Assistant Supervisor

Appointment Form

This form aims to record the information required to process the appointment of a Queen’s postdoctoral researcher as the Assistant Supervisor of a Queen’s PhD student. It needs to be signed by the Principal Supervisor (or both Co-Supervisors) on behalf of the Supervisory team, the PhD Student and the proposed Assistant Supervisor (as well as their PI if not already one of the supervisors). The Director of Graduate Studies / Chair of Postgraduate Research Committee or nominee of the student’s School will then sign-off the appointment before processing by the Postdoctoral Development Centre (PDC).

If a postdoc meets the eligibility criteria and is carrying out the duties described in the “[Assistant Supervisor: Guidelines for Supervisors, Postdoctoral Researchers and Postgraduate Research Students](https://www.qub.ac.uk/about/Leadership-and-structure/Faculties-and-Schools/Medicine-Health-and-Life-Sciences/PDC/Filestore/Filespasswordprotected/Filetoupload,906824,en.pdf)”, their appointment should normally be approved.

Please direct queries and issues to the Postdoctoral Development Centre ([pdc@qub.ac.uk](mailto:pdc@qub.ac.uk)).

Director of Graduate Studies / Chair of Postgraduate Research Committee or nominee (at time of writing; you can double-check on the school website and inform the PDC of any change):

* Faculty of Arts, Humanities and Social Sciences:
  + SoAEL: Dr Marilina Cesario (m.cesario@qub.ac.uk)
  + SoSSESW: Dr Alison MacKenzie (A.MacKenzie@qub.ac.uk)
  + SoHAPP: Dr Paul Corthorn (p.corthorn@qub.ac.uk)
  + SoL: Dr Rachel Killean (r.killean@qub.ac.uk)
  + QMS: Dr Alan De Bromhead (A.deBromhead@qub.ac.uk)
* Faculty of Engineering and Physical Sciences:
  + SoCCE: Prof John Holbrey (J.Holbrey@qub.ac.uk)
  + SoMAE: Dr Trevor Robinson (t.robinson@qub.ac.uk)
  + SoEEECS: Dr Jesus Martinez del Rincon (j.martinez-del-rincon@qub.ac.uk)
  + SoNBE: Philip Boland (p.boland@qub.ac.uk)
  + SoMP: Dr David Jess (d.jess@qub.ac.uk)
  + SoP: Dr Donncha Hanna (donncha.hanna@qub.ac.uk)
* Faculty of Medicine, Health and Life Sciences:
  + CCRCB: Dr Nick Orr (nick.orr@qub.ac.uk)
  + CEM: Prof Ultan Power ([u.power@qub.ac.uk](mailto:u.power@qub.ac.uk))
  + CME: Dr Jenny Johnston ([j.l.johnston@qub.ac.uk](mailto:j.l.johnston@qub.ac.uk))
  + CPH: Prof Ruth Hunter (ruth.hunter@qub.ac.uk)
  + SoP: Dr Heather Barry (h.barry@qub.ac.uk)
  + SoBS: Dr Gareth Arnott (g.arnott@qub.ac.uk)
  + SoNM: Dr Gillian Prue (g.prue@qub.ac.uk)

**Principal Supervisor (or Co-Supervisor)**

Full name: Click or tap here to enter text.

QUB email: Click or tap here to enter text.

School: Choose an item.

I have been involved in defining the role and responsibilities of the Assistant Supervisor, based on “Assistant Supervisor: Guidelines for Supervisors, Postdoctoral Researchers and Postgraduate Research Students”, and support this appointment.

Date: Click or tap to enter a date. Signature:

**Other Co-Supervisor (If relevant)**

Full name: Click or tap here to enter text.

QUB email: Click or tap here to enter text.

School: Choose an item.

I have been involved in defining the role and responsibilities of the Assistant Supervisor, based on “Assistant Supervisor: Guidelines for Supervisors, Postdoctoral Researchers and Postgraduate Research Students”, and support this appointment.

Date: Click or tap to enter a date. Signature:

**Assistant supervisor**

Full name: Click or tap here to enter text.

QUB Email: Click or tap here to enter text.

School: Choose an item.

Official job title (e.g. Research fellow): Click or tap here to enter text.

Staff number (or Qsis ID if you have one and know it): Click or tap here to enter text.

Postdoctoral experience (= time spent employed on a research position requiring a PhD, such as Research Fellow appointments): Click or tap here to enter text.

Expected end of postdoctoral contract: Click or tap here to enter text.

Expected end of student’s PhD: Click or tap here to enter text.

Overall expected length of the Assistant Supervisor appointment (length of overlap between the postdoc’s contract and the student’s PhD): Click or tap here to enter text.

Are you currently the Assistant Supervisor of another/other student(s)?  YES  NO

If yes, please provide their name(s) and expected end date of the appointment(s): Click or tap here to enter text.

Is your PI one of the Student’s Supervisors?  YES  NO

I have been involved in the definition of my role and responsibilities as Assistant Supervisor, based on “Assistant Supervisor: Guidelines for Supervisors, Postdoctoral Researchers and Postgraduate Research Students”, and agree with this appointment.

Date: Click or tap to enter a date. Signature:

**Student**

Full name: Click or tap here to enter text.

QUB Email: Click or tap here to enter text.

School: Choose an item.

Qsis student ID (student number): Click or tap here to enter text.

Do you already have an active Assistant Supervisor?  YES  NO

If you previously had another Assistant Supervisor, who have now left your supervisory team, please provide their name: Click or tap here to enter text.

I have been involved in defining the role and responsibilities of the Assistant Supervisor, based on “Assistant Supervisor: Guidelines for Supervisors, Postdoctoral Researchers and Postgraduate Research Students”, and support this appointment.

Date: Click or tap to enter a date. Signature:

**Postdoc’s Principal Investigator (Only if not one of the Supervisors)**

Full name: Click or tap here to enter text.

QUB Email: Click or tap here to enter text.

School: Choose an item.

I agree with the appointment of the above named postdoc as Assistant Supervisor for the above named Student.

Date: Click or tap to enter a date. Signature:

**Director of Graduate Studies / Chair of Postgraduate Research Committee or nominee**

Full name: Click or tap here to enter text.

School: Choose an item.

Please verify the eligibility of the appointment, ticking as appropriate:

The Student does not already have an Assistant Supervisor (or both appointments won’t overlap) – there is no flexibility on this criteria

The postdoc is currently hired at Queen’s on a research contract that requires a PhD, such as a Research Fellow, Senior Research Fellow or Postdoctoral Fellowship – there is no flexibility on this criteria

The postdoc has more than 1 year of postdoc experience (or other suitable experience)

The postdoc is not already the Assistant Supervisor of more than one other PhD student

The Assistant Supervisor’s appointment has/will overlap significantly with the student’s registration duration (ideally 1 year minimum)

The Assistant Supervisor, Principal Supervisor (or Co-Supervisors) and the Student have discussed the role and responsibilities and have agreed to the appointment – there is no flexibility on this criteria

Based on this information, do you support the appointment?

YES  NO

Notes: for example, if some flexibility has been applied to criteria or if you decided to refuse the appointment:

Click or tap here to enter text.

Date: Click or tap to enter a date. Signature:

The postdoc Assistant Supervisor should ensure that all required individuals have signed their section, including the Director of Graduate Studies / Chair of Postgraduate Research Committee or nominee, then send this form by email to issues to the Postdoctoral Development Centre ([pdc@qub.ac.uk](mailto:pdc@qub.ac.uk)), subject “Assistant Supervisor Appointment” for processing.