

**Appointment of Supervisory Team**

The University Student Registry and Clinical School Higher Degree Committee requires the Department of Oncology to appoint a supervisory team for all our Postgraduate Students.

Principal Supervisors please ensure **all relevant** sections of this form are completed and return to the departmental Postgraduate Administration Team: [postgradadmin@oncology.cam.ac.uk](mailto:postgradadmin@oncology.cam.ac.uk)

**Section A: Applicant’s Details & Project Information**

|  |  |
| --- | --- |
| **Personal details** | |
| Student name: |  |
| Degree course: |  |
| USN: |  |
| Proposed start date: |  |
| Proposed end date: |  |
| Project title: |  |
| Principal Supervisor: |  |

**Section B: Nomination of Supervisory Team**

The Student Registry requires all Postgraduate Students to have a Supervisory Team. This **must** include a Principal Supervisor and Adviser as a minimum requirement and may include a Second Supervisor and Cambridge Supervisor if necessary.

The Principal Supervisor is responsible for nominating the Supervisory Team, which is then appointed by the Department.

**Categories of supervisors:**

Required for all Postgraduate students:

* **Principal Supervisor:** All Postgraduate Students have a Principal Supervisor, who is appointed by the Degree Committee. The Principal Supervisor is a research active Principal Investigator/Research Group Leader who directs and assists the Student’s research project and is required to submit termly progress reports via CamSIS.
* **Adviser - required:** The Adviser is a research active Principal Investigator/Research Group Leader who is experienced in supervising Postgraduate Students. They should be able to bring sufficient expertise to the Supervisory Team to act as a second point of contact for academic advice (after the Principal Supervisor).

Additional supervisors if required:

### **Cambridge Supervisor:** This role is only required if the Principal Supervisor is not employed by an English HEI or Cambridge College, i.e., usually employed by a University Partner Institute (UPI) and/or their contract of employment with the University of Cambridge or UPI is due to end (either because it is fixed term or due to retirement) within 4 years (but not less than 3 years) of the student commencing their studies.

### **Second Supervisor (Co-Supervisor):** If the student’s research is inter-disciplinary/collaborative with another lab/department, a Second Supervisor may be appointed.

**Nomination of Adviser - compulsory requirement**

Eligibility criteria

* Advisers should:
* Be a Principal Investigator/Research Group leader who is an active researcher; does not need to be in exactly the same research area as the Student and Principal Supervisor, not necessarily in the same department or faculty, but should be able to bring sufficient expertise to the Supervisory Team.
* Be registered as a Postgraduate Student Supervisor in CamSIS, i.e. have undertaken the Postgraduate Supervisor training course and have a CamSIS Unique Identifier (USN).
* Have a fixed-term or permanent contract with the University of Cambridge. A contract is required because the Adviser may be asked to provide supervisory cover in the absence of the Principal Supervisor; they should also have a good knowledge of University procedures, regulations and support services.

Role

* The adviser is expected to:
* Act as a second point of contact for academic advice for the Student.
* Make themselves available to read work and discuss progress as reasonably agreed with the Student.
* Provide supervisory cover in the absence of the Principal Supervisor; should be able to provide expert support in the field of research and have a good knowledge of University procedures, regulations and support services.
* The adviser is **NOT** normally expected to:
* Provide regular, formal supervision.
* Write CamSIS supervision reports.
* Provide pastoral support for the Student or Supervisor, or act as go-between for them, although he or she may offer advice to either party if asked to do so.

Prospective Adviser please complete the following form:

|  |  |
| --- | --- |
| **Adviser’s Details** | |
| Name: |  |
| Email: |  |
| Job Title: |  |
| **Adviser’s CamSIS Registration** | |
| Supervisor Registration: | Are you a CamSIS registered Postgraduate Student Supervisor: **Yes/No** (*delete as appropriate)*   * If you answer **Yes -** Provide 9 digit CamSIS USN: |
| **Adviser’s University of Cambridge Contract of Employment** | |
| Do you have a contract of employment with the University of Cambridge?  **Yes/No** (*delete as appropriate)*  If you answered **yes** to the above question, please answer the following: | |
| 1. Name of your University Department: | |
| 1. Is your contact of employment due to end (either because it is fixed term or because you are due to retire) within 4 years (but not less than 3 years) following the admission of this applicant? **Yes/No** (*delete as appropriate)*   If yes, please give date of end of contract of employment: | |
| **Adviser’s Signed Agreement of Responsibility** | |
| I hereby agree that I will undertake the responsibility of Adviser for this Applicant: | |
| Signature: | |
| Date: | |

**Nomination of Cambridge Supervisor – if required**

Postgraduate Students may be appointed a Cambridge Supervisor if their Principal Supervisor is not employed by an English HEI or Cambridge College, i.e., usually employed by a UPI and/or their contract of employment with the University of Cambridge or UPI is due to end (either because it is fixed term or due to retirement) within 4 years (but not less than 3 years) of the student commencing their studies.

Eligibility

The Cambridge Supervisor should fulfil the same criteria as the Principal Supervisor, i.e.:

* Be a Principal Investigator/Research Group leader who is an active researcher; does not need to be in exactly the same research area as the Student and Principal Supervisor, not necessarily in the same department or faculty, but should be able to bring sufficient expertise to the Supervisory Team.
* Be registered as a Postgraduate Student Supervisor in CamSIS, i.e. have undertaken the Postgraduate Supervisor training course and have a CamSIS Unique Identifier (USN).
* Have a fixed-term or permanent contract with the University of Cambridge. A contract is required because the Cambridge Supervisor is expected to provide supervisory cover if the Principal Supervisor leaves before the student completes their degree; they should also have a good knowledge of University procedures, regulations and support services.

Role

* In the event the Principal Supervisor leaves before the student has completed their degree, **the Cambridge Supervisor is expected to take on full responsibility as Principal Supervisor:**
* Provide academic direction and practical supervision.
* Make themselves available to read work and discuss progress as reasonably agreed with the Student.
* Write CamSIS supervision reports.
* Provide pastoral support for the Student.
* The Cambridge Supervisor is **NOT** normally expected to:
* Act as go-between for the Student and Principal Supervisor, although they may offer advice to either party if asked to do so.

Prospective Cambridge Supervisor please complete the following form on page 5:

|  |  |
| --- | --- |
| **Cambridge Supervisor’s Details** | |
| Name: |  |
| Email: |  |
| Job Title: |  |
| **Cambridge Supervisor’s CamSIS Registration** | |
| Supervisor Registration: | Are you a CamSIS registered Postgraduate Student Supervisor: **Yes/No** (*delete as appropriate)*   * If you answer **Yes -** Provide 9 digit CamSIS USN: |
| **Cambridge Supervisor’s University of Cambridge Contract of Employment** | |
| Do you have a contract of employment with the University of Cambridge?  **Yes/No** (*delete as appropriate)*  If you answered **yes** to the above question, please answer the following: | |
| 1. Name of your University Department | |
| 1. Is your contact of employment due to end (either because it is fixed term or because you are due to retire) within 4 years (but not less than 3 years) following the admission of this applicant? **Yes/No** (*delete as appropriate)* | |
| **Cambridge Supervisor’s Signed Agreement of Responsibility** | |
| I hereby agree that I will undertake the responsibility of Cambridge Supervisor for this Applicant: | |
| Signature: | |
| Date: | |

**Nomination of Second Supervisor (Co-Supervisor) – if required**

Postgraduate Students may be appointed a Second Supervisor if their research is inter-disciplinary.

Eligibility

The Second Supervisor should fulfil the same criteria as the Principal Supervisor, i.e.:

* Be a Principal Investigator/Research Group leader who is an active researcher; does not need to be in exactly the same research area as the Student and Principal Supervisor, not necessarily in the same department or faculty, but should be able to bring sufficient expertise to the Supervisory Team.
* Be registered as a Postgraduate Student Supervisor in CamSIS, i.e. have undertaken the Postgraduate Supervisor training course and have a CamSIS Unique Identifier (USN).
* **Have a fixed-term or permanent contract with the University of Cambridge.** A contract is required because the Second Supervisor provides supervision in an additional field of research that is related to the student’s project.

Role

* The Second Supervisor is expected to:
* Provide the student with academic advice and practical supervision for their field of research.
* Make themselves available to read work and discuss progress as reasonably agreed with the Student.
* Provide supervisory cover in the absence of the Principal Supervisor; should be able to provide expert support in the field of research and have a good knowledge of University procedures, regulations and support services.
* Provide pastoral support for the Student.
* The Second Supervisor is **NOT** normally expected to:
* Write CamSIS supervision reports, although they can if they wish to do so.
* Act as go-between for the Student and Principal Supervisor, although they may offer advice to either party if asked to do so.

Prospective Second Supervisor (Co-Supervisor) please complete the following form on page 7:

|  |  |
| --- | --- |
| **Second Supervisor/Co-Supervisor’s Details** | |
| Name: |  |
| Email: |  |
| Job Title: |  |
| **Second Supervisor/Co-Supervisor’s CamSIS Registration** | |
| Supervisor Registration: | Are you a CamSIS registered Postgraduate Student Supervisor: **Yes/No** (*delete as appropriate)*   * If you answer **Yes -** Provide 9 digit CamSIS USN: |
| **Second Supervisor’s University of Cambridge Contract of Employment** | |
| Do you have a contract of employment with the University of Cambridge?  **Yes/No** (*delete as appropriate)*  If you answered **yes** to the above question, please answer the following: | |
| 1. Name of your University Department | |
| 1. Is your contact of employment due to end (either because it is fixed term or because you are due to retire) within 4 years (but not less than 3 years) following the admission of this applicant? **Yes/No** (*delete as appropriate)* | |
| **Second Supervisor’s Signed Agreement of Responsibility** | |
| I hereby agree that I will undertake the responsibility of Second Supervisor for this Applicant: | |
| Signature: | |
| Date: | |