

 <p><b>LADOKE AKINTOLA</b> UNIVERSITY OF TECHNOLOGY, OGBOMOSO</p>	<p><b>THE POSTGRADUATE SCHOOL</b></p> <p><b>STUDENT ANNUAL PROGRESS REPORT FORM</b></p>	<p>Form PG 13</p>
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### INSTRUCTIONS TO STUDENTS

1. The students are responsible for the early completion of the Sections A, B and C of this report at the beginning of the season.
2. A student who has more than one supervisor should print additional supervisor's evaluation form (Section B) to be attached to the annual progress report.
3. Renewal of registration is contingent upon the timely completion and submission of this form to the appropriate Faculty.
4. The completed form shall be sent to the Postgraduate School through the Deans NOT BY STUDENTS.

### SECTION A: STUDENT'S DETAILS

1. Full Name (fist/middle/last): \_\_\_\_\_
2. Matriculation No \_\_\_\_\_ Telephone No. \_\_\_\_\_
3. Date of Birth \_\_\_\_\_ Sex: Male ( ) Female ( )
4. Department: \_\_\_\_\_ Faculty: \_\_\_\_\_
6. Degree in View \_\_\_\_\_ Area of Specialization \_\_\_\_\_
8. Title of Research \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Mode of Study: Full-Time ( ) Part-Time ( )
10. Session of first registration for the programme \_\_\_\_\_
11. Expected session of last Registration for the current programme \_\_\_\_\_
12. Number of Semesters completed so far \_\_\_\_\_

Programme	No. of Semesters Registered	No. of Semesters Suspended	Total
(a) M. Phil.			
* (b) M.Phil/Ph.D			
(c) Ph.D			

*\*Number of semesters on M.Phil/Ph.D counts towards the completion of the Ph.D programme*

## SECTION B: PROGRESS REPORT

### Research Objective

The research objectives to be listed here should be the same as stated in the proposal submitted to the PGS.

	Research objectives	Complete	Ongoing	Not started
1				
2				
3				
4				
5				
6				
7				

12. Which of the following aspects of your research programme are in progress or have been completed? (*Tick appropriate boxes in both columns*)

		Completed	In Progress	Not Applicable
1	Course work			
2	Pre-data			
3	M.Phil/Ph.D Conversion report			
4	M.Phil/Ph.D Conversion Examination			
5	Field Work			
6	Laboratory Experiments			
7	Data Analysis			
8	Departmental Post-data Seminar			
9	First Draft of Thesis/Dissertation			
10	Faculty Post-data Seminar			
11	Registration of Title			
12	Other activities (specify)			

13. What is your perception of your progress in the past 12 months: (tick appropriate option)

(a) Very Good      ( )      (b) Good      ( )

(c) Fair      ( )      (d) Poor      ( )

***Go to 16 if you ticked Q.13 (a)***

14. What are the probable reasons for your perceived unsatisfactory progress? (*Tick as many boxes as appropriate*)

(a) I have to combine the research with full-time employment      ( )

(b) Interaction with my supervisor is less than satisfactory      ( )

(c) My supervisor has not been available for more than six months      ( )

(d) I had to change my supervisor      ( )

(e) I need more funds      ( )

(f) Library and other resources required are not available locally      ( )

(g) Others, Please specify \_\_\_\_\_

\_\_\_\_\_

15. What efforts are you making to resolve the challenge (s) mentioned above

\_\_\_\_\_

\_\_\_\_\_

16. Student's Signature and Date: \_\_\_\_\_

**SECTION C: SUPERVISOR'S EVALUATION (To be completed by the Student's Supervisor)**

1. I have been supervising the student since \_\_\_\_\_ academic Session
2. The student has completed or is currently engaged in the following aspects of his/her research programme: *(Tick appropriate boxes in both columns)*

		Completed	In Progress	Not Applicable
1	Course work			
2	Pre-data			
3	M.Phil/Ph.D Conversion report			
4	M.Phil/Ph.D Conversion Examination			
5	Field Work			
6	Laboratory Experiments			
7	Data Analysis			
8	Departmental Post-data Seminar			
9	First Draft of Thesis/Dissertation			
10	Faculty Post-data Seminar			
11	Registration of Title			
12	Other activities (specify)			

3. Which of the following summarizes the student's performance in the past 12 months
  - (a) Very Good ( )
  - (b) Good ( )
  - (c) Fair ( )
  - (d) Poor ( )

***Go to Q. 7 if you ticked Q4 (a)***

4. If your evaluation of the student's performance suggests that his/her progress has been unsatisfactory, can you suggest possible reasons?
  - a) The student is not devoting sufficient time to the research ( )
  - b) The required resources for the student's work are not available ( )
  - c) The research needs important inputs from:
    - i. other departments/units of the University ( )
    - ii. resources outside the University ( )
    - iii. The orientation of the student's work has changed ( )
    - iv. The student's financial resources appear inadequate ( )
    - v. Others, please specify \_\_\_\_\_

5. Please state efforts being made to address the challenge(s) mentioned above \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. If the student continues to work at the current rate, how long will it take to complete the research programme?
  - (a) \_\_\_\_\_ Semester(s) (b) \_\_\_\_\_ I don't know

**Supervisor's Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**SECTION D: DEPARTMENTAL RECOMMENDATION (To be completed by the Head of Department)**

Having thoroughly examined the student's and supervisor's evaluation of progress in the past year, and having discussed the issues raised in Section A and B of this questionnaire with the supervisor, bearing in mind the University's regulations for Postgraduate studies, I recommend as follows (tick one of the following three alternatives):

- a) The student may continue with the research programme ( )
- b) The student may continue with the research programme, provided (*tick as many boxes as appropriate*)
- i. The student spends more time on the research and with the supervisor(s) ( )
  - ii. The Supervisor should create more time for the student ( )
  - iii. The student finds sponsorship or additional funds ( )
  - iv. The student changes focus/area of research ( )
  - v. A new/additional supervisor may be found ( )
  - vi. Additional resources may be found for the research (e.g. by the Department ( )
  - vii. The student is advised to withdraw from the programme Please give reason(s) ( )

Head of Department's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Comments of Dean: \_\_\_\_\_

Name & Signature: \_\_\_\_\_

Dean Postgraduate School \_\_\_\_\_