





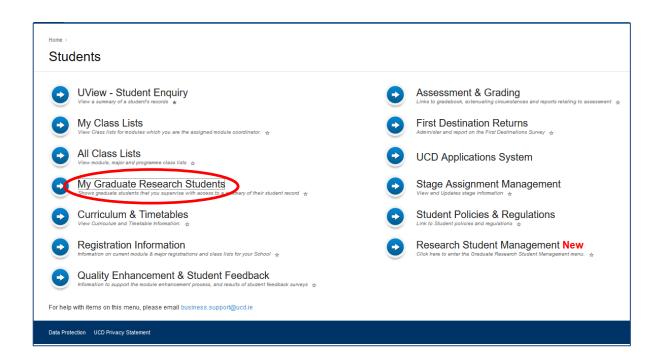
An important aspect of a graduate research student's learning experience is the feedback received from their supervisor(s) on progress made at different stages of their research project. Regular contact between the student and supervisor(s) will ensure that the process of feedback is ongoing and informative.

We encourage both students and supervisor(s) to take a pro-active role in ensuring that regular contact is maintained. A schedule of meetings should be agreed at the beginning of each semester. Good practice would recommend that students should meet with their supervisor(s) frequently and at least once a month during a semester to review progress.

Furthermore, the Research and Professional Development Planning (RPDP) process involves the formal documentation of a series of meetings between student and Research Studies Panel at least once a year. These meetings are to review the student's progress against the objectives and milestones set out in the Research and Professional Development Plan.

To aid the student and supervisor to chronicle these meetings, a new report upload feature has been added to InfoHub linking the supervisors' 'My Graduate research Students' with the student's 'My Thesis & Supervisors' sections. The meeting reports will help the student capture important decisions reached at different stages in their studies.

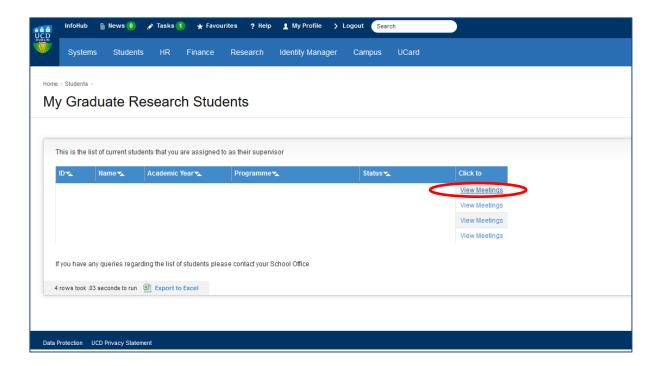
Supervisor Screens to access the Meetings Upload facility Log into Infohub and go to Students> My Graduate Research Students





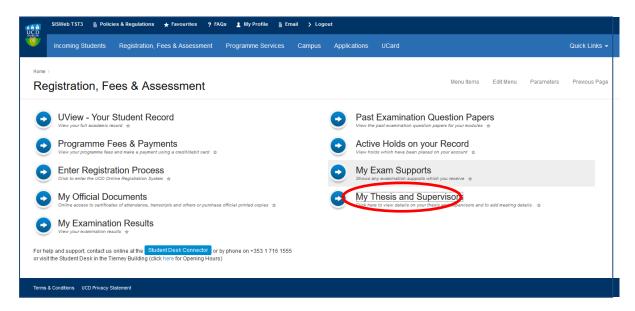
Click on View Meeting link.

UCD Graduate Studies



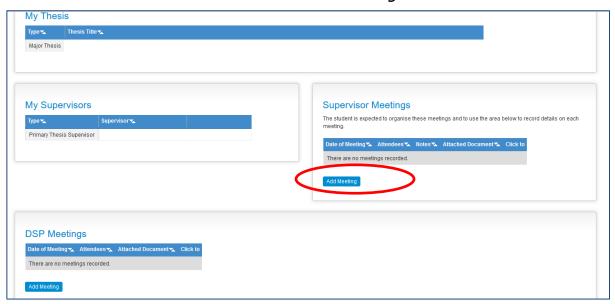
Student Screens to access the Meetings Upload facility

My Thesis and Supervisors: this is the screen a PhD student can access to view their thesis, supervisor details and add meeting details.





Screen view not filled. Click on Add Meeting button to start.



Screen view filled. Student can add details about organised meetings including ability to upload minutes.

