THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS

School for Graduate Studies and Research

See last page for instructions before completing this form.

SUPERVISOR'S PROGRESS REPORT FORM

The candidate's Chief Supervisor is required to give an assessment on the progress of the student each Semester. The completed form should reach the Campus Office of Graduate Studies & Research no later than January 31 for Semester I and June 30 for Semester II.

Report for:	*Semester:*	*Academic Year:*	
Name of Student:	*Last name:*	*First name:*	*Middle Initials:*
Student ID No:			
Name of Degree Programme:			
Department:			
Date of Initial Registration:			
Status:	*Full Time:*	*Part Time:*	
Thesis Supervisor/s:			
Advisory Committee Members:			

MEETINGS/SEMINARS/COURSES

How many times have you met with the student in the reporting semester? Please indicate date(s) in boxes be

Meetings	Date
01	
02	
03	
04	
05	

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Total Number of Research Seminars given to date and dates: Please indicate date(s) in boxes below:

Seminars	Date
01	
02	
03	
04	
05	

Has the student completed the required course credits for their programme?	*Yes* *No*
How many credits have been completed to date?	

PROGRESS (BASED ON AGREED-UPON TARGETS SET BY SUPERVISOR AND STUDENT

How do you rate the student's progress?

Excellent: The student is making exceptional progress and has exceeded more than 1 of targets set for the reporting period
Very Good: The student is progressing well and has exceeded 1 of the targets set for the reporting period
Good: The student is progressing and is meeting the targets set for the reporting period
Satisfactory/Fair: The student is progressing but slowly, and only meeting some of the targets set for the reporting period
Poor: There is no evidential progress in the student's work

RECOMMENDATION OF SUPERVISOR

Student to Continue	*Student to be Warned*	*Student to Withdraw*

SUPERVISOR'S COMMENTS

STUDENT'S COMMENTS

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Signatures: sign digitally in the plain box, or click the dashed box to insert a scanned signature image.
Either option may be used at any time, even after someone has signed. Click a dashed box again to replace or remove its image.

HEAD'S COMMENTS

Published Papers (within reporting period)

Conference/Symposium proceedings *(include Title of the Conference, Venue, Date, etc. and attach title/abstract/full paper as published)*

Research papers published in Journals *(include Title of paper, Authors, Journal Name, Volume, No. of pages, Date of Publication, etc. and attach a copy of the paper(s) as published)*

SIGNATURES:

Signature of Student:		Click to add image Date:
Signature of Supervisor		Click to add image Date:
Signature of Head of Department		Click to add image Date:

OFFICIAL USE ONLY:

Comments by Director, School for Graduate Studies and Research

Signature of Director, SGSR		Click to add image Date:

Note on Digital Signatures:
If you wish to create or add a digital signature certificate, you can follow this quick video tutorial:
https://www.youtube.com/watch?v=z8lSCq6TX7o
Alternatively, you may insert your saved signature as an image directly into the signature field. Once you place the image in the signature box, simply press the Escape key on your keyboard to move to the date field. (This method is usually quicker and easier.)

Fillable PDF Form User Guide

How to Fill, Save, and Sign the Form Correctly

This guide explains how to correctly complete, save, and sign fillable PDF forms on Windows, Mac, iPhone, and Android devices. Following these steps will help prevent the form from becoming locked, flattened, corrupted, or uneditable before submission.

1. Recommended Order to Complete the Form

Please follow this order:

1. Download and install Adobe Acrobat Reader.
2. Download the PDF file to your device.
3. Open the PDF directly in Adobe Acrobat Reader, not in a browser or preview window.
4. Fill all required fields before adding your signature.
5. Add your signature only after everything is final.
6. Save the final signed version for submission.

Important Note Before You Start

Typing into fillable fields does not usually lock the form. However, adding a signature — especially using mobile devices or non-Adobe PDF apps — may permanently lock or flatten the form fields.

Always complete and review the full form before adding your signature. A locked or flattened PDF may still appear normal

2. For Windows & Mac Users

Recommended App: **Adobe Acrobat Reader**

1. Open the PDF in Adobe Acrobat Reader.
2. Fill in each field carefully.
3. Complete all required sections before signing.
4. After reviewing everything, add your signature using Fill & Sign.
5. Save the final signed copy.

3. What To Do If the Form Becomes Locked

1. Do not continue editing the locked version.
2. Return to your completed but unsigned backup copy.
3. Open the unsigned version directly in Adobe Acrobat Reader.
4. Make the necessary corrections before signing again.
5. Save a new final signed version for submission.
6. If you only have the locked version and no unsigned backup copy, you may need to complete the form again from the beginning.

4. For iPhone and Android Users

Recommended App: **Adobe Acrobat Reader**

1. Open the PDF in Adobe Acrobat Reader.
2. Tap each fillable field and type your information.
3. Complete all sections before signing.
4. Review the full form carefully and add your signature using Fill & Sign.
5. Save the final version.

Apps & Methods to Avoid

- ✕ Browser PDF viewers (Chrome, Safari, Edge)
- ✕ Apple Preview on Mac
- ✕ WhatsApp or email preview windows
- ✕ “Print to PDF” or “Save as PDF” functions
- ✕ Non-Adobe mobile PDF editing apps
- ✕ Direct editing inside cloud storage previews

5. Final Reminders Before Submission

- Some mobile PDF apps may flatten or lock the PDF after signing, so Adobe Acrobat Reader is recommended.
- Avoid using browser previews any other PDF previewer, as they may not work properly with fillable PDF fields.
- Always download the file to your device before completing it. Avoid editing directly from cloud storage, email previews, or messaging apps.w
- Do not use “Print to PDF” or “Save as PDF” (or Certify PDF) after completing the form, as this may flatten the fields permanently.
- If corrections are needed later, return to the unsigned version, make the edits, and then sign a new final copy.
- If the signed PDF becomes locked, return to the completed but unsigned copy, make the required changes, and sign it again.
- Keep a completed but unsigned copy as a backup, and use the final signed copy for submission.

This is link to ‘Optional Video on how to complete and sign fillable pdf forms’