



Information on Contract Final Research Project

Master Artificial Intelligence

The following contract covers the basic agreements between student and supervisor(s).
*The contract has to be signed by all parties **before** the project starts.*

Progress meeting

Two months after the start of the project, student and supervisor(s) discuss its progress in a formal progress meeting. Preferably, the internal and external supervisor will have discussed the progress before this meeting actually takes place. In this meeting they evaluate the progress of the project, the work done by the student and the supervision by the supervisor(s). 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 cooperation unilaterally. The student should send a written account of this meeting and the agreements made to both supervisors.

Internal and external supervision and grading

When planning a project outside of the AI department, please contact the coordinator of the Master's research projects (Marleen Schippers: marleen.schippers.rug.nl). In case of an external project outside of the University of Groningen, an additional contract is needed to formalize the agreements between the university, the company/institute and the student.

The master's research proposal has to be approved by **two** supervisors: the internal supervisor (Faculty Member of the Department of AI, University of Groningen) and by a second supervisor. This second supervisor may be an internal (AI) faculty member, but can also be external. In case of more than two supervisors, two signatures suffice (internal supervisor and first external supervisor).

Keep in mind that the main responsibility for the quality of the research project and the grading lies with the internal supervisor. Assessment will take place according to the standard assessment form of the Department of Artificial Intelligence.

Further agreements

This contract is a standard contract with the necessary agreements between student and supervisor(s). In the interest of both the student and the supervisor(s), it is *strongly advised* that other agreements between student and supervisor(s) are written down in the section 'Further agreements'.

Such agreements may include:

- nature and frequency of supervision (meetings)
- transfer of data, results and/or software from the student at the end of the project
- deadlines and plan
- frequency and manner by which internal supervisor will be kept updated on the project
- known periods of absence (e.g. planned holidays)

Further procedure

The signed **contract** is handed in by the student **together with the research proposal** through means of the online [Master Project Start Form](#), which can be found on the Student Portal of the UG. Furthermore, the student has to have their [study programme approved](#) by the Board of Examiners. The student can apply for this through ProgressWWW. The coordinator of the master's research projects AI will approve the proposal on behalf of the AI department after it has been handed in through the Master Project Start Form.



Contract Final Research Project

Master Artificial Intelligence

Title of project: _____

Start date: _____ 1st progress meeting: _____

End date: _____ 2nd progress meeting: _____

Progress of the project should be evaluated after 2 and 5 months

A. Student: _____ (name)

Student number: _____ Phone: _____

Email: _____

hereby declares to execute the research project

B. Internal supervisor: _____ (name)

Internal supervisor should be a Faculty Member of the Dept Artificial Intelligence, University of Groningen

hereby declares: *(please tick appropriate boxes)*

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

C. Second or external supervisor: _____ (name)

Email: _____

Phone: _____

Institute: _____

Department: _____

Address: _____

Postal code: _____ Place: _____

hereby declares: *(please tick appropriate boxes)*

- ☐ to approve the master's research proposal
- ☐ to supervise the student (\pm 40 hours)
- ☐ to assess the master's research project
- ☐ that time and means necessary for this project will be available to the student
(in case of an external project)



D. Third supervisor (external): _____ (name)

A third supervisor is optional and only for external projects. No signature is required from this supervisor.

Email: _____

Phone: _____

Institute: _____

Department: _____

Address: _____

Postal code: _____ Place: _____

hereby declares: *(please tick appropriate boxes)*

- ☐ to approve the master's research proposal
- ☐ to supervise the student (\pm 40 hours)
- ☐ time and means necessary for this project will be available to the student
(in case of an external project)

Further agreements *(e.g. frequency of supervision, plan and deadlines, known periods of absence, etc)*

Student and supervisors agree on the following:

A. Signature student

place and date:

B. Signature internal supervisor

place and date:

C. Signature second or external supervisor

place and date: