



## Procedure for change of supervisor at the Faculty of Science

### Introduction

Change of supervisors is regulated in the Higher Education Ordinance (Chapter 6 Section 28), which states that every doctoral student is to have at least two appointed supervisors of whom one is to be the principal supervisor. It also states that a doctoral student who so requests shall be allowed to change supervisor.

Besides a request from the doctoral student, a change of supervisor can be brought about for other reasons such as:

- A change in the terms of employment of the supervisor.
- Changes in circumstances, such as long term sick leave, etc.
- If the supervisor and the doctoral student enter into a relationship. As the supervisor has a great influence over the doctoral student's situation and must also take part in certain formal decisions about the doctoral student and his or her education, this creates a conflict of interest. In such cases, the department is to decide on a change of supervisor.
- If a close relationship arises between a supervisor and another person formally linked to the doctoral student's research studies project (for example another supervisor, head of department, etc.). Such a situation must, on the basis of the specific circumstances of the case, be managed in such a way as to avoid any inappropriate dependency. A change of supervisor can be a way of managing this type of situation.

Pursuant to the University's regulations on third cycle education (LS 2012/718), a change of supervisor is to be implemented without delay for the study programme and in such a way as to allow the doctoral student to continue his or her thesis work with the same specialisation as that specified at the time of admission. However, there is no prohibition on the doctoral student changing the research specialisation in connection with a change of supervisor but this is only to occur on the doctoral student's own request and only after careful consideration of the consequences for the individual study plan. The department must ensure that there are reasonable conditions for the doctoral student to attain the qualitative targets of the research studies programme within the time allocated for study.

A change of supervisor is always to be followed by a formal revision of the individual study plan and the registration of the correct information in LADOK. Follow-up of the change of supervisor is to be documented at a doctoral student appraisal between three and six months after the change.

**When the doctoral student wishes to change supervisor**

A doctoral student who wishes to change supervisor is to make a written request to the department using the relevant form. The request is to be addressed to the head of department and duly registered by the department. The doctoral student may specify whom he or she would like as a new supervisor when placing the request.

The request for a change of supervisor is to be handled promptly by the department and must result in a decision within a reasonable amount of time (normally within a month, during the semester). The department is to decide either to allocate a new supervisor or to reject the request for a change of supervisor. The doctoral student has a basic right to change supervisor, which is why such requests should, as a rule, be granted. However, a rejection may be justified under certain circumstances. A detailed justification for the decision to refuse the request must be provided in writing.

**When the change of supervisor is brought about by a change in circumstances**

The department is responsible for planning and follow-up of the supervisory situation in ongoing research studies projects, with respect to retirements, sick leave or other events which affect a supervisor's ability to fulfill supervisory duties. If a supervisor needs to be changed, for example for reasons listed in the introduction to this document, the head of the department in question is to summon a meeting with the doctoral student and his or her supervisory committee for consultation before taking a decision on a change of supervisor. At this meeting, the individual study plan is also to be followed up and revised (approved). The initiative for this type of change of supervisor can come either from the department or from the supervisor, who files a request with the department to be relieved of supervisory duties. Regardless of how the process is set in motion, it is the department (through its head) which is responsible for pushing the matter forward and summoning the meeting with the doctoral student, the supervisors and the departmental representative.

These procedures were approved by the faculty board after a presentation by Tobias Nilsson and a consultation with the faculty's presiding committee. The material has previously been submitted for consultation to the departments and equivalents at the faculty as well as to the Council of Science Doctoral Students and the doctoral student representative.

*The signed and formally valid document is in Swedish. This is a translation only.*

Olov Sterner  
Dean

Tobias Nilsson  
Scientific officer



LUND UNIVERSITY

Faculty of Science

## Request to change supervisor

<i>Surname</i>	<i>First name</i>	<i>Personal identity number</i>
<i>Department</i>	<i>Division</i>	
<i>Research studies subject</i>		<i>Subject code</i>
<i>Current principal supervisor</i>		
<i>Current supervisor</i>		
<i>Current supervisor</i>		

### The request to change supervisor concerns

<i>Supervisor</i>
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<i>Doctoral student's signature</i>	<i>Date</i>
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### Decision

<input type="checkbox"/> The request was granted and the new supervisory team below is decided	
<i>Principal supervisor</i>	
<i>Supervisor</i>	
<i>Supervisor</i>	
The change of supervisor applies as of (date):	
<input type="checkbox"/> The request was denied (Detailed reasons to be provided in a separate attachment)	
<i>Signature</i>	
<i>Name in print, Head of Department</i>	<i>Date</i>