

# Progress Review for Graduate Degree by Research

### PROGRESS REPORT

**Procedure and deadlines**

* It is advised to fill-in the softcopy of the form and use e-signatures throughout the whole process.
* The student prepares Part A and submits (preferably by email) it to the main supervisor, with copies to all co-supervisors and Assistant Registrar at GSRO.
* 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.
* The main supervisor may call for a meeting with the student and co-supervisors, compiles supervisors’ inputs into Part B, and then submits (preferably by email) the completed form to the respective Faculty Graduate Studies and Research Committee (**FGSRC**), with copies to Assistant Registrar at GSRO, all supervisors, and the student. This should happen within a **two-week** period after the deadline above.
* Any concerns or actions that may be required based on this report shall be discussed in the following FGSRC meeting, and related update or decision needs to be recommended to UGSC.
* 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 please complete Part A)***

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| **Date of Submission** | Click here to enter a date. |
| **Name of Student:** |  | **Signature:** |
| **Type of Study:** |  |
| **Starting Date of Study:** | Click here to enter a date. |
| **Degree of Study:** |  |
| **Topic of Research:** |  |
| **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:**Signature: Date: Click here to enter a date. |
| **Supervisor 3:**Signature: Date: Click here to enter a date. |
| **Supervisor 1 (Main):**Conclusion:□ Progress level is appropriate to continue study□ Proceed with cautionSignature: Date:Click here to enter a 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 (4 or more are not irregular). [↑](#footnote-ref-1)