

THE UNIVERSITY OF THE WEST INDIES

ST. AUGUSTINE, TRINIDAD AND TOBAGO, WEST INDIES SCHOOL FOR GRADUATE STUDIES & RESEARCH

UWI GRADUATE SCHOLARSHIP STUDENT SUPERVISOR'S PROGRESS REPORT FORM

The scholarship candidate's Primary Supervisor is required to give an assessment on the progress of the student each quarter (i.e. September 1, December 1, March 1, and June 1). The completed form should reach the Campus Office of Graduate Studies and Research by the first week of each quarter for processing of the payment. (*Please tick appropriately*)

1. Progress Report for payment of emolument:	Yes No Please Specify:
2. Renewal of a Scholarship:	1 Semester 🗌 1 Year 📄 Not Applicable (N/A) 🗌
3. Extension of a Scholarship:	1 Semester 1 Year 8 Months N/A

SECTION I:

Name of Student:			
	(Last name)	(First name)	(Middle Initials)
Student ID No.:	Cell/Contact#	En	nail:
Degree Programme:		Date of Registrat	ion:
Department:		Faculty:	
Name of Scholarship – (<i>Pleas</i>) (**Note 1: Not eligible fo	e <i>tick appropriately)</i> : UWI Po or any extensions; Note 2: Ex		
Title of Thesis:			
Thesis Supervisor/s:			
Advisory Committee Membe	ers:		

SECTION II: Reporting Period for the Scholarship Student

Year 1	1st Q □	2 nd Q □	3rd Q	4th Q
Year 2	1st Q □	$2^{nd} Q$	3 rd Q	4 th Q □
Year 3	1 st Q □	$2^{nd} Q$	3 rd Q	4 th Q □
Year 4	1st Q □	$2^{nd} Q$	3rd Q	4th Q

SECTION III - STUDENT COMMITMENT/COMMENTS (Please tick as appropriate) **I understand that:**

- (i) Students and Supervisors are required to meet officially at least three (3) times per quarter and that I am required to prepare Minutes of each of these meetings using the table below. Yes No
- (ii) The information for each meeting must be attached to the progress report and emolument forms before submission to the Office of Graduate Studies and Research. Yes No
- (iii) Failure to comply with (i) and (ii) above will result in **disapproval of the emolument payment for the** respective quarter and the forms would be subsequently returned for the necessary action as required by the Graduate Scholarship Committee. Yes <u>Yes</u> No
- (iv) My supervisor and or Head of Department have the right to approve / not approve my emolument payment based on my performance in this quarter. Yes No
- (v) The information regarding the progress of my research work must be provided in <u>detail</u> in the given table below, and/or I can provide the work-in-progress in additional pages(s) if necessary. Yes No

Date Matters discussed		ussed Action Plans	

Records of Supervisory Meetings

(Please attach additional pages if necessary)

Details on research accomplishments within the last quarter:

20%		40%		60%		80%		100%	
20%		40%		60%		80%		100%	
20%		40%		60%		80%		100%	
20%		40%		60%		80%		100%	
s encou	ntered	with reg	gard to	o the rese	arch in	the las	t qua	rter?	
					Ye	\mathbf{s}	No		
ith any	solutio	ons to m	itigat	e issues?					
					Ye	s 🗆	No		
articles)	and/o	or Book	Chap	ters (com	pleted	or in pr	ogres	ss):	
			-		Ye	s 🗆 🌷	No		
page(s),	author	s, journal	(s) /pi	ublisher(s)	to this	report			
		,,	() / 1			1			
research	work a	despite th	e fact	that I an	n pursui	ng taugh	nt cou	rses to ful	lfill credit
		1			1	0 0		Yes	
0		er of Gra	duate l	Research S	eminars	for my	course		
						j			
nree (3) v	ears of	full-time	studv	for M.Phil.	and wit	hin five	(5) ve:		
2. 2.	01		stady -				(-))0	Yes	
	20% 20% 20% s encour ith any articles) cage(s), s cage(s), s cage(20% □ 20% □ 20% □ 3 encountered ith any solution articles) and/or page(s), authors research work of h degree required numb artee (3) years of	20% $40%$ $20%$ $40%$ $20%$ $40%$ $20%$ $40%$ $20%$ $40%$ s encountered with regith any solutions to marticles) and/or Bookarticles) and/or Bookpage(s), authors, journalresearch work despite thh degreerequired number of Gradartee (3) years of full-time	20% 40% 20% 40% 20% 40% 20% 40% action of the solution of t	20% $40%$ $60%$ $20%$ $40%$ $60%$ $20%$ $40%$ $60%$ $20%$ $40%$ $60%$ $20%$ $40%$ $60%$ s encountered with regard to the reseith any solutions to mitigate issues?articles) and/or Book Chapters (compage(s), authors, journal(s) /publisher(s)cesearch work despite the fact that I and h degreerequired number of Graduate Research Sartee (3) years of full-time study for M.Phil.	20% $40%$ $60%$ $20%$ $40%$ $60%$ $20%$ $40%$ $60%$ $20%$ $40%$ $60%$ $20%$ $40%$ $60%$ $20%$ $40%$ $60%$ $20%$ $40%$ $60%$ $20%$ $40%$ $60%$ $20%$ $40%$ $60%$ $20%$ $10%$ $20%$ $10%$ $encountered$ with regard to the research in Yea and/or Book Chapters (completed Yea $yeage(s)$, authors, journal(s) /publisher(s) to thisresearch work despite the fact that I am pursui h degree required number of Graduate Research Seminars area (3) years of full-time study for M.Phil. and wit	20% $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $30%$ $80%$ $80%$ $30%$ $80%$ $80%$ $30%$ $80%$ $80%$ $30%$ $90%$ $80%$ $30%$ $90%$ $80%$ $30%$ $90%$ $80%$ $30%$ $80%$ $80%$ $30%$ $90%$ $80%$ $30%$ $90%$ $80%$ $30%$ $90%$ $80%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ $30%$ $90%$ $90%$ <	20% $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $40%$ $60%$ $80%$ $20%$ $80%$ $80%$ $30%$ $10%$ $10%$ <	20% $40%$ $60%$ $80%$ $100%$ $20%$ $40%$ $60%$ $80%$ $100%$ $20%$ $40%$ $60%$ $80%$ $100%$ $20%$ $40%$ $60%$ $80%$ $100%$ $20%$ $40%$ $60%$ $80%$ $100%$ $20%$ $40%$ $60%$ $80%$ $100%$ s encountered with regard to the research in the last quarter? YesYesNo s encountered with regard to the research in the last quarter? YesYesNo s encountered with regard to the research in the last quarter? YesYesNo s encountered with regard to the research in the last quarter? YesNo $100%$ s encountered with regard to the research completed or in progress): YesYesNo s oage(s), authors, journal(s) /publisher(s) to this reportYes $research$ work despite the fact that I am pursuing taught courses to full h degreeYes $required$ number of Graduate Research Seminars for my course of study for M.Phil. and within five (5) years of full-time study for M.Phil. and within five (5) years of full-time

SECTION IV – SUPERVISOR(S) RECOMMENDATIONS AND COMMENTS A. ASSESSMENT OF PROGRESS FOR STUDENTS:

(Please tick as appropriate)

Assessment of work completed							
1 Very Poor 2 Inadequate 3 Average 4 Above Average	5 Excellent	N	A Not app	plicable a	t this stag	e	
Definition of aims and objectives	1	2	3	4	5	NA	
Review of Literature	1	2	3	4	5	NA	
Selection of Methodology or Theoretical Framework and	1	2	3	4	5	NA	
Methodology							
Data collection and Design or Research in field work, archival and	1	2	3	4	5	NA	
other data sources							
Data Analysis & Evaluation or Analysis/discussion/evaluation of	1	2	3	4	5	NA	
research findings							
Write-up	1	2	3	4	5	NA	

B. PROGRESS (How do you rate the student's progress overall?)

Excellent 🗌 Very Good 🗌	Satisfactory	Poor	
C. MEETINGS/SEMINARS			
How many times have you met with the studer	nt?	(Please indicate da 2	ate(s) in boxes below) 3
Advisory Committee Meetings/Discussions	1	2	3
Research Seminars Given to Date and Dates of Seminars Held			
D: RECOMMENDATION			
Student to Continue 🗌 Student to be W	Varned 🗌 Stud	ent to Withdraw	
E. COMMENTS (Please attach additional	page(s) if necessa	ry)	
Comments by the Supervisor on student's n	research progress:_		
Do you support the payment / renewal	□ / extension □	of the scholarship?	

Signature of Supervisor

Comments by the Co-Supervisor (if applicab	ble):	
Do you support the payment \Box / renewal Strongly support \Box Support	1	
Signature of Co-Supervisor	Date	
<u>SECTION V:</u> Comments by the Head of (1), Renewal (2) and Extension (3) of the S	f Department (Applicable for the Payment of Em Scholarship)	oluments
Do you support the payment \Box / renewal Strongly support \Box Support	□ / extension □ of the scholarship? Cannot Comment □ Not supported□	
Signature of Head of Department	Date	
SECTION VI: Comments by the Deput the Scholarship)	ty Dean (Applicable only for the Renewal or Ext	ension of
Do you support the payment \Box / renewal Strongly support \Box Support	□ / extension □ of the scholarship? Cannot Comment □ Not supported□	
Signature of Deputy Dean	Date	
SECTION VII: OFFICIAL USE ONI Research	CY: Comments by the Director, Graduate Stu	idies and
Approved 🗆 Not Approved	1 🗆	
Signature of the Director, Graduate Studie	es & Research Date	