

Agreement of work progress during thesis

An agreement is made for all for all theses within the undergraduate education (bachelor's thesis, master's thesis).

Through this agreement the student and the supervisor agree on the division of responsibilities, obligations and rights, the schedule for the thesis (with the completed thesis as a goal), and on participation in the seminars.

The agreement is written the first time the supervisor and student(s) meet.

The agreement is revised if essential changes occur in the student's or supervisor's situation. The period of validity of the agreement can be extended if both the supervisor and the student consent. Otherwise this agreement is applied until the end of the agreed deadline for the thesis.

If two students write their master's thesis together, the students sign one and the same agreement with their supervisor.

Name of student(s), student number(s) and e-mail address(es)

Supervisor's name and e-mail address

Potential co-supervisor's name and e-mail address

Thesis level (Bachelor or Master)

Main subject of thesis

Working title of thesis

Thesis language

Writing format of the thesis (APA, according to the format of a specific journal, other?)

Other things agreed on

If two students write their master's thesis together: Describe your division of labour and who writes which parts of the thesis.

Date ____/____/20____
Starting date of the writing process

Date ____/____/20____
Target date for submission of the thesis

We agree on the following distribution of work, including rights and obligations:

The student:

- prepares rigorously for every guidance or seminar session.
- sends his/her text early (at least one week) before the discussion, to the supervisor and/or the seminary group.
- presents or reads in-depth the agreed text or fellow students' work according to the agreed work process.
- actively participates in seminars in compliance with the agreed work process.
- follows the directives of the *Finnish Advisory Board on Research Integrity* (<http://www.tenk.fi/en>) on responsible conduct
- has the right to individual guidance (on a specifically agreed time, via electronic communication and/or in connection with the seminars), at least when preparing the thesis work, during the work process and when the work is in its final stage.
- also has the right to receive comments from the supervisor on the last manuscript (including on a possible Swedish abstract) in order for the student to be able to process the thesis along the lines of the learning objectives and the objectives of the student.
- informs the supervisor about hindrances and problems affecting the advancement of the work process.
- can ask for a change of supervisor by contacting the examiner or the faculty office

The supervisor:

- is responsible for the information to the student about procedures relating to theses at Åbo Akademi University
- Is responsible that the work progresses according to the agreed schedule
- plans the seminars according to the learning objectives (possibly in collaboration with the co-supervisor)
- prepares diligently for the guidance meetings and seminars, and sticks to the agreed schedule
- reads and comments on submitted work within one week, or according to agreements made with the student if the work is submitted after the agreed deadline, or for agreed guidance meetings/seminars.
- gives feedback to the student on issues concerning the thesis (on a specifically agreed time, by electronic communication and/or in connection with the seminars). This should be done at least when the student is preparing for the thesis work, during the work process and when the work is in its final stage, so that the student can process the thesis according to the learning objectives and the goals of the student.
- gives advice in matters concerning the thesis contents, literature and methods.
- follows up, supports and encourages the student's work.
- guides the student, following the writing format.
- takes initiative to guidance if the thesis is not progressing according to the agreed schedule.
- ensures that he/she follows the directives on responsible conduct of research and procedures by the *Finnish Advisory Board on Research Integrity* (www.tenk.fi/en)
- immediately informs the student about any changes in the supervisor's situation that can have an effect on the supervision, and if needed, helps with finding a new supervisor for the student.

The agreement should be made in two (or three/four) identical copies, one for each student and each supervisor.

_____ on _____/_____ 20_____

Place

Student(s)

Supervisor

Potential co- supervisor