

## University of Nottingham Malaysia

## Supervision Record (Research Students)

|  |  |  |
| --- | --- | --- |
| This record form must be completed and signed by all relevant parties, and be submitted by the **research student** to MyNottingham before the next supervision meeting date. | | |
|  |  |  |
| Date of Supervision Meeting (Day, Month, Year) |  | Format of meeting (e.g. face-to-face, video call etc.) |
|  |  |  |
|  |  |  |

A minimum number of formal meetings between research students and their supervisors are stipulated by the University’s Regulations: at least 10 times per annum for full-time students and at least 6 times per annum for part-time students. For each of these sessions a Supervision Record must be completed. Please ensure all relevant sections of this form is completed and signed before submission.

|  |  |  |
| --- | --- | --- |
| Student Name (First name, surname) |  | Student ID Number (see your ID card) |
|  |  |  |
|  |  |  |
| Academic Career (e.g. PhD, MPhil, MRes etc.) |  | Academic Load (e.g. Full or Part Time) |
|  |  |  |
|  |  |  |
| Student School/Department |  | Year of Study (e.g. Year 1, Year 8 etc.) |
|  |  |  |
|  |  |  |
| **Supervisory team members present at the meeting** | | | |
| List any other current members of the students supervisory team present at this meeting. Full name (First name, middle, and surname), Supervisor Role, and School should be included. (e.g. Henry Lee Chang, Secondary Supervisor, Department of Civil Engineering) | | | |
|  | | |
|  | | | |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Student update and comment on their progress** |  |  |
| Please complete and then sign this section | | |
|  |  |  |
|  | | |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| I agree that the statements above are a correct record of my progress to date. The information I have provided in this form is correct and complete to the best of my knowledge. | | |
|  |  |  |
| Student Signature |  | Date Signed (Day, Month, Year) |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Meeting Record | | | | | | | | | | |
| **Supervisor(s) comments:** | | | | | | | | | | |
| It is important that at the supervision meetings students' progress to date and the future direction of their research is discussed. Include an agreed plan for the next research period, including a record of any training courses taken where appropriate. | | | | | | | | | | |
|  | | | | | | | | | | |
| <THIS IS A SAMPLE GUIDANCE>  **Review Headings:**  Key aims set at last meeting:  Progress made on each item:  Conclusions that can be drawn from new data/results:  Proposed plan and action points for next meeting, including new training requirements:  **Documentation Headings (where appropriate):**  Has student presented a suitable laboratory notebook (or equivalent) at the meeting:  Yes/No  Are risk assessments up to date:  Yes/No  Are safe operating procedures up to date:  Yes/No  Are training records up to date:  Yes/No | | | | | | | |
|  | | | |  | |  | |
| Grading Input for Milestones *\*(please*  *the appropriate)*: | | | |  | |  | |
|  | | | |  | |  | |
|  | **DME** |  | Does not meet expectations | | | | | | |
|  |  |  |  | | | | | | |
|  | **EXE** |  | Exceeds Expectations | | | | | | |
|  |  |  |  | | | | | | |
|  | **MEX** |  | Meets Expectations | | | | | | |
|  | | | |  | |  | |
| Supervisor Signature | | | |  | | Date Signed (Day, Month, Year) | |
|  | | | |  | |  | |
|  | | | |  | |  | |
| Supervisor Name | | | |  | |  | |
|  | | | |  | |  | |
|  | | | |  | |  | |
| Next Supervision Meeting Date and Time | | | | | | | |
|  | | | | | | | |
|  | | | |  | |  | |
|  | | | | |  | |  | |

PLEASE LODGE THE COMPLETED AND SIGNED FORM IN THE STUDENT'S APPROPRIATE DOCUMENT FOLDER IN MYNOTTINGHAM, WHERE IT MUST BE AVAILABLE FOR MONITORING AND APPEALS PURPOSES, IF REQUIRED.