**HUMANITIES PGR**

**RESEARCH SUPERVISION RECORD FORM**

**SECTION 1**

**Name of Student** ............................................................................**Programme** ..................................................….. **FT/PT** ……

**Names of Supervisory Team** ....................................................................................................................................................................

**It is the responsibility of the PGR student to keep a record of each formal supervisory session.** Complete this form within 48 hours of your supervision session, including extensive email/other sessions, and email to your supervisor(s) for agreement before sending to those members of the supervisory team who did not attend the supervision. Your notes should summarise:

1. the discussion
2. work planned for the next supervision
3. targets set
4. feedback on progress from your supervisor
5. self-evaluation on your progress made so far

There should be at least one formal supervision session of one to two hours each month for full-time research postgraduates and an agreed equivalent pro-rata for part-time students (please refer to the Code of Practice paragraphs 38 and 48 for further details on supervision: <http://www.calendar.soton.ac.uk/sectionV/code-practice.html>)

To create your Supervision Record for the year copy and paste the agreed versions of SECTION 2 below for each supervision session. The completed form should be kept by the student. **At the end of each year of study the record should be sent electronically to the Graduate School Office (fah-gradschool@soton.ac.uk).**

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**SECTION 2**

**Date of Supervision:** ..............................................................

**Name(s) of Supervisor(s) Present at Supervision:…………………………………**

**Length of Supervision:** .............................................

**Agreed Summary:**