

# Meeting your research student: initial meeting checklist

You may have had a lot of contact with your new PGR before their studies commence. Even so, it can be good to establish a working arrangement from the outset so you both have clear expectations. The below is a checklist of things you may want to discuss. It is not exhaustive and not compulsory. The PGR School has produced it following requests from supervisors at training and update sessions. You may find it helpful to have the first meeting with the full supervisory team, where possible.

This checklist should be read alongside the [expectations](#) for PGR students and supervisors and your [Supervisor handbook](#), which includes a Registry-produced guide for supervisors.

You may perhaps wish to have this initial meeting as your first monthly meeting so your PGR can take minutes. This would allow you to ensure that everyone has understood and agreed to how you wish to work together.

## PRIOR TO MEETING

- Meet with other members of the supervisory team to agree what the role of each member is
- Check with your [School disability coordinator](#) to see if your PGR has any adjustments in place
- Check if there are any School events/induction sessions scheduled for PGRs
- Schedule the meeting!

## AT THE MEETING

- Welcome
- Introduce the supervisory team and explain each person's role
- Cover School arrangements (eg how any lab work/research group working is structured and expectations for these, School fora, School requirements, including paperwork
- such as Tier 4 sign-ins, how to request holidays/sick leave
- [Who's who](#) (eg PGR School Coordinator, School PGR administrator, PGR School)
- [Timeline](#) to help project manage (eg six-monthly reviews and annual progression)
- [Mandatory training](#) (prioritise IT)

- Monthly meetings (student should take minutes agreed with supervisor thereafter)
- How will you communicate (email, Skype, Teams, lab meetings, research groups, office time – for those on-campus)? Please note that it is not recommended to use your personal mobile numbers or email address
- How often can the student expect to have time with you?
- Are there times when you are unavailable?
- Does your student have any external commitments (eg care, employment) that may affect research patterns and how will research fit around these?
- Within what timeframe can a student normally expect feedback from you?
- Where to turn if [support](#) needed (supervisor, supervisory team, PGC, Engagement team, Student Advice & Support)
- Signpost to [PGR handbook](#)

## NOTES

- Does your PGR have any questions or concerns? Leave space for questions and clarifications
- Does your PGR know if they have a specific working style on which you can build in the early stages?
- Are there any other matters relating to the specific project?
- If your PGR receives funding, have they submitted their bank details and been notified of how/when they'll be paid? If there are any queries about this, contact [pgrs-studentships@abdn.ac.uk](mailto:pgrs-studentships@abdn.ac.uk)
- You may find it helpful to address from the outset that there may be times when the supervisory team will have different approaches to the research question and the PGR will need to execute their own judgement in these cases