



Contract of Supervision

This document is a cooperation agreement, that is intended to ease and optimise how supervision is given from the supervisor to the students. This is done by balancing the mutual expectations between the supervisor and the students. Furthermore, this document outlines the practical aspects regarding the supervision.

This document should not be considered as a legal document, but rather serve as an inspiration for a discussion that should take place during the first supervisor meeting.

The students are expected to fill potential gaps in this document and regularly updating it to accommodate for any changes in the circumstances regarding the project work.

The supervisor's goals

- 1 To motivate the learning process of the students in relation to the AAU model i.e. project and problem oriented work
- 2 That the students attain academic knowledge within the academic learning goals of the given semester
- 3 To promote independence, curiosity and creativity.

The supervisor's expectations

- 1 That the students work seriously
- 2 That the students themselves take initiative at
 - Defining their problem
 - Defining the outline of the problem
 - Finding relevant literature
 - Seeking help from each other and from the supervisor
- 3 That the students are honest to each other and to the supervisor.

Students' goals and expectations

The following may serve as a reference, but the students are expected to revise and add relevant remarks.

- 1 To gain specific knowledge (within a course, programming, cooperation, independent work, structuring of the work, etc.)
- 2 To pass the project course
- 3 To get a grade of "XX"
- 4 Expectations to the supervisor and the supervision



- 5 Taking advantage of old experiences of good and bad things about the supervision. What should be repeated and what should be avoided?
- 6 Comments to the supervisor
- 7 Etc.

After having written the problem analysis, it would be a good idea if the group formulates some specific academic goals relating to specific subjects, that they would like to master through the project work.

Supervisor meetings

- 1 As needed, though as a rule of thumb at least once every fortnight – rather once a week in the beginning, if there is a need for it.
- 2 The students must take initiative at planning meetings.
- 3 The students must make the agenda ahead of time – depending on the amount of material that the supervisor has to respond to.
- 4 Meeting minutes should be made by the students containing: meeting agenda, decisions and the arguments made, agreements of who is to do what before the next meeting (both students and supervisor).
- 5 Meeting agendas and minutes may be shared with the supervisor through a project web page that the students create and maintain.
- 6 Apart from the supervisor meetings, the students may ask questions to the supervisor via e-mail, by telephone (calling/SMS) or by passing by the supervisor's office.

Allocated supervisor hours

Before starting the project work, students and supervisor should match how much supervision students can expect to receive. According to AAU's "Aftale om undervisningsrekvisitons-norminering og undervisningstilrettelæggelse", the hours are calculated according to the following standard:

- Project supervision per student per ECTS points: 0.7 hours

An example of calculating supervisor hours for a bachelor's project of four students is:
 $15 \times 4 \times 0.7 = 42$ supervisor hours for the group incl. examination.

However, max. supervisor hours per group are

- 10 ECTS projects: 49 hours
- 15 ECTS projects: 65 hours
- 20 ECTS projects: 80 hours
- 30 ECTS projects: 63 hours
- 50 ECTS projects: 105 hours

Working sheets

- 1 Are communicated via the project website or by e-mail. The students should indicate what type of feedback is needed (general, specific, both).
- 2 The students should indicate how the supervisor is to prioritize the reading of the material.
- 3 The students should indicate how thoroughly written the material is (finished, draft, etc.).
- 4 The students may normally keep the written comments from the supervisor.



- 5 The supervisor is not expected to proofread the material but may make remarks about misleading sentences.
- 6 Working sheets, that are given to the supervisor, have been read and corrected by all group members.

Midterm seminar

About halfway through the project a midterm seminar may be held. The purpose is to take stock and the aim is to gain an overview. At the seminar, the following points are presented by the students (with slides) and with an ongoing discussion

- 1 Status of the project
- 2 Problem formulation of the project (has it changed and why?)
- 3 Issues (technical, practical, academic)
- 4 Timeline for the rest of the semester and the changes that have been made
- 5 Working structure (sub-groups, knowledge sharing)
- 6 Status on the cooperation in the group
 - What can be done better?
 - Suggestions for changes
- 7 Status on the cooperation with the supervisor
 - What can be done better?
 - Suggestions for changes.

Notice that the midterm seminar is not mandatory and that the above points may also be discussed at regular supervisor meetings and the supervisor may always be contacted by e-mail, telephone or at the supervisor's office.