



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY
SCHOOL OF GRADUATE STUDIES & RESEARCH
POSTGRADUATE PROGRESS REPORT FORM**

PART 1: To be completed by the student and forwarded through the supervisors

- Postgraduate students are required to consult their supervisors at least once a month and to submit a report every three (3) months.
- A copy of PART 1 should be sent to the office of the Director, Board of Postgraduate Studies.
- Each postgraduate student’s supervisor is required to complete a separate form for each student.

Student’s Name: Registration No.....
Year of Admission: Faculty: Department:

Title of the Thesis:
.....
.....

Objectives of the Study
.....
.....
.....

*This report is the 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, or 9th (Delete where appropriate)

Summary of work completed (Attach summary of the work not exceeding three (3) double spaced typed pages of 11 epi font size or equivalent)

Proportion of original work plan completed (Please attach the original work plan).
.....
.....
.....

Constraints/Problems/Advantages/Benefits (if any) and Suggestions
.....
.....
.....

Work plan for the next three (3) months (attach the work plan)

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

Date: Signed:

PART II: To be completed by Supervisors and Chairperson of Department

Part A: To be completed by Supervisors

- Supervisor's Name:
Are you a 1st, 2nd, or 3rd supervisor?
Comments:
.....
.....
.....
.....

Date: **Signature:**

- Supervisor's Name:
Are you a 1st, 2nd, or 3rd supervisor?
Comments:
.....
.....
.....
.....

Date: **Signature:**

- Supervisor's Name:
Are you a 1st, 2nd, or 3rd supervisor?
Comments:
.....
.....
.....
.....

Date: **Signature:**

Part B: To be completed by Chairperson of the Department

Name of Department:

Comments:
.....
.....

.....

Signed: **Date:**

PART III: Comments by Dean/Director of Faculty/School/Institute

Name of Faculty/School/Institute:

Comments:

Signed: **Date:**

*Report forwarded to the Director, Board of Postgraduate Studies by the Dean/Director.

NOTE THAT:

1. *The regulations require that where progress of a given candidate is unsatisfactory as to result in being de-registered, such a candidate will be given a written warning by the Dean/Director of Faculty/School/Institute to the effect that unless he/she shows signs of improvements within three (3) months he/she will be de-registered.*
2. *After two consecutive reports the Dean/Director is required to recommend de-registration of the candidate to Senate, through the Director, Board of Postgraduate Studies.*

PART IV: Consultative Meetings with supervisors per semester

Consultative meetings were held as outlined below:

No	Meeting	Date
1		
2		
3		

OBJECTIVES SO FAR ACCOMPLISHED

- 1.
.....
- 2.
.....
- 3.
.....
- 4.
.....
- 5.
.....

PART V: WORK PLAN FOR NEXT SEMESTER

Work plan for 2022-2023 academic year, first semester is outlined below:-

Activity	Duration	Remarks by Supervisor
1		
2		
3		

COMMENTS BY DEAN, SGSR

Remarks

.....
.....

Signature

Date.....