UNIVERSAL TECHNOLOGY AND MANAGEMENT UNIVERSITY

POSTGRADUATE RESEARCH SUPERVISION - TRACKING RECORD

|  |  |
| --- | --- |
| NAME OF STUDENT: |  |
| REG. NO. : |  |
| PROGRAM: e.g. Masters or PhD |   |
| DEPARTMENT:  |  |
| SCHOOL:  |  |
| STATE IF PROJECT, DISSERTATION OR THESIS |  |
| TITLE  |  |

**NAMES OF SUPERVISORS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name | Signature | Date Assigned |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date work submitted to the supervisor | Date student met with the supervisor | Stage of work discussed e.g. title, concept, proposal, chapter 1, etc. | Nature of feedback given. e.g., revise chapter 1 | Signature of student | Signature of supervisor | Remarks (if any) |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| NOTE:1. The postgraduate students keep tracking tools for each of the supervisors and produce it for necessary details and signature during each supervision meeting.
2. The supervisors ensure that they meet students under their supervision at least once a month.
3. The student should send a photocopy of each supervisors’ tracking tool at the end of each semester to serve as progress report for Graduate School with copies to Departmental Chairs and Deans of Schools.
4. Students must provide the comments made during the previous meeting.
 |