

APPROVAL FOR EXTERNAL RESEARCH STUDENTS

This form should be used when a Department/Faculty wishes to accept a student to undertake a research degree (PhD, MPhil, MRes) outwith the university (for example within a company or Government Research Laboratory).

PART A: To be completed by the student/academic supervisor
1. Name of Student
2. Contact Information (whilst at Strathclyde) <i>Address:</i> <i>Tel:</i> <i>e-mail</i>
3. Contact Information (whilst at the External Agency) <i>Address:</i> <i>Tel:</i> <i>e-mail</i>

PARTS B and C of this Pro Forma must also be completed

Proposal approved by:

The External Agency

Position: Name: Date:

University of Strathclyde

Vice-Dean (Research): Name: Date:

Please send this completed Pro Forma to Student Business for fee calculation and onward transmission to the Faculty Board.

Student Fees

The student fee calculation by Student Business will be based on the standard fee for External Research Students approved by UMG and Court. Any proposed fee waivers must be approved by the relevant Dean and the University Secretary.

PART B: To be completed by the Head of Department/Vice Dean (or nominee)	
1. Name of Academic Supervisor and second Supervisor	
2. Department	
3. Degree	
4. Field of Study	
5. Reason for application for external study (please demonstrate value to University, eg. research, contacts, industrial facilities, student experience etc)	
6. Monitoring Progress (<i>Note: see PGR Guidelines</i>)	
a. What arrangements are proposed for regular contact between supervisors and student and for keeping a record of the student's progress. What frequency of progress meetings is planned?	
b. Monthly/ quarterly (<i>delete as appropriate or specify other</i>) feedback will be given to the student	
c. By what means (e.g. email, face to face)	
7. Research Training (instructional element)	
a. What instructional classes (e.g. research methods) will the student attend at the University. Give title, credit rating and class code if available.	
b. How else will research training requirements be satisfied?	
<p>Copies of the relevant degree regulations and of University of Strathclyde Procedures and Guidelines for Postgraduate Research Programmes (PGR Guidelines) including the University's Standard Terms and Conditions for Collaborative Agreements have been passed to the External Supervisor.</p> <p>Signed by the Head of Department: _____ Date: _____</p>	

PART C: To be completed by the External Agency (e.g. company, research laboratory)	
1. Name of External Supervisor	
2. Company Name and Address	
3. External Supervisor Information Please indicate relevant research etc interests and research supervision experience <i>(attach one page CV)</i>	
4. Reason for External Agency's involvement (please indicate value to External Agency, eg staff development, joint research project etc)	
5. Please indicate arrangements within the External Agency for	
a. Student Supervision	
b. Access to equipment and other facilities	
c. Health & Safety guidance*	
<p>I have received copies of relevant degree regulations and of University of Strathclyde Procedures and Guidelines for Postgraduate Research Programmes (PGR Guidelines)* including the University's Standard Terms and Conditions for Collaborative Agreements and agree to abide by these where appropriate to my role as supervisor.</p> <p>Signed by the External Supervisor: _____ Date: _____</p>	

*NB. The responsibility of the Supervisors for ensuring compliance with health and safety regulations is indicated in the PGR Guidelines

05-04-2011