



Design & Manufacture Final Year Project

Stud Unit Code: TET3004

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 LOGBOOK HAS TO BE SUBMITTED TOGETHER WITH THE PROJECT REPORT

The Faculty of Education reserves the right not to accept the project report 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.

B.Sc.(Hons) in Technical Design and Technology
TET3004 - Final Year Project Logbook

Dissertation Title	
Dissertation Number	
Student	
ID Card Number	
Date when project proposal was approved by the Board	
Principal Supervisor	
Co-Supervisor	
Date when submission is due	
Amendments to the original proposal approved by the Board (please insert date and attach copy of official approval by the board)	

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

Matters Discussed	
Recommendations and Agreed Action	Time Frame

Student Signature

Principal Supervisor/ Co-Supervisor
Signature

This page should be printed and filled in at every meeting with your Principal Supervisor and/or Co-Supervisor.

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

Matters Discussed	
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Student Signature

Principal Supervisor/ Co-Supervisor
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