
Master's Agreement part I – Department of Language and Literature

Master's Programme:.....

The Department of Language and Literature welcomes you as a student in one of our master's programmes.

During your first semester in the master's programme, you should sign a master's agreement. This agreement is a binding contract describing the relationship and co-operation between student, academic supervisor and the responsible Department. The master's agreement specifies the rights and duties that follow from being accepted into a master's programme.

The master's agreement has two parts:

Part I: Guidelines for the master's programme – rights, duties and plan for implementation of the master's programme.

Part II: Supervision agreement – choice of topic for the master's thesis. A supervisor will be appointed based on your choice of topic/field of research.

Furthermore, you should submit a project proposal for the master's thesis during your second semester. The project proposal should normally include a working title for your thesis, a short description of the research question and materials and methods to be used and a provisional overview of the relevant scientific literature. Students who do not submit the master's agreement by the deadline or who are delayed in their work on the thesis will have to meet with one of the Department's student advisors.

Deadlines for submission of completed forms:

Master's agreement part I – Guidelines for the master's programme:

To be submitted in your first semester as a master's student

- 15 September (for students admitted in the autumn semester)
- 15 February (for students admitted in the spring semester)

Master's agreement part II – Supervision agreement:

To be submitted in your second semester as a master's student

- 15 February (for students admitted in the autumn semester)
- 15 September (for students admitted in the spring semester)

Note: An academic supervisor will be appointed by 1 April/1 November in the same semester (second semester).

Project proposal for the master's thesis:

To be submitted during your second semester as a master's student

- 15 June (for students admitted in the autumn semester)
- 15 December (for students admitted in the spring semester)

1. Personal details

Family name, first name:	
Date of birth:	
Semester address:	
Telephone no.:	
Home address:	
Telephone no.:	
E-mail address	

Please remember to inform the Department of any changes, in addition to updating your registration on Studentweb (<http://studweb.ntnu.no>).

2. Plan for the implementation of the Master's programme

Semester and year of admission:	
Final semester (thesis completion) of nominal study period (two years):	
Final semester (thesis completion) of part-time study period (maximum four years):	
Brief description of your reason to apply for part-time studies	

Students are obliged to complete their degree within a specified length of time. Accordingly, students who for some reason need/wish to study part-time, or during the course of study require leave of absence, must apply to their Department. Part-time studies and leaves of absence must be noted on this form where applicable.

3. Guidelines for the Master's Agreement between student and home department – rights and duties

- 3.1 The Master's Agreement is a part of the student's individual education plan. The agreement is a binding contract describing the relationship and co-operation between the student, his/her academic supervisor and the responsible Department. The agreement specifies the rights and duties that follow from being accepted into a Master's Programme, and by signing the Master's Agreement.
- 3.2 Students who are admitted to a Master's programme are obliged to sign their Master's agreement and confirm their individual education plan by *15 September* for students admitted in the autumn semester and *15 February* for students admitted in the spring semester. In order to activate the right to academic supervision and a personal or shared place in the reading rooms at Dragvoll, the student must sign the Master's Agreement, confirm the individual education plan each semester, and pay the semester fee.
- 3.3 The student's progression must be specified in the agreement, and confirmed in the Master's Agreement, and confirmed through the student's individual education plan. The agreed progression of study is based on the nominal length of two years of full-time study (30 ECTS credits per semester/60 ECTS credits per year). However, it is possible to apply for permission to study part time (see *Study regulations at the Norwegian University of Science and Technology*, § 8). It is possible to complete the course of study as a part-time student with maximum four years of study. The time frame is stated in the Master's Agreement and in the individual education plan. The Faculty can suspend the right to study if students fail to complete their course of study within the agreed time frame, without valid reason such as illness, approved leave of absence, etc (see *Study regulations at the Norwegian University of Science and Technology*, § 4 no. 5).
- 3.4 Students are obliged to demonstrate progression in relation to the nominal length of study, unless their part time studies have been approved by the responsible Department. Students can apply to the Department for leave of absence and part-time study (see *Study regulations at the Norwegian University of Science and Technology*, § 7). Applications for leaves of absence due to predictable circumstances should be sent to the Department by *15 September* for the autumn semester and *15 February* for the spring semester. In case where the need for a leave of absence is more urgent the Department should be contacted as soon as possible. Students may be granted leaves of absence no more than two times, with a maximum duration of one year total. The student should have completed 60 ECTS before being granted a leave of absence. The Master's Agreement and individual education plan must be adjusted according to any leaves of absence or other valid reasons for delayed progression. Parental leave is regulated by *Act relating to universities and university colleges* § 4-5.
- 3.5 Students are entitled to a total of 60 hours of academic supervision while working on a Master's thesis that counts 60 or 52,5 credits. Students with a Master's thesis that counts 45 or 30 credits are entitled to a total of 40 hours. The time frame includes individual supervision as well as preparatory and supplementary work for the supervisor. The estimated ratio for individual supervision vs. preparatory and supplementary work is 1:3. The number of hours allocated to academic supervision is set irrespective of the total time the student uses to finish the Master's thesis. Students who have exceeded their allocated time without submitting the Master's thesis will not obtain further hours of academic supervision. The time spent on the mid-way session

between the student and the Department (pt. 13) is included in the hours of academic supervision.

3.6 During the course of the academic supervision of the Master's thesis, the supervisor is specifically responsible for:

- giving advice regarding framing and limitation of the topic, and approach to the problem
- discussing and assessing hypotheses and methods
- providing advice regarding professional literature and sources/data, as well as required resources
- discussing matters of style, language, format and structure etc
- discussing results and their interpretation
- ensuring that s/he is updated on the student's progress vis-à-vis the appointed time frame and schedule
- providing the student with information about ethical guidelines in relation to the work on the Master's thesis in accordance with *Guidelines for research ethics in the social sciences, law and the humanities* (available here: <http://www.etikkom.no/In-English/Publications/>)

3.7 If the academic supervisor is absent for a longer period of time as a result of research leave, illness or travel, the department is responsible for appointing a new supervisor on the student's request.

3.8 The student is responsible for scheduling time for supervision within the time frame of the Master's Agreement.

3.9 The student is obliged to keep the academic supervisor and the Department updated on his or her academic progress. If s/he for some reason is forced to discontinue the course of study for a period of one semester or longer, this must be agreed and approved by the Department **in advance**. Part-time studies and leaves of absence must be noted in the Master's Agreement if applicable.

3.10 If relations between the student and the supervisor become problematic for either part, one or both of the party may ask to be released from the agreement. The Department is obliged to appoint a new supervisor if such a request is made.

3.11 The Master's Agreement must be revised each semester in order to ensure that any necessary adjustments and changes to the agreement are made.

3.12 If the primary thesis is not given a passing grade, and the student submits a new thesis, the student and the Department must set up a new Master's Agreement based on planned and approved changes and improvements to the thesis (see *Study regulations at the Norwegian University of Science and Technology*, § 31).

3.13 A mid-way session should be held between the student and the Department about halfway through the Master's programme to assess the progression of the work on the Master's thesis. If this meeting is between the student and the supervisor, a third party must be involved and present.

The guidelines for the Master's agreement above must be read before signing the agreement.

4. Signatures

.....(DDMMYYYY)

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Student

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Head of Department

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Academic supervisor*)

The academic supervisor will sign the agreement after s/he has been appointed.