Master's Thesis Regulations – Public Health Science

This paper contains the current guidelines for the master's thesis on Public Health. The guidelines contain important information regarding deadlines, the contract, formalities etc.

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1. Aim and purpose

The master's thesis is a substantive and original body of work that allows the student to synthesis and integrate the knowledge and skills acquired throughout the programme.

The thesis may take on different formats, depending on specialisation area and interests. Regardless of the format chosen, the student must apply critical thinking and demonstrate their ability to formulate, analyze and make a clear presentation of a public health problem.

The written part of the master's thesis can have two different formats:

1) Traditional format: A monography consisting of a longer coherent text.
2) Journal article format consisting of a manuscript for a scientific article as well as a coherent text ('ramme') with further information on the background and an extended discussion and implication sections, which is normally not part of a scientific article. The article manuscript must be prepared for publication in a peer-reviewed scientific journal. The main supervisor or co-supervisors (project supervisors etc.) of the thesis cannot be co- author of the article.

The student is responsible for identifying a topic and appropriate format for the thesis with the assistance and guidance of the supervisors.

The master's thesis can also be part of an undergraduate research year. For more information go to https://www.sdu.dk/en/forskning/phd/phd_skoler/phdskolensundhedsvidenskab/undergraduate

2. Description of outcome

On completion of the master's thesis, the student must be able to demonstrate achievement of the overall learning objectives. The learning objectives can be found in the curriculum.

3. Requirements and recommendations

In order to register for the thesis, the student must have completed at least 60 ECTS points in the master programme. Furthermore, the master's thesis must be completed during the final year of the programme.

It is recommended that the student has completed 90 ECTS on master level before commencing the thesis. The students are expected to participate in the master's thesis seminars.

4. Choice of subject

The subject of the project must be connected with one or several of the modules that comprise the Master of Science in Public Health programme at the University of Southern Denmark and should be connected to the specialisation og programme selected by the student: Global Health and Equity (Esbjerg), Health Economics and Policy (Esbjerg) or Implementation and Evaluation (Odense). The selected specialisation or programme should as a minimum be reflected on in the discussion and implications sections.

5. Regulations concerning groups

The master's thesis may be composed individually or by two students together. The oral defense is conducted individually. Therefore, it is not required to state who wrote which sections of the thesis.

6. Supervision

Students are not assigned a supervisor. It is the individual student who establishes contact and makes an agreement with a supervisor.

Students are advised to start defining a topic for their master's thesis and getting in contact with a potential supervisor during their 3rd semester.

Main supervisors must be employed at the Faculty of Health Sciences. If the student wishes a supervisor from another faculty, the study administration must be contacted, and the Head of Studies will have to approve the specific supervisor.

Main supervisors must have a Ph.D. PhD students can function as main supervisor, provided that he/she has documented research experience of at least four years.

A supervisor must always have the professional skills to handle theses with public health science problem areas. It may be relevant, e.g. within collaborative projects, that co-supervisors are used in connection with the individual master's thesis. It is the main supervisor who has the formal responsibility for the academic guidance of the student during the thesis study and who acts as examiner in the final thesis examination.

Students may also be supervised by co-supervisors either from SDU or externally.

The master's thesis must demonstrate the student's ability to independently conduct academic research. The supervisor's role is therefore to guide. It is not intended that the supervisor must read and correct the entire report before final submission.

Students are allocated 10 hours of supervision by the main supervisor during the full thesis- period. However, if the thesis is composed by two students together then the collective number of supervision hours is 15. This is inclusive preparation time for the supervisor, but exclusive evaluation and examination. As a principal rule, supervision can only be commenced during the third semester of the master programme at the earliest. Supervision provided before registration of the thesis is part of the 10 (or 15 in case of a group thesis) hours of supervision provided.

In case of a postponement of the submission date or in connection with the 2nd or 3rd exam attempt, the student is only entitled to supervision hours if there are unused hours left from the ordinary. A student is thus entitled a maximum of 10 hours.

7. Master's thesis seminar

In addition to the individual supervision, students are expected to participate in the master's thesis seminar that is conducted as a series of four lectures (with the possibility of online participation) during the 3rd semester and mainly in the period from October to January. Lectures during the 4th semester can occur.

The main purpose of the master's thesis seminar is to support students in developing a problem formulation for their thesis and to decide on an appropriate methodological approach for answering it as well as presenting dataprotection and GDPR regulations.

Materials, information etc. can be found on Public Health MSc Community in Itslearning during September.

8. Master's thesis contract, supplementary form and synopsis

Please note that the dates mentioned apply to students who write their thesis in the Spring semester.

The master's thesis contract must be approved by the supervisor and the Head of Studies before the end of the 3rd semester, which would be January 31st, and before students start writing their master theses. This date is mandatory irrespective of any pending examinations.

The student's master thesis contract must be completed by filling in an electronic contract **by 15th of January as the latest**. The contract can be found via SPOC. Choose the box "Study Secretariat" to find the right form called "master thesis contract and supplementary form – Public Health". The student must also upload a synopsis via the form.

The synopsis must elaborate on the issue at stake. Moreover, the scientific relevance to public health of the thesis must be described. A brief, substantiated presentation of applicable materials, methods, and theoretical approaches must be presented. The synopsis should have a maximum length of five standard pages.

The contract and the synopsis will be sent to the supervisor for approval before the final assessment from the Head of Studies. It is recommended that the student discusses the field of focus, purpose and potential hypotheses of the projected thesis with the supervisor before sending the contract and synopsis.

9. Registration for master's thesis

The student must also register for the master's thesis through Student Self Service Registration takes place in November and will be announced via e-mail by the office of Educational Law and Registration.

10. Important dates and timeframe

Month/date	Activity
October	Information meeting: Structure of the thesis, formalities and the writing process, choice of subjects and supervisor (possibility to participate on-line)
November	Registration via Student Self Service
November-January	Master's thesis seminar (possibility to attend online)
January 15th **January 31st**	Deadline for completion of electronic contract and synopsis Deadline for approval of contract and synopsis by the supervisor and Head of Studies
February 1st-May 31st	Official thesis period
May 31st latest by 12:00 noon	Deadline for submitting the thesis via Digital Exam
June 1st-30th	Oral defense. The thesis must be evaluated before the end of June. Time and place for the defense will be announced on Digital Exam after the submission date.

11. Students who do NOT write their thesis in the Spring semester

The deadlines for students who write their thesis in the Autumn semester are shown below.

Important: there are no information meeting and master's thesis seminar in connection with the Autumn semester. It is the student's own responsibility to make sure to attend the seminar before the thesis period.

Month/date	Activity
May	Registration via Student Self Service
August 15th August 31st	Deadline for completion of electronic contract and synopsis Deadline for approval of contract and synopsis by the supervisor and Head of Studies
September 1st-December 31st	Official thesis period
January 2nd latest by 12:00 noon	Deadline for submitting the thesis via Digital Exam
January 3rd-31st	Oral defense. The thesis must be evaluated before the end of January. Time and place for the defense will be announced on Digital Exam after the submission date.

12. Formalities regarding the structure of the thesis

The thesis may be prepared either in a traditional format, meaning a long, coherent text (a monograph), or as a journal article manuscript.

For both formats, the thesis must include:

- Title page
- Table of contents
- A Danish title and summary (resumé)
- An English title and summary (abstract)
- Literature list

Traditional format (monograph)

The monograph must not exceed 90 standard pages (120 standard pages if written by two students)

Number of pages is calculated as the number of standard pages occupied by the body of the report. This entails that preface, abstract, table of contents, list of references and appendices do not count in the calculation of the number of pages. A standard page is 2,400 characters, including spaces. A table or chart counts as one character.

Journal article format

A thesis in article format consists of a manuscript draft and a so-called framework chapter ("ramme"), which provides an opportunity to elaborate on the background of the thesis and expand the discussion of methods and results beyond what is usually possible in a journal manuscript.

In addition to a title page, table of contents, Danish and English title and summary, and literature list, the thesis must contain the following sections:

- Framework chapter (“ramme”), including: An expanded background section, a description of the systematic literature search, philosophy-of-science positioning (where relevant), and an expanded discussion, with particular focus on methodology and the broader implications of the project
- Journal article draft (manuscript): The manuscript must be prepared for a specific peer-reviewed journal, chosen by the student. The article draft must comply with the requirements and formal guidelines of the selected journal regarding structure and content, in accordance with the journal's author guidelines. The title of the chosen international scientific journal and a link to its author guidelines must be included on the front page of the article draft.

The journal article and the framework chapter (“ramme”) must not exceed 90 standard pages (120 standard pages if written by two students) . A standard page is 2,400 characters, including spaces. A table or chart counts as one character.

Figures and tables

All figures and tables must be assigned a number and a title.

Table of contents

The list of contents should include all sections in the report except sections placed before the list of contents. This means that preface, abstract, and sworn statement should not appear in the table of contents. Further, the table of contents heading should not appear in the table of contents.

Recommended: Heading

Sections and subheadings should be clearly marked, e.g. by using different typologies or numbering. All topics with equal importance should have the same level of heading. There should not be more than three levels of headings.

Recommended: Margins, line spacing, standard page etc.

Margins (minimum):		*Other:*	
Left:	2 cm.	Line spacing:	1.5 pkt.
Right:	2 cm.	Font:	Calibri is recommended
Top:	3 cm.	Font size:	Corresponding 11 pt. Calibri.
Bottom:	3 cm.	One standard page:	2400 keystrokes (incl. blanks) as counted by word or similar software.

Language

The master thesis can be written in Danish, English, Norwegian or Swedish.

If the thesis uses the scientific journal format, the scientific journal manuscript should be prepared in English, but it's up to the student to write the coherent text ('rammen') in Danish, English, Norwegian or Swedish.

If the master's thesis is written in Danish, it must be provided with a title and summary in English and if the master's thesis is written in English, a title and summary in Danish must be provided. The front page of the master thesis must include a Danish as well as an English title. However, for international students the title and summary must be written in English only.

Regulations for the front page of the thesis

The front page of the thesis must contain the following information:

- title of thesis
- the student's name and date of birth
- name of the programme and year of submission
- supervisor's name and department

Recommended: List of references

The list of references is inserted at the end of the text. All references used as documentation in the report must appear on one, single list. Do not split the list into different types of sources such as books, internet and so on. Own work used in the report must also appear in the list of references. The list starts at the top of a page.

The list should be made according to a reference system. We recommend using computer reference software as for example Endnote. How to use Endnote is often a part of the curriculum. In addition, courses are available at the library.

Examples of well-known reference systems are American Psychological Association (APA) 7th ed., Harvard, Chicago, and Vancouver. In Word, there are facilities for using APA and Chicago. When for instance using the APA standard, in-text references are given as (author, year) and the list of references (bibliography) is alphabetically sorted based on the name of the author. In the list of references, author, title, and publisher/source must appear. If the reference is an article in an academic journal, the title, volume, and issue number of the journal must also appear in the list of

references. If there is more than one reference from the same year by the same author, these are sorted alphabetically according to the title and the year is supplemented by a), b) and so on.

For books, the title should be in italics. For articles from journals, the journal title should be in italics. Please note that if the reference is a chapter in a book with several authors, the author of the chapter must appear as author along with the title of the chapter and the title of the book and the name(s) of the editor(s) appears after this. The title of the book must be written in italics.

Material downloaded from the internet must be referred to and appear in the list of references in the same way as other references. However, with online sources, a URL (the internet-address) must also be provided. APA does not require a retrieval date unless the source is unstable. That is, the date on which the unstable material was downloaded. If the URL is very long, consider whether it is possible to find the source with just the start of the URL.

Sometimes, references, especially on the internet, do not state who the author is. If this is the case, it may be necessary to just insert the organization behind as author. If this information is also not available, the source may not be reliable. If it is necessary to use the source anyway, then state as much information about the source as possible.

Example of a list of references based on APA

Aabro, C., & Olesen, S. G. (Eds.). (2013). Individ, institution og samfund: Antologi for faget (2nd ed.). Billesø & Baltzer.

Brinkmann, S., & Kvale, S. (2018). Planning an interview study. In Doing interviews (pp. 39-56). SAGE Publications. https://dx.doi.org/10.4135/9781529716665

Bureau van Dijk. (n.d.). Key Financials. Summerbird A/S. Orbis. Retrieved April 1, 2022, from https://orbis.bvdinfo.com/version-022310/orbis/1/Companies/report/Index?format=_standard&BookSection=KEYFINANCIALS

Carlsberg. (2022, February 4). Beer sales volume of the Carlsberg Group in 2021, by market (in million hectoliters) [Graph]. Statista. https://www.statista.com/statistics/781203/beer-sales- volume-of- the-carlsberg-group-by-market/

Carlsberg. (n.d.). Home [Facebook page]. Facebook. Retrieved March 7, 2022, from https://facebook.com/CarlsbergDK

Danmarks Statistik. (n.d.). Befolkningstal [Key figures]. Retrieved March 7, 2022, from

https://www.dst.dk/da/Statistik/emner/borgere/befolkning/befolkningstal

Danmarks Statistik. (n.d.). Forbrugsundersøgelsen [Key figures; time:2020]. Retrieved March 29, 2022, from http://www.dst.dk/da/Statistik/emner/priser-og- forbrug/forbrug/forbrugsundersoegelsen

Danrevi - VH Revision. (2021). Årsrapport 2020 [Annual accounts]. Summerbird A/S. http://regnskab.bbi.dk/regnskab.asp?id=162780110&d=10-07-2021%2000:00:00&f=637614722724129496

Dourado, E., & Brito, J. (2018). Cryptocurrency. In The New Palgrave Dictionary of Economics. Palgrave Macmillan UK. https://doi.org/ 10.1057/978-1-349-95189-5_2895

Dourish, P., & Cruz, E. G. (2018). Datafication and data fiction: Narrating data and narrating with data. Big Data & Society, 5(2), 1-10. https://doi.org/10.1177/2053951718784083

Euromonitor International. (2021, May). Beer in Denmark: Country report [Analysis]. Passport. https://www.portal.euromonitor.com

Kildegaard, K. [@Kildegaardens]. (2022, March 6). Veludført annonce i morgendagens Børsen, hvor chefredaktør Bjarne Corydon optræder i høje hæle i kampen for flere kvinder i danske [Photo attached] [Tweet]. Twitter. https://twitter.com/Kildegaardens/status/1500569864490168332

MarketLine. (2022, February). MarketLine Industry Profile : Confectionery in Scandinavia [Report].

https://advantage.marketline.com/Analysis/ViewasPDF/scandinavia-confectionery- 150778

Martin fra Finansblog.dk. (2021, April 11). Derfor forventer jeg at blive millionær på kryptovaluta [Blog post]. Finansblog. https://www.finansblog.dk/derfor-forventer-jeg-at-blive-millionaer-paa-kryptovaluta/

Neergaard, S.F. (2022, January 27). Billetten til svømmehallen er fordoblet i pris på 20 år. Danmarks Statistik. https://www.dst.dk/da/Statistik/nyheder-analyser-publ/bagtal/2022/2022-01-27-prisen- paa-motion-20-aar

SMVdanmark. (2017, November 24). Brian Mikkelsen: SMV'erne er rygraden i dansk erhvervsliv [Video].

YouTube. https://youtu.be/o8Bl74m4Zsc

Summerbird. (n.d.). Begyndelsen. https://summerbird.dk/specialiteter/begyndelsen The LEGO Group. (2022). Annual Report 2021 [Annual accounts].

https://www.lego.com/cdn/cs/aboutus/assets/blt248041929be3b572/Annual_Report_2021_ENG.pdf

Wang, L. F. (2018, November 30). S-udspil om ulighed: Skadelig symbol-politik eller et skridt i den rigtige retning? [Indland]. Information, 4.

Zuckerberg, M. (2019, January 8). Every year I take on a personal challenge to learn something new. I've built an AI for my home, run [Status update]. Facebook. https://www.facebook.com/zuck/posts/10106021347128881

How to make in-text references:

a) A general reference at the beginning of a section if the section is a description of for example a theory and the description is mainly based on one ore a few sources, or
b) In the text like this: bla bla (Jensen, 2008) bla bla (Olsen, 2007; Petersen 2005a).
c) If the reference is to a book or is an exact citation, a page number should be given. Like this: “It is customary to…..” (Olsen, 2007:25). If the reference is to a journal article, page numbers are not necessary in the text.
d) References to the internet should be as precise as possible and state author and date. If the

Reference is to an internet site in general the site is given in the text and not in the list of references. For example www.sdu.dk.

Recommended: Appendixes and list of appendixes

Appendixes are inserted after the list of references.

Appendixes must be numbered consecutively independently of the numbering of the sections in the report.

13. Submission of the master’s thesis

The latest date for submission of the master’s thesis is May 31st, that means four months after registration of the thesis. If May 31st falls on a weekend or public holiday, the deadline is moved to the proximate Monday.

The student(s) must upload their thesis in pdf-format at Digital Exam.

When the student has passed the exam and the grade has been registered, the student will receive an e-mail from SDU library and the publishing system thesis.sdu.dk. If you wish to publish your thesis through SDU library, you need to give your approval by following the instructions in the e-mail. Afterwards you will receive a link which you can share with friends, family and future employer.

14. Form of examination

The thesis examination consists of a presentation based on the submitted thesis report, followed by an oral examination. The oral examination is based on the prepared thesis report and the presentation.

The oral defense is an individual examination, also if the thesis is completed by two students. The oral defense may be carried out in Danish, English, Swedish, or Norwegian.

The student is expected to initially present central issues at stake, together with conclusions or e.g., relevant discussion points. 5-10 min are set aside for the presentation. After this the student will be examined. The examination is carried out primarily by the main supervisor together with the external examiner (30-35 min.). A total of 45 minutes is allocated inclusive of oral presentation and grading.

The student is allowed to bring the thesis, notes, books etc. to the oral defense. If the student wishes to use a PowerPoint presentation the student is responsible for the practical and technical use and set up. It is recommended that students coordinate the use of PowerPoint with their supervisor beforehand.

The thesis defense can take place either online or on-site. The external examiner will generally participate online in both cases.

When filling out the electronic contract in SPOC, students must select one of two options – Onsite or online.

Students choosing the online option are also responsible for ensuring that their technical equipment and Internet connection are functioning properly and are used according to guidelines. The students are expected to familiarize themselves with the guidelines in the section below before choosing the online defense option.

In case of an on-site defense **-** as a general rule all master students must defend their master thesis in person at the University of Southern Denmark at the Campus Esbjerg or campus Odense, depending on the students' enrollment. Exemptions to the rule may apply if there are justifying circumstances making it particularly relevant for the defense to be held outside of Campus Esbjerg or Odense.

However, for this to apply the following circumstances must be met:

- It must be a joint request from both the student and the supervisor that the defense is held elsewhere.
- The student must send a request to publichealth@health.sdu.dk before the 1st of November for defenses in January and the 1st of April for defenses in June.
- The request must include an attached statement from the supervisor, in which she/he also states that it is a common request to conduct the defense outside Campus Esbjerg or Odense.
- It is the responsibility of the supervisor to book a suitable room at the requested location.
- It is the responsibility of the supervisor that there is sufficient IT-equipment and service at the requested location. The administration cannot arrange IT-service outside Campus Esbjerg and Odense.

15. Guidelines for conducting a full online thesis defense

Meeting time, identification, and contact:

The student will be able to access the link for the online defense in Digital Exam. The examination time will also be specified in Digital Exam. The student should access the examination link at least 15 minutes before the scheduled time.

At the start of the examination, the student must provide his/her phone number to the supervisor/examiner (hereafter referred to as the examiner). The student should also display his/her student ID card at the beginning of the examination (alternatively, a passport or driver's license with a photo ID will be accepted).

If the student encounters difficulties accessing the online examination room, he/she should try closing the browser completely and then attempt again. If the student is not logged in at the start of the examination, he/she should contact the examiner by phone to arrange the next steps. The phone number will be provided in the Digital Exam.

Note that for identification purposes, the examination cannot be conducted entirely over the phone from the beginning. If the student cannot access the examination via the link, the examination will be stopped, and the student will be marked as "absent" using one of his/her allowed attempts. If possible, the examination will be rescheduled within the same examination period.

If the student logs in after the examination has started, the examiner and the censor will decide whether to stop the examination or continue. In the latter case, the examiner and censor will determine the additional time needed for the examination. If the examination is stopped, the student will be marked as "absent," using one of his/her exam attempts.

If the student does not contact the examiner to report login difficulties, they will not be allowed to proceed with the examination. The student will be marked as "absent" using one of his/her exam attempts.

Camera, audio, and recording

It is the student's responsibility to ensure that the camera functions optimally, capturing a clear image. The camera resolution should be of sufficient quality to recognize facial features.

The student is also responsible for ensuring that the audio works properly. Using a headset with a microphone is recommended.

Both the camera and audio must remain active throughout the examination unless otherwise instructed by the examiner and censor.

Recording the examination (audio or video) is not permitted.

The examiner and censor have the authority to stop the examination if the above requirements are not met. In such cases, the student will be marked as "absent" using one of his/her exam attempts.

Examination room

The student must be alone in a closed and undisturbed room. The examination should proceed without interruptions. Upon request from the examiner and censor the student must demonstrate that they are alone in the room.

Technical Requirements

It is the student's responsibility to ensure that his/her computer and technical equipment are functioning properly before the start of the examination. Both the computer and internet connection must be stable. Whenever possible, use a wired internet connection.

All other lines of communication, especially tools like Skype, Teams, or similar, should be turned off so that only the current examination session uses the internet connection.

Unstable internet connection

In case of an unstable internet connection the examiner and censor will decide whether the examination can continue or if it should proceed telephonically. It is essential that the examiner and censor can identify the student before deciding on a telephonic solution.

If the connection is restored, the examiner and censor will determine whether to continue the examination with a time extension or not.

If the connection remains unstable, the examiner and censor will decide whether to stop the examination.

If the examination is stopped due to an unstable connection, the student will be marked as “absent” using one of his/her exam attempts.

If the examination is stopped due to the examiners or censor’s unstable connection, the student will be offered a new examination, and no attempt will be counted.

Breakdown

If the internet or the student’s computer breaks down during the examination, the examination may be stopped. If the examination is stopped due to a technical breakdown on the student’s side, the student will be registered as “absent” and will have used one attempt.

If the examination is stopped due to breakdown on the examiners or censor’s side, the student will be offered a new examination, and no attempt will be counted.

Re-examination due to instability or breakdown

If the examination must be stopped due to breakdown or an unstable internet connection, the re-examination will be conducted online. The examination will take place during the same examination period, if possible.

16. Assessment

The thesis will be evaluated by the examiner and an external examiner after which grading will take place in co-operation with the examiner. The external examiner will as a starting point participate online in the oral defense.

Grading will take place according to the Danish 7-point grading scale (http://fivu.dk/en/educationandinstitutions/thedanish-education-system/grading-system?searchterm=grading%20scale).

Grading is based on an overall assessment of the written work and the fulfillment of the learning objectives and an evaluation of the student’s performance in the oral defense.

Individual grades are given. Different grades may thus be given to various group members in connection with group theses and oral defenses of these.

In connection with grading, importance is attached to whether the student can demonstrate, in

writing and orally, independent academic competence and shows in-depth knowledge of the theories and methods of analysis that are involved in the elaboration of the field of study.

The final grading is, first and foremost, based on professional criteria, but the student's abilities as to written and oral presentation are also assessed.

17. Re-examination

Theses that are submitted after the deadline will be regarded as absent and the student will have used an examination attempt.

The student must re-write the synopsis and the title must be changed (can be similar to the original title). According to the ministry's definition the modified synopsis must correspond to a further three months' workload. The modified synopsis and contract must be submitted no later than 2 weeks after the original deadline.

The new deadline is automatically fixed to three months after the original deadline.

If the master's thesis is not submitted within the new deadline, the student will be granted a third attempt according to the same rules that apply to the second attempt.

If the master's thesis is not passed (grade '00' or '-3'), a modified synopsis must be submitted within two weeks after the publication of the assessment. A new deadline for submitting the thesis will be fixed three months after the publication of the assessment.

18. Exception

A substantiated application for exemption from the above-mentioned regulations, i.e., a postponement of the submission date, must be submitted to the Public Health Study Board via SPOC.

19. Complaints concerning the exam

Complaints must be submitted to the Dean of the Faculty of Health Sciences. The complaint must be in writing and must be substantiated. The complaint must be submitted not later than two weeks after the announcement of the assessment.

Read more about complains about exams here: https://mitsdu.dk/en/mit_studie/kandidat/folkesundhedsvidenskab_kandidat/vejledning-og-support/studieregler/eksamen/klage_proeve

20. Agreement between the student and the supervisor

The agreement is for the normed time for the thesis period (including the exam), as well as the time used for the project formulation and synopsis (30 ECTS in total). Only in exceptional circumstances the supervision can be handled by a new supervisor, and only after application to the Head of Studies.

Cancellation of an agreement

The supervisor can demand the agreement to be canceled if:

a) the student is not making progress, or

b) the student(s) has repeatedly failed to show up for the agreed guidance meetings without notification his/her absence in advance.

The student(s) can demand the agreement to be canceled if:
a) the supervisor is unable to comply with the agreed work schedule, or
b) the supervisor does not participate in the agreed guidance meetings

Requests for cancellation of an agreement must be made in writing to the Head of Studies.

Change of supervisor
A change of supervisor can only happen in rare cases. This can be suggested either by the supervisor or by the student(s) or by both parties jointly. It can be justified in purely practical terms, it can be for serious professional reasons, or it may be due to a disagreement between the parties. If there is agreement between the supervisor and the student(s) about a potential change of supervisor, the case is sent to the Head of Studies – possibly with an indication of who is proposed as a new supervisor. The Head of Studies ensures that a new supervisor is appointed. If there is disagreement between the parties about supervisor change, it must be processed in accordance with the below guidelines for complaints about supervision matters.

Guidelines for complaints about supervision
All complaints about supervision matters must be addressed to the Head of Studies. The complaint must have a factual justification and include a proposal for resolving the conflict. If a complaint is justified in personal relationship, it should be presented orally by contacting the relevant Head of Studies.