

# Annual Review for Graduate Degree by Research

## ANNUAL REPORT (STUDENT FORM)

**Procedure and deadlines**

* It is advised to fill-in the softcopy of the form and use e-signatures throughout the whole process.
* The student fills this form and attaches a technical report, and copy of publications if any, and submits it (preferably by email) to the main supervisor, with copies to all co-supervisors and Assistant Registrar at GSRO.
* Deadline for submission is **end of each year** of study for full-time students, or **end of every second year** of study for part-time students, depending on student’s intake (i.e. **end of December** for January intake, and **end of July** for August intake).
* Students who have submitted their thesis are exempted from the annual report and its assessment.
* After receiving this form, the main supervisor will arrange for an oral examination with the internal assessor, and the result will be produced and informed to student within **3 weeks** after the above deadline.
* Non-submission of this report within the specified timeframe will initiate student’s withdrawal from the study in accordance with UTB’s graduate studies regulations.

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| **Date of Submission** | Click here to enter a date. |
| **Name of Student** |  | **Signature:** |
| **Mode of Study** |  |
| **Start Date of Study** | Click here to enter a date. |
| **Degree of Study** |  |
| **Topic of Research** |  |
| **Date and type of last conducted assessment** |  |
| **Name of Supervisors** | **1)** |
| **2)** |
| **3)** |
| **Main activities and issues for the period of reporting** |
| 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 year of reporting** |
| Details:Have you had any publications (e.g. conferences, journals) since last assessment?(if yes, give details) |
| **Research plan for next year** |
| Details:Expected thesis submission date (if applicable): Click here to enter a date.  |
| **Anticipated difficulties and necessities for which you may need support and assistance** |
| Details: |

Annex 1: Technical Report

Annex 2: Publications

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 4 formal meetings in an annual period of reporting (8 or more are not irregular). [↑](#footnote-ref-1)