



**Human Resources Division
 Agreement for External Supervision of a Candidate for
 the Degree of Doctor of Business Administration**

HR Office use only

Successful doctoral study at the University of Otago is dependent upon the development and nurturing of good supervisory relationships between candidates and their supervisors. The University also recognises that from time to time, supervisors external to the University will be required to complement the supervisory team of a particular candidate. The University is extremely grateful to these external supervisors for their willingness to invest their time and energy in the demanding yet satisfying task of doctoral supervision. With this in mind, the purpose of this Agreement is to ensure that the interests of the external supervisor, the candidate and the University are adequately protected.

Details of Position			
Department			
Period of external supervision commences on		Period of external supervision finishes on	
Details of External Supervisor			
Name			
Address			
Employer			
Work telephone			
Work fax			
Email			
Details of the Candidate			
Name			
University Department			
Home address			
University telephone			
University fax			
Email			
Primary supervisor			
Other supervisors			
Research topic			

Payment Details *(Delete this before printing, if there is no payment involved)*

Agrees to pay the external supervisor named above the amount of \$_____ * **plus a separate payment of 8% holiday pay in lieu of annual leave** for his/her services as an external supervisor. This amount shall be payable in equal instalments every six months in arrears over a period of no more than 3 years.

**A maximum amount of up to \$5,000 is payable depending on the extent of the supervision required.*

Previously employed by the University of Otago? Yes No *(If yes, please fill out below)*

Department:

Date/s:

Tax Form:

A completed Tax Code Declaration Form (IR330) must be enclosed if you have not been employed by the University during the past year, or if your tax code has changed since you were last employed. Please tick one of the following:

IR330 enclosed

I have been by paid the University within the past year and my tax code has not changed

Bank Authority

I hereby authorise Payroll Services to pay all wages due to me into my bank account:

Bank

Branch

Customer Code

Suffix

