

# Study Plan Review for Graduate Degree by Research

### RESEARCH PLAN 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 jointly prepares Part B in consultation with all supervisors.
* This form (and any attachments) should be submitted (preferably emailed) by the student to the appointed Internal Assessor, with copies to all supervisors and Assistant Registrar at GSRO.
* The deadline to complete the above is **end of 5th month** of beginning of study for full-time students or **end of 10th month** of beginning of study for part-time students (exact date depends on student’s intake).
* The Internal Assessor may call for a meeting to discuss the research plan with the student and supervisors.
* Internal assessor will fill Part C and submit (preferably email) the completed form (parts A, B, and C) to the respective Faculty Graduate Studies and Research Committee (**FGSRC**), with copies to Assistant Registrar at GSRO, all supervisors, and the student. Deadline is **3 weeks** after receiving parts A and B.
* 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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| --- | --- |
| **Name of Student** |  |
| **Mode of Study**  |  |
| **Starting Date of Study** |  |
| **Degree of Study** |  |
| **Research Topic** |  |
| **Name of Supervisors: 1)** |  |
| **2)** |  |
| **3)** |  |

**Part B *(Supervisor and student jointly complete Part B)***

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| Conclusions on literature review and research objectives |
| Work conducted since start of study:Conclusions on literature review:Updated Research Objectives: |
| A study plan of the next period till the next due assessment (please provide a schedule / Gantt Chart and add it below or as an attachment) |
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| A tentative study plan after the next assessment and till the end of the candidature period (Please give anticipated milestones) |
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| Plan on other activities for personal development of the student (such as modules needed for the research to be attended, training of skills needed for the research, workshop for development of integrated capability of the student, etc.) |
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| Student:  | Signature:Date: Click here to enter a date. |
| Supervisor 1 (Main): | Signature:Date: Click here to enter a date. |
| Supervisor 2: | Signature:Date: Click here to enter a date. |
| Supervisor 3: | Signature:Date: Click here to enter a date. |
| **Part C *(For Internal Assessor to complete)*** |
| Summary of comments and recommendations of the study plan meeting (please clearly indicate justifications for the decision about the research topic and objectives) |
| Comments:Evaluation:□ Research topic and study plan are appropriate (with minor concerns, if any, as indicated above)□ Research topic is at risk unless study plan is changed as per given recommendations□ Research topic is NOT appropriate for the research degree |
| Name of Internal Assessor: | Signature:Date: Click here to enter a date. |
| Comments of GSR Office (if any):Received by: Signature: Date: Click here to enter a date. |