**TIGP-BIODIV Program Thesis Progress Report Record**

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| **Student Name** | (Chinese) | | |
| (English) | | |
| **Student ID Number** |  | **Enrollment Year** |  |
| **Meeting Time & Date**  (DD/MM/YYYY) |  | **Meeting Venue**  (Room No., or Online) |  |
| **Thesis Title** |  | | |
| **Summary Comments and Suggestions by the Committee or Chair (feel free to use extra pages, attaching file for the comments):** | | | |
|  | | | |
| **Thesis Advisory Committee (in print)** | | **Signature** | |
| 1. (Thesis Advisor) | |  | |
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**Note for the student and the committee:**

\* The Thesis Advisory Committee shall meet at least once every six months for the progress report of the student.

\* After passing the full thesis proposal and oral defense, a student must submit a (written) progress report to the Thesis Advisory Committee by the end of each academic year (July 31st). The format of the written progress report can be 2-5 pages, including thesis title, method description, preliminary result and future work.

\* Written Progress Report should be submitted to the Thesis Advisory Committee and the Program Office one week prior to the committee meeting. Thesis Progress report Record should be sent to the Program office within one week after the committee meeting.

\* All committee members should meet together at progress report meeting (physical or visual meeting)for better discussion.

\* The Program will provide reimbursement for local transportation as a small token for members coming from outside Taipei.