



# UNIVERSITY OF EMBU

## THESIS SUBMISSION CHECKLIST

### **I. BEFORE A THESIS 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 and at least four (4) for PhD students. The reports should have been received at BPS every three (3) months for Master's and every six (6) months for PhD and NOT ALL AT ONCE)
4. Evidence of having presented progress seminars at the Department (at least two (2) for Master's and at least four (4) for PhD)
5. Transcript for students whose program has coursework
6. Processed 'Intent to Submit Thesis 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 Thesis 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 thesis
2. The duly filled 'Thesis Final Hard Bound Copies Submission Form' should accompany the four (4) copies of the thesis and be submitted by the supervisor to the Chairman of Department.
3. Copy of thesis on CD as described by the Library
4. Duly completed 'Certificate of Correction of Thesis Form'

#### **NOTE:**

1. Publication requirement is at least one (1) publication for Master's and at least two (2) for PhD 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 thesis may be submitted for examination as publication is ongoing.
4. A candidate will only be invited for defense after publication in a refereed journal(s) or, at minimum, acceptance of manuscript for publication

