

## **PROCESS FLOW FOR GRADUATE STUDENT PROCESSES**

### **1. APPROVAL OF RESEARCH PROPOSAL PROCESS**

- i. Student develops proposal and submits to FPSC for approval
- ii. Student defends the proposal at the respective faculties
- iii. Student incorporates suggestions by the Faculty Post Graduate Studies Committee.
- iv. Student uploads the proposal on the Post Graduate Tracking System (PGTS)
- v. Approvals are done by the Supervisor, Chairman and the Executive Dean in the PGTS.
- vi. The Dean forwards the Minutes of the FPSC meeting and the Certificate of Corrections to the Academic Registrar.
- vii. The Academic Registrar approves the research proposal on the Postgraduate Tracking System and issues the Full PhD Admission letter.
- viii. Students pursuing masters by thesis will follow the above guidelines with the applicable alterations and modifications.

### **2. GRADUATE STUDENTS' THESIS EXAMINATION PROCESS**

- i. The student shall give notice of intent to submit the thesis, dissertation or project paper for examination to the Dean; through the Supervisor and Chairperson of the Department where the candidate is registered, three (3) months before the date of submission.
- ii. The Dean checks to confirm that the student meets the requirements for thesis examination.
- iii. The Dean acknowledges the notice of submission and in consultation with the Department constitutes a Committee of Examiners (CoE) for each student, and submits the proposed Committee of Examiners to Deputy Vice-Chancellor AA for approval.
- iv. The Academic Registrar confirms whether the proposed Committee of Examiners is well constituted and requests the DVC AA to approve.
- v. The Academic appoints the examiners and requests the Dean to send the thesis to the examiners

### **3. SUBMISSION OF FINAL THESIS AND CLEARANCE PROCESS**

- i. Students submit a soft copy in pdf of final thesis/dissertation/research project, Anti-plagiarism report, Declaration of Originality Form, Digital repository form, payment receipts and copy of student ID duly signed by the student, to the respective Dean.
- ii. The Dean submits the documents to GSA for further processing and initiate online clearance.
- iii. GSA shall confirm whether the submitted documents meet the requirements and then forward the thesis to the Library for printing and binding.

### **4. RECOMMENDATION FOR AWARD**

- i. The Dean submits the final version of the thesis, consolidated report of CoE, certificate of corrections, clearance certificate together with recommendations for the award of the degree to DVC AA
- ii. The GSA verifies the completeness of submission for all the candidates' recommended for award of degree, and prepares the list of candidates for Senate
- iii. The Academic Registrar issues the letters of award to candidates approved by the Senate.

### **5. UNIVERSITY OF NAIROBI SCHOLARSHIPS**

- i. The Academic Registrar requests the Finance Officer to indicate the number of scholarships available for the academic year.
- ii. A meeting with Deans is held to equitably allocate the available scholarships to the various Faculties.
- iii. An advertisement is sent out with the criteria for applicants to apply.
- iv. The Deans prepare a merit list and submit it to the Academic Registrar.
- v. Academic Registrar seeks approval from Vice-Chancellor AA to award the scholarships.
- vi. Academic Registrar issues the scholarship award letter.