



# FOUNTAIN UNIVERSITY, OSOGBO

## School of Postgraduate Studies

P.M.B. 4491, OSOGBO, OSUN STATE

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### STUDENT'S ANNUAL PROGRESS REPORT FORM

FORM No:  
PGF 006

#### OBJECTIVES

The objectives of this progress report are to:

1. provide a mechanism for effective monitoring of the conduct, supervision and administration of students' research degree programmes (i.e. students on M.Phil./Ph.D. and Ph.D. degree programmes respectively);
2. help in early diagnosis of research-related problems with a view to solving them before they become intractable; and
3. assist students, supervisors and administrators to optimize the use of relevant resources for the successful completion of research degrees at Fountain University, Osogbo, Nigeria.

#### INSTRUCTIONS TO STUDENTS

1. Every student is enjoined to fill Sections A, B and C of the form at the beginning of every academic session.
2. A student who has a Co-supervisor should print additional supervisor's evaluation form (Section B) to be attached to the annual progress report form.
3. Complete renewal of annual registration is contingent upon the submission to the School of Postgraduate Studies through the appropriate College.

#### (A) STUDENT'S SELF ASSESSMENT

Date: \_\_\_\_\_

##### (a) Student's Personal Details

Name (Surname/First Name/Middle Name): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_ Mode of Study: [ ] FT [ ] PT

Matric. No. \_\_\_\_\_ Area/Specialization: \_\_\_\_\_

Department/Programme: \_\_\_\_\_ College: \_\_\_\_\_

Session Admitted: \_\_\_\_\_ Current Session: \_\_\_\_\_

Research Title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

Number of Semester(s) completed till date:

Programme	Number of Semesters	Number of Semesters	Total
	Registered	Suspended	
M.Phil./Ph.D.			
Ph.D.			

(b) **PROGRESS REPORT**

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

	(a)	(b)	(c)
	Completed	In Progress	Not Applicable
(i) Course work:..... Units passed	( )	( )	( )
(ii) Literature Review	( )	( )	( )
(iii) M.Phil/Ph.D Conversion Examination	( )	( )	( )
(iv) Pre-Field Seminar	( )	( )	( )
(v) Field Work	( )	( )	( )
(vi) Laboratory Experiments	( )	( )	( )
(vii) Data Analysis	( )	( )	( )
(viii) Post Field Seminar	( )	( )	( )
(ix) First Draft of Thesis/Dissertation	( )	( )	( )
(x) Registration of Title	( )	( )	( )
(xi) Others, please specify.....			

2. What is your perception of your progress in the past 12 months:

(tick one appropriate option)

- (a) Very Good ( )
- (b) Good ( )
- (c) Fair ( )
- (d) Poor ( )

***Go to 5 if you ticked Q.2 (a) or (b)***

3. What are the probable reasons for your perceived poor progress so far?

***(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 for my work are not available locally ( )
- (g) Others, Please specify.....

.....

.....

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

.....

.....

5. Student's Signature and Date: .....

\* No. of semesters spent on M.Phil/Ph.D counts towards the completion of the Ph.D programme

## SECTION B: SUPERVISOR'S EVALUATION

*(To be completed by the Student's Supervisor)*

1. Student's Name:.....Matric. No.:.....
2. I have been supervising the student since..... academic Session
3. The student has completed or is currently engaged in the following aspects of his/her research programme: *(Tick appropriate boxes in both columns)*

	(a)	(b)	(c)
	Completed	In Progress	Not Applicable
(i) Course work:..... Units passed	( )	( )	( )
(ii) Literature Review	( )	( )	( )
(iii) M.Phil/Ph.D Conversion Examination	( )	( )	( )
(iv) Pre-Field Seminar	( )	( )	( )
(v) Field Work	( )	( )	( )
(vi) Laboratory Experiments	( )	( )	( )
(vii) Data Analysis	( )	( )	( )
(viii) Post Field Seminar	( )	( )	( )
(ix) First Draft of Thesis/Dissertation	( )	( )	( )

(x) Registration of Title ( ) ( ) ( )

(xi) Others, please specify.....  
.....  
.....

4. 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)***

5. If your evaluation of the student's performance suggests that his/her progress has been poor 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 Fountain University, Osogbo. ( )

(ii) resources outside Fountain University, Osogbo. ( )

(d) The orientation of the student's work has change beyond my  
interest and/or competence ( )

(e) The student's financial resources appear inadequate to cope with  
the research ( )

(f) Others, please specify.....

6. Please state efforts being made to address the challenge(s) mentioned above

.....  
.....

7. 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 C: DEPARTMENTAL RECOMMENDATION

*(To be completed by the Head of Department)*

a) 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 Fountain University, Osogbo'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 ( )

(ii) The student finds sponsorship or additional funds ( )

(iii) The student changes focus/area of research ( )

(iv) A new/additional supervisor may be found ( )

(v) Additional resources may be found for the research (e.g. by the  
Department ( )

(c) The student is advised to withdraw from the programme Please give reason(s) ( )

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

2. Head of Department's Name: .....

Signature:.....

Official Stamp: .....

**N.B. Please forward the report directly to the College Dean's Office.**

## SECTION D: COLLEGE RECOMMENDATION

Comment(s) of the Dean/Sub-Dean:.....

.....

.....

Name: .....

Date: .....

Signature: .....

## SECTION E: SCHOOL OF POSTGRADUATE STUDIES' RECOMMENDATION

(To be completed by the Dean or Sub-Dean of SPGS)

1. Having carefully considered the HOD's and the College Dean/Sub-Dean's recommendations in respect of this student, I recommend as follows (*tick one of the following options*):

a) The student may register for the current session ( )

b) The student's work would seem to benefit by having inputs from the following departments/units:

i. ....

ii. ....

iii. ....

iv. ....

c) The student's case should be referred to the Executive Committee of the Postgraduate

School for review ( )

2. Dean of SPGS' Name: .....

Signature: .....

Date: .....

Official Stamp: .....