



BORANG LAPORAN KEMAJUAN PENGAJIAN SISWAZAH POSTGRADUATE PROGRESS REPORT FORM

ARAHAN:

INSTRUCTION:

1. Pelajar dikehendaki mengisi borang ini dan mengembalikan ke Pejabat Fakulti selewat-lewatnya pada Minggu ke-12 atau Minggu ke-13 setiap semester.
Students are required to complete and return this form to the Faculty Office by week 12 or 13 every semester.
2. Pelajar dikehendaki melengkapkan Bahagian I dan menyerahkan kepada Penyela Utama/Penyelia Bersama.
Students are required to complete Part I and submit to the Main Supervisor/Co-Supervisor.
3. Penyelia Utama/Bersama dikehendaki melengkapkan Bahagian II dan menyerahkan kepada Ketua Pascasiswazah Fakulti.
The Main Supervisor/Co-Supervisor is required to complete Part II and submit the form to the Faculty Head of Postgraduate Studies.
4. Ketua Pascasiswazah Fakulti akan membentangkan borang yang lengkap untuk pengesahan dalam Mesyuarat Jawatankuasa Ijazah Lanjutan pada setiap akhir semester.
The Faculty Head of Postgraduate Studies will present the completed form for endorsement during the Postgraduate Committee Meeting at the end of each semester.
5. Selepas mesyuarat, Ketua Pascasiswazah Fakulti dikehendaki menyerahkan 1 salinan borang tersebut kepada Pusat Pengajian Siswazah untuk dokumentasi.
After the meeting, the Faculty Head of Postgraduate Studies is required to submit one (1) copy of the form to the Center for Graduate Studies for documentation purposes.

BAHAGIAN 1: MAKLUMAT PELAJAR PART 1: STUDENT'S INFORMATION

Nama <i>Name</i>				No. Pelajar <i>Student's No.</i>			
Sesi Kemasukan <i>Academic Session</i>				Ambilan <i>Intake</i>	Jan / Mei / Sept <i>Jan/ May/ Sept</i>		
Sesi Pengajian Semasa <i>Current Academic Session</i>				Semester Semasa <i>Current Semester</i>			
Program Pengajian <i>Academic Program</i>							
Peringkat Pengajian <i>Program Level</i>	Doktor Falsafah <i>Doctor of Philosophy</i>		Sarjana (Mod Penyelidikan) <i>Masters (Full Research Mode)</i>		Sarjana (Mod Campuran) <i>Masters (Mixed Mode)</i>		
Mod Pengajian <i>Mod of Study</i>	Sepenuh Masa <i>Full Time</i>			Separuh Masa <i>Part Time</i>			
Tajuk Tesis/Disertasi <i>Thesis / Dissertation Title</i>							
Tandatangan Pelajar <i>Student's Signature</i>				Tarikh <i>Date</i>			
E-mel Pelajar <i>Student's Email</i>				No. Telefon <i>Phone. No</i>			

a. Maklumat Penyelia
Supervisor Information

Penyelia <i>Supervisor</i>	Nama <i>Name</i>	Fakulti/ Institusi <i>Faculty/ Institution</i>
Penyelia Utama <i>Main Supervisor</i>		
Penyelia Bersama <i>Co-Supervisor</i>		
Penyelia Bersama <i>Co-Supervisor</i>		

b. Senarai Penerbitan
List of Publication

Bil. <i>No.</i>	Tajuk Kertas/ Artikel <i>Title of Paper/ Article</i>	Nama Penerbit/ Jurnal <i>Name of Publisher/ Journal</i>	Tahun <i>Year</i>
1.			
2.			
3.			
4.			
5.			

c. Senarai Pembentangan Kertas
List of Paper Presentation

Bil. <i>No.</i>	Tajuk Kertas/ Artikel <i>Title of Paper/ Article</i>	Nama Persidangan/ Seminar/ Bengkel <i>Name of Conference/ Seminar/ Workshop</i>	Tahun <i>Year</i>
1.			
2.			
3.			
4.			
5.			

* Sila senaraikan maklumat penerbitan dan pembentangan dari semester satu hingga semester sekarang.
Kepilkan lampiran sekiranya perlu.

*Please list your publication and presentation details from semester one to the current semester.
Attach appendices if necessary.

BAHAGIAN 2: LAPORAN PENYELIA
PART 2: SUPERVISOR'S REPORT

1. Kekerapan konsultasi bersama penyelia pada semester semasa (berpandukan rekod dalam Buku Penyeliaan):
Frequency of consultation with supervisor during current semester (based on Supervision Record Book)

☐	Tiada None	☐	1-3	☐	4-6	☐	6-8	☐	9-10	☐	Lebih More
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Kaedah penyeliaan seperti e-mel, telefon, surat (*sila nyatakan*)
Mode supervision such as email, telephone, letter (please state)

2. Penilaian terhadap pelajar (*berikan kriteria berdasarkan kriteria*)
Student Evaluation (Evaluate based on criteria)

1	2	3	4	5
Lemah Weak	Sederhana Average	Baik Good	Sangat Baik Very Good	Cemerlang Excellent

Bil. No.	Kriteria Criteria	Tandakan (/) Untuk Setiap Kriteria Please tick (/) on each criteria				
		1	2	3	4	5
1.	Jumlah kerja yang telah disiapkan <i>Amount of work completed</i>					
2.	Kualiti kerja <i>Work quality</i>					
3.	Kualiti disiplin/kendiri <i>Discipline/self quality</i>					
4.	Tanggungjawab dan dedikasi terhadap pengajian <i>Responsibility and dedication to studies</i>					
5.	Ketepatan masa <i>Punctuality</i>					
6.	Kemampuan berkerja secara bersendirian <i>Ability to work independently</i>					
7.	Kemampuan berfikir secara kritis dan analitikal <i>Ability to think critically and analytically</i>					
8.	Kefasihan bahasa <i>Language fluency</i>					
9.	Kemahiran komunikasi <i>Communication skill</i>					
10.	Pengurusan masa <i>Time management</i>					
11.	Hubungan sesama manusia <i>Human connection</i>					
12.	Kehadiran/keterlibatan (Jika ada untuk menghadiri kuliah/kursus audit) <i>Attendance / participation (if any: attendance to lecture/ audit course)</i>					

3. Kemajuan Penyelidikan Keseluruhan
Overall Research Progress

Bil. No.	Aktiviti Penyelidikan Research Activity	Peratusan Kemajuan (<i>bulatkan</i>) Progress Percentage (<i>circle</i>)					
1.	Kertas Cadangan Penyelidikan/ Pengenalan <i>Research Proposal /Introduction</i> Ulasan: <i>Remarks:</i> _____	20%	40%	60%	80%	100%	Tidak Berkenaan <i>Not Applicable</i>
2.	Sorotan Literatur/ Kajian Perpustakaan <i>Literature Review</i> Ulasan: <i>Remarks:</i> _____	20%	40%	60%	80%	100%	Tidak Berkenaan <i>Not Applicable</i>
3.	Rekabentuk/ Metodologi Penyelidikan <i>Research Design/ Methodology</i> Ulasan: <i>Remarks:</i> _____	20%	40%	60%	80%	100%	Tidak Berkenaan <i>Not Applicable</i>
4.	Pengumpulan dan Analisis Data <i>Data Collection/ Data Analysis</i> Ulasan: <i>Remarks:</i> _____	20%	40%	60%	80%	100%	Tidak Berkenaan <i>Not Applicable</i>
5.	Penutup/ Rumusan/ Perbincangan/ Cadangan <i>Conclusion/ Discussion/ Recommendation</i> Ulasan: <i>Remarks:</i> _____	20%	40%	60%	80%	100%	Tidak Berkenaan <i>Not Applicable</i>
6.	Penyediaan Draf Tesis (untuk Pemantapan) <i>Thesis Preparation/ (for Draft Refinement)</i> Ulasan: <i>Remarks:</i> _____	20%	40%	60%	80%	100%	Tidak Berkenaan <i>Not Applicable</i>

7.	Penyerahan Tesis (untuk Peperiksaan Lisan) <i>Thesis Submission (for oral examination/ Viva Voce)</i>						
	Ulasan: <i>Remarks:</i> 	20%	40%	60%	80%	100%	Tidak Berkenaan <i>Not Applicable</i>

4. Cadangan Penyelia (Sila rujuk jadual di **Lampiran 1** sebagai panduan)
*Supervisor's Recommendation (please refer to schedule in **Attachment 1** as guideline)*

Bil. No.	Ulasan <i>Remarks</i>	Sila Tandakan (/) <i>Please Tick (/)</i>
1.	Saya menyokong pelajar meneruskan pengajian semester berikutnya. <i>I support the student's continuation of studies for the next semester.</i>	
2.	Pelajar diberi peringatan untuk memperbaiki pencapaian. <i>Student is given reminder to improve performance.</i>	Peringatan <i>Reminder</i> Peringatan 1 <i>Reminder 1</i> Peringatan 2 <i>Reminder 2</i>
3.	Pelajar diberi amaran untuk memperbaiki pencapaian. <i>Student is given warning to improve performance.</i>	Amaran <i>Warning</i> Amaran 1 <i>Warning 1</i> Amaran 2 <i>Warning 2</i>
4.	Pelajar gagal kerana tidak mempamerkan pencapaian pada tahap yang diharapkan dan tidak dibenarkan meneruskan pengajian. <i>Student fails due to inability to demonstrate the expected level of achievement and is not permitted to continue studies</i>	
5.	Pelajar disokong untuk membuat rayuan (sekiranya perlu). <i>Student is given support to appeal (if needed).</i> Ulasan: <i>Remarks:</i> 	

ULASAN DAN PERAKUAN PENYELIA UTAMA/ PENYELIA BERSAMA
MAIN SUPERVISOR'S/ CO-SUPERVISOR REMARKS AND VERIFICATION

Penyelia Utama Main Supervisor Disokong <i>Recommended</i> Tidak Disokong <i>Not Recommended</i> Ulasan: Remarks:	Tandatangan, Tarikh & Cop Rasmi Signature, Date & Official Stamp
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BAHAGIAN 3: PENGESAHAN JAWATANKUASA IJAZAH LANJUTAN FAKULTI
PART 3: POSTGRADUATE COMMITTEE FACULTY ENDORSEMENT

Jawatankuasa telah bermesyuarat pada _____ (tarikh mesyuarat) dan memutuskan:
The committee has held a meeting on _____ (date of meeting) and decided:

Bil. No.	Penilaian Evaluation	Kod Code	Sila Tandakan (/) Please Tick (/)
1.	Pelajar boleh meneruskan pengajian. <i>Students may proceed with studies.</i>	Lulus Pass	
2.	Pelajar diberi Peringatan untuk memperbaiki pencapaian. <i>Student is given Reminder to improve performance.</i>	Lulus dengan Peringatan <i>Pass with Reminder</i>	
		Lulus dengan Peringatan 1 <i>Pass with Reminder 1</i>	
		Lulus dengan Peringatan 2 <i>Pass with Reminder 2</i>	
3.	Pelajar diberi Amaran untuk memperbaiki pencapaian. <i>Student is given Warning to improve performance.</i>	Lulus dengan Amaran <i>Pass with Warning</i>	
		Lulus dengan Amaran 1 <i>Pass with Warning 1</i>	
		Lulus dengan Amaran 2 <i>Pass with Warning 2</i>	
4.	Pelajar gagal kerana tidak mempamerkan pencapaian pada tahap yang diharapkan dan tidak dibenarkan meneruskan pengajian. <i>Student fails due to inability to demonstrate the expected level of achievement and is not permitted to continue studies.</i>	Gagal Fail	

PENGESAHAN PENERUSI MESYUARAT JAWATANKUASA IJAZAH LANJUTAN FAKULTI
CHAIRMAN OF THE FACULTY POSTGRADUATE COMMITTEE ENDORSEMENT

Pengerusi Jawatankuasa Mesyuarat <i>Chairman of Committee</i>	Tandatangan, Tarikh & Cop Rasmi <i>Signature, Date & Official Stamp</i>		
<table border="1" data-bbox="207 380 298 499"><tr><td data-bbox="207 380 298 436"></td></tr><tr><td data-bbox="207 438 298 499"></td></tr></table> Disahkan <i>Verify</i> Tidak Disahkan <i>Not Verify</i> Ulasan: <i>Remarks:</i>			

JADUAL 1: PENILAIAN PELAJAR IJAZAH SARJANA (MOD PENYELIDIKAN)
TABLE 1: EVALUATION FOR MASTER'S SRUDENT (RESEARCH MODE)

Pembentangan <i>Presentation</i>	Mod Pengajian <i>Mode of Study</i>	Lulus <i>Pass</i>	Peringatan <i>Reminder</i>	Amaran <i>Warning</i>	Gagal/ Diberhentikan (Penamatan Pengajian dan Rayuan) Fail/ Terminated (Termination of Study and Appeal)	Tempoh Maksimum Pengajian <i>Maximum Duration of Study</i>
		Membentang <i>Presented</i>	Belum membentang <i>Has Not Presented</i>			
Kertas Cadangan <i>Proposal Defence</i>	Sepenuh masa <i>Full Time</i>	Sem 3	Sem 3	Sem 4	Sem 5	8 semester
	Sepuluh masa <i>Part Time</i>	Sem 4	Sem 4	Sem 5	Sem 6	12 semester

Pembentangan <i>Presentation</i>	Mod Pengajian <i>Mode of Study</i>	Lulus <i>Pass</i>	Lulus <i>Pass</i>	Peringatan 1 <i>Reminder 1</i>	Peringatan 2 <i>Reminder 1</i>	Amaran 1 <i>Warning 1</i>	Amaran 2 <i>Warning 2</i>	Gagal/ diberhentikan (Penamatan Pengajian dan rayuan) <i>Fail/ Terminated (Termination of Study and Appeal)</i>	Tempoh Maksimum Pengajian <i>Maximum Duration of Study</i>
		Membentang <i>Presented</i>	Belum Menghantar/ Membentang <i>Has Not Submitted/ Presented</i>						
Notis Penyerahan Tesis/ Disertasi <i>Thesis/Dissertation Submission Notice</i>	Sepenuh masa <i>Full Time</i>	Sem 4	Sem 4	Sem 5	Sem 6	Sem 7		Sem 8	8 semester
	Sepuluh masa <i>Part Time</i>	Sem 6	Sem 6 dan Sem 7	Sem 8	Sem 9	Sem 10	Sem 11	Sem 12	12 semester

JADUAL 2: PENILAIAN PELAJAR IJAZAH SARJANA (MOD CAMPURAN)
TABLE 2: EVALUATION FOR MASTER'S SRUDENT (MIX MODE)

Pembentangan <i>Presentation</i>	Mod Pengajian <i>Mode of Study</i>	Lulus <i>Pass</i>	Lulus <i>Pass</i>	Gagal/ Diberhentikan (Penamatan Pengajian dan Rayuan) Fail/ Terminated (Termination of Study and Appeal)	Tempoh Maksimum Pengajian <i>Maximum Duration of Study</i>
		Membentang <i>Presented</i>	Belum membentang <i>Has Not Presented</i>		
Kertas Cadangan <i>Proposal Defence</i>	Sepenuh masa <i>Full Time</i>	Sem 3	Sem 3	Sem 4	8 semester
	Sepuluh masa <i>Part Time</i>	Sem 4	Sem 5	Sem 6	12 semester

Pembentangan <i>Presentation</i>	Mod Pengajian <i>Mode of Study</i>	Lulus <i>Pass</i>	Lulus <i>Pass</i>	Peringatan 1 <i>Reminder 1</i>	Peringatan 2 <i>Reminder 1</i>	Amaran 1 <i>Warning 1</i>	Amaran 2 <i>Warning 2</i>	Gagal/ diberhentikan (Penamatan Pengajian dan rayuan) <i>Fail/ Terminated (Termination of Study and Appeal)</i>	Tempoh Maksimum Pengajian <i>Maximum Duration of Study</i>
		Membentang <i>Presented</i>	Belum Menghantar/Membentang <i>Has Not Submitted/ Presented</i>						
Notis Penyerahan Tesis/ Disertasi <i>Thesis/Dissertation Submission Notice</i>	Sepenuh masa <i>Full Time</i>	Sem 4	Sem 4	Sem 5	Sem 6	Sem 7		Sem 8	8 semester
	Sepuluh masa <i>Part Time</i>	Sem 6	Sem 6 dan Sem 7	Sem 8	Sem 9	Sem 10	Sem 11	Sem 12	12 semester

JADUAL 3: PENILAIAN PELAJAR IJAZAH DOKTOR FALSAFAH
TABLE 3: EVALUATION FOR PhD STUDENT

Pembentangan <i>Presentation</i>	Mod Pengajian <i>Mode of Study</i>	Lulus <i>Pass</i>	Lulus <i>Pass</i>	Peringatan 1 <i>Reminder 1</i>	Peringatan 2 <i>Reminder 2</i>	Amaran <i>Warning</i>	Gagal/ Diberhentikan (Penamatan Pengajian dan Rayuan) Fail/ Terminated (Termination of Study and Appeal)	Tempoh Maksimum Pengajian <i>Maximum Duration of Study</i>
		Membentang <i>Presented</i>	Belum membentang <i>Has Not Presented</i>					
Kertas Cadangan <i>Proposal Defence</i>	Sepenuh masa <i>Full Time</i>	Sem 3	Sem 3	Sem 4		Sem 5	Sem 6	12 semester
	Separuh masa <i>Part Time</i>	Sem 4	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8	16 semester

Pembentangan <i>Presentation</i>	Mod Pengajian <i>Mode of Study</i>	Lulus <i>Pass</i>	Lulus <i>Pass</i>	Peringatan 1 <i>Reminder 1</i>	Peringatan 2 <i>Reminder 2</i>	Amaran 1 <i>Warning 1</i>	Amaran 2 <i>Warning 2</i>	Gagal/ Diberhentikan (Penamatan Pengajian dan Rayuan) Fail/ Terminated (Termination of Study and Appeal)	Tempoh Maksimum Pengajian <i>Maximum Duration of Study</i>
		Membentang <i>Presented</i>	Belum membentang <i>Has Not Presented</i>						
Pemantapan Draf Akhir <i>Draft Refinement</i>	Sepenuh masa <i>Full Time</i>	Sem 5	Sem 5	Sem 6	Sem 7	Sem 8		Sem 9	12 semester
	Separuh masa <i>Part Time</i>	Sem 6	Sem 6	Sem 7	Sem 8	Sem 9	Sem 10	Sem 11	16 semester

Pembentangan <i>Presentation</i>	Mod Pengajian <i>Mode of Study</i>	Lulus <i>Pass</i>	Lulus <i>Pass</i>	Peringatan 1 <i>Reminder 1</i>	Peringatan 2 <i>Reminder 1</i>	Amaran 1 <i>Warning 1</i>	Amaran 2 <i>Warning 2</i>	Gagal/ diberhentikan (Penamatan Pengajian dan rayuan) <i>Fail/ Terminated (Termination of Study and Appeal)</i>	Tempoh Maksimum Pengajian <i>Maximum Duration of Study</i>
		Membentang <i>Presented</i>	Belum Menghantar/ Membentang <i>Has Not Submitted/ Presented</i>						
Notis Penyerahan Tesis/ Disertasi <i>Thesis/Dissertation Submission Notice</i>	Sepenuh masa <i>Full Time</i>	Sem 6	Sem 6 - Sem 7	Sem 8	Sem 9	Sem 10	Sem 11	Sem 12	12 semester
	Separuh masa <i>Part Time</i>	Sem 8	Sem 8 - Sem 11	Sem 12	Sem 13	Sem 114	Sem 15	Sem 16	16 semester