|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | | Maynooth-University-Logo_CMYK_AW | **Ollscoil Mhá Nuad**  **Maynooth University** |   **Form No. GSF1- Biology**  (September 2022)  **Initial Meeting Record Form**  The Initial Meeting Record (IMR) should be forwarded to the Graduate Studies Office (GSO) by the end of October/February, or within four weeks after first registration for students registering outside of standard registration times, for inclusion in the student record system (ITS). The IMR informs the annual progress review subsequently carried out by the student’s DRSPC (Departmental Research Student Progress committee). |  |

**Initial Meeting Date**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Last Name | First Name | Student no |
| Telephone | Mobile | E-Mail |
| Year and Term Admitted | Expected Date of Completion | Full-time/Part-time |

**Programme**

|  |  |
| --- | --- |
| Provisional Title of Thesis / Area of Research |  |
| Supervisor |  |
| Co-Supervisor *(if applicable)* |  |
| Supervisory Team *(if applicable)* |  |
| External Supervisor *(if applicable)* |  |
| If Joint PhD state name of partner institution(s): |  |

**Induction**

|  |
| --- |
| Did you attend the University Induction Programme? Yes No |
| |  | | --- | | Have you received a formal letter of offer from the Dean of Graduate Studies, and agree the contents are correct?  Yes No | |
| |  | | --- | | Do you agree to be bound by the academic rules & regulations of the Maynooth University, available on the Graduate Studies Moodle page?  Yes No | |
| Did you receive access to the Biology Department Postgrad Moodle page?  Yes No |
| Did you attend the Departmental Induction programme (or make contact with Postgrad coordinator if starting during term)?  Yes No |
| If Joint PhD, have you read and understood the Memorandum of Agreement governing your Joint PhD programme?  Yes No |

**Specific Programme**

|  |  |  |
| --- | --- | --- |
| Proposed Modules to be undertaken during the Programme | Transferable Modules+ | Subject Specific Modules |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Modules to be Completed in Year One**

|  |  |  |
| --- | --- | --- |
| Proposed Modules to be undertaken in Year One | Transferable Modules+ | Subject Specific Modules |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

For a successful supervisory relationship, it is very important to discuss mutual expectations at the start of the research project. As an Athena Swan Bronze Award holder, the MU Biology Department commits to supporting a healthy ‘whole life balance’.

Thus, please have a conversation with your supervisor about expected working hours, attendance in the lab/on campus, holidays, as well as frequency of supervisory meetings and group meetings.

**Proposed frequency of meetings with supervisor for the Academic Year:**

Individual meetings:

Group/Lab meetings:

**Please confirm that you discussed working hours, attendance on campus, holidays and whole life balance with your supervisor and are satisfied with the outcome:**

Yes

**No**

**Additional comments or questions on this section** (please feel free to discuss this further with your advisor/assessor during the initial meeting):

**Brief Description of the proposed research project:**

**Agreement**

**Student: Date:**

**Supervisor: Date:**

**Supervisor (s): ­­­­ Date:**

If a research programme involves more than one department, please ensure that the supervisors from both departments confirm agreement.

If Joint PhD, attach a letter from supervisor(s) from partner institution(s) confirming this agreement.

**Approved**

**Advisor: Date:**

**Assessor: Date:**

*Approval by Members of the Departmental Research Student Progress Committee.*

*+Please note that some transferable modules have a quota. If the quota has been reached, students must contact the module co-ordinator.*

* **Submit the completed form to Graduate Studies Office by end of October/February (or within 4 weeks of starting).**
* Send a copy to Biology Office for the Departmental files.
* Send a copy to your Supervisor.
* Send copies to your advisor and assessor