Supervision agreement

For BSc, MSc, master and other projects

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

1   Project data

Name of student(s) – if in a group, please fill in all the students' names	
1. Alexandre Jean-Pierre Vanini	3. -
2. -	4. -

Name of supervisor
Payam Zahadat

Link to project agreement in the project base
https://mit.itu.dk/ucs/pb/project.sml?project_id=5411844

2   Supervision plan and agreements

A very important part of the supervision agreement is the alignment of expectations: how you want to frame the future cooperation.

Early in the process, sit down together and be sure to talk about the practicalities (for example communication, meeting frequency, other obligations, need for deadlines) as well as topics closer to the actual projects (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 in the written part of the agreement.

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	
Both the student and the teacher is responsible for time management	
There is no other researchers from ITU or from the outside involved in this project	
Supervision meetings	
Every other Thursday at 11am for around 15 to 30 minutes	
Meetings will most likely take place in the DR building, third floor	
Feedback	
We will have a google document where the supervisor can easily add feedback	
Feedback will be given during the meetings and/or by email	
Other topics (few dates)	
A first structure of how should the final hand in look like (word document)	October 8th
Start writing about the collected knowledges	November 15th
Multiple read throughs of the "final" document, to get feedback and adjust where needed	A week before the hand in
The student has a part time job that may influence meetings	

Please add lines if needed.

Date

22.09.2020

Please put a mark when approved

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

_____

Important information

Who fills in the supervision agreement?

Student(s) and supervisor fill in the document together no later than week 1 of the project.

You can amend the document any time.

What is a supervision agreement?

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

A supplement to the project agreement in the project base.

Hours allocated for supervision per project

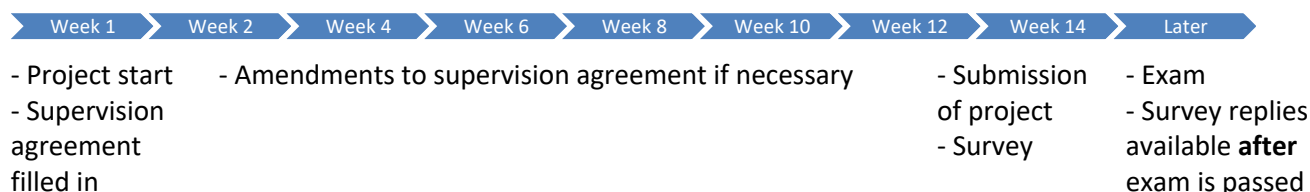| Type of project	Hours*
Project (7.5 ECTS)	5
Project (15 ECTS)	10
Project (22.5 ECTS)	15
Bachelor project (15 ECTS)	15
MSc thesis (30 ECTS)	30
Final project, master/diploma (15 ECTS)	15

*Including everything (meetings, reading, examination, etc.). See ITU student.

Evaluation

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

The student evaluation results will only become available to the supervisor **after** the exam is passed.

Timeline

Week 1	Week 2	Week 4	Week 6	Week 8	Week 10	Week 12	Week 14	Later

- Project start
- Supervision agreement filled in

- Amendments to supervision agreement if necessary

- Submission of project
- Survey

- Exam
- Survey replies available **after** exam is passed

Where do I save the supervision agreement?

Make sure that you have **submitted the project agreement** in the project base.
24 hours after the project agreement in the project base has been **approved**, a folder with the name of your project opens in LearnIT.

Save the supervision agreement in your LearnIT project folder:
1. Go to your project folder in LearnIT (the folder has the same name 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).