|  |  |  |  |
| --- | --- | --- | --- |
|  | Date of receipt | Reg. No (Dnr) | En 5:3(x) |
|

Application for change of supervisor – Primary supervisor transition form

PhD student, personal information

***The application is submitted to*** *the Director of PhD studies,*

*Informatics*

|  |
| --- |
| Personal identity number (yymmdd-xxxx) |
| First and surname | Email address |
| School (*’institution’*), Office (*’avdelning’*), Head of Division (*’avdelningschef’*) and email address | |

Main supervisor, primary supervisor and PhD student hereby applies for a change of supervisor

|  |
| --- |
| Date |

Decision to change supervisor

Registered supervisors

|  |  |
| --- | --- |
| **Primary supervisor** (name and email address) | Transfers to main supervisor  Ends assignment  Transfers to assistant supervisor |

|  |  |
| --- | --- |
| Main supervisor (name and email address) | Continued assignment  Ends assignment  Transfers to assistant supervisor |
| Assistant supervisor (name and email address) | Continued assignment  Transfers to main supervisor  Ends assignment |
| Assistant supervisor (name and email address) | Continued assignment  Transfers to main supervisor  Ends assignment |
| Assistant supervisor (name and email address) | Continued assignment  Transfers to main supervisor  Ends assignment |

New supervisor(s)1

|  |  |
| --- | --- |
| Main supervisor (name and email address) | Supervisor training  Title and level of competence |
| Assistant supervisor (name and email address) | Supervisor training  Title and level of competence |
| Assistant supervisor (name and email address) | Supervisor training  Title and level of competence |

1 Read more in *‘Riktlinjer för handledning och studieuppföljning inom utbildning på forskarnivå’.*

***Continued on next page***

Dean’s decision

|  |  |
| --- | --- |
| Date when the change of supervisor takes effect | |
| Date of decision | Signature |
| Name in block letters |

The main supervisor and the PhD student fill in the form (digitally) after discussion with everyone in the advisory committee.

The form is emailed (or sent) to the Director of PhD studies.

After consultation with the main supervisor and other concerned, the Director of PhD studies submits the form to the Dean, who makes the decision.

The original is subsequently submitted to the Registry Officer for record keeping and dispatch.

*Registrator diarieför handlingarna och expedierar beslutet till följande:*

* *Doktorand*
* *Samtliga berörda handledare*
* *Berörd avdelningschef*
* *Studierektor för utbildning på forskarnivå*
* *Forskarutbildningskoordinator, som registrerar beslutet i Ladok*