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| ***Maynooth-University-Logo_CMYK_AW*** | **Ollscoil Mhá Nuad**  **Maynooth University** |

***VERSION 3:3rd November 2023***

**Appointment of External Supervisors**

**PRINCIPLES:**

* Joint supervision is encouraged where the research spans different areas or disciplines. In the case of joint supervision, it is likely that one of the supervisors may not be a member of staff of Maynooth University.
* The criteria and regulations surrounding the appointment of external supervisors are set out in [Criteria and Regulations for Supervisory Arrangements](https://www.maynoothuniversity.ie/sites/default/files/assets/document/Criteria%20for%20Supervision%20and%20Regulations%20on%20Supervisory%20Arrangements_0.pdf).
* The appointment of all external supervisors must be approved by the relevant Faculty.

**PROCEDURE:**

* This form should be completed in relation to each external supervisor to be appointed by the University.
* The completed form should be returned to the Academic Council Office by email ([academic.council@mu.ie](mailto:academic.council@mu.ie)).
* The Academic Council Office will arrange for approval at the relevant Faculty meeting.

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| Student Name |  |
| Student Number |  |
| Department |  |
| Internal Supervisor Name |  |

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| --- | --- |
| External Supervisor Name |  |
| External Supervisor’s Institute/Company Name |  |
| External Supervisor’s Institute/Company Address |  |

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| Please outline the rationale for this appointment.  You may also wish to outline any arrangements (time, meetings) which are relevant to this appointment (noting that this role is not remunerated). |  |

Signed:

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| Head of Department |  |
| Internal Supervisor |  |
| Date |  |