

Guidelines for Changing a Graduate Student (Co-)Supervisor Faculty of Engineering and Applied Science

The Office of the Associate Dean, Graduate Studies (ADGS) will facilitate the process of any change in the (co-)supervisory relationship between a graduate student and a supervisor.

A supervisor can withdraw from student supervision with sufficient supporting rationale. For example, withdrawal due to a lack of progress requires at least two consecutive unsatisfactory progress reports. Also, a student has the right to seek a change of supervisor at any time.

If a change in supervisor is requested, the following process is normally followed:

1. The student wishing to change their supervisor should meet with the ADGS to discuss reasons for the change and identify possible alternative supervisors.
2. The ADGS will seek the current supervisor's input regarding the state of the student's research, intellectual property, funding and other related issues.
3. The ADGS will discuss any concerns with the new supervisor regarding the past supervisor's input, research, funding, background IP and any other relevant concerns.
4. The student and the new supervisor will submit a change of program form to the ADGS. By signing the form, the new supervisor agrees to commit the necessary financial support and recognize the previous supervisor's IP ownership during their past supervision of the student. By signing the form, the student also recognizes and gives proper acknowledgement to any prior IP ownership of the former supervisor. Proper acknowledgement to the past supervisor will be given in the thesis and subsequent research publications.
5. The ADGS, after consultation with all parties (current supervisor, student and new supervisor) will review and forward the requested change to the Dean of SGS for final approval.

NOTES:

- A student's change of supervision is contingent on the new supervisor providing sufficient financial assistance to meet the minimum funding level requirements of the Faculty.
- The IP contributions of the previous supervisor and other team members during the period of their prior supervision must be fairly recognized in accordance with Memorial's Intellectual Property Policy.

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