Monthly Study Progress Report (SGS06A)
(for Postgraduate Studentship Recipients Taking Study Leave Overseas)
for the Month of __________, 20__

Please complete the monthly report and send it to your supervisor by email or by fax by the 15th day of each month. Late submission may cause delay in the release of Postgraduate Studentship.

Section A: to be completed by the student

Student Name: ________________________________  Student Number: _____________________

Department: ________________________________________________________________

Degree of Study: ______________  Study Leave Period: from __________________ to __________________ (dd/mm/yyyy) (dd/mm/yyyy)

Name of Supervisor: __________________________________

Study Progress Report:
(Please report here your study progress in the last month, including the research work you have done and any significant results obtained.)

(please use separate sheets if necessary)

Section B: to be completed by the Supervisor

Means and frequency of contacts with the student:

Difficulties/problems encountered regarding supervision of the student’s study:

Recommendation:

☐ I confirm that the study progress reported by the student is satisfactory. I recommend that the Postgraduate Studentship for this month be released to the student.

☐ I confirm that the study progress reported by the student is not satisfactory. I recommend that the Postgraduate Studentship for this month be suspended.

Other Comments/recommendations:

________________________________________

Signature by Supervisor: ___________________________  Date: ___________________________

(please forward the completed form to SGS by 15th of each month)

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23 Dec 2009