



## **Personal Progress Log**

**Student:**

**Department:**

**Supervisor:**

**Adviser:**

Your Personal Progress Log serves as a record of your transferable skills training participation and attainment as a Graduate Student. Its purpose is to help you to plan your own 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 and it is your responsibility to keep it up to date.

First Year Assessment: your Log is an essential part of your First Year Assessment and must be submitted (signed) with your first year report.

Final Examination: The Degree Committee reserves the right to call for your Log, and a copy should be provided to your 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.

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: \_\_\_\_\_



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### **SECTION 1. How to Use Your Student Log**

Your Student Log is intended as a means of recording and reviewing your transferable skills training (TST) attainment. The varied backgrounds and prior experience of graduate students means that this training needs to be tailored to the needs of the individual. You should discuss your TST 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. It is particularly important to carry out such a review at the start of your first year to help you make the most of your time in Cambridge.

During the course of 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. These are recorded in the form of ‘credits’, one credit being the equivalent of a half-day. This does not mean that you will have to attend 10 days of formal courses. Many TST activities, such as presenting your work at a seminar, or writing a report, are part of every day life in your department. Your department will issue you with a programme of compulsory activities (Section 3), some of which will be departmentally-based, others of which may involve attendance at Graduate School or University-run courses (such as computing courses). It is likely that this compulsory programme will be heavier in your first year than in subsequent years. Having considered this compulsory element, it will then be up to you and your supervisor to determine what other TST needs you have and to ensure that you meet them. These optional elements may include activities from demonstrating to undergraduates, to writing a scientific paper or attending a course in Project Management. You should record your participation in TST in this Log using the credit system described below.



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### **How the Credit System Works**

One credit is approximately equivalent to half a day's training. To complete the equivalent of about ten days TST per academic year you should therefore aim to achieve approximately 60 credits over the course of three years. This need not be spread uniformly over the three years; indeed you may well find that it is appropriate to undertake more training activities during your first year. Some activities, such as attendance at a formal course, will be credited pro-rata, e.g. attending the one-day Teaching Undergraduates course will earn you two credits. Other activities, such as writing your First Year Report, receive credit for the transferable skills element only, and are thus not credited pro-rata. Credits for compulsory departmental activities will be assigned by the department. Credits for Graduate School courses and other activities will be assigned by the Graduate School, and will be listed on the School website:

**<http://www.bio.cam.ac.uk/gradschool/current/courses/>**

The website lists all courses run and booked through the Graduate School, and hosts an on-line booking system. It also has details of, and links to, courses provided elsewhere in the University, such as those offered by the University Computing Service.





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### **SECTION 3. Compulsory Departmental Training Activities**

A customized template outlining compulsory training activities will be provided by your department.

Course	Date	Credits	Supervisors signature
Literature searching and library skills		1	
University Safety Course for new graduates		2	
Departmental Safety Course		2	
First year project proposal		4	
First year seminar		4	
First year report and examination		6	
Second year poster		4	
Third year seminar		4	
Presentation to internal research group		2*	

\* max per year



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**SECTION 4. Formal courses attended:  
Academic Year:**

*On this page you should list all the formal taught courses you attend.*

<b>Course attended</b>	<b>Date</b>	<b>Credits</b>	<b>Comments (if any)</b>	<b>Supervisor's Signature</b>

**For further information on Credits see:**

<http://www.bio.cam.ac.uk/gradschool/current/courses/>

**Additional pages for each further academic year should be downloaded from:**

<http://www.bio.cam.ac.uk/gradschool/current/log.html>



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### **SECTION 5. Other Training Activity** **Academic Year:**

*On this page you should list all other training activities in which you participate.*

<b>Training Activity</b>	<b>Date</b>	<b>Credits</b>	<b>Comments (if any)</b>	<b>Supervisor's Signature</b>

**For further information on Credits see:**  
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### **SECTION 6. Final record**

Record the total credits that you accumulate during the course of your PhD in the table below.

<b>Credits accumulated during PhD training</b>				
	<b>Section 3 (Dept)</b>	<b>Section 4 (courses)</b>	<b>Section 5 (other activities)</b>	<b>Total</b>
Year 1				
Year 2				
Year 3				
Total:				