



**CENTRE FOR GRADUATE STUDIES
NATIONAL DEFENCE UNIVERSITY OF MALAYSIA**

GRADUATE STUDENT PROGRESS REPORT

- Each student is required to complete this form and state his/her research progress so that problems can be identified and solved immediately.
- Report should be submitted once in every six (6) months.
- **Copy of log book** regarding discussion with supervisors should also be enclosed.
- **Presentation Slide of Research Progress** for the semester (at least once per semester) with signature of each member of Supervisory Committee should be enclosed (**Appendix A**).
- Student must complete Section A and submit to Main Supervisor for evaluation.
- Main Supervisor must complete Section B and submit to the Faculty for endorsement.

SECTION A: TO BE COMPLETED BY THE STUDENT

I. STUDENT INFORMATION

1. Full name: _____
2. Matric No.: _____ 3. Programme: _____
4. Month and year of entry: _____ 5. Semester : _____
6. Field of study : _____
7. Faculty : _____
8. Financial assistance/Fundings received: _____
9. Name of supervisor(s)
 - Main Supervisor: _____
 - Co-Supervisor 1 : _____
 - Co-Supervisor 2 : _____
 - Co-Supervisor 3 : _____

II. RESEARCH PROGRESS REPORT:

1. Research Title: _____

2. Achievement target for this semester:

a. _____

b. _____

3. Please state whether target is achieved. If not, please explain why?

4. Please state problems and difficulties encountered regarding your research (if any):

5. Please enclose as attachment the recent **Research Progress Presentation slide for the current semester** that has been **presented to SUPERVISORY COMMITTEE (Main Supervisor and all Co-Supervisor/s)**. The slide may also include any achievement/output such as **Publications** (journal articles, conference papers, book chapters, letters, etc.), **Prototype** (hardware, software, pilot plant, etc.), **Awards / Medals** and **Others** (seminars, field work, workshops, etc.) of the current semester. **Student must also enclose the Semester Research Progress Presentation Verification Form (APPENDIX A) which be endorsed by all Supervisory Committee.**

5. How often do you meet up with your Supervisor for research discussion in these six (6) months? Please enclose copy of log book regarding discussion with supervisors. **(Attachment)**

Once

Twice

Three times

≥ Four or more times

Student's signature

Date

SECTION B: TO BE COMPLETED BY THE MAIN SUPERVISOR

1. Please tick (/) student's research work activity level.

<input type="checkbox"/>	Research Proposal	<input type="checkbox"/>	Data Analysis
<input type="checkbox"/>	Literature Review	<input type="checkbox"/>	Preparation of Thesis Draft
<input type="checkbox"/>	Research Design	<input type="checkbox"/>	Thesis Submission
<input type="checkbox"/>	Data Collection		

2. Student Evaluation

Please mark based on the scale below.

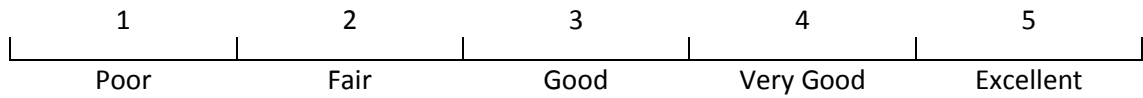
1	2	3	4	5
Poor	Fair	Good	Very Good	Excellent

No.	Criteria	Marks
1.	Amount of work done and quality of work	
2.	Commitment and dedication in pursuing studies	
3.	Punctuality and self-discipline	
4.	Ability to work independently	
5.	Critical and analytical thinking	

Student's name: _____

Matric No.: _____

3. Overall Research Progress



4. Please state weaknesses/ obstacles faced by student in his/her research work (if any).

5. Comments and suggestions

6. Recommendation

No.	Recommendation	Please Tick (√)
1.	The performance and progress of the student is satisfactory	
2.	The performance and progress of the student is unsatisfactory	
3.	Others (Please specify)	

Signature and official stamp of Main Supervisor

Date

Student's name: _____

Matric No.: _____

SECTION C: TO BE COMPLETED BY THE FACULTY

Satisfactory

Unsatisfactory

Remarks

Signature and official stamp
Dean/Chairman of Faculty Graduate Studies Committee/
Head of Department

Date

SECTION D: TO BE COMPLETED BY CENTRE FOR GRADUATE STUDIES

Satisfactory

Unsatisfactory
(First Warning)

Terminate

Remarks

Signature and official stamp
Dean

Date