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|  | COLLEGE OF BUSINESS AND ECONOMICS  Form CBE 4  Jan 2018 PROGRESS: MASTER’S AND DOCTORAL STUDENTS |

**PLEASE NOTE:**

* At the end of every semester, supervisors in each Department within the College will send out this progress report to all their postgraduate research students.
* The aim of the progress report is to track a student’s progress towards the completion of his/her thesis/dissertation. It gives the student the opportunity to reflect on the progress made in terms of his/her own input at this stage as well as on the supervision and the resources available.
* **SECTIONS A & B** are to be completed by the **supervisor(s)** and **SECTION C** by the **student**.
* Completion of the progress report prior to the due date is **essential** for the student’s continued enrolment.

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| **SECTION A: Details about the STUDENT** | | | | | | |
| Surname |  | | | Title | |  |
| Initials(s) |  | | | Date of first registration | |  |
| Student number |  | | | Degree | |  |
| Approved title of thesis/ dissertation/minor dissertation |  | | | | | |
| Contact details | Telephone nr. |  | Mobile nr. | |  | |
| Email address |  | | | | |

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| **SECTION B: Feedback from the SUPERVISOR** | | | | | | | | |
| Title, initial(s) and surname |  | | | | | | | |
| Department |  | | | | | | | |
| What do you consider to be the expected date of completion of this study? (E.g. January 2013) | | |  | | | | | |
| Is the department able to provide all the necessary facilities for the candidate's research during the next six months? | | | Yes | 🞏 | Partially | 🞏 | No | 🞏 |
| Are supervision arrangements for the candidate finalised for the next six months? | | | Yes | 🞏 | Partially | 🞏 | No | 🞏 |
| Has the candidate diligently and effectively applied himself/herself to his/her project during the past six months? | | | Yes | 🞏 | Partially | 🞏 | No | 🞏 |
| Has the candidate shown initiative consistent with the requirements of the research programme/course and level of study during the past six months? | | | Yes | 🞏 | Partially | 🞏 | No | 🞏 |
| Has the candidate made satisfactory progress throughout the past six months? | | | Yes | 🞏 | | No | 🞏 | |
| Has the candidate been awarded an extension of studies before? | | | Yes | 🞏 | | No | 🞏 | |
| Should the candidate be issued with a warning? | | | Yes | 🞏 | | No | 🞏 | |
| Status of candidate (i.e. E6 / F5 / None) based on previous reports | | |  | | | | | |
| List any problems (such as insufficient language skills, access to sources, financial) that the student has encountered. | |  | | | | | | |
| Please indicate what steps you have taken or will take to help overcome these problems. | |  | | | | | | |
| Any other comments: | |  | | | | | | |

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| **SECTION C: Feedback from the STUDENT**  (Also check if contact details are correct in Section A – amend if incorrect) | | | | | | | |
| Briefly describe your research progress during the past six months: | |  | | | | | |
| What do you consider to be the expected completion date of this study? | |  | Is your research project supported by a bursary, grant or contract with an outside party? | | | |  |
| List any problems you have encountered that may have hindered successful progress during the past six months: | |  | | | | | |
| How many meetings have you had with your during the past six months? | |  | Are you still on schedule to finalise your studies on the planned completion date? | |  | | |
| Any other comments: | |  | | | | | |
| **Signature of student** | |  | | | **Date** | |  | | |

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| **Signature: Supervisor** |  | **Date** |  |
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| **Signature: HoD/ Programme coordinator** |  | **Date** |  |
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