



## Ethical guidelines for supervision at UiT the Arctic University of Norway

Laid down by:	The Board of UiT the Arctic University of Norway (UiT)	Date:	27/10/2016
Responsible department:	Research, Education and Communication Division	Id:	2016/7526
Last modified by:	Research Administration and Quality Education Section	Date:	22/04/2022

*This is a translation. The Norwegian original has official status. In the event of any inconsistency the Norwegian version shall prevail.*

The guidelines apply to supervision at bachelor- master- and PhD level and are to be enclosed with the contract of supervision.

UiT has the superior responsibility for the supervision.

- 1. The supervisor is to ensure that the student receives good academic support in their work.**
  - a. The academic competence of the supervisor must be made available to the student.
  - b. The supervisor must follow the work of the student and keep updated on the progress.
  - c. The supervisor must assist the student to get in touch with other researchers and environments with special competence in the relevant field.
  
- 2. Both the supervisor and the student are to do their best to ensure a qualitatively good result.**
  - a. The supervisor must be aware of and act if a project seems unrealisable, or if there are signs that the student will have problems completing.
  - b. The student must be dedicated to investing necessary time and effort required by the program.
  - c. The student must be open and susceptible to suggestions from the supervisor.
  - d. If problems arise, the student must give the supervisor complete access to information about the work and its progress and accept advice from the supervisor at an early stage.
  
- 3. The supervisor and the student have a mutual responsibility for the supervision to take place in an acceptable way.**
  - a. The supervisor is to give the cooperation with the student the priority agreed to when accepting the responsibilities of a supervisor.
  - b. The supervisor and the student both have a responsibility to keep regular contact according to the agreement between the two parties.
  - c. The supervisor must give feedback to the texts submitted by the student within a timeframe that does not prevent progression.
  - d. If the supervisor is unable to give feedback immediately, the student must be informed of this, and receive information about when feedback can be expected.
  - e. The supervisor and the student are both responsible for being well prepared for the supervision.
  - f. The supervisor must comply to the agreed sessions for supervision, and make sure that the meeting is undisturbed (close telephone etc.).
  - g. The supervisor must ensure satisfactory academic support and supervision during the supervisor's absence (during sabbaticals etc.).
  - h. The student must endeavour to keep deadlines and complete tasks as agreed.
  - i. The student must submit texts for reading within a reasonable time before scheduled meeting with the supervisor.

- j. The supervisor must assist the student in receiving training in necessary systems that are relevant for the project as soon as possible.

**4. Both the supervisor and the student are responsible for carrying out the work with scientific integrity.**

- a. The supervisor is to impart to the student the basic ethical rules of research relevant to the field.
- b. The supervisor must be aware of, and guide in research ethical questions related to the student's work.
- c. The student is to acquaint with and adhere to the research ethical norms within the field and ask for advice from the supervisor when in doubt.
- d. If the supervisor wishes to use the student's data or research results in their own publications or research, permission must be obtained from the student in advance. The rules of conduct for reference and credit to the contribution of other people's work must be followed.
- e. Being a supervisor is not itself a basis for co-authorship. The rules of co-authorship as set out in the Vancouver recommendations, and national research ethical guidelines for co-authorship apply.

**5. Both parties must respect the academic and personal integrity of the other party, and refrain from any action that can be perceived as offensive.**

- a. The supervisor has the main responsibility for ensuring that supervision takes place in an objective and professional manner and must be aware of the asymmetry that exists in the guidance situation.
- b. The supervisor must refrain from all comments/actions that may violate the integrity of the student.
- c. The student must show the same respect for the supervisor.
- d. The supervisor must not exploit their authority to their own advantage, or to obtain private services or favours.

**6. Personal and confidential information imparted in connection with supervision must be treated confidentially by both parties.**

- a. The supervisor must avoid discussing internal, collegial matters with the student.
- b. The supervisor must not discuss the student's affairs with other students.
- c. The student must show the same consideration towards the supervisor.

**7. Professional distance.**

- a. It is the supervisor's responsibility to ensure that the necessary professional distance is kept, and to avoid situations that can lead to it being disturbed.
- b. The supervisor and the student must not be related or have common private economic interests. Nor are they to have a sexual relation or be in a romantic relationship with each other.
- c. If a romantic relationship/voluntary sexual relation between the parties nevertheless arise, the supervisor has the responsibility to notify the heads of the department or the faculty. The supervision is to be terminated in such cases.
- d. If the supervisor and the student are close friends, both parties must be aware of the importance of clear boundaries between the professional and the private spheres.
- e. The supervisor must not accept any form of payment for the supervision apart from what is agreed on with the university.
- f. If a student has several supervisors there must normally not be a romantic relationship or family relations between any of the supervisors. However, the faculties can make exceptions after a specific evaluation.

**8. The supervisor and the student have a mutual responsibility for solving conflicts.**

- a. Both parties should be able to address problems in the professional relationship or related to the progress of the work and make an effort to contribute to a constructive solution.
- b. The faculty is responsible for and must have routines for, solving any conflicts between supervisor and student that the parties cannot solve on their own.
- c. If the supervisor and/or the student find it necessary to terminate the supervision, the faculty must have routines to handle the change of supervisor in an orderly and satisfactory manner.
- d. The faculty must facilitate so that the student does not suffer any harm if the supervision is terminated.

- e. In the event of a breach or suspicion of a breach of these guidelines, notification may be given, in writing or orally to the nearest unit, through UiTs Si ifra-portal or to the Student Ombudsman.