RESEARCH PROGRESS REPORTS

Prepared By :-	**Approved By :-**
Signature :	Signature :
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Position : Administrative Officer	Position : Dean
Date : 01/06/2015	Date : 01/06/2015

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 and to monitor the student's research progress.

3. DEFINITION / ABBREVIATION

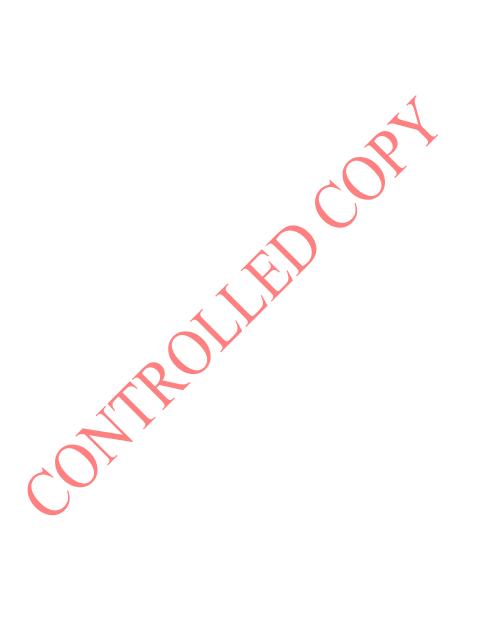|		
3.1	DD (PG)	Deputy Dean (Postgraduate)
3.2	HOD	Head of Department
3.3	CoS	Centre of Studies which includes Kulliyyah, Faculty, Centre, Institute, or similar agencies which offer programme of studies;
3.4	AD/SAO/AAO	Assistant Director/Senior Assistant Administrative Officer, Assistant Administrative 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 2009

4.2 Guide to Postgraduate Studies

4.3 University Academic Calendar.

5. RESPONSIBILITY AND DETAILED PROCEDURE

Student	5.1	Fill in the research works form (CPS –REG/2014(3)
	5.2	Submit to Supervisor for evaluation and recommendation in week 11
Supervisor	5.4	To evaluate/assess the progress of research by fill in the relevant sections.
		To assign 'IP' (Research work in progress) grade for a satisfactory research progress and 'UP' (Unsatisfactory progress in research) grade for unsatisfactory research progress.
	5.3	Submit to HOD for recommendation of report/assessment latest by week 13
HOD	5.4	To recommend/not recommend for registration of research for the following semester based on the progress report from the supervisor.
	5.5	To approve/not approve the recommendation from HOD
Deputy Dean Postgraduate and Research (CoS)	5.6	Forward to Deputy Dean Postgraduate and Research for approval in week 14
	5.7	Forward the research work form to CPS latest by week 16
CPS (Registration Unit/ Examination Unit)	5.8	To update the recommendation/decision of the research work as approved from CoS
	5.9	To take the following action:

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

| CPS | 5.9 | Make copies for student's personal file |
| | 5.10 | End process |

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

Start

Students forward the research work form to supervisor for evaluation in Week 11

Supervisor assess and grade the research progress as follows:-
i. 'IP' grade for satisfactory progress
ii. 'UP' grade for unsatisfactory progress

Research work form submitted to HOD for recommendation in week 13

Research work form forwarded to DD PGR for approval in week 14

Send the research work form to CPS

CPS to update grade and register as follows:-

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

AA make copies for filing

End