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## **Addendum to the Faculty of Arts' guidelines for changing supervisor on the PhD programme**

Section 3.2 of the guidelines for the PhD programme at the Graduate School, Arts<sup>1</sup> provides guidelines for appointing supervisors to PhD projects. Two supervisors are usually appointed to a PhD project.

- One principal supervisor with overall responsibility for the student's PhD programme and supervision as a whole.
- One (or up to two) co-supervisors, who provide academic guidance for the completion of the PhD project or parts thereof, in accordance with a written supervisor agreement. Co-supervisors may be employed at institutions other than Aarhus University, either within or outside Denmark.

### *Guidelines for changing supervisors:*

During the student's PhD programme, it is possible to change supervisors or appoint additional supervisors. This process can be initiated by the PhD student, the principal supervisor or the head of the graduate school. All requests to change or appoint additional supervisors must go through the Arts graduate school administration. The head of the graduate school takes the decision to change or appoint additional supervisors. If the principal supervisor or any other appointed supervisor is unavailable for more than a month during the student's PhD programme, this must be reported to the graduate school administration, and the graduate school will appoint a new acting supervisor.

### *Changing supervisor when the PhD student's project is part of a joint research project.*

If the PhD student's PhD project is part of a joint research project and the responsible research project leader acts as principal supervisor for the PhD student, an AU co-supervisor must also be appointed to the PhD project. In cases of a potential conflict of interest regarding the principal supervisor, the head of department / school must approve the composition of the overall supervision team. It is possible to appoint more than one co-supervisor. In accordance with the current guidelines (cf. above), it is possible for the PhD student to request to change principal supervisor.

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<sup>1</sup> [https://phd.arts.au.dk/fileadmin/grads.au.dk/AR/Generelle\\_retningslinjer\\_DK\\_1-11-2012.pdf](https://phd.arts.au.dk/fileadmin/grads.au.dk/AR/Generelle_retningslinjer_DK_1-11-2012.pdf)

The PhD student can submit a request to the graduate school and the head of the graduate school will appoint a new supervisor. It is customary that this new supervisor is appointed as co-supervisor and that the existing co-supervisor is appointed as principal supervisor. It is the new principal supervisor's responsibility to ensure that all the parts of the research project can be delivered as agreed in the approved PhD plan.

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