

**UNIVERSITY OF NAIROBI**  
**GRADUATE SCHOOL**  
**INTERNAL MEMO**

**FROM:** Director, Graduate School  
**TO:** All Graduate Students

**DATE:** 14.05.20216  
**REF:** UON/GS/4/9

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**ALL STUDENTS**

**CLARIFICATION ON GUIDELINES FOR ONLINE SUBMISSION OF THESES/DISSERTATIONS/ RESEARCH PROJECTS**

Please refer to our communication REF UON/GS/4/9 concerning online submission of theses/dissertations/research projects. Following inquiries from students, the Graduate School would like to clarify the following:

1. Students shall submit:
  - a) A soft copy of the final thesis/dissertation/research project in pdf format to their respective Dean/Director. The document should be signed by the student and supervisor.
  - b) Anti-plagiarism Report (signed by the Supervisor and the Dean/Director), Declaration of Originality Form, Digital Repository Form, Copy of student ID and the Clearance Form in pdf to the Dean/Director. Please note that all the documents shall be submitted as attachments in a single email to the respective Dean/Director.
2. The Dean shall submit the above documents together with the Certificate of Corrections in a single email to the Graduate School through [gs-examinations@uonbi.ac.ke](mailto:gs-examinations@uonbi.ac.ke).
3. The Graduate School shall confirm whether the submitted documents meet the statutory requirements and send a confirmation message to the student and the Dean/Director, together with an invoice for printing and binding of the thesis/dissertation/ research project by the Library. Please note that students will only make payments after receiving the invoice from the Graduate School.
4. The student shall make payment as indicated in item number 8 below and a confirmation of payment will be sent to the Graduate School by the Finance Department (UNES).
5. Upon payment, the student should scan and forward a copy of payment to [bindery@uonbi.ac.ke](mailto:bindery@uonbi.ac.ke), [klibrarian@uonbi.ac.ke](mailto:klibrarian@uonbi.ac.ke) and [gs-examinations@uonbi.ac.ke](mailto:gs-examinations@uonbi.ac.ke)
6. Upon receipt of confirmation of payment from UNES, the Graduate School shall forward the thesis/dissertation/ research project to the Library and then clear the student.
7. The Library shall print the soft copy of the thesis/dissertation/research project for archival and reference purposes.
8. The applicable costs for printing and binding of the theses/dissertations/ research projects is as follows:
  - a) 4 copies of PhD Thesis @ Kshs 3000.00 totaling Kshs 12,000.00.
  - b) 4 copies of Masters Thesis @ Kshs 1,950.00 totaling Kshs 7,800.00.
  - c) 2 copies of Masters and Postgraduate Diploma by Research Project and Dissertation @ Kshs 1,450.00 totaling Kshs 2,900.00.

Payments shall be made through either of the following modes:

- a) Deposit to Absa Bank. Account Name: UNES Corporate Account; Branch: Westland Branch; **Account Number: 0732255303**. Narrative should be the name and number of the student.
- b) LIPA NA MPESA mode. Students using this mode should ensure they use their personal MPESA account and pay by “**Buy goods & service – Till Number 807313**”.
- c) Payment made through the bank will be reflected after 24 hours while mpesa payments are reflected within six (6) hours.

Please note that all the above copies shall be retained by the University. Any student who requires an extra copy or copies can place a request to the Library.



**PROF. LAWRENCE IKAMARI**  
**AG. DIRECTOR, GRADUATE SCHOOL**

cc

Vice-Chancellor

Deputy Vice-Chancellors

Principals of Colleges

Deans/Directors

Academic Registrar

Director, Library Services

MD, UNES

Finance Officer

LI/cs