

## Progress Report form for Postgraduate students



### JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY BOARD OF POSTGRADUATE STUDIES POSTGRADUATE PROGRESS REPORT FORM

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#### **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 four (4) months.
- **A copy of PART 1 is to be sent to the office of the Director, Board of Postgraduate Studies**

Student's Name:.....

Registration No.:.....

Year of Admission:..... Faculty/ School:.....

Department:.....

**Title of the Project:**.....

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\* This report is the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> (Delete where appropriate) and covers the period between:.....



**Summary of work completed (Attach summary of the work done not exceeding three (3) double spaced typed pages of times new roman 12 font size or equivalent)**

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

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

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**Work Plan for the next four (4) months (attach the work plan)**

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Date:.....

Signed:.....

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

**Part A: To be completed by Supervisor (s)**

**Each Supervisor is required to complete a separate form for each student**

1. Supervisor’s Name:.....
2. **Attach Summary of the work done not exceeding one (1) double spaced typed page of times new roman 12 font size or equivalent) capturing achievements of the objectives, data collection and analysis , availability of research tools/ equipment’s and challenges experienced.**
3. **In your own opinion, how much work has been done and how much is remaining**

**Overall assessment:** Relevance, Form, grammatical correctness and Content

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Date:..... Signature:.....



**Part B: To be completed by Chairperson of the Department**

Name of Department:.....

- 1. Comment on the timeliness of the progress of the project and whether the student is Consulting the Supervisors and has presented the required Seminars

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- 2. Comment on the views of the departmental postgraduate committee on the aspect that has been reported on e.g. data collection, data analysis, literature review, timeliness etc.

Signed ..... Date:.....

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

Name of School/ Faculty/ Institute/ Directorate:.....

- 1. Comment on the timeliness of the progress of the project and whether the student is Consulting the Supervisors and has presented the required Seminars

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- 2. Comment on the views of the departmental postgraduate committee on the aspect that has been reported on e.g. data collection, data analysis, literature review, timeliness etc.

Signed ..... Date:.....



