**Annual progress report for Master’s Thesis students**

*The purpose of this report is to ensure that candidates continue to be on track to complete their thesis within the timeframe.*

SECTION A

|  |  |
| --- | --- |
| Candidate’s last name: |  |
| Student ID number: |  |
| First name: |  |
| Scholarship/external funding: | □ Yes □ No |
| Name of Scholarship: |  |
| Enrolment Date: |  |
| Degree: |  |
| Subject: |  |
| Thesis title: |  |
| Supervisor’s name: |  |
| Co-supervisors names: |  |
| Date research proposal approved by the Faculty: |  |
| Ethics application number: |  |
| Date of ethics approval: |  |
| Report period: | From: To: |

SECTION B

# To be completed by the candidate

|  |  |
| --- | --- |
| 1. Are you aware of any issues or constraints which may delay the completion of your thesis? | □ Yes □ No (go to question 2)  If yes, please specify: |
| 2. How satisfied are you with your progress? | Please comment: |
| 3. On average, how many hours per week (including weekends) have you dedicated to your thesis/research? | Enter number of hours per week: |

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|  |  |  |  |
| --- | --- | --- | --- |
| 4. Please provide a brief timeline for completing your thesis in a timely manner. |  |  |  |
| 5. Do you have particular concerns that you would welcome more help with (from your supervisors, your school or your home faculty)? | □ Yes  If yes, please specify: |  | □ No |
| 6. Please list any additional achievements (e.g. publications, awards, conference presentations or attendances, artistic presentations or performances) since you enrolled for your thesis. |  |  |  |

Candidate’s signature: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION C

# To be completed by the supervisor

|  |  |  |
| --- | --- | --- |
| 1. Are you aware of any issues or constraints which may delay the completion of the thesis? | □ Yes  If yes, please specify: | □ No (go to question 2) |
| 2. Please comment on the candidate’s timeline for completion: | □ Yes  If yes, please specify: | □ No |

Supervisor’s signature: Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SECTION D

# To be completed by the candidate and the supervisor

|  |  |  |
| --- | --- | --- |
| 1. We have read and discussed this report | □ Yes (go to question 2) If no, please comment: | □ No |
| 2. We have agreed on a strategy for completing this thesis on time | □ Yes  If no, please comment: | □ No |

SIGNATURES FOR SECTION D

**Candidate’s signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**

**Supervisor’s signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SECTION E

# To be completed by Supervisor

|  |  |  |
| --- | --- | --- |
| Supervisor Opinion and Recommendations | o | Confirmed and following the plan |
|  | o | Delayed by: ………………………………….. ( Time period) |
|  | o | Out of plan |
| Expected time to finish Thesis |  |  |
| Supervisor recommendation | o | Continue |
|  | o | Dismiss |
|  | o | Warning |
|  | o | Other- Specify |

**Supervisor’s signature Date Vice Dean for Research and Post Graduate Studies signature:**  **Date**

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