

DISSERTATION MEETING RECORDS FORM

(For Major Advisor - To be submitted at the end of the each semester of Registration)

Name of Student: _____
 Registration No. _____
 Semester Name: _____
 Current Credits Registered: _____

For Office Use Only

Appointment Letter _____ (signed)
 Dissertation Report _____ (submitted)
 Short Report† _____ (submitted)
 Softcopy (Final Dissertation) _____ (submitted)
 Softcopy† (short report) _____ (submitted)
 Dissertation Honorarium _____ (Paid)

 Defence Date _____
 Defence Honorarium _____ (Paid)

 († in proper format)

Progress and Meeting Record

No.	Date	Venue	Purpose	Progress and Comments
1				
2				
3				
4				
5				
6				
7				
8				

(use additional pages if necessary)

To be filled by Major Advisor

Name of Major Advisor: _____
 Topic of Dissertation: _____ (Signature Major Advisor)
 Tentative Letter Grade Assigned (S/U)*: _____
 *(Final letter grade (A+, A, B+ and B) to be assigned only after defence of dissertation)
 Comments (if any): _____ (Signature Prog. Manager)

Please submit this form with one copy of interim report by final exam week, or five copies of spiral bound final dissertation in proper format if dissertation is complete.

†Short report (2000 – 2500 words in IEEE format) of final dissertation and soft copies on disk.