

UNIVERSITY OF NAIROBI

GRADUATE SCHOOL

RECOMMENDED FORMAT FOR CONSOLIDATED REPORTS

Title: Consolidated report of the board of examiners for – (candidates; name and registration no.)-----MSc or MA or PhD Thesis titled ----- held on ----- (date) ---- at ----- boardroom.

1. Those present and in attendance – give the names and respective responsibility.
2. Review and discussion of Examiners reports (To be done before the candidate is called in)
 - i. External examiner – comments and recommendation
 - ii. 1st Internal examiner – comments and recommendation
 - iii. 2nd Internal examiner – comments and recommendation
 - Identify the critical issues raised by the External Examiners and distribute them to the two Board Members to raise during the oral interview.
 - The two Internal Examiners can raise the critical issues they encountered in the thesis
3. Oral examination (Interview) of the candidate:-
 - Capture the Questions, Candidates responses and comments/suggestions by the Board
 - All contentious issues and the response by the student should be captured clearly in the report.
4. For PhD :- attach published manuscripts or letters of acceptance, if not available comment on the status of the same
For PhD: – Capture the titles of the confirmed two (2) publications, the names of the authors (all supervisors' names must be captured), year and the name of the refereed Journal, volume, page numbers and ISSN.

NOTE:

- Copies of the publications or letter(s) of acceptance to be attached to the consolidated report
 - For the letters of acceptance, copy of the manuscript sent to the journal should be attached.
5. Discussed and Agreed: –
Record the individual Examiners and the Board of Examiners overall verdict including the candidate's performance in the oral interview.

