



POSTGRADUATE RESEARCH STUDENT MEETING RECORD

In accordance with good practice of postgraduate research student supervision, regular meetings should take place between Supervisory Committee and their research students. A brief record should be kept of each formal supervision meeting, initiated by the research student and e-mailed to the supervisor for comment and return to the research student. Copies of the report should be retained by the Supervisor.

At least TWO meetings per semester (with Satisfactory output by using Postgraduate Research Student Meeting Record form) are required to obtain SATISFACTORY (M) result.

Student Name:	Matric No.:
Programme:	Main Supervisor:
No. of Semester:	Mode: Full Time / Part Time (please circle either one)
Progress Status (eg: proposal, data collection, data analysis, writing up):	Date of Meeting:
	Medium of Meeting:
Working Thesis Title:	
Progress since the last meeting (Date of last Meeting: DD-MM-YYYY)	
Points Discussed:	
Agreed Action Points and Deadline:	
Signature of Student	Signature of Supervisor
_____	_____