Agreement for supervision of Master thesis

* To be handed to the WISP office *

By signing this form, supervisor and student agree to cooperate to conduct a study that will be described in the Master thesis.

For an effective cooperation You should have compatible expectations and agree on the way of Your cooperation. In particular, it is important You discuss and agree on at least the following issues:

- Frequency of meetings
- Form of communicating
- Work plan for the different semester, with clearly defined goals / milestones
- What deadlines are there?
- What degree of freedom with choosing a topic do you provide/ expect?
- How much assistance with suggesting literature and theory do you provide/ expect?
- How much of assistance with statistical analysis do you provide/ expect?
- What is the amount and level of detail of feedback on writing you provide/ expect?

After semesters 1, 2 and 3 an opportunity must be created to evaluate the cooperation and progress.

Indicate your agreement by marking the boxes and signing below

Supervisor		Student
☐	We subscribe to the general mutual expectations listed in the appendix	☐
☐	At the start we will explicitly discuss and agree on the topics listed above	☐
☐	We will agree on clearly formulated requirements for semesters 1, 2 and 3	☐
☐	We will have an evaluation meeting at the end of semesters 1, 2 and 3	☐

_____	_____
Name	Name
_____	_____
Signature	Signature
_____	_____
date	date

Hand in only this page to the WISP office, the appendices are to be kept by supervisor and student

Appendix to the agreement for supervision of Master thesis

- Supervisor's copy -

The following mutual expectations are general and are a minimum.

Expectations on behalf of the student:

- The supervisor is available for regular meetings, at least once a month.
- Emails are read and responded to or discussed within a reasonable amount of time.
- To receive feedback and guidance with regard to theory, data analysis and writing.

Expectations on behalf of the supervisor:

- The student comes prepared to meetings.
- The student is able to work independently and proactively in between meetings with regard to searching a topic and literature, writing, etc.; the role of the supervisor is to direct the student.
- Student will receive assistance with selecting the appropriate statistical analysis, but will be able to carry out the analysis (partly) independently.
- Student will implement oral and written feedback, and will record oral conversations if necessary to remember the feedback later on.

Please discuss / agree on the topics listed below

- Frequency of meetings: (monthly / every two weeks / weekly)
- Form of communication: (during meetings / email / Facebook / phone / other_____)
- What is the level of the student's statistical skills, and how does this impact the need for assistance later on, or how should this be taken into account when deciding on the study design?
- What to do in case of lack of responsiveness of either side or in case of not showing up on a meeting?
- Agree on clear requirements that need to be met for receiving a passing grade for semesters 1, 2 and 3. Determine these at the start of each semester.
- What are the deadlines for:
  - Formulation of problem and research question
  - Literature review
  - Detailed outline of research plan
  - Data collection
  - Sections/ drafts of the thesis
  - Final thesis
- After semesters 1, 2 and 3, what is the date of evaluation of the cooperation and progress and planning of the following semester?

Appendix to the agreement for supervision of Master thesis

- Student's copy -

The following mutual expectations are general and are a minimum.

Expectations on behalf of the student:

- The supervisor is available for regular meetings, at least once a month.
- Emails are read and responded to or discussed within a reasonable amount of time.
- To receive feedback and guidance with regard to theory, data analysis and writing.

Expectations on behalf of the supervisor:

- The student comes prepared to meetings.
- The student is able to work independently and proactively in between meetings with regard to searching a topic and literature, writing, etc.; the role of the supervisor is to direct the student.
- Student will receive assistance with selecting the appropriate statistical analysis, but will be able to carry out the analysis (partly) independently.
- Student will implement oral and written feedback, and will record oral conversations if necessary to remember the feedback later on.

Please discuss / agree on the topics listed below

- Frequency of meetings: (monthly / every two weeks / weekly)
- Form of communication: (during meetings / email / Facebook / phone / other_____)
- What is the level of the student's statistical skills, and how does this impact the need for assistance later on, or how should this be taken into account when deciding on the study design?
- What to do in case of lack of responsiveness of either side or in case of not showing up on a meeting?
- Agree on clear requirements that need to be met for receiving a passing grade for semesters 1, 2 and 3. Determine these at the start of each semester.
- What are the deadlines for:
  - Formulation of problem and research question
  - Literature review
  - Detailed outline of research plan
  - Data collection
  - Sections/ drafts of the thesis
  - Final thesis
- After semesters 1, 2 and 3, what is the date of evaluation of the cooperation and progress and planning of the following semester?