

Supervisory Meeting Record

Student:	Date of meeting:
Supervisors present:	
Review of actions from the last:	
Topics discussed:	
Identification of any issues:	
Date and actions set for the next meeting:	
Confirmation from student and supervisor	
Student's signature:	Date:
Supervisor's signature:	Date:

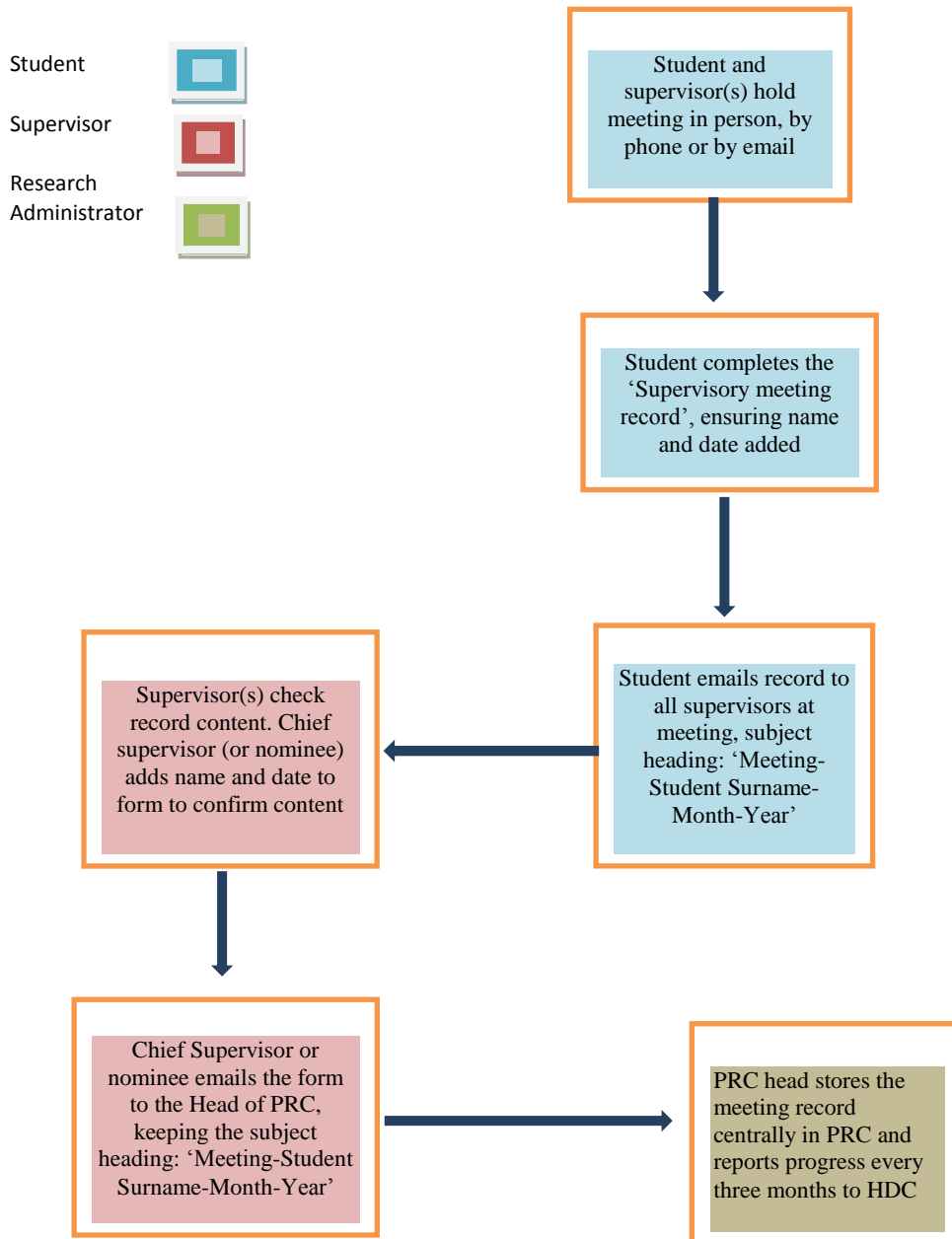
Please note:

Supervisory meetings can be conducted electronically or by phone, and agreement by email is accepted in lieu of signatures. Full time students are required to complete 12 records per year (1 each month); Part time students are required to complete 6 records per year (1 every 2 months).

Completing the form:

Students should complete the form, adding their name and date to the Confirmation section, and forward to the principal supervisor(s) present. The Dean of the relevant faculty (or nominee) should add their name and date if in agreement, and email the form to the Head of the Postgraduate Research Centre within 1 week of receiving the form. Note to supervisors: the standard email subject heading is 'Meeting-Student Surname-Month-Year'.

Process for the Electronic Submission of Student-Supervisory Meeting Records



Form and process based on one from Glasgow Caledonian University