

# Supervision agreement

For BSc, MSc, master and other projects

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

## 1 Project data

Name of student(s) – if in a group, please fill in all the students' names	
1.	3.
2.	4.

Name of supervisor

Link to project agreement in the project base

## 2 Supervision plan and agreements

A very important part of the supervision agreement is the alignment of expectations: how you want to frame the future cooperation.

Early in the process, sit down together and be sure to talk about the practicalities (for example communication, meeting frequency, other obligations, need for deadlines) as well as topics closer to the actual projects (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](#).

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

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.

<b>Supervision plan and agreements</b>	<b>When</b>
<b>The project</b>	
<b>Supervision meetings</b>	
<b>Feedback</b>	
<b>Other topics</b>	

Please add lines if needed.

**Date**

\_\_\_\_\_

**Please put a mark when approved**

Student(s) approve(s) this agreement

Supervisor approves this agreement

## Important information

### Who fills in the supervision agreement?

Student(s) and supervisor fill in the document together no later than week 1 of the project.

You can amend the document any time.

### What is a supervision agreement?

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

A supplement to the project agreement in the project base.

### 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

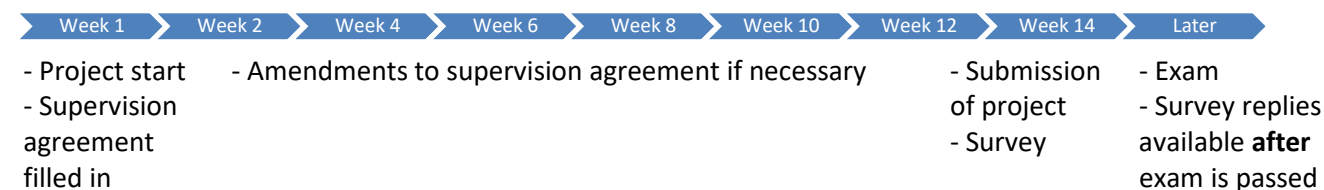
\*Including everything (meetings, reading, examination, etc.). See [ITU student](#).

### Evaluation

After submission of the project, student(s) and supervisor answer a short questionnaire with the possibility to write comments.

The student evaluation results will only become available to the supervisor **after** the exam is passed.

### Timeline



## Where do I save the supervision agreement?

Make sure that you have **submitted the project agreement** in the project base.

24 hours after the project agreement in the project base has been **approved**, a folder with the name of your project opens in LearnIT.

Save the supervision agreement in your LearnIT project folder:

1. Go to your project folder in LearnIT (the folder has the same name 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](#) or [intranet](#) (supervisors only).