**Guidance on Recording Supervisors within Qsis**

All PGR students (except for first year Prof Docs) must be assigned one of the supervisory team options below:

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| **Option 1** | **Principal****75%** | **Secondary****25%** |  |
| **Option 2** | **Principal** **70%** | **Secondary** **20%** | **Tertiary** **10%** |
| **Option 3** | **Principal** **75%** | **Secondary** **25%** | **External Tertiary** **0%** |
| **Option 4** | **Co-Supervisor** **(Primary)****50%** | **Co-Supervisor****(Secondary)****50%** |  |
| **Option 5****(New Alternative Option)** | **Principal or** **Co-Supervisor (Primary)****100%** | **External Secondary or External Secondary-Co****0%** |  |
| **Option 6****(New Alternative Option)** | **Principal or** **Co-Supervisor (Primary)****75%** | **External Secondary or External Secondary-Co****0%** | **Tertiary** **25%** |

**Supervisor Titles**

**Internal Supervisors:**

Principal

Secondary

Tertiary

Co-Supervisor (Primary)

Co-Supervisor (Secondary)

**External Supervisors - *Cannot be recorded as Principal Supervisor* *and do not have a percentage recorded*:**

External Secondary\*

External Secondary-Co\*

External Tertiary

\*Must be an Honorary Title Holder or Recognised Supervisor

*Further information can be found in the* [*Guidance on the Composition of Supervisory Teams*](https://www.qub.ac.uk/directorates/AcademicStudentAffairs/AcademicAffairs/ResearchDegreeProgrammes/Supervision/#the-supervisory-team-1177054-1)*.*

**Professional Doctorates**

The role of **PGR Advisor (ProfDoc)** was introduced for the **taught element** of Professional Doctorates.

While students are enrolled on **taught modules**, they should **only** have the role of **PGR Advisor** (**ProfDoc)** assigned (with a percentage of 100%). Principal Supervisor should not be used while students are enrolled on taught modules.

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| **Professional Doctorates while on Taught Modules** | **PGR Advisor (ProfDoc)****100%** |  |  |

Once the **research phase** begins, a supervisory team must be appointed and conform to one of the supervisory team options above.

**Interim Supervisory Team Option**

Interim Option is for cover of long-term absence, eg maternity leave, long-term sickness, of the supervisor and for Principal or Co-Supervisor (Primary) only (must not be used for Secondary, Co-Supervisor (Secondary), Tertiary or External Supervisors). Permission to use this option should be discussed and agreed with the School PGR Director before applying to student record.

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| **Interim Option 1** | **Principal****75%** | **Secondary****25%** | **Principal (Extended Leave)****0%** |  |
| **Interim Option 2** | **Principal** **70%** | **Secondary** **20%** | **Tertiary** **10%** | **Principal (Extended Leave)****0%** |
| **Interim Option 3** | **Principal** **75%** | **Secondary** **25%** | **External Tertiary** **0%** | **Principal (Extended Leave)****0%** |
| **Interim Option 4** | **Co-Supervisor** **(Primary)****50%** | **Co-Supervisor****(Secondary)****50%** | **Principal-Co (Extended Leave)****0%** |  |
| **Interim Option 5** | **Principal or** **Co-Supervisor (Primary)****100%** | **External Secondary or External Secondary-Co****0%** | **Principal (Extended Leave) or Principal-Co (Externed Leave)****0%** |  |
| **Interim Option 6** | **Principal or** **Co-Supervisor (Primary)****75%** | **External Secondary or External Secondary-Co****0%** | **Tertiary** **25%** | **Principal (Extended Leave) or Principal-Co (Externed Leave)****0%** |

If an Interim Option is used, the student must be appointed a new Principal or Co-Supervisor (Primary) to replace the supervisor on long-term absence, even if original supervisor is recorded as ‘Principal or Principal-Co (Extended leave)’. The interim supervisory team must conform to one of the interim options above.

**Fourth Supervisor - Collaborative Agreements**

Students should not have more than three supervisors at any one time, unless necessary to meet the requirements of an **approved collaborative research degree agreement** (or if Principal/Co-Supervisor (Primary) is on long-term absence and forth supervisor is recorded as Principal/Principal-Co (Extended Leave)).

If a fourth external supervisor is necessary in order to meet the requirements of an approved collaborative research degree agreement, the fourth external supervisor must be recorded as **External Supervisor** (with 0 percentage).

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| **Collaborative Agreement with Forth Supervisor** | **Principal or****Co-Supervisor (Primary)****75%** | **External Secondary or External Secondary-Co****0%** | **Tertiary****25%** | **External Supervisor****0%** |

*Please note that students who have an* ***External Supervisor*** *attached due to an agreed collaborative agreement, will flag on the PGR Supervisor DQ Checks report as an issue. This is to ensure that these students have a collaborative agreement in place that states the necessity of a forth supervisor*.