

**Research Degree Programmes Exception Request: Supervisor Appointment**

Supervisors should normally only be appointed if they meet the conditions and staff categories outlined in the [Study Regulations for Research Degree Programmes](http://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/GeneralRegulations/StudyRegulations/StudyRegulationsforResearchDegreeProgrammes/), regulation 6.1. Complete this form to request permission to appoint a supervisor in exceptional circumstances.

**Exception/Concession Request**

Please select the supervisor category below:

[ ]  Principal supervisor

[ ]  Second Supervisor or Co-supervisor

[ ]  Third, internal supervisor

Please select the relevant exception category below:

[ ]  Nominated supervisor does not belong to any of the staff categories specified in regulation 6.1.6 or 6.1.7, but is an individual (e.g. research fellow) who has considerable postdoctoral experience.

[ ]  Nominated supervisor holds a fixed term contract.

[ ]  Other – please specify:

Please indicate if this request is for a discrete concession relating to one student/project or a blanket concession to permit supervisory appointments for a four year period\*:

[ ]  Discrete concession

[ ]  Blanket concession

\*A blanket concession may only be sought for senior members of staff who are actively engaged in research at an appropriate level. Evidence of relevant research outputs must be provided. Blanket concessions may be renewed when approaching expiry providing there is evidence of ongoing research activity.

**Supporting Information**

School:

Nominee Supervisor’s Name:

Current Job Title:

*(For discrete concessions only)*

Student Name:

Student Number:

Title of Thesis/Project:

Outline the exceptional circumstances leading to the request, and the nominee’s postdoctoral experience:

Nominee’s CV must be attached. Check box to confirm attachment. [ ]

**Endorsement**

Endorsed by Head of School/Institute/Centre

Signature: Date:

*Please return this form to Academic Affairs (**qar@qub.ac.uk**) for the consideration of the University’s Education Committee (Quality and Standards).*