



Logbook of Basic Medical Sciences

For PhD Students

1/30/2016

Photo

Department

**The report of students' activities during their
academic study and research period
(Logbook)**

Name:

Degree:

Year of entry:

Student number:

E-mail:

Phone number:

Mobile:

Logbook Filling Guide

Graduate School Students

Introduction

Dear student

Please pay attention to the following points during your studies:

The purpose of this logbook is recording the activities of students during their studies at the graduate school. Please kindly receive a copy of this logbook from the respective department at the beginning of your studies and fill it by the help of your supervisor (representative of the graduate studies or the person responsible in the department). Note that the department and the office of graduate studies at the university may ask for the student's logbook and its contents anytime if necessary, and evaluate the student's academic and research activities regarding its quantity and quality. Therefore, students are supposed to carefully record and keep the logbook in a way that the department and the university would be able to check it anytime if necessary.

- Each semester the logbook should be approved at least once by the supervisor, representative of the graduate studies or the person appointed by the department for this task.
- Different tables have been provided in the logbook for the recording of academic and research activities. After providing the required information on the previous page and attaching their photos, students are supposed to fill the following series of tables correctly:
- Report of the students counselling meetings with the supervisor (table 1).
Record all the sessions that you have with the appointed professor of the department in this table and ask for his/her approval statement or signature to be submitted on this table each session.
- Report of the theoretical and practical courses during your studies (table 2)
In this table the student is supposed to provide and record the name and the number of the credits of each theoretical and practical course separately for each semester and get the approval of the course instructor or the respective in charge.
- Report of the student's collaboration in teaching theoretical courses (table 3)
In this table the student is supposed to provide and record the information regarding his/her collaboration in theoretical courses, including the course name, its teaching method and the date for the examination.
- Report of the student's collaboration in teaching practical courses (table 4)

The student's presence in the classes of practical courses which is done by the recommendation and under the supervision of the department is recorded in this table. After filling the table, the student should get the approval of his/her supervisor or the graduate studies representative.

- Report of participation in workshops and trainings courses (table 5)
If the student has attended short-time training courses or workshops in a semester, it should be recorded in this table. The approval of the supervisor or the graduate studies representative is also required.
- Report of Participation in the department's Journal Clubs (table 6)
Student has to record all the Journal Clubs he/she has participated in and get the approval of the supervisor or the graduate studies representative.
- Report of participation in the sessions related to the proposal defense, progress, pre-defense and defense of the department's theses (table 7)
Student's participations in all the sessions regarding the other students' theses including defense of their proposal, report of progress, pre-defense and the defense should be recorded in this table. The approval of the supervisor or the graduate studies representative is required.
- Report of papers submission and publication in national or international journals (table 8)
Student should record the information regarding submission and publishing of his/her papers in this table and get the approval of the supervisor or the graduate studies representative.
- Report of participation in scientific societies, congresses and seminars (table 9)
Student should record his/her participation in national or international congresses and seminars. The approval of the supervisor or the graduate studies representative is also needed.
- Compilation and translation of books (table 10)
Student should record activities such as translating, compiling or editing books in this table and get the approval of the supervisor or the graduate studies representative.
- Innovative activities [e.g. production of educational soft wares] (table 11)
This table has been provided to record other activities such as production of educational soft wares, launching new methods, providing instructions for lab equipment, etc. The approval of the supervisor or the graduate studies representative is required.
- Steps of preparation, development and defense of the student's thesis proposal (table 12)
This table records the progress of the student in preparing his/her thesis proposal. Therefore it is required for the student to record the development of

the different steps and their progress, and get the approval of his/her thesis supervisor for each step.

- Student's participation in preparing research proposals (table 13)

This table records a step-by-step progress of the preparation and development of research proposals other than the student's thesis. Therefore he/she is supposed to record the proposal's progress in each semester and get the approval of the research supervisor.

At the end of each semester the completed log book, after being evaluated by the student's supervisor, the representative of graduate studies or the person appointed by the department, is presented to the Graduate Studies Committee of the department and the result of the students' evaluation after being checked by the Graduate Studies Committee of the department will be handed to the Graduate Studies Council of the faculty. The Graduate Studies Council after evaluating the student's activities will give the permission to the student to register for the next semester. Also three best students with the best academic performance at the faculty-level will be encouraged or rewarded each semester.

Table 1. Report of the students counselling meetings with the supervisor

Semester.....year.....term.....

Number	Date	Topic	Results	Approval of the professor concerned
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Table2. Report of the theoretical and practical courses during your studies

Semester.....year.....term.....

Number	Course name	Credit hours		Signature of the professor or the person responsible for the course
		Theoretical	Practical	

- ❖ Comment and approval of the Graduate Studies Council of the department on the student's performance in the current semester

Table3. Report of the student's collaboration in teaching theoretical courses
Semester.....year.....term.....

Number	Course name	Type of participation										Time		Approval of the professor concerned
		Course				Examination						Date	Time	
		Course content preparation	Teaching	Problem solving session		Mid-Term			Final					
				Distant or online	Verbal	Preparing questions	Examination	Correcting papers	Preparing questions	Examination	Correcting papers			
1														
2														
3														
4														
5														
6														
7														
8														

Table4. Report of the student's collaboration in teaching practical courses
Semester.....year.....term.....

Number	Course name	Type of participation			Time of examination		Remarks	Approval of the professor concerned
		Course			Date	Time		
		Preparing lab	Teaching	Other activities				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Table5. Report of participation in workshops and trainings courses

Number	Name of the course / workshop	Time and venue	Type of participation in workshop			Approval of the supervisor or the graduate studies representative
			Instructor	Coordinator	Participant	
1						
2						
3						
4						
5						
6						
7						
8						

Table6. Report of Participation in the department's Journal Clubs

Semester.....year.....term.....

Number	Journal title	Type of participation		Date	Approval of the supervisor or the graduate studies representative
		Article presentation	Active presence in the sessions		
1					
2					
3					
4					
5					
6					
7					
8					

Table7. Report of participation in the sessions related to the proposal defense (A), progress (B), pre-defense (C) and defense (D) of the department's theses
Semester.....year.....term.....

Number	Type of session (A,B,C,D)	Thesis title	Date	Approval of the supervisor or the graduate studies representative
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				

Table8. Report of papers submission and publication in national or international journals

Number	Paper's title	Paper's status			Journal's information					Approval of the supervisor or the graduate studies representative
		Date of publishing	Date of acceptance	Date of submission	Name of journal	Year	Issue	Number	Page	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Table9. Report of article presentation and participation in scientific societies, congresses and seminars

Number	Paper's title	Name of the congress or seminar	Presentation style		Congress or seminar details					Approval of the supervisor or the graduate studies representative
			Speech	Poster	Year	Month	Date	Country	City	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Table10. Reports on writing and translation of books

Number	Book title	Type of activity			Book details			Approval of your supervisor or the graduate studies representative
		Translating	Writing	Editing	Publisher	Date of publication	Number of pages	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Table11. Innovative activities (e.g. production of educational soft wares, new methods, and providing instructions for the lab equipment)

Number	Activity's title	Activity Time	Approval of the supervisor or the graduate studies representative
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Table12. Preparation of the student's thesis proposal report

Title of the proposal:

Number	Activities related to the preparation of the student's thesis proposal	Time	Approval of the thesis supervisor
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Table13. Report of the Student's participation in preparing research proposals

Title of the proposal:

Number	Activities related to the Student's participation in preparing research proposals	Time	Approval of the research supervisor
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

Notes