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| Internal Supervisor Request to Visit External University |

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| Supervisor Name | |  | Employer |  |
| College | |  | Employee No. |  |
| Department | |  | Occupation |  |
| Escort (for KSU female supervisors only) | |  | Relationship |  |
| Supervisee Name | |  | University ID. No. |  |
| External University Name | |  | Date of Visit: | (dd/mm/yyyy) G |
| City | |  | from |  |
| Country | |  | to |  |
| * **Note** : Visit must coincides with the Student’s visit | | | | |
| Purpose of Visit:*(check all that apply)* | | | | |
|  | Attend the student’s viva | | | |
|  | Follow-up the progress of the Student with the External Supervisor only | | | |
|  | Follow-up the progress of the Student with the External Supervisor in the presence of the Student | | | |
|  | Attend training seminar for supervision qualification | | | |
|  | Visit laboratories | | | |
|  | Explore possible research collaboration with the university faculty | | | |
|  | Other *(Please specify)*: | | | |

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| **To the General Director of EJSP,**  Kindly approve my request to visit the above-mentioned University within the supervisory framework of the External Joint Supervision Program.  **Sincerely,**  Supervisor Signature Date: |

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| **For Official Use:** | **Itinerary:** |  | | | |
| Previous # of visits  since study start |  |  | Item | Pending | Completed |
|  | Previous Visit Report |  |  |
| Date of last visit |  |  | Bi-annual Progress Report |  |  |