



In Search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE

GRADUATE SCHOOL
ISO 9001:2015 CERTIFIED

CHECKLIST FOR DOCUMENTS SUBMISSIONS TO JKUAT

1. Concept note Presentation

Upon the student getting the results and confirming they passed the coursework, they need to book for presentation at KGS by sending the **Name, Reg. No., Title of the Proposal** and the **Names of the Supervisors** to erono@kemri.go.ke and cc graduateschool@kemri.go.ke

2. Proposal Presentation

Booking is done at the **Center Level** depending on the programme undertaken by the student. Upon approval, the student to seek ethical approvals i.e. SERU and NACOSTI.

SUBMISSION OF DOCUMENTS

3. Proposal (7 Copies)

- ✓ Forwarding letter (4 copies)
- ✓ Attach mark sheets signed by supervisors - Marked by a neutral member of the faculty (4 copies)
- ✓ Copy of admission letter (4 copies)
- ✓ Copies of academic transcripts (4 copies)
- ✓ Duly filled application forms with all attachments (2 copies)
- ✓ Anti-plagiarism report (Hard and soft copy) (4 copies)
- ✓ Minutes of proposal defense meetings (4 copies)
- ✓ Ethical approvals i.e SERU and NACOSTI (To form part of the proposal appendices)

On getting the approval of the proposal and the supervisors from JKUAT, the student should proceed to Data Collection and Analysis. They can start presenting their findings and bringing their progress reports signed by supervisors **quarterly**.

4. Progress Reports (Minimum of 4-MSc and 6-PhD) (4 copies each)

- ✓ Forwarding letter (4 copies)
- ✓ Summary of work done
- ✓ Original work plan
- ✓ Work plan for next 4 months
- ✓ Abstract

On finishing the seminars (2-MSc and 4-PhD), the student is to proceed and submit a Letter of Intent to Submit Thesis

5. Letter of Intent to Submit Thesis

- ✓ Forwarding letter (4 copies)
- ✓ Abstract (4 copies)
- ✓ Publication (1-MSc 2-PhD) (4 copies)
- ✓ Academic Transcript (4 copies)
- ✓ Copies of Two Seminars Minutes for Msc Students (4 copies)
- ✓ Copies of 4 seminars for PhD Students (4 copies)
- ✓ Approval of research proposal (4 copies)
- ✓ Logbook (4 copies)

Upon approval of Letter of Intent to Submit Thesis, students can start the clearance process from KEMRI & JKUAT, then submit their thesis.

6. Submission of Thesis 7 Copies

- ✓ Transcripts (4 copies)
- ✓ Approval of letter of intent (4 copies)
- ✓ Clearance forms both KEMRI and JKUAT (4 copies)
- ✓ Forwarding letters (4 copies)
- ✓ Anti-plagiarism report (both hard and soft copies) (4 copies for hard)
- ✓ Logbook (4 copies)
- ✓ Publications for Msc-1 and PhD-2 (To form part of the thesis appendices)
- ✓ Attach copy of ethical approvals (7 copies)
- ✓ Seminar minutes 2 MSc and 4 PhD Minutes (4 copies)
- ✓ Soft copy of the Final Theses (in a CD or Flash disk)
- ✓ Datasets collected and used in writing the Thesis, including the codes/do files from the data analyses (in a CD or Flash disk)

After submitting (6) above, the student should wait to be called for defense. On passing the defense, the student can wait for graduation.

NB:

- All the forwarding Letters, progress reports, and logbooks should be originally signed and filed. Copies will **NOT** be accepted.
- The templates of the documents are available on KEMRI Graduate School under the “**Downloads**” section.
- Ensure you **COMPLETE** your fee balance at each stage before presenting or submitting documents.
- ALL document submissions are done at **KEMRI Graduate School- Annex**, Opp. Riara University Main Gate.