CENTRE FOR GRADUATE STUDIES



**Graduate Studies Candidate Progress Report**

To help keep track of progress and any difficulties, all graduate candidates need to complete half-yearly and annually research progress reports.

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| **INSTRUCTIONS**  |
| 1. **Candidates are requested to fill PART A of this form together with their supervisor(s)**
2. **PART B of this form should be filled in by the Graduate Studies candidate only and delivered to the College Associate Deans Graduate Studies and Research. College ADGSR shall keep all information confidential and submit the reports to Centre for Graduate Studies on 30 June and before 31st December every year.**
3. **All information provided in this form will be kept confidential, and where necessary, the information will be used to give the candidate’s supervisors with directions in assisting the candidates in achieving the milestones.**
4. **Candidates are requested to give full disclosures upholding a high level of honesty and integrity on the progress of their milestones.**
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| **PART A: DETAILS**  |
| **Candidate Name**  | Click here to enter text. |
| **Student ID** | Click here to enter text. |
| **Programme**  |  [ ]  Master by Research [ ]  Doctor of Philosophy |
| **Thesis Title**  | Click here to enter text. |
| **Year Enrolled** | Click here to enter text. |
| **Current Enrolment Status**  | Click here to enter text. |
| **Mode of Study** |  [ ]  Part-time [ ]  Full-time |
| **College/School** | Click here to enter text. |
| **Principal Supervisor’s Name** | Click here to enter text. |
| **Co-Supervisor’s Name** | Click here to enter text. |
| **Other Supervisor’s Name *(if any)*** | Click here to enter text. |
| **Progress Report Submitted for (Year)** | Click here to enter text.[ ]  Half Yearly Report [ ]  Annual Report |
| **PREPARATORY AND MANDATORY COURSES** |
| **Have you completed any preparatory and mandatory courses, if yes please list and if no, then do you need any preparatory and mandatory courses which could help in conducting your research.**Click here to enter text. |
| **Supervisor’s comments on preparatory courses.**Click here to enter text. |
| **MILESTONES REVIEW(S) -** Candidates are required to report on the milestones where applicable |
| **CANDIDATURE CONFIRMATION**  |
| **Candidature Confirmation Due Date** | Click here to enter a date. |
| **Candidature Confirmation Actual Date, if conducted** | Click here to enter a date. |
| **Justification if delayed and what is the new expected date** | Click here to enter text. |
| **COMPLETION SEMINAR WITH ORAL PRESENTATION**  |
| **Completion Seminar Due Date** | Click here to enter a date. |
| **Completion Seminar Actual Date, if conducted** | Click here to enter a date. |
| **Justification if delayed and what is the new expected date** | Click here to enter text. |
| **THESIS SUBMISSION**  |
| **Thesis Submission Due Date** | Click here to enter a date. |
| **Thesis Submission Actual Date, if submitted** | Click here to enter a date. |
| **Justification if delayed and what is the new expected date** | Click here to enter text. |
| **SUMMARY OF PROGRESS**  |
| **Candidates are required to report on the research progress summarizing in one or two paragraphs of their work being completed, work in progress and future work (Appendices can be added).**Click here to enter text. |
| **SUMMARY OF EXPENDITURE WITH RESPECT TO APPROVED BUDGET** |
| **Provide detailed list of items purchased using approved budget (Appendices can be added).**Click here to enter text. |
| **TRACKING OF STUDENT- SUPERVISOR(S) MEETING SCHEDULES** |
| **Students are expected to attach records of all meetings/ communication as evidence may be requested by UGSC.**

|  |  |  |
| --- | --- | --- |
| **Meeting schedules in order**  | [ ]  Yes | [ ]  No |
| **Supervisor & Candidate Log filled** | [ ]  Yes | [ ]  No |
| **Supervisor & Candidate Log Signed** | [ ]  Yes | [ ]  No |

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| **SUPERVISOR’S COMMENTS**  |
| **Progress and activity since last report**Click here to enter text. |
| **Areas of concern or disruption experienced**Click here to enter text. |
| **Any other comment**Click here to enter text. |
| **ENDORSEMENT**  |
| **CANDIDATE**  |  |
| **Name** | Click here to enter text. |
| **Signature**  | Click here to enter text. |
| **Date**  | Click here to enter a date. |
| **PRINCIPAL SUPERVISOR(S)** |
| **Name** | Click here to enter text. |
| **Signature**  | Click here to enter text. |
| **Date**  | Click here to enter a date. |
| **CO-SUPERVISOR(S)** |  |
| **Name**  | Click here to enter text. |
| **Signature**  | Click here to enter text. |
| **Date**  | Click here to enter a date. |
| **PART B :** (This section needs to be filled in by the candidate only) |
| **CANDIDATES COMMENTS ON SUPERVISION**(Please briefly answer the following questions) |
| 1. **What is the status of your study? Briefly explain how you are progressing.**

Click here to enter text. |
| 1. **Do you think you are progressing well with your research and adequate support is provided by your supervisor(s)?**

Click here to enter text. |
| 1. **Are there any aspects of supervision you are not happy with?**

Click here to enter text. |
| 1. **Are there any delays in your candidature timeframe? If yes, please list the reasons for delays and what actions have you taken to address the delays.**

Click here to enter text. |
| 1. **Please explain in what way your College ADGSR and or your supervisor(s) can help you to overcome the delays?**

Click here to enter text. |
| 1. **Do you wish to make any other comment(s) that you think will help you in achieving your milestones?**

Click here to enter text. |
| **CANDIDATES DECLARATION**  |
| **I, \_\_\_**Click here to enter text. **\_\_\_\_\_ (Name & Student Number), make this declaration that the information provided in this form are true and correct.** |
| **Name** | Click here to enter text. |
| **Signature** | Click here to enter text. |
| **Date** | Click here to enter a date. |
| **APPROVAL OF THE ASSOCIATE DEAN GRADUATE STUDIES AND RESEARCH**  |
| **Comments** | Click here to enter text. |
| **Signature**  | Click here to enter text. |
| **Date**  | Click here to enter a date. |
| **CHAIR COLLEGE GRADUATE STUDIES**  |
| **COMMENTS *(if applicable)***Click here to enter text. |
| **Signature**  | Click here to enter text. |
| **Date** | Click here to enter a date. |