

PROSPECTIVE SUPERVISORS INFORMATION AND CHECK LIST

1. Any prospective PhD student must contact you to discuss your project.
2. They must provide you with a completed application form, a CV and 2 referees/references.
3. **You** must ascertain from their CV, your discussions with them, and their referees their suitability for the proposed project. **You** must also determine if the student is acceptable to the respective industry partner, if relevant.

Please note there is no central SINAPSE funding available to students if they wish to visit the site. Please ask locally for any possible funds from your university to support any potential visit from a PhD candidate.

4. Please write a supporting statement for each prospective PhD student that you wish to put forward to the SINAPSE Executive for consideration for funding.
5. All documentation has to be sent by **you**, the perspective supervisor, to the SINAPSE office (Mrs Aileen McGrath, amcgrath@staffmail.ed.ac.uk) by the closing date 31.1.09.
6. Please submit your **preferred order** if more than one student has applied to you
7. You **MUST** declare whether or not there is any conflict of interest at this time regarding any applicant be it personal, financial etc.
8. If in doubt about the process or the student, please contact your local SINAPSE lead (listed below).

Dr Alison Murray University of Aberdeen a.d.murray@abdn.ac.uk	Professor Donald Hadley University of Glasgow gota27@udcf.gla.ac.uk
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9. Check list for Submission, have you sent to Aileen McGrath (amcgrath@staffmail.ed.ac.uk) by the closing date -
 - Application form for each PhD candidate
 - CV for each PhD candidate
 - 2 References for each PhD candidate
 - Your Statement of Support for each PhD candidate
 - Your preferred order of candidates if more than one candidate
 - Your statement regarding any (or no) conflict of interests with this application.