

CHANGES IN SUPERVISION AND/OR TUTORING

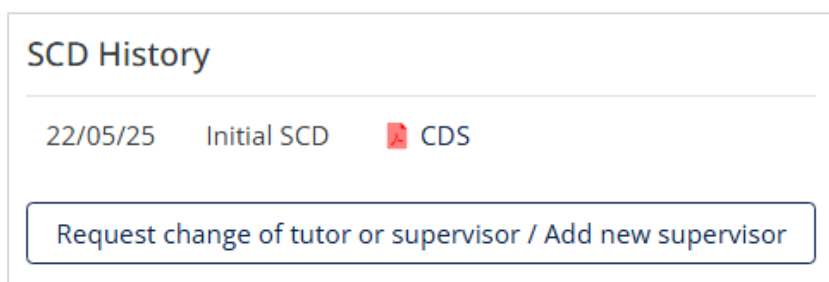
Requests for changes in thesis supervision and/or tutoring may be submitted at least six months before the deadline for the admission application.

IMPORTANT NOTE

The system will not allow a change in supervision if an evaluation period is open and you are required to undergo evaluation

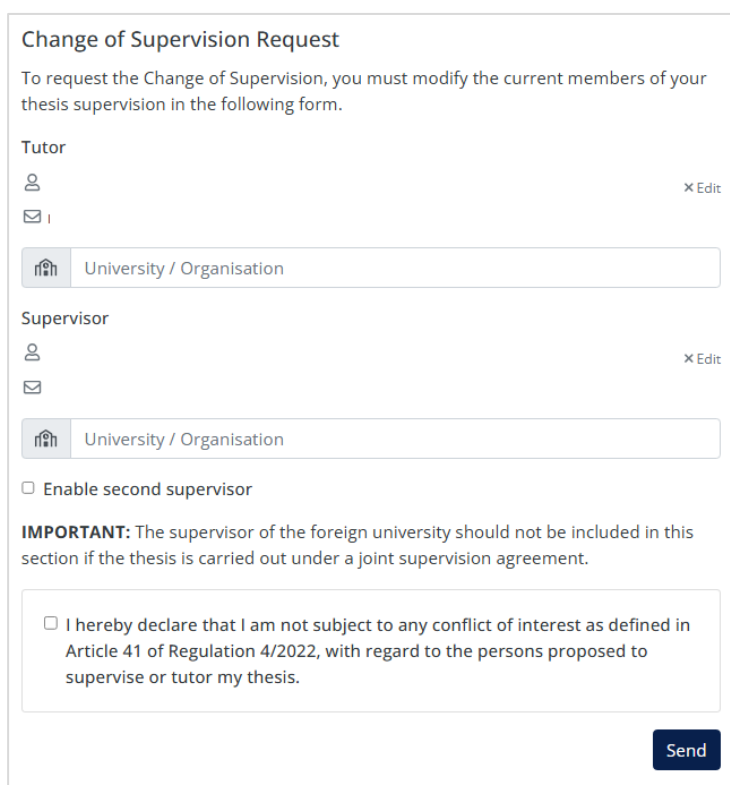
PROCESS FOR REQUESTING A CHANGE

The request will be submitted through the DAD application, under the "DCS" tab.



The screenshot shows the 'SCD History' section of a web application. It displays a table with one row containing the date '22/05/25', the text 'Initial SCD', and a red document icon labeled 'CDS'. Below the table is a button that reads 'Request change of tutor or supervisor / Add new supervisor'.

Once the process has begun, the current tutoring and supervision proposal will be displayed allowing any changes to be made (addition and/or removal).



The screenshot shows the 'Change of Supervision Request' form. It includes instructions: 'To request the Change of Supervision, you must modify the current members of your thesis supervision in the following form.' The form has two main sections: 'Tutor' and 'Supervisor'. Each section contains a person icon, an email icon, and a 'University / Organisation' dropdown menu. There are 'Edit' links next to each section. Below these is a checkbox labeled 'Enable second supervisor'. An important note states: 'IMPORTANT: The supervisor of the foreign university should not be included in this section if the thesis is carried out under a joint supervision agreement.' At the bottom, there is a declaration checkbox: 'I hereby declare that I am not subject to any conflict of interest as defined in Article 41 of Regulation 4/2022, with regard to the persons proposed to supervise or tutor my thesis.' and a 'Send' button.

Once the request has been submitted, you can check its status under the "DCS" tab.



VALIDATION OF SUPERVISION CHANGE

Changes in supervision require review and validation by the Academic and Quality Committee of the program and the Doctoral Service, in that order. Similarly, as in the initial DCS application, the change must be validated by the doctoral candidate, the tutor, the supervisor, the chair of the Postgraduate Committee, and the Director of the Doctoral School.

Once the process is completed, if the request is approved, a new DCS will be generated with the incorporated changes and recorded in the DAD application with the date of the last validation.