



**JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY
BOARD OF POSTGRADUATE STUDIES
POSTGRADUATE PROGRESS REPORT FORM**

PART 1: To be completed by the student and forwarded through the supervisors

- Postgraduate students are required to consult their supervisors at least once a month and to submit a report every four (4) months.
- **A copy of PART 1 should be sent to the office of the Director, Board of Postgraduate Studies**
- **Each postgraduate student’s supervisor is required to complete a separate form for each student**

Student’s Name:..... Registration No.:.....

Year of Admission:..... Faculty:..... Department:.....

Title of the Thesis:.....
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* This report is the 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, or 9th (Delete where appropriate) and covers the period between:.....

Summary of work completed (Attach summary of the work not exceeding three (3) double spaced typed pages of 11 cpi font size or equivalent)

Proportion of original work plan completed (Please attach the original work plan).
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Constraints/Problems/Advantages/Benefits (if any) and Suggestions
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Work Plan for the next four (4) months (attach the work plan)
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.....
.....
Date:..... Signed:.....

F-2-3-12-1

PART II: To be completed by Supervisors and Chairperson of Department

Part A: To be completed by Supervisors

1. Supervisor's Name:.....
Are you a 1st, 2nd, or 3rd Supervisor?.....
Comments:.....
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Date:..... Signature:.....

2. Supervisor's Name:.....
Are you a 1st, 2nd, or 3rd Supervisor?.....
Comments:.....
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Date:..... Signature:.....

3. Supervisor's Name:.....
Are you a 1st, 2nd, or 3rd Supervisor?.....
Comments:.....
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Date:..... Signature:.....

Part B: To be completed by Chairperson of the Department

Name of Department:.....
Comments:.....
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Signed Date:.....



PART III: Comments by Dean/Director of Faculty/School/Institute

Name of Faculty/School/Institute:.....

Comments:.....
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Signed:..... Date:.....

*** Report forwarded to the Director Board of Postgraduate Studies by the Dean/Director.**

NOTE THAT:

- 1. The regulations require that where progress of a given candidate is unsatisfactory as to result in being de-registered, such a candidate shall be given a written warning by the Dean/Director of the Faculty/School/Institute to the effect that unless he/she shows signs of improvements within 3 months he/she shall be de-registered.*
- 2. After two consecutive negative reports the Dean/Director is required to recommend de-registration of the candidate to the Senate, through the Director Board of Postgraduate Studies.*

