



THE MASTER'S DEGREE PROGRAMME IN DESIGN

GUIDELINES FOR TUTORING

The tutoring relationship works best when the main tutor and the student have agreed on how they are to cooperate. Throughout the tutoring period, the tutor and the student should take the initiative to establish an open dialogue about how the tutoring is to be organised and carried out to ensure that both parties share, as far as possible, the same understanding of the work.

The master's degree project is an independent, student-run project. The student has full responsibility for taking the initiative required to ensure that the project progresses according to schedule.

The role as main tutor requires the tutor to follow the student's project progression and content continuously, and to engage in meaningful dialogue with the student about the project, and to advise on professional and academic development.

The tutoring relationship comprises maximum fifteen hours of tutoring per term, including preparation time, group reviews, term assessment and reading of semester report.

The duration of a tutoring meeting is 45 minutes unless otherwise agreed.

RIGHTS AND OBLIGATIONS IN THE TUTORING RELATIONSHIP

- The first step in the tutoring relationship should be a mutual discussion of expectations and a walkthrough of requirements for the process.
- The tutor and the student shall clarify the approach and progress schedule early in the tutoring process.
- The tutor and the student shall have familiarised themselves with the ethical guidelines for the relationship between employees and students at KMD.

<https://www.uib.no/en/student/112539/ethical-guidelines-relations-between-supervisors-and-students-or-candidates>

STUDENT

- The student will prepare in advance for all tutoring meetings and share the agreed-upon material.
- Each meeting should be based on a shared agenda and arranged material.
- The student shall notify the tutor well in advance if he/she is unable to attend a tutorial meeting.
- The student shall write a brief summary after each tutorial meeting and send it to the tutor no later than one week after the tutorial.
- The student shall raise any cooperation problems in the tutoring relationship directly with the tutor. If this does not resolve the problem, the matter is to be raised with the MA Coordinator.

TUTOR

- The tutor shall ensure that the first ordinary tutoring meeting take place according to program schedule. In this meeting, the tutor shall discuss and inform the student of how the tutoring will be organised in practice.
- The student and tutor should go through the tutoring guidelines document, agree on its terms, and both sign.
- The tutor shall prepare for tutoring meetings by reviewing new material from the student and by responding to questions prepared by the student.
- The tutor shall discuss and assess the plan, method, and execution of the master's degree project with the student and guide the student's project planning process to facilitate assessing that can be carried out within the normal length of study.
- The tutor shall read and provide detailed comments on the written parts of the project at appointed parts in the program schedule
- By means of the tutorials, the tutor keeps up to date on the progress of the student's work and assesses progress in relation to the student's own plan.
- The tutor and student will notify each other well in advance if a planned tutoring session must be rescheduled

CONTENTS OF TUTORING MEETINGS

- STATUS – METHODOLOGICAL WORK: process (since the last tutoring meeting), contacts/resource persons, logbook/blog, experimentation, technique, testing, evaluation, schedule progress/relevance/consistency
- STATUS – THEORETICAL WORK: project description, examination, analysis, strategy, reflection, writing progress/relevance/consistency
- STATUS – VISUAL WORK: rough drafts, illustrations, mood boards, testing, presentation/blog, design solutions progress/relevance/consistency
- OWN EVALUATION OF STATUS: in relation to the study program, in relation to own expectations, in relation to own (applicable) progress schedule, progress/relevance/consistency

NEXT MEETING

- Agree on a time
 - Agree on the expected progress
-

Date: _____

Tutor name (CAPITAL LETTERS): _____

Tutor signature: _____

Date: _____

Tutor name (CAPITAL LETTERS): _____

Tutor signature: _____

Date: _____

Tutor name (CAPITAL LETTERS): _____

Tutor signature: _____

Date: _____

Student name: (CAPITAL LETTERS) _____

Student signature: _____