# POSTGRADUATE TAUGHT DISSERTATION SUPERVISION RECORD

This form is to be used to record a summary of the outcomes of each formal meeting between the student and the dissertation supervisors for Part II of a Masters’ Programme.

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| **Student Name:** |  | **Student No:** |  |
| **Programme of Study:** |  | **Campus:** |  |
| **Institute/Academic Discipline/Centre:** |  | **Module Code:** |  |
| **Mode of study:** | Full-time / Part-time | **Method of study:** | Campus based / Distance learning |

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| --- | --- |
| **Dissertation Title:** |  |
| **Dissertation Supervisor:** |  |
| **Programme Manager:** |  |

**SUPERVISION RECORD**

| **Date of meeting** | **Type of meeting** | **Summary of outcomes** | **Student** | **Supervisor** | **Duration of meeting** | **Running total** |
| --- | --- | --- | --- | --- | --- | --- |
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**Notes on the Postgraduate Taught Dissertation Supervision Record**

Record the date and type of meeting – e.g. face-to-face, Microsoft Teams, video conference, telephone, email, letter

Note the outcomes agreed by both the student and the supervisor

Both the student and the supervisor should initial

Record the duration of the meeting

Update the running total for duration by adding the duration of the meeting to the previous running total