



PhD STUDENTS PROGRESS REPORT

First progress report Progress report for the period

I. STUDENT INFORMATION
Names
Student Registration Number
School/Centre of Excellence
Degree Program:
(tick against the appropriate) Full-time Part-time
First Registration Date
College:
Research Title:
II. SUPERVISORY TEAM
Table with columns: Name, Qualification, Position
1. Have there been any changes in the composition of the supervisory team since the last report?
2. If yes, please specific the changes
III. STUDENT'S COMMENTS
Please give your own assessment of your progress, identifying where appropriate what you feel may be strengths and/or weaknesses.
IV. SUPERVISION AND FACILITIES
Please answer the following questions and add any comments you wish to make. Any matters that you wish to remain CONFIDENTIAL should be reported separately
1. Supervision conduct
a) How often do you have formal meetings with your supervisor to review your progress?





b) Are agreed notes kept of the outcomes of those meetings? __Yes __No
c) Are you given a copy of those notes? __Yes __No
d) Comment on the usefulness of those meetings
e) Do you have sufficient access to your supervisor at other times? __Yes __No
2. How satisfied are you with the supervision you have received? (What has been useful to you? What needs improving?)
3. How satisfactory are the facilities within the College/ University for your research?
4. How adequate are the computing facilities for your research?
5. How adequate are the laboratory facilities for your research?
6. How well is your topic provided for in the Library?
V. RESEARCH PLANS AND METHODOLOGY (FIELD, LABORATORY, THEORY)
1. Have you completed the Research Methodology and English Academic Writing Modules? (<i>tick against the appropriate</i>) ____Yes ____No
2. Give the outline of major projects (thesis chapters/manuscripts)
3. What are the estimated completion dates for major projects? _____
4. What is the anticipated Dissertation Defence date? _____
5. Research Accomplishments) a) Work completed during the last year b) Work in progress c) Research goals for the next year:





6. Publishing

- a) presentations at scientific meetings or seminars (include authors (in order on abstract), title of presentation, location of conference, if invited, if a talk or a poster)
- b) publications (abstracts and papers) - List papers published, in press, in review, submitted or in preparation include authors in order on abstract
- c) Other noteworthy events and accomplishments (Please attach documents that describe honours, awards, or commendations.):

VI. SUPERVISORY TEAM'S COMMENTS ON STUDENT'S PROGRESS

1. Please give an assessment of the student's progress, indicating any strengths and/or weaknesses of which the student should be aware.

2. Assessment of Overall Performance

- a) Is the student acquiring adequate background knowledge of the literature of the research topic? (*tick against the appropriate*) Yes No
- b) Are you satisfied with the student's attendance and the amount of time devoted to the research project? Yes No
- c) How often are informal supervisory meetings held? _____
- d) Are notes kept of informal supervisory meetings? Yes No
- e) Are notes of these meetings made available to the student? Yes No
- f) Is the student on target for completing by the due date? Yes No
- g) If the student has reported any difficulties with facilities etc. what action has been or is being taken?

3. Personal and Professional Development Training

- a) Is the student on target to complete the required number of credits required (e.g. research methodology)? Yes No



b) If No, please suggest how these might be completed.

4. Give an assessment of the student's performance in the following areas and indicate what action will be taken when the student's performance is shown as inadequate. These should be discussed with the student. *(tick against the appropriate)*

	Excellent	Adequate	Inadequate
Oral Communication			
Presentation Skills			
Written Skills			
Practical Ability			
Maintenance of Laboratory Records and Notebooks			
Organisation Skills			
Quantitative Skills (if applicable)			
Qualitative Skills (if applicable)			

5. Comments by the Chair of Supervisory Team:

6. Comments by student:

7. Agreed Action Plan for the next 12 months, or for final year students, remainder of Period of Study. This should include plans for progress of the research and any further training needed by the student

8. Supervisory Team's Recommendations (tic the appropriate):

- a) _____ Satisfactory
- b) _____ Satisfactory with reservation
- c) _____ Unsatisfactory
- d) If b) or c) indicate what action needs to be taken

VII. SIGNATURES OF STUDENT AND SUPERVISORY TEAM

Candidate's Name: _____ Signature: _____ Date: _____

Main Supervisor's Name: _____ Signature: _____ Date: _____

Co-Supervisor 1 Name: _____ Signature: _____ Date: _____

Co-Supervisor 2 Name: _____ Signature: _____ Date: _____

VIII. COMMENTS OF SCHOOL DEAN/ DIRECTOR OF CoE





Comments :

Name of School Dean/Director _____

Signature: _____ Date: _____

A handwritten signature in blue ink, which appears to be 'Celestin', is written over a circular official stamp. The stamp is blue and contains the text 'UNIVERSITY OF RWANDA' and 'CENTRE FOR POSTGRADUATE STUDIES' around its perimeter. The center of the stamp features a crest with a sun, a book, and a torch.

Dr Celestin NTIVUGURUZWA
Acting Director, University of Rwanda Centre for Postgraduate Studies (UR CPGS)