

## Guidelines for the selection of a diploma tutor and tutor agreements

### Selection of diploma tutors:

The school's teachers' council decides who is to be invited to be diploma tutors.

In advance of this, the diploma candidates can come propose names.

The person that is to be a diploma tutor must be professionally qualified and have knowledge of BAS.

During the semester before the start of the diploma, a list of possible tutors is presented, and the diploma candidates are given time to sign up, with a selection of 3 names within each category APP and DAV.

This registration takes place after presentations by the tutors. Students can also sign up for a talk with the diploma coordinators to discuss which tutor could be suitable for that project.

Note that it will vary how many candidates a tutor can have. Various factors come into play here. As a rule, no one should have fewer than three candidates, this to ensure wider academic participation by the tutor, and as it will be financially beneficially for the school.

Diploma candidates must submit a first draft of a project description with their thoughts for the diploma at the same time as they register.

After registration is ready, the rector and diploma coordinator will make the final distribution. A professional academic assessment will be at the bottom of this distribution, and it may be that some candidates do not get any of their choices fulfilled. The final distribution should be ready before the start of the diploma semester.

### Tutor agreement

Both diploma candidates and tutors must sign a contract for supervision.

The student must sign a specified agreement, in which columns with the names of all tutors must be filled in and used as references for publication, public display, and further use of the thesis.

This is a written form of an agreement that has bound both parties since the 1st diploma class at BAS.

This corresponds to the rules in architectural competitions and the publication of scientific work at universities, both nationally and internationally.

It also corresponds to the rules of state-owned universities, with one significant difference: the work at BAS is owned by BAS and the BAS student with 50% each. (At state schools, the institution owns

100% of the work). The difference is based on the study funding, where the BAS student pays a part themselves (approx. 20%).

Both tutor and student can request that the tutor agreement be cancelled. The student and the tutor mutually undertake to inform the other party if a problem arises with maintaining the agreement.

If he/she finds the supervision unsatisfactory, the student must report this in writing to the study administration and, if necessary, have a new tutor appointed after assessment by the responsible body.

If the tutor finds that the student does not fulfil his/her obligations satisfactorily, written notification of this must be given to the study administration, who will pass this on to the appropriate authority. It will then be considered whether the supervision relationship should be changed or terminated.

If the relationship between the student and tutor develops contrary to the guidelines formulated in the teachers' council resolution of 11.03.04 (see below), the student must give written notice of this to the administration and, if necessary, have a new tutor appointed.

Personal disagreements between student and tutor can be taken up with the study administration in the first instance.

The student cannot make the tutor, BAS administration/academic management responsible for the results of his/her education.

### **Guidelines for the relationship between student and diploma tutor.**

Approved by the teachers' council 17.03.04.

1. The teachers' council at BAS underlines the importance of ensuring good working relationships between tutors and students, and wishes to prevent students and staff from being exposed to sexual harassment.
2. Tutors and students must show respect for each other's integrity and not act in a way that could seem offensive.
3. It is the tutor's responsibility to maintain the necessary professional distance in guidance and teaching contexts.
4. If a sexual relationship occurs between the tutor and the student, the formal supervision relationship must be terminated.

5. The student must be able to change tutors when he/she feels exposed to unwanted sexual attention.

6. In the event of sexual harassment/unwanted sexual attention, the student must be able to turn to the study administration, which has a person appointed as ombudsman for such issues for each diploma group.