



Procedures for the Approval of Adjunct and Visiting Staff as Principal Supervisors

1. Regulation

In section 17 of the General Regulations for the Degree of Doctor of Philosophy, it states that Principal Supervisors must be:

- (i) *a permanent member of the academic staff of the University; or*
- (ii) *a member of adjunct or visiting staff of the University, who has been specifically approved to act as a Principal Supervisor by the University Programmes Board, on the recommendation of a School and with the approval of the College Graduate School Board, and whose name has been entered on the Register of Approved Adjunct and Visiting Supervisors.*
- (iii) *A full-time member of the academic staff on a temporary contract of three years or greater may act as Principal Supervisor with the approval of the Head of School, provided that there is a Co-Supervisor, identified in advance of the student commencing their studies. The Co-Supervisor must be a member of the Doctoral Studies Panel and will assume the responsibilities of the Principal Supervisor in the event that the student's programme of study exceeds the duration of the initial Principal Supervisor's contract.*
- (iv) *Any request to appoint a Principal Supervisor who does not meet these criteria must be submitted as a derogation from this regulation and will be subject to the review and approval of the Academic Council Executive Committee.*

2. Procedure

The procedures for the appointment of Adjunct and Visiting staff can be found on the HR Website:

<http://www.ucd.ie/hr/policies/>

It is essential that an individual is formally appointed as Adjunct or Visiting staff prior to making an application to act as Principal Supervisor.

Schools wishing to nominate a member of the University's Adjunct or Visiting Academic Staff as Principal Supervisor should observe the following procedures and complete the form below.

- 2.1. An Adjunct or Visiting member of academic staff (as approved by the University Committee for Academic Appointments, Tenure and Promotions and the Academic Council) may be nominated to act as Principal Supervisor for graduate research students;
- 2.2. Nomination forms summarising details of the proposed Principal Supervisor and the graduate research student should be signed by the Head of School / Director of Research Institute and submitted to the relevant College Graduate School Board for consideration;
- 2.3. If the College Graduate School Board supports the proposal the form should be signed by the Director of the College Graduate School and forwarded to the University Programmes Board for approval;
- 2.4. Nomination forms should be completed and submitted electronically with other College Graduate School Board recommendations. A signed copy should also be submitted to the secretary of the University Programmes Board (UPB);
- 2.5. Names of approved Adjunct or Visiting Principal Supervisors will be placed on the Register of Approved Adjunct and Visiting Supervisors which is maintained by Academic Secretariat.





UNIVERSITY COLLEGE DUBLIN

NOMINATION FORM

Appointment of Adjunct / Visiting Academic Staff as Principal Supervisor for Research Degrees

Student Details			
Candidates Name:		Student Number:	
College:		Programme:	
Thesis Subject Area:		School:	
Thesis Title:			
Nominated Supervisor Details			
Affiliation Type*: <input type="checkbox"/> Adjunct <input type="checkbox"/> Visiting		Start Date:	
*see Procedures for the appointment of Adjunct and Visiting Academic Staff			
Personnel Number (if known):			
Title: (ex. Adjunct Associate Professor)	Full Name:		
Full Address:		Email:	
Institution:			
Academic qualifications and professional experience: (may attach or provide a web-link to recent publications/cv)			
Research Active: <input type="checkbox"/> Yes <input type="checkbox"/> No (i.e. has won research grant, or published papers/chapters/books or supervised higher degree students to completion)			
Supervisory Experience			
Number of doctoral students supervised as a			
Principal Supervisor:		Co-Supervisor:	
Supervisor Declaration			
I agree to supervise this candidate in accordance with the University's Academic Regulations for Research Degrees ; and the responsibilities outlined in the Code of Practice for Supervisors and Research Degree Students			
Signature of nominated Principal Supervisor		Date: _____	
Authorisation			
1/ Head of School			
I confirm that the candidate has been appointed by the College Principal or Vice-President for Research, Innovation and Impact as an Adjunct or Visiting Staff member on [insert date] ; and subsequent to this, that I recommend that they be approved to act as Principal Supervisor.			
Head of School (Print Name) _____		Signature _____	
2/ Graduate School Director			
Graduate School Director (Print Name) _____		Signature _____	
Approved by Graduate School Board:		Date:	

**Forms should be completed and submitted by Schools to the College Graduate School Board. On the recommendation of the Graduate School Board the form should be submitted to University Programmes Board (UPB) for approval.