

# Progress Review for Graduate Degree by Research

### PROGRESS REPORT

**Notes:**

* It is advised to fill-in the softcopy of the form and use e-signatures throughout the whole process.
* Deadline for submission of Part A is **end of every 6th month** after annual assessment for full-time students, or **end of every one year** after annual assessment for part-time students, depending on student’s intake (i.e., **end of December** or **end of July**).
* Students who have submitted their thesis are exempted from submitting progress report.
* Non-submission of the above within the specified timeframe will affect the decision of the next annual assessment and progression in accordance with UTB’s graduate studies regulations.

**Part A: *(Student to complete Part A)***

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| **Date of Submission** | Click here to enter a date. | |
| **Name of Student:** |  | **Signature:** |
| **Student ID** |  | |
| **Mode of Study:** | **Full Time  Part Time** | |
| **Registration Date:** | Click here to enter a date. | |
| **Degree of Study:** | **PhD  Masters** | |
| **Faculty** |  | |
| **Programme** |  | |
| **Research Topic:** |  | |
| **Date and type of last conducted assessment** |  | |
| **Names of Supervisors** | **1)** | |
| **2)** | |
| **3)** | |
| **Main activities conducted in the reporting period** *(Including meetings between student and supervisors)* | | |
| Details:  Have you had regular satisfactory contact with your supervisor(s)? YES  No  Give the number of formal[[1]](#footnote-1) meetings with supervisor(s) in the period of reporting  Has there been any problems or issues regarding resources that significantly affected your progress? YES  No  (if yes, provide details) | | |
| **Progress and achievements in the reporting period** | | |
| Details:  Have you had any publications (e.g. conferences, journals) since the last submitted report?  (if yes, give details) | | |
| **Work plan for the next period and actions by student** *(May include anticipated difficulties that you may need support and/or assistance)* | | | |
| Details:  Expected thesis submission date (if applicable): Click here to enter a date. | | | |

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| **Part B: *(Supervisors to complete Part B)*** |
| **Supervisors Comments and Suggestions** |
| **Supervisor 2:**  **Name:**  **Comments:**  Signature: Date: Click here to enter a date. |
| **Supervisor 3 (if any):**  **Name:**  **Comments:**  Signature: Date: Click here to enter a date. |
| **Supervisor 1 (Main):**  **Name:**  **Overall comments and summary:**  Conclusion:  £ Progress level is appropriate to continue study  £ Proceed with caution  Signature: Date:Click here to enter a date. |
| **Part C: *(Respective FGSRC and GSRO to complete Part C)*** |
| Comments of Deputy Dean Faculty/School or Chairperson:  Name:  Signature: Date: |
| Comments of GSR Office (if any):  Received by:  Signature: Date: Click here to enter a date. |

1. A formal meeting with the supervision team would normally be prearranged, have an agenda, and should result in meeting notes with a list of actions to be followed up in a subsequent formal meeting. It is student’s responsibility to keep record of meetings logbook and get supervisor’s signatures on them.

   It is expected to have at least 2 formal meetings in a progress-reporting period. [↑](#footnote-ref-1)