|  |  |  |
| --- | --- | --- |
| Our ref.: |  |  |

Agreement concerning co-supervision (external)

This agreement is based on the “Agreement concerning admission to organised doctoral degree training in the Faculty of Humanities at the University of Oslo” and the Regulations for the Degree of Philosophiae Doctor (Ph.D.) at the University of Oslo, adopted by the University Board on 22.06.2010.

Where a co-supervisor is appointed, a separate agreement shall be entered into between the co-supervisor and the candidate’s basic unit (department, centre) laying down the distribution of work between the principal supervisor and the co-supervisor and the remuneration payable to any co-supervisor who is external to the department/faculty.

This agreement concerns individual supervision of the doctoral degree candidate.

The agreement is effective from: <Dato, eventuelt fradato-tildato>

**Parties to this agreement**

|  |  |
| --- | --- |
| Co-supervisor | Doctoral degree candidate |
| <Tittel> <navn>, <institusjon> | <Navn>, University of Oslo |

Agreement concerning supervision between Department of ……………………………………………………………. and:

The doctoral degree candidate was admitted to the PhD programme at the Faculty of Humanities spring/autumn <Årstall>

**Distribution of work between the supervisors**

The PhD education is organised in programmes with a stipulated length of three years’ full-time study. A doctoral degree candidate can, according to *Retningslinjer for praktisering av arbeidspliktbestemmelser ved Det humanistiske fakultet,* expect 14 hours of supervision per year, during a period of three years.

Principal supervisor: …………………………………………………...

The principal and co-supervisors dispense <Antall> remaining hours totally allocated to supervision including preparation. They distribute the remaining hours between them as such:

|  |  |  |  |
| --- | --- | --- | --- |
| Co-supervisor | | Principal supervisor | |
| Hours: | %/share: | Hours: | %/share: |

**Fee**

Supervisors external to the department/faculty are remunerated.

* An electronic contract will be made shortly after the co-supervisor has been appointed. The co-supervisor will receive an e-mail from the University of Oslo with information on how to proceed.
* The rate per hour/fee will follow Norwegian rates and depend on the academic post of the co-supervisor

**On the supervision**

The doctoral degree candidate, principal supervisor and co-supervisor agree on the purpose of the work of the co-supervisor.

The supervision shall in the best possible manner satisfy the demands of both academic and personal considerations in respect of the individual. Department of Archaeology, Conservation and History / Department of Culture Studies and Oriental Languages / Department of Philosophy, Classics, History of Art and Ideas / Department of Literature, Area Studies and European Languages / Department of Linguistics and Scandinavian Studies / Department of Media and Communication / Department of Musicology expect all supervisors to carry out their activity in an academic and kind way with a high standard of professional ethics. The candidate is also expected to contribute to making the supervision function optimally.

**Supervision in general**

The candidate and supervisor mutually undertake to keep one another informed at all times of any matters of significance for the conduct of the supervision.

The *supervisor* shall inter alia:

* assist the candidate by offering professional advice and providing support in the planning of the work so that the project can be completed within the framework of the doctoral degree course
* assist the candidate with the formulation and delimitation of topic and problematic issues
* assist the candidate by providing guidance with respect to literature in the field and the data to serve as a foundation (libraries, archives, etc.)
* help to introduce the candidate into relevant academic communities
* keep up to date with the progress of the candidate’s work and assess this in relation to the work plan
* give the candidate guidance in questions relating to research ethics connected with the dissertation
* take the initiative in discussing with the candidate how the supervision is functioning
* in his or her work live up to the *Ethical Guidelines for Supervisors at the University of Oslo*, adopted by the University Senate on 10.06.1997.
* each year submit a report on the progress of the candidate’s project to the Department

The *doctoral degree candidate* shall inter alia:

* plan his or her work so that the project can be completed within the framework of the doctoral degree course
* submit reports or drafts of the whole or parts of the dissertation to his or her supervisor, at least every half-year unless otherwise agreed with the supervisor. Parts of the dissertation can, as the case may be, be presented in connection with seminars or group supervision
* abide by such agreements as are entered into with his or her supervisor concerning submission, supervision, participation in seminars etc.
* in his or her work live up to such principles of research ethics as apply in the subject field.

Where a doctoral degree candidate or supervisor finds that the other party is not complying with his or her obligations, the party who claims that there is a failure to discharge such obligations, has a duty to take this up with the other party. The candidate and supervisor shall make a concerted effort to resolve the situation that has arisen.

A request to be released from the supervision agreement shall be addressed to the Faculty of Humanities, but sent via the basic unit. The decision to release the doctoral degree candidate and supervisor from the supervision agreement is taken by such body as the Faculty appoints.

Oslo, date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Doctoral degree candidate Co-supervisor

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Principal supervisor Basic unit / Department

Enclosures: