

REGULATIONS FOR CHANGE OF SUPERVISOR AND/OR CO-SUPERVISOR

Guiding students through supervisory role is one of strongest academic relationship between a student and faculty as it is based on mutual trust and respect while fulfilling expectations and protection of interests at both ends. There are several reasons why a change of supervisor may be the best option for both the student and supervisor especially if possible endeavors to ensure continuity have failed. In any case, the University is primarily responsible for ensuring that each research student has a supervisor / supervisory team that protect the entitlements of the student for that particular degree programme.

Change in Supervisory arrangement may be made if the request is received from:

- a. The Supervisor/co-supervisor to relinquish the supervisory role
- b. The Head of department in case of supervisor/co-supervisor retiring or leaving on extended leave
- c. The concerned regulatory committee for change of supervisor/co-supervisor in case of disciplinary action taken against the supervisor/student or evidence of a pattern of non-compliance with the interests and policies of the University.
- d. The student in case of an irreconcilable breakdown in the student-supervisor relationship or other reason
- e. Any member of faculty if he/she has a valid reason against appointment of supervisor or co-supervisor.

These policy guidelines encompass change of Supervisor/Co-Supervisor for the students enrolled in M.Phil/MHPE/MS/Ph.D and Clinical Sciences (MS and MD) degree programmes under following conditions mentioned below:

1. Supervisor retires, departs to other institutions or resigns from the faculty position

In case of supervisors leaving the University, arrangements will need to be made for their research students prior to their departure. These arrangements will vary according to the stage a student has progressed in research work.

- a. No action will be needed where a student has completed the laboratory work and is in the process of writing thesis at the time of departing of supervisor.
- b. No action will be needed where a student has completed 75% or more of laboratory work in the period before the departing of supervisor from the University.
- c. Where student has not completed 75% of laboratory work before departing of the supervisor, the co-supervisor, if he/she is eligible according to HEC criteria, will take over the role as a full supervisor. In case if the co-supervisor is not eligible to be a full supervisor or lacks the sufficient expertise in the in the specialty for which the degree will be awarded, a new supervisor, who is a faculty member of the university and has sufficient expertise in the field of research, will need to be appointed. The departing supervisor may be named as co-supervisor if he/she could still retain interest in the research.

2. Supervisor Departs on Leave:

Where a supervisor is granted a leave from the University due to personal reason, ill health and/or study leave etc, arrangement will need to be made for continuing supervision to be provided for the research students.

- a. No action will be needed where a student has completed the laboratory work and is in the process of writing thesis at the time of supervisor departing for leave.
- b. No action will be needed where a student has completed 75% or more of laboratory work in the period before the departing of supervisor for leave and the supervisor is able to remain accessible to student.
- c. If the supervisor is allowed absence from the University for a period of six months or less, the student has completed less than 75% of the research work, and the absent supervisor is able to remain accessible to the student, supervisor will be allowed to retain the supervisory role.
- d. If the supervisor is allowed absence from the University for a period of more than six months and the student has completed less than 75% of research work, the co-supervisor, if he or she is eligible to be the supervisor according to the HEC criteria, will assume the responsibility for the student as a main supervisor. It will be necessary to make new appointment of suitable co-supervisor(s). In case if the co-supervisor is not eligible to be a full supervisor