Research Degrees

External Supervisor Acceptance Form

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| C:\Users\james.austin\Desktop\OU_Logo_Dark_Blue.jpg**PLease Refer to the guidelines on page 5 before completing this form**.  Incomplete forms cannot be actioned. Please ensure that all sections on all pages are completed. | | |
| 1. **Student details** | | |
| Name of student |  | |
| Personal Identifier |  | |
| Faculty |  | |
| Programme of study  Discipline | MPhil/PhD  MPhil only  PD (EdD/DHSC) | |
| 1. **Confidentiality statement** | | |
| In consideration of my appointment I acknowledge and understand that whilst acting as an external supervisor for The Open University, confidential information, including but not limited to reports, thesis software, know-how and / or data or other information in any other form together with copyright, design rights, trademarks or other intellectual property contained therein or related to, or information relating to business activities (whether belonging to The Open University, an Affiliated Research Centre or collaborating establishment or any third party) may be disclosed to me in course of my supervisor duties (“Confidential Information”).  I understand that The Open University wishes to preserve the Confidential Information at all times and accordingly I undertake to The Open University that I shall not, at any time, disclose to any person (other than as may be expressly authorised under the [written] terms of my appointment or in writing by The Open University) any Confidential Information (whether or not it is labelled or marked as such) nor copy or reproduce in any manner or form any confidential Information, except as expressly permitted under the [written] terms of my appointment by The Open University or in writing by The Open University.  I understand the terms of this undertaking will survive until The Open University, the Affiliated Research Centre or collaborating establishment permits the Confidential Information to enter the public domain.  I agree, if requested by The Open University or Affiliated Research Centre at any time, to return any/all Confidential Information in my possession and/or under my control and irrespective of how held or stored, to the University or Affiliated Research Centre immediately upon receipt of any such request.  I understand and agree that this undertaking will impose legally binding obligations on me and will be interpreted in accordance with the Laws of England and by my signature below I confirm that I agree to the undertakings set out above. | | |
| 1. **Payment details** | | |
| Expenses and fee payments are made by automatic bank transfer. Please give your bank details below. You will be sent a payment advice notification which will provide details of your payment(s) and confirmation of the account in to which it has been made. Your bank details will be used to set up payments on our secure staff payments system and will not be held by the Research Degrees Team. | | |
| Bank name |  | |
| Bank address |  | |
| Bank Account Number |  | |
| Building Society Roll Number |  | |
| Sort Code |  | |
| National Insurance Number  (if applicable) |  | |
| BIC/SWIFT number  (non-UK accounts only) |  | |
| IBAN number  (non-UK accounts only) |  | |
| 1. **Acceptance of offer of appointment** | | |
| I confirm that I have read the appointment offer letter (or email), and I accept the appointment on the terms outlined in that letter, this acceptance form, the *Research Degree Regulations*, *Research Degrees Student Handbook*, *Supervisor Guidelines* and the *Code of Practice for Supervisors and Research Students*. I confirm I have the right to work in the UK and will provide evidence of this before beginning this appointment. | | |
| Your title | |  |
| Your full name | |  |
| Position held and institution | |  |
| Date of birth | | /     /      DD/MM/YY |
| Residential Address | |  |
| Postcode | |  |
| Email address | |  |
| Telephone number | |  |
| Date of acceptance | | /     /      DD/MM/YY |
|  | | |
| **OFFICE USE ONLY** | | |
| Staff ID | |  |

Research Degrees:

Equal opportunities and Higher Education Statistical Agency (HESA) monitoring form

The University is required to collect statistical information regarding staff for the Higher Education Statistics Agency (HESA). HESA observes strict rules of disclosure required by the Data Protection Act and will not give your details to third parties. Further information on our data protection policy can be found on our website at [www.open.ac.uk/our-student-policies](http://www.open.ac.uk/our-student-policies).

Please answer the following questions.

|  |  |
| --- | --- |
| Surname or Family name: |  |
| First Name(s): |  |
| Date of birth: | /     / |
| Gender: | Male  Female |
| Do you consider yourself disabled?  (Under the Disability Discrimination Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities). | Yes    No    I prefer not to answer this question |
| **What is your ethnic origin?**   |  |  | | --- | --- | | 10 White | 31 Asian or Asian British-Indian | | 11 White - British | 32 Asian or Asian British-Pakistani | | 12 White - Irish | 33 Asian or Asian British-Bangladeshi | | 13 White - Scottish | 34 Chinese | | 14 Irish Traveler | 39 Other Asian background | | 19 Other White Background | 41 Mixed-White and Black Caribbean | | 21 Black or Black British-Caribbean | 42 Mixed-White and Black African | | 22 Black or Black British-African | 43 Mixed-White and Asian | | 29 Other Black background | 49 Other mixed background | | 98 I prefer not to answer this question | 80 Other ethnic background | | |
|  | |
| **Please describe your sexual orientation** | Towards people of a different sex (straight)  Towards women of the same sex (lesbian)  Towards men of the same sex (gay)  Towards people of both sexes (bisexual)  Other (e.g. asexual)  I prefer not to answer this question |
| **Please describe your religion or belief** | No religion  Buddhist  Christian  Christian – Church of Scotland  Christian – Roman Catholic  Christian – Presbyterian Church in Ireland  Christian – Church of Ireland  Christian – Methodist Church in Ireland  Christian – Other denomination  Hindu  Jewish  Muslim  Sikh  Spiritual  Other religion or belief (please state which:      )  I prefer not to answer this question |
| **If you come from Northern Ireland, please describe your community background:** | Protestant community  Roman Catholic community  Neither community  I prefer not to answer this question |

**Guidance**

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| **What this form is for**  To inform the Research Degrees Team that you wish to accept an offer to supervise an Open University research degree student.  By signing this form you agree to accept appointment, the payment rates given in your offer letter, abide by the confidentiality statement, and to undertake the duties described in the *Supervisor Guidelines* which can be found on the *Forms and Guidance* notes page of the Graduate School Network <http://www.open.ac.uk/students/research/forms-and-guidance> |
| **Who should complete it**  If you have received a letter or email offering you an appointment as a supervisor of an Open University directly supported research degree student, you should complete this form.  You will need to provide evidence of your right to work in the UK before you can begin an appointment as an external supervisor. You can do this with the Research Degrees Team in Milton Keynes or at any of the Open University’s regional or national centres (an appointment is usually required). Further guidance on acceptable forms of documentation, and who to contact, is on the Graduate School Network (GSN) at <http://www.open.ac.uk/students/research/content/forms/external-examiners-and-external-supervisors-eligibility-work-united-kingdom> |
| **How it should be submitted**  You should **complete this form electronically** (click on the grey boxes to complete them), and email it to the relevant Research Degrees Team Faculty mailbox:  [Research-Degrees-DHSC@open.ac.uk](mailto:Research-Degrees-DHSC@open.ac.uk)  [Research-Degrees-EdD@open.ac.uk](mailto:Research-Degrees-EdD@open.ac.uk)  [Research-Degrees-FASS@open.ac.uk](mailto:Research-Degrees-FASS@open.ac.uk)  Research-Degrees-FBL@open.ac.uk  [Research-Degrees-STEM@open.ac.uk](mailto:Research-Degrees-STEM@open.ac.uk)  [Research-Degrees-WELS@open.ac.uk](mailto:Research-Degrees-WELS@open.ac.uk) |
| **Resources**  For advice and support before completing this form please contact the Research Degrees Team on  +44 (0)1908 653806 or email [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk) (directly supported students)  This form can be downloaded from the *Forms and Guidance* notes page of the Graduate School Network (GSN) at <http://www.open.ac.uk/students/research/forms-and-guidance> |