



## **MPhil / PhD Student / Supervisor Meeting Policy**

This policy covers all MPhil / PhD Students.

Full time MPhil / PhD students must undertake formal supervision sessions with their Principal Supervisor at least once a month (every 2 months for part time students). For students in attendance, these meetings must take place face-to-face. For Distance Learning students, the sessions can be held using Skype or an alternative method of communication.

Discussions and outcomes from these sessions must be documented on the Student/ Supervisor Meeting Record Form available on the Quality Enhancement Service website.

Copies of the completed forms should be held by the student and supervisor and also uploaded to SITS by the respective Faculty PGR Administrator.

It is the responsibility of the respective Faculty to hold and be able to report on this information.

Research Degrees Sub-Committee  
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