

PERFORMANCE PROGRESS MONITORING (PPM) FOR PG BY RESEARCH CANDIDATES

1.0 Terms and Definitions

Outcome of Research Progress		
Term	Acronym	Definition
Satisfactory	S	Satisfactory grade
Unsatisfactory	US	Unsatisfactory grade
Not applicable	NA	Not applicable

Administrative Status		
Term	Acronym	Definition
Registered	REG	A candidate has registered in system
Not Registered	N-REG	A candidate has not registered in system
Financially Barred	BAR	A candidate who could not register due to financial barring
Registered – Observer	REG – O	<ul style="list-style-type: none"> • A candidate who has just registered no more than 6 months • A candidate who has presented and passed the PDS no more than six (6) months before the PG colloquium • A candidate who has presented and passed the WCS no more than six (6) months before the PG colloquium
Newly Enrolled	NEW	A newly enrolled candidate
Submitted Thesis	SUB-THS	A candidate who has submitted thesis for examination

2.0 Guidelines

1. Every candidate must submit a half-yearly progress report and present his/her progress report in a research colloquium twice a year as part of the progress monitoring in June and December.
2. The progress report shall indicate the achievements/milestones achieved/list of publications (if any), etc. and also include the work plan (including thesis writing plan) for the next 6 months.
3. Notification for PPM registration will be sent **1 months** prior to the start of the registration process to allow time for the candidate to clear outstanding fees.
4. A candidate who **did not register** in system is **not allowed** to present at the PG colloquium. A US grade will be given.
5. A newly registered candidate whose candidature period is **no more than 6 months** only needs to **register** in system to obtain a formal progress monitoring result in transcript. He/she **does not** need to **present** at the PG colloquium. A NA grade will be given.
6. A new candidate who has enrolled after the PPM registration deadline does not need to register in system. A NA grade will be given.
7. A candidate who has **presented** for Proposal Defence or Work Completion Defence no more than **six months** before the PG colloquium **does not need to present** at the colloquium. Nevertheless, the candidate is still required to **REGISTER FOR PPM in system** to obtain a formal progress monitoring result in transcript. A NA grade will be given.
8. A candidate who has **submitted** his/her **thesis** for examination is no longer needed to register for PPM. A NA grade will be given.
9. **Appeal** to present at the PG colloquium after the system registration deadline, but **before the PG colloquium**, can be made to the Dean of IPS based on **valid reasons**, with strong support from the faculty.
10. Appeal to present at the PG colloquium after system registration deadline and also **after the PG colloquium CANNOT be accepted**. A US grade will be given.
11. A candidate who has **registered** in system, but could not present at the PG colloquium due to valid reasons such as **medical leave** or **conference/workshop/public event** that clashes with the PG colloquium can request to **reschedule** the presentation, based on the **discretion of the Faculty**. Evidence must be submitted to supervisor(s) and Faculty R&I for records. Otherwise, a US grade will be given.
12. A candidate who is on **leave of absence (LOA)** (or had just resumed studies for no more than 3 months after the ending of the LOA) can be **exempted** from the PPM exercise. A NA grade will be given.
13. A candidate will have his candidature terminated after obtaining 3 consecutive 'US' grades (including US (BAR) and US (N-REG)).

3.0 Examples of Scenarios and Corresponding Outcome/Status

No.	Scenario	Outcome
1.	A candidate who registered in system, presented at PG colloquium, and obtained satisfactory grade	S
2.	A candidate who registered in system, presented at PG colloquium, and obtained unsatisfactory grade due to poor performance	US
3.	A candidate who did not register for PPM in system due to financial issue	US (BAR)
4.	A candidate who did not register in system due to other reasons	US (N-REG)
6.	A candidate whose candidature period is not more than 6 months, registered in system and did not present at the PG colloquium	NA (REG – O)
7.	A candidate who registered in system, presented and passed the Proposal Defence no more than six (6) months before the PG colloquium, and did not present at PG colloquium	NA (REG – O)
8.	A candidate who registered in system, presented and passed the Work Completion Seminar no more than six (6) months before the PG colloquium, and not presenting at PG colloquium	NA (REG – O)
9.	A new candidate who has just enrolled after the PPM registration deadline	NA (NEW)
10.	A candidate who has submitted thesis for examination	NA (SUB-THS)
11.	A candidate who is on leave of absence (LOA)	NA