



**APPOINTMENT OF EXTERNAL SUPERVISOR**  
**FOR A MPhil/PhD/Professorial Doctorate Candidate**

***This form and associated documents should be scanned and submitted to Human Resources  
10 working days prior to an individual's start date.***

*Successful MPhil/PhD/Professional Doctorate study at the Royal Holloway is dependent upon the development and nurturing of good supervisory relationships between candidates and their supervisors. The College also recognises that from time to time, supervisors external to the College will be required to complement the supervisory team of a particular candidate or that departments may want to retain colleagues who have left the employment of the College in a supervisory capacity. The College is extremely grateful to these external supervisors for their willingness to invest their time and energy in the demanding yet satisfying task of MPhil/PhD/Professional Doctorate supervision. With this in mind, the purpose of this Agreement is to ensure that the interests of the external supervisor, the candidate and the College are adequately protected.*

To: Human Resources Department

From:

Date: [Click here to enter a date.](#)

Department/Section:

**DETAILS OF EXTERNAL SUPERVISOR**

Name:

Address:

Employer:

Work Tel:

E-mail address:

Nature of Supervision: [Choose an item.](#)

## DETAILS OF CANDIDATE

Name:

Home Address:

University Tel:

E-mail:

Primary Supervisor:

Other Supervisors:

Research Topic:

Period of external supervision commences on: [Click here to enter a start date.](#)

Period of external supervision finishes on: [Click here to enter an end date.](#)

No. of Contact Hours: [Choose an item.](#) Hourly Rate of Pay\*\* £hourly rate

No. of Pro Rata Hours: \*\* Top of RHUL Grade 9 inclusive of .5 uplift

Line Manager responsible for employee and authorisation of timesheets: Name of line manager

Cost Code: [Cost Code](#)

### **I confirm that:**

- I have checked the employee's right to work in the U.K and I have completed and attached the Proof of Right to Work Checklist.
- I have attached a scanned copy of the necessary evidence confirming the individual's right to work in the UK.
- I have attached a completed New Starters Form  
<http://www.rhul.ac.uk/iquad/documents/pdf/humanresourcespdf/forms/newstartersform.pdf>
- I have attached a copy of the External Supervisors CV
- Departmental funding is available to cover this appointment.

Signed: .....  
(Head of Department or Section / Senior Faculty Administrator)

**OTHER TERMS AND CONDITIONS OF APPOINTMENT**

**As the external supervisor:**

1. *I agree to assist in the supervision of the research work of the above named MPhil/PhD/Professional Doctorate candidate.*
2. *I confirm that I am appropriately qualified and experienced to supervise the particular research work of the candidate.*
3. *[if applicable. If not applicable, delete clause before printing] I confirm that I shall confer with the Head of Department on a regular basis on dates to be agreed and shall promptly consult at other times on any matters coming to my attention which I believe are likely to significantly affect the quality, direction or progress of the candidate’s work.*
4. *I have been provided with and read the Department’s Handbook for PGR students and other documents referred to in this clause 4 and I agree that I shall abide by and be bound by all policies and regulations of the College which are related to the MPhil/PhD/Professional Doctorate programme, including the College’s policies on ethical behaviour, intellectual property rights <http://www.rhul.ac.uk/iquad/collegepolicies/documents/pdf/research/intellectualpropertypolicy.pdf> and the College’s Code of Practice on the Exploitation of Inventions and Patents <http://www.rhul.ac.uk/iquad/documents/pdf/exploitationofinventionsandpatents.pdf>. For the avoidance of doubt, unless there is an agreement to the contrary (see 7 below), all intellectual property generated by the candidate or the supervisor in the course of this research project shall, as per the College’s Intellectual Property policy be owned by the College and any exploitation governed by the College’s Code of Practice on the Exploitation of Inventions and Patents.*
5. *I agree to supervise the candidate for the duration of his/her candidacy, which may include a period of extension to the candidate’s submission deadline and may also include supervision during a period of resubmission. If I am unable to continue with supervision of the candidate at any point, I undertake to promptly advise the Head of Department accordingly.*
6. *I agree to maintain a comprehensive file of relevant documents, emails, correspondence, etc relating to my supervision of the candidate.*
7. *If not a party to any separate agreement relating to intellectual property rights (see 4 above), the External Supervisor will be provided by the College with the relevant terms of any such agreement.*
8. *[if applicable. If not applicable, delete clause before printing] I confirm that my employer is aware of and has agreed to (a) my supervision of the candidate and (b) the terms of this agreement. Where supervision will occur in paid work-time I have obtained my employer’s consent.*

Signed by External Supervisor: .....

Date: .....