



Office of the Dean, School of Science

MS by Research/M.Phil./PhD Progress Report Form

Introduced on 11 April 2018 at the meeting of Associate Dean, HODs, and Coordinators of KUSOS

This form is introduced by the Office of the Dean, Kathmandu University, School of Science as means of progress reporting of research based degrees such as MS by Research, M.Phil., and PhD studies at the School of Science for periodic assessment by the supervisor(s) and the advisory committee, and reported through the HODs to the Dean, who chairs the Research Committee. It is a means by which any problems or issues may be identified and appropriate action determined timely for mitigation. The Dean of School of Science uses this form to monitor students' progress and ensure that supervision is effective. The regular submission of progress reports is mandatory requirement under Research Guidelines 2062. Failure to fulfil this regulation may lead to termination of enrolment and scholarship (if applicable).

It is preferred that the form is completed electronically and returned as an email attachment sent to the Office of the Dean (kusos_dean@ku.edu.np). If necessary the form can be printed and returned in hardcopy.

Where a signature is requested either an electronic signature can be inserted or the typed full name of signatory is acceptable.

This form has three parts:

PART A: Progress Report – to be completed by the Student

PART B: Comments – to be completed by the Principal Supervisor on behalf of the Advisory Team

PART C: Recommendations and Signatures – to be completed by the Student, Supervisors, and Head of Department/Coordinators

PART A: STUDENT COMMENTS

Name:			
Registration Number:		Date of enrolment -	
Department:		Name of any scholarships received -	
Enrolment Status:	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part time	Program (MS by Res/M.Phil/PhD) Please specify

Advisory team (if applicable)

Principal Supervisor	
Joint- Supervisor	
Co-Supervisor	

Outline below your progress and achievements over the last six months. Indicate what objectives have been achieved, including what chapters of your thesis/dissertation have been written.

Outline below your research objectives for the next six months. Indicate what activity plans have been set for the next six months, including what chapters of your thesis/dissertation you plan to write in this period.

1. I consider the progress of my work as:

☐ a) Very good ☐ b) Good ☐ c) Satisfactory ☐ d) Below my expectations

If (d) what measures are you taking to address this?

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2. I assess the rate of progress as:

☐ a) Very good ☐ b) Good ☐ c) Satisfactory ☐ d) Below my expectations

If (d) what measures are you taking to address this?

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3. In the past six months I have:

Had a paper published ☐ Yes ☐ No

(review paper, journal articles, conference proceedings)

Participated in conference(s)? ☐ Yes ☐ No

Given presentation(s)? ☐ Yes ☐ No

Given a departmental seminar? ☐ Yes ☐ No

If yes, please provide details:

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4. I have submitted work to my Advisory Committee ☐ Yes ☐ No

I have received written feedback ☐ Yes ☐ No

5. I have not submitted work to my Advisory Committee ☐ Yes ☐ No

If No, please give detail:

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6. Ethical approval for my research work:

☐ Has not been obtained

☐ Has been obtained

☐ Is not required

Please provide approval registration number and the organization you obtained the approval from. If approval is pending, provide details:

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7. There are IPR (Intellectual Property Rights) issue related to my work:

☐ Yes ☐ No

If Yes, please provide detail:

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8. How often and by what means do you and your Advisory Committee maintain contact?

Details of means of contact (Skype, email, face-to-face etc) and the frequency of each

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9. Have you been able to improve your contact with the Advisory Committee? ☐ Yes ☐ No

If yes, please comment:

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10. How comfortable do you feel in English language skills (reading, writing, speaking and listening etc) in respect to your research work? ☐ Yes ☐ No

If Yes, please describe these concerns and indicate whether you have sought any support or advice from your supervisor(s).

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11. Are you employed outside of KU?

☐ Yes ☐ No

If yes, indicate the average number of hours you worked per week:

Have you submitted No Objection Letter from your Employer to HOD?

☐ Yes ☐ No

Was your employment related to the field of your research?

☐ Yes ☐ No

12. Have you obtained Course Plan from your supervisor(s)?

☐ Yes ☐ No

If Yes, provide details:

Requirements (Course Codes and credits)	Semester you plan to complete	Semester completed	Grade received (or estimate, for current class)

NOW PLEASE FORWARD THE FORM TO YOUR PRINCIPAL SUPERVISOR

13. Are there any issues that the HOD or the Dean of School of Science should be aware of?

☐ Yes ☐ No

If yes, please describe the issues and what actions were taken, if any:

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PART B: ADVISORY COMMITTEE COMMENTS

Please provide comments on the student's progress and achievements in the last six months:

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Please provide comments on the student's thesis/dissertation activity plan for the next six months:

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14. The quality of the student's work is:

- ☐ a) Very good ☐ b) Good ☐ c) Satisfactory ☐ d) Below acceptable standard

If (d) what measures have been taken to address this?

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15. The student's rate of progress is:

- ☐ a) Very good ☐ b) Good ☐ c) Satisfactory ☐ d) Below acceptable standard

If (d) what measures have been taken to address this?

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16. How often and by what means do the Advisory Committee and the student maintain contact?

Detail the means of contact (Skype, email, face-to-face, weekly/monthly meetings etc)

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17. Is the Advisory Committee satisfied with the frequency and means of contact?

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PART C: RECOMMENDATIONS AND SIGNATURES

C1 Principal Supervisor to complete

I recommend that the student's enrolment be:

- ☐ Continued without any hindrance
- ☐ Continued with conditions as outlined below
- ☐ Terminated

Specific conditions of continued enrolment:

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I have discussed the comments received from Advisory Committee with the student:

☐ Yes ☐ No

Please outline any issues that emerged from the discussion with the student:

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All the members of the Advisory Committee to sign below:

Principal Supervisor	Date:
Joint- Supervisor	Date:
Co-Supervisor	Date:

NOW PLEASE RETURN THE FORM TO THE STUDENT

C2 Student to complete

If you would like to make any comments in response to the comments made by your Advisory Committee please do so in the box below:

I have discussed this progress report with my supervisor:

☐ Yes

☐ No

Please outline any issues that emerged from the discussion with your supervisor(s):

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Signature of the Candidate

Date

***NOW PLEASE FORWARD THE FORM TO YOUR HEAD OF THE DEPARTMENT OR
COORDINATOR (AS APPROPRIATE)***

C3. Head of the Department to complete

Please comment below on the student's progress and goals and on the comments made by the student and by the supervisor(s). if any concerns have been raised by either the student or supervisor, please indicate what actions have been taken and any further action you recommend.

I recommend that the candidate's enrolment be:

- ☐ Continued without any hindrance
- ☐ Continued with conditions as outlined below
- ☐ Terminated

Specific conditions of continued enrolment:

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Signature of HOD/or coordinator

Date

C4: To be completed by the Dean

I agree that this progress report be:

- ☐ Approved
- ☐ Declined

I resolve that the candidate's enrolment be:

- ☐ Continued without any hindrance
- ☐ Continued with conditions as outlined below
- ☐ Terminated

Specific conditions of continued enrolment:

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Signature of the Dean

Date

Comments:

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Last page of the form