



Tehran University of Medical Sciences  
International Campus

## Office of Vice Dean for Research Affairs

# Student Progress Report Form (Semester based)

*With the objective of periodically assessing progress of the students at postgraduate studies and their supervisory team, this form has to be completed by the students and supervisory team, and then confirmed by the head of the related department or nominee to the Vice Dean for Research Affairs. It is a mean by which any issues or problems may be **identified** and appropriate action **determined**. The Vice Dean for Research Affairs uses this form to monitor students' progress and ensure that supervision is sufficient and effective. The regular submission of the 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 Number:
Program:	Date of Evaluation:
Supervisor's Name:	Supervisor's Academic Rank:
School:	Department:
This Period started from:	This Period lasted to:

This form has five parts:

**PART A:** To be completed by the Student.

**PART B:** To be completed by the Main Supervisor, and then additional comments written down by the student.

**PART C:** To be completed by the Head of the Department.

**PART D:** To be completed by the Dean/Vice Dean of the School.

**PART E:** To be completed by the IC-TUMS Vice Dean for Research Affairs.

**PART A: To be completed by the Student**

➤ **Information about your Supervisory Team:**

Position	Full Name
Main Supervisor	
Second Supervisor	
First Advisor	
Second Advisor	

➤ **Information about your Educational and Research Progress:**

Outline below your **educational and research** progress and achievements over the **last 6 months**. Indicate what milestones have been achieved, detailing what courses you have completed and/or which phase or part of your thesis you have carried out.

**Courses Taken:**

- *Comprehensive:*

- *Core:*

**Workshops Taken:**

**Research /Thesis Progress:**

Outline your research goals for the **next 6 months** in the following box.

Indicate what milestones have been set for the next 6 months, detailing which phase or part of your thesis is going to be completed.

➤ **Rating Educational and Research Performance:**

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. Below my expectations | <input type="checkbox"/> |

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

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. Below my expectations | <input type="checkbox"/> |

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

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<br>(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 I have received written feedback Yes  No   
Yes  No
5. I have major 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 ethical 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 of any way that you think your supervisory team could improve its support of your studies

10. Do you have any barriers 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 barriers and indicate whether you have sought any support or advice for these barriers (e.g., from your supervisory team)

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 were taken:

12. Are there any issues that head of your department or the VD for Research Affairs 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 the 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. Were the optional courses/classes held in the department if needed?

Yes  No

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

Yes  No

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

Yes  No

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

Yes  No

20. Was your seminar related to your thesis subject?

Yes  No

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

Yes  No

22. Were the seminar courses held regularly during the semester?

Yes  No

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

Yes  No

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

Yes  No

25. Was a pilot study 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 forward the form to your main supervisor**

**PART B: To be completed by the Supervisory Team (Main Supervisor)**

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                       c. Satisfactory   
b. Good                                       d. Below acceptable standard

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

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

- a. Very good                       c. Satisfactory   
b. Good                                       d. Below acceptable standard

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 issues that the VD for Research Affairs should be aware of?

Yes                       No

If Yes, please comment:

7. I, as the main supervisor, recommend that the student's enrolment be:

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

Specified conditions of continued enrolment:

8. I, as the main supervisor, 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:

_____ <b>Signature of Main Supervisor</b>	_____ <b>Date</b>
_____ <b>Signature of Second Supervisor</b>	_____ <b>Date</b>
_____ <b>Signature of Advisor</b>	_____ <b>Date</b>
_____ <b>Signature of Advisor</b>	_____ <b>Date</b>

**Please now return the form to the student**

**Additional Comments by the Student**

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:

1. I have discussed this progress report with my supervisor:                      Yes                       No

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

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

Yes                       No

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**Student's signature**

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**Date**

**Please forward the form to the Head of your Department**

**PART C: To be completed by the Dean of the Department**

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, as the head of the department, 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 Head of the Department**

\_\_\_\_\_  
**Date**

**Please forward the form to Dean of your School**

**PART D: To be completed by the Dean/Vice Dean of the School**

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

- Approved
- Declined

I conclude 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:

**Please forward the form to the IC-TUMS Vice Dean for Research Affairs**

**PART E: To be completed by the IC-TUMS Vice Dean for Research Affairs**

\_\_\_\_\_  
**Signature of IC-TUMS Vice Dean for Research Affairs**

\_\_\_\_\_  
**Date**

Comments: