

Short guide to the Record of Supervisory Meetings

The Record of Supervisory meetings is in the PGR Toolbox in Liverpool Life: liverpool-life.liv.ac.uk

Website information: www.liverpool.ac.uk/pgr-development/toolbox/supervisory-meetings/

Video Tutorials: pcwww.liv.ac.uk/~pgro/ToolboxGuides/supervisormeetings.html

Official (minimum) requirements: to record meetings regularly and concurrently to confirm your supervision. Your supervisors sign-off of your research targets and progress summary, together with comments, confirms their satisfaction with your research project progress.

All meeting records require a date and an agenda before they can be signed off.

Privacy – the details in this record are private to supervisory team, except only where there is a dispute over the supervision arrangements.

To access the Record of Supervisory Meetings:

- Login in to Liverpool Life using your Student ID Number and PIN.
- Click on the PGR Toolbox in the top row of tabs.
You will find Record of Supervisory Meetings in the centre near the top of the page).
- Click the yellow button to 'View All Meetings'

Liverpool Life should now display a list of all meetings entered for the current year (initially this record is empty). Contact the [CSD Service Desk](#) if you cannot see this display.

1

[+ Arrange New Meeting](#)

	Date	Supervisor	Period	Agenda Status	Post Meeting Record	Sign Off	Actions
1	<u>Thu 18th Oct 2012 @ 03:00 pm</u>	Aimee Blackledge	2012-13	Emailed 16-10-12	Not emailed	19-10-12	+ View / Edit Meeting
2	<u>Tue 30th Oct 2012 @ 04:00 pm</u>	Shirley Cooper	2012-13	Emailed 11-10-12	Emailed 14-11-12	14-11-12	+ View / Edit Meeting
3	<u>Fri 14th Dec 2012 @ 11:00 am</u>	Aimee Blackledge	2012-13	Emailed 04-02-12	Not emailed	Not Signed Off	+ View / Edit Meeting Delete

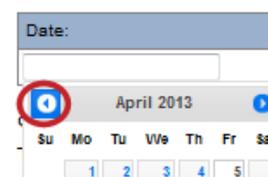
[Instructions to send to your primary supervisors if other supervisors are missing from the New Meeting menu.](#)

Creating the record

1

Click 'Arrange New Meeting' to create a new record.
You can opt to have the meeting added to your Outlook calendar.

Meetings can be added **retrospectively**. When you add the date, use the blue 'back arrow' to navigate to previous months.



2

The date can be changed before a meeting is signed off. In the list of meetings, the date is underlined as a link that you click to amend the date – a further email is sent to your supervisor.

3

Choice of Supervisors: you can arrange meetings with any of your supervisors, if your primary supervisor has agreed to this, >> [Further Instructions](#).

Currently you can only add one supervisor's name to the meeting record.
However all members of the supervisory team will receive these details by email.

4

Deleting records: Use the delete button on the **right** of the list to delete the last record.

Warning, this will delete the complete record, including agenda and any other reports.

5 Adding the Agenda

The **agenda** is a required component for your supervisor to sign off the meeting. The **agenda** must include input for the **target** and **progress** sections. However, the amount of detail entered here is a decision for you and your supervisors. Preparation before formal meetings is good professional practice to help identify issues that you need to discuss. This is also an opportunity for you to manage the meeting process.

Use '**View / Edit Meeting**' after entering the date (in the right hand column). You will see the following links to enter data.

[+ Add My Progress Report](#)

[+ Add My Targets](#)

[+ Add Discussion Item To My Agenda](#)

[+ Email This Agenda To My Supervisor](#)

[+ Upload Documents](#)

Targets will normally apply from one meeting to the next, but flexibility may be necessary as research does not always follow strict plans. Again, this is a decision for the supervisory team.

- If you normally amend or set the targets during the meeting, you could add a short note here, and enter the required details in the Post-Meeting report.
- Alternatively, you may submit the information in your preferred format in a **document upload**, and enter 'see document' for the progress and target sections.
The email to your supervisor will contain a link (not attachment) to download the document.

You can add as many agenda items as required. The 'description' part is optional. Further items can be added in the Post-meeting report, if your meetings do not follow a strict agenda.

Do not send the agenda to your supervisor until these details are complete. Otherwise any further changes must be added in the Post-meeting report.

The contents of the email will be sent to you and all members of the supervisory team.

6

Post-meeting Report

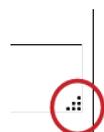
Submission of the post-meeting report is optional and allows you to keep a formal record of your meetings. Use '**View / Edit Meeting**' to access this report after you have sent the agenda.

- You can ask your supervisor **not to sign off** the meeting before this record is submitted.
You might use the post-meeting record email to prompt them to sign off the meeting.

You do not need to complete all sections, only sections where you want to add additional information, for example to record the targets agreed in the meeting, or a short summary of discussions that you want to record.

If the boxes are too small, for many browsers you can expand the box by dragging your mouse on the symbol in the bottom right corner:

Click '**Save**' to save all data entered so far.



Do not send the Post-meeting record to your supervisor until the record is complete. You cannot amend details after it has been sent.

The contents of the email will be sent to you and all members of the supervisory team.