



**FACULTY OF GRADUATE STUDIES
GENERAL SIR JOHN KOTELAWALA UNIVERSITY**

PROGRESS REPORT (M Phil, PhD)

(Use additional space in this format when required)

SECTION 1- PERSONAL INFORMATION	
1.1	Full Name of the candidate:
1.2	Registration No:
1.3	NIC No:
1.4	Approved Title of the Research Project:
1.5	Previous title/s if any:
1.6	Place where the work is being carried out:
SECTION 2: SUPERVISORS AND SUPERVISION DETAILS	
2.1	Name & address of supervisor (Internal):
2.2	Name & address of coordinating supervisor (if nay):
2.3	Name & address of supervisor (External) 1:
2.4	Name & address of supervisor (External) 2:

2.5	Name & address of supervisor (External) 3:
2.6	Progress of supervision:
	<p data-bbox="290 430 1410 757">2.6.1 The days on which the student met the supervisor/s . It is expected that the student shall meet the supervisor/s minimum of 6 times during each progress level (once a month for the 6 month progress period).</p> <p data-bbox="290 766 1410 1079">2.6.2 If the above condition was not met, the specific reasons for not meeting the supervisor:</p> <p data-bbox="290 1088 1410 1393">2.6.3 Comments made by the supervisor to improve the work:</p>
2.7	Field visits if any: (Give description of the field visits)

SECTION 3: PROGRESS OF THE RESEARCH CARRIEDOUT	
3.1	Time period covered by the report :
3.2	The progress report number:
3.3	Brief introduction to the research program: (maximum 250 words):
3.4	General Objectives & specific Objectives: (according to the approved proposal)
3.5	Deviation from the objectives if any with justification:
3.6	Brief description on Literature survey carried out: (Approximately 250 words):
3.7	Proposed Methodology (Approximately 150 – 250 words); Indicate the instruments to be used, questionnaire formats (if relevant- attach as appendices), sampling techniques and the research design.
3.8	Briefly describe the results obtained if available based on the stage of the work. (Approximately 250 words):
3.9	Briefly indicate the Data analysis techniques used (maximum 100 words):
3.10	If in the writing up stage , indicate the status of the writing up of the thesis:

3.11	Conclusions drawn: (if at the final stage of the work):
3.12	Any publications/ scientific communication already made during this period:

3.13 Work plan for the next half year (Example chart):

	<i>Year</i>																							
	<i>Jan</i>				<i>Feb</i>				<i>Mar</i>				<i>April</i>				<i>May</i>				<i>June</i>			
	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>
<i>Literature survey</i>																								
<i>Field work</i>																								
<i>Sampling</i>																								
<i>Data analysis</i>																								
<i>Results</i>																								

3.14 An explanation of any significant deviation from the objective of your study:

.....
Signature of the candidate

.....
Date

3.15 Comments of the supervisor/s (To be filled by the internal / responsible supervisor):

.....
Signature of the supervisor

.....
Date

6.0 PROGRESS REPORTS AND PROGRESS REVIEW PROCEDURE (SOURCE- FGS BY-LAWS)

This process will be for progress monitoring and to facilitate the research work carried out by the candidate.

- 6.1 Prior to the registration of the candidate, the evaluators (internal or external) are nominated by the BoS and FB, FGS and approved by the Senate for evaluation of the progress reports. Usually, the **same evaluators** (internal or external) will serve during the entire degree programme of a candidate **prior to the thesis submission stage**.
- 6.2 Candidates shall submit the progress of the work once in every six months in the **progress report format** prescribed by the FGS which could be downloaded from the FGS website. The progress report shall be submitted to the AR, FGS through the supervisor. Candidate shall make a presentation to the PRC based on the work carried out during that period.
- 6.3 Progress Report will be sent to the evaluators through the Dean, FGS for evaluation. Evaluators shall give their comments on the Progress Report of the candidate prior to the **Progress Review Presentation in the duly signed format prescribed by the FGS**. This process will be to facilitate the research work carried out by the candidate.
- 6.4 Once a date is informed to the candidate for the Progress Review Committee (PRC) Meeting, candidate has to prepare for a presentation for the PRC to consider for granting recommendation for continuation of the research. The decision will be reported to the BoS on the progress of candidate and granting recommendation for continuation will be forwarded for the approval of the Senate through BoS and FB, FGS.
- 6.5 If there are comments made by the evaluators, candidate has to address the evaluator's comments with the **supervisor's guidance** to improve the research work and indicate the steps taken to do so in the **next progress review report** sent for the evaluation.
- 6.6 A recommendation regarding a cancellation of Registration of a candidate due to **continuous unsatisfactory progress** (probably within the first two years) will have to be done jointly by the supervisor/s and evaluators after a detail discussion with the candidate. This recommendation has to be forwarded to PRC for a final decision and forwarded for the approval of the Senate through FB, FGS.
- 6.7 PRC comprises the Vice Chancellor, Dean FGS, internal and external Evaluators, internal and external Supervisor/s, Dean Research and Dean of the relevant Faculty or his nominee, and a Professor from FGS (optional). In the absence of Vice Chancellor, Dean, FGS will chair the meeting.
- 6.8 PRC for an MPhil/PhD degree programme shall be recommended by the BoS to the FB, FGS for the approval of the Senate.
- 6.9 PRC will involve in the progress monitoring process up to candidate reaching the thesis submission stage. At the writing up stage, the candidate has to report the progress of writing to the evaluators until the thesis submission stage and the comments of the evaluators and the PRC will have to be forwarded to BoS, FB, FGS and for the information and approval of the senate.