**Record of Research Student Supervisory Meeting**

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| --- | --- |
| Research Student Name: | ID Number |
| Supervisor(s): |

*The minimum number of formal contacts between full-time research students and research degree Supervisor(s) will normally be 12 per annum, one per month. Part-time research students, and students working away from the University, should have formal contact with their Supervisor at a frequency equivalent to the above related to their mode of study; however this contact may be maintained in part via video conferencing or email where necessary. Formal supervisory contact meetings and their outcomes must be recorded using the template below (copy the table below for each meeting)and uploaded by the Supervisor to* *co-tutormeeting@lboro.ac.uk* *after each meeting.*

|  |  |
| --- | --- |
| Date of Supervisory Meeting: |  |
| Meeting Number: |  |
| Attendees: |  |
| Brief Summary of Discussion (200 words max): |
| Agreed Actions:Student signature: …………………………………………….Supervisor(s) signature: ……………………………………………. |

*Please see notes overleaf for research students.*

**Notes for research students**

* Prior to the meeting, students should reflect on their recent progress
* Following the meeting with the supervisor, students should use the form to record minutes and actions
* Students are responsible for documenting key markers of their progression and for playing an active role in shaping the agendas of supervision meetings
* Students should email the minutes to their supervisor, who can add comments and ask for amendments as necessary.
* When minutes are agreed, the supervisor needs to email the final version of the minutes to the student AND cc the email to co-tutormeeting@lboro.ac.uk

**Below are a set of prompts to help you think about what to record**

* Who or what initiated the meeting (you, supervisor(s), draft work, formal monitoring review)?
* Who attended the meeting: where and when was it held?
* What was discussed? (supervision arrangements, progression monitoring, training programme, draft work, research planning, funding application, conference or publishing plans, progression schedule)
* What questions/issues/problems did you raise with your supervisor(s)?
* What questions/issues/problems did your supervisors raise with you?
* What have been your major achievements?
* What are the most interesting papers you have read since the last meeting and why have they been helpful?
* What agreed actions or recommendations resulted from the discussion?
* What arrangements were made for further contacts/meetings?