

### **Supervision meeting notes**

All supervision meeting notes should be stored on [PGR Manager](#). This is to ensure you and your supervisors can access them at any time.

Please see the [regulations](#) for further information on supervision meetings including the minimum number of meetings per year.

Third-party monitor meetings are confidential between the TPM and student and should not be stored on PGR Manager.

The workflow is as follows:

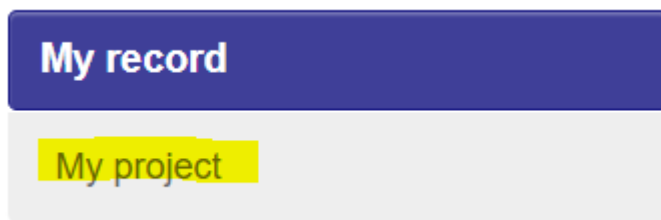
STEP 1	STEP 2	STEP 3
<b>Student</b>	<b>Supervisor</b>	<b>Supervisor</b>
Submits information about the meeting before or after it takes place. If before, cannot submit notes until afterwards. The student should start this, but supervisors can start the workflow if needed.	Reviews and adds comments then submits the notes once the meeting has taken place. If supervisor completed step 1, student does this step.	Confirms the meeting notes and raises any concerns which are sent to the DRD and PGRT to support the student and the team.

The student should normally enter in the supervisor meeting notes immediately after the meeting, or during the meeting with the supervisors.

There is an option to attach documents if meeting notes were taken in a different format.

#### **STEP 1: STUDENT**

1. Go to student project then to Supervision meetings





Title	Reason teacher issue name eye storey where
Student	Loreen Bowen
Supervisor	Dr Chaddy Williamson
Student Project Status	Active
Project mode	Full Time
Student Project Type	PhD
Student Project Stage	Registered

	Date completed	Deadline	Reminder sent
Project start	05 Mar 2019		
Re-registration. submission		20 Feb 2020	20 Jan 2020

Project history

Project dates

Supervision meetings

Induction

Progress review

Re-registration

## 2. Create a new meeting, or select the meeting you have started to plan

### These meetings are being planned or written up:

- Supervision meeting - 10 Feb 2022 - Loreen Bowen
- Supervision meeting

New supervision meeting

## 3. Fill in the information requested

### Participants \*

- ☐ Loreen Bowen  
☐ Dr Chaddy Williamson

### Date, time and location

#### Meeting date

#### Meeting time

#### Location

### Meeting format

- ☐ In person  
☐ Telephone


### Meeting notes and files

#### Discussion notes (Student)

#### Agreed action points (to be completed after the meeting)

4. Attach any other documents then

### Accompanying files (optional)

 Drag files here or [choose file...](#)

5. This will take you back to the main page. Once you are happy with the notes, click  which sends them to the supervisor. You will see the status of the meeting change to show your lead supervisor's name.

#### STATUS

Meeting notes gathered, waiting for Loreen Bowen to submit for approval.

☐ Edit meeting notes

☒ Submit notes

### **STEP 2: LEAD SUPERVISOR or supervisor attending meeting**

1. Receive email requesting confirmation of meeting notes or go to tasks

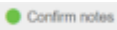
Supervision meeting - 01 Feb 2022 -  
Loreen Bowen

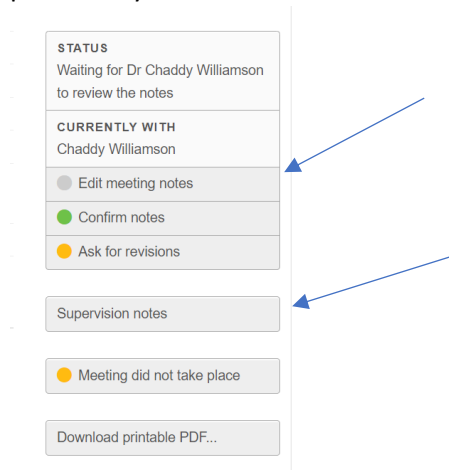
Please review the supervision meeting notes about the meeting with Loreen Bowen, add any further information, and approve the record of the meeting.

or

Tasks 1

2. View the notes by clicking on the Supervision notes button. If you want the student to make changes, ask for revisions. Then click  to add additional comments,

particularly where there are concerns. Once you are done, click  .



The screenshot shows a vertical sidebar with several buttons. The top section is titled 'STATUS' and contains the text 'Waiting for Dr Chaddy Williamson to review the notes'. Below this is a section titled 'CURRENTLY WITH' containing the name 'Chaddy Williamson'. The main section contains three buttons: 'Edit meeting notes' (with a grey circle icon), 'Confirm notes' (with a green circle icon), and 'Ask for revisions' (with a yellow circle icon). Below these is a button labeled 'Supervision notes'. Further down are two more buttons: 'Meeting did not take place' (with a yellow circle icon) and 'Download printable PDF...'. Two blue arrows point to the 'Edit meeting notes' and 'Supervision notes' buttons respectively.

3. Edit meeting notes and add comments. You can also address any concerns here. You should do this through the system (see step 4 below) and raise it within your faculty or ARC (for example, your ARC Coordinator, Director of Research Degrees or PGR Tutor/Convenor) in your next meeting with them.

## Meeting notes and files

### Supervisor discussion notes

Chapters are coming along nicely. Keep working on the new methodology |

☐ Are there any concerns with the student's progress?

(If you check this box, you will be asked to describe your concerns on the next page.)

4. If there are concerns, you can address these on the next page. This sends an email alert to your faculty Director of Research Degrees (and PGRT/PGC if applicable) or ARC Coordinator

## Meeting Concerns

A Student may request access to all information recorded about them.

Please describe your concerns about this project

Display this record of concerns to the Student?

☐ Yes

☐ No

Save and continue

Save for later

### STEP 3: SUPERVISOR

5. Once you have added comments, [Save and continue](#) then [Confirm notes](#).

6. Past meeting notes can be viewed within the Supervisor meeting section of the project page and can be viewed by the student, supervision team, faculty management and the Graduate School. These may be accessed as part of a progress review or de-registration, or in the case of a complaint. You can download all previous supervision meeting notes as a PDF at any point.

Search meetings...

[Download as PDF...](#)

2018201920202021 - 2022

10 Feb 2022	Dr Chaddy Williamson To discuss chapter 4 which I have just submitted to my supervisors
01 Feb 2022	Dr Chaddy Williamson <b>Concerns raised</b> In this meeting we discussed the latest research that has come out, and progression on literature review.
01 Feb 2022	Dr Chaddy Williamson xxx
01 Feb 2022	Dr Chaddy Williamson <b>Concerns raised</b> x

If you have any questions, feedback, or issues with this workflow, please contact [PGRManager@open.ac.uk](mailto:PGRManager@open.ac.uk) or call 01908 653806 for anything urgent.