

***Log book* ini merupakan bukti kinerja pemenuhan Sistem Penjaminan Mutu Penelitian Universitas Muhammadiyah Magelang**

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| √ | Standar proses |  | Standar pengelolaan |
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|  | Standar penilaian |  | Standar pembiayaan |

**UNIVERSITAS MUHAMMADIYAH MAGELANG**

**2019**

**Lembaga Penelitian pengembangan dan Pengabdian pada Masyarakat (LP3M)**

**Universitas Muhammadiyah Magelang**

Lantai 3 Rektorat Kampus 2 Universitas Muhammadiyah Mgelang

Jl. Bambang Soegeng km.05 Mertoyudan Magelang, 56172

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Website : <http://lp3m.ummgl.ac.id/>

**PENGESAHAN**

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| 1. Judul Penelitian |  |
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| 1. Skim penelitian |  |
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| 1. Ketua Peneliti |  |
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| 1. Anggota Peneliti | 1.  2.  3.  4. |
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| 1. Tempat Penelitian |  |
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| 1. Lembaga Mitra |  |
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| 1. Besar dana penelitian |  |
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| 1. Sumber dana | 1.  2. |
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| 1. Pelaksanaan | Mulai : \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Selesai : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| Dibuat,  Ketua Peneliti  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  NIDN. |

**PENGANTAR**

Buku Catatan Harian (*log book*) Penelitian ini dibuat sebagai salah satu instrumen manual mutu bagi peneliti di Lingkungan Universitas Muhammadiyah Magelang selama melaksanakan kegiatan penelitian.

*Log book* tersebut digunakan peneliti untuk mendokumentasikan kegiatan harian selama melaksanakan penelitian. Pengisian *log book* bersifat *self-assessment* artinya peneliti merekam kegiatan yang dilaksanakan kemudian memindahkan ke dalam lembaran-lembaran *log book* ini.

Diharapkan *log book* ini dapat memudahkan peneliti dalam mencatat kegiatan penelitian yang dilakukan sebagai bahan untuk pembuatan laporan dan artikel ilmiah yang akan dipublikasikan. Di samping itu *log book* yang telah diisi dapat digunakan sebagai salah satu instrumen monitoring dan evaluasi bagi LP3M.

Demikian disampaikan, semoga dapat memberikan manfaat.

Magelang, Januari 2019

Ketua LP3M

**PETUNJUK PENGISIAN**

*Log book* ini terdiri dari 6 (enam) kolom dalam bentuk tabel yang harus diisi oleh pelaksana penelitian.

Kolom 1 : diisi dengan nomor urut kegiatan. Diawali dengan nomor 1 sampai pekerjaan ke-n selama kegiatan penelitian.

Kolom 2 : diisi dengan hari dan tanggal memulai suatu pekerjaan, bukan tanggal selesai melakukan suatu pekerjaan.

Kolom 3 : diisi dengan uraian kegiatan yang dilakukan, dapat dilengkapi dengan tempat pelaksanaan dan personil yang terlibat.

Kolom 4 : diisi dengan hasil kegiatan, dapat juga berisi gambar, tempelan foto, dan sebagainya.

Kolom 5 : diisi dengan kendala yang dihadapi,

Kolom 6 : diisi dengan rencana tindak lanjut, sebagai pengarah pada kegiatan selanjutnya.

Catatan :

1. *Log book* ini dapatdiisi dengan tulisan tangan dengan jelas dan proporsional atau dapat diketik di komputer.
2. Satu lembar *log book* bisa diisi untuk pekerjaan beberapa hari, atau sebaliknya.
3. Hanya lembaran yang terisi saja yg dilaporkan (termasuk halaman administrasi)

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