



---

# SUPERVISOR'S PROGRESS REPORT USER MANUAL FOR STUDENTS

---

Online Supervisor's Progress Report Form



MAY 10, 2024

Office of Graduate Studies & Research UWI, Mona

### **Accessing the Supervisor's Progress Report:**

An email will be sent to the student for action once the report is completed by the supervisor. An example of the notification can be found below:

A Supervisor Progress Report is ready for review:

Student: John Brown

Supervisor: Jane Doe

Semester: 2023/2024 Semester II

Degree Programme: Marine Sciences MPHIL M Report Status: Pending Student Review

Report Status: [Pending Student Review](#)

Please review using the link below:

[The link will be provided](#)

Using the Link provided, the student will be able to review the information on the report that the Supervisor added.

Students will be able to add their information to the form under Student Review.

### Completing the Form:

- To input information, click the “Add” button or utilize the convenient drop-down menu options available within the form.
- Provide relevant details and feedback pertaining to your progress, accomplishments, and any additional comments.
- Select “Reviewed” to submit the completed Report.

The screenshot shows a web application interface for a 'Student Review' form. At the top, there are three tabs: 'Supervisor Progress Report', 'Student Review' (which is active), and 'Final Reviews'. Below the tabs, there are several input fields: 'Supervisor ID' (with a masked value '\*\*\*\*\*'), 'Semester' (with the value '202320'), 'Student ID', and 'Status' (with the value 'Pending Student'). The 'Academic Year' is set to '2023/2024'. A large text area for 'Student's Comments' is present, with a 'More...' link to its right. Below the comments section, there are two tables for listing publications. The first table is titled 'Published Papers (within reporting period)' and has columns for Index #, Publication Title, Publisher, Title of Conference, Venue, Date, Additional Information, Attached File, Add Attachment, View Attachment, and Delete Attachment. The second table is titled 'Research papers published in Journals' and has columns for Index #, Title of Paper, Authors, Journal Name, Volume, No of Pages in Paper, Publication Date, Additional Information, Attached File, Add Attachment, View Attachment, and Delete Attachment. At the bottom of the form, there are three buttons: 'Save', 'Reviewed', and 'Student Review Date' (with a date input field).

**N.B.** Clicking the “Save” button will securely store the Supervisor’s Progress Report. This action ensures that your input is recorded and can be retrieved and completed at a later date. However, it is important to note that the report will not move forward to the Head of Department (HOD) until you click "Submit".

The completed Supervisor’s Progress Report will be sent to the Head of Department for Review and action.



Prepared by: Kemorine Myers  
Office of Graduate Studies & Research