



DIRECTORATE OF GRADUATE STUDIES, RESEARCH AND INNOVATIONS

TIMELINES FOR GRADUATE STUDENTS WHO INTEND TO GRADUATE IN OCTOBER, 2019

NO	TASKS	TIME FRAME/TIMELINE							ACTIONS
		APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER		
0	ACTIVITIES/TASKS AND TIME FRAME/TIMELINE FOR THE GRADUATION PROCESSES								
1.	Candidates give notice of submission of the Dissertations	EARLY APRIL							Graduate students
2.	Faculty Higher Degrees committee recommends three examiners one should be external to the University and viva voce panel for approval and appointment by the Board of Graduate Studies and Research.	MID APRIL							Faculty Higher Degrees Committees and Board of Graduate Studies and Research
3.	Board of Graduate Studies to appoint examiners		EARLY MAY						Board of Graduate Studies
4.	Thesis and/or Dissertations are dispatched to the External and Internal Examiners		MID MAY						Directorate of Graduate Studies/ Academic Registrar

5.	Reports of Internal and External Examiners (Examiners are expected to submit their reports in a period of three months)				EARLY JULY			Directorate of Graduate Studies/ Academic Registrar
6.	The reports of examiners are sent to the Director, Directorate of Graduate Studies - sends them to the Deans for consideration by the Faculty Higher Degrees and Research Committees				MID JULY			Directorate of Graduate Studies
7.	The Faculty Higher Degrees and Research Committees shall handle the reports					EARLY AUGUST		Faculty Higher Degrees and Research Committees
8.	Faculty Committees go ahead to conduct the viva voce examination					MID AUGUST		Faculty Higher Degrees and Research Committees
9.	After successful viva voce examination candidates shall be advised by the Dean (Chairperson) to carry out the minor corrections to the satisfaction of the examiner appointed by the viva voce.					MID AUGUST		Dean (Chairman) and examiner appointed by the viva voce panel
10	The Supervisor/Internal Examiner appointed to ensure corrections are effected submits his/her report to the Directorate					END AUGUST		Supervisor/Internal Examiner, Dean and Directorate of Graduate Studies

	of Graduate Studies through the Dean							
11.	Faculty submits its recommendations to the Board of Graduate Studies and Research for the award of the degree. This must be accompanied by signed minutes of the Viva Voce panel						EARLY SEPTEMBER	Dean (Chairman) and Board of Graduate Studies and Research
12.	Five final hard cover-bound copies of the Dissertations are submitted to the Department and forwarded by the Dean of the Faculty to Directorate of Graduate studies and the office of the Academic Registrar						MID SEPTEMBER	Student, Head Department, Dean, DGSRI and AR
13.	Award letters prepared for the candidates as evidence of having successfully completed the requirements leading to the award of the Degrees						MID SEPTEMBER	ACADEMIC REGISTRAR