

A paper of expectations for supervisors and master's programme students at the Department of Biology

From being a former Bachelor student you are now facing a new situation as a Master student and after having so far taken exam in different subjects you will now do a greater work, the master project, which will be a new challenge for you. This will be an exciting period for you and we hope that some guidelines settled in this paper will give an impression of what we can expect of you as a master student and what you can expect of the one who will be appointed as your supervisor. It is important that you at the beginning of your master study period try to find a supervisor who is working within your field of interest.

The supervisor's expectations of you as a master student

The student should be motivated to fully concentrate on the study and allocate time and effort that will be required in order to complete the study successfully.

The student should give the supervisor full insight into the thesis work and the schedule for the thesis work.

The student should accept advice from the supervisor at an early stage if problems occur and respond immediately to the supervisor's ideas.

The student should keep regular contact and have meetings according to the agreed plan.

The student should keep the deadlines and complete duties according to the agreement.

The student should submit her/his text to the supervisor for comments within reasonable time before the agreed meeting. The supervisor and the student must agree on what 'within reasonable time' is.

If the student is not able to submit text by the agreed deadline the supervisor must be informed and the student must inform the supervisor about the new date of handing-in. The student should keep in mind that the delayed handing-in might have consequences for the supervisor's new feedback.

The student should be well prepared for the meetings.

The student should keep the agreed time for the meetings and be co-responsible to avoid any possible interruptions (switch off the telephone etc).

The student should try to participate both in academic as well as social activities at the department.

The student must be responsible for having taken 60 ECTS before the final examination can take place.

The student should participate on at least one another's master thesis presentation.

The student's expectations of you as a supervisor

The supervisor should give the student guidance into all elements relevant for the thesis.

The supervisor's academic competence should be available for the student.

The supervisor should give the student sufficient guidance/training into the methods that should be used in the lab, field as well as into the statistical methods.

The supervisor should include a co-supervisor to take care of parts (for example statistics) that he/she is not competent in.

The supervisor should give constructive, relevant and thorough feedback to the student.

The supervisor should ensure that the student's work is not being too large (60 ECTS correspond to 10 months/40 weeks)

The supervisor should involve the student in activities in the research group or in other research groups.

The supervisor should follow up and keep constantly informed about the student's work.

When having accepted to be a supervisor he/she should give the co-operation with the student the priority that is expected.

The supervisor should have regular meeting with the student according to what has been agreed.

The supervisor should do the best to read the text and give feedback to the student by the agreed deadline.

If the student is not able to give feedback by the deadline the student should be informed about this and at the same time be given a new deadline.

The supervisor should be well prepared for the meetings with the student.

The supervisor should keep the time for meetings that have been agreed upon and ensure that the discussion can be held without any possible interruptions (switch off the telephone etc).

The supervisor should in case of absence (for example on research leave) ensure that the student's work is being satisfactory followed up.

The supervisor should give good information on relevant subjects.

The supervisor should follow up that the student takes the subjects/special reading that are compulsory in the master degree.

The student should be a member of the supervisor's research group and the research group has the superior responsibility regarding following-up and the supervision.

Responsibility in common

The student and the supervisor should in co-operation work out 1) Agreement and plan for the study including the project description and 2) Essay (please see the 'master wheel' regarding the deadlines).

Finally, if the student and/or the supervisor do not follow the guidelines settled in this paper the Study Section should be contacted so that one can find a good solution how to proceed.