

Recording supervisory meetings on RISIS

Supervisors of research students can use the RISIS system to record notes of their discussions with students and make these available to the students. These notes are held securely on RISIS and cannot be viewed by anyone other than the supervisor, any second or third supervisor, the Director of Research within the School/Department and the relevant School administrator.

If you want to use this system, you will need to:

- go to the “Research students hub” screen on the “My Students” page within the RISIS portal (<https://www.risisweb.reading.ac.uk>)
- click on “meetings”
- set up a new meeting (either ahead of time or after the event)
- enter the notes following the meeting

The notes will then be available for the student to view on their portal.

There is also a facility for setting up possible supervisory slots and inviting students to select one via the portal; contact the RISIS Office if you’re interested in this.