

**PROGRESS REPORT**

This form is to be completed at the completion of each term and at the end of academic year by the Director of Studies and forwarded to the Office of the Dean of Research.

□ Term Report (specify term)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ Annual Report (specify year)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **SECTION I – STUDENT INFORMATION AND REPORT** |

**A. STUDENT Details**

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| --- | --- |
| Student Name: | Student ID Number: |
| DoS: | Second Supervisor: |

**B. Report on Progress**

1. Summary of student progress in the last term/year:
2. Overall evaluation of student progress:

□ The student progress is satisfactory

□ The student progress is unsatisfactory (please explain why and any remedial matters discussed with the student)

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| **SECTION II - SIGNATURES** |

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**Student Date**

|  |  |
| --- | --- |
| **PRINT NAME** |  |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Director of Studies Date** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Second Supervisor Date** |

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| **SECTION III – TO BE COMPLETED BY RDC (for annual reports)** |

**RDC Comments:**

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**Chair of RDC Date**