

## Contract between the project leader\* and bioSPIRE

Full name:

Position:

Name of supervisor:

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

1. You have responsibility to inform your supervisor (Professor or project owner) that you are submitting you project to bioSPIRE and that you will host bachelor students in the field or in the lab.
2. You, with your supervisor (Professor or project owner), have the responsibility for the bachelor student in your project.
3. You, with your supervisor (Professor or project owner), have the responsibility to check that the bachelor student is familiar with the HSE routines and guidelines for the laboratory and/or field work where the project will be conducted.
4. You have conducted the HSE course run by UiB (either from KJEM110 or the HSE introduction course for all MSc students at BIO)
5. You are familiar with the HSE routines for each laboratory used in your project.
6. You are familiar with the HSE routines for all tasks that are to be conducted in the project.
7. 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 (travel insurance) that covers the field work.
8. If the project work will involve a research cruise, you have the responsibility to check that both you and the bachelor student have a seaman's certificate.
9. If the project includes field work or involves a research cruise you have to register the work with field cards via Jonathan Soule ([jonathan.soule@uib.no](mailto:jonathan.soule@uib.no), 92802666).
10. The upper limit for how many hours the bachelor student can work on one project is 40 hours\*\*. If you wish to extend that period this must happen outside of the framework of bioSPIRE, through a BIO299 project or by payed labor. To register the student for a BIO299 project you need to contact the student administration at BIO ([studie@bio.uib.no](mailto:studie@bio.uib.no)).
11. 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.
12. Through an internship in bioSPIRE 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.

\* the project leader is the MSc student, PhD candidate, Post Doc or technician who will host the bachelor student.

\*\* if the work is in the field or on a research cruise this corresponds to one week (Monday-Friday).

13. The costs and expenses linked to the student's participation to the project will be covered by the project (or research group).

Project owner  
Date and signature

Project leader  
Date and signature

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