



## Ph.D. PROGRESS REPORT FORM

This Form consists of **3** Parts:

**Part 1:** To be completed by the candidate and handed over to the Research Supervisor(s).

- For Full-time (FT) candidate, every 3 months (January, April, July & October)
- For Part-time (PT) candidate, every 6 months (January & July)

**Part 2:** To be completed by the Supervisor(s) after discussion with the candidate.

**Part 3:** To be completed by the Chair of the School Doctoral Committee (SDC) Annually.

REGISTRATION DETAILS	
Scholar's Name:	
School/Institute Name:	
Name of the Guide:	
Name of Co Guide:	
Name of External Guide (If any):	
JGU ID :	Registration Date: __ / __ / 20__
REVIEW PERIOD (PLEASE MARK WHICHEVER IS APPLICABLE)	
Full-Time (FT): <input type="checkbox"/> JAN-MARCH 20__ , <input type="checkbox"/> APRIL-JUNE 20__ , <input type="checkbox"/> JULY-SEPT 20__ , <input type="checkbox"/> OCT-DEC 20__	
Part-Time (PT): <input type="checkbox"/> JAN-JUNE 20__ , <input type="checkbox"/> JULY-DEC 20__	
Topic of the Research:	
Name the courses which scholar has taken as a part of his / her course works (apart from compulsory courses i.e. Qualitative Research Methodology, Quantitative Research Methodology, Academic Writing & Research & Publication Ethics):	
1.	2.
3.	4.
5.	6.

## **PART 1: CANDIDATE'S SELF-ASSESSMENT ON PROGRESS**

**1. I rate the overall quality of my work as:**

Very good       Good       Satisfactory       Below my expectations

**2. I assess my overall rate of progress as:**

Very good       Good       Satisfactory       Below my expectations

**3. In the last year have you:**

Given a departmental seminar       Yes       No  
Attended any conference       Yes       No  
Presented or published any paper       Yes       No

*If yes, please give details;*

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**4. Ethical clearances**

Have been obtained       are pending       are not required

**5. Are there any intellectual property issues which have not been resolved?**

Yes       No

*If Yes, please give details;*

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**6. Kindly indicate the frequency of the contact with your supervisor (s);**

Once a week       Once a month or less  
 Once in two weeks       Any Other

**7. Kindly indicate the medium of contact with your supervisor (s);**

Face to Face       Telephonic  
 Email       Any Other

**8. Submitted work to the supervisor(s)?**

Yes       No

**9. Received written feedback from your supervisor (s)?**

Yes       No

**10. Do you have access to all the resources needed for carrying out your research (e.g. equipment, funds/lab/Research papers/Library support)?**

Yes       No

*If No, please give details;*

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**11. Briefly describe the work you expect to achieve in the next review period:**

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I have discussed this progress report with my supervisor:       Yes       No

**Signature of the Candidate**

**Date:**

*Note: Please insert an additional sheet if you would like to add further comments.*

## **PART 2: SUPERVISOR'S COMMENTS**

**1. Overall quality of work of the candidate:**

Very good       Good       Satisfactory       Below my expectations

**2. Overall rate of progress of the candidate:**

Very good       Good       Satisfactory       Below my expectations

**3. Comment on progress and achievements since the last review period:**

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**4. Kindly indicate the frequency of the contact with your supervisor (s);**

Once a week       Once a month or less  
 Once in two weeks       Any Other

**5. Kindly indicate the medium of contact with your supervisor (s);**

Face to Face       Telephonic  
 Email       Any Other

**6. Is the supervisory team satisfied with the frequency and means of contact?**

Yes       No

*If No, please comment;*

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**7. Are there any intellectual property issues which have not been resolved?**

Yes       No

*If Yes, please comment;*

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**8. We recommend that the candidate's enrolment be;**

Continued       Terminated       Continued subject to conditions outlined below

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**9. The feedback given herein has been discussed with the candidate;**

Yes       No

*The candidate is required to submit the progress report form external / internal guide.*

**Signature of the Supervisor**

**(Internal/External)**

**Date:**

**Signature of the Co- Supervisor**

**(If applicable)**

**Date:**

*Note: Please insert an additional sheet if you would like to add further comments.*

### **PART 3: SDC COMMITTEE**

Please comment on the candidate's progress and proposed thesis submission date as appropriate. If any concerns have been raised by the candidate or supervisor, please indicate in a separate memorandum what action has been taken and further recommend action.

**Comments:**

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**SDC recommend that the candidate's enrolment (and scholarship, if applicable) be:**

- Continued
- Continued subject to conditions outlined below
- Terminated

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**SDC recommend that the alterations to registration be:**

- Approved
- Not approved

**SDC recommend for final thesis submission on the basis of abstract (pre-submission seminar) presentation.**

- Yes
- No

**Signature of the SDC Committee Head**

**Date:**

*Note: Please attached additional sheet if necessary*