

# Annual Assessment of Study for Graduate Degree by Research

## ANNUAL ASSESSMENT FORM

## (For Supervisor and Internal Assessor)

**Procedure and deadlines**

* It is advised to fill-in the softcopy of the form and use e-signatures throughout the whole process.
* After receiving Form 4 and annexes from the student, the main supervisor will forward it to the internal assessor, and arrange for an oral examination with the co-supervisors.
* The oral examination will be chaired by a Meeting Chair to be appointed by the dean/deputy dean of the school/faculty. Other faculty staff or students may be invited to the oral examination.
* Right after the examination, a closed meeting among the supervisors, internal assessor, and Meeting Chair will be held to discuss their evaluation. Previous progress and assessment forms should be referred, and the internal assessor will make the final recommendation.
* Written/typed input and comments for Part B will be provided to the Meeting Chair by the main supervisor and internal assessor. Meeting Chair will compile the given input into the form, and add the final recommendation as agreed during the meeting. If necessary, comments about how the recommendation was reached can be added by the Meeting Chair.
* Meeting Chair will share the comments and the final recommendation with the student, and get student’s comment and signature on the form, and the completed form should be submitted by the Meeting Chair.
* The completed form is to be submitted (preferably by email) to the respective Faculty Graduate Studies and Research Committee (**FGSRC**), with copies to Assistant Registrar at GSRO, internal assessor, all supervisors, and the student. The deadline for this is **3 weeks** after receiving Form 4 from student.
* Any concerns or actions that may be required based on this assessment shall be discussed in the following FGSRC meeting, and related update or decision needs to be recommended to UGSC.

**Part A: Study Details**

|  |  |
| --- | --- |
| **Name of Student:** |  |
| **Type of Study:** |  |
| **Starting Date of Study:** | Click here to enter a date. |
| **Degree of Study:** |  |
| **Topic of Research:** |  |
| **Name of Supervisors:** | **1)** |
| **2)** |
| **3)** |

**Part B:**

Please give **a brief comment (justification)** to each of the following items:

|  |  |
| --- | --- |
| **No.** | **Items** |
| ***1*** | ***Report writing – Completion of content, clarity, format*** |
| Comments (Supervisor):Comments (Internal Assessor): |
| ***2*** | ***Fulfillment of work plan*** |
| Comments (Supervisor):Comments (Internal Assessor): |
| ***3*** | ***Milestone achievement – Literature review, results obtained, publications*** |
| Comments (Supervisor):Comments (Internal Assessor): |
| ***4*** | ***Feasibility of research plan for next stage*** |
| Comments (Supervisor):Comments (Internal Assessor): |
| **General comments and suggestions:**Comments (Supervisor):Comments (Internal Assessor): |
| ***Recommendation of Internal Assessor (Please tick 🗸 one)*** |
| 1. Progress as registered 🞏
2. Convert to 🞏 PhD / 🞏 MSc programme
3. Do not continue 🞏
 |
| Name of Internal Assessor:Signature:Date: Click here to enter a date. |
| Name of Main Supervisor:Signature:Date: Click here to enter a date. |
| Name of Meeting Chair:Comments about recommendation (if necessary): Signature:Date: Click here to enter a date. |
| Comments of student:Signature:Date: Click here to enter a date. |
| Comments of GSR Office (based on UGSC meeting):Name:Signature:Date: Click here to enter a date. |