

MS THESIS MEETING RECORD FORM

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

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

For Office Use Only

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

 Defence Date _____
 Defence Honorarium _____ (Paid)

 († in proper format)

Progress and Meeting Record

No.	Date	Venue	Purpose	Progress and Comments

(use additional pages if necessary)

To be filled by Faculty

Name of Major Advisor: _____
 Topic of Thesis: _____
 Thesis progress seminar date: _____
 Tentative Letter Grade Assigned (S/U)*: _____

**(Final letter grade (A+, A, B+ or B) to be assigned only after defence of thesis)*

Comments: _____

Advisor Sig. & Date

Program Manager Sig.