

MSM and DSM students are responsible for arranging a mutually acceptable schedule of formal supervisory meetings. Formal supervisory meetings for MSM/DSM students shall normally be held at least fortnightly. The meetings help to monitor your research progress which is your responsibility. Please reflect on the advice your supervisors provide and act seriously on the suggestions they offer. Your supervisors will provide feedback throughout the meetings, comments on drafts, and final review for your thesis before submission. Important to note that you should allow for supervisors sufficient time to read, review and provide feedback on your writing draft.

Please fill up the form below to record the main details of the formal supervisory meetings. This form must be completed by the student in GPS (Graduate Program System) where it will be approved by the supervisor to confirm that it is accurate.

| Student Name |  |
| --- | --- |
| Supervisor (Promotor) Name |  |
| Co-Supervisor (Co-Promotor) Name\* |  |
| Date |  |
| # No. Meeting  (in the running semester) |  |
| DSM Stage\* |  |
| Meeting Type  (e.g. in person, Skype or email; the use of face-to-face meetings is encouraged where possible) |  |
| Details of Matters Discussed (a record of what was discussed at the meeting and, most importantly, any actions that were agreed) |  |
| Targets/Actions Agreed for Next Meeting |  |
| Date for Next meeting |  |
| Research Skills Area for Development |  |
| Supervisor (Promotor/Co-Promotor) Confirmation | ☐ I confirm that this meeting occurred on the specified date.  ☐ I confirm that this is an accurate record of the discussion and agreed actions of the  meeting. |
| Supervisor’s Approval and Date |  |

\* For DSM students