

Progress Review

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Prof./ Dr. / Mr. / Ms.

Research Coordinator, Department of

Through: Head, Department of

RE: Progress Review No:of **Mr. / Ms.**

This is to inform you that the next Progress Review (PR) of the above Research Degree candidate (candidature details given below) is due within the first two weeks of the next month.

You are expected to coordinate with the Research Supervisor(s) of the candidate and arrange the Progress Review Meeting within the above period. Annexure 2 and 3 are sent to the student. Please collect the completed set from the student at least two weeks before the date of PR meeting.

Results of the Progress Review should be reported to the Director, Postgraduate Studies by the department research coordinator as soon as the PR meeting is held in the form provided in Annexure 1, along with Annexure 2 and Annexure 3 that are submitted by the student. If the PR Meeting is not conducted within two weeks from the due date reasons are to be given within 3 weeks.

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Director / Postgraduate Studies

Candidature details:

1. Candidates name:	2. Course of Study:
3. Method of Study : Full time / Part time	4. Date of Registration :
5. Title of the Study:	
6. Date of commencement:	7. Due Date for this Progress Review :
8. Minimum period of completion:	9. Permitted period of completion:
10. Supervisor(s):	11. Progress Review Committee Members:

Annexure:

1. Annexure 1: Progress Review report to be filled by RC after the PR meeting
2. Annexure 2: Supervisor's report to be filled by the main supervisor before the PR meeting
3. Annexure 3: Progress Summary Sheet to be filled by the candidate before the PR meeting

Progress Review Report

Progress Review No:

Mr. / Ms.

(MPhil / PhD direct / unclassified)*

The progress review of the (name)
was held on.....(date) at (place).

The progress of the candidate was found to be **Very Good / Good / Satisfactory / Unsatisfactory** *

Comments:

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(Here, the panel could recommend whether the candidate is ready for a transfer or final examination.)

Name and Signature of all members of the progress review committee.

Name	Signature	Date
1. (Chairperson)
2. (Supervisor)
3. (Research Coordinator-convener)
4. (Director/ PGS or FHDC representative*)

.....
Research Coordinator's Signature
Date

* Please strike off inapplicable words.

Note: A copy of this PR report will be given to the student after the faculty approval.

Progress Review

.....20.....

To: Mr. / Ms.

RE: Progress Review No:

This is to inform you that your next Progress Review (PR) is due within the first two weeks of the next month.

You are expected to complete Annexure 3 and get the supervisor to complete Annexure 2 and return both to the department research coordinator at least two weeks before the date of PR meeting. Please contact your department research coordinator for further details of the PR meeting.

Please note the first two pages of this report are sent to the department research coordinator.

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Director / Postgraduate Studies

Candidature details:

12. Candidates name:	13. Course of Study:
14. Method of Study : Full time / Part time	15. Date of Registration :
16. Title of the Study:	
17. Date of commencement:	18. Due Date for this Progress Review :
19. Minimum period of completion:	20. Permitted period of completion:
21. Supervisor(s):	22. Progress Review Committee Members:

Annexure:

1. Annexure 2: Supervisor's report to be filled by the main supervisor before the PR meeting (4 of 5)
2. Annexure 3: Progress Summary Sheet to be filled by the candidate before the PR meeting (5 of 5)

Supervisor's Report

- Please comment on the **candidate's progress and achievements** since the last PR report (or since they started as a candidate if this is the first report).

- Please mention on the candidate's **rate of progress and quality of work** for this stage of candidature.

Rate of progress: Very Good / Good / Satisfactory / Unsatisfactory *

Quality of work: Very Good / Good / Satisfactory / Unsatisfactory *

** Please strike off inapplicable words.*

- **IF** you answered "*unsatisfactory*" to above, please provide details and indicate **what remedial action is underway?**

- **What work does the candidate have to do** to complete the thesis by the expected date of completion?

- Please explain how you and your student **communicate** (submission of written work by the student, how feedback is given, frequency of communication and face-to-face meetings) and whether any changes to these required.

- Please inform **any difficulties known to you** in terms of academic, technical, health or personal that has disrupted student's progress

Note: The **co-supervisor(s)** could also provide additional comments on any of the responses given by the candidate or the main supervisor/s if they wish as a signed attachment.

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Main Supervisor's signature

.....
Date

Annexure 3: Progress Summary - To be filled by the candidate. The candidate could attach a detailed progress summary answering below questions. It is the candidate's responsibility to get the Annexure 2 filled by the main supervisor and submit both (the progress summary sheet and the supervisor's report) to the department RC at least 2 weeks before the PR meeting.

Progress Summary Sheet

- Please outline **your progress and achievements** since your last progress report (or since you started as a candidate if this is your first report.)

- Please state which sections of your thesis have been **written** and whether they are in draft or final form.

- What **work do you still have to do** and when do you intend to do each part? Please give a detailed timetable.

- When do you expect to submit your completed thesis for examination?

		/		
M	M		Y	Y

- Please explain how **you and your Supervisor/s communicate** (submission of written work by you, feedback received by the supervisor, frequency of communication and face-to-face meetings).

- Please inform **any difficulties** in terms of academic, technical, health or personal that has disrupted your progress

- Please indicate **any scholarships or awards** you have received since your last annual progress report.

- Please provide **any work that has been published** (or submitted or accepted for publication).

- Tick if you have completed following **research methodology modules**.

Research problem Formulation		Research methods		Thesis Writing	
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.....
Candidate's signature

.....
Date