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# Guidelines for appointing External Supervisors of PhD degree Candidates

## 1 Background

- From time to time, it is necessary to appoint an external supervisor to assist with the supervision of a PhD candidate.
- An external supervisor cannot be the primary supervisor.
- All external supervisor appointments and agreements should be concluded by completing the [\*Agreement for external supervision of a candidate for the degree of Doctor of Philosophy\*](#) available on the Human Resources website under Forms.
- Issues of intellectual property, when applicable, should be agreed prior to a formal appointment being made.

## 2 Status/Title of External Supervisors

Generally External Supervisors are not awarded a title.

In the rare cases where it may be appropriate to award an Adjunct or Honorary title, please refer to Human Resources for information about the appointment process for Adjunct and Honorary appointments.

## 3 Remuneration

Not all external supervisors are paid.

External supervisors employed at other New Zealand universities are not paid.

Remuneration is up to a maximum of \$5,000 plus a separate payment of 8% holiday pay in lieu of annual leave for the full period of the external supervision, depending on the extent of the supervision required.

The amount is paid in equal instalments every six months in arrears over a period of no more than three years.

All payments are subject to tax and an IR330 is required.

## 4 Agreement Form

*Agreement Form* for the External Supervision of a Candidate for the Degree of Doctor of Philosophy must be used irrespective of whether a payment is made.

Where a payment is not made, delete the *Payment Details* section of the Agreement before forwarding it to the External Supervisor for signatures.

## 5 Appointment Process

- **Step 1:** The Department contacts the proposed external supervisor and begins informal negotiations. Where applicable, an appropriate level of remuneration is verbally agreed.
- **Step 2:** Assuming that the proposed external supervisor verbally agrees to undertake the supervision requested, the Department requests a current curriculum vitae from the proposed external supervisor.
- **Step 3:** The Department enters the appropriate information on the *Agreement Form* for External Supervision and forwards it to the External Supervisor for signing and for the External Supervisor's Employer's signature (if applicable).
- **Step 4:** Once the Agreement Form is signed by all parties, forward the original of the Agreement and the CV to Payroll Services. When applicable, Payroll Services ensures that the external supervisor is paid every six months in arrears according to the agreement reached.
- **Step 5:** The Department discusses issues of intellectual property, if applicable, with the external supervisor and the PhD candidate. An appropriate and separate intellectual property agreement should be drawn up and approved. Advice should be sought from the Enterprise Office in this regard.