**Policy on the appointment of external supervisors**

Requests to appoint an external supervisor will only be approved in exceptional circumstances and only when it can be demonstrated that the relevant expertise is not available within the University.

Such approvals are normally restricted to staff who leave the University but, for reasons of continuity and the best interests of the student, wish to continue supervising the student to completion.

The main supervisor, responsible for the administrative duties around progression and examination, must be an employee of the School where the student is registered. The external supervisor must therefore be appointed at 30% share or under.

The external supervisor need not be a member of an academic institution if it is determined that their expertise is most relevant to the student’s research (typical examples are supervisors from government agencies, industrial partners or museums).

The arrangement and level of remuneration is the responsibility of the School. A typical fee for an external supervisor is £500 plus expenses per year, which will entitle the student to a minimum of four supervisory meetings.

**Request for approval to appoint an external research degree supervisor**

|  |  |
| --- | --- |
| Name of School |  |
| Academic Year |  |
| Name of Student |  |
| Student ID |  |
| Mode of Attendance(full – time, part-time or thesis pending) |  |
| Year of Study |  |
| Name of Internal Supervisor(s) and academic Load |  |
| Name of proposed external supervisor and academic load |  |
| Reason for the appointment of the external supervisor to include a statement on why supervision cannot be provided from within the University |  |

Finances approved by ………………………………………..…… (Head of School or nominee)

Request approved by ……………………………………………….(School PGR Director)