

## **3.0 PROGRESS REPORT**

### **3.1 Overview**

The Progress Report, submitted each semester through the eProgress System, is a compulsory requirement for all postgraduate students by research. It serves as the official record of a student's academic progress, supervision frequency, and research milestones.

The report enables continuous monitoring by:

- the Main Supervisor and Co-Supervisors,
- the Faculty Postgraduate Committee (JKPPS FSSK), and
- the Centre for Graduate Studies (CGS).

Active engagement in the progress reporting process ensures that each student receives consistent academic support and remains on track toward timely completion.

### **3.2 Consequences of Non-Submission**

Failure to submit the eProgress report by the stipulated deadline may result in:

- Suspension of student status,
- Delay in thesis submission approval,
- Ineligibility for semester registration renewal, or
- Probation or termination after review by JKPPS and CGS.

Students must therefore ensure that their eProgress report is submitted before the end of each semester, even if their research activity is temporarily minimal (e.g., data analysis or writing stage).

### **3.3 Role of Supervisor and Student in Maintaining Progress**

Supervisor's Responsibilities:

- Schedule regular meetings (preferably once a month) and keep brief records.
- Provide written feedback/guidance.
- Guide the student in addressing issues raised in proposal defense or by CGS.

Student's Responsibilities

- Maintain regular communication with supervisors and submit drafts on time.
- Attend seminars, workshops, and conferences as recommended.
- Record all academic activities in the eProgress system accurately.
- Inform the Faculty of any difficulties that may hinder progress (e.g., health, data access, funding).

### **3.4 Important Reminders**

Supervisors must ensure that students remain registered and active for each semester (Article 3.3, UNIMAS Regulation). Students who have completed their research but are waiting for viva voce must still submit a brief eProgress report each semester until graduation. International students must maintain active status for visa renewal and immigration compliance.