**COVENANT UNIVERSITY**

**SCHOOL OF POSTGRADUATE STUDIES**

**FORM A2**

**PROGRESS REPORT FORM (ALL POSTGRADUATE STUDENTS)**

**OBJECTIVES**

The Objectives of this questionnaire are to:

1. provide a mechanism for the effective monitoring of the conduct, supervision, and administration of students’ research degree programmes;
2. help in the early diagnosis of research-related challenges, with a view to solving them before they become intractable; and
3. assist students, teachers and administrators to maximize relevant resources for the successful and orderly completion of research degrees at Covenant University.

**INSTRUCTIONS TO STUDENTS**

1. It is the student's responsibility to ensure that Sections A, B and C of this questionnaire are completed early in every academic session.
2. A student who has more than one supervisor should collect additional form(s)for the additional supervisor(s) to complete section B.
3. Renewal of registration is contingent on the completion and submission of this form to the appropriate School/College on time.
4. All completed forms shall be batched and sent to the School of Postgraduate Studies through the College Deans.

**SECTION A: STUDENTS’ SELF-ASSESEMENT**

(Must be completed by every student)

**(A) BACKGROUND**

1. (a) Full Names of Student (CAPITALS, Surname first): ...…………………………….................

(b) Sex: M [ ] F [ ]

1. Matriculation Number: ………………………………………………………………………………
2. Date of Birth: ……………………………………………………...
3. Programme/Department:
4. College:
5. (a) Phone No: (b) E-Mail Address:
6. Degree in View:
7. Mode of Study: (a) Full-Time [ ] (b) Part-Time [ ] (c) Staff/Faculty [ ]
8. (a) Date of First Registration (Month Day, Year e.g. March 9, 2018):

(b) Date of Most recent Registration (Month Day, Year e.g. March 9, 2018):

1. Number of Semesters completed so far:
   1. M.A/M.Eng/M.Sc./MBA:
   2. M.Phil./Ph.D.:
   3. Ph.D.
2. Area of Specialization:
3. (a) Title of Research:

(b) Proposed [ ] Registered [ ]

**(B) EVALUATION**

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

|  |  |  |
| --- | --- | --- |
|  | Completed | In Progress |
| 1. Coursework | [ ] | [ ] |
| 1. Literature review | [ ] | [ ] |
| 1. Field work | [ ] | [ ] |
| 1. Laboratory experiments | [ ] | [ ] |
| 1. Departmental Seminar | [ ] | [ ] |
| 1. Data Analysis | [ ] | [ ] |
| 1. First Draft of Thesis/Dissertation | [ ] | [ ] |
| 1. Post-field | [ ] | [ ] |

1. Other, please specify

1. Perception of my progress: In the past 5 months, I have made (tick one appropriate option)

(a) Satisfactory progress [ ]

(b) Less than satisfactory [ ]

(c) Unsatisfactory progress [ ]

*Go to* 16 *if you ticked* Q. 14*(a)*

1. What are the probable reasons for your perceived unsatisfactory progress so far?

(Tick as many boxes as are appropriate)

1. [ ] I have to combine the research with full-time employment.
2. [ ] Interaction with my supervisor is less than satisfactory
3. [ ] I need more funds.
4. [ ] Library and other resources required for my work are not available locally.
5. Other, please specify:
6. Student's Signature and Date:................................................................................................

**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........................................................................................
3. The student has completed, or is currently engaged in, the following aspects of his research programme: (Tick appropriate boxes in both columns)

(a) Completed (b) In progress

(i) Coursework: (a) Units passed [ ] [ ]

(b) Date completed: [ ] [ ]

(ii) Literature Review [ ] [ ]

(iii) Field Work [ ] [ ]

(iv) Laboratory experiments [ ] [ ]

(v) Departmental Seminar [ ] [ ]

(vi) Data Analysis [ ] [ ]

(vii) First Draft Thesis/ Dissertation [ ] [ ]

(viii) Post field ……………………………………… [ ] ………………. [ ]

(viii) Other, please specify………………………………………………………………..............................

……………………………………………………………………………………………………………..

1. Which of the following summarizes the student's performance in the past 6 months?

(a) Satisfactory [ ]

(b) Less than satisfactory [ ]

(c) Unsatisfactory [ ]

*Go to Q.* 6 *if you ticked Q.* 4 *(a)*

"

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

(a) The student is not devoting sufficient time to the research [ ]

(b) The necessary resources for the student's work are not available [ ]

(c) The research needs important inputs from

(i) Other departments/units of Covenant University [ ]

(ii) Resources outside Covenant University [ ]

(d) The orientation of the student's work has changed beyond my interests and/or competence [ ]

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

f) Others (please specify) ………………………………………………………………………………

……………………………………………………………………………………………………………..

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

(a)………………….Semester(s) [ ]

(b) …………………Don't know [ ]

……………………………………………… ……………………………………..

Name (Supervisor)Signature & Date

**SECTION C: DEPARTMENTAL/COLLEGE ENDORSEMENT & ACTION**

1. To be completed by the Coordinators, Departmental Postgraduate Committee/ Head of Department:

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 Covenant University regulations for postgraduate study, I recommend as follows (tick one of the following three alternatives):

1. [ ] The student may continue with the research programme
2. [ ] The student may continue with the research programme, provided (tick as many boxes as appropriate)
3. [ ] he/she spends more time on the research and with the supervisor (s);
4. [ ] he/she finds sponsorship or additional fund;
5. [ ] he/she changes area of research;
6. [ ] a new/additional supervisor can be found;
7. [ ] additional resources can be, found for the research (e.g. by the Departments); and
8. [ ] Others (specify): …………………………………………………………………

(c). [ ] The student is advised to withdraw from the programme *(Please give reason)*

……………………………………………………………………………………………………… ………………………………………………………………………………………………………

………………………………… ………………………………………

Name (Coordinator, Departmental PG Committee) Signature & Date

2. Comments of Head of Department:...........................................................................................................

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

…………………………………… ……………………………………….

NameSignature & Date

3. Comments of the Coordinator, College Postgraduate Committee (CPC): ……………………………

………………………………………………………………………………………………………………………………………………………………………………………………………………………..

………………………………………………….. ……………………………………….

Name Signature & Date

4. Comments of College Dean: ........................................................................................................................ .........................................................................

…………………………………… ………………………………………..

Name Signature & Date

**SECTION D: SCHOOL OF POSTGRADUATE STUDIES (SPS) ACTION**

(To be completed by the Dean/Sub-Dean, School of Postgraduate Studies)

1. Having carefully considered the HOD's recommendation(s) 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 case is sent back to the student’s Department for necessary follow­-up action.

(c) [ ] The student's work would benefit from inputs of the following Depts. /Units

(i) [ ]…………………………………………………………………………….

(ii) [ ]…………………………………………………………………………….

(iii) [ ] .....................................................................................................................

(iv) [ ]…………………………………………………………………………….

(d) [ ] The student’s case be referred to the Committee of the School of Postgraduate Studies for review.

1. Sub-Dean, School of Postgraduate Studies

…………………………………… …………………………………

NameSignature & Date

1. Dean, School of Postgraduate Studies

…………………………………… …………………………………

NameSignature & Date