

ROYAL HOLLOWAY UNIVERSITY OF LONDON

Guidance for Departments regarding the appointment and payment of External PhD/MPhil Principal Supervisors

1. Background

- From time to time, it is necessary to appoint an external supervisor to assist with the supervision of a PhD/MPhil student. Appointment and payment should be for Principal Supervisors only and those who are not engaged under any other arrangement with the College or External Body, for example the VLA (Veterinary Laboratories Agency).
- HR should be notified of all external PhD/MPhil principal supervisor appointments and agreements by completion of an APPOINTMENT OF EXTERNAL PHD/MPHIL PRINCIPAL SUPERVISOR form.

2. Status/Title of External PhD/MPhil Principal Supervisors

Generally External Principal Supervisors are not awarded a title. Where it may be appropriate to award an Honorary title, please refer to the Human Resources web page which outlines the appointment process for Honorary appointments.

3. Remuneration

Remuneration is by an agreed payment calculated at the appropriate Senior Lecturer/Reader uplifted (x .5) hourly rates based on a minimum of 9 hours/student/year (8 contact hours + 1 hour annual leave) capped at 12.5 hours/student/year (11 contact hours + 1.5 hours annual leave) for a full time student. The hours should be agreed in advance and may be determined by the level of supervision required, for example in consideration of students with special needs, a foreign language or nature of the research being carried out. Hours for part time students should be calculated on a pro rata basis.

Claims should be made at the end of each term over a period of no more than three years, subject to review and individual agreements. The payment will be inclusive of a claim for annual leave at the rate of 1 hour for every 8 hours worked.

No claims will be accepted for travel to work or other expenses.

4. Appointment Process

• Step 1:

Following consultation with the Dean of Faculty, the Head of Department should contact the proposed external principal supervisor, begin informal negotiations and verbally agree the level remuneration following consultation with the Human Resources Department.

Appointments should be offered a period up to a maximum of 3 years in the first instance. This period is subject to a review and could be extended to a maximum of 4 years in the case of a full time student or maximum of 6 years for a part time student. No distinction should be made regarding the writing up year.

- **Step 2:**

Assuming that the proposed external principal supervisor verbally agrees to undertake the supervision requested, the Department should request a current curriculum vitae.

- **Step 3:**

The Department should complete the APPOINTMENT OF EXTERNAL PHD/MPHIL PRINCIPAL SUPERVISOR form and advise HR accordingly for a contract of employment to be prepared and sent to the External PhD/MPhil Principal Supervisor for signing and return with the appropriate paperwork.

- **Step 4:**

Once the contract is signed by the External PhD/MPhil principal supervisor and proof of right to work in the UK verified before starting work the new supervisor will be added to the College payroll.

The external PhD/MPhil principal supervisor should make a claim every term in arrears in accordance with their contract of employment.