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**Form No. GSF1**

(Version 5, September 2024)

**Initial Meeting Record:**

**Research & Professional Development Plan**

**Principles**: The purpose of holding an initial meeting between a research student and academic supervisor(s) is to ensure that expectations around supervision have been agreed. During this meeting, the student and supervisor will identify modules that will enhance the student’s research programme, agree on a calendar of meetings, and ensure that the student is aware of and agrees to the university regulations. Additionally, this meeting allows the supervisor and student to decide on the aspirations and expectations of the research project.

Details of the agreed programme and professional development plan are recorded below and are then reviewed and approved by the Departmental Research Student Progress Committee (DRSPC), which retains a copy in the department. The IMR informs the annual progress review subsequently conducted by the student’s DRSPC.

# Student Details

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name: |  | First Name: |  |
| Student No: |  | Full-time/Part-time |  |
| Department: |  | Email: |  |

# Supervisory and Programme Details

|  |  |
| --- | --- |
| Supervisor: |  |
| Co-Supervisor *(if applicable)*: |  |
| Supervisory Team *(if applicable)*: |  |
| External Supervisor *(if applicable)*: |  |
| If research is be conducted outside of MU, state location: |  |
| If Joint PhD state name of partner institution: |  |
| Year admitted: |  | Term admitted: |  |
| Expected date of completion: |  |

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| --- |
| Initial Meeting Record  |
| Did you attend the University/GRA Induction Programme? | Yes |  | No |  |
| Have you received a formal letter of offer from the Admissions Office and agree the contents are correct? | Yes |  | No |  |
| Do you agree to be bound by the [Maynooth University regulations](https://www.maynoothuniversity.ie/university-policies/academic-policies-procedures)? | Yes |  | No |  |
| Did you receive a copy of the Departmental Graduate Handbook? | Yes |  | No |  |
| If applicable, did you attend the Departmental Induction Programme? | Yes |  | No |  |
| If Joint PhD, have you read and understood the Memorandum of Agreement governing your Joint PhD programme? | Yes |  | No |  |
| Have you completed the *Expectations of Research Supervision Worksheet* and discussed with your supervisor? (See Appendix) | Yes |  | No |  |

# Research Plan

## Provisional Title of Thesis

|  |
| --- |
| Provisional Title of Thesis / Area of Research: |

## Goals and Objectives

|  |
| --- |
| List specific research goals and/ or research questions: 500 words max. |

# Professional Development Plan

## Career path

|  |
| --- |
| Outline potential career paths: |

## Skills: Please review the [IUA PhD Graduate Skills Statement](https://www.iua.ie/wp-content/uploads/2021/07/IUA-PhD-Graduate-Skills-Statement-2021-final.pdf)

|  |
| --- |
| Main skills to develop: |

# Outline of Modules and Courses

Provisional plan of modules/courses to be completed during the programme. Note that PhD students must complete a minimum of 30 credits over the duration of the programme, 15 subject-specific modules and 15 transferable skills modules. Research Masters students must complete a minimum of 10 credits over the duration of the programme, 5 subject-specific and 5 transferable modules.

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|  |
| **Subject Specific Modules** **(include Module Code)** | **Transferable Skills Modules (include Module Code)** | **Other Courses/ Workshops** |
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# Modules to be Completed in Year One

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| --- | --- | --- |
| **Subject Specific Modules** **(include Module Code)** | **Transferable Skills Modules (include Module Code)** | **Other Courses/ Workshops** |
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# Proposed Frequency of Meetings for the Academic Year with Principal Supervisor(s)

|  |  |
| --- | --- |
| Frequency  | Venue |
|  |  |

Please specify below if you will be based on campus daily, working in a laboratory/archive or if undertaking the research in an off-site institution or elsewhere:

|  |
| --- |
| Details of location for research: |

# Agreement Signature

|  |  |  |  |
| --- | --- | --- | --- |
| Student: |  | Date: |  |
| Supervisor: |  | Date: |  |
| Supervisor: |  | Date  |  |
| If research programme involves more than one department or a Joint PhD, please ensure that the supervisors from both departments confirm agreement.  |
| Joint Supervisor: |  | Date |  |

# Approved by members of Departmental Research Student Progress Committee

|  |  |
| --- | --- |
| Name and Signature: | Date: |
| Name and Signature: | Date: |
| Name and Signature: | Date: |
| Name and Signature: | Date: |

**Once approved, the form should be sent to the student and supervisor(s) and a copy kept in the department.**

**Appendix**

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