

# Masters & Doctoral: Study Leader's Progress Report

Name of Candidate: \_\_\_\_\_ CU Student Number:

Name of Leader: \_\_\_\_\_  Date Enrolled: \_\_\_\_\_

## 1. Preliminary Discussion

General intentions & expectations  determining current qualifications   
verbalisation of posed question in field  experience in the specific academic field

## 2. Candidate Portfolio

Curriculum Vitae (2 to 3 pages)  copy of qualification certificates   
Copy of transcripts indicating subjects taken for bachelor and honours   
Description of experience in the academic field (one page max)  (why you are qualified)  
Motivation of intention (unstructured one/two page document)  (what you want to write about)

## 3. Follow-up Discussion

Dealing with questions about the portfolio   
Discussion of the candidate's motivation of intention   
Placement in faculty, for qualification & endorsement  \_\_\_\_\_  
Appointing of Study Leader  \_\_\_\_\_

## 4. Registration

Completion of registration forms  Payment to CU of the \$85 registration fee   
Allocation of CU student number (always keeps previous CU number)  \_\_\_\_\_  
Invoice for tuition fees  Arrangement for payment schedule  Deposit: R \_\_\_\_\_  
4x  10x  Cheques  Debit Order  Cash  Transfer   
Allocated Study Group  \_\_\_\_\_ (where)  
Allocated Second Leader (if complex field)  \_\_\_\_\_

## 5. Research Proposal

Motivation for the research study (the formal format)  Formulation of the problem   
Aims of the research   
The "Thesis" or hypothesis (aim for 16 words) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Word count:

**Scope** (what you will include in your research)  **Limitation** (what to exclude)

Methods of research: **Literature Study**  Questionnaires  Interviews

Method of data collection (description) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Methods of data analysis (statistical analysis) \_\_\_\_\_

Delineation (an outline/description) of research  Collection of information

Choice of Citation style: Harvard  Footnotes  MLA

Special **Terminology** to be used  Planned **Contents** of the Dissertation

## 6. Research

Commenced  Completed  Academic Critique  Article Published

## 7. Required Reading & Oral Examination

Selection of works for required reading

_____	_____
_____	_____
_____	_____
_____	_____

Preparatory **Oral Exam** by Study Leader  Attended Study Group Classes

## 8. Writing the Dissertation — Progress

Chapter 2  Chapter 3  Chapter 4  Chapter 5  Chapter 1

Correct citation  Grammar checked  Proofreading (own)  Edited

Improved style  Handed in for Chapter review  Editing Completed

## 9. Copies of Proofs for Review to Committee (unbound)

Given copies to: Study leader  External Moderator

## 10. Defence: Colloquium Doctum — Approval

<b>Verbal Assessment</b>	mark (10%)	<b>Written Assessment</b>	mark (10%)
Introduction of Thesis	_____	Conceptualization (idea)	_____
Presentation of Problem	_____	Originality & Usefulness	_____
Overview of Chapters	_____	Logical Presentation	_____
Conclusion of Thesis	_____	Professional Format	_____
Answering of Questions	_____	Academic Writing Style	_____

## 11. Final Binding of Thesis Copies

**Total:**  %

Study Leader  Study group library  Calvary Univ.  Candidate's copy

## 12. Graduation

Certificate of qualification requested  Graduation Celebration date: \_\_\_\_\_

**Dissertation:** (The Dissertation is evaluated by a committee or panel of evaluators. Concise remarks are required)

External Moderator remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Mark:

**Declaration:** I had ..... sessions (state number) with the candidate as Study Leader. (Please sign when final.)

I hereby confirm that the dissertation is the work of the candidate. I understand the principles according to which the above marking is performed. I have been in contact with the learner for sufficient time to make the above judgements.

**Leader Sig:**..... **Mod Sig:**..... **Date:** ...../...../..... **Final Mark: F P C**