



International Contract¹ Master research project

Master AI / HMC²

(title of project)

Start date: _____ End date: _____

Date first progress meeting³: _____

Date second progress meeting⁴: _____ This contract **does** / **does not**¹ have a appendix⁵.

A Student: _____ (name)

Student number: _____

hereby declares to execute the research project.

Signature student: _____ Place and date: _____

B Internal supervisor⁶: _____ (name)

hereby declares: (please tick appropriate boxes)

- ☐ to approve the master research proposal
☐ to supervise the student (\pm 40 hours)

Signature Internal supervisor: _____ Place and date: _____

C External supervisor: _____ (name)

hereby declares: (please tick appropriate boxes)

- ☐ to approve the master research proposal
☐ to supervise the student (\pm 40 hours)
☐ that the time and means necessary for this project will indeed be available to the student.

Signature External supervisor: _____ Place and date: _____

D Co-ordinator Master project Dept AI: Dr. F. Cnossen

hereby declares: (please tick appropriate boxes)

- ☐ that the student has received 60 EC of his/her Master programme and thereby fulfills the requirements for starting the Master project
☐ to approve the master research proposal

Signature Co-ordinator Master projects: _____ Place and date: _____

¹ This contract has to be signed by all parties **before** the project starts!

² Strike through what does not apply.

³ The progress of the project should be evaluated two months after the project start, see Comments later.

⁴ The progress of the project should again be evaluated five months after the project start.

⁵ This appendix may include agreements concerning the transfer of data, results and/or software from the student at the end of the project, see also Master Project Regulations.

⁶ Internal supervisor: Faculty Member of the Dept Artificial Intelligence, University of Groningen, NL.

Address information of student and supervisors

A Address information student

Phone: _____ Email: _____

Address: _____

Postal code: _____ Place: _____

B Address information *internal* supervisor

Phone: _____ Email: _____

C Address information *external* supervisor

Phone: _____ Email: _____

Institute: _____

Department: _____

Address: _____

Postal code: _____ Place: _____

Comments on the Master research project contract

*The contract has to be signed by all parties **before** the project starts!*

Further agreements

This is a **standard contract** that might not cover all possible agreements between student and supervisor(s). Supervisor(s) and student may make further agreements, without putting them in writing. It is, however, also possible to attach further written agreements to this contract. At the end of this document is an **standard form** that may be filled out by student and supervisor, and may be attached to this contract, to be handed in to the Co-ordinator Master projects. It is *strongly advised* that this form is indeed filled out, in the interest of the student and of the supervisors.

Such agreements may include:

- nature and frequency of supervision
- transfer of data, results and/or software from the student at the end of the project
- deadlines and plans
- frequency and manner by which internal supervisor will be kept updated on the progress of the project

Internal and external supervisors

The Master research proposal has to be approved by the **two** supervisors: both the internal supervisor (Faculty Member of the Department of Artificial Intelligence, Univ. of Groningen, NL) and the external supervisor. The main responsibility for the quality of the research project and the grading lies with the internal supervisor.

Grading

The Department of Artificial Intelligence, Univ. of Groningen, NL, uses a standard evaluation form. This can be downloaded at the website of AI, rug.nl/ai.

More than 2 supervisors

In case of more than 2 supervisors, two signatures suffice: one of the main internal supervisor and of the main external supervisor.

Progress meeting

Two months after the start of the project, student and supervisors discuss its progress in a formal progress meeting. In this meeting student and supervisors evaluate the progress of the project, the work done by the student and the supervision by the supervisors. It is possible to make additional agreements regarding the (nature of) supervision. The main aim of the meeting is for all parties involved to express their opinion on how to proceed with the project. If there are strong indications that the project will not have a successful outcome, all parties (student and supervisors) are entitled to end the co-operation unilaterally.

Normally, it is preferable to have this meeting with all supervisors and the student. This is usually impossible with international projects. This meeting will usually take place between the student and the external supervisor. Preferably, the internal and external supervisor will have discussed the progress before this meeting actually takes place. The student should send a written account of this meeting and the agreements made to both supervisors.

Further Procedure

The signed **contract** is handed in by the student **together with the research proposal and a “Progress” print** that shows the student has completed 60 EC of the Master programme to the Master project co-ordinator of Artificial Intelligence (Fokke Cnossen). When she has acknowledged that the student has indeed fulfilled all requirements, she will approve the proposal on behalf of the AI department.



Further agreements regarding Master research project

Master AI / HMC

of _____ (name student)

Student and supervisors agree on the following:

Signature student:

Date: _____

Signature internal supervisor:

Date: _____

Signature external supervisor:

Date: _____

Initials Co-ordinator AI/HMC Research Projects: