

TUTOR CONTRACT

THE MASTER'S DEGREE PROGRAMME IN DESIGN

The tutoring is a teaching activity that is linked to the student's master's project and to the programme's courses (emner) where tutoring is defined as *Teaching and learning methods*. The content of the tutoring is thus linked both to the project's objectives and to specific learning outcomes in the courses.

Each master student at the programme gets assigned a tutor/tutor group during the first semester. If a request for change of tutor is made, either from student or tutor, this must be addressed to Head of Education or student adviser for the master's programme in design.

The master's degree project is an independent, student-run project. The student is the project owner and is responsible for its development, results and dissemination. The tutor is the project manager and responsible for following up on the student's project progression and content continuously throughout the course of studies. They will engage in meaningful dialogue with the student about the project and advise on professional and academic development. Throughout the tutoring period, the tutor and the student should take mutual 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.

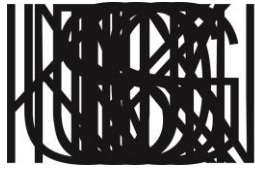
See: [Guidelines for tutoring at the Departments of Design](#)

The tutoring relationship comprises maximum fifteen hours of tutoring per course, including the tutor's preparation time, group reviews, workshop guidance etc.

Please note: The student must get exchange pre-approved by the tutor and the tutor must inform the mobility coordinator at the faculty about this. During exchange the student does not get tutoring at KMD.

See also:

- [Ethical guidelines for relations between supervisors and students or candidates at the University of Bergen](#)
- [Routines for student projects at the University of Bergen – Planning student projects](#)



University of Bergen
Faculty of Fine Art,
Music and Design

By signing this agreement, I confirm that I have read and understood the rights and obligations described in this contract.

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: _____