

KIBABII UNIVERSITY
SCHOOL OF GRADUATE STUDIES

NOTICE OF INTENT TO SUBMIT A THESIS AND EXAMINATION ARRANGEMENTS

SECTION A: TO BE FILLED IN BY CANDIDATE

(1) Name in full:

(2) Registration Number:

(3) Department:

(4) Faculty:

(5) Degree registered for:

(6) Title of thesis/dissertation:

.....
.....
.....

(7) Name(s) of Supervisor(s):

(i)

(ii)

(iii)

(8) I hereby declare that I have completed my thesis research, and intend to submit it within the coming three months.

Date: Signature of Candidate:



SECTION B: TO BE COMPLETED BY SUPERVISOR (S)

(9) I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and I am/we are of the opinion that he/she should be in a position to submit the thesis/dissertation within three months from now.

Name: Signature Date

Name: Signature: Date

Name: Signature: Date

SECTION C: TO BE COMPLETED BY THE CHAIRPERSON DGSC

I propose that the following be considered for appointment as examiners for the candidate's thesis:

(a) Proposed External Examiner

(10) Name:

Affiliation:

Institution.....

Department.....

Postal Address:.....

Telephone: Fax: Email:.....

Curriculum Vitae: Attached Not attached

(b) Proposed Internal Examiners

(11) Name:

Affiliation:

Institution.....

Department.....

Postal Address:.....

Telephone: Fax: Email:.....



Curriculum Vitae: Attached Not attached

(12) Name:

Affiliation:

Postal Address:

Telephone: Fax: Email:

Curriculum Vitae: Attached Not attached

Date:

Signature of Chairperson DGSC:

SECTION D: TO BE COMPLETED BY CHAIRPERSON FGSC/SGSC

(a) After consultation with the Faculty Graduate Studies, I recommend that the following be appointed to serve as VIVA VOCE panelists (for thesis examination only):

Panel Member	Designation
1.	Chairperson (Dean SGS or representative)
2.	External Examiner
3.	1 st Internal Examiner
4.	2 nd Internal Examiner
5.	Dean of Faculty/School (or representative)
6.	Chairperson of Department (or representative)
7.	Chairperson DGSC (or representative)
8.	Chairperson FGSC/SGSC (or representative)
9.	Supervisor
10.	Supervisor



(b) In anticipation of the fact that the candidate will submit his/her thesis within three months from now, it is recommended that the viva voce be held in the month of of the year The exact date will be communicated later.

Chairperson FGSC/SGSC: **Sign:** **Date:**

SECTION E: TO BE FILLED IN BY THE DEAN SCHOOL OF GRADUATE STUDIES (SGS)

Please Tick:

	The examination arrangements are herewith recommended for approval.
	The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the Faculty/School.

The following items are missing or are incomplete:

.....

.....

Dean SGS: **Sign:** **Date:**

*** To be filled in Triplicate. A copy of this form MUST be returned to the Department/Faculty/School**

