THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
THE UNIVERSITY OF DODOMA

POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT

(To be filled quarterly)

QUARTER COVERED: ..... **ACADEMICYEAR** .....

PART A: TO BE FILLED IN BY THE CANDIDATE

(1) Name in full:..... Registration No:.....

(2) Department: .....

(3) College/School/Institute:.....

(4) Programme under study:.....

(5) Nature of programme: Research Alone /Coursework and Dissertation:

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(6) Programme mode: Full-time/Part-time: .....

(7) Date of the first registration: ..... Planned date of completion: .....

(8) Name of supervisor(s)

i. .....

ii. .....

(9) Self-assessment of the progress made so far:

i. Did you complete the coursework? *(if applicable):* YES ☐ NO ☐

ii. What progress have you made in the coursework part of your programme? *(Please fill the table below if applicable)*

Previous Semester/Trimester/Module		Status (Cleared/Not)	Current Semester/Trimester/Module	
Course Code	Course name		Course Code	Course name

iii. What progress have you made in Dissertation/Thesis (please tick one)

Item	Nothing	About a third	Halfway	Nearly completed	Completed
Concept Note					
Literature Review					
Designing of Methodology					
Getting supplies for study					
Data collection					
Data analysis					
Writing of Thesis/Dissertation					
Submission					

(10) History of freezing/postponement or any abnormalities: *(Please provide date, duration and reason):*

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(11) Payment verification *(Please attach relevant documents):*

i. Sponsor (if any)……

ii. Tuition fee payment:

Amount paid TZS: …… Receipt No:……

Accommodation: TZS…… Receipt No:……

Outstanding TZS: …… Cashier Signature:……

Official Stamp:……

PART B: TO BE FILLED IN BY SUPERVISOR(S)

What progress has the candidate made? *(tick in the appropriate box)*

Item	Nothing		About a third		Halfway		Nearly completed		Completed	
	S1	S2	S1	S2	S1	S2	S1	S2	S1	S2
Concept Note										
Literature Review										
Designing of Methodology										
Getting supplies for study										

Data collection										
Data analysis										
Writing of Thesis/Dissertation										
Submission										

Supervisor 1:

When were you appointed: ……

How often have you met the candidate in a month ……

Does the student make satisfactory progress? YES ☐ NO ☐

Any other comments:

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Name of supervisor …… Signature …… Date……

Supervisor 2:

When were you appointed: ……

How often have you met the candidate in a month ……

Does the student make satisfactory progress? YES ☐ NO ☐

Any other comments:

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Name of supervisor …… Signature …… Date……

PART C: RECOMMENDATION BY THE HEAD OF DEPARTMENT

Comments on the candidate's progress report:

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Comments on the supervisor's progress report:

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Name: ……Department: ……

Signature: …… Date: ……

PART D: RECOMMENDATION BY PRINCIPAL/DIRECTOR OF THE INSTITUTE

Comment briefly on the candidate/supervisor/Head of Departments reports

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Comments on the overall report:

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Name: …… Signature: …… Date: ……

PART E: COMMENTS BY THE DIRECTOR OF POSTGRADUATE STUDIES

Comment briefly on the candidate/supervisor/Head of Departments/Principal/Director of the Institute reports:

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Name:…… Signature……Date ……