



澳門大學
UNIVERSIDADE DE MACAU
UNIVERSITY OF MACAU

Faculty of Science and Technology

**The 1st Semester of Academic Year
PhD Study Progress Report**

Please read guidance notes at the end before completing this report form

The purpose of this form is for you to reflect on your work at this stage of study, and on your supervision and the resources available. Please answer honestly as notification of problems will enable assistance to be provided and will help the FST Graduate Studies Committee to monitor the needs of postgraduate students. This is also an opportunity for your supervisors to reflect and report on your progress to date.

This form should be completed by the PhD student, the Supervisor, and the FST Graduate Studies Committee where indicated. This is to be submitted to the FST Graduate Studies Committee normally during end of the 1st semester of each year.

Section A General Information To be completed by student	
Student Name:	
Student Number:	
Department:	
Title of Thesis (if registered) :	
Email Address:	
Contact Number:	
Name of Supervisor:	
Name of Co-Supervisor(s) :	

Section B To be completed by the student in consultation with the supervisor for each report	
B1 – Supervision Formal meetings between student and supervisors should take place regularly. Indicate here the frequency with which meetings have taken place during the reporting period. Would you like to comment on their frequency and value?	
B2 – Research: objectives and progress made in the current report period List your research objectives at the start of this reporting period. (These should be exactly as written in the last progress report you submitted before, if any.) Then, describe your progress concisely by explaining what you have done and what your significant findings/progress have been done. Explain why any objectives have not been met. Please limit this section to 350 words maximum.	



<p>B3 – Research: objectives for the next report period List concisely the research objectives you will now pursue.</p>			
<p>B4 – Talks, presentations and conferences The presentation of research and participation in conferences and workshops is an important aspect of the PhD student’s life. Give details of the conference presentations, talks, seminars, posters, you have given in the period of this report, including all presentations within FST.</p>			
Date	Venue/conference/event	Title of presentation and/or nature of your involvement in the event	Describe any structured feedback you received for the activity
<p>B5 – Publications: both accepted or published Give details of all publications (in international format) in the reporting period. Give authors’ names, title, and full name of journal, volume, year, and inclusive page numbers. Indicate if the publication is a primary research paper, abstract, review, or other form of output.</p>			
<p>B6 – Finishing the work and submitting the thesis ONLY to be completed when the student is at/beyond 36th month of thesis registration. Please write here what is required to achieve the planned research work and provide a plan of the thesis and a timetable for its completion.</p>			
<p>B7 – Difficulties or resources limitations What are your current difficulties or obstacles? Identify any problems over access to skills, facilities or materials, and describe concisely how these would be dealt with.</p>			



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B8

In addition to this progress report, if you have problems that you are unable to discuss with your supervisor, or wish you make a confidential written report / meeting to the Chair of FST Graduate Studies Committee, you may do so.

You may contact:

Ms. Jessie Tai, Room N507, Tel: 8397 4966, Email: jessietai@umac.mo

ACTION – Student

Please send (in electronic format) the form which completed to this point to your supervisor so that he/she may complete the next section

Section C

To be completed by the supervisor in consultation with the student for each report

C1 – Student’s report in Section B

Please ensure that all previous sections have been completed. If, in your view, the report is inaccurate or incomplete in any way, please comment here.

C2 – Student Progress

Has progress been satisfactory? If it has not, please explain why, and indicate what will be done to improve progress. Identify any important decisions that have been taken for action. Comment on plans to submit the thesis if the student is entering the 4th year.

ACTION – Supervisor

Please send this completed form (in soft copy) to Ms. Jessie Tai, email: jessietai@umac.mo



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Section E

To be completed by the FST Graduate Studies Committee (FSTGSC)

E1 – Student Progress

Please read carefully the previous sections that have been completed by the student and supervisors. If you agree that satisfactory progress has been made during the period covered by the report, and that the future plans are appropriate and that no special action is needed, please sign below. If progress is not satisfactory, complete section E2.

Has progress been satisfactory in the context of the student completing their studies successfully and on time?

- Yes
 No

Have you interviewed the student about the report?

- Yes
 No

E2 - Unsatisfactory Progress and Action

If any aspect of student performance is unsatisfactory, please identify what is wrong.
Describe the actions you have taken, and/or will take, and/or recommend, to deal with these problems.



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Notes on completing the FST PhD Study Progress Report

- A Complete all sections. Note that your [email address](#) will be used for all correspondence. Please ensure you look in your inbox frequently.
- B1 Supervision meetings - These should happen according to an agreed schedule, and as regularly and frequently as necessary to ensure students are adequately supported and supervisors adequately involved and informed about progress and plans. Students and supervisors are strongly advised to each keep written records of formal meetings.
- B2 Research objectives should be listed, not in great detail, but as way of identifying both strategic and particular issues that are important at the time of reporting. These objectives should match those identified as prospective objectives in your previous report.
- B3 Objectives for the next session should follow logically from the previous. It is important to identify problems before they arise or interfere with progress.
- C1 & C2 It is important the supervisors identify problems and discuss them with the student. They should be recorded here.
- E In most cases the FSTGSC will approve the report and the recommendations for progression. The Committee has powers to deal with problems of performance and progression in the student and of supervision in the supervisors. Explicit recommendations and action should be recorded here.

Guidance Notes:

- Except the parts for signatures, all sections in this form should be filled in by typing.
- The student and the supervisors must all be engaged in the process of reflecting on progress and achievement and on the future progression of the research project and the personal development of the student.
- Any blank spaces should be crossed out before signatures are given for each corresponding section.
- All parties who contribute to completing the report should receive copies of the final version, and the student especially should be explicitly informed of any decisions or recommendations about progress and training.
- One completed copy must be lodged in the office of the FSTGSC.