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%2C906824%2Cen.pdf)”, their appointment should normally be approved.

Please direct queries and issues to the Postdoctoral Development Centre (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)
	+ CME: Dr Jenny Johnston (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), subject “Assistant Supervisor Appointment” for processing.