

5.0 MANUAL PROCEDURE

TITLE : Submission of Research Progress Report

OBJECTIVE : Process for Submission of research progress report (PhD and Master Structure A Programme)

SCOPE : Postgraduate Programme by Research (Structure A)

DEFINITION : CDD : Candidate
 PC : Programme Coordinator
 URDC : University Research Degrees Committee
 SUP/CoSUP : Supervisor/Co-Supervisor
 PCH : Programme Chair
 EXM : Examiner(s)
 VP : Vetting Panel

Process No	Details	Interface	Responsibility/Timeline	Regulations
5.1	Candidate submit 6-monthly progress report	Prescribed Form	CDD	M11.3
5.2	Supervisor(s) to review and evaluate research progress of candidate based on progress report submitted by candidate. i) If yes, proceed process 5.3 ii) If No, back to process 5.1 Note: candidates undertaking the research phase of their programme will be required to submit annual progress reports for review and consideration of the URDC.	Prescribed Form	SUP	
5.3	PC to ensure on the Progress Report forms: i) If complete proceed to process 5.4 ii) If incomplete back to process 5.2	Prescribes reports	PC	
5.4	Consider recommendation from Supervisor and decides i) If Yes, proceed process no 5.6 ii) If No, process 5.1/5.5 Note: PC will send the progress comments to the candidate. If the URDC deems that progress is insufficient, he/she shall be issued with a letter of warning by the Research office, copied to the candidates' supervisor, advising the student of necessary remedial action. In such circumstances, the candidate shall submit a further progress report to the URDC within six (6) months. If progress remains unsatisfactorily, URDC may terminate the candidature.		PC / URDC	
5.5	Issues warning letter to Candidate	Letter and email	REO	M11.3
5.6	Continues with study/research work		STUD	

SUBMISSION OF PROGRESS REPORTS

Flow Chart	Departments	Notes
<pre> graph TD Start([Research commences]) --> Step1[Submission of Progress reports at specified intervals to supervisor for evaluation] Step1 --> Step2[School Reviews Evaluation] Step2 --> Dec1{Approved?} Dec1 -- no --> Step3[Letter of warning issued to candidate] Dec1 -- yes --> Step4[Recommendation by URDC] Step3 --> Dec2{2 consecutive letters or max duration reached?} Dec2 -- yes --> Step5([Candidature termination]) Dec2 -- no --> Step6[Proceed with Thesis Writing] Step4 --> Dec3{Research Complete} Dec3 -- yes --> Step6 Dec3 -- no --> Step7[Progression continues] Step6 --> Step7 Step7 --> Step1 </pre>	<p>School</p>	<p>Progress Report must be submitted to the Supervisor(s) at 6-month intervals for evaluation. Unsatisfactory progress of 2 consecutive evaluations shall be referred to UHDC which shall make a formal decision regarding the progress and continuation of the candidate</p>
	<p>Provost (Research and Enterprise) Office</p>	<p><u>Form(s)</u> Progress Report</p>
	<p>Candidate</p>	