

## **SAMPLE OF A SUPERVISOR/ STUDENT LOG BOOK**

A supervisor/ students log book will be provided at the registration of the research degrees to ensure that supervisor and student will have adequate contact hours which are important for the successful completion of the intended degree. It has pages with the following information and the student needs to submit the duly signed pages along with the 6 monthly progress report to the postgraduate unit. The pages of this log book will have the following information;

1. Date of meeting:
2. Supervisor(s) present: 1<sup>st</sup> Supervisor; 2<sup>nd</sup> Supervisor:
3. Review of actions from the last supervisory meeting:
4. Topics discussed:
5. Identification of any issues:
6. Actions set for the next meeting:

Confirmation from student and supervisor:

Date

Student .....

Supervisor .....