Supervision agreement

For BSc, MSc, Master, and other projects

Please read the information on the last page before completing the agreement.

# Project data

|  |  |
| --- | --- |
| **Name of student(s) – if in a group, please enter all names** | |
| 1. | 3. |
| 2. | 4. |

|  |
| --- |
| **Name of supervisor** |
|  |

|  |
| --- |
| **Link to project agreement in the project base** |
|  |

# Supervision plan and agreements

Making a supervision agreement is about aligning expectations between supervisor and student(s) and planning the process.

Early in the process, be sure to talk to each other about the practicalities of supervision (for example means of communication, meeting frequency, other obligations, need for deadlines) as well as topics closer to the actual project (for example types of supervisor input, reading and feedback). For inspiration, you can find a non-exhaustive inspiration list of topics that could be included in the agreement on [ITU Student](https://student.itu.dk/study-administration/project-work/register-for-the-project#topics).

Use the table below to note your alignment of expectations in as many details as you find necessary. Do not include confidential information.

Finally, add a mark for agreement from both student(s) and supervisor. Please remember that the agreement is an opportunity to frame the supervision process. It is **not** a contract, and you can discuss and amend the content at any time.

| **Supervision plan and agreements** | **When** |
| --- | --- |
| **The project** |  |
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| **Supervision meetings** |  |
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| **Feedback** |  |
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| **Other topics** |  |
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Please add lines if needed.

**Date** **Please put a mark when approved**

Student(s) approve(s) this agreement

Supervisor approves this agreement

# What – who – how

**Who fills in the supervision agreement?**

Student(s) and supervisor fill in the document together.

You can amend the document any time.

### Hours allocated for supervision per project

|  |  |
| --- | --- |
| Type of project | Hours\* |
| Project (7.5 ECTS) | 5 |
| Project (15 ECTS) | 10 |
| Project (22.5 ECTS) | 15 |
| Bachelor project (15 ECTS) | 15 |
| MSc thesis (30 ECTS) | 30 |
| Final project, master/diploma (15 ECTS) | 15 |

\*Including meetings, reading, examination, etc.

See [ITU student](https://student.itu.dk/study-administration/project-work/the-project-supervisor).

**What is a supervision agreement?**

A document aligning mutual expectations regarding all aspects of the supervision.

A supplement to the project agreement in the project base.

**Supervision Evaluation**

After submission of the project, student(s) and supervisor receive a short questionnaire with

the possibility to write comments.

### Timeline

|  |  |  |  |
| --- | --- | --- | --- |
| - Project start  - Supervision agreement | - Amendments to supervision agreement if needed | - Submission of project  - Survey | - Exam |

# Where to keep the supervision agreement

Keep the **Supervision Agreement** in your project folder in LearnIT. That way, it is always available to you and your supervisor.

First, make sure that you have submitted the **Project Agreement** in the project base. 24 hours after the project agreement has been **approved**, a folder with the title of your project opens in LearnIT.

How to save the supervision agreement in your LearnIT project folder:

1. Go to your project folder in LearnIT (the folder has the same title as your project)
2. Open Discussion Forum
3. Click "Add a new discussion topic"
4. Write *supervision agreement*in the "Subject" field
5. Attach the completed supervision agreement
6. Click "Post to forum"

If you need to change the supervision agreement, you can add a new discussion topic with an updated file.

# More information

For further information about projects and supervision, please consult [ITU Student](https://student.itu.dk/study-administration/project-work/register-for-the-project) or [intranet](https://intranet.itu.dk/quality-in-education/supervision-evaluation/survey) (supervisors only).