



## Annual Progress Report: Supervisor

<b>Faculty</b>			
<b>Department</b>			
<b>Qualification for which student is registered</b>			
<b>Offering type</b>	<b>Full time registration</b>		<b>Part time registration</b>
<b>Prior qualification</b>			

<b>Student Surname</b>				<b>Student No.</b>	
<b>First Names</b>				<b>Title (Mr, Ms)</b>	
<b>Postal Address</b>					
<b>Tel (W)</b>	<b>Tel (H)</b>	<b>Cell</b>	<b>Fax</b>	<b>e-Mail</b>	
<b>Title of Dissertation/ Thesis</b>				<b>Full</b>	
				<b>Partial</b>	
				<b>Dissertation/Thesis</b>	

<b>Date of First Registration</b>	
<b>Date of Starting Research</b>	
<b>Estimated Completion Date</b>	

<b>Supervisor</b>			
<b>Position</b>		<b>Present Qualifications</b>	
<b>Co-Supervisor</b>			
<b>Position</b>		<b>Present Qualifications</b>	

Please answer the following questions carefully and return the form to the HoD.

<b>Tick and date each progress step reached:</b>			
	√	Date	
1. Topic approved at DRC			2. Draft PG 2a viewed
3. PG 2a submitted to DRC			4. PG 2a approved by DRC
5. PG 2a submitted to FRC			6. PG 2a approved by FRC
7. Research commenced			8. Research completed
9. Draft dissertation/thesis viewed			10. Submitted for examination
11. Corrections undertaken			12. Final copies submitted

Tick as appropriate

Is the student making generally satisfactory progress, in accordance with plans in the research outline?	YES	NO
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Please comment on any problems, changes or delays:


Has the student kept in touch with you adequately?	YES	NO
Do you find the relationship satisfactory?	YES	NO

If NO, can you suggest what might be done about this:


When do you realistically expect the student's dissertation/thesis to be submitted? (Insert date.)	
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If there is any risk that s/he will not submit by the end of the official maximum period of registration(3 years from first registration for Masters' Degree and 4 years from first registration for Doctoral Degree), please outline what you are doing to deal with this:


Do you think that any factors may have influenced the student's work to make a case for interruption of studies?	YES	NO
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If YES, please explain:


Do you think that the student needs any further specialist training, advice, or special resources?	YES	NO
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If YES, please explain what these are, and what might be done to provide them:


Are there any other matters on which you would like to comment?	YES	NO
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If YES, please elaborate:


Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Supervisor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(HoD)

Routing	Supervisor		HoD		FRC	
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