

Application for an external supervisor

Apply if you are writing a project and your desired supervisor is not employed at ITU.

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| **Supervisor information \* required fields** | | | | |
| Name \* | |  | | |
| Email \* | |  | | |
| Academic degree \* | |  | | |
| Title \* | |  | | |
| Workplace\* | |  | | |
| Link to resumé \* | |  | | |
|  | |  | | |
| **Student information**  **\* required fields** | | | | |
| 1. Student’s name \* |  | | ITU-email \* | @itu.dk |
| Study Programme\* |  | | | |
| 2. Student’s name |  | | ITU-email | @itu.dk |
| Study Programme |  | | | |
| 3. Student’s name |  | | ITU-email | @itu.dk |
| Study Programme |  | | | |

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| **Project type (Individual project, Bachelor Project, Thesis, Final Report)** |
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**Motivation for supervisor**

Please write your motivation below.

When reviewing your application, the ITU will assess whether a supervisor with equivalent academic qualifications is already employed at the ITU. Supervisors cannot be external examiners at ITU in the same semester.

Please note, that generally it is not possible for students to apply for external supervisors for BSc projects and MSc theses. This includes external lecturers currently employed at ITU.

Please email your application with attachments to [sap@itu.dk](mailto:sap@itu.dk) and write “Application for an external supervisor” in the subject field. You must cc the desired supervisor and any other project group members.

**Approval/rejection for projects and thesis:**

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| --- | --- | --- |
| **Head of Programme:** | | |
| Please tick the role of the external supervisor. | Co-supervisor:  Supervision only.  An ITU-employee will handle exam and grading. |  |
| Supervisor:  The external supervisor will handle supervision, exam and grading |  |
| Application rejected:  An ITU-employee will handle supervision, exam and grading. |  |
| Comments and motivation from HoSP |  | |
| Signature of HoSP \*  Digital signatures are accepted. |  | |

**Approval/rejection for final projects and thesis:**

|  |  |  |
| --- | --- | --- |
| **Head of Education:** | | |
| The role of the external supervisor | Approved |  |
| Rejected |  |
| Decision from HoE |  | |
| Signature of HoE \*  Digital signatures are accepted. |  | |