

WEF 01.01.2026
POSTGRADUATE INSTITUTE OF SCIENCE
UNIVERSITY OF PERADENIYA

PROGRESS REPORT OF FULL & PART TIME POSTGRADUATE STUDENTS
(MPhil & PhD)

Full-Time Students

- a) **Reporting Period:** 1st January – 30th June
Submission Deadline: *On or before 15th July*
- b) **Reporting Period:** 1st July – 31st December
Submission Deadline: *On or before 15th January (of the following year)*

Part-Time Students

- a) **Reporting Period:** 1st January – 30th September
Submission Deadline: *On or before 15th October*
- b) **Reporting Period:** 1st October – 30th June
Submission Deadline: *On or before 15th July (of the following year)*

PERIOD COVERED: From to

Every postgraduate student registered for a research degree (MPhil/PhD) must submit a formal written report on the progress of their research project according to the schedule below. The report should be submitted together with the official Progress Report Form, through the supervisor(s), to the PGIS office.

A. This section must be completed by the student and handed over to his/her supervisor/s.

- 1. Name of Student:
- 2. Degree (registered for):
- 3. Board of Study:
- 4. Title of the Thesis:

Reg. No.	Field of Study	Mode of Reg.	Date of Registration
		Full-time/Part-time	

- 5. Place/s where research is carried out:
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- 6. Brief description of the research carried out during the above period.

Attach 2-3 separate sheets. The report should cover the following aspects:

- (i) Introduction
- (ii) Literature Review
- (iii) Research Methodology
- (iv) Data Collection and Analysis
- (v) Results and Discussion
- (vi) Future Directions
- (vii) References

- 7. Course work requirement/s (if any, please specify), as indicated in your MPhil/PhD Offer Letter:

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Date:

.....

Signature of the Student

B. MPhil Progress Evaluation

a) **Full-Time Students:** Evaluation to be conducted every 6 months

b) **Part-Time Students:** Evaluation to be conducted every 9 months

Each MPhil student is required to submit a total of four (4) Progress Reports during the study period. These reports must be submitted according to the specified schedule and routed through the supervisor(s) to the PGIS office for evaluation.

Score Scale: 5 – Excellent, 4 – Good, 3 – Satisfactory, 2 – Needs Improvement, 1 – Poor

B1:1st Progress Report – Foundation and Planning

<i>Evaluation Criteria</i>	<i>Graduate Attribute(s)</i>	<i>Mapped PLO(s)</i>	<i>Score (1–5)</i>
<i>Familiarity with background literature</i>	<i>1. Proficient Expertise</i>	<i>PLO 1, 5</i>	
<i>Clarity of research objectives and plan</i>	<i>2. Advanced Researcher</i>	<i>PLO 1, 2</i>	
<i>Identification of research gap(s)</i>	<i>2. Advanced Researcher</i>	<i>PLO 1, 5</i>	
<i>Research methodology understanding</i>	<i>1. Proficient Expertise; 2. Advanced Researcher</i>	<i>PLO 1, 5</i>	
<i>Regular participation in supervision sessions</i>	<i>5. Leader and Collaborator</i>	<i>PLO 4, 6</i>	
<i>Motivation and enthusiasm</i>	<i>4. Lifelong Learner</i>	<i>PLO 8, 9</i>	
<i>Coursework completion</i>	<i>4. Lifelong Learner</i>	<i>PLO 10</i>	

B2:2nd Progress Report – Implementation and Initial Progress

<i>Evaluation Criteria</i>	<i>Graduate Attribute(s)</i>	<i>Mapped PLO(s)</i>	<i>Score (1–5)</i>
<i>Progress in data collection</i>	<i>2. Advanced Researcher</i>	<i>PLO 2, 5</i>	
<i>Use of appropriate research methods/tools</i>	<i>1. Proficient Expertise; 8. Strategic Solver</i>	<i>PLO 1, 7</i>	
<i>Problem-solving and troubleshooting ability</i>	<i>2. Advanced Researcher; 8. Strategic Solver</i>	<i>PLO 1, 5</i>	
<i>Participation in seminars/workshops</i>	<i>3. Communicator and Sharer</i>	<i>PLO 3, 4</i>	
<i>Time management and milestones</i>	<i>4. Lifelong Learner</i>	<i>PLO 8</i>	
<i>Adherence to research ethics</i>	<i>6. Ethically Responsible</i>	<i>PLO 6</i>	
<i>Coursework completion</i>	<i>4. Lifelong Learner</i>	<i>PLO 10</i>	

B3:3rd Progress Report – Analysis and Writing

<i>Evaluation Criteria</i>	<i>Graduate Attribute(s)</i>	<i>Mapped PLO(s)</i>	<i>Score (1–5)</i>
<i>Data analysis and interpretation</i>	<i>2. Advanced Researcher; 8. Strategic Solver</i>	<i>PLO 1, 5</i>	
<i>Drafting of thesis chapters</i>	<i>3. Communicator; 4. Lifelong Learner</i>	<i>PLO 3, 10</i>	
<i>Critical thinking & discussion of results</i>	<i>2. Advanced Researcher</i>	<i>PLO 1, 5</i>	
<i>Incorporation of supervisor feedback</i>	<i>5. Leader and Collaborator</i>	<i>PLO 4, 6</i>	
<i>Quality of academic writing</i>	<i>3. Communicator</i>	<i>PLO 3</i>	
<i>Initiative in preparing publications</i>	<i>3. Communicator; 7. Policy Engagement</i>	<i>PLO 3, 10</i>	

Coursework completion	4. Lifelong Learner	PLO 10	
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B4:4th Progress Report – Finalization and Output

Evaluation Criteria	Graduate Attribute(s)	Mapped PLO(s)	Score (1–5)
Completion of thesis draft	4. Lifelong Learner; 2. Researcher	PLO 3, 10	
Submission of papers for publication	3. Communicator; 7. Policy Engagement	PLO 3	
Readiness for thesis submission	2. Researcher; 3. Communicator	PLO 3, 5	
Presentation skills (seminar/defense)	3. Communicator	PLO 3	
Independence and ownership of research	5. Leader; 6. Ethical Individual	PLO 5, 6	
Overall performance and consistency	All (1–8)	All PLOs (1–10)	
Coursework completion	4. Lifelong Learner	PLO 10	
Final thesis submission	2. Researcher; 4. Lifelong Learner	PLO 3, 10	
Completion of thesis draft	4. Lifelong Learner; 2. Researcher	PLO 3, 10	

C. PhD Progress Evaluation

C1:1st Progress Report – Research Conceptualization

Evaluation Criteria	Graduate Attribute(s)	Mapped PLO(s)	Score (1–5)
Familiarity with advanced literature	1. Research Leadership	PLO 1	
Identification of original research problem	1. Innovation; 6. Problem Solving	PLO 1, 4	
Clarity of objectives and rationale	1. Leadership; 3. Academic Leadership	PLO 1, 3	
Alignment with national/global needs	2. Strategic Influence	PLO 8, 9	
Ethical planning and compliance	7. Ethical Leadership	PLO 7	
Coursework completion	4. Lifelong Learner	PLO 10	

C2: 2nd Progress Report – Research Planning and Design

Evaluation Criteria	Graduate Attribute(s)	Mapped PLO(s)	Score (1–5)
Development of methodology and tools	1. Research Leadership	PLO 4, 6	
Feasibility and risk mitigation strategies	6. Problem Solver	PLO 4, 8	
Planning research timeline and milestones	3. Academic Leadership	PLO 9	
Collaboration readiness (local/international)	2. Global Networking	PLO 7	
Integration of sustainability and inclusiveness	6. Holistic Solver	PLO 8	
Coursework completion	4. Lifelong Learner	PLO 10	

C3: 3rd Progress Report – Implementation and Initial Results

Evaluation Criteria	Graduate Attribute(s)	Mapped PLO(s)	Score (1–5)
<i>Data collection progress and quality</i>	<i>1. Leadership; 6. Digital Literacy</i>	<i>PLO 1, 6</i>	
<i>Use of advanced tools/techniques</i>	<i>1. Technical Expertise</i>	<i>PLO 1, 6</i>	
<i>Preliminary findings and interpretation</i>	<i>6. Critical Thinking</i>	<i>PLO 1, 4</i>	
<i>Contribution to team research</i>	<i>4. Mentorship; 7. Social Engagement</i>	<i>PLO 5, 7</i>	
<i>Participation in symposia/workshops</i>	<i>5. Visionary Communicator</i>	<i>PLO 2, 3</i>	
<i>Coursework completion</i>	<i>4. Lifelong Learner</i>	<i>PLO 10</i>	

C4: 4th Progress Report – Consolidation and Leadership

Evaluation Criteria	Graduate Attribute(s)	Mapped PLO(s)	Score (1–5)
<i>Analytical depth and integration of data</i>	<i>6. Holistic Problem Solver</i>	<i>PLO 1, 4</i>	
<i>Contribution to theory/practice</i>	<i>8. Societal Impact</i>	<i>PLO 1, 8</i>	
<i>Leadership in research collaborations</i>	<i>2. Global Networking; 4. Mentorship</i>	<i>PLO 5, 7</i>	
<i>Supervision of junior researchers/assistants</i>	<i>4. Mentorship; 3. Academic Leadership</i>	<i>PLO 5</i>	
<i>Advanced dissemination activities (e.g., blogs, outreach)</i>	<i>5. Communicator; 7. Ethical Engagement</i>	<i>PLO 2, 8</i>	
<i>Coursework completion</i>	<i>4. Lifelong Learner</i>	<i>PLO 10</i>	

C5: 5th Progress Report – Publication and Policy Impact

Evaluation Criteria	Graduate Attribute(s)	Mapped PLO(s)	Score (1–5)
<i>Number and quality of publications submitted</i>	<i>5. Communicator; 8. Industry/Policy Impact</i>	<i>PLO 2</i>	
<i>Presentation at high-impact events (international)</i>	<i>2. Strategic Influence</i>	<i>PLO 2, 4</i>	
<i>Contributions to public policy or industry</i>	<i>3. Academic Leadership; 8. Societal Impact</i>	<i>PLO 8, 9</i>	
<i>Development of proposals/funding initiatives</i>	<i>1. Entrepreneurial Vision</i>	<i>PLO 4</i>	
<i>Personal and societal goal alignment</i>	<i>9. Long-term Ethical Goals</i>	<i>PLO 9</i>	
<i>Coursework completion</i>	<i>4. Lifelong Learner</i>	<i>PLO 10</i>	

C6: 6th Progress Report – Final Submission and Future Vision

Evaluation Criteria	Graduate Attribute(s)	Mapped PLO(s)	Score (1–5)
<i>Completion and submission of final thesis</i>	<i>1. Research Leadership; 4. Lifelong Learning</i>	<i>PLO 1, 10</i>	
<i>Final seminar and defense readiness</i>	<i>5. Communicator</i>	<i>PLO 2, 3</i>	
<i>Roadmap for post-PhD research or career</i>	<i>10. Professional Development</i>	<i>PLO 9, 10</i>	

<i>Reflection on learning and growth</i>	<i>4. Lifelong Learning</i>	<i>PLO 10</i>	
<i>Overall contribution and alignment with SDGs</i>	<i>8. Societal Impact; 2. Strategic Influence</i>	<i>PLO 8, 9</i>	
<i>Coursework completion</i>	<i>4. Lifelong Learner</i>	<i>PLO 10</i>	

D. Any other comments/observations:

Signature of Supervisor (1):

Date: Name of Supervisor (1):

Signature of Supervisor (2):

Date: Name of Supervisor (2):

E. Observations of the relevant Board of Study:

Date:

Board of Study in: Signature of the Chairman

F. Approval of the Coordinating Committee

Meeting No: Minute No: Date:

Remarks, if any:

Date:

Senior Assistant Registrar, PGIS