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RESEARCH PROGRESS REPORTS

Prepared By :-	Approved By :-
Signature :	Signature :
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Position :	Position : Dean
Date : 27/05/2019	Date : 27/05/2019

CONTROLLED COPY NO. :

1. OBJECTIVE

The objective of this procedure is to enable postgraduate students to register for research work and to monitor the student's research progress in line with the Postgraduate policies and regulations

2. SCOPE

The scope is to be used by all Centre of Studies in handling the registration of research proposal and subsequently the research work. The process covers the monitoring of student's research progress.

3. DEFINITION / ABBREVIATION

3.1	DD (PG)	Deputy Dean (Postgraduate)
3.2	HOD	Head of Department
3.3	CoS	Centre of Studies which includes Kulliyyah, Faculty, Centre, Institute, or similar agencies which offer programme of studies;
3.4	AD/SAO/AAO	Assistant Director/Senior Assistant Administrative Officer, Assistant Administrative Officer
3.5	AA	Administrative Assistant
3.7	KPGRC	Kulliyyah Postgraduate Committee
3.8	KABM	Kulliyyah Board Meeting

4. REFERENCES

4.1 Postgraduate Policies and Regulations revised 2015

4.2 Guide to Postgraduate Studies

4.3 University Academic Calendar.

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
Student	5.1 Fill in the the Registration of Research Proposal form (CPS/REG01/V2/R1)
HOD/Coordinator	5.2 Submit to HOD/Coordinator for recommendation for registration in week 1.

	5.3	To recommend/not recommend for registration of research proposal for the current semester.
	5.4	Forward to Deputy Dean Postgraduate and Research for approval
Deputy Dean (PG)	5.5	To approve/not approve the recommendation from HOD
COS	5.6	Forward the Registration of Research Proposal form to CPS latest by end of week 1
CPS (Registration Unit)	5.7	To register for Research Proposal as approved from CoS (week 1-4) End of process for registration of research proposal
HOD/Coordinator	5.8	CoS to appoint academic advisor for the student (week 1- 4)
	5.9	If student ready to defense, CoS to appoint the committee to conduct the proposal defense. If no, student to fill in Research Proposal Progress Report (CPS/REG02/V2/R1) in week 11 **Note:** Student is allowed to register "Research proposal" for maximum 2 semesters only for master and 3 semesters for PhD.
	5.10	CoS to send the research proposal to the committee for reviewing. (2 weeks –prior to date of defense proposal)
	5.11	Student to defense research proposal.
	5.12	Upon defending the proposal, student to submit the revised proposal based on the comments from the committee.
Deputy Dean (PG)	5.13	CoS to endorse the research title and the appointment of the supervisor in KPGC
Student	5.14	Student to fill in the Research Proposal Progress report form.(CPS/REG02/V2/R1)
	5.15	Student who has registered for Thesis/Dissertation in the current semester will fill up Research progress report (CPS/REG03/V2/R1) and submit to supervisor for evaluation and recommendation in week 11.
Supervisor	5.16	To evaluate / assess the progress of research by fill in the relevant sections.

<table>
<tr>
<td>Supervisor</td>
<td>5.17 To assign 'IP' (Research work in progress) grade for a satisfactory research progress / 'UP' (Unsatisfactory progress in research) grade for unsatisfactory research progress/ Pass/IP/UP (for defended research proposal)
<table>
<tr><th>Student</th><th>Grade</th></tr>
<tr><td>Yet to defend</td><td>IP / UP</td></tr>
<tr><td>Has Defended</td><td>Pass / IP / UP</td></tr>
<tr><td>Register thesis/dissertation in current semester</td><td>IP / UP</td></tr>
</table>
5.18 Submit to HOD for recommendation of report latest by week 13

HOD
5.19 To recommend/not recommend for registration of research for the following semester based on the progress report from the supervisor.

5.20 Forward to Deputy Dean Postgraduate and Research for approval in week 14

Deputy Dean(PG)
5.21 To approve/not approve the recommendation from HOD

5.22 Forward the Research Progress Report or Research proposal progress report to CPS latest by week 16</td>
</tr>
<tr>
<td>CPS

CoS
(Postgraduate Unit)

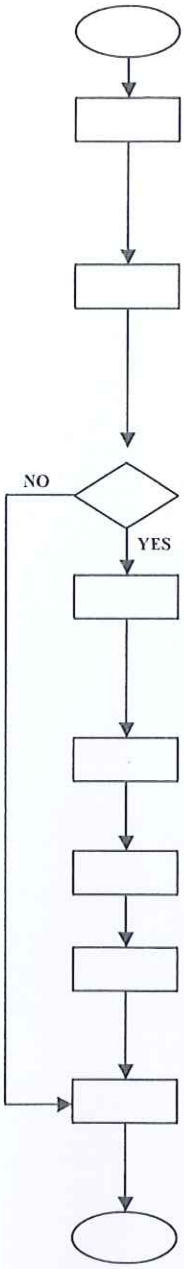
CoS
(Postgraduate Unit)/ CPS
(Registration Unit)</td>
<td>5.23 To update the recommendation/decision of the research progress as approved from CoS

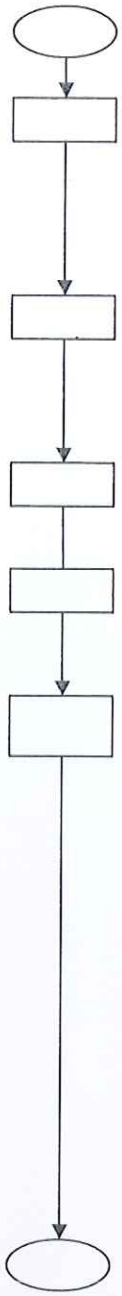
5.24 To take the following action:
<table>
<tr><th>Grade</th><th>Action</th></tr>
<tr><td>IP</td><td>To register course and update grade in the system</td></tr>
<tr><td>UP (First time)</td><td>To register course and update grade in the system</td></tr>
<tr><td>UP (Second time)</td><td>To update 'Dismissal Status' upon CoS recommendation and approval by Senate</td></tr>
<tr><td>Pass/UP/IP</td><td>To update grade for research proposal progress report</td></tr>
</table>
5.25 To register (if applicable)for the following semester in the system (2 weeks before commencement of new semester)</td>
</tr>
<tr>
<td>CPS</td>
<td>5.25 End process</td>
</tr>
</table>

6. QUALITY RECORDS

NO.	QUALITY RECORDS	RETENTION PERIOD	LOCATION	RESPONSIBILITY
1	Student Postgraduate System	University's life	Main server	-
2	Research Work Form	Student's tenure in the University	Student's file	

7. FLOWCHART

FLOW	PROCESS	REMARKS
	Start	
	Students fill up the Registration of Research Proposal and submit to the PG Office (CPS/REG01/V2/R1)	• Research only • Research and Dissertation(Mixed Mode) -Upon completion of 60% of courses
	Send Form 1 to the CPS	
	Ready to defend?	
	CoS to appoint the committee to conduct the proposal defense.	Maximum semester to register Research Proposal Master (2 semesters) PhD (3 semesters)
	Students to defend research proposal at CoS	The examiner to review the research proposal in 2 weeks (if applicable)
	Students to submit their revised proposal	Student to do the correction based on the comments from the committee
	CoS to table the research title/ proposed supervisors in KPGC	
	Student fill in Research proposal progress report (CPS/REG02/V2/R1) / Research progress report (Research) forward to supervisor for evaluation in Week 11 Continue	

FLOW	PROCESS	REMARKS
	Continue	
	Supervisor/CoS assess and grade the research progress as follows:- i. 'IP' grade for satisfactory progress ii. 'UP' grade for unsatisfactory progress iii. Pass/IP/UP –Defended research Proposal	• Student who is yet to defend the proposal to fill up the RPPR (CPS/REG02/V2/R1)
	Supervisor submits Research proposal/research progress report to HOD for recommendation in week 13.	• Existing student who has registered for thesis/ dissertation, to fill in the RPR (CPS/REG03/V2/R1).
	HOD forward Research proposal/research progress report to DD (PG) for approval in week 14.	
	CoS send the research progress report form to CPS.	
	CoS update the grade and register in the PG System as follows:-	CoS (Postgraduate unit) key in the grade in PG system CoS (Postgraduate unit) /CPS (Registration unit) to register (if applicable) 2 weeks before the commencement of new semester
	File/End of process	

Grade	Action
IP	To register course and update grade in the system
UP (First time)	To register course and update grade in the system
UP (Second time)	To update 'Dismissal Status' upon CoS recommendation and approval by Senate
Pass/UP/IP	To update grade for research proposal progress report