



**MEMORANDUM OF UNDERSTANDING
BETWEEN EXTERNAL SUPERVISOR/INDUSTRY MENTOR of RESEARCH CANDIDATE
AND SUPERVISING QUT FACULTY**

I have agreed to provide supervision/industry mentorship for the following higher degree research candidate:

Student Name: _____ **Research Centre (if applicable):** _____

Student ID: _____ **Faculty:** _____ **School:** _____

The candidate's research topic is: _____

My title, name and contact address is: _____

Daytime Phone Number: _____

Email: _____

I have attached documentation which addresses my suitability as an External Supervisor/Industry Mentor:

- Title, Name and Date of Birth* (***Your Date of Birth is mandatory for identification purposes only**)
- Position in university, government department/agency or private organisation
- Academic qualifications
- Current research interests (for external supervisors only)
- A statement regarding your specific interest in this topic or area of research.
- Current and previous experience/research grants relevant to the research area
- Academic and/or professional consultancy activities undertaken related to the research topic
- Publications related to the research topic (for external supervisors only)
- Professional development activities associated with the supervision of higher degree research students
- A statement regarding previous supervision/industry experience
- Any particular connection with the student? (former employer, former work colleague, friend, relative)

1. I have agreed to provide external supervision/industry mentorship for an initial period of _____ **months/years** after which time I shall review with the Principal Supervisor and the student whether to continue as an External Supervisor/Industry Mentor. (**Please enter the duration so we are aware of the intended review date. This should not exceed 3 years initially**)
2. I have discussed with the candidate my availability and negotiated mutual expectations regarding my supervision/mentorship.
3. I understand that, unless stated otherwise (see point 6 below), I am working in a voluntary capacity and do not expect financial remuneration.
4. I understand that where I am part of the supervisory team at the point of the student completing their award, my details may appear on the graduate's profile page in the relevant HDR eYearbook that will be published and used for promotional purposes.
5. I have reviewed QUT rules/regulations including those governing the course and Good Practice guidelines for Higher Degree Research Studies & Supervision at QUT (<https://www.student.qut.edu.au/research/policies-and-procedures>), and have agreed to act within QUT policies, rules, regulations and guidelines.
6. I have kept a copy of this memorandum of understanding for my personal records.
7. I have read and accepted any faculty specific comments/advice (attached as appropriate) – Yes No N/A
8. **Signed:** External Supervisor/Industry Mentor **Date:** _____
9. **Signed:** Principal Supervisor **Date:** _____
10. **Signed:** Director Research Centre/Head of School **Date:** _____
(If required by the Faculty)
11. **Signed:** Faculty Nominee **Date:** _____
12. **Endorsed by the Research Degrees Committee:** **Date:** _____

For QUT Professional staff who are external supervisors:

This MOU must be accompanied by an email from your line supervisor confirming that the associated workload is acknowledged and that as line supervisor, they are prepared to work with the faculty and staff member to resolve any concerns about the supervision process raised during candidature by the student or supervisory team.