



In Search of Better Health

KENYA MEDICAL RESEARCH INSTITUTE

GRADUATE SCHOOL
ISO 9001:2015 CERTIFIED

CHECKLIST FOR DOCUMENTS SUBMISSIONS TO KGS

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 to seek ethical approval from Institutional Scientific Ethics Review Committees (ISERCS) i.e. SERU.

SUBMISSION OF DOCUMENTS

3. Proposal (7 Copies)

- ✓ Forwarding letter (4 copies)

NB: Kindly adopt the forwarding letter FORMAT attached on page 8 of this document.

- ✓ 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 post graduate application forms —see under downloads on KGS website
 - with attachments (MSc Cert, Undergraduate Cert, Transcripts, KSCE, 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 in a CD/Flash disk
- ✓ Mark sheet (4 copies) SoBMs students Only—see under downloads on KGS website

Upon submitting the proposal to Graduate **School, Annex** 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 dully 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 letter should **only** indicate School of Public Health (SOPH) or School of Biomedical Sciences (SOBMS) or School of Pharmacy (SOP), JKUAT.

- Student signatures **must be written in blue ink or pen**
- No electronic signatures are allowed,**

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

- ✓ **Progress report form** —see under downloads on KGS website
- ✓ Attach Forwarding letter (4 copies)
 - a. Your detail which includes your Name, Reg No, Email, Cell, Date
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP JKUAT (check page 6 of this document to pick your school)
 - d. Thro' Deputy Director, Academic Affairs KEMRI Graduate School
- ✓ Attach the summary of work done
- ✓ Attach the summary of Original work plan. (*Adjust your work plan to fit the time frame you're working on in case your time has lapsed*)
- ✓ Attach the work plan for next 4 months.
- ✓ Make sure percentage of work done is cumulative
- ✓ Attach the Abstract

- NB:**
- Do not print the Progress Reports back-to-back
 - The forwarding letter is written when the progress report being submitted is late by a month or more in the period being covered in the progress.
 - The letter should **only** indicate School of Public Health (SOPH) or School of Biomedical Sciences (SOBMS) or School of Pharmacy (SOP), JKUAT. (check page 6 of this document to pick your school)
 - Progress report should be handwritten.
 - Make sure you have the current progressive report form—see under downloads on KGS website
 - On finishing the seminars (2-MSc and 4-PhD), Submit Letter of Intent to submit Thesis
 - Student signatures **must be written in blue ink or pen**
 - The letter should **only** indicate School of Public Health (SOPH) or School of Biomedical Sciences (SOBMS) or School of Pharmacy (SOP), JKUAT.
 - Student signatures **must be written in blue ink or pen**
 - No electronic signatures are allowed,**

5. Letter of Intent to Submit Thesis

- ✓ Forwarding letter (4 copies)
Letter of intent form—see under downloads on KGS website
 - a. Your detail which includes your Name, Reg No, Email, Cell, Date
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP, JKUAT (check page 6 of this document to pick your school)
 - d. Thro' Deputy Director, Academic Affairs KEMRI Graduate School
 Letter of Intent form (4 Copies)—see under downloads on KGS website)
- ✓ 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(4Copies)
- ✓ Copies of Four seminars for PhD Students(4Copies)
- ✓ Approval of Research Proposal (4 Copies)
- ✓ Postgraduate Research Logbook signed by Supervisors (4 Copies)

- NB:**
- Do not print the proposal back-to-back
 - Make sure your inscription is done as required by the university.
 - The letter should **only** indicate 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.
 - Student signatures **must be written in blue ink or pen**
 - No electronic signatures are allowed,**

6. Submission of Thesis 7 Copies

- ✓ Forwarding letter (4 copies)

NB: Kindly adopt the forwarding letter FORMAT attached on page 8 of this document.

- ✓ 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/2 Flash disks)

- NB:**
- Do not print the Thesis back-to-back
 - Make sure your inscription is done as required by the university.
 - The letter should **only** indicate School of Public Health (SOPH) or School of Biomedical Sciences (SOBMS) or School of Pharmacy (SOP), JKUAT.
 - Student signatures **must be written in blue ink or pen**
 - No electronic signatures are allowed,**

After submitting (6) above, wait to be called for defense, on passing the defense, the student will be given an award letter as you wait for graduation.

7. Re-submission of Thesis

- ✓ Forwarding letter (4 copies)
 - a. Your detail which includes your Name, Reg No, Email, Cell, Date
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP JKUAT (check page 6 of this document to pick your school)
 - 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 detail which includes your Name, Reg No, Email, Cell, Date
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP JKUAT (check page 6 of this document to pick your school)
 - d. Thro' Deputy Director, Academic Affairs KEMRI Graduate School
- ✓ Attach admission form (4 copies)
- ✓ Attach your transcript (4 copies)

9. Change of Names on Transcript

- ✓ Forwarding letter (4 copies)
 - a. Your detail which includes your Name, Reg No, Email, Cell, Date
 - b. To Director, Graduate School, JKUAT
 - c. Thro' Dean SOPH/SOBMS/SOP JKUAT (check page 6 of this document to pick your school)
 - d. Thro' Deputy Director, Academic Affairs KEMRI Graduate School
- ✓ Attach your original transcript

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 (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.
- Student signatures **must be written in blue ink or pen**

REASONS LEADING TO REJECTION OF SUBMITTED DOCUMENTS

- Failure to follow all the above process.
- Failure to attach all the required documents in each step.
- Failure to complete or paying fee in each step you reach.
- Printing the documents back-to-back or compressing different details in a single page or sheet.
- Failure to indicate percentage of work done.
- Always ensure that the signatures of supervisors and 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
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

THESIS & PROPOSAL FORWARDING LETTER FORMAT-UPDATED IN 2026

Name:
Reg No:
Email:
Phone No:
Date:

To Director,
Graduate School- JKUAT.

Through Dean,
School of Public Health/ Biomedical Sciences/ School of Pharmacy- JKUAT.

Through Deputy Director, Academic Affairs,
Graduate School- KEMRI.

Dear Sir/Madam,

REF: SUBMISSION OF THESIS/ PROPOSAL

I wish to submit my thesis/ proposal for examination/ approval of supervisors titled:

The research supervisors are:

- i. Name:
Email:
Telephone:
- ii. Name:
Email:
Telephone:

I have also submitted the following documents:

- i.
- ii.

Yours Sincerely,
Signature

Name:

NB: If you are submitting a proposal just indicate proposal if its thesis indicate thesis don't write thesis/proposal, and if you have more than 2 supervisors just the space accordingly.