

## APPOINTING AN HONORARY RESEARCH ASSOCIATE

The following information outlines the process for appointing an external supervisor as an Honorary Research Associate (HRA). Appointments are made by the Dean of the Faculty of Graduate Research. See section 4.6 (c) of the PhD policy.

1. Complete the form for Appointing Honorary Research Associates.

This requires approval from:

- The Administrative Supervisor/Head of School; and
- The Associate Dean – for PhD candidates; or
- The Head of School – for Master’s by thesis candidates

2. Send the completed memo, with a copy of the appointee’s CV to the Faculty of Graduate Research (FGR). The CV will be returned to the School.
3. The FGR sends an appointment letter (see point 4 below if the HRA is to be paid) to the appointee with the following resources:
  - PhD Statute
  - PhD Policy
  - Sample Six-monthly Progress Report
  - Human Ethics application

They are also referred to the FGR website for information relating to PhD candidature.

Please note: where the appointee is for supervision of a Master’s thesis they will be sent the Master’s Thesis Policy. Any additional information (such as the relevant Master’s Handbook) will need to be supplied by the School or Faculty.

The HRA will also be invited to attend a professional development programme at Victoria University of Wellington if living within the Wellington region.

4. If the HRA is to be paid, the FGR will send the documents as above, but it is the School’s responsibility to send the HRA an offer of fixed term employment. Seek advice from your Faculty HR Manager if in doubt about the appropriate employment agreement.
5. The Associate Dean, the Administrative Supervisor (or the HoS) and the primary supervisor will receive a copy of the appointment letter. It is the primary supervisor’s responsibility to ensure that the HRA contributes to the candidate’s six-monthly progress report.