



GUIDANCE FOR DEPARTMENTS REGARDING THE APPOINTMENT AND PAYMENT OF EXTERNAL MPhil/ PHD/PROFESSIONAL DOCTORATE SUPERVISORS

1. Background

From time to time, it is necessary to appoint an external secondary supervisor to assist with the supervision of a MPhil/PhD/Professional Doctorate student. This is usually where external expertise is required given the focus of the student's Phil/PhD/Professional Doctorate. However, there may also be cases where an existing supervisor leaves the College to take up employment elsewhere but, given his/her particular expertise, needs to continue to supervise the student. Appointment and payment should be for supervisors who are not engaged under any other arrangement with the College or External Body, for example the VLA (Veterinary Laboratories Agency). Departments/Schools should refer to the RHUL Code of Practice for the Academic Welfare of Postgraduate Research Students 2014/15 regarding the **Responsibilities of the Supervisor** before an offer of appointment is made, particularly in cases where an existing supervisor is leaving the College and is to continue to supervise one or more students (paragraph 12).

<http://www.rhul.ac.uk/ecampus/academicsupport/regulations/home.aspx>

HR should be notified of all external MPhil/PhD/Professional Doctorate supervisor appointments and agreements by completion of an **APPOINTMENT OF EXTERNAL SECONDARY SUPERVISOR MPhil/PHD/PROFESSIONAL DOCTORATE CANDIDATE** form.

<http://www.rhul.ac.uk/iquad/documents/pdf/humanresourcespdf/externalphdsupervisorappointmentform.pdf>

2. Status/Title of External MPhil/PhD/Professional Doctorate Supervisors

External Supervisors may hold an honorary title. However, it should be noted that an appointment as an external supervisor does not in itself constitute a reason for the award of an honorary position. Where it may be appropriate to award an honorary title, please refer to the Human Resources website which outlines the appointment process for Honorary appointments.

<http://www.rhul.ac.uk/iquad/collegepolicies/documents/pdf/humanresources/descriptionacademicandhonorarytitles.pdf>

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3. Remuneration

Remuneration is by a single rate of pay calculated at the top Senior Lecturer/Reader uplifted (x .5) hourly rate based on a maximum of 12.5 hours/student/year (11 contact hours + 1.5 hours annual leave) for a full time student. 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 VP/Dean of Faculty, the Head of Department/School should contact the proposed external supervisor, begin informal negotiations and verbally advise them of the level remuneration.

Appointments should be offered for 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 7 years for a part time student to cover their writing up year. Should a student require an extension to their submission deadline and/ or to resubmit their thesis with corrections after the viva, the supervisor's contract may be extended so that they can provide an appropriate level of support to the student during the extension and/ or resubmission period. Requests for contract extensions will be considered in accordance with the circumstances of each individual case.

In cases where staff are leaving the College and the Department/School wishes to retain them, the Head of Department/School should move straight to Step 3 below.

- **Step 2:**

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

- **Step 3:**

The Department/School should complete the **APPOINTMENT OF EXTERNAL MPhil/PHD/PROFESSIONAL DOCTORATE SUPERVISOR FORM**

<http://www.rhul.ac.uk/iquad/documents/pdf/humanresourcespdf/externalphdsupervisorappointmentform.pdf> .

- **Step 4:**

Once the contract is signed by the External MPhil/PhD/Professional Doctorate Supervisor and proof of right to work in the UK has been verified before starting work, the new supervisor will be added to the College payroll. This does not apply in cases where staff are

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currently employed by the College and are leaving, subject to there being no break in service and that there are, where applicable, up to date documents on their personal file that meet UKVI requirements.

The external MPhil/PhD/Professional Doctorate Supervisor should make a claim via My View, the College's Self Service facility, every term in arrears in accordance with their contract of employment. Claims made more than six months in arrears may not be honoured unless there are extenuating circumstances.

Guidance Schedule	
Guidance Title	Guidance for Departments regarding the appointment and payment of External MPhil/PhD/Professional Doctorate
Policy Owner	Human Resources
Policy lead contact	HR Business Partner
Consultation with College Unionss	UCU
Approving Body	Research Degrees Programmes Committee & College Executive
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