

Appendix 3: Guidelines on Records of Meetings between Supervisors and Students

Supervisory meetings should be by formal scheduled meetings and ad hoc informal interactions. The nature and frequency of this contact is agreed at the outset of the research degree, and will vary, depending on the duration of the programme, the way the research is being conducted and the amount of support needed by the student.

The arrangements made between the student and supervisory team allow some flexibility provided that both are satisfied that adequate support is being provided and there are sufficient opportunities for formally monitoring progress.

To ensure effective supervision, when a research student makes contact for advice or guidance, supervisors should normally respond within a maximum of seven days.

Students and supervisors are jointly responsible for ensuring that regular and frequent contact is maintained and there will be times when the student, as well as the supervisor, needs to take the initiative.

The relevant Research Student Board will review the progress of the research students and check that regular discussions between supervisors and their students have been taking place.

Students and supervisors are expected to keep appropriate records of the outcomes of meetings and related activities. Records of all formal meetings between students and supervisors must be kept securely.

As a minimum requirement the record of each meeting should state: the date, time, venue, those present, a summary of progress made, reflection on any problems that have arisen and an action plan/targets for the next meeting. The record should include discussion of skills development as well as progress on the research project.

The records should be entered into the eVision Supervision Log.

Recording student engagement on eVision

Where there is no electronic record of a supervision meeting taking place at the expected interval, an automatically generated reminder letter may be sent to supervisors to ensure that regular contact is made with the student. This may be followed up with a letter to the student at a later stage if there has been no further record of a meeting.

The logging of supervision meetings is particularly important for international students who may be required to provide proof of engagement to UK Visas and Immigration.

Students who undertake research overseas are still expected to maintain regular contact with their supervisor, but these must be logged as video/email/telephone supervision.

The following process is in place to ensure that international students remain compliant with the terms of the student route visa.

Following enrolment	students are e-mailed with an overview of process
No recorded engagement after 40 days	e-mail sent to Director of Studies
No recorded engagement after 50 days	e-mail sent to Director of Studies and student
No recorded engagement after 60 days	'Final warning' e-mail to Director of Studies and student
No recorded engagement after 70 days	e-mail to student, supervisor, and Registry with a series of tasks culminating in a curtailment decision being made by the UKVI Compliance and Oversight Panel

Paper-based or electronic documents may supplement electronic eVision records. Where they are paper-based, signatures should confirm agreement of the record and a copy should be held by the student and (at least one of) the supervisory team, usually the Director of Studies. In general, it should be the student's responsibility to compile the records and to store these in their personal development file, whether paper-based or electronic.

Supervisors must maintain full records of all meetings and brief notes of other interactions (including email exchanges) in case of future monitoring/review that may be required by the Faculty Research Committee or the University Research Committee.