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

**School………………………………………………………**

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

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

|  |
| --- |
| **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 planThe 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) |

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

**COPY TO BE UPLOADED ON QSIS**