

SUPERVISION REPORT FORM

Full time and part-time PhD students should meet regularly at least once a month with their supervisors (except for the month of August).

Each student is required to fill out a short report after each supervision session. These reports should be compiled into a single word document and submitted to the Department administrator (Marta Cantero) by May 30th each year. These reports will be taken into account for a student's annual *Seguiment* evaluation and it will serve to aid a committee in establishing whether acceptable progress has been made throughout the academic year.

Each monthly report should be approved with a dated signature by the thesis supervisor.

The final document submitted to Department secretary should include:

- **Name of PhD candidate:**
- **Year of enrolment:**
- **Dedication to the program (full time or part-time):**
- **Provisional title of thesis:**
- **Reports from all supervision sessions together. Each report should be signed by supervisor**

The monthly supervision reports should contain:

- **Date of meeting**
- **Description of student follow-up from previous meeting. Specify what was not followed up AND/OR what work was additionally done (if applicable)**
- **Content of each meeting in the form of bullet points or short description of the work assigned by supervisor**
- **Signature by supervisor**

Student and supervisor can optionally use google drive to share the reports and add a signature.