



**School of Graduate Studies**

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**Postgraduate Progress Report Form**

(To be completed in triplicate- A copy to Dean SGS, Dean of School & Chair of Department)

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**PART I: To be completed by the student and forwarded through the supervisors**

- Postgraduate students are required to consult their supervisors at least once a month and to submit a report every four (4 months).
- Student should send a duly completed copy of PART 1 directly to the Office of the Dean, School of Graduate Studies

Student's name: ..... Registration No:.....  
 Year of Admission:..... School..... Department.....  
 Title of the Study: .....

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 .....

Objectives of the Study

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This report covers the period between .....

**Summary of work completed (Attach summary of work not exceeding three (3) double spaced pages type of font size 12 or equivalent)**

Proportion of original work plan completed (Attach the work plan in approved proposal)

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 .....

Challenges: (problems/constraints) and action taken or suggestions on way forward

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Work plan of the next four (4) months (Attach the four (4) months work plan)

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**Signed by the Student ..... Date .....**

**PART II: To be completed by the Supervisors and Chairperson of the Department**

**Part A: To be completed by the supervisors**

Main Supervisor's name: .....

**Comments**

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**Signed** ..... **Date** .....

Supervisor's name: .....

**Comments**

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**Signed** ..... **Date** .....

Supervisor's name: .....

**Comments**

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**Signed** ..... **Date** .....

Supervisor's name: .....

**Comments**

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**Part B: To be completed by the Chairperson of Department**

Chairperson's name: .....

**Comments**

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**Signed..... Date .....**

**PART III: To be completed by the Dean of School/Faculty or Director of Institute**

Name of School/Faculty/Institute.....

Dean's/Director's name: .....

**Comments**

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**Signed..... Date .....**

Report forwarded to Office of the Dean, School of Graduate Studies on this day.....of .....

**Note:**

1. The regulations require that where progress of a given student is not satisfactory as to result in being registered, such a candidate shall be given a written warning by the Dean/Director of the School/Faculty/Institute to the effect that unless he/she shows signs of improvement within 3 months he/she shall be deregistered.
2. After two consecutive negative reports the Dean/Director is required to recommend deregistration of the candidate to the Senate, through the Dean, School of Graduate Studies.