



Instruction:

- ***This form is intended to document student's academic progress and thesis supervisor feedback on the progress, ensuring that the thesis meets the required quality standards and is completed within the allocated time frame.***

Part 1: Student Information (To be completed by the student)

Name of Student	
Student ID	
Program / College	
Thesis Supervisor	
Thesis Co-Supervisor (if any)	
Thesis Title	

Part 2: Thesis Progress (To be completed by the student)

1. Thesis-Related Academic Tasks Completed (Attach separate sheets if required)

Examples: ethics approval, proposal, literature review, methodology, data collection, data analysis, etc.

2. Challenges Encountered

Did you experience any challenges that delayed your progress? Yes No

If yes, describe how these challenges affected your progress (avoid personal health details):

3. Mitigation and Support

Steps taken to tackle challenges and additional support needed:

4. Based on your current progress, do you anticipate that the thesis will be completed within the intended time frame? Yes No

If no, please briefly explain and indicate the expected revised completion time frame (if applicable):



Ethics Approval

Completed In Progress, Date (DD/MM/YYYY): _____

Part 3: Progress Report (To be completed by Thesis Supervisor)

This progress report covers the period from _____ to _____.

Supervisors are requested to evaluate the student's progress using the following scale and following rubrics proper to each college:

- Exceeds Expectations:** Ahead of agreed milestones; high-quality work; strong independence and responsiveness to feedback.
- Meets Expectations:** In line with agreed milestones; acceptable quality; satisfactory progress toward completion.
- Needs Improvement:** Below expectations in some areas; identifiable weaknesses or delays requiring attention and supervisory support.
- Unsatisfactory / At Risk:** Significantly below expectations; serious concerns about quality, pace, or likelihood of completion on time.

Please give feedback on the student's progress.

Please comment on the remaining time frame for completion and whether it is realistic?

In case of unsatisfactory progress, what measures have you put in place to ensure submission of the thesis by the time frame?

Have the student's examiners been identified?

Yes No

If answer is yes to the previous question, has the Conflict-of-Interest Declaration Form been submitted to GSU?

Yes No — If no, please indicate the expected submission date (DD/MM/YY): _____



Statement by the Thesis Supervisor

I, the Supervisor, have completed Part 3 and I endorse the progress outlined in this document.

Name: _____ Date: _____

Signature: _____

Part 4: Dean / Assistant Dean, Research and Graduate Studies Comments

Comments:

Name: _____ Signature: _____ Date: _____

GSU Use Only

Does the student need support? Yes No

If yes, what support is recommended?

Endorsement by Graduate Studies Unit

Director, Graduate Studies Unit (GSU):

Name: _____ Date: _____

Signature: _____