Sample 

Research Degree Supervision Record

SCHOOL OF ………………….…………. DIVISION OF …………………………….

*(A minimum number of formal meetings between research students and their supervisors is stipulated by the University's Regulations: at least 12 times pa for full-time students and at least 6 times pa for part-time students. For each of these sessions a Supervision Record must be completed.)*

|  |  |  |
| --- | --- | --- |
| Name of student: |  |  |
| Date of supervisory meeting: |  |  |
| Personnel present: |  |  |
| Current Registration: (PhD/MPhil/Mres) |  |  |
| Title of project: |  |  |
| Principal supervisor:  (name/School/Division) |  |  |
| Additional supervisors:  (name/School/Division) |  |  |

Supervisor(s) comments: (*include an agreed plan for the next research period*)

**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

Signed: (Supervisor) Date:

Student's comments:

Signed: (Student) Date:

PLEASE LODGE THE COMPLETED AND SIGNED FORM IN THE STUDENT'S SCHOOL/DIVISIONAL FILE, WHERE IT MUST BE AVAILABLE FOR MONITORING AND APPEALS PURPOSES, IF REQUIRED.