SEAS GRADUATE SUPERVISION TRACKING RECORD

**NAME OF STUDENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ REG. NO. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PROGRAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_**

**e.g. Masters or PhD**

**NAME OF SUPERVISOR: \_\_\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date work submitted to the supervisor** |  |
| **Date student met with the supervisor** | **Stage of work discussed e.g. title, concept, chapter 1, proposal draft field work/lab work etc)** | **Nature of feedback given e.g. revise chapter 1** | **Signature of student** | **Signature of supervisor** | **Remarks (if any)** |
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| **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 attach a copy of each supervisors’ tracking tool to the Progress Report and submit to Head o of Department and Dean of School at the end of each semester.
4. This is form is filled for each submission and subsequent student/supervisor meeting
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