

Regulation for Change of Thesis Supervisor

Termination of the Student-Supervisor Relationship

Either the student or the advisor can initiate the termination of the student-supervisor relationship. Students can submit the form **Request for Termination of the Student-supervisor Relationship** to the Program Coordinator, the Chair of the Student Affairs Committee and the Program Secretary, while the supervisor is required to submit the form **Request for Improvement of the Student**. We encourage the student and the Supervisor to try to discuss and work out the difference first. If the termination is to proceed without mutual agreement between the student and the Supervisor, the Coordinator and/or the Student Affairs Committee will hold individual meetings with the Supervisor, the student and at least one senior laboratory member to investigate the circumstance.

To facilitate the smooth transfer to a new lab, the student should identify a new Supervisor and obtain a mutually signed agreement between the current and the future Supervisors by form **Confirmation of Thesis Supervisor Change**. If the student has difficulty finding a new Supervisor, he/she is encouraged to contact the Student Affairs Committee and the Program Coordinator for advice during the re-assignment process. The maximum duration (7 years) of his/her Ph.D. study will not be extended due to the change of the thesis supervisor.

Considering the time needed to process the student-supervisor termination, there should be maximum **two months** as buffering period before the termination becomes effective (based on the date specified in the submitted Request for Termination of the Student-supervisor Relationship/ Report for Improvement of the Student). Once the supervisory relationship is terminated, the student will not receive a monthly stipend from the Program or the Supervisor. Stipend suspension becomes effective after the termination is applied and stops until a new supervisor is assigned. There will be no reimbursement for the suspended stipend.

If the student cannot have a supervisor within one month after the termination of the previous supervisor, the student would be withdrawn from the program.