

Supervision agreement

For BSc, MSc, Master, and other projects

Please read the information on the last page before completing the agreement.

Project data

Name of student(s) – if in a group, please enter all names	
1.	3.
2.	4.

Name of supervisor

Link to project agreement in the project base

Supervision plan and agreements

Making a supervision agreement is about aligning expectations between supervisor and student(s) and planning the process.

Early in the process, be sure to talk to each other about the practicalities of supervision (for example means of communication, meeting frequency, other obligations, need for deadlines) as well as topics closer to the actual project (for example types of supervisor input, reading and feedback). For inspiration, you can find a non-exhaustive inspiration list of topics that could be included in the agreement on [ITU Student](#).

Use the table below to note your alignment of expectations in as many details as you find necessary. Do not include confidential information.

Finally, add a mark for agreement from both student(s) and supervisor. Please remember that the agreement is an opportunity to frame the supervision process. It is **not** a contract, and you can discuss and amend the content at any time.

Supervision plan and agreements	When
The project	
Supervision meetings	
Feedback	
Other topics	

Please add lines if needed.

Date

Please put a mark when approved

- Student(s) approve(s) this agreement
- Supervisor approves this agreement

What – who – how

Who fills in the supervision agreement?

Student(s) and supervisor fill in the document together.

You can amend the document any time.

What is a supervision agreement?

A document aligning mutual expectations regarding all aspects of the supervision.

A supplement to the project agreement in the project base.

Hours allocated for supervision per project

Type of project	Hours*
Project (7.5 ECTS)	5
Project (15 ECTS)	10
Project (22.5 ECTS)	15
Bachelor project (15 ECTS)	15
MSc thesis (30 ECTS)	30
Final project, master/diploma (15 ECTS)	15

*Including meetings, reading, examination, etc.

See [ITU student](#).

Supervision Evaluation

After submission of the project, student(s) and supervisor receive a short questionnaire with the possibility to write comments.

Timeline



Where to keep the supervision agreement

Keep the **Supervision Agreement** in your project folder in LearnIT. That way, it is always available to you and your supervisor.

First, make sure that you have submitted the **Project Agreement** in the project base. 24 hours after the project agreement has been **approved**, a folder with the title of your project opens in LearnIT.

How to save the supervision agreement in your LearnIT project folder:

1. Go to your project folder in LearnIT (the folder has the same title as your project)
2. Open Discussion Forum
3. Click "Add a new discussion topic"
4. Write *supervision agreement* in the "Subject" field
5. Attach the completed supervision agreement
6. Click "Post to forum"

If you need to change the supervision agreement, you can add a new discussion topic with an updated file.

More information

For further information about projects and supervision, please consult [ITU Student](#) or [intranet](#) (supervisors only).