

Research Progress Report Template

Purpose: This template streamlines the documentation of ongoing research activities, achievements, and challenges. It helps maintain organized records, ensuring clear communication between students and supervisors. Using this template enhances the efficiency and quality of academic reporting throughout the research process.

1. Student and Project Information

Student Name	
Student ID	
Supervisor(s)	
Program/Department	
Report Period	
Project Title	

2. Progress Summary

Provide a brief summary (approx. 150-200 words) of your research progress since the last report. Highlight major developments and milestones.

3. Activities Undertaken

Date	Activity/Task	Status/Outcome

4. Achievements

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5. Challenges Encountered

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6. Plans for Next Reporting Period

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7. Supervisor's Comments (to be completed by Supervisor)

8. Signatures

Student Signature		Date	
Supervisor Signature		Date	