# **HIGHER DEGREES BY RESEARCH SUPERVISOR AND CANDIDATE MEETING LOG FORM**

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| 1.0 | **Meeting:** | Date: Click here to enter a date.  Start Time: Click here to enter text.  Finish Time: Click here to enter text.  Location: Click here to enter text. |
| 2.0 | **In Attendance:** | HDR Candidate: Click here to enter text.  Senior Supervisor: Click here to enter text.  Joint/Second Supervisor: Click here to enter text.  Any Other Supervisor/Advisor/Adjunct: Click here to enter text. |
| 3.0 | **Next Milestone Review: (Tick)** | 1. Confirmation of Candidature 2. Mid Candidature Review 3. Completion Seminar |
| 4.0 | **Summary of progress since the last meeting (include progress against set tasks)** | Click here to enter text. |
| 5.0 | **Summary of this meeting (include matters discussed and feedback)** | Click here to enter text. |
| 6.0 | **Agreed plan before next meeting (include tasks supervisor(s) and candidate to undertake)** | Click here to enter text. |

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| 7.0 | **Any anticipated impediments to the timely and effective achievement of the next milestone review** | Click here to enter text. |
| 8.0 | **Next Meeting:** | Date: Click here to enter a date.  Time:Click here to enter text.  Location:Click here to enter text. |

**Sign-off (electronic signature acceptable)**

HDR Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joint/Second Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_