



THE TECHNICAL UNIVERSITY OF KENYA

SCHOOL OF GRADUATE AND ADVANCED STUDIES

POSTGRADUATE STUDENT PROGRESS REPORT FORM

PART I. To be completed by the student and forwarded to the Department through the Supervisors.

- (i) Postgraduate students who have successfully defended and revised their thesis/dissertation research projects and have since embarked on their research are required to consult their supervisors at least once a month and to submit a progress report every six (6) months.
- (ii) A copy of the progress report should be sent to the Director, School of Graduate and Advanced Studies after all Parts I, II and III of the form have been filled .
- (iii) Each postgraduate student is required to ensure that his/her progress report has been received by the School of Graduate and Advanced Studies.

Student's name: **Registration Number:**

Date/Year of Admission:

School/Faculty:

Title of Thesis/Dissertation:

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Objective of the Study:

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Specific Objectives of the Study:

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Date of start of the research:

This report covers the period between:

Summary of Work Plan for the period (Also attach overall work plan for the whole research project):

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***Summary of the Work Completed (max 3 pages Calibri Font 12, single spacing)
(Description of work done and results obtained/outputs/progress/achievements made):***

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Constraints/Limitations, Problems encountered, Advantages/Benefits and Suggestions:

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Work plan for the next six (6) months:

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Date:Signature of student:

PART II. To be completed by the Supervisors and the Chairperson of the Department
Part IIA. To be completed by the Supervisors

1st Supervisor's Name:

Comments:

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Date:Signature:

2nd Supervisor's Name:

Comments:

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Date:Signature:

3rd Supervisor's Name:

Comments:
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Date: Signature:

Part IIB. To be completed by the Chairperson of the Department

Name of Department:

Comments:
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Date: Signature & Stamp of Chairperson:

PART III. Comments by the Director of School/Institute/Executive Dean of Faculty

Name of School/Institute/Faculty:

Comments:
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Date:Signature & stamp of Director/Executive Dean:

@The Report should be forwarded to the Director, School of Graduate and Advanced Studies, and copies kept by the Chairperson of the Department, Director of School/Institute and Executive Dean of Faculty.

NOTE THAT:

According to Regulations,

1. Supervisors shall submit to the Director, SGAS, either individually or jointly, academic reports on the progress of each student. The reports shall be copied to the Academic Registrar, Executive Dean of Faculty, Director of School/Institute and Chairperson of the Department.
2. Where the progress of a candidate is found to be unsatisfactory, such a candidate shall be given a written warning by Director, SGAS, indicating that the candidate shall be deregistered unless he/she shows signs of improvement within the following three months. The letter shall be copied to the Department/School/Institute/Faculty and the Academic Registrar.
3. Each candidate shall have at least two supervisors, one of whom shall come from the Department where he/she is registered in. The number of supervisors shall be limited to three.
4. Request for change of supervisors shall be done, in writing, to the Director, SGAS, through the Department/School/Institute/Faculty, giving sound reasons and attaching current CVs of the proposed supervisors. The Chairperson of the Department can also request for a change of supervisors, after consultation with the student.