



**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: \_\_\_\_\_

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## 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
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### ALTERNATIVE SUPERVISOR ASSIGNED (IN CASE OF A CHANGE)

NAME: \_\_\_\_\_ DATE ASSIGNED \_\_\_\_\_

AREA OF SPECIALIZATION: \_\_\_\_\_

REASON FOR CHANGE OF SUPERVISOR: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CHAIRPERSON OF DEPARTMENT

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NAME	SIGN	DATE
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## PROPOSAL DEVELOPMENT PROGRESS LOG

**A**     **DATE OF FIRST PROPOSAL DEVELOPMENT MEETING** \_\_\_\_\_

**AGREED PROPOSAL TITLE**

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**SIGNATURE OF STUDENT:** \_\_\_\_\_

**COMMENTS FROM SUPERVISORS (IF ANY)**

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**SUPERVISORS' SIGNATURES**

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

**COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

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.....	.....	.....
NAME	SIGN	DATE



## PROPOSAL DEVELOPMENT PROGRESS LOG

**B**     **DATE OF SECOND PROPOSAL DEVELOPMENT MEETING** \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

**KEY COMMENTS BY SUPERVISORS**

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Supervisors' signatures

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

**COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

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NAME	SIGN	DATE
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**C**     **DATE OF THIRD PROPOSAL DEVELOPMENT MEETING** \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

**KEY COMMENTS BY SUPERVISORS**

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Supervisors' signatures

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NAME	SIGN	DATE

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**D COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

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NAME	SIGN	DATE
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**E APPROVED PROJECT/THESIS TITLE**

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SIGNATURE OF STUDENT: \_\_\_\_\_ DATE APPROVED \_\_\_\_\_

**PROPOSAL REVIEWED AND APPROVED [Yes/No]**

COMMENTS FROM SUPERVISORS (IF ANY)

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SUPERVISORS' SIGNATURES

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

**F COMMENTS FROM CHAIRPERSON ON BEHALF OF THE DEPARTMENT**

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NAME	SIGN	DATE
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**G APPROVAL BY DEAN ON BEHALF OF THE SCHOOL BOARD [approved/not approved]**

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NAME	SIGN	DATE
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**NOTE: YOU MAY INSERT AND USE ADDITIONAL PAPERS IF NECESSARY**

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## PROJECT/THESIS PROGRESS LOG

PROJECT/THESIS TITLE

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**A**     **DATE OF FIRST PROJECT/THESIS MEETING** \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

AGREED PROJECT/THESIS TITLE

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COMMENTS FROM SUPERVISORS (IF ANY)

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SUPERVISORS' SIGNATURES

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

NAME

SIGN

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**B**     **COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

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NAME

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## CHAPTER ONE (INTRODUCTION)

PROJECT/THESIS TITLE

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**A**    **DATE OF FIRST MEETING** \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

### KEY COMMENTS BY SUPERVISORS

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Supervisors' signatures

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NAME	SIGN	DATE

**B**    **DATE OF SECOND MEETING** \_\_\_\_\_

SIGNATURE OF STUDENT: \_\_\_\_\_

### KEY COMMENTS BY SUPERVISORS

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Supervisors' signatures

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NAME	SIGN	DATE

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**C CHAPTER ONE REVIEWED AND APPROVED**

Supervisors' signatures

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**D COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

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NAME	SIGN	DATE

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## CHAPTER TWO (LITERATURE REVIEW)

PROJECT/THESIS TITLE

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**A**     **DATE OF FIRST MEETING** \_\_\_\_\_  
SIGNATURE OF STUDENT: \_\_\_\_\_

**KEY COMMENTS BY SUPERVISORS**

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Supervisors' signatures

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NAME	SIGN	DATE

**B**     **DATE OF SECOND MEETING** \_\_\_\_\_  
SIGNATURE OF STUDENT: \_\_\_\_\_

**KEY COMMENTS BY SUPERVISORS**

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Supervisors' signatures

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NAME	SIGN	DATE

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**C CHAPTER TWO REVIEWED AND APPROVED**

Supervisors' signatures

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**D COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

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NAME	SIGN	DATE

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## CHAPTER THREE (RESEARCH METHODOLOGY)

PROJECT/THESIS TITLE

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

SIGNATURE OF STUDENT: \_\_\_\_\_

Supervisors' signatures

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NAME	SIGN	DATE

**B SAMPLE AGREED ON** YES / NO [Tick one]

SIGNATURE OF STUDENT: \_\_\_\_\_

Supervisors' signatures

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

SIGNATURE OF STUDENT: \_\_\_\_\_

Supervisors' signatures

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

SIGNATURE OF STUDENT: \_\_\_\_\_

Supervisors' signatures

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NAME	SIGN	DATE

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

Supervisors' signatures

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NAME	SIGN	DATE

**F COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

\_\_\_\_\_

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NAME	SIGN	DATE



## CHAPTER FOUR

### (PRESENTATION/ DISCUSSIONS/INTERPRETATION OF FINDINGS)

PROJECT/THESIS TITLE

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

SIGNATURE OF STUDENT: \_\_\_\_\_

Supervisors' signatures

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**FIRST MEETING - KEY COMMENTS**

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**SECOND MEETING - KEY COMMENTS**

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Supervisors' signatures

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NAME	SIGN	DATE

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

Supervisors' signatures

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**C COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

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NAME	SIGN	DATE

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

PROJECT/THESIS TITLE

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

SIGNATURE OF STUDENT: \_\_\_\_\_

Supervisors' signatures

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NAME	SIGN	DATE

**FIRST MEETING - KEY COMMENTS**

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Supervisors' signatures

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NAME	SIGN	DATE

**SECOND MEETING - KEY COMMENTS**

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Supervisors' signatures

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NAME	SIGN	DATE

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

Supervisors' signatures

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NAME	SIGN	DATE

**C COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

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**NOTE:** YOU MAY INSERT AND USE ADDITIONAL PAPERS IF NECESSARY

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## **RELEVANT CHAPTER (ON CONCLUSIONS AND RECOMMENDATIONS)**

PROJECT/THESIS TITLE

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

SIGNATURE OF STUDENT: \_\_\_\_\_

Supervisors' signatures

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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)

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Supervisors' signatures

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NAME	SIGN	DATE

**C COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

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NAME

SIGN

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**PROJECT/THESIS APPROVED FOR FINAL SUBMISSION AND DEFENCE**

PROJECT/THESIS TITLE

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**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

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NAME	SIGN	DATE

**C COMMENTS FROM CHAIRPERSON OF DEPARTMENT**

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NAME	SIGN	DATE
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**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)

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NAME OF DEAN	SIGN	DATE
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**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
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In consultation with the Dean, the Date of **FINAL DEFENCE** has been set for \_\_\_\_\_

.....

NAME OF DIRECTOR	SIGN	DATE
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## NOTES

1. As soon as course work is completed, students will pick up the Log Book to be utilized during the research period.
2. Download the Log Book from the Graduate School web pages, print it and have it well bound for your use.
3. Note that the way chapters are ordered and/or titled may differ from discipline to discipline. Consult the relevant guidelines for writing theses/projects which can be downloaded from the Graduate School web pages.
4. All students shall continue to fill in the Quarterly Progress Reports during their studies.
5. 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.
6. The Notice of Intention to Submit Form **MUST** be accompanied by an Abstract of the Project/Thesis, a Fee Statement as proof that ALL Fees has been paid and the **duly filled in and signed Log Book**.
7. Submissions of **6 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.
8. 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.
9. Upon expiry of the three months' period, the Project/Thesis **MUST** be submitted to Graduate School in preparation for oral examinations.
10. 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.
11. 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

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Studies Policy and consequently convene a defence meeting within two (2) weeks of receiving ALL the Examiners' reports.

12. 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 make recommendations.
13. 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).
14. 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.
15. The Director Graduate School shall ensure the submission of the final Project/Thesis is undertaken as per the provisions of the Postgraduate Studies Policy.
16. **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, which should have been handed in earlier together with submission of The Notice of Intention to Submit Project/Thesis for examination.
  - 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.

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