



# UNIVERSITY OF EMBU

## INTENT TO SUBMIT OFFICIAL PROCESSING FORM

### Important Information

This form must be attached with the duly filled student's Intent to Submit Form

### Section A

Comments from

1. Chairman D.P.S.C.

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 .....

Chairman's signature: ..... Date: .....

- 2) Chairman of Department

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 .....

Chairman's signature: ..... Date: .....

### Part I: To be completed by Chairman of Department

#### a. External Examiners Details

Name: .....

Area of specialization: .....

Institution: .....

Department: .....

Contact Address .....

E-mail: ..... Phone No.: .....

NB: The CV of the external examiner must be attached

#### b. Internal Examiner's details

(This examiner shall be a non – Supervisor but may be from the Candidate's Department)

Name: ..... PF. No.: .....

Area of specialization: .....

Institution: .....

Department: .....

Contact Address: .....

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 .....

E-mail: ..... Phone No.: .....

**c. Internal Examiner's details**

(This examiner shall be non – Supervisor and shall not be from the Candidate's Department)

Name: ..... PF. No. ....

Area of specialization: .....

Institution: .....

Department: .....

Contact Address: .....

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E-mail: ..... Phone No.: .....

Approved by the Departmental Board of Postgraduate's board Chairman in a meeting held on ..... (Attach minutes)

Name: ..... Sign: ..... Date/Stamp: .....

**Part II: To be completed by the Dean of School****Board Members details**

The board members shall not be from the candidate's department

a) Name: .....

Department: .....

Email: ..... Cell No.: .....

b) Name: .....

Department: .....

Email: ..... Cell No.: .....

Approved by the School Board of Postgraduate's board Chairman in a meeting held on ..... (Attach minutes)

Name: ..... Sign: ..... Date/Stamp: .....

Dean of School's Signature (If not the chairman to school's board of postgraduate studies): ..... Date/Stamp: .....

**Part III: To be completed by the Board of Postgraduate Studies****Senate Representative Details**

The senate representative shall not be from the candidate's school

Name: ..... PF. No. ....

School: .....

Approved by the Board of Postgraduate Studies in a meeting held on .....

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Name: ..... Sign: ..... Date/Stamp: .....