**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:

<table>
<thead>
<tr>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Supervisor</td>
<td>Supervisor</td>
</tr>
<tr>
<td>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.</td>
<td>Reviews and adds comments then submits the notes once the meeting has taken place. If supervisor completed step 1, student does this step.</td>
<td>Confirms the meeting notes and raises any concerns which are sent to the DRD and PGRT to support the student and the team.</td>
</tr>
</tbody>
</table>

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
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
4. Attach any other documents then

**Accompanying files (optional)**

![Drag files here or choose file...]

[Save and continue] [Save for later]

5. This will take you back to the main page. Once you are happy with the notes, click [Submit notes] 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.

[Review and approve meeting notes]

2. View the notes by clicking on the Supervision notes button. If you want the student to make changes, ask for revisions. Then click [Edit meeting notes] to add additional comments,
particularly where there are concerns. Once you are done, click

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.

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
STEP 3: SUPERVISOR

5. Once you have added comments, then.

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.

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