



MASTERS THESIS PROGRESS REPORT

Date

Instructions

This form represents a report of the candidate's progress since enrolment and/or the last report and the progress planned for the period until the next report and/or submission. It consists of five sections: A, B, C, & D.

Completion of Form

The student is required to complete section A and pass the form to the supervisor who completes section B in consultation with the candidate. The student signs section B after reading the supervisor's report. Section C is used when there is more than one supervisor. The Graduate Adviser completes section D and retains the original.

Unsatisfactory Progress

The Graduate Adviser is to discuss the situation with the supervisor, student and Head of School. Once satisfied that appropriate steps have been taken to rectify any concerns, the Graduate Adviser will provide a full report on the situation to the Associate Dean Graduate with a copy to the chairperson of department, supervisor and candidate.

Note If students have concerns they wish to discuss confidentially with someone other than their supervisor they should contact the Associate Dean Postgraduate or the Division Office.

SECTION A - TO BE COMPLETED BY STUDENT

Name

Student ID

593

594

Full-time

Part-time

Programme

Chief
Supervisor

Thesis Title

Phone

Email

▼ **REPORT ON PROGRESS**

With reference to your plan for the previous period, comment on how the plan has been fulfilled. Outline any difficulties that may have affected your progress *Use a separate sheet if necessary and attach it to this report form.*

Give an outline of your plan for the period of study. Indicate any difficulties that may affect your progress

CURRENT PROJECTED DATE FOR SUBMISSION OF THESIS

SECTION B: TO BE COMPLETED BY CHIEF SUPERVISOR

The supervisor completes section B and is responsible for arranging for section C to be completed by the appropriate staff members and for passing the form to the Graduate Advisor. Supervisors are to maintain a record of the student's progress for reporting purposes.

Supervisor

Programme(s)

Supervisor's estimate of current submission date

▼ SUPERVISOR'S REPORT ON PROGRESS

1: With reference to the student's plan for the previous two months, comment on how the plan has been fulfilled.
Use a separate sheet if necessary.

2: Comment on outline of the student's plan for the next five months.

3: Please summarise the student's progress over the last four months.

excellent

regular

irregular

not progressing

Supervisor's signature

Date

Student: I have read my supervisor's report:

Student's signature

Date

SECTION C: TO BE COMPLETED BY OTHER SUPERVISOR

1: Second supervisor's/academic adviser's comments

Name

Signature

Date

SECTION D: TO BE COMPLETED BY GRADUATE ADVISOR

Graduate Advisor's comments

Name

Signature

Date

