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| New UCD Crest | **Procedure for the Approval of Adjunct and Visiting Staff as Principal Supervisors and Co-Supervisors** |
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1. **Introduction**

**A.1** This procedure document should be read in conjunction with the UCD Policy on for Split-Site Research Degree Student Arrangements.

**A.2** Section 7.14 of the Academic Regulations for Research Degrees states that:

*The Principal Supervisor/Co-Supervisor must be an active researcher in the broad area of the student’s research topic and hold a PhD/doctoral degree or equivalent qualification or experience and be one of the following:*

1. *a permanent member of faculty of the University; or*
2. *a member of adjunct or visiting staff of the University, who has been specifically approved to act as a Principal Supervisor/Co-Supervisor by the Academic Council or its relevant committee, on the recommendation of a School and with the approval of the Governing Board, and whose name has been entered on the Register of Approved Adjunct and Visiting Supervisors. or*
3. *A full-time member of faculty or Research Fellow on a temporary contract which spans the student’s registration period, two years( research masters degree) or four years (PhD degree) or greater who has been approved to be a Principal Supervisor by the Governing Board, provided that there is a Co-Supervisor, who is a permanent member of faculty of the university, identified in advance of the student commencing their studies. The Co-Supervisor will assume the responsibilities of the Principal Supervisor in the event that the student’s programme of study exceeds the duration of the initial Principal Supervisor’s contract, subject to the approval of the relevant board..*
4. **Procedure**

It is essential that an individual is formally appointed as Adjunct or Visiting staff prior to making an application to act as Principal Supervisor or Co-Supervisor.

The procedures for the appointment of Adjunct and Visiting staff can be found on the HR Website: <http://www.ucd.ie/hr/policies/>

An Adjunct or Visiting member of faculty (as approved by the Academic Council or its relevant committee) may be nominated to act as Principal Supervisor or Co-Supervisor for graduate research students.

Schools wishing to nominate a member of the University’s Adjunct or Visiting Academic Staff as Principal Supervisor or Co-Supervisor should observe the following procedures and complete the form below

**B.1** A nomination form summarising details of the proposed Principal Supervisor or Co-Supervisor and the graduate research student should be signed by the Head of School and submitted to the relevant Governing Board for consideration;

**B.2** If the Governing Board supports the proposal, the form should be signed by the Chair of the Governing Board or equivalent and forwarded to the Academic Council or its relevant committee for approval;

**B.3** Names of approved Adjunct or Visiting Principal Supervisors and Co-Supervisors will be placed on the Register of Approved Adjunct and Visiting Supervisors which is maintained by the UCD Graduate Studies.

1. **Approved Adjunct Supervisor Nomination Form**

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| **UN UNIVERSITY COLLEGE DUBLIN**  **NOMINATION FORM**  Appointment of Adjunct / Visiting Academic Staff as Principal Supervisor or Co-Supervisor for Research  Degrees | | | | | | |
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| Student Details | | | | | | |
| Candidates Name: |  | | | Student Number: | |  |
| College: |  | | | Programme: | |  |
| Thesis Subject Area: |  | | | School: | |  |
| Thesis Title: |  | | | | | |
| Nominated Supervisor Details | | | | | | |
| Affiliation Type\*:  Adjunct  Visiting  *\*see* [*http://www.ucd.ie/hr/policies/*](http://www.ucd.ie/hr/policies/) | | | | | Start Date: | |
| Nomination for the role of  Principal Supervisor  Co-Supervisor | | | | | | |
| Personnel Number (if known): | | |  | | | |
| Title*: (ex. Adjunct Associate Professor)* | | | Full Name: | | | |
| Full Address: | | | | | | Email: |
| Institution: | | | | | | |
| Academic qualifications and professional experience: (*may attach or provide a web-link to recent publications/cv)* | | |  | | | |
| Research Active:  Yes  No  *(i.e. has won research grant, or published papers/chapters/books or supervised higher degree students to completion)* | | | | | | |
| Supervisory Experience | | | | | | |
| Number of doctoral students supervised as a  Principal Supervisor: Co-Supervisor: | | | | | | |
| Supervisor Declaration | | | | | | |
| I agree to supervise this candidate in accordance with the University’s Academic Regulations for Research Degrees:  and the responsibilities outlined in the Policy for Supervision of Research Degree Students  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Signature of nominated Principal Supervisor/CoSupervisor* | | | | | | |
| Authorisation | | | | | | |
| **1/Head of School** :I confirm that the candidate has been appointed by the College Principal or Vice-President for Research, Innovation and Impact as an Adjunct or Visiting Staff member on [*insert date* ]; and subsequent to this, that I recommend that they be approved to act as Principal Supervisor/CoSupervisor.     1. Head of School (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. Chair of the Governing Board (or equivalent)   (Print Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Approved by Governing Board: | | Date: | | | | |

\*\*Forms should be completed and submitted by Schools to the Governing Board. On the recommendation of the Governing Board the form should be submitted to University Programmes Board (UPB) for approval via [programmes@ucd.ie](mailto:programmes@ucd.ie)