

RSIF PhD Student/Supervisor Quarterly Report Form

How to complete this form

- Self-assessment:** The student completes Sections 1, 2 and 3, and signs and dates the report, and inserts the student's current workplan at the end of the report
- Supervisors' assessment:** The student then sends the completed report to the Primary Supervisor at the African Host University (AHU). The AHU supervisor MUST complete their assessment (Section 4) on ALL quarterly reports, whether the student is at an AHU or at an International Partner Institute (IPI). If the student is at an IPI, then the primary supervisor at the IPI MUST ALSO complete their assessment in Section 4.
- Submission:** The student then submits the completed, signed report to the following online platform by the report due date:
https://app.rsif-paset.org/rcu/forms/Scholar_Quarterly_Report.php

Please note the report due date for each reporting period:

Reporting period	Report due date
December-February	20 th March
March-May	20 th June
June-August	20 th September
September-November	20 th December

Your quarterly stipend will not be paid until we receive your report.

Section 1. Student details

To be completed by the student.

Student name				
Title of PhD research project				
African Host University (AHU)				
Africa Centre of Excellence (ACE) (if applicable)				
Student university number				
Date student officially started the PhD programme at the AHU				
African Host University (AHU) Primary Supervisor	Title (Dr/Prof)	Name	Position	email
International Partner Institute (if known)				
International Partner Institute (IPI) Primary Supervisor (if known)	Title (Dr/Prof)	Name	Position	email

Medical Insurance	Name of insurer:	Start date of current insurance policy:	End date of current insurance policy:	Cost of insurance (in US\$):
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Section 2. Progress during the reporting period							
To be completed by the student. This section records progress made <i>during the reporting period only</i> . Do not report on progress made during previous reporting periods.							
This report is my 1 st , 2 nd , 3 rd , 4 th , 5 th , 6 th , 7 th , 8 th , 9 th , 10 th , 11 th , 12 th quarterly report:							
Reporting period (please select one)	December-February		March-May		June-August		September-November
The work reported for this reporting period was conducted at (please select one):			AHU	IPI	AHU and IPI	Other (please specify)	
A. Activity	B. Status			C. Student comments			
i. Progress during this reporting period as measured against the student workplan. <i>Please insert your current workplan at the end of this report</i>	Progress made during the reporting period. Please select one from below: 3= Targets for the reporting period were exceeded 2= Targets for the reporting period were met 1= Targets for the reporting period were not met 99= Not applicable			The student must comment here on their progress made during the reporting period:			
Challenges/Constraints encountered by the student:							
Other issues that the RSIF Regional Coordination Unit should be aware of:							

Section 3. Accumulative measurement of progress		
To be completed by the student. Please update the information given in in this section in your previous report.		
A. Indicators of progress	B. Number/level/status	C. Details / comments by the student
i. PhD Proposal progress <i>to date</i>	What percentage of your PhD proposal writing is complete? Please select one from below: 1. 0% 2. 1-25% 3. 26-50% 4. 51-75% 5. 76-99% 6. 100% Have you successfully defended your PhD proposal? Please select: YES NO	<i>Leave this section blank</i>

A. Indicators of progress	B. Number/level/status	C. Details / comments by the student
ii. Research progress to date	What percentage of your research work is complete? Please select one: 1. 0% 2. 1-25% 3. 26-50% 4. 51-75% 5. 76-99% 6. 100%	The student must comment here on their research progress to date:
iii. Sandwich placement at an International Partner Institute (IPI)	Please select and give details as appropriate: 1. I have not started the IPI matching process 2. The IPI matching process in progress 3. I have been accepted by an IPI for a sandwich placement 4. I have started the sandwich placement (give start date): 5. I have completed the sandwich placement (give finish date)	<i>Please leave this section blank</i>
iv. Mandatory coursework at your African Host University (AHU)	Has all mandatory coursework at your university been successfully completed to the academic requirements of the university? Please select one: 1. Yes 2. No [if 'No', give percentage of completion here: %] 3. Not applicable	The student must list all the university mandatory courses completed (give course title and date completed):
v. RSIF Orientation Training	Have you attended the RSIF Orientation Training? Please select: YES NO If YES, please give the dates of the Orientation Training that you attended:	<i>Please leave this section blank</i>
vi. RSIF Training Courses	Give the total number of RSIF training courses completed to date . Number: 1	Give details here on all the RSIF training courses completed (give the title of course and dates of each courses completed):
vii. Any other training courses completed during your PhD	Give total number of any other courses completed during your PhD program (do not include University mandatory courses or RSIF courses in this section) Number:	The student must list here all the other courses (give name of course, dates, organizer, venue and country for all other courses completed during your PhD program. Please provide URLs of the courses if available.):

A. Indicators of progress	B. Number/level/status	C. Details / comments by the student
viii. RSIF webinars attended <i>to date</i>	Give the total numbers of RSIF webinars attended to date: RSIF Student Webinars: Number: RSIF Guest Webinars: Number:	<i>Please leave this section blank</i>
ix. Conferences/scientific meetings attended <i>to date</i>	Give total number of conferences attended during your PhD program to date. <i>Do not include any conference attended before your PhD.</i> Number:	Give details here on the conference attended during your PhD program. For each conference, give name of the conference, date, organizer, venue and country for all conferences/scientific meetings attended (please give URLs if available):
x. Publications from your PhD program <i>to date</i>	Give total number of all papers published or in press from your PhD program to date. <i>Do not include papers from work done before your PhD. Do not include papers in preparation.</i> Number:	Give details here on the published papers (authors, year, title, journal, volume, pages and DOI/URL):
xi. Scientific presentations given by the student	How many scientific presentations have you made during your PhD program? <i>Please include presentations at internal and external meetings/conferences.</i> Number:	Give details here on your presentations. Include title, meeting, venue and date.
xii. Grants, awards and honors received during your PhD program <i>to date</i>	Give total number of other grants, awards and honors received during your PhD program to date. <i>Do not include grants, awards and honors received before your PhD.</i> Number:	Give details here on the grants, awards and honors. Please include amount if a monetary award was included:
xiii. Leadership and mentorship activities ¹	Give total number of leadership and mentorship activities that you have participated in during your PhD program to date. <i>Do not include leadership and mentorship activities completed before your PhD.</i> Number:	Give details here on the leadership and mentorship activities that you have undertaken.
xiv. PhD thesis writing: progress	Status of PhD thesis writing: please select one 1. Not started writing the thesis 2. In preparation (give % complete): [%] 3. Writing complete 4. Submitted for examination 5. Thesis successfully defended	<i>Please leave this section blank</i>

¹ Activities that enhance your leadership and mentoring skills, e.g., training other students, co-supervision of undergraduate students, managing a student group, organising a workshop, activities involving high school students or communities.

A. Indicators of progress	B. Number/level/status	C. Details / comments by the student
xv. Submission of PhD thesis for examination within the duration of the RSIF PhD scholarship	Status: please select one: 1. I am on track to submit my PhD thesis for examination within the duration of the RSIF PhD scholarship. 2. I am not on track to submit my PhD thesis for examination within the duration of the RSIF PhD scholarship.	If you are NOT ON TRACK to complete in time, please describe below the challenges, and how you will get back on track to finish your PhD in good time:

Student signature	
Date	

DO NOT FORGET TO INSERT YOUR CURRENT WORKPLAN AT THE END OF THIS REPORT

Section 4. Supervisor assessment

RSIF African Host University (AHU) Primary Supervisor The AHU primary supervisor must complete this section on ALL quarterly reports.	
Name	
AHU supervisor: Please comment on the progress made to date: Please verify the student's evaluations/scoring of their progress, above:	
AHU Supervisor, PLEASE COMPLETE: Is the student on track to complete the PhD within the duration of the RSIF Scholarship? YES/NO If NO: please describe the challenges that the student has encountered, and how the student can get back on track to finish in good time:	
Signature of AHU Primary Supervisor	
Date	

RSIF International Partner Institute (IPI) Primary Supervisor This section must be completed by the IPI primary supervisor while the student is at the IPI.	
Name	

<p>IPI supervisor: Please comment on the progress made to date:</p> <p>Please verify the student's evaluations/scoring of their progress, above:</p>	
Signature of IPI Primary Supervisor	
Date	

PhD student: please insert your workplan here: