



# UNIVERSITY OF EMBU

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## MASTER'S PROJECT REPORT SUBMISSION CHECKLIST

### **I. BEFORE A PROJECT REPORT IS SUBMITTED FOR EXAMINATION**

#### **A. THE FOLLOWING DOCUMENTS MUST HAVE BEEN RECEIVED AT BPS**

1. Copy of admission letter/substantive registration
2. Approved proposal and approved supervisors
3. Progress reports (at least two (2) for Master's. The reports should have been received at BPS every three (3) months and NOT ALL AT ONCE)
4. Evidence of having presented at least two (2) seminars at the Department
5. Transcript for students whose program has coursework
6. Processed 'Intent to Submit Project Report Form' should have been received at BPS at least three (3) months before intended date
7. Evidence of fee clearance – attach a zero balance statement from the Finance Office

#### **B. THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE SPIRAL BOUND EXAMINATION COPIES**

1. Completed Project Report for Examination Submission Form
2. Completed Antiplagiarism Clearance Certificate

### **II. THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE FINAL HARD BOUND BLACK COPIES**

1. A current completed antiplagiarism clearance certificate for major revision or resubmission of project report
2. The duly filled 'Project Report Final Hard Bound Copies Submission Form' should accompany the four (4) copies of the project report and be submitted by the supervisor to the Chairman of Department.
3. Copy of project report on CD as described by the Library
4. Duly completed 'Certificate of Correction of Project Form'

#### **NOTE:**

1. Publication requirement is at least one (1) publication for Master's in refereed journals
2. For avoidance of undue delays, it is advisable that submission for examination is done after publication in a refereed journal(s)
3. A project report may be submitted for examination as publication is ongoing.
4. Examination results will only be processed after publication in a refereed journal(s) or, at minimum, acceptance of manuscript for publication