



# UNIVERSITY OF BERGEN

*Faculty of Fine Art, Music and Design*

## Tutor Contract for Master's students at The Faculty of Fine Art, Music and Design

The contract must be signed by 15 October in the autumn semester and 15 March in the spring semester. See page 2 for the contract text.

Master's programme <i>Master's in Fine Art</i>		
Department <i>The Art Academy – Department of Contemporary Art</i>		
Student name		
Student number (6 digits)		
Admission (year, semester)		
Contract valid from (current year, semester)		
Contract valid to (year, semester for expected graduation)		
Main supervisor	Internal [ ]	External [ ]

### Signatures

Student	Date
Main supervisor	Date
Department Chair	Date

The contract is between the Head of Department and the student. Once the student has been assigned a supervisor, and, if needed, a co-supervisor, they must also sign the contract. Students are assigned a supervisor(s) during their first semester in the programme. The contract is valid until the student is assigned a new tutor or the study permit expires.

A full-time master's student at The Art Academy – Department of Contemporary Art has the right to a minimum of 4 hours of tutorials with main tutor during each semester course, either as individual tutorials or group tutorials. The Department may, if necessary, set a limit on the number of tutorials offered. Students having more than one supervisor should reach an agreement as to how the tutorials will be divided between the supervisors.

The supervisor(s) is to keep a record of the time used for tutorials. If the student has an external supervisor, they should inform the department about the student's progress at least once a semester.

Both the supervisor(s) and the student may request that the contract be annulled. The student and the department are both required to inform one other if it becomes difficult to comply with the terms of the contract. The department assign tutors in the beginning of a semester.

If the student believes that the supervisor has not fulfilled their side of the contract, the student should report this to the department which will then decide whether it is necessary to amend or to terminate the contract. If necessary, the student will be assigned a new supervisor.

If the supervisor(s) believes that the student has not fulfilled their side of the contract, the supervisor(s) is to give notice to the department which will then decide whether it is necessary to amend or terminate the contract.

See also the *Code of Ethics at the University of Bergen*:

[https://regler.app.uib.no/regler\\_en/Part-2-Research-Education-Dissemination/2.2-Education/2.2.5.-Kvalitetssikring-akkreditering-grader-med-videre/Ethical-guidelines-for-relations-between-supervisors-and-students-or-candidates-at-the-University-of-Bergen](https://regler.app.uib.no/regler_en/Part-2-Research-Education-Dissemination/2.2-Education/2.2.5.-Kvalitetssikring-akkreditering-grader-med-videre/Ethical-guidelines-for-relations-between-supervisors-and-students-or-candidates-at-the-University-of-Bergen)

The student cannot hold the supervisor(s), department or university responsible for the final results of the work connected with the thesis.

The department keeps the signed contract. The supervisor(s) and student should have their own copy of the contract.