



21 June 2016

STYR 2016/860

LUND UNIVERSITY

School of Economics and Management

Faculty Board

Procedure for the change of supervisor at the School of Economics and Management

Introduction

Changes of supervisor are regulated in the Higher Education Ordinance (Chapter 6 Section 28) which states that “A doctoral student who so requests shall be allowed to change supervisor”. No justification is required. Pursuant to the University’s regulations for third cycle education (LS 2012/718), a decision is to be taken on the procedure for a change of supervisor; in addition, the regulations state that “The routines shall be designed so that a change of supervisor can take place with highest possible legal certainty, without delay to the doctoral student’s studies, and so that the student can continue the work on his or her thesis with the specialisation stated on admission”.

Besides a request on the part of the doctoral student, a change of supervisor may occur for other reasons such as the doctoral student and the supervisor entering into a romantic relationship, changes in the terms of employment of the supervisor, a long period of illness or leave of absence for the supervisor.

A change of supervisor is always to be followed by a formal revision of the individual study plan and the registration of correct information in LADOK. The change of supervisor is to be documented, formally decided by the head of department and followed up by the director of research studies at an appraisal for this purpose with the doctoral student, three to six months after the change.

Procedure when the doctoral student requests a change of supervisor

A doctoral student who wishes to change supervisors is to contact the head of department or director of research studies for a meeting on the need for this change. A written request for a change of supervisor is subsequently to be submitted to the head of department on the form specific to this purpose. This request is to be registered by the department (series: STUD; KS code: 3.5.4). In connection with the request, the doctoral student can state his or her wishes concerning the new supervisor. It is the responsibility of the head of department to communicate the requested change to the supervisor concerned.

A request for a change of supervisor is to be handled promptly by the department and must result in a decision within a reasonable time. The doctoral student has a basic right to change supervisors, so such a request is to be granted. There can, however, be circumstances which justify a refusal of the request. A detailed written justification must accompany any decision to refuse a request for a change of supervisor.

Brief description of the process for a change of supervisors at the doctoral student's request:

1. The doctoral student contacts the head of department or director of research studies for a meeting.
2. A written request is sent to the head of department. No justification is required.
3. The head of department informs the supervisor concerned.
4. The head of department appoints a new supervisor.
5. The director of research studies documents the change of supervisor in LADOK.
6. The individual study plan is updated together with the doctoral student, the new supervisor and the head of department/director of research studies, in view of a decision by the head of department.
7. A follow-up appraisal is held between the director of studies and the doctoral student three to six months after the change of supervisor.

Procedure when the change of supervisor is brought about by a change in circumstances

Each department is responsible for planning and following up the supervisory situation in ongoing doctoral thesis projects. In connection with events which prevent a supervisor from fulfilling his or her obligations, the supervisor is first of all to notify the head of department or the director of research studies. In a second step, the supervisor is to inform the head of department in writing. After that, the head of department summons a meeting with the doctoral student, all his or her supervisors, and the director of research studies for a consultation before the decision on a change of supervisor is taken. The change is to be documented in the individual study plan and in LADOK. If the initiative for the change of supervisor comes from the department, the head of department/director of studies is to notify the supervisor in steps 1 and 2. The rest of the procedure is the same.

Brief description of the process of changing supervisors on the grounds of changed circumstances:

1. The supervisor informs the head of department or director of research studies
2. Written justification is sent to the head of department.
3. The head of department summons a meeting with the doctoral student concerned, all the supervisors involved and the director of research studies.
4. The head of department appoints as new supervisor as necessary.
5. The director of research studies documents the change of supervisor in LADOK.
6. The individual study plan is updated by the doctoral student together with the new supervisor and the head of department/director of research studies, in view of a decision by the head of department.
7. A follow-up appraisal between the director of studies and the doctoral student is held three to six months after the change of supervisor.