

UNIVERSITY OF NAIROBI
GRADUATE SCHOOL

RECOMMENDED FORMAT FOR CONSOLIDATED REPORTS

Title: Consolidated report of the board of examiners for – (candidates; name and registration no.)-----MSc or MA or PhD Thesis titled ----- held on ----- (date) ---- at ----- boardroom.

1. Those present and in attendance – give the names and respective responsibility.
2. Review and discussion of Examiners reports (To be done before the candidate is called in)
 - i. External examiner – comments and recommendation
 - ii. 1St Internal examiner – comments and recommendation
 - iii. 2nd Internal examiner – comments and recommendation
 - Identify the critical issues raised by the External Examiners and distribute them to the two Board Members to raise during the oral interview.
 - The two Internal Examiners can raise the critical issues they encountered in the thesis
3. Oral examination (Interview) of the candidate:-
 - Capture the Questions, Candidates responses and comments/suggestions by the Board
 - All contentious issues and the response by the student should be captured clearly in the report.
4. For PhD :- attach published manuscripts or letters of acceptance, if not available comment on the status of the same
For PhD: – Capture the titles of the confirmed two (2) publications, the names of the authors, year and the title of the refereed Journal.

NOTE:

Copies of the publications or letter(s) of acceptance to be attached to the consolidated report

5. Discussed and Agreed: –
Record the individual Examiners and the Board of Examiners overall verdict including the candidate's performance in the oral interview.
Where the verdict of the Board varies from that of the Examiners, the reasons should be clearly stated and itemized.

6. Recommendations:

- **Record the Boards of Examiners verdict; Award after correction or resubmission**
- **Where the Board recommends change of the title of the thesis this should be clearly be given**
- **Capture the title of the degree to be awarded and area of specialization if any.**
- **For correction:- indicate who will oversee the corrections and issue the certificate of correction**
- **Indicate the duration given to the candidate to undertake corrections,**
- **For Revision – indicate the name(s) of supervisors (One of whom should be from the Board of Examiners).**

7. Signed (all to sign)

- i. Chair
- ii. 1st Internal examiner
- iii. 2nd Internal examiner
- iv. Board member
- v. Board member
- vi. Graduate School representative in case of a PhD

.....END.....

8. List of Corrections (to be in a separate page)

NOTE:-

- 1) That the list of corrections should be all corrections identified by the three examiners and the Board of Examiners.

NB: The consolidated report should be submitted to the Director Graduate School within two weeks after the date of the oral examination.

**SAMPLE LIST OF LIST OF CORRECTIONS FOR DR / MRREGISTRATION
No.....MA/MSC/PHD THESIS**

CORRECTIONS

1. Modify title to capture main issues examined in the thesis. The same should apply to all chapter titles.
2. Re-write the abstract.
3. Re-write the statement of problem. Clearly identify major questions.
4. Re-write the objectives of the research.
5. Re-write the methodology to make it precise.
6. State the research design and data collection methods and how it was analyzed.
7. Findings should be given in chapter by chapter and objective by objective format.
8. Harmonize objectives with hypotheses.
9. Check the typological errors.
10. Revisit the theoretical arguments.
11. Check citations and references for accuracy.
12. Revisit definitions of terms.
13. Avoid redundancies in the text.

Signed

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CHAIR – BOARD OF EXAMINERS

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DATE