

# 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 cautionSignature: 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)