**Student Development Log Book**

**Training and Development**

Researcher Development (RD) is needed to provide you with the skills and experiences that you will require both for your degree course and for the future, whatever that might be.

Within Cambridge there are many providers of RD activities:

* The central provision is provided by the Researcher Development Team: http://[www.rdp.cam.ac.uk](http://www.rdp.cam.ac.uk)
* The Postgraduate School of Life Sciences (GSLS) provides you with a Core Skills Training Programme and other life science specific activities <https://www.postgradschl.lifesci.cam.ac.uk/GSLSRD>
* Training is also available from the University Information Services, University Library, the Bioinformatics Training Department and the Careers’ Service.

The varied backgrounds and prior experience of postgraduate students means that Researcher Development training should to be tailored to the needs of the individual. You should discuss your training requirements with your Principal Supervisor at the start of your first year and you are advised to re-evaluate your progress regularly. 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.

**Purpose of the Student Development Log Book**

Your Development Log book is intended as a means of reviewing and recording your training and development as a postgraduate 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 writing your cv and applying for jobs. The document belongs to you and it is your responsibility to keep it up to date.

**How to Use Your Student Log**

You should record all formal meetings with your Principal Supervisor and all training undertaken throughout your course, e.g. presenting at meetings and conferences, attending writing skills courses, specialist technical training, etc. Please note, you do not need to log your completion of courses on the online Graduate School of Life Sciences Core Skills Training Programme (see Section 3), as these will be logged on a central system that will automatically generate a transcript of your training activities.

There are 5 sections to complete:

* Section1: Your details and signed declarations of completion
* Section 2: Record of Strategic Meetings with Supervisor/ Record of Meetings with Adviser
* Section 3: Compulsory Training Activities
* Section 4: Formal courses attended
* Section 5: Other Training Activities

**Starting out**

You will find it particularly helpful to log your meetings with your Principal Supervisor in the first few months and we encourage you to log all strategic meetings with your Principal Supervisor.

**First Year Assessment**

Your Log is an essential part of your first year assessment and must be submitted with your first year report, i.e. add a copy of your log to the back of your first year report.

**Final Examination**

The Higher Degrees Committee reserves the right request a copy of your Log, a copy should also be sent to our departmental Postgraduate Education Team: postgradadmin@oncology.cam.ac.uk. 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.

**Which Courses Should I Attend?**

You will need to attend a mix of optional and compulsory and courses. Your Principal Supervisor will advise you on which courses you should attend. It is also your responsibility to identify those areas in which you would benefit from additional instruction and training, e.g. presentation skills.

You will need to attend some compulsory activities(Section 3), some of which will be University-run courses (such as computing courses, postgraduate safety course) or departmentally-based, others involve the School of Clinical Medicine and the Postgraduate School of Life Sciences.

**Student Development Log Book**

|  |  |
| --- | --- |
| Student  |  |
| Start date  |  |
| Degree sought  |  |
| Principal Supervisor  |  |
| Adviser  |  |

**SECTION 1: Your details and signed declarations of completion**

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

**First Year Report**:

I confirm that the information I have given in this Log is a true and accurate record:

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dissertation 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION 2: Record of Strategic Meetings with Supervisor/ Record of Meetings with Adviser**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting** | **Date**  | **Supervisor’s signature** | **Student’s signature** |
| Initial Preliminary Dissertation Plan(first month)  |  |  |  |
| Discuss training needs (year 1)  |  |  |  |
| Progress (1st year report)  |  |  |  |
| Discuss training needs (year 2)  |  |  |  |
| Progress (year 2)  |  |  |  |
| Discuss training needs (year 3)  |  |  |  |
| Progress (year 3: start)  |  |  |  |
| Progress (year 3: end)  |  |  |  |
| Progress (10th term, if needed)  |  |  |  |

**Record of meetings with Adviser**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting** | **Date**  | **Supervisor’s signature** | **Student’s signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 3: Compulsory Training Activities**

All students with the Department of Oncology are also members of the University of Cambridge, School of Clinical Medicine and Postgraduate School of Life Sciences. As such, our students must attend the following compulsory courses:

**School of Clinical Medicine Induction Event:**

This takes place early in October for Michaelmas term starters and again in February for Lent term starters. The event lasts for approximately 2.5 hours and provides an introduction about being a student within the School of Clinical Medicine (SCM), including:

* Overview of University and SCM
* Overview of Biomedical Campus
* Introduction to Student Representatives
* Researcher Development and transferable skills training
* Introduction to Research Good Practice, Integrity & Governance
* IT support
* Introduction to the Medical library – how to find and use it
* Diversity, Equality & Wellbeing
* Environmental issues

**Postgraduate School of Life Sciences Researcher Development Training:**

The Postgraduate School of Life Sciences (PGSLS) provides researcher development training which aims to:

* Help you identify existing skills and skill gaps
* Gain training in key areas of personal effectiveness and communication
* Provide a foundation for further skills development in subsequent years
* Gain recognition of training upon completion of the CSTP

Information about researcher development training provided by the PGSLS, including details of the courses available and how to book a place, can be found on the Researcher Development website: <https://www.rdp.cam.ac.uk/>

If you need some advice on where to get started or what to do next with your development training you should contact Dr Samantha Byers, who is responsible for Researcher Development in Life Sciences at: Samantha.Byers@admin.cam.ac.uk.

**University Postgraduate Safety Course:**

The Postgraduate Safety Course is available online and includes a mandatory Introductory session and various other video presentations on Moodle.

Please [book a place on the Postgraduate Safety Introduction](https://www.training.cam.ac.uk/ohss/event/4390194) doing so will ensure you receive the link to other Postgraduate Safety introductory video presentations available on Moodle.

You should speak with your Principal Supervisor to identify any additional safety courses you should attend. The following (and others) are available as part of the University Safety Office main training programme:

* Online: Chemical Safety Training
* Online: Using Compressed Cylinder Gases Safely in the University
* Online: Using Liquid Nitrogen Safely Training in the University
* Virtual: Laser Safety for Class 3B and 4 Laser Users and Research Supervisors
* Virtual: Radioactive Substances - An Introduction to Suitable and Safe Use

Please see details about [online safety courses](https://www.training.cam.ac.uk/ohss/programme/4390162) and [other available safety training](https://www.training.cam.ac.uk/ohss/event-timetable).

You will also receive a departmental and building induction into local arrangements for health and safety.

**SECTION 4: Formal courses attended**

(PhD students - use a copy of this page for each academic year)

**Academic Year:**

*List all the formal taught courses you attend, e.g. bioinformatics course:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Course attended** | **Date**  | **Comments/details** | **Supervisor’s signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**SECTION 5: Other training activity**

(PhD students - use a copy of this page for each academic year)

**Academic Year:**

*List all other training activities in which you participate, e.g. undergraduate supervisions, outreach work etc.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Training activity** | **Date**  | **Comments/details** | **Supervisor’s signature** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |