UNIVERSITI PENDIDIKAN SULTAN IDRIS

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SULTAN IDRIS EDUCATION UNIVERSITY

POSTGRADUATE
RESEARCH SUPERVISION LOGBOOK
FOR SUPERVISOR

Student's Name	
Registration No.	
Semester	
Session	
Student's Contact No.	
Supervisor's Name	
Programme and Mode (Med Mode A/B/C/PhD)	
Faculty	

CONTENTS

REGISTRATION RECORD

Project Title:

_____
_____

_____

_____

DECLARATION BY THE STUDENT

I understand the requirements of Universiti Pendidikan Sultan Idris with regards to research project and academic writing and have discussed my proposal with my supervisor.

Signature of student:_____ Date :_____

GUIDELINES ON ACADEMIC WRITING SUPERVISION

The responsibilities of the supervisor include:

i. Giving guidance about the nature of the academic writing
ii. Giving guidance on research techniques and on necessary readings
iii. Overseeing on the writing of a proposal
iv. Giving guidance on the planning of empirical work
v. Responding to first drafts of chapters
vi. Evaluating final submission
vii. Ensuring the submission of report/thesis follows the institute of Postgraduate Studies guideline

The role of supervisors is to guide students towards the production of their academic writing by discussing each part of the process. They will advise on relevant areas of literature, help a student to develop their thought on the topic, give guidance on the development of chapters and on the conventions of academic writing. They WILL NOT act as a proof reader of the student's work.

The responsibilities of the student include:

i. Submitting and presenting a proposal after discussing with the supervisor
ii. Taking the initiative in raising questions, problems or difficulties encountered
iii. Submitting type-written drafts for discussion
iv. Keeping appointments
v. Informing the supervisor if a meeting is not possible
vi. Maintaining a schedule of work as agrees with supervisors

It is a responsibility of the students to take the initiative throughoutthe academic writing process: raising problems or difficulties, discussing issues arising from feedback, taking appreciate action and maintaining the progress of work as agreed with the supervisors.

SUPERVISOR MEETING RECORDS

Meeting	Activity	Action plan for the next meeting
1		
2		
3		
4		
5		
6		
7		
8		

Meeting/Date	Activity	Action plan for the next meeting
9		
10		
11		
12		
13		
14		

Meeting/Date	Activity	Action plan for the next meeting
15		
16		
17		
18		
19		
20		
21		