



Tehran University of Medical Sciences
School of Medicine

Office of Vice Dean for Post Graduate Affairs

Student Progress Report Form (Semester based)

Date Last Modified: November 2014

*This form is the means by which progress of postgraduate studies is periodically assessed by the student and supervisory team, and reported via the head of your department or nominee to the Vice Dean for Post Graduate Affairs. It is a means by which any issues or problems may be identified and appropriate action **determined**. The Vice Dean for Post Graduate Affairs uses this form to monitor students' progress and ensure that supervision is effective. The regular submission of progress reports is an enrolment requirement. Failure to fulfil this obligation may lead to termination of enrolment and scholarship (if applicable).*

Student's Name	Student ID Number
Program	Date of Evaluation
Supervisor's Name	Supervisor's Academic Rank
School	Department
Work Period From: Beginning Date	Ending Date

This form has three parts:

PART A: Progress Report – to be completed by the Student

PART B: Comments – to be completed by the Senior Supervisor on behalf of the Supervisory Team

PART C: Recommendations and Signatures – to be completed by the Student, Supervisors, and Head of Department or nominee

Outline below your research goals for the next 6 months. Indicate what milestones have been set for the next 6 months, including detailing what chapters or sections of your thesis you plan to write in this period.

1. I rate the **quality** of my **study** and **work** as:

- | | | | |
|--------------|--------------------------|---------------------------|--------------------------|
| a. Very Good | <input type="checkbox"/> | c. Satisfactory | <input type="checkbox"/> |
| b. Good | <input type="checkbox"/> | d. Bellow my expectations | <input type="checkbox"/> |

If (d) what measures have you taken to address this?

2. I assess my **rate of progress** as:

- | | | | |
|--------------|--------------------------|---------------------------|--------------------------|
| a. Very Good | <input type="checkbox"/> | c. Satisfactory | <input type="checkbox"/> |
| b. Good | <input type="checkbox"/> | d. Bellow my expectations | <input type="checkbox"/> |

If (d) what measures have you taken to address this?

3. In the past 6 months I have:

- | | | |
|--|------------------------------|-----------------------------|
| Given a departmental seminar? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Attended a conference(s)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Given a presentation(s) based on my research? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Had research output(s) published
(e.g.. journal articles; book chapters; conference proceedings; creative works)? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

If yes, please give details:

4. I have submitted work to my supervisory team Yes No
I have received written feedback Yes No
5. I have outstanding resource issues concerning my research Yes No

If Yes, please detail:

6. Ethical approval for my thesis research:
 has been obtained is pending is not required

Please provide approval numbers where ethical approvals have been received. If ethics approval is pending please provide details of which ethics board application has been submitted to

7. How often and by what means do you and your supervisory team maintain contact?

Detail the means of contact (e.g., face-to-face; email; telephone) and the frequency of each

8. Could contact with my supervisory team be improved? Yes No

If Yes, please comment:

9. Please provide details below of any way that you think your supervisory team could improve its support of your studies

10. Do you have any concerns with your English language skills (e.g., reading, writing, speaking, listening) in respect to your PhD/M.Sc. work? Yes No

If yes, please describe these concerns and indicate whether you have sought any support or advice for these concerns (e.g., from your supervisor, or from the Learning Skills Centre)

11. Have you identified any Health and Safety issues during the past 6 months? Yes No

If Yes, please describe the issues and what actions, if any were taken:

12. Are there any issues that head of your department or the VD for Post Graduate should be aware of?

Yes No

If Yes, please comment:

13. Are the mandatory courses/classes held regularly in an organized way in the department?

Yes No

14. Have you been absent from school/classes during this period?

Yes No

If Yes, please explain the reason:

15. Have you been given the list of references for each course by the instructors in the beginning of the term?

Yes No

16. Are the optional courses/classes held in the department if needed?

Yes No

17. Do the instructors have organized plan to meet with their students on regular basis?

Yes No

18. Does the department supervise/monitor student's courses selection, beginning and completing the courses to be in accordance with the timetable?

Yes No

19. Are the marks submitted by the instructors within the specified timetable?

Yes No

20. Has your seminar been related to your thesis subject?

Yes No

21. Are you familiar with the correct keywords related to the title of your seminar?

Yes No

22. Have the seminar courses been held regularly during the semester?

Yes No

23. Are you now familiar enough with the appropriate search engines for research purpose?

Yes No

24. Has there been appropriate supervision on timing of choosing a subject for your proposal?

Yes No

25. Has a pilot study been done as a part of your thesis?

Yes No

26. Has there been an appropriate instruction / teaching on the equipment which is necessary in your project?

Yes No

27. Have you attended any courses/workshops/seminars out of your school?

Yes No

If Yes, please list them:

28. Have you collaborated in organizing any courses (TA)?

Yes No

If Yes, please list them:

29. Have you collaborated in writing/publishing books?

Yes No

If Yes, please list them:

30. Have you collaborated in editing journal articles?

Yes No

If Yes, please list them:

31. Have you collaborated in preparing educational packages?

Yes No

If Yes, please list them:

32. Have you collaborated in preparing and providing programs curriculum or syllabus?

Yes No

If Yes, please list them:

Please now forward the form to your main supervisor.

PART B: SUPERVISORY TEAM COMMENTS

Please provide comments on the student's progress and achievements in the last 6 months:

Educational:

Research:

Please provide comments on the student's thesis goals and milestones for the next 6 months:

1. The **quality** of the student's work is:

- | | | | |
|--------------|--------------------------|------------------------------|--------------------------|
| a. Very good | <input type="checkbox"/> | c. Satisfactory | <input type="checkbox"/> |
| b. Good | <input type="checkbox"/> | d. Below acceptable standard | <input type="checkbox"/> |

If (d) what measures have been taken to address this?

2. The student's **rate of progress** is:

- | | | | |
|--------------|--------------------------|------------------------------|--------------------------|
| a. Very good | <input type="checkbox"/> | c. Satisfactory | <input type="checkbox"/> |
| b. Good | <input type="checkbox"/> | d. Below acceptable standard | <input type="checkbox"/> |

If (d) what measures have been taken to address this?

3. How often and by what means do the supervisory team and the student maintain contact?

Detail the means of contact (e.g., face-to-face; email, phone) and the frequency of each

4. Is the supervisory team satisfied with the frequency and means of contact? Yes No

If No, please comment:

5. Do you have any concerns about the student's English language skills (e.g., reading, writing, speaking, listening) in respect to his/her research work?

Yes No

If yes, please describe these concerns and indicate whether you have offered support or advice to the student and/or directed them to support services (e.g., Learning Skills Centre)

6. Are there any intellectual property issues which have not been resolved? Yes No

If Yes, please comment:

7. Are there any issues that the VP for Research Affairs should be aware of?

Yes No

If Yes, please comment:

C1 Main supervisor to complete

I recommend that the student's enrolment be:

- Continued
- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued enrolment:

I have discussed our comments with the student: Yes No

Please outline any issues that emerged from the discussion with the student:

All members of Supervisory Team to sign below:

Signature of Senior Supervisor

Date

Signature of Supervisor

Date

Signature of Supervisor

Date

Signature of Supervisor

Date

Please now return the form to the student.

C2 Student to complete

If you would like to make any comments in response to the comments made by your supervisory team please do so in the box below:

I have discussed this progress report with my supervisor:

Yes

No

Please outline any issues that emerged from the discussion with your supervisor(s):

Do you give the Office of VP for Research Affairs permission to release a copy of this report to the appropriate authorities in order to resolve possible issues?

Yes

No

Student's signature

Date

Please now forward the form to Dean of your Department/School or Postgraduate Coordinator as appropriate.

C3: Head of Department (or delegate) to complete

Please comment below on the student's progress and goals and on the comments made by the student and by the supervisor(s). If any concerns have been raised by either the student or supervisor, please indicate what actions have been taken and any further action you recommend.

I recommend that the candidate's enrolment be:

- Continued
- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued enrolment:

Signature of the department head nominee

Date

C4: Dean/Vice Dean of the School to complete:

Acting on behalf of the Academic Board, I have resolved that this progress report be:

- Approved
- Declined

I resolve that the candidate's enrolment be:

- Continued
- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued enrolment:

Signature of Dean/Vice Dean of the School

Date

Comments:

Signature of Vice President for Research Affairs

Date

Comments: