

## **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 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

or lacks the sufficient expertise 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.

**3. Supervisor dismissed from service or disciplinary action is taken against or passes away:**

There may be occasions when a supervisor is dismissed from services or disciplinary action is taken against the supervisor or he/she absconds from the university, it would not be appropriate in such cases for supervision of research students to be continued by that supervisor. The university will make alternative arrangement for the appointment of supervisor for the students affected. Similar alternative arrangements would also need to be made in the unfortunate event if a supervisor passes away during the period of supervision.

**4. Student-supervisor relationship breaks down:**

- a. If there is an irreconcilable breakdown in the student-supervisor relationship, the student or the supervisor will submit application to the M.Phil/Ph.D committee through the Head of department for the alternative arrangement. The M.Phil / Ph.D committee will consider the case on merit and if considers it to be justifiable, will recommend and forward the case to the ASRB for appropriate action. Students and supervisors from clinical sciences may apply to ASRB through MS/MD Reforms Committee.
- b. If this break-up occurs after the approval of synopsis by ASRB, the intellectual property (IP) rights of the previously approved synopsis hold with the previous supervisor and the department, regardless of early or late stage of student's research. The due credit of the component of the work supervised by the previous supervisor must be given in the thesis as well as in the publications from the thesis if the same research topic is to be continued.
- c. In case if this change involves some funding bodies OR if there are funding issues involved, these must be clarified and settled between the supervisory team and student before submission of case to ASRB. A timely notification to the funding organization may also be sent through department, if required.

**5. Student changes area of research or drops out:**

- a. In case a student's research focus changes or shifts to an entirely different area of interest which cannot be appropriately supervised by the current supervisor, he/she will write an application mentioning delinking with the previously approved research synopsis and requesting for a change in research topic and appointment of a new supervisor /co-supervisor with consensus of previous supervisor /co-supervisor and the Head of concerned Department.
- b. In case if a student drops out of the course OR is unable to continue with research work approved by ASRB for unavoidable reasons and is not willing to apply for freezing or extension in thesis submission deadline, the supervisor should appoint a new student for continuation and completion of the remaining work intending to award of degree to him/her. If the leaving student has contributed some progress in previous research work, he/she may be accredited in thesis as well as publications accordingly.

**6. Supervisor not able to provide adequate funding:**

In case if student OR supervisor is unable to acquire necessary funds for conducting research after approval from ASRB and it is causing predictive delay in thesis submission from the stipulated deadline, student will apply for change in supervisory team while identifying a new supervisor and/or co-supervisor within the university who have enough funds and expertise for carrying out the same project.

**NOTE:** Other cases not covered by the above, or any exceptions to the above, or any disputes in implementing these guidelines, will be brought to the ASRB for the final decision. In case where appropriate replacement for supervisor / co-supervisor cannot be identified within 30 working days, the candidate gets entitled for extension in the thesis submission deadline equaling the period of delay.