

APPENDIX 2

PROGRESS REPORT

SECTION A: STUDENT'S SELF ASSESSMENT

(a) BACKGROUND

1. Student's Name:

(Surname first and in capitals)

2. Student ID No.:

3. Department:

4. Faculty:

5. Degree:

6. Status: (a) Full Time () Part-Time ()

7. (a) Date of Admission:

(b) Expected Date of Completion:

(c) Date of Deferment of Studies (where applicable):

8. Number of Semesters Completed So Far:

(a) Masters: Semesters

(b) PhD Semesters

9. Title of Thesis:

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(b) EVALUATION

10. Status of Research:

<i>Activity</i>	<i>(% Completed)</i>
(i) Course Work*	()
(ii) Synopsis Defence	()
(iii) Literature Review	()
(iv) Field Work	()
(v) Laboratory Experiments	()
(vi) Data Analysis	()
(vii) Thesis Write-up	()
(viii) Seminar	()
(ix) Others, Please Specify:	
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* List Modules Completed:

i.....	ii.....
iii.....	iv.....
v.....	vi.....
vii.....	viii.....
ix.....	x.....
xi.....	xii.....
xiii.....	xiv.....
xv.....	xvi.....
xvii.....	xviii.....

11. Self-Evaluation of Progress:

In the past 6 months, I have made (thick appropriate box)

- (a) Satisfactory progress ()
- (b) Unsatisfactory progress ()

If 11 (a) is your answer, then go to Q 14

12. What are the probable reasons for your perceived unsatisfactory progress so far? (Tick as many boxes as are appropriate)

- (a) I have to combine my programme with full-time employment
- (b) Interaction with my Supervisor is not satisfactory
- (c) Library and other resources required for my thesis are not available
- (d) I need more funds
- (e) Others. Please specify:

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13. How do you think the School of Postgraduate Studies can assist you in alleviating the challenges ticked in 12?

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Student's Signature:

Date:.....

PROGRESS REPORT

SECTION B: SUPERVISOR'S EVALUATION

(To be completed by Student's Supervisor)

1. Student's Name:
2. I have been supervising him/her since:
3. Evaluation of candidate's research abilities (*Tick appropriate boxes*).

		Excellent	V. Good	Good	Fair	Poor
(i)	Experimental skills					
(ii)	Creative abilities					
(iii)	Independence					
(iv)	Responsiveness to criticism/advice					
(v)	Persistence/Determination					
(vi)	Approach to problem solving					

4. Proportion of work done (Grade where applicable)

	Activity	% Completed
(i)	Course Work	
(ii)	Synopsis	
(iii)	Literature Review	
(iv)	Experimental/Field Work	

(v)	Analysis of Data	
(vi)	Thesis Write-up	
(vii)	Seminar	
Overall Score for the Semester by Personal Judgment		

5. Which of the following best describes the student's performance in the past 6 months?

- (a) Satisfactory progress ()
- (b) Unsatisfactory progress ()

Note: Satisfactory progress is when the student makes more than or equal to 50% of the expected semester performance as agreed between the student and the supervisor.

If you ticked Q5(a) go to Q8

6. If your evaluation of the student's performance suggests unsatisfactory progress, can you please suggest possible reasons?

- (a) The student is not devoting sufficient time to the programme ()
- (b) The necessary resources for the student's thesis are not available ()
- (c) The research needs important inputs from:
- (i) Other Departments/Units within the University ()
- (ii) Outside the University ()
- (d) The orientation of the student's work has changed beyond my interest and/or competence ()

(e) The student's financial resources appear inadequate to cope with the research

()

(f) Others. Please specify:

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7. Please suggest how best the student can be assisted in the above ticked challenge(s).

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8. If the student's current progress rate continues, how long shall it take to complete the research programme?

(a) Months

(b) I am not certain

Supervisor's Name:.....

Signature:

Date:

PROGRESS REPORT

SECTION C: DEPARTMENTAL BOARD'S ACTION

(To be completed by the Head of Department)

Having carefully examined the Student's and Supervisor's evaluation of progress at the end of the semester at its meeting held on, bearing in mind the University of Mines and Technology's regulations for Postgraduate Studies, the Board recommends as follows (Tick one of the four alternatives):

- (a) The student continues with the programme
- (b) The student be put on probation
- (c) The student be withdrawn from the programme
- (d) The student continues with the programme, provided:
(Tick as many boxes as are appropriate)

- (i) The student spends more time on the research and with the Supervisor(s)
- (ii) The student finds sponsorship or additional funds
- (iii) The student changes research topic
- (iv) A new/additional Supervisor is found
- (v) Student finds additional resources for the research
- (vi) Others. Please specify:

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Head of Department's Name:

Signature:

Date:

Note: Please forward the report directly to the Dean of the Faculty.

PROGRESS REPORT

SECTION D: FACULTY BOARD'S ACTION

Having carefully examined the Student's and Supervisor's evaluation of progress and the Departmental Board's recommendation at the end of the semester, bearing in mind the University of Mines and Technology's regulations for Postgraduate Studies, the Board recommends as follows (Tick one of the four alternatives):

- (a) The student continues with the programme
- (b) The student be put on probation
- (c) The student be withdrawn from the programme
- (d) The student continues with the programme, provided:

(Tick as many boxes as are appropriate).

- (i) The student spends more time on the research and with the Supervisor(s)
- (ii) The student finds sponsorship or additional funds
- (iii) The student changes research topic
- (iv) A new/additional Supervisor is found
- (v) Student finds additional resources for the research
- (vi) Others. Please specify:

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Dean's Name:

Signature:

Date: