



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 via the link below: [KGS Booking Site](#)

2. Proposal Presentation

Booking is done at the **Center Level** depending on the program undertaken by the student. Upon approval, the student seeks ethical approval from Institutional Scientific Ethics Review Committees (ISERCS) i.e. SERU.

SUBMISSION OF DOCUMENTS

3. Proposal (7 Copies)

- ✓ Forwarding letter (4 copies)
 - a. Your details which include **Name, Reg No, Email, Cell, Date**
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP, JKUAT
 - d. Thro' Deputy Director, Academic Affairs - KEMRI Graduate School
- ✓ Attach mark sheets signed by supervisors - Marked by a neutral member of the faculty (School of Biomedical Sciences only) - (4 copies)
- ✓ Admission letter (4 copies)
- ✓ Academic transcripts for MSc or PhD (4 copies)
- ✓ Minutes of proposal defense meetings (4 copies)
- ✓ Duly filled application forms with attachments (MSc Cert, Undergraduate Cert, Transcripts, KCSE, 2 passport photo size, National ID) - (2 copies)
- ✓ Ethical approvals i.e. SERU (As part of proposal appendices)
- ✓ Anti-plagiarism report (As part of proposal appendices)
- ✓ Proposal and Antiplagiarism Report on a CD

Upon getting the proposal approval letter and appointment of supervisor's letters, the student should proceed to Request for *Introduction Letter to NACOSTI* from **Graduate School, Annex**. Thereafter, proceed to Data Collection and Analysis and start presenting findings and submitting progress reports duly signed by supervisors **quarterly**

- NB:**
- Do not print the proposal back-to-back
 - Make sure your inscription is done as required by the university.
 - The forwarding letter should **only** indicate the School of Public Health (SOPH) or School of

Biomedical Sciences (SOBMS) or School of Pharmacy (SOP), JKUAT.

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

- ✓ Forwarding letter (4 copies)
 - a. Your details which include your **Name, Reg No, Email, Cell, Date**
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP JKUAT
 - d. Thro' Deputy Director, Academic Affairs KEMRI Graduate School
- ✓ Summary of work done
- ✓ Summary of Original work plan. (*Adjust/ Update your work plan to reflect the current time frame in case time has lapsed*)
- ✓ Work plan for the next 4 months.
- ✓ Make sure the percentage of work done is cumulative
- ✓ Abstract

- NB:**
- Do not print the Progress Reports back-to-back
 - The forwarding letter is usually written when the progress report is late by a month or more in the period being covered in the progress report.
 - The forwarding letter should **only** indicate the School of Public Health (SOPH) or School of Biomedical Sciences (SOBMS) or School of Pharmacy (SOP), JKUAT.
 - Progress report should be handwritten.
 - Make sure you have the current progressive report form.
 - On finishing the seminars (2-MSc and 4-PhD), Submit Letter of Intent to submit Thesis

5. Letter of Intent to Submit Thesis

- ✓ Forwarding letter (4 copies)
 - a. Your details which include your **Name, Reg No, Email, Cell, Date**
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP, JKUAT
 - d. Thro' Deputy Director, Academic Affairs KEMRI Graduate School
- ✓ Duly filled Letter of Intent form (4 Copies)
- ✓ Thesis Abstract (4 Copies)
- ✓ Publication (1-MSc, 2-PhD) (4 Copies)
- ✓ Copy of Academic Transcript (4 Copies)
- ✓ Copies of Two Seminars Minutes for MSc Students (4 Copies)
- ✓ Copies of Four seminars for PhD Students (4 Copies)
- ✓ Approval of Research Proposal (4 Copies)
- ✓ Postgraduate Research Logbook signed by all Supervisors (4 Copies)

- NB:**
- The forwarding letter should **only** indicate the School of Public Health (SOPH) or School of Biomedical Sciences (SOBMS) or School of Pharmacy (SOP), JKUAT.
 - Upon approval of Letter of Intent to Submit Thesis, start clearance process from KEMRI & JKUAT for onwards submission of thesis.

6. Submission of Thesis 7 Copies

- ✓ Forwarding letter (4 copies)
 - a. Your details which include your **Name, Reg No, Email, Cell, Date**
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP JKUAT
 - d. Thro' Deputy Director, Academic Affairs KEMRI Graduate School
- ✓ Approval of Letter of Intent (4 copies)
- ✓ Clearance forms both KEMRI and JKUAT (4 copies each)
- ✓ Copy of Academic Transcript (4 copies)
- ✓ Anti-plagiarism report (As part of thesis appendices)
- ✓ Thesis and Antiplagiarism Report in a CD (2 copies of CD)

- NB:**
- Do not print the Thesis back-to-back
 - Make sure your inscription is done as required by the university.
 - The forwarding letter should **only** indicate the School of Public Health (SOPH) or School of Biomedical Sciences (SOBMS) or School of Pharmacy (SOP), JKUAT.

After submitting (6) above, wait to be called for defense. On passing the defense, the student will be given an award letter as s/he waits for graduation.

7. Re-submission of Thesis

- ✓ Forwarding letter (4 copies)
 - a. Your details which include your **Name, Reg No, Email, Cell, Date**
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP JKUAT
 - d. Thro' Deputy Director, Academic Affairs KEMRI Graduate School
- ✓ Thesis (7 Copies)
- ✓ Anti-plagiarism report (As part of thesis appendices)
- ✓ Thesis and Antiplagiarism Report in a CD

8. Resumption of Studies

- ✓ Forwarding letter (4 copies)
 - a. Your details which include your **Name, Reg No, Email, Cell, Date**
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP JKUAT
 - d. Thro' Deputy Director, Academic Affairs KEMRI Graduate School
- ✓ Attach Admission Letter (4 copies)
- ✓ Attach Year One MSc/PhD Academic transcript (4 copies)

9. Change Of Names on Transcript

- ✓ Forwarding letter (4 copies)
 - a. Your details which include your **Name, Reg No, Email, Cell, Date**
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP JKUAT

d. Thro' Deputy Director, Academic Affairs KEMRI Graduate School

- ✓ Attach your original academic transcript

NB:

- All the forwarding Letters, progress reports, and logbooks should be originally signed and filled. Copies will **NOT** be accepted.
- The templates of the documents are available on KEMRI Graduate School (<https://kgs.ac.ke/>) 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.

REASONS LEADING TO REJECTION OF SUBMITTED DOCUMENTS

- Failure to follow all the above documented guidelines.
- Failure to attach all the required documents in each step.
- Failure to complete or pay fees in each step.
- Printing the documents back-to-back or compression of page details in a single page or sheet.
- Failure to indicate percentage of work done.
- Always ensure that the signatures of supervisors and that of yours are hand-signed; not scanned signatures.



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THESIS AND PROPOSAL INSCRIPTION AS PER THE STATUTES

1. PhD THESIS INSCRIPTION

A Thesis Submitted in Partial Fulfilment of the Requirements for the Degree Doctor of Philosophy in (.....) of the Jomo Kenyatta University of Agriculture and Technology.

- NB:**
- All words should start with a Capital letter expect the conjunctions.
 - The title of your thesis to be in capital letters.

2. PhD PROPOSAL INSCRIPTION

A Research Proposal Submitted to the Department of Environmental Health and Disease Control in Partial Fulfilment of the Requirements for the Degree of Doctor of Philosophy in (.....) of the Jomo Kenyatta University of Agriculture and Technology.

- NB:**
- All words should start with a Capital letter expect the conjunctions.
 - The title of your proposal to be in capital letters.
 - Refer the department names on Table 1 below.

3. MSc PROPOSAL INSCRIPTION

A Research Proposal Submitted to the Department of Environmental Health and Disease Control in Partial Fulfilment of the Requirements for the Degree of Master of Science in (.....) of the Jomo Kenyatta University of Agriculture and Technology.

- NB:**
- All words should start with a Capital letter expect the conjunctions.
 - The title of your proposal to be in capital letters.
 - Refer the department names on Table 1 below.

4. MSc THESIS INSCRIPTION

A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of Master of Science in (.....) of the Jomo Kenyatta University of Agriculture and Technology.

- NB:**
- All words should start with a Capital letter expect the conjunctions.
 - The title of your thesis to be in capital letters.

SCHOOLS, DEPARTMENTS AND COURSES

#	SCHOOL	DEPARTMENT	PROGRAMME (MSc & PhD)
1.	School of Public Health	Environmental Health & Disease Control	Public Health
			Epidemiology and Biostatistics
			Global Health/ International Health
			Applied Epidemiology
			Epidemiology
			Medical Epidemiology
2.	School of Biomedical Sciences	Medical Microbiology	Medical Microbiology
			Medical Virology
			Medical Mycology
		Medical Laboratory Sciences	Medical Parasitology and Entomology
Biochemistry	Molecular Medicine		
3.	School of Biomedical	Pharmaceutical Chemistry	Medicinal Chemistry
			Medicinal Phytochemistry

Table 1: **List of Schools, Departments and Courses**

**Context, Process and Content Dimension to Full Integration of ICT in
Delivery of Health Care Services in Selected Public Health Facilities of
Machakos, Turkana and Nairobi Counties in Kenya**

John Don Kevin

**A Research Proposal Submitted to the Department of Environmental Health
and Disease Control in Partial Fulfilment of the Requirements for the Degree
of Master of Science in Public Health of the Jomo Kenyatta University of
Agriculture and Technology.**

2024

Figure 1: Sample proposal cover page