External Supervisor / Examiner Details

This guide shows staff how to record details of an external supervisor or examiner by completing relevant core details and adding related Significant Dates items in the Personnel Module of ResearchMaster (RM). Details of an External Supervisor and Examiners are recorded at the School of Graduate Research (SGR).

Guidelines and rules

A new external supervisor / examiner record is created by the staff in charge of the supervisor registration or examination process at SGR, once a supervisor registration or the examiner status is approved and when no existing record is found in RM for the person. Any abnormal personnel data problem should be reported immediately to the Reporting and System Development Coordinator at SGR. Refer to the Supervisor Registration quick guide for further details on supervisor registration data-entry.
To check if an external supervisor / examiner’s details already exist

1. Open the Personnel Module Control Desk, type in the supervisor / examiner’s surname in the Surname field, click select “All” for the Current Record? field, and click the Find Records button.

2. If a record already exists with a Type External and appropriate External Person Code*, update relevant fields by referring to the steps described on the following page.

   If record already exists with a Type Internal, note down the Staff ID, create a new record by referring to the steps described on the following page, and record the Staff ID in the Staff ID field of the new record. (Note that the Staff ID is also the Person Code for the Internal record, while a new Person Code should be created for the External record.)

   If no existing record, create a new record by referring to the steps described on the following page.

Continue to the next step
To record a new external supervisor / examiner’s details

1. Click to create a new record

2. Fill out relevant Personnel Details in the above highlighted fields in all three pages. External supervisors should have a supervisor level, ‘Membership-Associate’. Examiners should have the Status ‘Examiner’ selected from the dropdown box.

3. Click

Continue to the next step >
To attach a School to the external supervisor / examiner’s details

1. Click to open the supervisor / examiner’s related data section.
2. Select Linked School from the list in the related data types box.
3. Click Add.
4. Select the appropriate School from the dropdown menu in the School title field.
5. Check both Primary? and Current? checkboxes.
6. Click Close.

Close the examiner record. Continue entering supervisor registration details for the supervisor record. (Refer to the Supervisor Registration quick guide)