**CENTRE FOR RESEARCH AND GRADUATE STUDIES**

**Postgraduate (Research Mode) Progress Report**

IMPORTANT NOTES:

1. Completion of this report would enable the University of Cyberjaya (UoC) to monitor the progress of a postgraduate (research mode) student.
2. This report comprises of three components:

Part A: Student Information - Information to be filled up by student.

 Part B: Student Self Report - You would need to fill up this section if you have started working on your research.

 Please attach related supporting document (e.g. abstract, chapters draft, etc.) (if any), OR skip this part if it is not applicable.

 Part C: Supervisor’s Evaluation - This part is to be filled up by the Principal Supervisor and at least one of the Co-Supervisors (where applicable).

 3. Please submit this form (with all attachments), WITHIN ONE MONTH BEFORE THE END OF EACH SEMESTER to the Director, Centre for Research and Graduate Studies (CRGS). A Satisfactory Progress Report is necessary for student’s progression into the next semester.

4. Student’s Academic Status description:

|  |  |  |
| --- | --- | --- |
| STUDENT STATUS | DESCRIPTION | OUTCOME |
| GOOD STANDING | Satisfactory Progress Report | Progress to the next semester |
| PROBATION 1 | Unsatisfactory Progress Report / Failure to submit one Progress Report | Close monitoring by CRGS |
| PROBATION 2 | TWO CONSECUTIVES: a) Unsatisfactory Progress Report OR b) Failure to submit Progress Reports | TERMINATION of candidature |

5. Student will receive a transcript of the progression at the end of each semester upon the Senate’s endorsement.

Postgraduate (Research Mode) Progress Report Form

*PLEASE RETURN PART A AND B TO CRGS. A COPY OF YOUR REPORT WILL BE FORWARDED TO YOUR SUPERVISOR(S) WHO WILL THEN FILL IN PART C.*

Part A: Student Information

Principal Supervisor:

E-mail:

Student’s Name:

Matric No:

E-mail:

Co-Supervisor II:

E-mail:

Co-Supervisor I:

E-mail:

Programme:

* PhD
* PhD in Med Science
* PhD in Pharmaceutical Science
* PhD (Management)
* MSc
* MSc in Med Science
* Master of Pharmaceutical Science

Date of Commencement of Study:

Month: Year:

Current Semester: 1/2/3/4/5/6/7/8/9/10/\_\_\_

Year of Study: \_\_\_\_\_\_

Academic Year: \_\_\_\_\_\_/\_\_\_\_\_\_\_

Expected Date of Completion of Study:

Month: Year:

Overall Progress Check Point:

Please give schedule of each task if applicable and mark (*X*) for tasks completed and/ or being taken.

 Proposal Defense Date Performed: \_\_\_\_\_\_\_\_\_\_\_\_ Result: Satisfactory / Unsatisfactory

 Upgrading / Downgrading Date Applied: \_\_\_\_\_\_\_\_\_\_\_\_ Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_

 (from MSc to PhD and vice versa)

 Candidacy Defense Date Performed: \_\_\_\_\_\_\_\_\_\_\_\_ Result: Satisfactory/Unsatisfactory

 Notification of Completion Proposed Deadline of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Part B: Student Self Report

Research Topic / Thesis Title:

Progress of Research:

Cumulative percentage of research work done: \_\_\_\_\_\_\_\_\_ % (evaluate by your own judgment)

 Breakdown list of works done % of contribution

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_%
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_%
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_%
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_%
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_%

Progress on Publication/Conference Presentation:

1. Please state the total number of papers submitted for publication/conference presentation: \_\_\_\_\_\_\_

Out of all submitted papers: State the number and status of the paper on the following categories:

Conference:

 National Submitted (Under review)\_\_\_\_\_ Accepted \_\_\_\_\_ Rejected \_\_\_\_\_\_

 International Submitted (Under review)\_\_\_\_\_ Accepted \_\_\_\_\_ Rejected \_\_\_\_\_\_

Journal:

 National Submitted (Under review)\_\_\_\_\_ Accepted \_\_\_\_\_ Rejected \_\_\_\_\_\_ International Submitted (Under review)\_\_\_\_\_ Accepted \_\_\_\_\_ Rejected \_\_\_\_\_\_

1. Have you completed graduating requirement on publication? Yes No

If the answer is no, please provide the reason and/or expected time frame for working on submission

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of Papers Presented in a Conference / Published this Semester (please give details and submit a copy of the paper/abstract):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(*PLEASE USE EXTRA PAPERS IF NECESSARY*)

Example:

Cumulative percentage

of research work done 65%

Breakdown list of work done

1. Literature review 20%

2. Sampling & experiment 30%

3. Data analysis 15%

Difficulties encountered this semester:

Steps to resolve difficulties:

General Comments:

Part C: Supervisor(s) Evaluation

*PLEASE SEND THIS FORM IN CONFIDENCE TO THE DIRECTOR, CRGS, UoC*

Principal Supervisor’s comment (must be done separately from Co-Supervisor)

Name of Principal Supervisor:

Student’s name:

Matrix Number:

Programme: PhD / PhD Med Sc / PhD Pharm Sc / PhD Mgmt / MSc / MSc Med Sc / MSc Pharm Sc

Thesis title:

1. Students’ Performance (please assess student’s performance on scale of 1 to 10)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Poor | Fair | Satisfactory | Good | Excellent |  |
|  | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |  |
|  |  |  |  |  |  |  |
| 1. Commitment (Dedicated in pursuing studies)
 |  |
| 1. Integrity (Performs task with intellectual honesty)
 |  |
| 1. Interest/Discipline (Adheres to rules and regulations)
 |  |
| 1. Work quality and efficiency (Research progress for the last 6 months)
 |  |
| 1. Ability to work independently (independent on supervisor to perform task)
 |  |
| 1. Attendance (Attends lectures/supervision regularly)
 |  |
| 1. Overall perspective (Able to view issues from broader perspective)
 |  |
| 1. Presentation Skills (Supervision meetings, colloquiums, conferences, etc.)
 |  |
| 1. Writing (Progress in writing thesis chapters, publications, etc.)
 |  |
| 1. Future Plan (Clear plan for the next 6 months)
 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Total Mark |  |

*\*Total mark ≥50 = satisfactory*

2. Please provide your overall comments on student’s progress:

Signature: Date:

Name of Principal Supervisor:

|  |
| --- |
| *For CRGS use:* |
| Student’s progress: * Satisfactory
* Unsatisfactory

Comment:  |

Part C: Supervisor(s) Evaluation

*PLEASE SEND THIS FORM IN CONFIDENCE TO THE DIRECTOR, CRGS, UoC*

Co-Supervisor’s comment (must be done separately from Principal Supervisor)

Name of Co-Supervisor:

Student’s name:

Matrix Number:

Programme: PhD / PhD Med Sc / PhD Pharm Sc / PhD Mgmt / MSc / MSc Med Sc / MSc Pharm Sc

Thesis title:

1. Students’ Performance (please assess student’s performance on scale of 1 to 10)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Poor | Fair | Satisfactory | Good | Excellent |  |
|  | 1-2 | 3-4 | 5-6 | 7-8 | 9-10 |  |
|  |  |  |  |  |  |  |
| 1. Commitment (Dedicated in pursuing studies)
 |  |
| 1. Integrity (Performs task with intellectual honesty)
 |  |
| 1. Interest/Discipline (Adheres to rules and regulations)
 |  |
| 1. Work quality and efficiency (Research progress for the last 6 months)
 |  |
| 1. Ability to work independently (independent on supervisor to perform task)
 |  |
| 1. Attendance (Attends lectures/supervision regularly)
 |  |
| 1. Overall perspective (Able to view issues from broader perspective)
 |  |
| 1. Presentation Skills (Supervision meetings, colloquiums, conferences, etc.)
 |  |
| 1. Writing (Progress in writing thesis chapters, publications, etc.)
 |  |
| 1. Future Plan (Clear plan for the next 6 months)
 |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Total Mark |  |

*\*Total mark ≥50 = satisfactory*

2. Please provide your overall comments on student’s progress:

Signature: Date:

Name of Co-Supervisor:

|  |
| --- |
| *For CRGS use:* |
| Student’s progress: * Satisfactory
* Unsatisfactory

Comment:  |