

HALF-YEARLY/ YEARLY PROGRESS REPORT

For Postgraduate Research Degree Candidates (MPhil/PhD)

Preamble: Half-yearly and yearly reviews of research leading to MPhil/PhD degrees are held to monitor progress and to keep track of the student's estimated date of completion. It is based upon this self-evaluation form whereby the student reviews the stated objectives, success in attaining objectives, research output and results, publications, conference attendance, etc.. In addition, it allows the student and his/her supervisor the opportunity to identify achievable targets for the coming six months.

Accordingly, MPhil/PhD degree candidates are required to submit progress reports through their supervisor(s) to the Head of the Department every six months from the date of registration.

The Yearly Progress Reports will be reviewed by a panel appointed by the Faculty Higher Degrees Committee. The panel may also request the student to make an oral presentation of research work.

Further details are available at <http://www.pdn.ac.lk/eng/cerps/>

1. General

1.1 Department :

1.2 Name of the Student :

1.3 Registration No. :

1.4 Date of Registration :

1.5 PG Research Category : MPhil PhD

1.6 Method of Study : Full-time Part-time

1.7 Title of the Research Study:
.....
.....

1.8 Report Category and Period Covered:
 Half-yearly Yearly
From To

2. Objectives of the Research:

Objectives Achieved To-date:

3. Description of Research Carried Out During the Reporting Period:
(You may use a separate sheet if necessary)

4. Results/Observations/Outputs:
(You may use a separate sheet if necessary)

5. Gantt Chart for Work Done: (You may use a separate sheet if necessary)

Activity		Month											% Completed
	Planned												
	Progress												
	Planned												
	Progress												
	Planned												
	Progress												
	Planned												
	Progress												
	Planned												
	Progress												

Is the Work on Schedule?

YES NO

If NO please give reasons:

Have there been any major deviations in the work plan compared to the original proposal:

YES NO

If YES give reasons:

6. Brief Work Plan and Gantt Chart for the Next Six Months:

(You may use a separate sheet if necessary)

Activity	Month					

Brief description of work plan:

7. How frequently did you have formal meetings with your supervisor/s:

Weekly Fortnightly Monthly Every few months

8. Anticipated Date of Submission of the Thesis:

9. Publications/Presentations During the Reporting Period:

9.1 Have you attended any conferences/symposia/workshops? YES NO

If YES please give details:

Did you present a paper? YES NO

If YES please give the title and co-authors (if any):

9.2 Have you submitted any papers for publication? YES NO

If YES please give details:

9.3 Have you prepared a seminar and/or presented papers to colleagues? YES NO

If YES please give details:

10. Awards/Achievements/Any Other Comments:

Signature of the Student:

Date:

Portion to be Completed by the Supervisor/s:

Please describe the student's progress by ticking the appropriate phrase below:

Very Good Good Satisfactory Disappointing Unsatisfactory

If you have ticked either 'disappointing' or 'unsatisfactory', please comment and indicate whether you are concerned about the eventual success of the student. (Please use a separate sheet if necessary).

Signature of Supervisor/s:

Name of Supervisor	Signature	Date

Observations of the Head of the Department:**Signature:****Date:**

Extracts from Clause 7 of the General Regulations for the Postgraduate Programmes in the Faculty of Engineering, University of Peradeniya

"In the case of MPhil and PhD candidates the progress reports have to be submitted and evaluated as stipulated below:

(a) Six monthly progress reports to be submitted through Supervisor/s to Head of the Department (HOD). In case of poor performance or irregularity, the matter has to be reported by the HOD to the Faculty Higher Degrees Committee (FHDC).

(b) In addition to the stipulation in (a) above, yearly reports have to be reviewed by a panel to be appointed by the FHDC. This report and recommendations have to be submitted to FHDC.

Composition of the Review Panel shall be as follows:

- Head of the Department or his nominee
- One member from outside the department (nominated by the HOD and approved by the FHDC)
- Supervisor(s) (as observer(s))

This is to be continued until the final Thesis is submitted and examined."