

**ADDITIONAL SUPPORT INFORMATION FOR POSTGRADUATE STUDENTS
REQUIREMENTS DURING SUBMISSION OF CONCEPT NOTE, PROPOSAL, NOTICE
OF SUBMISSION AND THESIS**

1. CONCEPT NOTE SUBMISSION

REQUIREMENTS

Shall be presented according to the concept template available as download on departmental website.

2. PROPOSAL SUBMISSION

REQUIREMENTS

1. Three spiral bound copies shall be submitted.
2. Formatted and structured according to proposal guidelines available as download on departmental website.
3. To attach the following duly signed by student and approved by supervisors
 - a) Certificate of correction after departmental defence (available as download on departmental website), with defence minutes attached to it.
 - b) Progress report form (available on Graduate School website). To it attach: work plan & supervision tracking form
 - c) Supervisors tracking form (available on Graduate School website)
 - d) Turnitin report –generated with assistance of supervisors -similarity index of less than 24%
 - e) Plagiarism clearance certificate (available on Graduate School website)
 - f) Declaration of originality form (available on Graduate School website).

4. NOTICE OF SUBMISSION

REQUIREMENTS

1. The notice of submission shall be submitted using standard form available on Graduate School Website.
2. The original workplan shall be attached to this form.
3. The form shall be submitted in triplicate.

4. THESIS SUBMISSION

REQUIREMENTS

1. The student shall submit five spiral bound copies duly signed and approved by supervisors.

2. Thesis shall be formatted and structured according to thesis guidelines available as download on departmental website.
3. The student shall attach the following duly signed by student and approved by supervisors
 - a) Certificate of correction after departmental defence (available as download on departmental website), with defence minutes attached to it.
 - b) Progress report form (available on Graduate School website). To it attach: wokplan, supervision tracking form & evidence of publication/acknowledgement of manuscript
 - c) Supervisors tracking form (available on Graduate School website)
 - d) Turnitin report –generated with assistance of supervisors -similarity index of less than 24%.
 - e) Plagiarism clearance certificate (available on Graduate School website)
 - f) Declaration of originality form (available on Graduate School website).