

Frequently-Asked-Questions on

RPR

(Research Progress Report)

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I DID NOT RECEIVE ANY EMAIL NOTIFICATION REGARDING THE RESEARCH PROGRESS REPORT EXERCISE. WHAT SHOULD I DO?

There could be a few reasons why you did not receive the email notification:

- a) You are newly admitted this semester.
- b) You are on Leave of Absence (LOA) in the reporting semester.
- c) You have submitted your thesis for examination **before** the RPR exercise start date.
- d) You do not have a Main Thesis Advisor yet.
- e) Your NUSNET mailbox is full.

If reason(s) **a**, **b** or **c** applies to you, this means that you are exempted from the current reporting exercise, otherwise you are required to do the progress report and should check with your Department Administrator why you are not receiving any email notification.

You may approach your Department Administrator for the assignment of a Main Thesis Advisor if you do not have one.

If your mailbox is full, please clear your mailbox.

You may check if a progress report is created for you by logging in to [myEduRec](#) and navigate to **My Homepage > Academics > Graduate Research > Submit Research Progress Rpt** to submit your report.

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I COULD NOT LOGIN TO MYEDUREC AS I HAVE FORGOTTEN MY PASSWORD.

You may proceed to reset your password via your mobile device. Please refer to <https://nusit.nus.edu.sg/change-or-reset-your-nusnet-password/> for details.

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WHAT DO I NEED TO WRITE FOR MY RESEARCH PROGRESS REPORT?

You need to provide a summary of the work you did in the reporting semester (this can include courses taken, doctoral seminars attended, development/review of research project work plan, research project progress, PhD qualifying exam, etc.), your self-assessment and any other comments (e.g., achievements and problems encountered).

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MUST I UPLOAD ANY FILE/ATTACHMENT AND/OR WRITE COMMENTS?

It is compulsory for students to upload the research progress report as a PDF attachment of not more than 1MB. "Student's Self-Assessment and Comments" section is optional, but you may use this section to highlight any specific important information, achievements, or problems encountered in your field of research.

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I HAVE NOT STARTED MY RESEARCH WORK YET ALTHOUGH I STARTED MY CANDIDATURE LAST SEMESTER. DO I STILL NEED TO SUBMIT THE RESEARCH PROGRESS REPORT?

Yes, all research students are required to submit their research progress report online starting from their second semester of study. If you have not started your research work yet, you may give details on the courses you have taken, doctoral seminars you have attended, development/ review of research project work plan, etc. in your submission.

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I AM PLANNING TO SUBMIT MY THESIS SOON (E.G. NEXT WEEK), MUST I SUBMIT THE RESEARCH PROGRESS REPORT?

Yes, you will need to complete the progress report if it has already been created for you. You may log in to [myEduRec](#) to check.

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I AM CURRENTLY ON XXX SCHOLARSHIP, AND I REGULARLY SUBMIT UPDATES TO MY SCHOLARSHIP PROVIDER ON MY RESEARCH AS WELL AS ACADEMIC PROGRESS. DO I STILL NEED TO SUBMIT THE RESEARCH PROGRESS REPORT ONLINE?

Your regular submission to your scholarship provider is meant for your funder to understand/monitor your progress. This research progress report exercise is meant for the University to monitor the progress of your research work during your candidature in NUS. The report will be routed online to your Main Thesis Advisor, Head of Department, and the School/Faculty Deanery. As such, please proceed to submit your progress report online via [myEduRec](#).

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I TRIED TO SUBMIT THE PROGRESS REPORT, BUT I WAS PROMPTED AN ERROR MESSAGE "THERE IS NO MAIN THESIS ADVISOR ASSIGNED TO YOU." I AM SURE THAT I ALREADY HAVE A MAIN THESIS ADVISOR. PLEASE ADVISE.

Your Main Thesis Advisor status may not have been updated correctly in the system. Please approach your Department Administrator for assistance.

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IS IT NECESSARY TO FILL IN THE "LATEST MEETING DATE WITH THESIS ADVISORY COMMITTEE (TAC)" IN THE RESEARCH PROGRESS REPORT SUBMISSION?

This is only applicable to PhD candidates. PhD candidates who have passed their PhD Qualifying Exam (PQE) are generally supposed to meet up with their TAC every semester. Please indicate the last meeting date with your TAC prior to the submission of your current progress report. If there was no meeting with TAC, you may leave this field blank.

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I'M EXPERIENCING TIME-OUT ISSUES WHILE UPLOADING MY ATTACHMENT. WHAT SHOULD I DO?

Please check to ensure that the:

- a) file size does not exceed 1 MB
- b) file format is in PDF
- c) file name is not more than 60 characters and does not contain special characters such as \/*<> ?

If you continue to experience issues with uploading of the attachment, please send an enquiry email to

gdradmin@nus.edu.sg.

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THERE IS A SURVEY TO BE COMPLETED BEFORE THE RESEARCH PROGRESS REPORT CAN BE SUBMITTED. WHAT IS THIS ABOUT?

From AY2024/2025 Semester 2 onwards, we have included this survey, which needs to be completed **with** your progress report submission. This 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. However, please note that no amendments to your responses can be made after submission has been completed.

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CAN I SKIP THIS SURVEY & DIRECTLY PROCEED WITH THE RESEARCH PROGRESS REPORT SUBMISSION INSTEAD?

This survey is tied to your research progress report submission, therefore it is **compulsory** for you to complete it to be able to complete your submission.

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WHEN MUST I SUBMIT THE RESEARCH PROGRESS REPORT?

Please refer to the closing date for submission in the email notification. You are advised to submit your research progress report early to allow ample time for your Main Thesis Advisor, Head of Department and Vice Deans to give their rating and endorse the reports. For more information on research progress matters, you may refer to this link:

<https://nusgs.nus.edu.sg/research-progress-report>.

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I HAVE SUBMITTED MY RESEARCH PROGRESS REPORT, BUT I WANT TO MAKE SEVERAL AMENDMENTS. CAN I "TAKE BACK" MY REPORT AND RE-DO?

Students should not make any amendments after submission of the report unless it is necessary. Students will have to approach their Main Thesis Advisor and ask him/her to REJECT the report online via EduRec (provided Status is still "Pending Thesis Advisor") so that it can be routed back to the student for the necessary amendments.

If Main Thesis Advisor has completed the endorsement and the report is already routed to Head of Department (HOD)/ Vice Dean (VD), i.e. Status is "Pending HOD/VD", then students must approach the Department Administrator in order for the report to be routed back to the student.

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WILL I RECEIVE ANY EMAIL WHEN MY REPORT IS COMPLETED?

Yes, when the report is fully completed by HOD and VD, you will receive an email notification. You may check the status of your research progress report at any time via [myEduRec](#) (Navigation Path: **My Homepage > Academics > Graduate Research > Submit Research Progress Rpt**).

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CAN I CHECK THE STATUS OF MY CURRENT SUBMISSION AND ALSO VIEW RESULTS OF PAST SUBMISSIONS?

Yes. Please log in to [myEduRec](#) and navigate to **My Homepage > Academics > Graduate Research > Submit Research Progress Rpt.**

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WHAT IS THE PENALTY IF I DO NOT SUBMIT MY RESEARCH PROGRESS REPORT BY THE DEADLINE PROVIDED?

If you did not submit your progress report by the set deadline, the report status will automatically be updated to “Deemed Unsatisfactory”. Your non-submission will be reviewed by your Department/Faculty and disciplinary action may be taken against you.

In addition, if you are a Research Scholar, a Negative Service Indicator (NSI) called “RSI - Withhold RS (Res Scholars)” will be tagged to your student records and your stipend will be suspended.