

# Tutor Agreement Form

Nordic Specialist Course in Palliative Medicine (NSCPM)

*This form is a proposal for a Tutor Agreement Form. The content can be modified individually. Prior to filling in this form, the student and tutor have agreed on the subject and method of the project.*

**The responsibility for the completion of the project lies entirely with the student!**

## Initial phase

1. **The student** sends a proposal for the protocol to the tutor in due time (at least 4 weeks) before the deadline for submitting the study protocol to the course leaders
2. **The tutor** reviews this protocol thoroughly with a focus on relevance, feasibility, and scope of a project for the NSCPM, in time for the student to make necessary changes
3. **The student and tutor** agree at this time upon a time table with milestones for the tasks of the project. (The tasks will vary according to the type of project, e.g. literature search, preparing intervention/data collection, data collection, data analysis, writing study report, writing abstract, preparing presentation)

## Study period

4. **The student** sends a status of the work on the project according to the time table to the tutor, at least before each module 2 - 5 of the NSCPM
5. **The tutor** reacts and gives guidance if the student gets behind the agreed time table

## Final phase

6. **The student** sends a full study report to the tutor according to the agreed time table
7. **The tutor** approves the study report. (The full study report is not approved by the course leaders)
8. **The student** sends a proposal for the abstract and presentation to the tutor in due time (at least 4 weeks) before Module 6 of the NSCPM
9. **The tutor** reviews the abstract thoroughly with a focus on form, presentation of the project and coherence between aim and results / conclusion, in time for the student to make necessary changes
10. **The tutor** reviews the presentation thoroughly together with the student with a focus on form, presentation of the project and time limit, in time for the student to make necessary changes

## Overall

11. The cooperation between the student and the tutor can be terminated from both tutor and student if the above agreement is not followed.

## Other specific agreements:

Place and date:

Place and date:

---

(Signature of NSCPM student)

---

(Signature of tutor)