

Research Student Supervision Record Sheet



Name of student (please print):

Name of supervisor/s present (please print):

1. **Agenda for meeting** (to be initially set by student in advance of the meeting but supervisor/s can also add to it):

2. **Progress since last meeting:**

3. **Agreed action plan for next meeting:** (including an agreed date to meet)

Date of meeting:

Supervisor/s or Panel Convenor's' signature (electronic signatures are permitted with permission of FRD/RDT/DoS (Research Degrees):

Student's signature:

A copy of the signed sheet should be retained by all members of the team. N.B. It is the responsibility of the first supervisor/panel convenor to sent a copy of this document to the PRC once signatures are complete.