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 has 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/>)

I am aware that if the application is approved, the staff member will be required to complete the YSJU Online Supervisor Training on Moodle and that failure to complete the training will result in them not being added to the Supervisor Register.

Yours sincerely,

NAME/SIGNATURE

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

EMAIL