



UNIVERSITY OF EMBU

MASTERS PROJECT REPORT SUBMISSION CHECKLIST

I) BEFORE A PROJECT REPORT IS SUBMITTED FOR EXAMINATION:

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 for Masters and should have been received at BPS every 3 months).
- 4) Evidence of having presented at least two seminars at the Department.
- 5) Transcript for students whose program has coursework.
- 6) Evidence of fee clearance - attach a zero balance statement from the finance office.

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 Master's Project Form"

NOTES

- a) For avoidance of undue delays, it is advisable that submission for examination is done after publication in a refereed journal.
- b) A project report may be submitted as publication is ongoing.
- c) However, examination results will only be processed after publication of one paper in a refereed journal or at minimum acceptance of manuscript for publication.

End.



ISO 27001:2013 Certified

Knowledge Transforms



ISO 9001:2015 Certified