



THE UNIVERSITY OF THE WEST INDIES
CAVE HILL CAMPUS
School for Graduate Studies and Research

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 below*

Meetings	Date
0	
1	
2	
3	
4	

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

Seminars	Date
0	
1	
2	
3	
4	

Has the student completed the required course credits for their programme?

Yes ☐

No ☐

How many credits have been completed to date? _____

PROGRESS: 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:

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

Date: _____

Signature of Supervisor: _____

Date: _____

Signature of Head of Department

Date:

OFFICIAL USE ONLY: Comments by Director, School for Graduate Studies and Research

Signature of Director, SGSR

Date: