



DIRECTORATE OF POST-GRADUATE STUDIES

GRADUATE STUDIES QUARTERLY PROGRESS AND FINANCIAL REPORT FORM

- a. This form must be filled every three months in Triplicate
b. No thesis/proposal will be submitted without a complete set of these forms.

Student's Name:..... Registration No.:.....

Year of Study:..... Semester:..... School:..... Department:.....

Title of the Thesis:.....

* This report is the (eg. 1st, 2nd, 3rd, 4th) and covers the period between.....

Summary of work completed in the above period (Attach summary of the work not exceeding three (3) 1.5 spaced typed pages of Times New Roman font size 12 or equivalent)

1. Proportion of original work plan completed (Please attach the original work plan).

.....

2. Constraints/Problems/Advantages/Benefits (if any) and Suggestions

.....

3. I last consulted my supervisor(s) on: Date:
The Supervisor(s) recommended that:

.....

4. In the next three months, I expect to have achieved the following:

.....

Signature..... Date.....

5. To be completed by Supervisors

1. First Supervisor's Name:.....

Comments:.....

Date:..... Signature:.....



2. Second Supervisor's Name:.....
Comments:.....
.....
Date:..... Signature:.....

3. Third Supervisor's Name:.....
Comments:.....
.....
Date:..... Signature:.....

6. Fee Payment Status

Fee payment status to be confirmed by finance Officer/student Finance

Year of studySemester.....
Total fees paid. Kshs.....Fee balance. Kshs.....
Accountant Name:.....Sign:.....Date

7. Comment(s) and Recommendation(s) by Head of Department on research progress of the student:

Comment(s):

Recommendation(s):

NameSign.....Date.....

8. Comment(s) and Recommendation(s) by Dean on research progress of the student:

Comment(s):

Recommendation(s):

Signature..... Date.....

9. Comment(s) and Recommendation(s) by the Director, Post-Graduate Studies on research progress of the student:

Comment(s):

Name.....Sign.....Date.....

