

UNIVERSITY FOR DEVELOPMENT STUDIES



OFFICE OF THE REGISTRAR

ACADEMIC PROGRESS REPORT

Academic Year.....

Period of Reporting: 1st Half (January.-June) 2nd Half (July-December)

Level (Eg. 100, 200, 300, etc.) :.....

SECTION A: DETAILS OF STAFF

Name						
Staff Category	Senior Member	<input type="checkbox"/>	Senior Staff	<input type="checkbox"/>	Junior Staff	<input type="checkbox"/>
Staff ID						
Designation/Rank						
Department						
School/Faculty/Directorate						
Phone Number (s)						
Email Address						

SECTION B: DETAILS OF PROGRAMME OF STUDY

Student ID				
Programme of Study				
Degree				
Date of Admission				
Start Date of Programme				
End Date of Programme				
Programme Duration				
Mode of Study	Full-Time	<input type="checkbox"/>	Part-Time	<input type="checkbox"/>
Name of Study Institution				
Email Address of Study Institution				
Country				
Study Leave Extension (if any)				

- a. Progress of research work during the reporting period (field visits, data collections, literature review, Internship, presentations, etc.)

- b. List the titles of manuscripts drafted and submitted to Indexed/Scopus Journals (**PhD only**)

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- c. List the names of the Indexed/Scopus Journals that you have submitted the above listed manuscripts to. Attach a copy of the acceptance letter (s) if any.

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SECTION D: (TO BE COMPLETED BY SUPERVISOR)

SUPERVISOR'S COMMENTS/ASSESSMENT OF STUDENT'S PROGRESS

d. Frequency of Supervisor Contact by Student:

Weekly Twice a Week Monthly Twice a Month Quarterly

e. Commitment to Work: Committed Fairly Committed Not Committed

f. Student Work Progress: Satisfactory Needs Improvement Unsatisfactory

g. General Work progress: As Planned Work Delayed Work Not Started

h. Expected Date of Completion.....

i. **Proportion of Work Completed (Please, tick as appropriate)**

Section of Work	Proportion of Work Completed					
	Started	Quarter (1/4)	Half (1/2)	Three- Quarters (3/4)	Completed	Not Started
Proposal Development and Completion						
Field Work/Data Collection						
Data Analysis						
Introduction						
Literature Review						
Methodology						
Results & Discussions						
Conclusion, Summary of Findings						

j. Evaluation of Student’s Research Abilities/Competencies (Please, tick as appropriate)

Research Ability/Competence	Scale					
	Excellent	Very Good	Good	Fair	Poor	Not Applicable
Experimental Skills						
Creativity						
Independence						
Originality						
Responsiveness to Criticism/Advice						
Determination/Efforts						
Approach to problem solving						
Ability to work with multiple supervisors						

k. Supervisor’s General Comments

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l. Signature (Student, Supervisor and Head of Department)

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Name of Student	Signature	Date
_____	_____	_____
Name of Supervisor	Signature/Stamp	Date
_____	_____	_____
Name of Head of Department	Signature/Stamp	Date

NB: For any information relating to the student, contact the University on registrar@uds.edu.gh