

**SUPERVISION MEETING RECORD FORM**

This form is to be completed by the student; the last section must be completed in consultation with the supervisor.

If the student wishes to discuss any concerns about progress of supervision in confidence, s/he may directly contact the Director of Research prior to a supervision meeting for guidance. If any formal action is necessary, the Director of Research will initiate this, in accordance with AC policies. If there is any conflict of interest (example: if the Director of Research is the supervisor about whom the student has concerns), the student may direct the confidential expression of concerns to the relevant Dean of School or Academic Dean.

|  |  |
| --- | --- |
| Student’s Name |  |
| Title of Project |  |
| Primary Supervisor |  |
| Secondary Supervisor |  |
| Meeting Date |  |

**Notes from Previous Meeting**

|  |  |
| --- | --- |
| Date of previous meeting |  |
| Actions taken in response to matters raised in previous meeting (list each matter and corresponding action separately) |  |
| Summary of progress since previous meeting |  |
| Matters |  |

**Notes of Current Meeting**

|  |  |
| --- | --- |
| Issue | Agreed Action |
|  |  |
|  |  |
|  |  |

Other Comments (from student and/or supervisor):

Next Meeting Date:

Signature of Supervisor .......................... Signature of Student ..............................