

**KENYATTA UNIVERSITY**

**SCHOOL OF EDUCATION**

**DEPARTMENT OF EDUCATIONAL COMMUNICATION AND TECHNOLOGY**

**DEPARTMENTAL SERVICE CHARTER**

SERVICE RENDERED	REQUIREMENTS	CHARGES	TIMELINE
Unit registration/unit adjustment	<ul style="list-style-type: none"><li>• Student unit registration</li><li>• Finance clearance</li></ul>	Free	Immediately
Waiver	Unit adjustment/waiver forms	Free	One week
Examination Result Queries	<ul style="list-style-type: none"><li>• Student ID</li><li>• Query form</li></ul>	Free	One week
Processing of Postgraduate Proposal/Thesis	<ul style="list-style-type: none"><li>• Fulfilment of all requirements</li></ul>	Free	One month
Introduction Letters	<ul style="list-style-type: none"><li>• Student ID</li><li>• Request Letter</li></ul>	Free	Immediate
Allocation of Supervisors to Postgraduate Students	<ul style="list-style-type: none"><li>• Cleared course work</li><li>• Student Concept paper</li></ul>	Free	Two weeks
Research Proposal Reading	<ul style="list-style-type: none"><li>• Complete Proposal</li></ul>	Free	One month
Short listing Postgraduate Students	<ul style="list-style-type: none"><li>• Application form with Copies of Certificates</li></ul>	Free	Two days