**Agreement for supervision for ACIT students (long thesis)**

This agreement is a contract between student, supervisor(s), and the Head of Department of Computer Science at TKD/OsloMet concerning the completion of the master degree at the full-time master programme Applied Computer and Information Technology (ACIT)

Forskrift om studier og eksamen ved OsloMet[[1]](#footnote-2) (Regulations relating to studies and exams at OsloMet) applies to this agreement.

We also refer to the ethical guidelines for supervision at OsloMet[[2]](#footnote-3)

# Personal information (student)

|  |
| --- |
| ***Surname, First name(s): Adam Emile Aske*** |
| ***Student no. (6 digits): adask2429*** |
| ***Email:*** [***adask2429@oslomet.no***](mailto:adask2429@oslomet.no) |
| ***Tel.: 94826542*** |

Specialization: ACIT Biomedical Engineering

Year of admission:

The student will follow the approved programme plan that was in effect of the year of admission.

Master thesis working title:

**Probing Neuro-Glial Responses via Over-Extremities Stimulation and hybrid EEG/fNIRS Signals**

# Supervisor(s)

Students are appointed a principal supervisor. Occasionally, a co-supervisor may be relevant.

|  |  |  |
| --- | --- | --- |
|  | ***Contact information*** *(Email, Tel.)* | *Internal(I) /External(E)* |
| ***Principal supervisor*** *(hovedveileder):* | Peyman Mirtaheri | I |
| ***Co-supervisor*** *(biveileder):* | Ali Muhtaroglu | I |
| ***Co-supervisor*** *(biveileder):* | Haroon Khan | I |

**Period of supervision**

The supervisor is given a total allotment of 35 hours for their role as supervisor, which they are expected to organize in accordance with the current guidelines for supervision. As a norm, we expect weekly or bi-weekly meetings during the most intense periods. Any additional time that the supervisor prioritizes for this project is assumed to be a part of their own research time. The student should expect that the supervisors time and attention increases as the project progresses, but should respect that the supervisor will have to balance several priorities.

|  |  |
| --- | --- |
| **Start date supervision** (*dd.mm.yyyy*) : 01.01.2024 | |
|  | **Planned submission** *(mm.yyyy)[[3]](#footnote-4)* |
|  | 05.2025 |

Any changes to the dates in the above plan that exceeds the study right period and may affect the student’s individual education plan requires an application to the Faculty Student Administration.

Should the supervisor be on long-time leave of absence, the student will, if necessary, receive a new supervisor. The Head of Department decides on a new supervisor.

For students on leave of absence, § 4-5 in the Regulations related to studies and exams at OsloMet[[4]](#footnote-5) applies.

# Rights and obligations in the supervisory relationship

## Supervisor rights and obligations

* Read the ACIT supervision guidelines and OsloMet ethical guidelines for supervisors
* Inform the student what the supervision entails for both parties (student and supervisor)
* In the first supervision meeting of the semester, agree with the student on milestones (deadlines for draft submissions) during the semester and when feedback can be expected
* Give advice on formulating and limiting the thesis topic and problem statement
* Discuss and assess theory and choice of method(s)
* Give guidance in scientific literature and data sources
* Discuss the presentation (composition, documentation, language etc.)
* Discuss the results, their interpretation and presentation
* Ensure the student is informed of research ethics, regulations and legislation relevant to the student’s master thesis work
* Ensure that any relevant applications or forms related to ethical or legal aspects (e.i. NSD-form) of the master thesis work are completed and sent to the appropriate authority in reasonable time before data collection is commenced
* Notify the administrative coordinator if there are any major changes in the proposed project plan, such as submission delays or curriculum adjustments, which would require assistance from the student administration
* Inform the coordinator of the specialization track to which the student belongs if the research and other tasks are in severe jeopardy and more follow-up may be needed

## Student rights and obligations

* Contact the supervisor(s) to start supervision sessions early in the semester
* Plan for completion and finalization of the master thesis
* Familiarize with the mandatory assignments and course work requirements in ACIT5900
* Prepare for the supervision meetings
* Keep the supervisor(s) regularly updated on the progress of the master thesis work
* Submit written material to the supervisor(s) in reasonable time before scheduled supervision meetings when applicable
* Actively and consciously assist in the supervisors responsibility to assess the legal and ethical aspects of the project, including preparing and sending in the necessary forms for legal compliance.
* Unless agreed otherwise, the student retains full copyright ownership of the master thesis including results, methods, documents, computer programmes, software, prototypes and other materials and products prepared or developed by the student in connection to the thesis. OsloMet however claims joint ownership of any inventions which result from research conducted at the university. This means that the thesis or related products can be used by OsloMet for teaching or research purposes free of charge. Unless otherwise agreed, collaborators (external or internal) may claim joint ownership rights to a master thesis that is a product of cooperation between the student and one or more parties. Thesis’ that are subject to confidentiality by § 13 of The Norwegian Public Administration Act (Forvaltningsloven) will not be published in ODA (Open Digital Archive). Confidentiality due to other restrictions (embargo time) can be made valid for a maximum of 5 years.

## Changing of student – supervisor relationship

Should any of the parties (student, supervisor) wish to change this supervisory relationship, this is possible by application to Head of Department and the administrative coordinator. Such an application must include reasons for the desired change. The resolution of such a request will be handled in accordance with the current guidelines and may entail a collaborative effort on all the involved parties.

# Signatures (student, supervisor(s))

*Place, Date:*



*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*



*(student) (principal supervisor)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(co-supervisor) (co-supervisor)*

# Approval/signature Head of Department

*Place, date:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*(Head of Department)*

1. <https://lovdata.no/dokument/SF/forskrift/2012-06-26-718> (English translation: <https://student.oslomet.no/en/regulations-studies-examinations-hioa>) [↑](#footnote-ref-2)
2. <https://ansatt.oslomet.no/documents/585743/81539193/Ethical+Guidelines+for+Supervision+at+OsloMet/0e122cbd-f794-145f-dc53-8b456923f95a> [↑](#footnote-ref-3)
3. According to normal study progression. [↑](#footnote-ref-4)
4. <https://student.oslomet.no/en/regulations-studies-examinations-hioa> [↑](#footnote-ref-5)