

Contract between the project leader¹ and UNISprout

Full name:

Position:

Name of supervisor:

The project leader (the person in charge of the project description for UNISprout) consents to the following demands:

In general:

1. You have responsibility to inform your supervisor (professor or project supervisor) that you are submitting your project to UNISprout and that you will host bachelor students in the field or in the lab.
2. You, with your supervisor (professor or project supervisor), have the responsibility for the bachelor student in your project.
3. It is only possible for a student to attend UNISprout when the student is enrolled in a bachelor course at UNIS or has an agreement with UNIS as a guest bachelor student. Students that are no longer taking a course at UNIS (after course end) or is not registered as a bachelor student at UNIS do not have the possibility to join UNISprout. You, with your supervisor, have the responsibility to check that these criteria are met.
4. You, with your supervisor (professor or project owner) is familiar with the HSE routines and guidelines for the laboratory and/or field work where the project will be conducted.
5. You are familiar with the HSE routines for all tasks that are to be conducted in the project.
6. The upper limit for how many hours the bachelor student can work on one project is 40 hours². If you wish to extend that period, this must happen outside of the framework of UNISprout.
7. The tasks you give to the student should be perceived as meaningful. It is not ok to ask the student to run coffee errands for you. The tasks can be “boring and routine-work”, as long as you explain why the student is performing those tasks and talk about how this work fits into the science and answers interesting questions.
8. Through an internship in UNISprout the bachelor student should get an introduction to how research works, why you are studying this subject and receive general information about this specific research project. It is your duty to convey this information.
9. The costs and expenses linked to the student’s participation to the project will be covered by the project (or research group).

¹ The project leader is the MSc student, PhD candidate, Post Doc, technician or academic staff who will host the bachelor student.

² If the work is on a research cruise this corresponds to four days (10 working hours each day).

10. You have the responsibility to update yourself and follow current CoVid-19 regulation and health measurements at UNIS and the general rules in Norway. Furthermore, you are responsible to inform Bachelor students working with you about it.

Field work:

11. If the student is going out in the field, you, with your supervisor (professor or project owner), have the responsibility to check that the bachelor student has conducted the safety course Arctic Survival and Safety AS-101 or other similar safety courses at UNIS.
12. You have conducted the safety course Arctic Survival and Safety AS-101 or similar at UNIS.
13. If the student is going out in the field, you, with your supervisor (professor or project owner), have the responsibility that the student has filled in the self-declaration on his/her health condition and Next of kin information. You will find the online form here: <https://www.unis.no/resources/hse/>
14. If the project includes field work or involves a research cruise you have to register the work on the [HSE form for fieldwork](#).
15. If the student is going out in the field and need to carry firearms, you, with your supervisor (professor or project owner), have the responsibility to inform the student about the regulations and routines for borrowing firearms and are fulfilling the criteria for borrowing firearms. You will find the information here: <https://www.unis.no/resources/hse/>
16. If the project includes field work or cruise work, you have the responsibility to check that both you and the bachelor student have an insurance that covers the field work ([see also the document "UNIS safety instruction for fieldwork and excursions", point 4.11 Insurance](#)).
17. If the project work will involve a research cruise with Hurtigruten or Institute of Marine Research (IMR), you have the responsibility to check if the bachelor student has a seaman's certificate.

Lab work:

18. If the student is performing work at the lab, you, with your supervisor (professor or project owner), have the responsibility to check that the bachelor student is informed about general procedures and security in the labs and have reviewed the laboratory work with the lab responsible.
19. The student needs to sign the HSE documentation for laboratory work at UNIS. You will find information here: <https://www.unis.no/resources/lab-services/>
20. You are familiar with the HSE routines for each laboratory used in your project.
21. If the project includes lab work, you have the responsibility to check that both you and the bachelor student have an insurance that covers the lab work ([see also the document "UNIS safety instruction for fieldwork and excursions", point 4.11 Insurance](#)).

Date and signature

Date and signature

Date and signature

Project supervisor

Project leader

UNISprout representative

