

SUPERVISORY MEETING RECORD FOR**STUDIES**

1. **Date of meeting:**

2. **Student:**

3. **Supervisor(s) present (Supervisor and/or Co-Supervisor):**

4. **Review of actions from the last supervisory meeting:**

5. **Topics discussed:**

- **Is progress being made?** Yes No
- **Are goals being met?** Yes No

6. **Identification of any issues:**

7. **Actions points set for the next meeting:**

8. **Additional support activity undertaken to improve on the PhD study**

Number of hours undertaken on:	Training Courses	hours
	Seminars	hours
	Other (details)	hours

Confirmation from student and supervisor

Signatures:

Student

Supervisor

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 6 records per year (1 every 2 months); part-time students are required to complete 4 records per year (1 every 3 months).