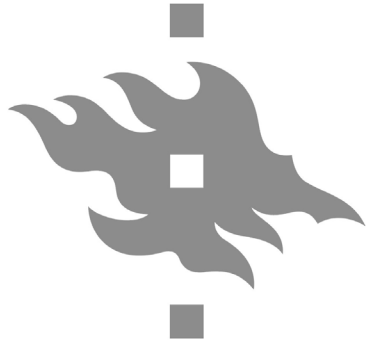




TRANSFERRING BETWEEN DOCTORAL PROGRAMMES

During their studies, doctoral students may apply, for well-grounded reasons, for a transfer to another doctoral programme due to, for example, a change in the topic of their doctoral dissertation or supervisory arrangements. The target degree and faculty cannot be changed during studies. In such cases, students must apply for a new right to complete a degree.

Transfers are not possible after the preliminary examination process of the doctoral dissertation has begun.

Last name	First names	
Student number		
Street address		Postal code and city
Phone number during the day		Email
Faculty		Target degree
Details on the current right to complete a degree		
Doctoral programme		Date of commencement of the right to pursue a degree
Dissertation topic		
Dissertation supervisor(s)		
Responsible person		
Desired doctoral programme		
New dissertation topic (if the topic changes when transferring between doctoral programmes)		



Grounds for transferring between doctoral programmes If the topic of the dissertation changes, the grounds for the change must also be stated. (When necessary, the grounds can be submitted in a separate attachment.)

Supporting statements by the dissertation supervisor(s)

If the supervisor changes when transferring between doctoral programmes, the supporting statement must be submitted by the new supervisor.

The supervisory arrangements must conform with the new doctoral programme's regulations concerning supervision.

I approve the transfer between doctoral programmes.

Date, supervisor's signature and name in block letters

I approve the transfer between doctoral programmes.

Date, supervisor's signature and name in block letters

Supporting statement by the responsible person of the doctoral studies

If the responsible person changes when transferring between doctoral programmes, the statement must be submitted by the new responsible person.

If the supervisor serves as the responsible person, no duplicate supporting statement is required.

I approve the transfer between doctoral programmes.

Date, responsible person's signature and name in block letters

Doctoral student

Date and signature

The application for transferring between doctoral programmes must be enclosed with the following **enclosures**:

- 1) Up-to-date research plan
- 2) Study plan that takes into account the curriculum of the new doctoral programme and the related changes to the content of studies

The application and enclosures must be submitted to the Doctoral Student Services at the faculty that granted the right to complete a degree.

The application and enclosures can be submitted either through encrypted email or in paper form by, for example, mail. There is no deadline for submitting the application. The dean of the faculty that granted the right to complete a degree will make a decision on the application.

When transferring between doctoral programmes, no new right to complete a degree will be granted, but the original right (including its date of commencement) will remain valid. The details of the right will be updated in the Student Register.