**External Supervisor Agreement**

High quality supervision is essential to a successful graduate research experience. The University, its Staff and Research Students collectively support a student-centred, mutually respectful, and ethical approach to research supervision practices. Please see UC’s [Research Student Supervision Policy](https://www.canterbury.ac.nz/about-uc/corporate-information/policies/research-student-supervision-policy) for full details.

Supervisors in roles external to the University provide a valuable addition and complement to the supervisory team. Supervisory teams involving individuals from outside of UC enhance relationships between students, UC, and the local, national, and international research community.

The purpose of this agreement is to ensure that the interests of the External Supervisor, the student, and the University are adequately protected in these arrangements.

A copy of the completed form must be provided to the External Supervisor.

**Section A: Student Details**

|  |  |
| --- | --- |
| Student name: |  |
| Student ID number: |  |
| Senior Supervisor: |  |
| Department/School: |  |
| Qualification (e.g., PhD in Biology): |  |
| Course code (e.g., BIOL790): |  |
| Thesis working title: |  |
| Qualification start date: |  |
| Final submission date: |  |
| Senior Supervisor: |  |
| Co- or Associate Supervisor: |  |
| Co- or Associate Supervisor: |  |
| Co- or Associate Supervisor: |  |

**Section B: External Supervisor Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title and name: |  | | |
| Supervisory role: | Co-Supervisor  Associate Supervisor | | |
| Country: |  | | |
| Work phone: |  | Mobile: |  |
| Email: |  | | |
| Employer: |  | | |
| Role: |  | | |
| Highest qualification: |  | | |
| Have you previously supervised at this level of study? | Yes  No | | |
| ORCID ID and/or link to online research profile: |  | | |

**Section C: Terms and Conditions of Appointment**

External Supervisor

* I agree to the supervisory role and will abide by the responsibilities as detailed in the UC [Research Student Supervision Policy](https://www.canterbury.ac.nz/about-uc/corporate-information/policies/research-student-supervision-policy).
* I confirm that I am appropriately qualified and experienced to be a member of the student’s supervisory team.
* I confirm that I shall confer with the Senior Supervisor 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 student’s work.
* I agree to supervise the student for the duration of their candidacy or for a specified period as required. If I am unable to continue with supervision of the student, I will promptly advise the senior supervisor accordingly.
* I agree to maintain a comprehensive and confidential file of relevant documents, emails, correspondence, etc. relating to my supervision of the student.
* *[If applicable – If not applicable, delete clause before signing]* I have entered into a separate agreement with the University regarding intellectual property rights relating to the research.
* *[If applicable – If not applicable, delete clause before signing]* I confirm that my employer is aware of and has agreed to (a) my supervision of the student and (b) the terms of this agreement. Where supervision will occur during paid work hours, I have obtained my employer’s consent.

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* Agrees to, through the Senior Supervisor, keep the external supervisor appropriately informed about matters pertaining to the programme and the student.

**Signatures and Authorisations**

|  |  |  |  |
| --- | --- | --- | --- |
| External Supervisor signature: |  | Date: |  |
| External Supervisor employer signature (*if applicable*): |  | Date: |  |
| UC (HoS/D) signature: |  | Date: |  |

**Please provide a copy of the completed agreement to the External Supervisor, and provide a copy to** [**graduateschool@canterbury.ac.nz**](mailto:graduateschool@canterbury.ac.nz) **(for Doctoral students) or the relevant Administrator (for research Master’s students) to be kept on the student’s record.**