

Guide to additional supervision 2017-18

CHASE-funded students wishing to benefit from additional expertise outside their home institution may access funding for supervisory contact on one of the following models:

1. Consultation meeting

Definition: A recorded one-off meeting with an academic or expert from another CHASE institution or non-HEI. The student's supervisory team is based at their home institution.

Requirements: Student applies via the [CHASE support funding application form](#) with support of supervisor. Student records details of meeting via VRE web form. Academic or expert consulted confirms details of meeting as agreed.

Support: Student may access travel expenses for a single meeting at another CHASE institution.

2. Additional support

Definition: An informal relationship (possibly developing from a consultation meeting) in which an academic or expert provides additional expertise to a student. This may take place over any period of time, to allow either short, intensive work on a specific aspect of the research project, or a longer engagement with less frequent meetings. The student's supervisory team is based at their home institution.

Requirements: Student applies via the [CHASE support funding application form](#) with support of supervisor. Student records details of meetings via VRE web form. Academic or expert additional support confirms details of meetings as agreed.

Support: Student may access travel expenses for not more than 6 meetings in total at another CHASE institution.

3. Co-supervision

Definition: a formal relationship in which a student has a formally recognised member of their supervisory team at another institution or partner non-HEI. The co-supervisor takes a secondary role, and engages in supervision meetings less frequently than the main contact supervisor. The co-supervisor is involved in all formal upgrade/confirmation assessment.

It is expected that all joint supervision arrangements will follow the [CHASE DTP Supervisory Policy and Practice](#), in particular the requirement that each supervisor will have sufficient time in his or her workload to carry out supervision duties.

Requirements:

1. A CHASE-funded student may have one member of their supervisory team appointed from another CHASE institution. The student remains the responsibility of the home institution. CHASE is not able to offer joint degree awards between institutions.
2. The external supervisor will be appointed using the home institution's normal appointment processes for external supervisors. Responsibility for overseeing the quality of the supervisory arrangements remains with the student's home institution.
3. It is expected that the external supervisor will receive an honorarium of £500 per annum.
4. CHASE asks external supervisors to make their line managers aware of their responsibilities, in order to ensure an appropriate workload balance. CHASE asks line managers to enable such supervisions wherever possible.
5. All cross-institutional supervisions must have the approval of the CHASE Academic Lead from the student's home institution.

Support: CHASE will support reasonable travel expenses to supervision meetings. Students may claim expenses using the support funding form. Supervisors may claim expenses using the University of Sussex expenses form.

Please contact your local CHASE administrator for further information.

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Annex: arranging cross institutional co-supervision

