

Guidance for logging student meetings in [MMS](#)

To access and utilise the Meeting Log tool in the University of St Andrews' Module Management System (MMS) as a PGR student, follow the steps below:

Accessing the MMS Meeting Log

1. **Log in to MySaint:** Navigate to mysaint.st-andrews.ac.uk and sign in using your university credentials
2. **Access the RESEARCH Module:** In the left-hand navigation panel, click on “My courses” Locate and select your **RESEARCH module** (e.g., “MED-RESEARCH” or “MED-MS(ct)(Res)”))
3. **Open the Meeting Log Tool:** Within the RESEARCH module, find and click on the “Meeting Log” tool. This tool allows you to log meetings and engagements with your supervisor(s).

Logging a Meeting

1. **Create a New Entry:** Click on the option to “Create new” or “Add new entry” within the Meeting Log tool.
2. **Enter Meeting Details:** Provide the **date** of the meeting. Add a **brief description** of the meeting's content or purpose. (Optional) Upload any relevant **files or documents** discussed during the meeting.
3. **Save the Entry:** Click “Save” to store the entry. Your supervisor will be notified and can acknowledge the meeting.

Supervisor Acknowledgement

- **Acknowledgement Types: Thumbs Up:** Indicates a positive acknowledgment of the meeting, confirming it as valid engagement. **Follow-up Required:** Suggests that additional information or action is needed before the meeting can be acknowledged.
- **Supervisor Actions:** Your supervisor can add comments or feedback to the entry. Acknowledged meetings contribute to institutional engagement monitoring, especially important for students on visa.

Viewing Past Entries

- All your logged meetings are listed within the Meeting Log tool. Entries are displayed in reverse chronological order, showing the most recent meetings first. Each entry includes the date, description, any uploaded files, and supervisor acknowledgments.

Additional Resources

For more detailed guidance on using MMS tools:

- **MMS Student Guides:* www.st-andrews.ac.uk/mms-guides/mmsstudentguides
- **PGR Student Annual Progress Report Guide:* www.st-andrews.ac.uk/mms-guides/mmsstudentguides/postgraduateguides/studentannualprogressreport

If you encounter any issues or have further questions, consider reaching out to your supervisor or the university's IT Service Desk at itservicedesk@st-andrews.ac.uk.

University of St Andrews – School of Medicine Handbook

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Consultees:			
Location/s (Med Handbook):			
Location of source file:			
Access Level: (Public/University/School Staff)	University		
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Version Control Record (*expand table as required*)

Date	Revision Description	Major Changes
24/04/25	Document created	