**Student-Supervisor Agreement**(Student and Supervisor(s) and should each retain a signed copy and Upload to QSIS)

**School………………………………………………………**

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| **Student’s Name:** | **Supervisors:** | |
| **Period of Agreement** | | |
| **From** | | **To** |

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| **Introduction** |
| Supervision will be held in accordance with Queen’s University of Belfast Study Regulations for Research Degree Program |

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| **Arrangement for meetings** |
| Ten formal meetings per year between the principal supervisor (and/or co-supervisor, if appointed) and full-time student (six for part-time and thesis-only students) to monitor progress against the research plan  The dates of meetings will be (this should be agreed between parties)  Each meeting will last for approximately I hour (or as agreed by the parties)  Meetings will normally be held in private room/office/virtual platform/laboratory (as agreed by the parties) |
| **Recording Meetings:** |
| The student is responsible for recording supervision meetings.  The notes taken at meetings should reflect what was discussed and confirmed by the supervisor.  A copy of the record should be uploaded on QSIS within 7 days of the meeting **(**or as agreed by the parties) |

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| **Signature of Student:**  **Signature of Primary Supervisor:**  **Signature of Secondary Supervisor:** |

**COPY TO BE UPLOADED ON QSIS**