

LAIKIPIA



UNIVERSITY

BOARD OF GRADUATE SCHOOL

RESEARCH PROJECT/THESIS LOG BOOK

FOR

THE BOARD OF GRADUATE SCHOOL

(TO BE SUBMITTED TO THE DIRECTOR GRADUATE SCHOOL AT THE END OF THE RESEARCH)

STUDENT'S DETAILS

NAME: _____

REGISTRATION NUMBER: _____

CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

SCHOOL: _____

DEPARTMENT: _____

SPECIALIZATION: _____

SIGNATURE OF STUDENT: _____

DATE: _____

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified

Page 2 of 22



THESIS/PROJECT AND SUPERVISION DETAILS

INITIAL CONCEPT TITLE _____

SUPERVISORS ASSIGNED

1. NAME: _____ DATE ASSIGNED _____

AREA OF SPECIALIZATION: _____

2. NAME: _____ DATE ASSIGNED _____

AREA OF SPECIALIZATION: _____

3. NAME: _____ DATE ASSIGNED _____

AREA OF SPECIALIZATION: _____

CHAIRPERSON OF DEPARTMENT

.....

NAME	SIGN	DATE
------	------	------

ALTERNATIVE SUPERVISOR ASSIGNED (IN CASE OF A CHANGE)

NAME: _____ DATE ASSIGNED _____

AREA OF SPECIALIZATION: _____

REASON FOR CHANGE OF SUPERVISOR: _____

CHAIRPERSON OF DEPARTMENT

.....

NAME	SIGN	DATE
------	------	------

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



PROPOSAL DEVELOPMENT PROGRESS LOG

A **DATE OF FIRST PROPOSAL DEVELOPMENT MEETING** _____

AGREED PROPOSAL TITLE

SIGNATURE OF STUDENT: _____

COMMENTS FROM SUPERVISORS (IF ANY)

SUPERVISORS' SIGNATURES

1.
2.
3.
	NAME	SIGN	DATE

COMMENTS FROM CHAIRPERSON OF DEPARTMENT

.....
NAME	SIGN	DATE



PROPOSAL DEVELOPMENT PROGRESS LOG

B **DATE OF SECOND PROPOSAL DEVELOPMENT MEETING** _____

SIGNATURE OF STUDENT: _____

KEY COMMENTS BY SUPERVISORS

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

COMMENTS FROM CHAIRPERSON OF DEPARTMENT

.....
NAME	SIGN	DATE

C **DATE OF THIRD PROPOSAL DEVELOPMENT MEETING** _____

SIGNATURE OF STUDENT: _____

KEY COMMENTS BY SUPERVISORS

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



D COMMENTS FROM CHAIRPERSON OF DEPARTMENT

.....

NAME	SIGN	DATE
------	------	------

E APPROVED PROJECT/THESIS TITLE

SIGNATURE OF STUDENT: _____ DATE APPROVED _____

PROPOSAL REVIEWED AND APPROVED [Yes/No]

COMMENTS FROM SUPERVISORS (IF ANY)

SUPERVISORS' SIGNATURES

1.
2.
3.
NAME	SIGN	DATE

F COMMENTS FROM CHAIRPERSON ON BEHALF OF THE DEPARTMENT

.....

NAME	SIGN	DATE
------	------	------

G APPROVAL BY DEAN ON BEHALF OF THE SCHOOL BOARD [approved/not approved]

.....

NAME	SIGN	DATE
------	------	------

NOTE: YOU MAY INSERT AND USE ADDITIONAL PAPERS IF NECESSARY

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



PROJECT/THESIS PROGRESS LOG

PROJECT/THESIS TITLE

A **DATE OF FIRST PROJECT/THESIS MEETING** _____

SIGNATURE OF STUDENT: _____

AGREED PROJECT/THESIS TITLE

COMMENTS FROM SUPERVISORS (IF ANY)

SUPERVISORS' SIGNATURES

- | | | | |
|----|-------|-------|-------|
| 1. | | | |
| 2. | | | |
| 3. | | | |

NAME

SIGN

DATE

B **COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

.....

NAME

SIGN

DATE

***Vision:** A University for Valued Transformation of Society*

***Mission:** To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy*



CHAPTER ONE (INTRODUCTION)

PROJECT/THESIS TITLE

A **DATE OF FIRST MEETING** _____

SIGNATURE OF STUDENT: _____

KEY COMMENTS BY SUPERVISORS

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

B **DATE OF SECOND MEETING** _____

SIGNATURE OF STUDENT: _____

KEY COMMENTS BY SUPERVISORS

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy

Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



C CHAPTER ONE REVIEWED AND APPROVED

Supervisors' signatures

1.....
2.....
3
NAME	SIGN	DATE

D COMMENTS FROM CHAIRPERSON OF DEPARTMENT

.....
NAME	SIGN	DATE

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified

Page 9 of 22



CHAPTER TWO (LITERATURE REVIEW)

PROJECT/THESIS TITLE

A **DATE OF FIRST MEETING** _____
SIGNATURE OF STUDENT: _____

KEY COMMENTS BY SUPERVISORS

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

B **DATE OF SECOND MEETING** _____
SIGNATURE OF STUDENT: _____

KEY COMMENTS BY SUPERVISORS

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



C CHAPTER TWO REVIEWED AND APPROVED

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

D COMMENTS FROM CHAIRPERSON OF DEPARTMENT

.....
NAME	SIGN	DATE

Vision: *A University for Valued Transformation of Society*

Mission: *To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy*



CHAPTER THREE (RESEARCH METHODOLOGY)

PROJECT/THESIS TITLE

A RESEARCH DESIGN AGREED ON YES / NO [Tick one]

SIGNATURE OF STUDENT: _____

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

B SAMPLE AGREED ON YES / NO [Tick one]

SIGNATURE OF STUDENT: _____

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

C DATA COLLECTION TOOL REVIEWED AND APPROVED (OR DATA COLLECTION COMPLETED FOR SECONDARY DATA) YES / NO [Tick one]

SIGNATURE OF STUDENT: _____

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



D DATA COLLECTION PILOT DONE (OR DATA ORGANIZATION COMPLETED FOR SECONDARY DATA) YES / NO [Tick one]

SIGNATURE OF STUDENT: _____

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

E CHAPTER THREE REVIEWED AND APPROVED YES / NO [Tick one]

Supervisors' signatures

1.....
2.....
4
NAME	SIGN	DATE

F COMMENTS FROM CHAIRPERSON OF DEPARTMENT

.....
NAME	SIGN	DATE



CHAPTER FOUR

(PRESENTATION, DISCUSSION AND INTERPRETATION OF FINDINGS)

PROJECT/THESIS TITLE

A DATA ANALYSIS AND PRESENTATION AGREED ON YES / NO [Tick one]

SIGNATURE OF STUDENT: _____

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

FIRST MEETING - KEY COMMENTS

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

SECOND MEETING - KEY COMMENTS

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



B CHAPTER FOUR REVIEWED AND APPROVED YES / NO [Tick one]

Supervisors' signatures

1.....
2.....
3
NAME	SIGN	DATE

C COMMENTS FROM CHAIRPERSON OF DEPARTMENT

.....
NAME	SIGN	DATE

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified

Page 15 of 22



CHAPTERS 5, 6, 7, ETC
(FOR USE AS CONTINUATION SHEETS IF THESIS/PROJECT HAS
ADDITIONAL CHAPTERS)

PROJECT/THESIS TITLE

A DATA ANALYSIS AND PRESENTATION AGREED ON YES / NO [Tick one]

SIGNATURE OF STUDENT: _____

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

FIRST MEETING - KEY COMMENTS

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

SECOND MEETING - KEY COMMENTS

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

***Vision:** A University for Valued Transformation of Society*
***Mission:** To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy*



B CHAPTER REVIEWED AND APPROVED YES / NO [Tick one]

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

C COMMENTS FROM CHAIRPERSON OF DEPARTMENT

.....
NAME	SIGN	DATE

NOTE: YOU MAY INSERT AND USE ADDITIONAL PAPERS IF NECESSARY

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified

Page 17 of 22



RELEVANT CHAPTER (ON CONCLUSIONS AND RECOMMENDATIONS)

PROJECT/THESIS TITLE

A CHAPTER REVIEWED AND APPROVED YES / NO [Tick one]

SIGNATURE OF STUDENT: _____

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

B ADDITIONAL DETAILS REVIEWED AND APPROVED

a. Table of Contents	YES / NO [Tick one]
b. List of Tables	YES / NO [Tick one]
c. List of Figures	YES / NO [Tick one]
d. References and Citations	YES / NO [Tick one]
e. General Project/Thesis Format and Style	YES / NO [Tick one]

COMMENTS FROM SUPERVISORS(IF ANY)

Supervisors' signatures

1.....
2.....
3.....
NAME	SIGN	DATE

C COMMENTS FROM CHAIRPERSON OF DEPARTMENT

NAME

SIGN

DATE

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified

Page 18 of 22



PROJECT/THESIS APPROVED FOR FINAL SUBMISSION AND DEFENCE

PROJECT/THESIS TITLE

A STUDENT'S SUBMISSION OF PROJECT/THESIS

My project/thesis is ready for submission YES / NO [Tick one]

SIGNATURE OF STUDENT: _____

B COMMENTS FROM SUPERVISORS

This project/thesis is **READY / NOT READY** for submission [Tick one]

SUPERVISORS' SIGNATURES

1.....
2.....
3
NAME	SIGN	DATE

C COMMENTS FROM CHAIRPERSON OF DEPARTMENT

.....

NAME	SIGN	DATE
------	------	------

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



D TO BE COMPLETED AND SIGNED BY THE DEAN OF SCHOOL

This LOG BOOK duly filled in, was received on -----

The project/thesis can be scheduled for Oral Examination (YES) _____ (NO) _____

If NO, please indicate reason(s)

.....

NAME OF DEAN	SIGN	DATE
--------------	------	------

E TO BE COMPLETED AND SIGNED BY THE DIRECTOR GRADUATE SCHOOL

This LOG BOOK was received on _____ and action taken including setting a tentative date for final defence.

.....

NAME OF DIRECTOR	SIGN	DATE
------------------	------	------

In consultation with the Dean, the Date of **FINAL DEFENCE** has been set for _____

.....

NAME OF DIRECTOR	SIGN	DATE
------------------	------	------

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy

Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified



NOTES

1. As soon as course work is completed, students will pick up the Log Book to be utilised during the research period.
2. All students shall continue to fill in the Quarterly Progress Reports during their studies.
3. Fees for the previous semesters for coursework done **MUST HAVE ALL HAVE BEEN CLEARED** before the Log book can be used by the student and signed by relevant authorities. Proof of payment of fees will be required.
4. The Notice of Intention to Submit Form **MUST** be accompanied by an Abstract of the Project/Thesis, and Fee Statement as proof that ALL Fees has been paid.
5. Submissions of **4 above** to the Director Graduate School **MUST** be done through the Chair and Dean of the relevant Department and School respectively. This condition is a prerequisite to the candidate's attendance of the oral examination.
6. Before expiry of the Notice of Intention to Submit period (3 Months), students must present their work at the School Level as part of **Mock Defence** to improve their Project/Thesis. Schools shall be expected to invite Senate to listen to the presentations when they take place.
7. Upon expiry of the three months' period, the Project/Thesis **MUST** be submitted to Graduate School in preparation for oral examinations. A **duly filled in and signed Log Book must** also be submitted to Director Graduate School through the Chair and Dean of the relevant Department and School respectively.
8. The preparations for oral examinations include the Anti-plagiarism check and word count and upon reception of a satisfaction report, the Project/Thesis shall be dispatched to the Examiners who are expected to complete the examination process within thirty (30) days.
9. Upon receipt of the Examiners' Confidential Reports and the examined Theses/Projects, the Director Graduate School in consultation with the respective Dean, shall set an Oral Examination date and constitute a Board of Examiners' Panel as per the Postgraduate Studies Policy and consequently convene a defence meeting within two (2) weeks of receiving ALL the Examiners' reports.
10. The oral examination panel chaired by the respective Dean of School, while guided by the requirements of the Postgraduate Studies Policy, shall examine the candidate and

Vision: A University for Valued Transformation of Society

Mission: To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified

Page 21 of 22



make recommendations.

11. The Director Graduate School shall after some stipulated time as guided by the postgraduate policy, receive from the candidate a draft of the corrected Project/Thesis (both in soft copy and hard copy, spiral bound) together with a 'Graduate School Certificate of Correction' duly signed by the supervisor(s).
12. The Director Graduate School shall send the Project/Thesis to a verifier, who in this case is the Independent Internal Examiner, to verify that all corrections suggested by the Board of Examiners have been fully addressed and to subsequently make a report of the same to the Director in two weeks.
13. The Director Graduate School shall ensure the submission of the final Project/Thesis is undertaken as per the provisions of the Postgraduate Studies Policy.
14. **Acceptance of Final Project/Thesis (Hard Bound Copies)** upon a successful oral examination is subject to the following:
 - a. All Fees MUST have been paid.
 - b. Submission of student's Log Book duly filled in and signed.
 - c. Proof of publication(s) emanating from the Project/Thesis.
 - d. Proof of the Project/Thesis having been edited by providing a Language Editor Certificate from a qualified Language Editor.

***Vision:** A University for Valued Transformation of Society*

***Mission:** To serve students and society through research, education, scholarship, training, innovation, outreach and consultancy*



Laikipia University is ISO 9001:2015 and ISO/IEC 27001:2013 Certified

Page 22 of 22

