

## Guidelines for conducting annual research review of PhD/MPhil Candidates:

1. Annual progress evaluation will be organized by the Faculty Research Committee (FRC) and should be conducted in December each year.
2. It can be conducted on-site or online or by a combination of both modes.
3. The principal supervisor is responsible for coordinating with the student in notifying the annual progress review for his/her student.
4. It is the responsibility of FRC to coordinate with the panel members (Higher Degrees and Research Committee (HDRC) approved) in notifying and conducting the progress review for the postgraduate candidates.
5. The FRC must assign three panel members out of the list approved by the HDRC for the annual review of each candidate.
6. The candidate will make a 30-minute presentation.
7. The panel will orally examine the candidate.
8. Prior to the evaluation, each panel member should be made aware of the status of the research project as a progress report submitted by the student through his/her supervisory team.
9. The department representative of FRC/Chairperson FRC and the supervisory team can be present at the evaluation meeting as observers.
10. Panel members are expected to discuss and submit the evaluation report to the chairman/FRC within one week.
11. The result and the report of the Progress Review will be forwarded to the HDRC via the FRC by the Chairperson/FRC.
12. The HDRC will convey the result and the detailed comments\* of the panel in writing to the candidate and the supervisor.

\*If two consecutive annual progress reviews are not held within the scheduled period or if both are deemed to be unsatisfactory by the panel, the candidate may be discontinued by the University.