

Appointing external supervisors / advisors

When are external supervisors / advisors permitted?

- The principal supervisor should be a doctorate-holding and research-active member of Royal Holloway academic staff. The exception to this is where the supervisory relationship has broken down and the School is unable to allocate a suitable replacement principal supervisor from within the College, in which case a replacement principal supervisor who is external to the College may be appointed. In such circumstances, the second supervisor/advisor should normally be a member of College staff from outside the student's home department
- Although a second supervisor or advisor should normally be employed by Royal Holloway, the second supervisor or advisor may be external to the College in one of the following cases:
 - Where there is scarce expertise (e.g. a lack of technical and academic expertise in a particular research area or a lack of expertise in a particular methodology or theoretical perspective)
 - Where an external funding body requires it
 - Where a student's research is considered to be at a stage where a change of supervisor may compromise their progress

Appointing an external supervisor / advisor

- Requests for the appointment of an external person to act as a principal supervisor, second supervisor or advisor must normally be made to the Head of School, who will be responsible for the approval of any such requests.
- The process for appointing external supervisors / advisors is run by HR. Guidance and an external supervisor appointment form can be found at: <https://intranet.royalholloway.ac.uk/staff/your-employment/human-resources/policies-procedures-and-forms/policies/external-phd-supervisors.aspx>
- If you need any assistance with this process, please contact the member of staff within your School admin. team who is responsible for HR in the first instance.