



**KABARAK UNIVERSITY**  
**INSTITUTE OF POSTGRADUATE STUDIES**

**RESEARCH PROGRESS REPORT**

Supervision report shall be completed by the student and University Supervisors and submitted to the Institute of Postgraduate Studies after recommendation by the HoD and the Dean. Students shall meet with supervisors at least once a month and the supervision report shall be submitted semesterly (after every four months)

<b>PART I: STUDENT'S DETAILS</b>			
<b>Students Name</b> _____ _____	<b>Reg. Number</b> _____ _____	<b>Phone Number</b> _____ _____	
<b>PhD/Masters</b> _____ _____	<b>Full/Part Time</b> _____ _____	<b>Email</b> _____ _____	
<b>Department</b> _____ _____	<b>School</b> _____ _____	<b>Year/Semester</b> _____ _____	
<b>PART II – PROGRESS ON PROPOSAL/THESIS/PROJECT/SEMINARS/CONFERENCES AND PUBLICATION(S)</b>			
<i>S/N</i>	<i>Activity</i>	<i>Additional Information</i>	<i>Remarks</i>
1	1. Work Schedule (attach a copy of Research Study Schedule)	Attach a copy of the works schedule and any relevant documents	

2	Summary of Tasks Completed on _____ _____ _____	(i) Indicate level - Proposal/Project/Thesis (ii) Indicate assignments submitted to supervisor(s), corrections etc (iii) Explain progress	
		(ii) Seminars/Conferences/Workshops Indicate the ones attended and or plan to attend and nature of engagement	
		(iii) Publications	
3.	Challenges and way forward	(i) Problems	
		(ii) Solutions/Suggestions	
4.	Tasks and Work schedule for the next month (or semester)	(i) Proposal/Project/Thesis	
		(ii) Publication(s)	
		(iii) Seminars/Conferences/Workshops	
<b>Student's Signature</b> _____ <b>DATE</b> _____			

**SECTION III – ASSESSMENT/COMMENTS/REMARKS BY SUPERVISORS**

1	Observation/Comments/Assignment (Attach Supervision Tracking Form)	(i) Proposal/Project/Thesis	
		(ii) Seminars/Conferences/Workshops	
		(iii) Publications	
2	2. Date of Last Three Sessions	1. _____	
		2. _____	
		3. _____	
3.	Assessment of Students' Progress Accomplished According to submitted Work Schedule	(i) Rate and quantify in % tasks accomplishment	
		(ii) State whether the student is on track and keeping to schedule	
		(iii) Challenges/Suggestions	
<b>SUPERVISOR I</b>			
	Name _____ _____ _____	Signature _____	Date _____

<b>SUPERVISOR II</b>			
	Name _____ _____ _____	Signature _____ _____	Date _____ _____
<b>SUPERVISOR III</b>			
	Name _____ _____ _____	Signature _____ _____	Date _____ _____
4.	<b>REMARKS BY CHAIRMAN OF THE DEPARTMENTAL BOARD OF POSTGRADUATE STUDIES COMMITTEE</b>		
	Names _____ _____ _____	Signature and Date _____ _____ _____	Remarks
5	<b>REMARKS BY THE DEAN OF THE RELEVANT SCHOOL</b>		
	Names _____ _____ _____	Signature and Date _____ _____ _____	Remarks
6	<b>REMARKS BY THE DEAN OF THE RELEVANT SCHOOL</b>		
	Names _____ _____ _____	Signature and Date _____ _____ _____	Remarks
7	<b>REMARKS BY DIRECTOR, IPGS</b>		
	Names	Signature and Date	Remarks

	_____	_____	
	_____	_____	
	_____	_____	

### **IMPORTANT INFORMATION**

- The Commission for University Education standards require that PhD students publish at least two (2) papers before Graduation.
- The Kabarak University Institute of Postgraduate Students require that Master's students publish at least one (1) paper before Graduation.
- PhD and Master's students should have at least one presentation in an international conference.
- All postgraduate students shall share their findings in a departmental/School's postgraduate seminar discussions before submitting the draft of the thesis for examination.
- Students working towards graduating end of year must defend their thesis by June of the same year. This will allow candidates to attend to major corrections in case of any.