

**OFFICE OF POSTGRADUATE STUDIES**

**Postgraduate Supervisory Meeting Form**

* *Each postgraduate student by research/mixed-mode should conduct regular meetings with his/her principle and/or co-supervisors.*
* *This form shall be used as a form of record for academic, research and scholarly discussion between the supervisors and the student, related to the thesis/dissertation.*
* *The supervisor-student meeting should be conducted at least once a month.* *The students and supervisors are encouraged to conduct supervisor-student meetings as per the progress of the students and shall not be limited to only once a month as the lowest benchmark to disregard the additional guidance given to the students.*
* *Separate forms should be filled and signed for each meeting with the principal supervisor or co-supervisors.*

**Section A: STUDENT DETAILS**

**Full Name:**

**Student ID Number: Faculty: Programme: Intake (Year/Sem):**

**Section B: SUPERIVSOR/ CO-SUPERVISOR DETAILS**

**Name of Principal Supervisor:**

**Name of Co-supervisor 1:**

**Name of Co-supervisor 2:**

**Section C: SUMMARY OF DISCUSSION**

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| **1) Matters arising from previous meetings:** |
| **2) Student’s progress:** |
| **3) Publication/ achievement:** |
| **4) Tasks to be completed by student before next meeting:** |

**Section D: SUPERIVSOR/ CO-SUPERVISOR’S COMMENTS**

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| **Principal supervisor’s comments:** |
| **Co-supervisor 1’s comments:** |
| **Co-supervisor 2’s comments:** |

**Student’s signature: Date:**

 **(DD/MM/YYYY)**

**Principal supervisor’s signature: Date:**

 **(DD/MM/YYYY)**

**Co-supervisor 1’s signature: Date:**

 **(DD/MM/YYYY)**

**Co-supervisor 2’s signature: Date:**

 **(DD/MM/YYYY)**