**PROCEDURE FOR SUPERVISOR CONTRACT INTERVIEW**

**College of Agriculture and Environmental Sciences**

**TO: Human Resources**

**DATE: 2019-08-21(change date accordingly)**

**RE: CONFIRMATION OF INTERVIEW AND MOTIVATION FOR APPOINTMENT OF EXTERNAL SUPERVISORS IN THE COLLEGE OF AGRICULTURE AND ENVIRONMENTAL** **SCIENCES**

**FROM: PROF E KEMPEN (change details accordingly)**

**COD: Department of Geography (change accordingly)**

Dear Human Resources

This is to confirm that: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of supervisor who was interviewed) was interviewed in terms of the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria confirmed | | Yes | No |
| 1. Available to supervise the candidate in question | |  |  |
| 1. Supervised PhD and/or Masters students to completion at Unisa before? | |  |  |
| 1. If yes to 2. give number of M and/or PhD students | M: |  | |
| D: |  | |
| 1. Not related to anyone in the department where the student is registered | |  |  |
| 1. Has a PhD if required to supervise a PhD candidate | |  |  |
| 1. Has a Masters or PhD degree if required to supervise a Masters student | |  |  |
| 1. Has had supervisor training | |  |  |
| 1. Is willing to complete a college specific supervisor training course | |  |  |
| 1. Is based in South Africa (Y) or International (N) | |  |  |
| Interview was held on: | | | |

The supervisor is therefore recommended to be appointed in the College of Agriculture and Environmental Sciences to supervise Masters and Doctoral students.

The following persons were present during the telephonic interview:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)

Title, Initials and Surname Title, Initials and Surname

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature)

Title, Initials and Surname