Supervisor Approval form

This form must be completed for all proposed supervisors where approval is required under Sections 2.8, 2.11, 2.12, 2.13, 2.14 and 2.15 Code of Practice on Supervision and Monitoring Progress of Research Students available at: <https://intranet.birmingham.ac.uk/as/registry/legislation/codesofpractice/index.aspx>.

The Head of School (or nominee) should complete this form and return to pgrstudentrecords@contacts.bham.ac.uk together with the nominee’s CV, before supervisory arrangements are finalised.

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| **PART 1: Proposed supervisor – personal details** | | |
| **Name** | | |
| **Title** | **University ID number** | |
| **Institution** | **School/Department** | |
| **Position** | | |
| **Address** | | |
| **Email address** | | **Telephone number** |

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| **PART 2: Case for appointment** | | | | | |
| 1. **Please indicate the category under which the request is being made** | | | | | |
| 2.8 If a proposed supervisor is not qualified to the appropriate level s/he shall have compensating academic experience and/or status in the discipline area. The approval of Senate or delegated authority should be sought for a proposed lead or co-supervisor to supervise to a higher level than his or her own qualifications. Approval to supervise in these circumstances would not be on an individual postgraduate researcher basis but would be given once to individual members of staff. | | | | |  |
| 2.11 An honorary member of staff may be appointed as a co-supervisor. With the approval of the Senate or delegated authority, an honorary member of staff may be appointed as a lead supervisor providing the co-supervisor holds a substantive post with the University (See 2.14 below). | | | | |  |
| 2.12 With the approval of Senate or delegated authority, an Emeritus Professor may be appointed as a lead or co-supervisor providing the other (or another) supervisor holds a substantive post with the University (See 2.14 below). | | | | |  |
| 2.13 With the approval of Senate or delegated authority, a Recognised Supervisor may be appointed as a lead or co-supervisor providing the other (or another) supervisor holds a substantive post with the University (See 2.1 below). | | | | |  |
| 2.14 To ensure compliance with the University’s Home Office Student Sponsor Licence (previously Tier 4), it is not possible for individuals not employed by the University of Birmingham (including honorary members of staff, recognised supervisors or emeritus professors) to be appointed as a lead supervisor for a PGR holding a Student Visa, but they may be appointed as a co-supervisor. | | | | | |
| 2.15 With the approval of the Senate or Delegated Authority, in instances where supervision from suitably qualified and experienced persons based in other institutions is deemed appropriate, an external supervisor may be appointed as a co-supervisor providing a lead supervisor who holds a substantive post at the University is appointed. The role of the external supervisor should be clearly defined and should not duplicate or conflict with the role of the University of Birmingham supervisor as set out in Section 5 of this Code of Practice. The University retains full control over the supervisory arrangements and must be the final arbiter in all cases. Where appropriate, payment to the external supervisor is the responsibility of the School. | | | | |  |
| Other – please provide details: | | | | |  |
| 1. **Please provide rationale for the appointment** | | | | | |
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| 1. **Please provide details of supervisory experience and training within the last 3 years** | | | | | |
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| 1. **Please provide details of proposed postgraduate researchers to be supervised by the nominee (please refer to 2.14 above regarding Student Route visa students)** | | | | | |
| **Name** | **ID number** | **Student route visa holder? (Y/N)** | **Will the nominee be lead or co-supervisor?** | **Names of the rest of the supervisory team** | |
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| PART 3: School approval | |
| **Name (Head of School or nominee)** | |
| **Signature** | **Date** |

Please return to the RSA team: pgrstudentrecords@contacts.bham.ac.uk

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| **PART 4: University approval** | |
| On behalf of the University’s Research Progress & Awards Sub Panel, I do/do not\* approve this nomination (\*delete as appropriate).  Comments: | |
| **Name** | |
| **Signature** | **Date** |