



**DIRECTORATE OF GRADUATE STUDIES, RESEARCH AND INNOVATIONS**

**BU/DGSRI.F2**

**NOTICE OF INTENTION TO SUBMIT A THESIS/DISSERTATION AND  
EXAMINATION ARRANGEMENTS\***

**SECTION A: TO BE COMPLETED BY THE CANDIDATE**

- (1) Name in full: .....
- (2) Registration number: .....
- (3) Department: .....
- (4) Faculty: .....
- (5) Degree registered for: .....
- (6) Title of thesis/dissertation: .....  
.....  
.....  
.....  
.....
- (7) Name(s) of Supervisor(s).....  
.....  
.....
- (8) I hereby declare that I have completed my thesis/dissertation research, and intend to submit my thesis/dissertation within the coming three months.  
Date: ..... Signature of Candidate .....

**SECTION B: TO BE COMPLETED BY SUPERVISOR(S)**

- (9) I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and I am/we are of the opinion that he should be in a position to submit the thesis/dissertation within three months from now.  
  
Date: ..... Signature of Supervisor .....
- Date: ..... Signature of Supervisor .....
- Date: ..... Signature of Supervisor .....

**SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

After consultation with the supervisor(s) of the candidate, I propose that the following be considered for appointment as examiners for the candidate’s thesis/dissertation:

**(a) Potential External Examiners**

(10) Name:.....  
Affiliation: .....  
Postal Address: .....  
Telephone:..... Fax: .....  
Email:.....  
Curriculum Vitae: Attached  Not attached

(11) Name:.....  
Affiliation: .....  
Postal Address: .....  
Telephone:..... Fax: .....  
Email:.....  
Curriculum Vitae: Attached  Not attached

**(b) Proposed Internal Examiners**

(12) Name:.....  
Affiliation: .....  
Postal Address: .....  
Telephone:..... Fax: .....  
Email:.....  
Curriculum Vitae: Attached  Not attached

(13) Name:.....  
Affiliation: .....  
Postal Address: .....  
Telephone:..... Fax: .....  
Email:.....  
Curriculum Vitae: Attached  Not attached

**SECTION D: TO BE COMPLETED BY FACULTY DEAN**

- (a) The proposed examiners above have been approved by the Faculty Board.
- (b) After consultation with the Head of Department and our Faculty Higher Degrees Committee Chairperson, I recommend that the following be appointed to serve as *VIVA VOCE* panelists (for thesis examination only):

PANEL MEMBERS	DESIGNATION
1.	Chairperson
2.	External Examiner or Representative
3.	Internal Examiner (who did not guide the research)
4.	Candidate's supervisor
5.	Head of the relevant Department (or his/her appointee)
6.	Co-opted Member (appointed by Faculty)
7.	Co-opted Member (appointed by Faculty)
8.	Co-opted Member (for PhD only)
9.	Appointee of the Principal (for PhD only)

- (c) In anticipation of the fact that the candidate will submit his/her thesis within three months from now, it is

recommended that the *viva voce* be held in the month of .....of the year ..... . The exact date will be communicated later.

Date: ..... Signature of Dean: .....

**SECTION E: TO BE FILLED BY THE DIRECTORATE**

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	The examination arrangements herewith are complete and are approved.
	The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the Faculty

The following items are missing or incomplete:

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**Date .....** **Signature of the Director, DGSRI .....**

\* To be filled in triplicate. Two copies of this form **MUST** be returned to the Department and Faculty