

# UNIVERSITY OF NAIROBI

## GRADUATE SCHOOL

### PROCESS OF SUBMISSION OF THESIS FOR EXAMINATION

Student submits to the Dean/Director notice of intent to submit thesis and a copy of abstract and fee statement. The letter should be addressed to Director Graduate School through lead supervisor, Chairman of Department and Dean/Director



Dean/Director forwards the notice of intent to submit thesis for examination to Director Graduate School



Notice of intent is acknowledged and the Director Graduate School requests Dean/Director to submit Board of Examiners.

Approval is subject to:

- Evidence of quarterly progress reports
- Evidence of cleared fees
- Student to be within the programme duration or has regularization/ extension approved



Once the Board of Examiners is approved student is advised to submit soft copy of duly signed thesis and similarity index report to the Dean/Director.

The similarity index report from Turnitin must be signed by the lead supervisor and Dean/Director



Soft copy of thesis (in pdf) is submitted by the Dean/Director to Graduate School for dispatch to the examiners.