**Record of Supervision Session**

**School:**

This form should be filled-out by the PGR following the supervision session and forwarded to the supervisory team. When both parties are in agreement the form should be signed. The purpose of this form is to encourage critical reflection by the PGR on the research and learning process, to facilitate communication between the PGR and the supervisory team, and to ensure that progression can be more easily assessed.

It is recommended that PGRs meet with supervisors **at least once per month**.

**PGR name**:

**Supervisor name**:

**Date of Meeting**:

**Meeting location and arrangements** *(i.e. face to face, Skype, Teams, Zoom, other )*

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**Main Issues Discussed**:

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**Challenges and Mitigations:**

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**Guidance/ Advice Received**:

**Development and Training** \*:

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**Course of Action to Next Meeting**:

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**Date/Time of Next Meeting**:

**Signed**

**Supervisor**: **PGR**:

**\***For more information/guidance see: <https://www.gla.ac.uk/colleges/socialsciences/graduateschool/studentsandstaff/traininganddevelopment/>

Or contact the PGR Director.