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| TAUGHT POSTGRADUATE PROGRAMMES  RECORD OF SUPERVISION MEETING |

This form can be completed by either the student or the supervisor, but it must be signed and dated by both.

Section A needs to be scanned and uploaded to the student’s e:Vision record. You may still put a copy in the student's S: drive folder but **a copy MUST go into the student's e:Vision record.** If you prefer not to do this yourself you can give a hard copy of this supervision record form to Di Stockdale to upload it for you.

Section B needs to be uploaded onto the student's **S: drive folder** not their e:Vision record.

**Section A**

|  |  |
| --- | --- |
| Name of student |  |
| Programme of Study |  |
| Date of meeting |  |
| Present at meeting |  |
| Months since enrolment |  |
| Report on actions and milestones from previous meeting | |
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|  |  |  |  |
| --- | --- | --- | --- |
| Topics discussed | | | |
|  | | | |
| Actions and milestones agreed | | | |
|  | | | |
| Any academic or other issues of concern | | | |
|  | | | |
| Signature of student |  | Date |  |
| Signature of supervisor |  | Date |  |

**Section B**

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| --- | --- |
| Name of student |  |
| Programme of Study |  |
| Confidential comments | |
|  | |
| Actions | |
|  | |