



KENYA MEDICAL RESEARCH INSTITUTE

INTERNAL MEMO

From: Deputy Director, Training programmes	Date: May 6, 2021
To: All Graduate School Students	Ref: Loose memo

SUBJECT: SUBMISSION OF PROPOSAL AND THESIS DOCUMENTS

We would like to inform all students that they shall be required to fill in and submit a copy of the Postgraduate Research Logbook and the New student progress report form each time they submit documents for onward submission to the Board of Postgraduate Studies.

The Postgraduate Research Logbook should contain the progress record of a student, from the commencement of research until completion of the thesis. The log book will be filled in by the student following each supervisory meeting every month. In addition, the student should include the dates for the seminar presentations made, conferences attended and journal publications.

For the new progress report form, each supervisor should fill in a separate sheet for Part II, depending on the number of supervisors.

These forms are attached overleaf. This directive supersedes any others that have been sent before this date.

Thank you.


**DEPUTY DIRECTOR
TRAINING PROGRAMS**

For: Dr. Elizabeth Echoka

Deputy Director, Training programmes