



# Thesis contract

Please read the enclosed guidelines before filling in the contract

## 1. Personal information

Name: \_\_\_\_\_ Civil reg. no.: \_\_\_\_\_

Alumni email: \_\_\_\_\_ Tel. no.: \_\_\_\_\_

MSc programme: \_\_\_\_\_

## 2. Information about main supervisor

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Department: \_\_\_\_\_

## 3. Information about head of studies

Name: \_\_\_\_\_ Email: \_\_\_\_\_

## 4. Information about co-supervisor (if any):

(NB: Must be filled in if the thesis is carried out in cooperation with a company; see item 6)

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Place of employment: \_\_\_\_\_ Percentage of supervision: \_\_\_\_\_

NB. The percentage of supervision must be 25%, 50% or 75%, if co-supervisor is employed by another department or university than the main supervisor. The field is left empty, if the thesis is carried out in cooperation with a company.

## 5. Information about the thesis

Thesis workload (ECTS): \_\_\_\_\_

Date of commencement of the thesis: \_\_\_\_\_

Deadline for submission of the thesis: \_\_\_\_\_

30 ECTS-point: 6 months 45 ECTS-point: 9 months 60 ECTS-point: 12 months

If courses are followed concurrently with the thesis, these must be stated in the table below and the deadline for submission is extended correspondingly by the total ECTS load of the courses.

Deadline for submission of oral defence: \_\_\_\_\_

**The oral defence must be held four weeks after submission of the thesis at the latest** (July excluded)

Working title of the thesis:

Thesis outline:

Please state in which language the thesis report is prepared:

English: \_\_\_\_ Danish: \_\_\_\_ Other: \_\_\_\_\_

The thesis must, as a general rule, be written in English, but may be written in Danish or another language as agreed with the main supervisor and the director of studies.

## 6. Information about the thesis period

Duration and timing of primary data collection/experimental work:

Is the thesis carried out in cooperation with a public or private company/organisation? \_\_\_\_\_

Please state the name of the company/organisation: \_\_\_\_\_

**NB:** Remember to provide information about your co-supervisor from the company/organisation; see item 4.

Is the thesis expected to involve a stay abroad (duration, location):

Date of midway seminar (if any): \_\_\_\_\_

Is a written academic and methodical assessment requested from the supervisor and examiner? \_\_\_\_\_

### Concurrent courses

In this table, **the thesis student states** which courses, if any, are followed concurrently with the thesis as well as the courses' ECTS credits.

7,5 ECTS-point = 1.5 months extra, 15 ECTS-point = 3 months extra    22 ECTS-point = 4.5 months extra    etc.

Course title	ECTS credit(s)

### Please provide the following information for group theses

#### 7. Information about group members

Name: \_\_\_\_\_ Civ. reg. no.: \_\_\_\_\_

Name: \_\_\_\_\_ Civ. reg. no.: \_\_\_\_\_

Name: \_\_\_\_\_ Civ. reg. no.: \_\_\_\_\_

#### Information about thesis report and defence

The thesis report is prepared as a:      Joint report    ☐    Report with individual contributions    ☐

The thesis defence is held as a:      group exam    ☐    Individual exam    ☐

**The thesis contract is signed by all participants on page 4.**

## 8. Signatures

_____	_____
Date	Thesis student
_____	_____
Date	Main supervisor
_____	_____
Date	Head of studies
_____	_____
Date	Head of department

The institute must send the signed contract to: [specialekontrakter@science.ku.dk](mailto:specialekontrakter@science.ku.dk).

Please write "[Programme title] - Thesis contract" in the subject field.

### Guidelines for filling in the thesis contract

The thesis contract must be filled in in accordance with the Master's thesis rules of the Faculty:  
[www.science.ku.dk/english/courses-and-programmes/students/](http://www.science.ku.dk/english/courses-and-programmes/students/) > Click on your programme > Study Programme > Master's Thesis.

The thesis contract must be filled in by the student and the main supervisor.

It is the student's responsibility to ensure that the thesis contract is filled in before the project is commenced, and to hand in the contract when the head of studies must sign it.

When signing the thesis contract, the student guarantees that the master's programme can be completed with the thesis and potential courses specified in the contract, and that the master's programme can be completed within the maximum period of study.

When signing the thesis contract, the student furthermore guarantees that the university's guidelines on how to avoid plagiarism have been read: [www.science.ku.dk/english/courses-and-programmes/students/](http://www.science.ku.dk/english/courses-and-programmes/students/) > Click on your programme > Examination > Plagiarism and Cheating.