

SECTION III - STUDENT COMMITMENT/COMMENTS (Please tick as appropriate)

I understand that:

- (i) Students and Supervisors are required to **meet officially at least three (3) times per quarter** and that **I am required to prepare Minutes** of each of these meetings using the table below. Yes No
- (ii) The **information for each meeting** must be attached to the **progress report and emolument forms** before submission to the **Office of Graduate Studies and Research**. Yes No
- (iii) Failure to comply with (i) and (ii) above will result in **disapproval of the emolument payment for the respective quarter** and the forms would be subsequently **returned for the necessary action** as required by the Graduate Scholarship Committee. Yes No
- (iv) My **supervisor and or Head of Department** have the **right to approve / not approve** my emolument payment **based on my performance** in this quarter. Yes No
- (v) The information regarding **the progress of my research** work must be **provided in detail** in the given table below, and/or **I can provide the work-in-progress in additional pages(s)** if necessary. Yes No

Records of Supervisory Meetings

Date	Matters discussed	Action Plans	Target date

(Please attach additional pages if necessary)

Details on research accomplishments within the last quarter:

Objectives	20%	<input type="checkbox"/>	40%	<input type="checkbox"/>	60%	<input type="checkbox"/>	80%	<input type="checkbox"/>	100%	<input type="checkbox"/>
Literature Review	20%	<input type="checkbox"/>	40%	<input type="checkbox"/>	60%	<input type="checkbox"/>	80%	<input type="checkbox"/>	100%	<input type="checkbox"/>
Methodology	20%	<input type="checkbox"/>	40%	<input type="checkbox"/>	60%	<input type="checkbox"/>	80%	<input type="checkbox"/>	100%	<input type="checkbox"/>
Data collection/analysis	20%	<input type="checkbox"/>	40%	<input type="checkbox"/>	60%	<input type="checkbox"/>	80%	<input type="checkbox"/>	100%	<input type="checkbox"/>

Did you face any obstacles encountered with regard to the research in the last quarter?

Yes No

If yes, did you come out with any solutions to mitigate issues?

Yes No

Research Papers (journal articles) and/or Book Chapters (completed or in progress):

Yes No

If yes, please attach the title page(s), authors, journal(s) /publisher(s) to this report

I understand that I need to:

- (a) Make progress with my research work despite the fact that I am pursuing taught courses to fulfill credit requirements of my research degree. Yes No
- (b) Register and complete the required number of Graduate Research Seminars for my course of study before the submission of my thesis. Yes No
- (c) Submit my thesis within three (3) years of full-time study for M.Phil. and within five (5) years of full-time study for a Ph.D. research degree. Yes No

Signature of Student

Date

Comments by the Co-Supervisor (if applicable):

Do you support the payment / renewal / extension of the scholarship?
Strongly support Support Cannot Comment Not supported

Signature of Co-Supervisor

Date

SECTION V: Comments by the Head of Department (Applicable for the Payment of Emoluments (1), Renewal (2) and Extension (3) of the Scholarship)

Do you support the payment / renewal / extension of the scholarship?
Strongly support Support Cannot Comment Not supported

Signature of Head of Department

Date

SECTION VI: Comments by the Deputy Dean (Applicable only for the Renewal or Extension of the Scholarship)

Do you support the payment / renewal / extension of the scholarship?
Strongly support Support Cannot Comment Not supported

Signature of Deputy Dean

Date

SECTION VII: OFFICIAL USE ONLY: Comments by the Director, Graduate Studies and Research

Approved Not Approved

Signature of the Director, Graduate Studies & Research

Date