 DIVINE WORD UNIVERSITY

Progress Report

Research Student Half Yearly Report

Section 1 is to be completed by the Candidate and handed to the Principal Supervisor by *Monday 03 June 2024*

Section 2 is to be completed by the Principal Supervisor and the report forwarded to the Faculty Dean by *Wednesday 05 June 2024*

Section 3 is to be completed by the Faculty Dean and submitted to the Director Higher Degrees by *Friday 07 June 2024*

Section 4 is to be completed by the Director Higher Degrees for submission to the Chair, Research and Higher Degrees Board by *Monday 10 June 2024*

Candidate’s Name ……………………………………………… ID number……………….

Faculty…………………………………...

Principal Supervisor ………………………………………… Date of Admission ………………

SECTION 1 – CANDIDATE’S REPORT Status Full-Time

Part-Time

Indicate: (i) The work completed since your previous half yearly report

(ii) Plan for completing work in each remaining year until these submitted:

(iii) Any problems – personal, technical etc. which prevent submission of

thesis within 4 years of admission

Expected completion of Thesis……………. Years Completed: Full-time……. Part time…….

Semester/year ………………………………........

How many hours of individual consultation have you had with your supervisor in the past 6 months? ……………………………….

If this was not sufficient, indicate the assistance needed: ……………………………………….

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

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

ETHICAL CLEARANCE (Tick appropriate box)

I have ethical clearance for current or proposed experiments involving humans or animals

I do not need ethical clearance for current or proposed experiments involving humans or animals?

I did not obtain clearance earlier but enclose detailed application now?

…………………………………………………….. ………………

Candidate Signature Date

*After completing Section 1 please forward this form to your Supervisor by Monday 03 June 2024*

SECTION 2 – SUPERVISOR REPORT (*please complete and send to the Faculty Dean*)

1. For approximately how many hours in the past 6 months has the candidate attended for individual discussion?

1. Was this sufficient? Yes No
2. Has the candidate performed assigned work satisfactorily? Yes No Not relevant
3. Has the candidate presented their work-in-progress at an organised seminar by the postgraduate research centre? Yes No
4. Has the candidate attended and participated in organised research conversations, seminars and any symposium by the faculty? Yes No
5. If the project requires ethical clearance, has this been obtained? Yes No
6. Do you expect the thesis to be submitted by the given date? Yes No

if ‘No’, when – 20……..?

1. If any aspect of the candidate’s work or progress is not completely satisfactory (e.g. if you do not expect completion in 4 years as a full-time candidate, or is 6-7 years as a part-time candidate, from commencement), please provide specific information for the Research and Higher Degrees Board.

…………………………………………………….. ……………

Supervisor’s Signature Date

*After completing Section 2 please forward this form to the Faculty Dean by Wednesday 05 June 2024*

SECTION 3 – ENDORSEMENT OF FACULTY DEAN (*please complete and send to the Director Higher Degrees*)

I endorse the candidate’s report and the supervisor’s comments. Yes No

If progress is not completely satisfactory, please comment for the Research and Higher Degrees Board:

…………………………………………………….. ……………………

Signature of Faculty Dean Date

*After completing Section 3 please forward this form to the Director Higher Degrees by Friday 07 June 2024*

SECTION 4 – ADMINISTRATIVE ACTION (Director Higher Degrees)

Accept as showing satisfactory progress Appears satisfactory

Not satisfactory take action as follows:

*(refer to the supervisor report above)*

1 & 2 – frequency of supervisory meetings

3 - performance of work

4 – presentation of work-in-progress at a PGRC organised seminar

5 – attendance and participation at faculty organised research conversations, seminars etc

6 – ethical clearance

7 – timing of thesis submission date

Initials ………….. Date: ………….

*Please submit completed form to the Chair of Research and Higher Degrees Board no later than Monday 10 June 2024.*