

**Royal Holloway  
University of London**

**APPOINTMENT OF EXTERNAL PRINCIPAL SUPERVISOR  
FOR A PhD/MPhil CANDIDATE**

Successful PhD 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, principal supervisors external to the College will be required to complement the supervisory team of a particular candidate. 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 PhD/MPhil principal supervision. With this in mind, the purpose of this Agreement is to ensure that the interests of the external principal supervisor, the candidate and the College are adequately protected.

**DETAILS OF POSITION**

Department:

Period of external supervision commences on	
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Period of external supervision finishes on:	
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**DETAILS OF EXTERNAL PRINCIPAL SUPERVISOR**

Name:

Address:

Employer:	
New or Continuing Member of Staff	
Work Tel:	
Email:	

Details of other current MPhil/PhD supervision:

**DETAILS OF THE CANDIDATE**

Name:

University Dept:

No. of Contact Hours 8 (9 hours/student/yr inclusive of 1 hours annual or	
No. of Contact Hours 11 (12.5 hours/student/yr inclusive of 1 hours annual or	
Email:	
Primary Supervisor:	
Other Supervisors:	
Research Topic:	

## PAYMENT DETAILS

Royal Holloway agrees to pay the external supervisor named above the following payment of £ \* for his/her services as an external principal supervisor. Claims should be made, up to this amount, at the end of each term in arrears over an agreed period of no more than 3 years, subject to review. Annual leave has been included at the rate of 1 hour for every 8 hours worked. No claims will be accepted for travel to work. \*A maximum payment for up to 12.5 hours/student/year (inclusive of annual leave) is payable depending on the extent of the supervision required.

Previously employed by Royal Holloway?

Department .....

## OTHER TERMS AND CONDITIONS OF APPOINTMENT

### As the external principal supervisor:

- I agree to assist in the supervision of the research work of the above named PhD/MPhil candidate.
- I confirm that I am appropriately qualified and experienced to supervise the particular research work of the candidate.
- *[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.
- I have read the Department's *Handbook for PhD Study* and I agree that I shall abide by all policies and regulations of the College which are related to the PhD/MPhil programme, including the College's policies on ethical behaviour and intellectual property rights.
- I agree to supervise the candidate for the duration of his/her candidacy. If I am unable to continue with supervision of the candidate, I undertake to promptly advise the Head of Department accordingly.
- I agree to maintain a comprehensive file of relevant documents, emails, correspondence, etc relating to my supervision of the candidate.
- *[if applicable. If not applicable, delete clause before printing]* I have entered into a separate agreement with the University on the intellectual property rights relating to the research.
- *[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.

### Royal Holloway University of London:

- Agrees to, through the Head of Department, keep the external principal supervisor appropriately informed about matters pertaining to the PhD/MPhil programme and the candidate.

## AUTHORISATION AND SIGNATURES

### Signed by External Principal Supervisor:

External Supervisor's Signature ..... Date .....

Signed on behalf of the Royal Holloway: ..... Date .....

Name (please print) Designation\* .....

\*normally the Head of Department