

Department of Economics and Econometrics
Pakistan Institute of Development Economics (PIDE) Islamabad

Bi-Annual Progress Report from PhD Students at Thesis Stage

Guidelines for Student and Supervisor

1. The Performa will be filled by the PhD students that are at the dissertation stage at end of each semester. Before semester enrolment, they must have to submit the Performa to main Supervisor.
2. The Supervisor will submit the Performa to the Department.
3. The Department staff must ensure that the Performa will be totally completed.
4. The Performa will be tagged in student's personal file and will be used for final thesis grading.

Section 1 (to be filled by the Student)

- 1.1. Semester against progress is submitted:-----
- 1.2. Student name:-----
- 1.3. Registration number:-----
- 1.4. Program:-----
- 1.5. Supervisor's name:-----
- 1.6. Co-Supervisor's name:-----
- 1.7. Thesis Title: -----

- 1.8. CGPA in course work:-----
- 1.9. When course work was completed (month/year):-----
- 1.10. When proposal was defended (if applicable):-----
- 1.11. Are you an active participant in your research community? Describe the research community and your involvement. This includes association and discussion with experts in your field at PIDE and elsewhere, opportunities to engage with other PhD students, conference participation etc during last 6 months.

Sr. no	Activities	Where conducted	Name of experts with whom meeting conducted
Discussion with experts (other than supervisor)			
1			
2			
3			
4			
5			
Conference participation			
6			
7			
8			
9			
10			
11			
Presentation made			
12			
13			
14			
15			
16			
Any other activity			
17			
18			
19			
20			
21			

1.12. What have been the main accomplishments of your thesis during last six months? For example: analysis completed, chapter drafts, reports, publications (please list). Please rate your progress on likert scale where 0 mean 0% and 10 mean 100% against each activity.

Introduction	0	1	2	3	4	5	6	7	8	9	10
Literature Review	0	1	2	3	4	5	6	7	8	9	10
Data collection	0	1	2	3	4	5	6	7	8	9	10
Methodology finalization	0	1	2	3	4	5	6	7	8	9	10
Data analysis	0	1	2	3	4	5	6	7	8	9	10
Results	0	1	2	3	4	5	6	7	8	9	10
Overall thesis completion	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10

1.13. What key milestones do you plan to meet during the six months? Examples of milestones include: review the literature; methodology; collect data; analyse data; revise chapter drafts; edit and proof read thesis; present conference paper/exhibition; or submit articles etc.

Introduction	0	1	2	3	4	5	6	7	8	9	10
Literature Review	0	1	2	3	4	5	6	7	8	9	10
Data collection	0	1	2	3	4	5	6	7	8	9	10
Methodology finalization	0	1	2	3	4	5	6	7	8	9	10
Data analysis	0	1	2	3	4	5	6	7	8	9	10
Results	0	1	2	3	4	5	6	7	8	9	10
Overall thesis completion	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10
Any other (specify)	0	1	2	3	4	5	6	7	8	9	10

1.14. By what date do you plan to submit your thesis:-----

1.15. The research process generally has its challenges, and we would like to hear about yours. What are one or two of the biggest challenges you have faced during the past 6 months in terms of progressing your research? (These could include: logistical, technical, personal or any other difficulties)

- i. -----
- ii. -----

1.16. Describe your working relationship with your supervisory team. For example, do you have regular meetings, do you need additional academic support. How often do you meet or have contact with your Supervisor and your Associate Supervisor? Is this supervisory arrangement satisfactory for you?

Student's signature:

Date:-----

Now, please deliver this form to your supervisor so they can fill out the next section.

Section 2 (to be completed by the Main Supervisor)

2.1. How often do you meet or have contact with the candidate? Is this supervisory arrangement satisfactory?

2.2. What were the main challenges encountered by the candidate during the last six months that impacted on the progress of research? (This includes personal, technical or other problems).

2.3. Please indicate steps you and the candidate have taken or will take to help overcome these problems in the future.

2.4. Are there any significant achievements not mentioned in section 1 that you would like to mention here?

2.5. Would you like to add any suggested milestones to those already proposed by the student?

- a) -----
- b) -----
- c) -----
- d) -----
- e) -----

2.6. How much the student has rightly reported his/her achieved progress in 1.11 and 1.12 during last 6 months?

[1] upto 20% [2] 20% to 40% [3] 41% to 60% [4] 61% to 80% [4] above 80%

2.7. Overall how would you rate candidate's progress during the last semester (6 months)?

[1] Commendable [2] Satisfactory [3] Marginal [4] Unsatisfactory

2.8. Describe the factors that have contributed to this rating:

- a) -----
- b) -----
- c) -----

2.9. How much the student will achieve proposed milestones as detailed in 1.13 during next 6 months?

[1] upto 20% [2] 20% to 40% [3] 41% to 60% [4] 61% to 80% [4] above 80%

2.9. Do you agree with the submission date anticipated by the candidate?

[1] Yes [2] No

2.10. Please highlight the key challenges of student that s/he should improve?

- a) -----
- b) -----
- c) -----

Supervisor's signature:

Date:-----

Supervisor is requested to handover the Performa to the Department.

SECTION 3: Bi-Annual Performance Review Committee

A committee will be constituted by the Dean (on recommendation of HOD) comprises of three researchers and faculty members that will conduct interview with the student to review the progress. Both the main and co-supervisors will not be the part of Committee.

3.1. Date of interview:-----

3.2. Interview panel members:

- a) -----
- b) -----
- c) -----

3.3. Based on the interview, please rate the candidature progress during last 6 months:

Research progress	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory
Training needs	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory
Supervisory relationship	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory
Submitted information in Performa	[1] Commendable	[2] Satisfactory	[3] Marginal	[4] Unsatisfactory

3.4. Based on interview, whether student will achieve the proposed milestones during next 6 months?

Member 1	[1] upto 20%	[2] 20% to 40%	[3] 41% to 60%	[4] 61% to 80%	[4] above 80%
Member 2	[1] upto 20%	[2] 20% to 40%	[3] 41% to 60%	[4] 61% to 80%	[4] above 80%
Member 3	[1] upto 20%	[2] 20% to 40%	[3] 41% to 60%	[4] 61% to 80%	[4] above 80%

3.5. would panel like to recommend certain tasks/milestones for student?

Sr. no	Task	Date to be achieved
1		
2		
3		
4		
5		

3.6. Outcome of annual progress review:

- a) Progress is commendable. Continued enrolment subject to conditions outlined in the milestones/action items above (3.5).
- b) Progress is satisfactory. Continued enrolment subject to conditions outlined in the milestones/action items above (3.5).
- c) Progress is marginal. Continued enrolment subject to conditions outlined in the milestones/action items above (3.5).
- d) Progress is unsatisfactory. Recommendation is to:
 - a. Allow continued enrolment subject to conditions outlined in the milestones/action items above
 - b. Warning may be issued to student (statement of warning-----

-----)
 - c. Admission may be cancelled. Please list the reasons

Signature of Member 1

Signature of Member 2

Signature of Member 3

Head of Department Signature:

Date:-----