



ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI

Office of the Dean, School of Postgraduate Studies

PROGRESS REPORT FOR THE SECOND SEMESTER 2014/2015

SCHEDULE AND IMPORTANT DATES

ACTION BY	ACTION TO BE TAKEN	DUE DATE
School of Postgraduate Studies	Circulate the Schedule and Progress Report Form to ALL POSTGRADUATE STUDENTS/...../.....



Students	Complete Section I of the Progress Report Form and submit to your Supervisor/...../.....
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Supervisor	Complete Section II of the Progress Report Form and submit to the Head of Department/...../.....
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Head of Department	Complete Section III of the Progress Report Form and submit to the Head of Department/...../.....
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Dean of the Faculty	Endorse Section IV of the Progress Report Form and submit to the Dean of Postgraduate Studies/...../.....
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Dean, School of Postgraduate Studies	Endorse Section V of the Progress Report/...../.....
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ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI

Office of the Dean, School of Postgraduate Studies

PROGRESS REPORT ON POSTGRADUATE STUDIES

(TO BE SUBMITTED IN TRIPPLICATE AT THE END OF EVERY SESSION)

SECTION I. TO BE COMPLETED BY THE STUDENT:

SPGS: FORM A1

(a) Registration Details:

Surname:		
Other Names:		
Faculty:		
Department:		
Course Duration:		
Date of First Registration:		
Subsequent Registrations:	(i)	(ii)
	(iii)	(iv)
	(v)	(vi)
	(vii)	(viii)
	(ix)	(x)
	Deferments (if any):	
Extensions (if any):		
Expected Submission Date (Semester & Session ONLY):		

Reg. No:	
Phone No:	
E-mail:	

Degree/Diploma in View (specify pls.)

Ph.D:	
Masters:	
PGD:	

Mode of Study (Tick as applicable.)

Full-Time:		Part-Time:	
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(Tick each or insert "NA" if not applicable.)

Coursework:		Research:	
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(b) Coursework Progress (Where P = Pass; F = Fail; O = Outstanding):

First Attempt (Write Session)			Units		
S/N	Code	Title	P	F	O
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
Total Units:					

Second Attempt (Write Session)			Units		
S/N	Code	Title	P	F	O
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
Total Units:					

(c) Research Activities:

Title of the Research:

Thesis/Project:

Progress to Date (Tick or Insert "NA" if not applicable)			
Activity	Not yet	Ongoing	Completed
Coursework:			
Synopsis:			
Proposal Defense:			
Data Collection:			
Data Analysis:			
Draft Report:			
Final Seminar:			
Readiness:			
Viva Voice:			

Student's Remarks on supervision		Yes	No
Do you freely discuss your work with your supervisor?			
Is your work returned to you early as desired?			
Are you getting the supervision you desire?			
Are you getting the inputs of your second supervisor?			
Are both supervisors complementing each other?			
Do you want any of your supervisors changed?			
Any changes to the original research objectives?			
Have you presented or published a paper from your work?			
Does your research work progresses according to schedule?			
Can you efficiently work independently?			

(d) Comment freely and state any factor(s) that may likely impede your progress:

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.....

(e) Declaration:

I hereby declare that all statements given in this section are correct

Student's Full Name:.....

Signature and Date:.....

SECTION II. TO BE COMPLETED BY THE CHAIRMAN, SUPERVISORY COMMITTEE:

(a) Student's Progress:

Progress to Date (<i>Tick or Insert "NA" if not applicable</i>)			
Activity	Not yet	Ongoing	Completed
Coursework:			
Synopsis:			
Proposal Defense:			
Data Collection:			
Data Analysis:			
Draft Report:			
Final Seminar:			
Readiness:			
Oral Examination:			

Supervisor's Remarks on the Student (<i>Tick as appropriate</i>)	Yes	No
Has the student shown commitment to his research work?		
Does the student properly adhere to your guidance?		
Are the research objectives clearly written towards the aims?		
Is the scope realistic and at the appropriate level?		
Does the Literature Review focuses on the research work?		
Does the student adopt appropriate design and procedures?		
Any changes to original research objectives?		
Has the student published a paper from his work?		
Does the student progresses according to schedule?		
Can the student efficiently work independently?		

(b) List factors impeding the progress of the student's research work (*if any*):

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(c) Please comment freely on the supervision (*include attachments if necessary*):

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(d) What is the expected date of submission of the Student's Readiness to the Department?.....

Name of the Chairman Supervisory Committee:..... Signature and Date:.....

SECTION III. TO BE COMPLETED BY THE HEAD OF DEPARTMENT:

(a) Comments by the Head of Department:

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(b) Recommendations of the Head of Department:

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Name of the Head of Department:..... Signature and Date:.....

SECTION IV. TO BE COMPLETED BY THE DEAN OF FACULTY:

Comments by the Dean of Faculty:

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Name of the Dean of Faculty:..... Signature and Date:.....

SECTION V. TO BE COMPLETED BY THE DEAN, SCHOOL OF POSTGRADUATE STUDIES:

Comments by the Dean, School of Postgraduate Studies:

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Name of the Dean, School of Postgraduate Studies:..... Signature and Date:.....