



BAHAGIAN PENGAJIAN SISWAZAH
Pusat Pengajian Kejuruteraan Bahan Dan Sumber Mineral
Universiti Sains Malaysia, Kampus Kejuruteraan
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**LAPORAN KEMAJUAN PENYELIDIKAN DAN PENCAPAIAN HASIL PEMBELAJARAN PROGRAM
(RESEARCH PROGRESS AND PROGRAMME LEARNING OUTCOME ATTAINMENT REPORT)**

Nama/Name: No Matriks/Matrix No.:

Nama Penyelia Utama/Bersama*:

*Name of Main Supervisor/Co-supervisor**

Program/Programme:

Tahap Pengajian/Level of study: MSc/PhD*

Semester:

Tarikh/Date:

Kemajuan Penyelidikan/Research progress

Aspects	Progress	Remark by supervisor
Literature Review (estimation by percentage)		
Data Collection (estimation by percentage)		
Writing thesis (estimation by chapter)		
Publication (Stage of manuscript)		

Aktiviti Ke Arah Pencapaian Hasil Pembelajaran/Activities to Learning Outcome Attainment

	Aktiviti yang diambil bahagian (Rujuk lampiran) <i>Activities taken part in (Refer Appendix)</i>	Ulasan penyelia/ <i>Supervisor's comment</i>	Accumulated achievement <i>(no of activities)</i>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			

Tandatangan Pelajar
Student's signature

Tandatangan Penyelia Utama/Bersama*
*Main supervisor's/co-supervisor's signature**

Tandatangan TD Siswazah
Deputy Dean's Signature

Nota/Note:

*: Potong mana yang tidak berkenaan/Cross out whichever not relevant.

1. Pelajar perlu mencatat aktiviti berkaitan yang telah tercapai (berdasarkan kepada rubrik/senarai aktiviti yang dilampirkan) dan tahap kemajuan penyelidikan pada penghujung setiap semester setelah perjumpaan bersama penyelia **kali keempat**.

Student shall record the relevant activities achieved (based on the rubrics/list of activities attached) for learning outcome attainment progress at the end of the semester after the fourth meeting reports with the supervisor.

2. Borang ini perlu diberikan kepada penyelia untuk rekod fail penyeliaan. Borang ini perlu diberi kepada TD siswazah pada hujung semester untuk pengesahan. Satu salinan borang yang telah disahkan perlu disimpan oleh pelajar dalam buku log/fail pelajar.

The form must be given to the supervisor for the record of supervision file. The form must be given to the Deputy Dean of Postgraduate Studies at the end of semester for verification. A copy of the verified form must be kept by the student in the logbook/student file.

Suggested Assessment Criteria/ Activities and Rubrics for the Attainment of PLO

Note: Supervisor must discuss with the students on achievement over the period of study to ensure KPI's for each attainment are realistic

PLO*	Assessment criteria/Activities	Supporting documents	Attainment of PLO by semester
PLO 1- Knowledge and understanding	Apply the knowledge through formal, informal, and non-formal learning circumstances-experiences.	- Logbook - Supervision meeting records	At least 5 activities achieved. (SET BETWEEN student and supervisor)
	Reading and updating research knowledge through literature review.	- Logbook - Bibliography and annotation	
	Sharing research among members of supervisory team as a senior or colleague.	- Logbook - Supervision meeting records	
	Sharing research in journal club or any other occasions (that contributes to sustainable development) – MQF 2024	Proof of participation	
	Co-teaching or assisting teaching works to undergraduate or postgraduate students.	- Logbook - Teaching materials - Appointment letters	
	Contribution to teaching to the members of supervisory team as a senior or colleague.	- Logbook - Supervision meeting records	
	Writing and editing review article on the related discipline.	- Proof of submission - Proof of publication	
	Others (please specify)		
PLO2 – Cognitive Skills	Assisting in reviewing article/ thesis/ practical works of members/ colleagues.	- Logbook - Supervision meeting records	At least 5 activities achieved.
	Providing solutions to the research problems.	- Logbook - Supervision meeting records	
	Providing feedback to the others research projects during discussion or journal club.	- Proof of attendance in discussion session/ journal club - Supervision meeting records	
	Writing and editing manuscripts for publication.	- Proof of submission - Proof of publication	
	Writing and editing research proposal for grant application.	Proof of writing and editing	
	Reviewing external article.	Proof of submission of reviewing records	
	Applying external grant/funding with new ideas/ proposal.	Proof of submission	
	Contribution to preparation of research tenders and grant applications	- Logbook - Proof of submission	
	Others (please specify)		
PLO3 – Practical Work Skills	Meeting milestones of research activities.	- Logbook - Supervision meeting records - Gantt chart and milestone records	At least 5 activities achieved.
	Assisting practical/research works to undergraduate or postgraduate students.	- Logbook - Teaching materials - Appointment letters	

	Contribution to teaching on the practical/ research skills to the members of supervisory team as a senior or colleague.	• Logbook • Supervision meeting records	
	Participating in training/ workshop on research skills.	• Proof of attendance	
	Participating in training/ workshop/ seminars on specific technical skills.	• Proof of attendance	
	Presenting research skills to peers or stakeholders in training/ workshop.	• Appointment letter	
	Presenting research findings in seminar/ conference/ exhibition etc.	• Proof of attendance	
	Others (please specify)		
PLO 4 – Interpersonal Skills	Participation in postgraduate club or social/ community/ volunteerism activities (school level).	• Proof of participation	At least 2 activities achieved.
	Participation in social/ community/ volunteerism activities (university level).	• Proof of participation	
	Participation in social/ community/ volunteerism activities (national/international level).	• Proof of participation	
	Working with professionals and peers on academic matters (e.g. committee members in conference, seminar etc.)	• Proof of involvement	
	Participation in teamwork and collaborative projects (e.g. as project members etc)	• Proof of involvement	
	Networking with international experts in the disciplines (e.g. collaboration, co-publication etc).	• Proof of involvement	
	Industry/organisational placements.	• Proof of placement	
	Research or educational visit to other research institutions.	• Proof of visit/travel	
	Others (please specify)		
PLO5 – Communication Skills	Seminar or journal club presentation	• Proof of presentation	At least 3 activities achieved.
	Conference attendance and presentation (oral and poster)	• Proof of attendance	
	Participating in training/ workshop/ seminars on report writing skills.	• Proof of participation	
	Participating in training/ workshop/ seminars on oral presentation skills.	• Proof of participation	
	Participating in training/ workshop/ seminars on preparation of manuscripts.	• Proof of participation	
	Writing and editing manuscripts for publication.	• Proof of submission • Proof of publication	
	Others (please specify)		
PLO6 – Digital Skills	Utilising digital skills in presenting works (internal discussion with supervisor or in journal club/ others)	• Supervision meeting records • A copy of slide presentation	At least 2 activities achieved.
	Participating in training/ workshop/ seminars on the use audio-visual technology skills.	• Proof of participation	
	Participating in training/ workshop/ seminars on media presentation skills.	• Proof of participation	
	Participating in training/ workshop/ seminars on advanced library and information search skills.	• Proof of participation	
	Participating in training/ workshop/ seminars on specific digital skills.	• Proof of participation	
	Possessing ethics in using AI generative tools.	• Logbook • Supervision meeting records	
	Others (please specify)		
PLO7- Numerical Skills	Utilising numeracy skills in presenting works (internal discussion with supervisor or in journal club/ others)	• Supervision meeting records • A copy of slide presentation	At least 2 activities achieved.
	Participating in training/ workshop/ seminars on statistics.	• Proof of participation	
	Participating in training/ workshop/ seminars on data analytic techniques.	• Proof of participation	
	Participating in training/ workshop/ seminars on specific data handling skills.	• Proof of participation	
	Others (please specify)		
PLO8 – Leadership.	Setting goal related to research	• Supervision meeting records • Gantt chart and milestone records	At least 2 activities achieved.
	Revising and updating milestones and research activities in a timely manner.	• Gantt chart and milestone records	

	Involvement in any organising committee of any conference/ seminar/ workshop.	• Proof of involvement	
	Lead a group of people (e.g. committee members)	• Proof of leadership	
	Others (please specify)		
PLO9 – Personal Skills	Meeting candidature milestones.	• Gantt chart and milestone records	At least 2 activities achieved.
	Keeping the logbook clear and up to date.	• Logbook	
	Attending research work punctually with good time management.	• Logbook	
	Monitoring the research progress with constant discussion with supervisory team.	• Supervision meeting records	
	Preparation of thesis chapters according to milestones.	• Logbook • Copies of thesis chapters.	
	Participating in training/ workshop/ seminars on career planning, CV writing, job applications and interviews.	• Proof of participation	
	Membership of professional organisations/ committees	• Proof of memberships	
	Involvement in professional organisations/ committees	• Proof of involvement	
	Applying for travel scholarships and other grants	• Proof of application	
	Applying attachment in other institution.	• Proof of application	
	Others (please specify)		
PLO10 - Entrepreneurial skills	Participating in training/ workshop/ seminars on patents/ copyright/ trade secret/ intellectual property.	• Proof of participation	At least 2 activities achieved.
	Participating in training/ workshop/ seminars on entrepreneurship.	• Proof of participation	
	Suggesting entrepreneurial idea from the research project.	• Supervision meeting records	
	Writing and editing the documents on patents/ copyright/ trade secret/ intellectual property.	• Proof of filing	
	Others (please specify)		
PLO 11 - Ethics and Professionalism	Preparation of applications to ethics committees	• Proof of submission and approval	At least 2 activities achieved.
	Renewing ethical approval prior to the deadline	• Proof of revision and approval of extension	
	Conducting research professionally by following the rules and regulations.	• Logbook • Supervision meeting records	
	Upholding integrity.	• Turnitin report	
	Participating in training/ workshop/ seminars on ethical and professional issues (e.g. research ethics, research misconduct etc.)	• Proof of participation	
	Participating in training/ workshop/ seminars on occupational health and safety training.	• Proof of participation	
	Participating in training/ workshop/ seminars on laboratory safety and chemical handling.	• Proof of participation	
	Others (please specify)		