



UNIVERSITY OF CAPE COAST SCHOOL OF GRADUATE STUDIES

MPHIL/MCOM/PHD STUDENT SEMESTER REPORT FORM

1ST [] 2ND [] SEMESTER, 20.....

INSTRUCTIONS: (Please read carefully)

1. Students are to print the form, complete Part A and sign it.
2. Students are to send the signed form and appended signature sheet to their supervisors.
3. Supervisors are to complete Part B and sign (Student should ensure all supervisors sign).
4. Students are to send a signed copy of the completed report to the Head of Department/ Institute/Centre and retain a copy.
5. Students are to send the original report to the School of Graduate Studies (SGS) within one month after the end of each semester. (i.e. before 1st February for First Semester and 1st September for Second Semester)
6. **STUDENT'S REPORT OF LAST SEMESTER WORK.** Students are to: a) List the objectives that were set for the semester under review and b) evaluate the progress made overall, and whether the objectives set were attained; if not, why; and any other significant achievements not signalled in the last report.

For postgraduate research students in their first (probationary) year of study, the "Academic Performance Standards" or the conditions stated for up-grading of postgraduate research students should be used here rather than the last semester's objectives. Academic advisors will provide the progress report on such students.

7. **STUDENT'S STATEMENT OF OBJECTIVES FOR NEXT SEMESTER.** List objectives set for the next semester. Postgraduate research student entering the first semester of his/her second year should set objectives relating to his/her research.

PART A: TO BE COMPLETED BY STUDENT

Student's Name:		
Surname		Other Names
Programme: MPhil [] / M.Com [] / PhD [] in.....		
Contact Address:	E-mail:	Tel:
Department/Academic Unit:		
Registration Number:	Reg. Status:[F: Full-time, P: Part-time]	
Registration Date:	Completion Date:	
Title of Thesis/Dissertation (if applicable):		

1. STATE THE OBJECTIVES SET FOR THE LAST SEMESTER

2. EVALUATE YOUR PROGRESS IN THE LAST SEMESTER

a) **Overall:** Very Good []; Good []; Satisfactory []; Poor []; Very Poor []

b) **Provide details:**

3. PROVIDE YOUR OBJECTIVES FOR THE NEXT SEMESTER

4. ETHICAL APPROVAL/MAJOR CHANGES.

- (a) Does the current phase of the project involve human/animal/genetic research/experimentation? YES [] / NO []

If “Yes”, has approval by the appropriate (i.e. Faculty/School/Professional body) Ethics Committee been obtained?

YES [] / NO []

- (b) Is there a significant change of topic or the way the research is taking place from what was previously proposed? YES [] / NO []

If “Yes”, what are the changes?

5. ARE THERE ANY MAJOR CHALLENGES TO YOUR WORK? YES []; NO []

If “YES”, what are they and how are they being resolved?

PART B: TO BE COMPLETED BY ADVISOR'S SUPERVISORS

6. ACADEMIC ADVISOR'S /PRINCIPAL SUPERVISOR'S ASSESSMENT OF PROGRESS.

a) THE STAGE OF THE COURSE WORK/RESEARCH:

b) **PROGRESS OF COURSE WORK/RESEARCH FOR THE LAST SEMESTER**

Very Good []; Good []; Satisfactory []; Poor []; Very Poor []

c) **NUMBER OF MEETINGS BETWEEN SUPERVISORS AND STUDENT**

(PLEASE PROVIDE DATES)

d) **ARE THERE ANY MAJOR CHALLENGES TO THE WORK?** Yes []; No []

If "yes", what are they and how are they being resolved?

d) **COMMENT ON STUDENT'S OBJECTIVES FOR THE NEXT SEMESTER**

7. DECLARATION:

I hereby declare that the information as provided on the progress of work for the semester is true.

STUDENT : _____
Name Signature/Date

ACADEMIC ADVISER/
 PRIN. SUPERVISOR: _____
Name Signature/Date

CO-SUPERVISOR: _____
Name Signature/Date

OFFICIAL USE ONLY	
<i>CGPA of Candidate (if applicable):</i>	
<i>Status of Progress</i>	
The report meets the SGS requirements.:	YES [<input type="checkbox"/>] NO [<input type="checkbox"/>]
If “NO”, state the problem and refer it to the Vice-Dean, SGS	
<i>Name of Officer:</i>	
	_____ <i>Signature and Date</i>
<i>Remarks by Vice-Dean, SGS</i>	
	_____ <i>Signature and Date</i>