

## PHD STUDENTS PROGRESS REPORT

Progress report for the period of

<b>I. STUDENT INFORMATION</b>		
Names..... Student registration number.....		
School /Centre of Excellence.....		
Degree programme.....		
(Tick against the appropriate) .....Full-Time.....Part-Time		
First registration date.....		
College: .....		
Research title: .....		
<b>II. SUPERVISORY TEAM</b>		
Name	Qualification	Position
a)		Main supervisor
b)		Co-supervisor
c)		Co-supervisor
1. Have there been any changes in the composition of the supervisory team since the last report? ---- Yes----No		
2. If yes , please specify the changes		
<b>III. STUDENTS COMMENTS</b>		
Please give your own assessment of your progress, identifying where appropriate what you feel may be strengths and /or weaknesses		
<b>IV. SUPERVISION AND FACILITIES</b>		
Please answer the following questions and any comments you wish to make. Any matters that you wish to remain CONFIDENTIAL should be reported separately.		

<p>1. Supervision conduct</p> <p>a) How often do you have formal meetings with your supervisor to review your progress?</p> <p>b) Are agreed notes kept of the outcomes of those meetings? ---Yes---No</p> <p>c) Are you given a copy of those notes? ---Ye---No</p>
<p>2. How satisfied are you with the supervision you have received? (What has been useful to you? What needs improving?)</p>
<p>3. How satisfactory are the facilities within the College/University for your research?</p>
<p>4. How adequate are the computing facilities for your research?</p>
<p>5. How adequate are the laboratory facilities for your research?</p>
<p>6. How well is your topic provided for in the Library?</p>
<p><b>V. RESEARCH PLANS AND METHODOLOGY</b></p> <p><b>(FIELD, LABORATORY,THEORY)</b></p>
<p>1. Have you completed course work? (Tick against the appropriate) -----Yes-----No</p> <p>Please list the courses you have completed.</p> <p>If No how many courses are remaining?</p>
<p>2. Give the outline of major projects (thesis chapters/manuscripts)</p>
<p>3. What are the estimated completion dates for major projects-----?</p>
<p>4. What is the anticipated dissertation defence date-----?</p>

5. Research accomplishments

- a) Work completed during the last year
- b) Work in progress
- c) Research goals for the next 6 months

6. Publishing

- a) Presentations at scientific meetings or seminars (include authors (in order on abstract), title of presentation, location of conference, if invited, if a talk or a poster
- b) Publications (abstracts and paper) – List of papers published in press, in review, submitted or in preparation include authors in order on abstract
- c) Other noteworthy events and accomplishments (Please attach documents that describe honours, awards or recommendations.):

**VI. SUPERVISORY TEAM'S COMMENTS ON STUDENT'S PROGRESS**

1. Please give an assessment of the student's progress, indicating any strengths and /or weaknesses of which the student should be aware.

## 2. Assessment of overall performance

- a) Is the student acquiring adequate background knowledge of the literature of the research topic? (tick against the appropriate) ----Yes ---No
- b) Are you satisfied with the student's attendance and the amount of time devoted to the research project? -----Yes----No
- c) How often are informal supervisory meetings held? -----
- d) Are notes kept of informal supervisory meetings? ----Yes----No
- e) Are notes of these meetings made available to the student? -----Yes---No
- f) Is the student on target for completing by the due date? -----Yes----No
- g) If the student has reported any difficulties with facilities etc. what action has been or is being taken?

## 3. Personal and professional development training

- a) Is the student on target to complete the required number of credits required (e.g. research methodology) -----Yes---No?
- b) If no, please suggest how these might be completed.

4. Give an assessment of the student's performance in the following areas in this reporting phase and indicate what action will be taken if the student's performance is shown as inadequate. These should be discussed with the student. (tick against the appropriate)

	Excellent	Adequate	Inadequate	Not applicable
Oral communication				
Presentation skills				
Written skills				
Practical ability				
Maintenance of laboratory records and notebooks				
Organisational skills				
Quantitative skills (if applicable)				
Qualitative skills(if applicable)				

Actions to improve student performance

5. Comments by the chair of the supervisory team:

6. Supervisory team's recommendation (tick the appropriate):

- a) -----Satisfactory
- b) -----Satisfactory with reservation
- c)-----Unsatisfactory
- d)if b) or c) Indicate what action needs to be taken

## VII. SIGNATURES OF STUDENT AND SUPERVISORY TEAM

Candidate's name: -----Signature-----Date:

Main supervisor's name-----Signature-----Date:

Co-supervisor 1. Name-----Signature----- Date:

Co-Supervisor 2.Name-----Signature----- Date:

**VIII. COMMENTS OF SCHOOL DEAN**

Comments:

Name of School Dean-----

Signature-----Date-----