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|  | **External supervisor agreement** |  |
| Complete this form if you are an external supervisor invited to supervise a graduate researcher at the University of Melbourne. The completed form acts as an agreement between you, your employer and the University.Return the form and your CV to the University of Melbourne supervisor, the graduate researcher, or their [faculty](https://gradresearch.unimelb.edu.au/key-contacts). The information you provide is used to create a formal record about your supervision. Your personal information is treated in accordance with the [University’s Privacy Policy](http://www.unimelb.edu.au/governance/compliance/privacy). |
| Section One - Graduate researcher details |
| Name  |       |
| Department at the University of Melbourne  |       |
| Name of University of Melbourne supervisor |       |
| Section Two - Your details  |
| Title | [ ]  Prof [ ]  A/Prof [ ]  Dr [ ]  Ms [ ]  Mr [ ]  Other, please specify:       |
| Family name |       | Given name(s) |       |
| Preferred name |       |
| Have you ever been an employee or honorary staff member of the University of Melbourne? | [ ]  Yes [ ]  No |
| Date of birth (dd/mm/yyyy) |       | Gender  | [ ]  Man or Male [ ]  Woman or Female  [ ]  Non-binary [ ]  I/They [ ]  Prefer not to say  |
| Section Three - Contact details - *Professional details preferred* |
| Title of current position  |       | Organisation name  |       |
| Street address |       |
| Suburb |       | State or province |       |
| Country |       | Postcode |       |
| Email |       |
| Section Four - Supervisor affiliation declaration |
| Will you, the community or the organisation you are part of directly use or benefit from the output, outcome or results of this research? Visit [TCSI](https://www.tcsisupport.gov.au/node/7976) for further information. | [ ]  Yes [ ]  No  |
| Are you formally affiliated with a higher education provider or an organisation connected to a higher education provider?If yes, please advise the name of the provider | [ ]  Yes [ ]  No       |
| Section Five - External supervisor agreement  |
| I am willing to supervise under the University’s [Supervisor Eligibility and Registration Policy](https://policy.unimelb.edu.au/MPF1322) and [Australian Code for the Responsible Conduct of Research](https://www.nhmrc.gov.au/guidelines-publications/r41). I understand that intellectual property matters arising in relation to supervision will be managed in keeping with the University’s [intellectual property](https://policy.unimelb.edu.au/) and [authorship](https://policy.unimelb.edu.au/)policies. I have read, understood and agree to conduct myself in a manner consistent with the University’s [Appropriate Workplace Behaviour Policy](https://policy.unimelb.edu.au/MPF1328). |
| Signature |  | Date (dd/mm/yyyy) |       |

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| **Section Six - Employer agreement** |
| If you are employed, this section should be completed by your employer to show they support your supervision of the graduate researcher.  |
| I employ or supervise the above staff member and support their supervision of the graduate researcher. |
| Organisation name |       | Position |       |
| Signature | Shape  Description automatically generated with low confidence | Date (dd/mm/yyyy) |       |
| **The below is for University of Melbourne completion** |
| **Section Seven - Head of Department agreement** |
| I confirm that the appointment of this supervisor is appropriate as per the University’s [Supervisor Eligibility and Registration Policy](https://policy.unimelb.edu.au/MPF1322) and [Australian Code for the Responsible Conduct of Research](https://www.nhmrc.gov.au/guidelines-publications/r41). I am satisfied, in consultation with the Faculty Dean or delegate, that appropriate intellectual property and authorship agreements are in place. |
| Name |       | Position |       |
| Signature |  | Date (dd/mm/yyyy |       |

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| Section Eight - University of Melbourne office use only |
| Proposed supervisory team**Note** for the graduate researchers’ record on Student One, external supervisors must have a percentage load greater than zero.  |
| **Position** | **Name** | **Contribution percentage** |
| Choose an item. |       |       |
| Choose an item. |       |       |
| Choose an item. |       |       |
| Choose an item. |       |       |
| Choose an item. |       |       |
| Choose an item. |       |       |
| Choose an item. |       |       |

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| External supervisor category for StudentOne | [ ]  Academic [ ]  Industry |