

External Supervision

Summary

All external supervision arrangements must be documented according to the protocol and must be approved by the specific Head of School and Associate Dean (Postgraduate). This protocol outlines when an external supervisor can be appointed, the criteria and orientation requirements and if they are to be reimbursed.

Purpose

The protocol outlines the process for the appointment of supervisors external to AUT for the supervision of research students.

Scope

This protocol is to be used when appointing an external supervisor. It excludes appointment of Research Associates of Research Institutes.

Application

Appointment

A supervisor external to AUT is normally appointed:

- As second supervisor or co-supervisor, but normally not the administrative lead;
- Where there is no appropriate supervision available within AUT; or
- Where it is appropriate with regard to industry engagement or a collaborative research agreement.

Eligibility and Orientation

In order to be eligible, all external supervisors must meet the criteria outlined in the current Postgraduate Handbook. It is essential that they understand the criteria for supervision, roles and responsibilities of supervisors, and preparation and submission for examination. All external supervisors must abide by the AUT supervision policies, procedures and processes. Auckland-based external supervisors are expected to attend the compulsory supervision workshop in person. External supervisors based outside of the Auckland area will be sent the external supervisor package.

Please note:

- An AUT staff member who has left the university would still be considered external.
- Adjunct staff who are appointed as supervisors will be treated as external supervisors.

Applying for Appointment of an External Supervisor

An external supervisor can be appointed by completing the appropriate sections on the Postgraduate Research Proposal form, Admission to a Doctoral Programme Form or Confirmation of Candidature form. If the external supervisor is appointed during the student's candidature, the appointment can be made by completing the Change of Supervisors form.

An external supervisor is required to seek approval from their line manager to undertake supervision at AUT. This approval is collected and stored at the faculty, along with a copy of the external supervisors' CV. If the external supervisor does not have a direct line manager or manages their own workload (i.e. is an independent contractor), an email detailing this is sufficient. Where an external supervisor's line manager does not approve of the appointment, the external supervisor will not be appointed.

Once appointed, the Graduate Research School will enable access to supervision workshops so that external supervisors are familiar with the University processes, regulations and expectations for the supervision of research components. An information package for supervision at AUT will be sent to these supervisors by the Graduate Research School.

Reimbursement

Within the New Zealand University sector, external supervision is considered part of an academic supervisor's professional responsibility and is therefore not normally reimbursed with payment.

- Where the supervision is outside the New Zealand University Sector, an honorarium up to a maximum of \$2,000 per annum may be negotiated on a case-by-case basis. This honorarium would not normally exceed four years;
- Additionally, where special circumstances are evident, individual supervisors may be contracted by a faculty on a case-by-case basis, from within the sector;
- An external supervisor can have no more than two doctoral supervisions of AUT students at any one time.
- On-going payment is reviewed annually in relation to satisfactory progress in the development of the research component and receipt of satisfactory student progress reports;
- Where the student is on a leave of absence the external supervisor payment will be suspended for the duration of that leave of absence.
- Where payment is involved, faculties will make payment arrangements.

Any changes to the roles and responsibilities will need to be identified within any new contract

Contract

When appointing an external supervisor please notify the Graduate Research School (GRS) so that the appropriate orientation package is arranged.

Outcome

External supervisors are aware of AUT supervision requirements, receive appropriate reimbursement and students receive appropriate supervision.

Review

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