**Supervisor’s Journal**

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|  | **Name:****School:****Semester:****Student(s):** |  |

**Student Details**

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| **Name** |  |
| **Programme** |  |
| **Domain** |  |
| **Title** |  |
| **Date of Commencement** |  |
| **Date of Completion** |  |

**Meetings Summary**

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| 1 |  | 11 |  | 21 |  |
| 2 |  | 12 |  | 22 |  |
| 3 |  | 13 |  | 23 |  |
| 4 |  | 14 |  | 24 |  |
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| 6 |  | 16 |  | 26 |  |
| 7 |  | 17 |  | 27 |  |
| 8 |  | 18 |  | 28 |  |
| 9 |  | 19 |  | 29 |  |
| 10 |  | 20 |  | 30 |  |

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| **Missed Meetings:** |

**eMails Summary**

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|  | **September** | **October** | **November** | **December** | **January** | **February** | **March** | **April** | **May** |
| **Initial****Proposal** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Requirements****Gathering** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Initial****Design** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Vertical****Prototype** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Interim****Report** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Interim****Demonstration** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Final****Design** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Implementation****Process** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Software****Testing** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Project****Evaluation** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Dissertation****Document** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Final****Demonstration** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**To Do List**

* **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
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MEETINGS

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| **MATERIAL SUBMITTED**:  |
| **AGREED TASK(S) FOR NEXT MEETING**: |
| **COMMENTS**:  |
| **DATE & TIME OF NEXT MEETING**: |

**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix A: CheckSheets**

### Reviewing and evaluating other articles

*A task sheet for students to work through several times and hopefully then internalise.*

*Name of article\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| --- | --- |
| **Evaluation criteria** | **Notes** |
| What type of article is it? | Content: |
| What is the main issue/problem being discussed?  | Content:  |
| Skim read – what could your dissertation gain by including this article? | Content: |
| What is the article’s contribution to knowledge? | Content: |
| How can this information be integrated into your review? | Content: |
| Compare and contrast to similar articles – for or against/ or an extension of the literature? | Content: |
| Are there recommendations for further research? | Content: |
| Where is the article placed in your field? Famous author? | Evaluation: |
| Is the article well written, interesting and easy to read? | Evaluation: |
| Is there a clear research question – can it be tested? | Evaluation of Hypothesis: |
| What methods are used to carry out research | Evaluation of the Research Design: |
| Is the design appropriate for testing the stated hypothesis?  | Evaluation of the Research Design: |
| What are the limitations of the design/research methods?  | Evaluation of the Research Design: |
| Are there aspects of the design that could be applied to your work? | Evaluation of the Research Design: |
| Are the results well displayed and clear? | Evaluation of Data Presentation: |
| Are the results in keeping with the design? | Evaluation of the Research Results: |
| Are the implications of the study clear? | Evaluation of the Research Results: |
| Have the results been appropriately discussed? | Evaluation of further calls for research: |

**Dissertation Review**

*An exploration of the establishment of a general set of research criteria.*

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| --- | --- |
| **Evaluation category** | **Notes** |
| Was the research an overall success? | General |
| Does the research document meet the basic set of criteria?1. length
2. references
3. structure
 | General  |
| Is the work focused? 1. A clear research question?
 | General  |
| Is the Masters work novel?Is the PHD an original contribution to knowledge? | General |
| Does the introduction set out:1. the research question;
2. the nature of research.
 | Introduction – see introduction sheet for more details |
| Does the Lit review:1. A critical review indicating that the study is built on previous research in an appropriate manner?
2. Include refs to appropriate work, authors, external, supervisor, 2nd referee, potential employer?
 | Lit review – see lit review sheet for students for more details |
| Is the method used:1. appropriate for hypothesis
2. based/introduced in the literature;
3. clearly explained;
	1. visually
	2. text
4. appropriate;
5. were alternatives tested/or more appropriate?
6. limitations discussed?
 | Methods - see methods sheet for more details |
| Are the results:1. worthy of a Masters/PhD;
2. in keeping with the design
3. clearly presented;
	1. visually
	2. in the text
4. of stats significance;
5. were appropriate tests carried out?
	1. repeatability
	2. robustness
	3. repudiation
 | Findings and Discussion – see F & D sheet for more details |
| Are there recommendations for further research? Have the results been appropriately discussed? Are the implications of the study clear? | Conclusion - see conclusion sheet for more details |
| Is the document internally consistent? | Overall |