

# USER GUIDE – SUBMIT RESEARCH PROGRESS REPORT



myEduRec Navigator : *My Homepage* > *Academics* > *Graduate Research*



Select A Program

- Information
- Apply for RS Holiday Leave
- Submit Research Progress Rpt**
- View GAP Hours

National University of Singapore  
Graduate  
Doctor of Philosophy (FoS)

**3** Click on “**Submit Research Progress Rpt**”.

Information

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- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis
- Submit Form
- Declare Acad Travel/Internship

### My Progress Reports

Academic Program: Doctor of Philosophy (FoS)  
 Career: Graduate

**4** Select the relevant semester where the RPR status is indicated as "New".

Semester	Thesis Advisor	Date of Submission	Status	Reporting Period	My RPR Rating	Action
2024/2025 Semester 1	3099, Name	25/02/2025	New	Open	Not Started	Submit >
2023/2024 Semester 2	3099, Name	15/04/2024	Completed	Closed	2 - Good	View >
2023/2024 Semester 1	3099, Name	13/11/2023	Completed	Closed	2 - Good	View >
2022/2023 Semester 2	3099, Name	16/04/2023	Completed	Closed	2 - Good	View >
2022/2023 Semester 1	3099, Name	08/11/2022	Completed	Closed	2 - Good	View >
2021/2022 Semester 1	3099, Name	27/02/2022	Completed	Closed	2 - Good	View >

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### My Progress Reports

Career: Graduate  
 Academic Program: Doctor of Philosophy (FoS)  
 Thesis Advisor: 3099, Name  
 Reporting Semester: 2024/2025 Semester 1  
 Status: New  
 Residency: INTL

**5** Enter your ORCID ID.

\*Open Researcher & Contributor ID (ORCID)

NOTE: ORCID is a mandatory field. If you have not created an ORCID ID, please register [here](#) or watch the [video tutorial](#).

#### \*Upload Attachment (Mandatory)

You may attach a pdf file of not more than 1MB that contains a brief summary of your research progress (information/achievements) for the above-mentioned semester.

To ensure successful uploading, please ensure that your  
 - File size does not exceed 1MB;  
 - File is in PDF format; and  
 - File name does not contain special characters such as \ / \* : " < > ? and not exceed 60 characters.

**6** Attach a brief summary of your research progress in PDF format.

NOTE:- Do NOT include patentable information in your submission.

1	Research_Progress_Report_2425Sem1_	.pdf	<a href="#">View Attachment</a>	<a href="#">Delete Attachment</a>
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#### Student's Self-assessment and Comments

Enter your self-assessment and comments here. Please be concise. Do NOT include patentable information in your submission.

**7** List down any specific information, achievements, issues, etc encountered during your research.

#### Latest meeting date with Thesis Advisory Committee (TAC)

NOTE:- Applicable only to PhD Candidates.

Latest meeting date with TAC (if any)

**8** Indicate the last Thesis Advisory Committee (TAC) meeting date prior to your RPR submission. (Only applicable to PhD candidates)

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### My Progress Reports

#### Graduate Assistantship Programme (GAP) – only for Research Scholars who are International Students

From 2023/2024 Semester 1 onwards, clocking of completed GAP hours are done via myGAP system. For more information on this, please refer to GAP.

Total Number of Hours Required for Candidature: 416.00

The following table shows the total number of GAP hours completed as of last semester. To view the latest GAP hours completed to date, log in to myGAP.

#### ▼ Total Completed Hours

Teaching/Lab Supervision	: 157.00 Hrs/ 37.74%
RA duty,incl. Res Supervision	: 60.00 Hrs/ 14.42%
Other Developmental Assignments	: 0.00 Hrs/ 0%
Hours Completed	: 217.00 Hrs/ 52.16%

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**9** You will be able to view your completed Graduate Assistantship Programme (GAP) hours as of last semester on the next page. (Only applicable to Research Scholars who are International Students)

## My Progress Reports

### GAP (for Research Scholars who are International Students)

Please indicate ONE of the following:

- Yes I am on track to fulfil the requirement stated in the Terms and Conditions of the scholarship.
- No I am NOT on track to fulfil the requirement stated in the Terms and Conditions of the scholarship, but I will strive to be on track.
- No I have completed the requirement stated in the Terms and Conditions of the scholarship.

**10** Indicate whether you are on track, not on track or have completed the GAP requirements. (Only applicable to Research Scholars who are International Students)



Complete the following Student Survey.

Student Survey

The survey aims to assess how well you are coping with the challenges of graduate school and identify any areas where additional support may be needed. Your responses will help us enhance the support system, ensuring it meets your needs throughout your academic journey. All information you provide will remain confidential and be used solely to improve our services.



Indicate "YES" if you are ready to submit your RPR and click on the "Submit" button.

**Yes**  I am ready to submit my progress report. I understand that I will not be able to make further amendments once I click the SUBMIT button below.

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Save as Draft

Submit