

EMABG joint master thesis agreement

THESIS AGREEMENT FOR ALL EMABG STUDENTS

The thesis agreement needs to be completed for each thesis project conducted by EMABG students under joint supervision.

STATUS OF THE THESIS AGREEMENT

The thesis agreement formalizes the agreements made between the student and the departments. It is a supplementation and elaboration of the rights and obligations that student and supervisors have. In case of joint supervision, the agreement specifies the roles and obligations of staff from both universities involved in the supervision. However, this Student agreement does not lessen or expand the Student's rights under public law, nor shall it imply a right under civil law that conflicts with public law.

FILL IN AND SIGN THE AGREEMENT

- Before any thesis activities begin, this form must be filled in for all thesis courses by the student and the representatives of the departments from the universities involved.
- The student and all supervisors sign the completed form. Each of them receives an electronic copy with all signatures.
- After adding to and/or changing the agreement, the student will be given a new copy.

PROBLEMS AND COMPLAINTS

- If there are any problems or complaints having to do with supervision or evaluation the rules and procedures of the university where the thesis work is conducted apply.

1. GENERAL INFORMATION

Student:

University data (main supervision)

Student's registration number:

University name:

Department:

1st supervisor of thesis:

Local EMABG coordinator:

2nd supervisor of thesis:

Amount of ECTS:

University data (co-supervision)

Student's registration number:

University name:

Department:

1st co-supervisor of thesis:

Local EMABG coordinator:

2nd co-supervisor of thesis:

2. GENERAL DESCRIPTION AND PLANNING FOR THE THESIS

Thesis title:

Planned starting date:

Planned completion date:

3. AGREEMENTS REGARDING JOINT SUPERVISION, REPORTING AND EVALUATION

3.1 Supervision

Action	Planned date(s)
Approval of project plan* by supervisor(s) of both universities (within 4 weeks after the start of the thesis work)	
Discussion over e-mail between the student and supervisors about the developments of the thesis work, with Skype meetings if needed	Continuously

* background and detailed description of the topic (min. 2 pages), written by the student

Further action to be taken:

- A Skype meeting at the beginning of the thesis work with student- main supervisor and co-supervisor
- Another Skype meeting when the first draft is ready
- Participation at the defense- Skype defense so the co-supervisor is present as well
- It is recommended that the student keeps a logbook on all the above mentioned activities (feedback, written updates, etc) to track the work progress.

3.2 Evaluation

Form of the exam is dictated by the rules of the host university. In case of a joint thesis, an exam will be held via video-conferencing or Skype when the local situation permits this. The supervisors will jointly agree on the mark.

4. AGREEMENTS REGARDING FACILITIES AT THE HOST UNIVERSITY (if applicable)

[e.g. workplace, availability of apparatus and materials, building access, printing costs]

5. Specific arrangements regarding research or publication of thesis (if applicable)

[e.g.confidentiality]

6. SIGNING THE AGREEMENT

Student:

Date:

Main supervisor:

Date:

Co-Supervisor:

Date: