

<b>PART 1 : This part must be filled by USM Fellowship holders</b>																								
<b>Instructions to USM Fellowship holders :</b>																								
1. When to submit this form : Within 15 days of your sixth month of your USM Fellowship tenure for every year 2. <b>Please complete Part 1, get your supervisor's endorsement for Part 2 and submit to Dean/Director of your school/centre</b>																								
<b>Failure to submit this form will affect your yearly extension</b>																								
Name :  Matric Num:  School :  Research Title :          Main Supervisor          Co-Supervisor          My Fellowship status is (please tick and state date) :  1st Appoinment <input type="checkbox"/> From: to: 1st Extension <input type="checkbox"/> From: to: 2nd Extension <input type="checkbox"/> From: to: 3rd Extension <input type="checkbox"/> From: to:  Signature :  Date :	<div style="background-color: #cccccc; padding: 2px;"><b>1. DUTIES/ASSIGNMENTS ASSIGNED BY SCHOOL</b></div> Please state the assignments assigned by your school <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th style="width: 70%;">Assignments</th> <th style="width: 30%;">Time Allocated</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <div style="background-color: #cccccc; padding: 2px; margin-top: 10px;"><b>2. TIME AT USM</b></div> Please state the time that <b>has not been spent at USM</b> for the past 6 months and reason (e.g date)  <div style="background-color: #cccccc; padding: 2px; margin-top: 10px;"><b>3. MY CURRENT PROGRESS (please tick)</b></div> <table style="width: 100%; margin-top: 5px;"> <tr> <td><input type="checkbox"/> Published paper(s) in a refereed journal</td> <td style="text-align: right;">Quantity</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Published paper(s) in conference proceedings</td> <td style="text-align: right;">Quantity</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Presented paper(s) in seminar(s) (non-proceedings)</td> <td style="text-align: right;">Quantity</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Writing manuscript(s) for journal/conference</td> <td style="text-align: right;">Quantity</td> <td style="text-align: center;"><input type="text"/></td> </tr> <tr> <td><input type="checkbox"/> Others :</td> <td></td> <td></td> </tr> </table> <p style="margin-top: 10px;">Please provide/attach details of submitted or published work and on the progress of any publications/conference/seminar you have attended.</p> <div style="background-color: #cccccc; padding: 2px; margin-top: 10px;"><b>4. COURSES, SEMINARS AND WORKSHOPS</b></div> List any school seminar (visiting scholars, research seminars,workshops) you have attended in past 6 months  <div style="background-color: #cccccc; padding: 2px; margin-top: 10px;"><b>5. RESEARCH GRANT</b></div> Is your research project being supported by a research grant or studentship or research contract with USM or outside party? (e.g where a research agency, company or government department is funding the project under an agreement with the University?) Yes <input type="checkbox"/> No <input type="checkbox"/> Name of research grant :	Assignments	Time Allocated							<input type="checkbox"/> Published paper(s) in a refereed journal	Quantity	<input type="text"/>	<input type="checkbox"/> Published paper(s) in conference proceedings	Quantity	<input type="text"/>	<input type="checkbox"/> Presented paper(s) in seminar(s) (non-proceedings)	Quantity	<input type="text"/>	<input type="checkbox"/> Writing manuscript(s) for journal/conference	Quantity	<input type="text"/>	<input type="checkbox"/> Others :		
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<b>PART 2 : SUPERVISOR'S COMMENTS</b>	
<b>1. Intruction to student:</b> Please attach the completed Part 2 with Part 1 and Part 3 and submit to Dean/Director of your School/Centre <b>2. Instruction to Supervisor :</b> Please tick the relevant box	
A. Supervisee's Name :          B. Main Supervisor's Name :	Please tick in the relevant box  1. How is the student progressing with his research work? <input type="checkbox"/> <i>Excellent</i> <input type="checkbox"/> <i>Very Good</i> <input type="checkbox"/> <i>Satisfactory</i> <input type="checkbox"/> <i>Weak</i>  2. How is the student progressing with his/her publication requirement as a USM Fellowship holder ? <input type="checkbox"/> <i>Excellent</i> <input type="checkbox"/> <i>Very Good</i> <input type="checkbox"/> <i>Satisfactory</i> <input type="checkbox"/> <i>Weak</i>  3. How do you rate the student's overall progress as a USM Fellowship holder? <input type="checkbox"/> <i>Excellent</i> <input type="checkbox"/> <i>Very Good</i> <input type="checkbox"/> <i>Satisfactory</i> <input type="checkbox"/> <i>Weak</i>  4. Other comments :          5. Do you recommend the continuation of USM Fellowship to your supervisee?  <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>
<b>PART 3 : This part must be filled by School/Centre's Evaluation Committee (Confidential)</b>	
<b>Instructions to Evaluation Committee:</b>	
1. This part is confidential    2. Please submit to Dean/Director for endorsement of recommendations    3. Please refer to the Supervisor's Comment Section	
Committee Chairman :          Signature and official Stamp:          Date :	Candidate's general performance as Fellowship holder for the past 6 months (please tick)  <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Excellent    Good    Satisfactory                      Not satisfactory    Poor  <div style="display: flex; justify-content: space-around; border-top: 1px dashed black;"> <span><b>Recommended</b></span> <span><b>Not recommended</b></span> </div>
<b>PART 3 : This part must be filled by Dean/Director (Confidential)</b>	
<b>Instructions to Schools/Centre of Excellence :</b>	
1. This mid term report is important for the yearly extension of the Fellowship holder	
<b>Student's failure to submit this form will give implications to yearly extension evaluation</b>	
Dean/Director:          Signature and official Stamp          Date :	<b>ENDORSEMENT &amp; RECOMMENDATIONS</b>          Continuation of Fellowship for the next 6 months <input type="checkbox"/>  Continuation of Fellowship not recommended <input type="checkbox"/> State Reason (if any) :
2. Please submit endorsed report to <b>Dean, Institute of Postgraduate Studies, Universiti Sains Malaysia</b> for administrative procedures involving notice of termination (if any) / revocation of allowance for the consecutive month and for monitoring purposes. Thank you	