



School of Graduate Studies

**P.O. Box 195,
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Postgraduate Progress Report Form

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

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.