

SUPERVISION RECORD FORM

BA Developing Leadership and Management – Swansea

Programme-Specific Academic Supervision

Please complete all sections of this form during the supervision meeting and ensure a copy is sent to the student while retaining a copy for your records. This form documents the quality and progress of student development and is essential for programme evaluation and student support.

Meeting Details

Student Name/Number	
Supervisor Name	
Date of Meeting	
Time Duration	(Typically 30 minutes)
Location/Mode	(Face-to-face / Online / Telephone)

Discussion Points

Record the key topics, progress, and areas of concern discussed during this supervision session:

- 1.
- 2.
- 3.
- 4.
- 5.

Key Themes/Focus Areas: _____

Student Action Points

Specific, measurable actions agreed with clear expectations and support:

- 1.
- 2.
- 3.

4.

Deadline for Submission: _____ | **Review Method:** ☐ Email ☐ Meeting ☐ Portal

Supervisor Action Points

Support mechanisms and resources the supervisor commits to providing:

- -
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Next Meeting

Scheduled Date: _____ | **Time:** _____ | **Format:** ☐ F2F ☐ Online ☐ TBD

Reflections & Additional Notes

Student progress summary, developmental concerns, pastoral issues, or additional observations:

Confirmation & Record-Keeping

Role	Signature	Date
Student		
Supervisor		

Administrative Notes:

- ☐ Student copy issued
- ☐ Supervisor file copy retained
- ☐ Upload to student portal: _____

Data Protection: This form contains confidential student information and should be handled in accordance with GDPR regulations.