



Annual Progress Report: Student

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

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

Date of First Registration	
Date of Starting Research	
Estimated Completion Date	

Supervisor			
Position		Present Qualifications	
Co-Supervisor			
Position		Present Qualifications	

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

Tick and date each progress step reached:					
	√	Date		√	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 -

Do you wish your Supervisor to have access to this report?	YES	NO
Are you making generally satisfactory progress in accordance with plans in the research outline?	YES	NO

Please comment on any problems, changes or delays:

Has your Supervisor kept in touch with you adequately?	YES	NO
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If NO, can you suggest what might be done about this:

When do you realistically expect your dissertation/thesis to be submitted? (Insert date.)	
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If there is any risk that you will not submit by the end of the official maximum period of registration (3 years from the first registration for Master's 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 your work to make a case for interruption of studies?	YES	NO
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If YES, please explain:

Do you think that you need 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:** _____
(Student)

Signed: _____ **Date:** _____
(HoD)

Routing	Student		HoD		FRC	
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