



L-Università ta' Malta
Institute for Climate Change
& Sustainable Development

Graduate Research Log Book
M.Sc. by Research (Sustainable Development)
Full-time students

This log has been prepared to assist you throughout your dissertation. It provides a framework for recording details related to your graduate research, scheduled supervisory meetings and activities concerning the development of academic and key skills. Your log will also help you to self evaluate and plan your development of academic and discipline specific skills. The log is intended to record your general academic and personal progress, and may be used by the Board of Studies and Board of Examiners to assess the progress and development of your studies.

The log is divided into a number of sections that basically chart the student's progress and monitors the supervisor's role in the development of the post-graduate dissertation. The log is also useful in keeping a tab on the contacts made throughout the research period and the departments, offices and officials visited in obtaining information, building contacts and searching in libraries. It will also be an indispensable guide to formulate your CV, once you finish your studies.

If Found

This logbook is an important part of the student's development. If found, please return it to the Institute for Climate Change and Sustainable Development, University of Malta, Msida MSD2080.

Name:

Degree:

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Email:

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Student's Summary Record

Name:	
Reference Number:	Email:
Nationality:	Address
Telephone (Home):	Telephone (Work):
Degree:	Full-Time/Part-Time:
Supervisor:	Email

Additional Supervisors (approved by the department Graduate Board of Studies) or change of supervisor (indicate dates).

Start Date:

Anticipated Dates

Actual Dates

1. Working Title

2. Fieldwork

3. Entry into writing-up status

4. Submission

Date held

Schedule of Formal Meetings

1. Initial Meeting

2. 1-month review

3. 6-month review

4. 12-month review

5. End of year and submission

Any other informal meetings

Date held

Student Leave Record

Note that applications must be made to the university and are dependent on the recommendation of the student's supervisor and the Graduate Board of Studies

Start/end dates and reasons for leave

Start/end dates and reasons for leave

Start/end dates and reasons for leave

Agreed Formal Extensions

Note that extensions are granted for medical or personal reasons or in cases of difficult research conditions. Extensions are granted on the recommendation of the student's supervisor and Graduate Board of Studies.

Reason	Start Date	End Date	New anticipated thesis submission date
1.			
2.			
3.			

Before Initial Supervisory Session (Student)

To be filled in by the student before the first supervisory session.

ITS Computer Access YES NO

ITS Email Account YES NO

Working title for your research project: _____

INITIAL SUPERVISORY MEETING

Supervisor and Student

Date: _____

SKILLS DEVELOPMENT AGENDA

Skill Area 1: _____

Development Timescale: _____

Skill Area 2: _____

Development Timescale: _____

Planned Skills Courses (if any required)

1.

2.

3.

Agreed Actions and Activities

Time Frame

1.

2.

3.

Discuss priorities of your skills development and note the conclusions here:

Confirmation (sign below)

Date

Supervisor: _____ Candidate: _____

Before 1-month Supervisory Session (Student)

To be filled in by the student before the supervisory session

Review action points from initial meeting

Skills Course attended (list below)

 YES NO

1. _____
2. _____
3. _____
4. _____

Project related progress during last month

Difficulties encountered

 YES NO

Explain briefly

1-MONTH SUPERVISORY MEETING

Supervisor and Student

Date: _____

Issue Discussed (list below)

Particular needs identified

Agreed Actions and Activities

Time Frame

1.

2.

3.

4.

Confirmation (sign below)

Date

Supervisor: _____

Candidate: _____

Before 3-month Supervisory Session (Student)

To be filled in by the student before the supervisory session

Review action points from initial meeting

Skills Course attended (list below)

 YES NO

1.

2.

3.

4.

Project related progress during last month

Difficulties encountered

 YES NO

Explain briefly

3-MONTH SUPERVISORY MEETING

Supervisor and Student

Date: _____

Issue Discussed (list below)

Particular needs identified

Agreed Actions and Activities

Time Frame

1.

2.

3.

4.

Confirmation (sign below)

Date

Supervisor: _____

Candidate: _____

Before 6-month Supervisory Session (Student)

To be filled in by the student before the supervisory session

Review action points from initial meeting

Skills Course attended (list below)

YES

NO

1.

2.

3.

4.

Project related progress during last month

Difficulties encountered

YES

NO

Explain briefly

Have you carried out your literature review?

YES

NO

Did you define the methodology you are going to use?

YES

NO

Any draft chapters written yet? (list below)

YES

NO

Has the supervisor read your draft chapters?

YES

NO

Did you receive timely feedback?

YES

NO

6-MONTH SUPERVISORY MEETING

Supervisor and Student

Date: _____

Issue Discussed (list below)

Particular needs identified

Agreed Actions and Activities

Time Frame

1.

2.

3.

4.

Confirmation (sign below)

Date

Supervisor: _____

Candidate: _____

Before 9-month Supervisory Session (Student)

To be filled in by the student before the supervisory session

Review action points from initial meeting

Skills Course attended (list below)

YES

NO

1.

2.

3.

4.

Project related progress during last month

Difficulties encountered

YES

NO

Explain briefly

Have you finished draft dissertation chapters? (list below)

YES

NO

Has the supervisor read your draft chapters?

YES

NO

Did you receive timely feedback?

YES

NO

9-MONTH SUPERVISORY MEETING

Supervisor and Student

Date: _____

Issue Discussed (list below)

Particular needs identified

Agreed Actions and Activities

Time Frame

1.

2.

3.

4.

Confirmation (sign below)

Date

Supervisor: _____

Candidate: _____

Before 11-month Supervisory Session (Student)

To be filled in by the student before the supervisory session

Review action points from initial meeting

Project related progress during last month

Difficulties encountered

 YES NO

Explain briefly

Have you finished draft dissertation chapters? (list below)

 YES NO

Has the supervisor read your draft chapters?

 YES NO

Did you receive timely feedback?

 YES NO

11-MONTH SUPERVISORY MEETING

Supervisor and Student

Date: _____

Issue Discussed (list below)

Particular needs identified

Agreed Actions and Activities

Time Frame

1.

2.

3.

4.

Planned submission date:

Viva planned?

YES

NO

Examiners identified?

YES

NO

Name

Qualifications

1. _____

2. _____

Confirmation (sign below)

Date

Supervisor: _____

Candidate: _____

MEETINGS HELD

Name:

Affiliations/Qualifications:

Post/Department/Organisation:

Date:

Purpose of Meeting:

Briefly discuss outcome:

Name:

Affiliations/Qualifications:

Post/Department/Organisation:

Date:

Purpose of Meeting:

Briefly discuss outcome:

Name:

Affiliations/Qualifications:

Post/Department/Organisation:

Date:

Purpose of Meeting:

Briefly discuss outcome:

EXTRA-CURRICULAR COURSES ATTENDED (if any)

Title:

Department/Institution/Organisation:

Skills developed:

Title:

Department/Institution/Organisation:

Skills developed:

Title:

Department/Institution/Organisation:

Skills developed:

PRESENTATIONS GIVEN

Title

Date:

Occasion and Venue:

Title

Date:

Occasion and Venue:

Title

Date:

Occasion and Venue:

REPORTS AND PUBLICATIONS

Title

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Author/s:

Journal/Newspaper/Proceedings:

OTHER RESEARCH RELATED ACTIVITIES

Topic/Title/Activity:

Date:

Description:

Topic/Title/Activity:

Date:

Description:

Notes: