract has been received and filed in P360 |
| Date( ved «elektronisk signering» må signatur bekreftes ved annen dokumentasjon som lagres sammen med denne kontrakten)Signature  |