

UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA

PROGRESS REPORT FOR POSTGRADUATE STUDENTS

SECTION A: STUDENT'S SELF ASSESSMENT

(a) BACKGROUND

1. Full Names:
(Surname first and in capitals)
2. Student ID No.:
3. Department:
4. Faculty:
5. Programme:
6. Status: (a) Full Time () Part-Time ()
7. (a) Date of Registration:
(b) Expected Date of Completion:
(c) Date of Deferment of Studies (where applicable):
8. Number of Semesters Completed So Far:
(a) Masters: Semesters
(b) PhD Semesters
9. Title of Thesis:
.....
.....
.....

(b) EVALUATION

10. State status of Study (Tick appropriate boxes in both columns).
(% Completed)

| | |
|------------------------------------|-----|
| (i) Course Work* | () |
| (ii) Synopsis Defence | () |
| (iii) Seminar | () |
| (iv) Literature Review | () |
| (v) Field Work | () |
| (vi) Laboratory Experiments | () |
| (vii) Data Analysis | () |
| (viii) Thesis | () |
| (ix) Others. Please Specify: | |
| | |
| | |

* List Modules Completed:

.....

.....

.....

.....

.....

.....

11. Evaluation of my progress

In the past 12 months, I have made (tick appropriate box)

- (a) Satisfactory progress ()
(b) Unsatisfactory progress ()

If 11 (a) is your answer, then go to Q 14

12. What are the probable reasons for your perceived unsatisfactory progress so far? (Tick as many boxes as are appropriate)

- (a) () I have to combine my programme with full-time employment
(b) () Interaction with my Supervisor is less than satisfactory
(c) () Library and other resources required for my work are not available
(d) () I need more funds
(e) Others. Please specify:

.....
.....

1. How do you think the School of Postgraduate Studies can assist you in alleviating the problems ticked in 12?

.....
.....
.....
.....
.....
.....
.....
.....

14. Student's Signature:

Date:.....

PROGRESS REPORT

SECTION B: SUPERVISOR(S)' EVALUATION

(To be completed by jointly by Student's Supervisor(s))

1. Student's Name:
2. I have been supervising him/her since:
3. Evaluation of candidate's research abilities (*Tick appropriate boxes*).

| SN | Areas of Evaluation | Excellent | V. Good | Good | Fair | Poor |
|-------|------------------------------------|-----------|---------|------|------|------|
| (i) | Experimental skills | | | | | |
| (ii) | Creative abilities | | | | | |
| (iii) | Independence | | | | | |
| (iv) | Responsiveness to criticism/advice | | | | | |
| (v) | Persistence/Determination | | | | | |
| (vi) | Approach to problem solving | | | | | |

4. Proportion of work done (*Tick appropriate boxes*).

| SN | Areas of Evaluation | % Completed |
|-------|-------------------------|-------------|
| (i) | Experimental/Field Work | |
| (ii) | Literature Review | |
| (iii) | Analysis of Data | |
| (iv) | Thesis | |

5. Which of the following best summarises the student's performance in the past 12 months?
 - (a) Satisfactory progress ()
 - (b) Unsatisfactory progress ()

If you ticked Q5(a) go to Q8

6. If your evaluation of the student's performance suggests that his/her progress has been unsatisfactory, can you please suggest possible reasons?

| | <u>% Completed</u> |
|--|--------------------|
| (a) The student is not devoting sufficient time to the programme | () |
| (b) The necessary resources for the student's work are not available | () |
| (c) The research needs important inputs from: | () |
| (i) Other departments/units within the University | |
| (ii) Outside the University | () |
| (d) The orientation of the student's work has changed beyond my interest and/or competence | () |
| (e) The student's financial resources appear inadequate to cope with the research | () |
| (f) Others. Please specify: | |
| | |
| | |

7. Please suggest how best the student can be assisted in the above ticked problem(s).

.....
.....
.....

8. If the student's current work rate continues, how long might it take to complete the research programme?

(a) Months.....

9. Supervisor(s)' Name(s) and Signatures

| SN | Supervisor | Signature | Date |
|----|------------|-----------|------|
| | | | |
| | | | |
| | | | |

PROGRESS REPORT

SECTION C: DEPARTMENTAL BOARD'S ACTION

(To be completed by the Head of Department)

Having carefully examined the Student's and Supervisor's evaluation of progress in the past year at its meeting held on, bearing in mind the University of Mines and Technology's regulations for Postgraduate Studies, the Board recommends as follows (Tick one of the three alternatives):

- (a) ☐ The student continues with the programme
- (b) ☐ The student be withdrawn from the programme
- (c) ☐ The student be put on probation
- (d) ☐ The student continues with the programme, provided:
(Tick as many boxes as are appropriate).
 - (i) ☐ The student spends more time on the research and with the Supervisor(s)
 - (ii) ☐ The student finds sponsorship or additional funds
 - (iii) ☐ The student changes research topic
 - (iv) ☐ A new/additional Supervisor is found
 - (v) ☐ Student finds additional resources for the research
 - (vi) ☐ Others. Please specify:
.....
.....

Head of Department's Name:

Signature:

Date:

Note: Please forward the report directly to the Dean's Office of the Faculty.

PROGRESS REPORT

SECTION D: FACULTY BOARD'S ACTION

Having carefully examined the Student's, Supervisor's evaluation of progress in the past year and the Departmental Board's recommendation, bearing in mind the

University of Mines and Technology's regulations for Postgraduate Studies, the Board recommends as follows (Tick one of the three alternatives):

- (a) () The student continues with the programme
- (b) () The student be withdrawn from the programme
- (c) () The student be put on probation
- (d) () The student continues with the programme, provided:
(Tick as many boxes as are appropriate).
 - (i) () The student spends more time on the research and with the Supervisor(s)
 - (ii) () The student finds sponsorship or additional funds
 - (iii) () The student changes research topic
 - (iv) () A new/additional Supervisor is found
 - (v) () Student finds additional resources for the research
 - (vi) () Others. Please specify

.....
.....

Name of Dean:

Signature:

Date:

Action by SPS

Comments by Dean, SPS

.....
.....
.....

Signature.....

Date.....

Dean, SPS