



SCHOOL OF GRADUATE STUDIES

PHD/MASTERS THESIS REPORT SUBMISSION CHECKLIST

I) BEFORE A THESIS IS SUBMITTED FOR EXAMINATION

The following documents must have been received at School of Graduate Studies

1. Approved proposal and approved supervisors
2. Quarterly reports (9 for Masters and 12 for PhD)
3. Evidence of having presented seminars at the department/School (Minutes)
4. Completed Intent to submit form (with CVs for proposed examiners, and authenticated by the department).
5. Proof of Publication (2 Publications for PhD and 1 Publication for Masters)
6. Antiplagiarism report signed by the librarian

The following documents must accompany the Spiral bound examination copies

1. Forwarding memo from the Head of Department
2. Antiplagiarism clearance from the Librarian

II) THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE FINAL HARD BOUND MAROON/NAVY BLUE COPIES OF THE THESIS

1. Certificate of correction (in case the candidate was referred to an Examiner)
2. A current completed antiplagiarism clearance for major revision and resubmission of the theses report
3. Seven copies of theses submitted by the student to the Dean SGS through the HoD & through the Dean of the teaching school
4. 3 CDS of soft copy of thesis and publication/s in pdf form
5. email the pdf Thesis & Publication to graduatestudies@rongo.ac.ke and librarian.rongo@analysis.urkund.com

NOTES

1. For avoidance of undue delays, it is advisable that submission of examination is done after publication in a refereed journal.
2. However, examination results will only be processed after publication of two papers for PhD and one paper in a refereed journal.