



SCHOOL OF GRADUATE STUDIES

GRADUATE RESEARCH SUPERVISION PROGRESS LOG FORM

This progress log is for you, the student and your supervisor(s) to fill every time you meet. You are required to meet with your supervisor(s) at least once fortnight. The student is required to submit a copy of the completed form, signed by the supervisor(s), to the School of Graduate Studies after each meeting. The form shall be used in tracking the student's progress.

The Log form should be kept up to date and is to be used as evidence that meetings between the student and the supervisor have actually taken place. If the student is away doing fieldwork, the form should be filled and indication made accordingly.

Name of Student: _____

Name of Supervisor: _____

Name of Co-Supervisor: _____
(if applicable)

Faculty/School: _____

Program: _____
(e.g. MBA - Corporate Management)

Current Research Topic: _____

Meeting Date: _____

Meeting Venue: _____

Issues discussed (Please list):

Tasks to be done before next meeting:

Supervisor's Comments on Progress made:

Date for next meeting: _____

Student's Signature: _____ Date: _____

Supervisor's Signature: _____

Co-Supervisor's Signature: _____ Date: _____

Date: _____

SGS Coordinator's Name _____

Signature: _____

Date Submitted: _____