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**Research Degree: Student Supervision Form**

*Please note: Students are expected to arrange regular communication with their supervisor to set objectives and track progress of the project. Please complete this form at the end of your supervision meeting and agree the content with your supervisor. This form should include the date, supervisor(s) present, agenda and agreed targets/objectives from each meeting with your supervisory team. The* [*Regulations for Postgraduate Research Students*](https://www.solent.ac.uk/research-innovation-enterprise/research-degrees/documents/academic-regulations-for-postgraduate-research-students.pdf) *require copies of this form to be retained by the student and by the supervisor.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Student** |  | | | |
| **Title of Project** |  | | | |
| **Supervisor(s) present** |  | | | |
| **Mode of study (select)** | **Full-time** |  | **Part-time** |  |
| **Date of meeting** |  | | | |

**Method of Communication:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting** | **Skype/online** | **Email** | **Telephone** |
|  |  |  |  |

**Main points Discussed (E.g. Major milestones, aims and objectives, literature review, research methods, data collection and analysis, draft chapters etc.):**

|  |  |  |
| --- | --- | --- |
|  | | |
| **Action Points** | **Date action required** | **Responsibility (student/supervisor)** |
|  |  |  |

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| --- | --- |
| **Date of next meeting (if agreed):** |  |

|  |  |  |
| --- | --- | --- |
| **Signed/Agreed:**  **STUDENT** |  | **DATE:** |
| **Signed/Agreed:**  **SUPERVISOR** |  | **DATE:** |