UNIVERSITY OF CAMBRIDGE

Faculty of Computer Science and Technology
Researcher development tally sheet
Please return to Graduate Education Office by 30 June each year.

Student name:	
Research Group:	
Researcher Year: 1 July ……… to 30 June ……….	
Supervisor:	

Nature of skills or activities	Date(s)	Duration
Subtotal hours (continue on a separate sheet if necessary)		

Supervisions/demonstrating	(Course name/s & year group)	Hours
Subtotal teaching hours		
Total hours		
Number of Research Skills Programme Units completed		

Tally Sheet – Researcher Development

The purpose of this sheet is to record the various activities and experiences which contribute to your training in transferable, generic skills (i.e. skills which are more general than those associated with your specific research topic and that will help in career development) **in addition to the Research Skills Programme**, and the contribution you have made to teaching or demonstrating in the Computer Laboratory (including Parts IA, IB, II and Part III, and the MPhil). Some research students are permitted to supervise **undergraduate** projects and this should be included in the hourly tally.

A full record of these will be useful for you in maintaining an accurate CV. No information which identifies an individual will be supplied outside the University.

You should complete the sheet (adding extra sheets in the same format if necessary) and have it approved and sign by your supervisor at the end of the academic year (or during your annual progress review meeting). You should then send the original (keeping a copy for yourself) to Lise Gough, Graduate Education Office (FS05), Computer Laboratory by 30 June each year. A new sheet will be issued to you with a new Blue Researcher Development Logbook at the beginning of the following academic year.

Examples of Researcher Development training can be found at
http://www.cl.cam.ac.uk/local/phd/researcherdev.html

In the column headed 'Duration' you can aggregate periods of time, for example, by entering 'Attendance at group seminars, 20 hours over year, July 15 – June 15, 2.5 days'

We are also looking at the number of hours you supervise undergraduate students for the Computer Laboratory. Please list all the courses for which you provide supervisions and also demonstrating (ticking).

Overall, we are looking for about 75 hours* of Researcher Development activities (including the Researcher Skills Programme) but we do understand that in your final year your focus will be elsewhere. Nonetheless, we hope you will not *just* be writing up. If you had your training paid for by the Researcher Development budget or the department, please indicate this on the tally sheet.

Date: …………………………………..

Student (sign): …………………………………..

Supervisor (sign): …………………………………..

GradEd Received:

Researcher Development Coordinator / Officer:

Foreign language classes will necessarily require a commitment from students of at least 64 hours. For those taking a foreign language as part of their Research Skills Programme in their second year, we would expect a further **minimum 2 units from Researcher Skills Programme and around 5 hours of additional activities plus any undergraduate teaching hours.*