



## Postgraduate School of Life Sciences Psychology MPhil Training Log Book

Your Personal Progress Log serves as a record of your training and development as a postgraduate student. Its purpose is to help you to plan your training and to record the outcomes. As well as gaining valuable skills through the training itself, you will find that the information accumulated in this Log will prove helpful when you come to rewriting your CV and applying for jobs. The document belongs to you - it is your responsibility to keep it up to date.

**Starting out:** you will find it particularly helpful to log your meetings with your supervisor in the first few months as well as strategic meetings after this. You will also use your log to record the results of your initial [skills survey](#), and keep track of the seminars and other training you've attended.

**January / Second Term Progress Report:** your Log should be submitted as a progress report at the beginning of the second term (usually January). By then you should have completed a literature review and applied for (and ideally had confirmation of) ethics for your research.

**Final Examination:** The Degree Committee reserves the right to request a copy of your log, and a copy should be provided to the Department. Make sure your Log is in a final form and up to date when you submit your dissertation.

On certain pages, you will notice a column for your supervisor to sign to indicate that you have participated in the activities described. It is your responsibility to ensure your supervisor is aware of the training activities you have undertaken.

### How to Use Your Student Log

**Starting out:** Your log is a means of recording your training: both in terms of proving that you have completed the compulsory elements of the [Postgraduate Education Programme](#), but also to help yourself keep track of your training and meetings. The summary checklist will facilitate this.

You should **discuss your training requirements with your supervisor** at the beginning of the year, and you are advised to re-evaluate your progress regularly. Information about what is required and what is available can be found on the [Postgraduate Education Programme \(PEP\) Website](#)

Each table has a number of rows with the compulsory elements/numbers highlighted. Feel free to add rows where necessary.



**Postgraduate School of Life Sciences  
Psychology MPhil Training Log Book**

Student	
Start date	
Degree sought	
Department	
Supervisor	

## SECTION 1: SUMMARY and CONFIRMATION

You should sign the appropriate statement below when you submit your Personal Progress Log:

### January / Second Term Progress Report:

I confirm that the information I have given in this Log is a true and accurate record:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Thesis Submission:

I confirm that the information I have given in this Log is a true and accurate record and that I have provided a copy to my Department:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## SUMMARY CHECKLIST:

Please initial the compulsory elements that you have completed

MPhil Students	Student initial
Attend University Safety Course	
Attend Psychology Department Induction Programme	
Attend courses recommended by the <a href="#">SSRMP Skills Check</a>	
Attend 3-4 "Postgraduate Seminars"	
Attend 3-4 Departmental / University Seminars	
<i>*If no background in Psychology: Attend 5 hours of foundational psychology teaching</i>	
Have at least one meeting with supervisor per term	
Attend at least one lab meeting per term	
Present at a lab meeting during first term (or early second term)	
By January/ Second term confirm that you have completed: 1. A Literature review 2. An Ethics application 3. A (draft) methodology	

## SECTION 2. January / Second Term Progress Report

*This report is designed to ensure that things are going smoothly following your first term. Please ask your supervisor to complete this section. **This should be submitted along with the rest of the log book to the Postgraduate Office in January or at the beginning of your second term.***

*SUPERVISOR: Please confirm that you have seen the following:*

	Supervisor Initial
Literature Review	
Presentation at lab meeting	
Ethics Approval (+ insurance and sponsorship)	
Methodology proposal	

### Supervisor Comments

Date completed:	

### Student Comments

Date completed:	

### SECTION 3. Meetings

#### a) Record of Meetings with Supervisor

*You are expected to meet with your supervisor at least once per term*

Year One				
	Date	Supervisor Initials	Student initials	Notes
1				<b>AT LEAST ONE MEETING PER TERM MUST BE RECORDED.</b>  <b>Advised Strategic Meetings:</b> <ol style="list-style-type: none"> <li>1. Initial (first month)</li> <li>2. Training needs (1st term)</li> <li>3. Project feasibility and ethics (first 3 months)</li> <li>4. Progress (January / start of second term)</li> <li>5. Progress and Thesis (2<sup>nd</sup> Term)</li> </ol>
2				
3				
4				
5				
6				
7				
8				
9				
10				

#### b) Lab Meetings Attended

*The frequency of lab meetings varies, but a minimum of one meeting per term is expected.*

Year One				
	Date	Topic	Supervisor initial	Student's initial
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**c) Presenting at lab meetings:**

*You are expected to present at a lab meeting at least once, ideally within the first term:*

Year (1/2/3..)	Date	Topic of Presentation	Supervisor Initial

**SECTION 4: Inductions**

*You are required to attend the University Postgraduate safety course and the Department of Psychology Induction*

	Date	Supervisor initial	Students initials
University Safety Course			
Department of Psychology Induction			
<i>Other inductions (e.g. Postgraduate School of Life Sciences Induction)</i>			

**SECTION 5. Courses and Seminars**

**a) Postgraduate Seminar Series**

*You are expected to attend at least 3-4 postgraduate seminars. These should be split as evenly as possible between the [CBU postgraduate seminar series](#), the [Social Psychology Seminar Series \(SPSS\)](#), and the [Conducting Robust Behavioural Science](#) course. (please note supervisor initial only required once for each section)*

Course	Date	Topic	Supervisor initials
CBU Postgraduate Seminar Series			Compulsory:
			Additional:
Social Psychology Seminar Series (SPSS)			Compulsory:
			Additional:
Conducting Robust			Compulsory:

<b>Behavioural Science</b>			<b>Additional:</b>

**b) Departmental / University Seminars**

You are expected to attend at least 3-4 Departmental/University seminars. These can include the [Zangwill Club](#), [Chaucer Club](#), [Behavioural and Clinical Neuroscience Seminars](#), [Social Psychology Seminar Series \(SPSS\)](#), [Cambridge Neuroscience Interdisciplinary Seminars](#) or other relevant Departmental or University seminar series

<b>Year One</b>		
<b>Series (e.g. Zangwill)</b>	<b>Date</b>	<b>Supervisor initial</b>
		<b>Compulsory</b>
		<b>Additional</b>

**SECTION 6: SKILLS**

**a) Skills Survey**

You can find the link to the Skills Survey in the Postgraduate School of Life Sciences website: <https://www.postgradschl.lifesci.cam.ac.uk/GSLSRD/skills-analysis-survey>

Please record the courses recommended and confirm attendance below:

<b>Course recommended</b>	<b>Date(s)</b>	<b># Hours</b>	<b>Supervisor Initial</b>

**b) Other Formal courses attended**

There are a number of courses listed on the [Postgraduate Education Programme Website](#), as well as elsewhere. List all the formal taught courses you attended:

<b>Course attended</b>	<b>Date(s)</b>	<b># Hours</b>	<b>Supervisor Initial</b>

**c) Students without Psychology Background**

Students without a Psychology Background are expected to attend at least 5 hours of foundational Psychology Teaching. It is recommended that these be drawn from: [PBS1](#), [PBS2](#) or [MVST: Neurobiology and Human Behaviour](#)

Course (e.g. PBS2)	Lecture	Date	Supervisor Initial
			<b>*Compulsory</b>
			Any Additional

**d) Other Training**

Training can take many forms: attendance at conferences, informal skills training (for example from a colleague on the [Department's Methods Consultancy Database](#)), teaching training, etc.

Year (1,2,3..)	Description of training	Date(s)	# Hours	Supervisor Initial