



# M.T.L. Dissertation

## LOGBOOK

### PURPOSE

- To keep a record of the student's meetings with his or her supervisors, whether face-to-face or otherwise;
- To clearly identify the outcomes of each meeting and the actions that are required on the part of the students;
- To provide evidence of that process to the Boards of Examiners.

### STUDENT'S RESPONSIBILITY

It is the responsibility of the student to keep this log book up to date. The student is expected to comply with the supervisors' suggestions and recommendations as noted by the student in the Logbook and approved by the supervisors. With the supervisors' permission, the template proposed below can be modified in order to render it more fit for purpose.

### THE LOG BOOK HAS TO BE SUBMITTED TOGETHER WITH THE DISSERTATION

The Faculty of Education reserves the right not to accept the dissertation for examination if the Logbook is not properly documented. Email or other records of correspondence between principal supervisor, co-supervisor and student can also be attached to the logbook.

M.T.L. Dissertation Logbook

<b>Dissertation Title</b>	
<b>Dissertation Number</b>	
<b>Student</b>	
<b>ID Card Number</b>	
<b>Dissertation Type</b>	<input type="checkbox"/> Written <input type="checkbox"/> Project Based
<b>Date when dissertation was approved by the Board</b>	
<b>Principal Supervisor</b>	
<b>Co-Supervisor</b>	
<b>Date when submission is due</b>	
<b>Amendments to the original proposal approved by the Board (please insert date and attach copy of official approval by the board)</b>	

<b><i>Date of Meeting:</i></b>	
<b><i>Meeting Number</i></b>	
<b><i>Themes/Topics/Issues Discussed:</i></b>	

<b>Recommendations and Agreed Action</b>	<b>Time Frame</b>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Principal Supervisor/ Co-Supervisor  
Signature

## Student Activities Sheet

This Log sheet needs to be filled by the student **every week** except during the Teaching Practice Period

Name:	Date:
Readings/ Progress made	Identified issues
Name:	Date:
Readings/ Progress made:	Identified issues: