

POSTGRADUATE RESEARCH SUPERVISION RECORD

It is the responsibility of the PGR student to keep a record of each formal supervisory session. Your supervisory session can be with either your primary supervisor, co-supervisor or your personal tutor.

Complete this form within 48 hours of your supervision session, including extensive email/other sessions, and email to your supervisor(s) as appropriate. Your notes should summarise:

1. the discussion
2. work planned for the period up to the next supervision session
3. targets set
4. feedback on progress from your supervisor/advisor since your last supervisor session
5. self-evaluation on your progress made so far

It is a requirement of the University that a minimum of 12 formal supervision sessions per year for **all** full-time research postgraduates (including split site) take place and an agreed equivalent pro-rata for **all** part-time students (please refer to the PGR Handbook for further details on supervision).

It is a requirement that in the majority of instances these meetings are face to face. Only in exceptional circumstances e.g. where a student is on a field trip, can Blackboard Collaborations or a substantial telephone conversation be classed as a supervision meeting.

Once completed you should retain a copy for your own file (this will help when completing your Annual Self Evaluation) and forward a copy to your supervisor. A copy of the completed form, signed by you and your supervisor, **MUST** be forwarded to the PGR Support Team. Home/EU students, Research Support Officer will advise on the process for this, Tier 4 sponsored students will need to follow the guidance below.

For Tier 4 sponsored students

It is a requirement of the Home Office that all Tier 4 sponsored students must be monitored for their attendance and participation with their studies. Therefore, for Home Office purposes these students will have at least **one formal supervision session each month** which will be recorded on this form. After each session you must submit a copy of a completed form, signed by you and your supervisor, to the PGR Support Team using Salford Advantage <https://myadvantage.salford.ac.uk/students/login>.

Non-compliance with this requirement will result in the cancellation of registration. Students will then be reported to the Home Office. This action will result in the curtailment of the student's leave to remain in the UK.



POSTGRADUATE RESEARCH SUPERVISION RECORD

Family Name of Student (BLOCK CAPITALS)

Given Name(s) of Student

ID number:

Date of Meeting

Meeting Number (n of 12):

Research Area of Study FT / PT

Name of Main Supervisor

Name of Co-Supervisor

1. The discussion

2. Training & Development activity undertaken since last supervision meeting

Date	Title of training course/module/conference	Key learning point

3. Work planned for the next supervision meeting

4. Targets set



POSTGRADUATE RESEARCH SUPERVISION RECORD

5. Training and development planned for next supervision meeting

Date	Title of training course/module/conference	Key learning aim

6. Feedback on your progress from your supervisor

Please Note: this section must be completed by your supervisor, and signed off by them below

7. Self-evaluation on your progress made so far (this will form the basis of your annual Self Evaluation Report)



POSTGRADUATE RESEARCH SUPERVISION RECORD

8. Extraneous work: if you will be undertaking any paid employment please indicate the dates and number of hours to be worked below

If you are a Tier 4 student you are not permitted to work more than 20 hours in any one week due to visa restrictions. The Home Office liaises with HMRC to check hours worked and the University has an obligation to report students who violate the terms of their Tier 4 visa to the Home Office. Violating the work rights of your Tier 4 visa could lead to the curtailment or revocation of your visa.

Week 1	Week 2	Week 3	Week 4	Monthly total

9. Holidays: if you will be taking a holiday during the next month please state the dates that you will be away from the University

10. This section is only for completion by candidates on the Graduate Teaching Studentship scheme

Date of teaching activity..... Amount of time taken.....

Programme Title.....

Module Title.....

Module Lecturer.....

Please give a description of the type of activity you performed under the GTS scheme (e.g. teaching, marking, demonstrating etc.)

POSTGRADUATE RESEARCH SUPERVISION RECORD

11. This section is only for completion by candidates on the Pathway To Excellence scheme

Please record the details of your research outputs (e.g. articles, conference papers, collaborations etc.)

12. The following section MUST be signed by both the candidate and their supervisor

This meeting took place:

(1) In person - Face to face **YES** **NO**

(2) Via Blackboard Collaborate/Skype **YES** OR (3) Telephone conversation **YES**

If you have ticked YES to (2) or (3) above please state the reason for this

.....

Split Site Students: did this meeting take place in the UK? **YES** **NO**

Signature of Student: Signature of Supervisor:

Date..... Date.....