

Request to Change the Thesis Supervisor

Purpose of the request: The student may request a change of the supervisor selected and finalised during the thesis topic registration process if justified by the student's research.

Submission deadline: No later than 90 days before the thesis submission deadline.

Method of submission: Neptun – Administration – Requests: Request to Change the Thesis Supervisor

Required attachments: None.

Applicable regulations: Annex 5, Chapter II, Section 5a of the Academic and Examination Regulations

The student may request a change of their thesis supervisor or thesis topic, or a modification of the thesis topic, from the person authorised to announce thesis topics, no later than 90 days before the thesis submission deadline. The Head of the Academic Affairs Office or the Head of the Educational Administration Office shall examine whether the conditions for approving the request are met and, following consultation with the relevant educational organisational unit, shall decide on the request. If the change of supervisor is approved, a new supervisor must be appointed within 30 days.

IMPORTANT:

If a change of supervisor becomes necessary for reasons attributable to the supervisor, the person authorised to announce thesis topics shall appoint a new supervisor within 30 days of receiving notification from the supervisor. In this case, the student is not required to submit a request.

If the request is approved, the administrator will record the change in the Neptun system.

Decision-maker: Head of the Educational Administration Office

Notification of the decision: The student will be notified of the outcome of the request through the Neptun system.

The student is not required to obtain signatures in advance. However, prior consultation with both the current and the prospective thesis supervisor is still required. Once the request has been submitted, the administrator will forward it through the Neptun system to the persons authorised to review it.