School of Computer Science  
Monthly Supervision Record

<table>
<thead>
<tr>
<th>PGR’s name:</th>
<th>PGR’s ID number:</th>
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| Lead Supervisor’s name: |

| Month and year of this report: |

Page 1 of this form should be completed by the PGR, and then page 2 by the lead supervisor.

This form must be returned to the School’s Research Student Administrator approximately 1 week before the end of the month (the exact deadline is confirmed in the email reminders sent out each month).

### Part A: To be completed by the PGR

**Progress since last monthly report (if appropriate)**

**Summary of discussions and outcomes**
Part B: To be completed by the supervisor

**Overall rating of PGR’s progress to date (tick one)**

- [ ] At least satisfactory
- [ ] Giving cause for concern

If “Giving cause for concern” please state clearly the steps the PGR should take to reach a level of satisfactory progress:

**Changes to project/area of research**

Do you envisage any changes to the project/area of research:  
- [ ] Yes  
- [ ] No

If yes, please discuss this with the School PGR Lead as Ethical approval and new ATAS (*) clearance (for international PGRs) may be required.

(*ATAS clearance is required for all non EEA PGRs who are researching certain subject areas. PGRs requiring a visa to study and whose research is ATAS attracting MUST NOT undertake any research that is not included in the statement used for their current ATAS approval.)

**Tick the first of these that applies:**

1. [ ] At least one meeting this month has been face-to-face  
   If the meeting was not on campus, where was the meeting held?
2. [ ] All supervision contact has been electronic and the PGR has been working in Birmingham
3. [ ] The PGR has had authorised absence for all of this month and supervision contact has been by email, Skype or phone
4. [ ] The PGR has been on holiday all of this month and there has been no supervision contact
5. [ ] None of the above apply (and briefly explain why)

**Monthly sign off**

This form contains a good summary of our meeting(s):

Signatures:

PGR

Date

Lead Supervisor

Date

This form must be given to the School of Computer Science’s Postgraduate Research Administrator as soon as possible. A copy of this form may be kept by the lead supervisor and by the postgraduate researcher.