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| Maynooth-University-Logo_CMYK_AW | **Ollscoil Mhá Nuad**  **Maynooth University**  **Form No: GSF1**  (Version 3, January 2023) |

**Initial Meeting Record Form**

**Principles**: The purpose of the initial meeting between a research student and academic supervisor is to identify modules that will enhance the student’s research programme, to agree to a calendar of meetings and to ensure that the student is aware of and agrees to the university regulations.

Details of the agreed programme are recorded below which is then approved by the Departmental Research Student Progress Committee (DRSPC). The Initial Meeting Record (IMR) is forwarded by the DRSPC 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.

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| **Initial Meeting Date** *(dd/mm/yy)*: |  |

**To be completed by the student (BLOCK CAPITALS)**

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| Last Name: |  | | First Name: |  | |
| Landline No: |  | | Mobile No: |  | |
| Department: |  | | Email: |  | |
| Year admitted: |  | | Term admitted: |  | |
| Expected date of completion: | |  | | | |
| Student No: |  | | Full-time or Part-time: | |  |

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| **Programme** | |
| Provisional Title of Thesis/Area of Research: |  |
| Supervisor: |  |
| Co-Supervisor *(if applicable)*: |  |
| Supervisory Team *(if applicable)*: |  |
| External Supervisor *(if applicable)*: |  |
| If research is conducted by distance mode state location: |  |
| If Joint PhD state name of partner institution: |  |

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| **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 Maynooth University, available on the Graduate Studies moodle page? | 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 |  |

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| **Specific Programme** | | |
| Proposed modules to be undertaken during the programme: | Transferable modules\* | Subject-specific modules |
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| **Modules to be Completed in Year One** | | |
| Proposed modules to be undertaken in  year 1: | Transferable modules\* | Subject-specific modules |
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\* Please note that some transferable modules have a quota.

If the quota has been reached, students must contact the module co-ordinator.

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| **Proposed Calendar/Frequency of Meetings for the Academic Year** | |
| Dates: | Venue: |
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| **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, please attach a letter from supervisor(s) from partner institutions confirming this agreement.

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| **Approved (by members of Departmental Research Student Progress Committee)** | | | |
| Name: |  | Date: |  |
| Name: |  | Date: |  |
| Name: |  | Date: |  |
| Name: |  | Date: |  |

**Once completed, please return to Maynooth University – Graduate Studies Office**

[**graduatestudies@mu.ie**](mailto:graduatestudies@mu.ie)