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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 visitssince study start |  |  | Item | Pending | Completed |
|  | Previous Visit Report |  |  |
| Date of last visit |  |  | Bi-annual Progress Report |  |  |