



KENYATTA UNIVERSITY
SCHOOL OF PUBLIC HEALTH & APPLIED HUMAN SCIENCES
SUBMISSION PROCEDURE OF GRADUATE SCHOOL DOCUMENTS FOR
EXAMINATION (RESEARCH THESIS)

RESEARCH PROPOSAL LEVEL

- 3 copies of Research Proposals
- Caption of Departmental Defense Minutes (*Certificate of correction after departmental defense*)
- Declaration of Originality Form
- Plagiarism Clearance Certificate
- Tracking Forms (*should be current and from individual supervisor*)
- Soft copy of the Proposal on a CD
- Results slip (s) (*evidence of successful completion of coursework*)
- Fee statement
- Turnitin originality report
- Progress Report (1 copy)

NOTICE OF SUBMISSION (*to be filled immediately after passing results defense*)

- 3 Copies of Notice of Submission
- Results slip (s) (*evidence of successful completion of coursework*)
- Fee statement (*balance should be nil*)
- Tracking Records (*should be current and from individual supervisor*)

THESIS FOR EXAMINATION (*done after successful results defense*)

- Plagiarism Report (1 copy)
- Results slip (s) (*evidence of successful completion of coursework*)
- Caption of Departmental Defense Minutes (Certificate of correction after departmental defense)
- Plagiarism Clearance Certificate(1 copy)
- Declaration of Originality Form (1 copy)
- Progress Report (1 copy)
- Fee Statement (Student Finance Ledger) (*balance should be nil*)
- Tracking Forms (should be current and from individual supervisors)
- 1 Copy of Thesis
- Soft copy of the Thesis in a CD
- Publication (PhD 2, Masters 1)

CERTIFICATE OF CORRECTION.

- Should be taken to Graduate School by the student

FINAL COPIES SUBMISSION (MASTERS)

- 5 hard bound copies of Thesis
- Certificate of Correction

- Send soft copy to: coordinator-gradsch@ku.ac.ke
- Fee Statement (Student Finance Ledger)

FINAL COPIES SUBMISSION (PhD)

- 2 passport photos
- 4 hard bound copies of Thesis
- Certificate of Correction
- 2 CDs soft copies
- Fee Statement (Student Finance Ledger)

(NB: Also bind one copy each for your Supervisors, your Department and yourself)

Here are instructions for booking, which must be adhered to

- Download the booking form from the department website, have it fully filled out and duly signed in the spaces provided.
- Please indicate on top of the booking form the date you will be able to present as per the schedule on the department website.
- Then submit together with supervisor-approved slides that conform to the 6x6 rule, of good font size and can be presented in 10 minutes if proposal (not more than 18 slides) or 15 minutes if results (not more than 30 slides). The 6x6 rule, however, doesn't apply to objectives, research questions and hypotheses.
- Only presenters who comply with the above guidelines will be approved to present. To ensure adequate preparation for the seminar, please work closely with your supervisors and copy them in future communication.. Booking must be done at least 1 week before the seminar presentation.