



## Human Resources Division Agreement for External Supervision of a Candidate for the Degree of Doctor of Philosophy

*HR Office use only*

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

**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

## Other Terms and Conditions of Appointment

### As the external supervisor:

- I agree to assist in the supervision of the research work of the above named PhD candidate.
- I confirm that I am appropriately qualified and experienced to supervise the particular research work of the candidate.
- I confirm that I shall confer with the primary supervisor named above on a regular basis on dates to be agreed and shall promptly consult at other times on any matters coming to my attention which I believe are likely to significantly affect the quality, direction or progress of the candidate's work.
- I have read the University of Otago's *Handbook for PhD Study* (available on the web at <http://www.otago.ac.nz/study/phd/>) and I agree that I shall abide by all policies and regulations of the University which are related to the PhD programme, including the University's policies on ethical behaviour and intellectual property rights.
- I agree to supervise the candidate for the duration of his/her candidacy. If I am unable to continue with supervision of the candidate, I undertake to promptly advise the primary supervisor accordingly.
- I agree to maintain a comprehensive file of relevant documents, emails, correspondence, etc relating to my supervision of the candidate.
- *[if applicable. If not applicable, delete clause before printing]* I have entered into a separate agreement with the University on the intellectual property rights relating to the research.
- *[if applicable. If not applicable, delete clause before printing]* I confirm that my employer is aware of and has agreed to (a) my supervision of the candidate and (b) the terms of this agreement. Where supervision will occur in paid work-time I have obtained my employer's consent.

### The University:

- Agrees to, through the primary supervisor, keep the external supervisor appropriately informed about matters pertaining to the PhD programme and the candidate.

### Account Code

GL \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_ %  
 \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_ %

PL \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_ %  
 \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_\_ . \_\_\_\_ . \_\_\_\_ %

### Authorisation and Signatures

#### Signed by External Supervisor

Signature		Date	___ / ___ / ___
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#### Signed by employer of External Supervisor (if applicable)

Signature		Date	___ / ___ / ___
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Name (please print)	Designation	
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#### Signed on behalf of the University of Otago

Signature		Date	___ / ___ / ___
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Name (please print)	Designation	
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*The Head of Department may sign on behalf of the University, but must attach evidence that the named external supervisor has been approved as a supervisor.*