Date

Dear Research Office,

Re: **Staff Name**

This letter is to confirm that the aforementioned employee has authorisation from their Head of School/Dean/ Line Manager {delete as appropriate} to apply to be a Research Degree Supervisor.

By providing this letter I confirm that I believe that this staff member meets all the required criteria (as noted here: <https://www.yorksj.ac.uk/quality-gateway/research-degrees/school-staff-research-roles/>) to join the Supervisor Register.

As this will have implications for the university’s REF2029 submission, and the number of outputs the university will need to submit, I can also confirm that the staff members publications since 1st January 2021 have been recorded in RaY, regardless of when their YSJ contract commenced (<https://ray.yorksj.ac.uk/>)

Yours sincerely,

NAME/SIGNATURE

Head of School/Dean/ Line Manager {delete as appropriate}

EMAIL