



Submit biannual progress reports in Fall and Spring Semesters of each year.

- To report on achievements over past six months
- To facilitate planning of upcoming milestones and aims
- To identify any issues for discussion (with supervisors; Chairpersons DGC & SGC / Dean)

Effectiveness depends on:

- Taking seriously the process of reflection and planning
- Candid responses from all
- A willingness to discuss and address any issues that arise through the process of reflection and planning

Cancellation of PhD registration:

- PhD registration shall be cancelled through Registrar on the recommendations of DGC and SGC, if the scholar earns two consecutive adverse progress reports from his/her supervisor(s).
- The aggrieved scholar may file an appeal against cancellation of PhD registration to the PhD Committee within a period of 30 days.

PhD Progress Report Form

This form is the means by which progress of PhD studies is periodically assessed by the scholar and supervisor(s). It is a means by which any problems or issues may be identified and appropriate action determined. The School Graduate Committee and Department Graduate Committee use this form to monitor scholar's progress and ensure that supervision is effective. The regular submission of progress reports is mandatory.

This form has three parts:

PART A: Progress Report – to be completed by the PhD Scholar

PART B: Comments – to be completed by the Principal Supervisor

PART C: Recommendations and Signatures – to be completed by the Scholar, Principal Supervisor, Chairperson SGC and Chairperson DGC

PART A: PhD SCHOLAR COMMENTS

Name			
ID Number		Department/School	
Title of the thesis			

Principal Supervisor	
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Outline below your progress and achievements over the last 6 months. Indicate what milestones have been achieved, including detailing what chapters or sections of your thesis have been written in draft or final form (use extra sheets, if required).

Outline below your research goals for the next 6 months. Indicate what milestones have been set for the next 6 months, including detailing what chapters or sections of your thesis you plan to write in this period (use extra sheets, if required).

Summarize below your thesis completion status?

Chapter	% Completion Status	Remarks (if any)
Introduction		
Literature Review		
Methodology		
Analysis		
Findings		
Questionnaire / Survey (if any)		
<i>Any other chapter (please mention below)</i>		

1. I rate the **quality** of my work as:

- a. Very Good
- b. Good
- c. Satisfactory
- d. Below my expectations

If (d) what measures have you taken to address this?

2. I assess my **rate of progress** as:

- a. Very Good
- b. Good
- c. Satisfactory
- d. Below my expectations

If (d) what measures have you taken to address this?

3. In the past 6 months I have:

- Given a departmental seminar? Yes No
- Attended a conference(s)? Yes No
- Given a presentation(s) based on my research? Yes No
- Had research output(s) published
(E.g. journal articles; book chapters; conference proceedings; creative works)?
Yes No

If yes, please give details:

4. I have submitted work to my supervisor(s) Yes No
- I have received written feedback Yes No

5. I have outstanding resource issues concerning my research Yes No

If Yes, please give details:

6. There any intellectual property issues related to my research that have not been resolved
Yes No

If Yes, please give details:

7. How often and by what means do you and your supervisor(s) maintain contact?

Detail the means of contact (e.g., face-to-face; email; Skype) and the frequency of each

8. Contact with my supervisor(s) could be improved? Yes No

If Yes, please comment:

9. Please provide details below of any way that you think your supervisor(s) could improve their support for your studies

10. Do you have any concerns with your English language skills (e.g., reading, writing, speaking, listening) in respect to your PhD work? Yes No

If yes, please describe these concerns and indicate whether you have sought any support or advice for these concerns (e.g., from your supervisor)

11. Have you identified any Health and Safety issues during the past 6 months? Yes No

If Yes, please describe the issues and what actions, if any were taken:

12. Are there any issues that your Supervisor(s) or the DGC or SGC should be aware of? Yes No

If Yes, please comment:

**Please now forward the form to your principal supervisor.
(Date Forwarded: _____)**

PART B: SUPERVISOR(S) COMMENTS

Please provide comments on the scholar's progress and achievements in the last 6 months:

(As on Page # 3)

Please provide comments on the scholar's thesis goals and milestones for the next 6 months:

(As on Page # 3)

Please provide comments on the thesis completion status:

Chapter	% Completion Status	Remarks (if any)
Introduction		
Literature Review		
Methodology		
Analysis		
Findings		
Questionnaire / Survey (if any)		
<i>Any other chapter (please mention below)</i>		

13. The **quality** of the scholar's work is:

- a. Very good c. Satisfactory
 b. Good d. Below acceptable standard

If (d) what measures have been taken to address this?

14. The scholar's **rate of progress** is:

- a. Very good c. Satisfactory
 b. Good d. Below acceptable standard

If (d) what measures have been taken to address this?

15. How often and by what means do the supervisor(s) and the scholar maintain contact?

Detail the means of contact (e.g., face-to-face; email; Skype) and the frequency of each

16. Is the supervisor(s) satisfied with the frequency and means of contact?

Yes No

If No, please comment:

17. Do you have any concerns about the scholar's English language skills (e.g., reading, writing, speaking, listening) in respect to his/her PhD work?

Yes No

If yes, please describe these concerns and indicate whether you have offered support or advice to the scholar and/or directed them to support services.

18. Are there any intellectual property issues which have not been resolved?

Yes No

If Yes, please comment:

19. Are there any issues that the DGC or SGC should be aware of?

Yes No

If Yes, please comment:

PART C: RECOMMENDATIONS AND SIGNATURES

C1 Principal Supervisor to complete

I recommend that the scholar's enrolment be:

- Continued
- Continued subject to specified conditions as outlined below
- Terminated

Please outline any issues that emerged from the discussion with your supervisor(s):

Signature of Candidate

Date

Please forward the form to the School Graduate Office.

C3: Chairperson Department Graduate Committee (or delegate) to complete

Please comment below on the scholar’s progress and goals and on the comments made by the scholar and by the supervisor(s). If any concerns have been raised by either the scholar or supervisor, please indicate what actions have been taken and any further action you recommend.

I recommend that the candidate’s enrolment be:

- Continued
- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued enrolment:

Name/Signature

Date

C4: Chairperson School Graduate Committee (or delegate) to complete

I have resolved that this progress report be:

- Approved
- Declined

I resolve that the candidate's enrolment be:

- Continued
- Continued subject to specified conditions as outlined below
- Terminated

Specified conditions of continued enrolment:

Name/Signature

Date

Comments:

Please now submit the form to the Office of Dean Research