**Process for the Electronic Submission of Student-Supervisory Meeting Records**

Student and supervisor(s) hold meeting in person, by phone or by email

Student

Student emails record to all supervisors at meeting, subject heading: ‘Meeting-Student Surname-Month-Year’

Student completes the ‘Supervisory meeting record’, ensuring name and date added

Supervisor

Research

Administrator

Research Administrator stores the meeting record centrally for the School files

DoS/nominee emails the form to the School Research Administrator, keeping the subject heading: ‘Meeting-Student Surname-Month-Year’

Supervisor(s) check record content. 1 supervisor (DoS or nominee) adds name and date to form to confirm content