**UCL EROS: ELECTRONIC REGISTER OF SUPERVISORS**

**APPLICATION FORM**

**Please complete this form to apply for recognition as a Subsidiary or Principal Supervisor for research students, or to upgrade from Subsidiary to Principal Supervisor status.**

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| **Subsidiary Supervisor Approval Criteria:** |
| * Shall be a member of academic staff and/or clinically qualified where appropriate
* Should have attended the mandatory supervisor training as follows:
* ALL academic staff wishing to be appointed as research supervisors at UCL, including new members of academic staff with experience of research supervision at other institutions, must complete the mandatory online supervisor course “[Introduction to Research Supervision](https://www.ucl.ac.uk/teaching-learning/professional-development/arena-open/research-supervision-ucl)’”.
* Staff with no prior supervisory experience must also attend the face-to-face course “[Developing as a UCL Supervisor](https://www.ucl.ac.uk/teaching-learning/professional-development/arena-open/research-supervision-ucl)” once they have completed the online course
* Should have an established or honorary position in accordance with UCL’s [PhD Student Supervision Eligibility](http://www.ucl.ac.uk/hr/docs/phd_student_supervision.php) criteria, with a contract that extends beyond the end of CRS for any proposed research degree candidate
* Should be research active (e.g. have a track record of publications and/or grant income), possess expertise in a relevant area, and be familiar with the standards expected of research degree work
* Should be familiar with UCL policy on research integrity
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| **Principal Supervisor Approval Criteria (in addition to the above):** |
| * Should preferably have undertaken training further to the mandatory training (see the [Arena Research Supervision Programme](https://www.ucl.ac.uk/teaching-learning/professional-development/arena-open/research-supervision-ucl) and/or completed any probationary period
* Should normally have previous experience, within a supervisory team, whether at UCL or elsewhere, of at least one successful Doctoral supervision (defined as having taken a student all the way through to a research degree award)
 |
| **Surname** | Click or tap here to enter text. |
| **Forename** | Click or tap here to enter text. |
| **UPI** ([UCL Personal Identifier](http://www.ucl.ac.uk/isd/common/upi)) | Click or tap here to enter text. |
| **Department** | Click here to enter text. |
| **Supervisor status requested**  | Choose an item. |
|  |
| **UCL Appointment** (cf. <https://www.ucl.ac.uk/human-resources/phd-student-supervision-eligibility>) |
| Staff category (**NB** PGTAs, “Tutors”, Research Assistants and Honorary Research Assistants are not eligible). | Choose an item. |
| Contract type | Choose an item. |
| End date of contract (if fixed term)\*(\* The end date must normally exceed the normal research programme end date of the supervised student) | Click here to enter text. |
| End date of probationary period (where applicable) | Click here to enter text. |
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Top of Form

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| ALL academic staff wishing to be appointed as research supervisors at UCL, including new members of academic staff with experience of research supervision at other institutions, must complete the mandatory online supervisor course “[Introduction to Research Supervision](https://www.ucl.ac.uk/teaching-learning/professional-development/arena-open/research-supervision-ucl)”. On completion of the online course, supervisors will be able to download a certificate of completion, and be eligible to join the face-to-face session, “[Developing as a UCL Supervisor](https://www.ucl.ac.uk/teaching-learning/professional-development/arena-open/research-supervision-ucl)”, **which those with no prior supervisory experience must also attend.**Please confirm by checking boxes as applicable below. |
| I have completed the online course\* | [ ]  | I have attended/am registered to attend (please delete as appropriate) the course “Developing as a UCL Supervisor”\* (\* confirmed completion/attendance will be checked) | [ ]  |
| (\* please attach a copy of your certificate) |  |  |
| I also confirm that I have read, understood, and agree to my responsibilities explained in the [Code of Practice for Graduate Research Degrees](http://www.grad.ucl.ac.uk/codes/Graduate-Research-Degrees-Code-of-Practice-1819.pdf). | [ ]  |
| In agreeing to supervise research students, I confirm that I have familiarised myself with UCL’s expectations with regard to research integrity as outlined in the [UCL Statement on Research Integrity](http://www.ucl.ac.uk/research/integrity/integrity-at-ucl) and the [UCL Code of Conduct for Research](http://www.ucl.ac.uk/srs/governance-and-committees/resgov). |[ ]

Relevant Additional Comments (e.g. prior experience as supervisor of BA/BSc, MA/MSc, or MRes projects):

Bottom of Form

For appointment as Principal Supervisor:

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| **Record of Supervision of MPhil/PhD Students** | **UCL** | **Elsewhere (specify)** |
| Number of MPhil/PhD students supervised in the past: |  |  |
| Number that have completed successfully: |  |  |
| Number of students you have successfully helped through upgrade to PhD\* |  |  |

\*we request confirmation of this information from the primary supervisor

Applicant’s Signature: Date:

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| **Having completed the above sections, applicants should forward this form to the appropriate** [**Departmental Graduate Tutor**](http://www.grad.ucl.ac.uk/essinfo/ddGradTuts.pht)**. Those seeking approval for the first time, please also attach a brief *curriculum vitae*.** |

Bottom of Form

**DEPARTMENTAL (DGT) APPROVAL:**

Name: Date:

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| **Once complete, the approved form and any relevant attachments should be forwarded to the appropriate** [**Faculty Graduate Tutor**](http://www.grad.ucl.ac.uk/essinfo/facGradTuts.pht)**.** **The Faculty Office will notify the nominating Department in writing of Supervisor approvals.** |

**FACULTY (FGT) APPROVAL:**

Name: Date:

Signature:

(or attach email)

If not approved, please give reason:

***Applications are not approved until notification has been received from the Faculty Office***