# Contract on Bachelor project

### Student 1:

Name:

e-mail:

Phone:

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Date and signature

### Student 2:

Name:

e-mail:

Phone:

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Date and signature

### Project location:

### Project title:

### Project description (5-10 lines):

### ECTS-points:

**Start date:**

**End date:**

**Date of submission:**

**Wish for confidentiality of report? Wish for confidentiality of examination?**

**Supervisor 1:**

Name:

Employed at : CES, PH Absalon

e-mail:

Phone:

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Date and signature

**Supervisor 2:**

Name:

Employed at:

e-mail:

Phone:

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Date and signature

### Approved by the Education management at CES, UC Absalon

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Date and signature

# Appendices to the bachelor contract on framework for supervision

## Introduction

This document describes the students’ possibilities for supervision during the project period as well as responsibilities for both students and supervisors in the process. Please notice, that this framework only applies to supervisors employed at Absalon and not to potential external supervisors.

In the beginning of the project period a supervisor (-s) is allocated to each student. Supervision can take place either individually or in groups. On top of the supervision that each student can get, three mandatory seminars are arranged. The purpose of these seminars is that a larger group of students together with one or more supervisors can share their experiences and knowledge with the aim of inspire, discuss and qualify each other’s projects.

At the B. Eng. Programs, the following mandatory seminars are arranged:

* Seminar 1: Problem statement, hypothesis and choice of methods
* Seminar 2: Searching for literature, good scientific practice and the bachelor thesis
* Seminar 3: Presentation techniques and preparation for the final examination

## Scope of the supervision

Scope of the supervision is that students are supported in their learning processes, so that they can make qualified decisions in relation to the programs requirements and criteria for the bachelor project.

The supervision is a mutually prepared process: The students prepare for it to have the opportunity of getting qualified scientific guidance from a supervisor during the course of the project. The supervisor prepare for it, typically based on material supplied by the students, and by this help in supporting the working process for the students as well as challenges and qualifies their work, analysis, and conclusions in the course of the project.

The content of the supervision is related to the process of writing the thesis that is e.g., finding literature, problem statement, selection and description of theory and method, collection of data, data analysis, discussion, conclusion and perspectives, composition, and progression in scientific communication.

## Framework for the supervision

The students are entitled to up to 20 supervision lectures during the course of the project.

By signing the bachelor contract, the supervisor and students also make a collaboration agreement, which is described in the following section. This agreement can be about specific times for the supervision, deadlines for handing in written materials before supervisions, and about who takes the initiative for the sessions.

Students and supervisor agree about where the supervision takes place; it can be at campus, digitally or in another form depending on what supervisor and students find most suitable.

If supervisor or students are not able to participate in the supervision, they should let the other part know. If students are absent for planned supervisions without apology the supervision is not replaced.

## Responsibilities in the supervision process

Students and supervisor are mutually responsible for fulfilling the scope of the supervision.

The responsibilities of the student:

The students are responsible for sending any written material to the supervisor that can form the basis of the supervision. The written material must describe which parts of the projects the student wants supervision on and which questions the students would like to discuss. The text, the work, the initiative and the overall responsibility for the project belong to the students and the students make the final decisions in relation to these.

The responsibilities of the supervisor:

The supervisor is responsible for evaluating whether the work takes place on a scientific foundation that can fulfil the requirements and regulations set by legislation, study programme, and eventual specific guidelines to the project from the program.

It is the responsibility of the supervisor to qualify the students’ choices and decisions in relation to the scientific basis of the project. Furthermore, it is the supervisor’s responsibility to prepare constructive feedback to the material of the students as well as support them in the processes of defining, performing and writing the content of the project.

The educational institution must approve the project topic and a preliminary problem statement. This means that the supervisor, the course manager for the Bachelor project, and the head of studies together are responsible for approving the project topic and the problem statement in the introductory phase. If topic and problem statement is changed significantly, a new approval is needed.

The supervision ends when the student has submitted the project report or shortly after.

# Collaboration agreement regarding supervision

Students and Absalon supervisor (-s) must here indicate specific rules and agreements for the supervison during the course of the project.

An example:

*Supervision every other Thursday from 9:00-10:00 during the first 2 months. After this supervision is agreed upon on a day-to-day basis by initiative from the student. All supervisions take place at Campus Kalundborg or online. After both seminars 2 and 3, a brief follow-up meeting is required. Supervision is not possible from 22-12-2020 to 02-01-2021 due to vacation.*