



UNIVERSITY OF  
CAMBRIDGE

## Postgraduate School of Life Sciences Psychology PhD 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 plan your training and 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 later in the year. 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.

**First-Year Assessment:** your Log is an essential part of your first-year assessment and must be submitted with your First Year Report (details on the Psychology website).

**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 handy checklist and hours summaries will facilitate this.

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

During your study in Cambridge, you will be expected to engage in **about 10 days** (or equivalent) of transferable skills training **per year** for the first three years. Transferable skills are skills that will help you with your research in the short term but also help you with your personal development in whatever career direction you take after your studies. This does not mean that you will have to attend 10 days of formal courses. Many activities, such as presenting your work at a lab meeting, or attending a seminar are part of everyday life in the Department. This log will help you keep track of these hours

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



**UNIVERSITY OF  
CAMBRIDGE**

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

Student	
Start date	
Degree sought	
Department	
Supervisor	
Adviser	

## SECTION 1: SUMMARY and CONFIRMATION

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

### First Year 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

PhD Students: 1st Year	Student initials	PhD Students: 2 <sup>nd</sup> and 3 <sup>rd</sup> Year	Student initials	
			2 <sup>nd</sup> Year	3 <sup>rd</sup> Year
Attend University Safety Course		Attend 10 Departmental / University Seminars		
Attend Psychology Department Induction Programme		Engage in further training (of any kind) making up to approximately 10 days' worth per year		
Attend courses recommended by the <a href="#">SSRMP Skills Check</a>		Have at least one meeting with supervisor per term		
Attend 10 "Postgraduate Seminars"		Attend at least one lab meeting per term		
Attend 10 Departmental / University Seminars		Present at a lab meeting at least once		
Have at least one meeting with supervisor per term		Have at least 2 meetings with academic advisor		
Attend at least one lab meeting per term		Submit 2 <sup>nd</sup> /3 <sup>rd</sup> Year report		
Present at a lab meeting at least once		Keep a log book of training and meetings		
Have at least 2 meetings with academic advisor				
Submit a First Year Report				
<i>*If no background in Psychology: Attend 5 hours of foundational psychology teaching</i>				

## Total Hours of Training:

Total Hours
Year One
Year Two
Year Three

## SECTION 2. 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 (first 3 months)</li> <li>4. Progress and First Year Report (2<sup>nd</sup> Term)</li> </ol>
2				
3				
4				
5				
6				
7				
8				
9				
10				
Year Two				
	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. Training needs (1st term)</li> <li>2. Progress (2<sup>nd</sup> Term)</li> <li>3. Progress and second-year report (3<sup>rd</sup> Term)</li> </ol>
2				
3				
4				
5				
6				
7				
8				
9				
10				
Year Three				
	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. Progress and Training needs (1st term)</li> <li>2. Progress and thesis (2<sup>nd</sup> Term)</li> </ol>
2				
3				
4				
5				
6				
7				
8				

9				<b>3. Progress and thesis (3<sup>rd</sup> Term)</b>
10				

**b) Record of meetings with Adviser**

*The frequency of meetings with advisors varies, but a minimum of two meetings per academic year is generally expected.*

Year One			
	Date	Adviser's initials	Student's initials
1			
2			
3			
4			
5			
Year Two			
	Date	Adviser's initials	Student's initials
1			
2			
3			
4			
5			
Year Three			
	Date	Adviser's initials	Student's initials
1			
2			
3			
4			
5			

**c) 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				
Year Two				
	Date	Topic	Supervisor initial	Student's initial
1				
2				
3				
4				

5				
6				
7				
8				
9				
10				

**Year Three**

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

**d) Presenting at lab meetings:**

*You are expected to present at a lab meeting at least once per year:*

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

### SECTION 3: 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 4. Courses and Seminars

SUMMARY of hours in this section:

Total Hours
Year One:
Year Two
Year Three

#### a) Postgraduate Seminar Series

You are expected to attend at least 10 postgraduate seminars in your first year. These should be split as evenly as possible between the CBU postgraduate seminar series, the [Social Psychology Seminar Series \(SPSS\)](#), and the [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:





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

## SECTION 5: SKILLS

### SUMMARY of hours in this section:

Total Hours
Year One:
Year Two
Year Three

#### 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:

Course recommended	Date(s)	#Hours	Supervisor Initial



