

UNIVERSITY OF NAIROBI
FACULTY OF LAW

INTERNAL MEMO

FROM: Associate Dean, FoL

DATE: 28th September 2021

TO: All Postgraduate Students

REF: UON/FOL/6/6

SUBJECT: SUBMISSION OF FINAL THESIS/PROJECTS FOR BINDING AND CLEARANCE

Pursuant to the revision of procedures for examination of thesis and research projects, below is a list of documents to be submitted to the office of the Associate Dean (Postgraduate) for submission to the library as well as processing for graduation.

- a) Final version of the thesis (PDF)
- b) Certificate of corrections
- c) Similarity Index Report/plagiarism, signed by the supervisor and should include the name (Cover page and summary page i.e from the similarity page to the end)
- d) Declaration of no objection to repository
- e) Copy of Students ID - attach a valid ID, or the renewal page
- f) Declaration of Originality form
- g) Copy of Binding receipt payable at the Library.

The above documents should be submitted to the Associate Dean's office through caselap@uonbi.ac.ke and copy to execdean-law@uonbi.ac.ke. Students should ensure that documents number (a) to (d) are signed by the required persons.

Attached is communication from Director, Library Services on how to make payment for binding of thesis/Project. Once the payment is made and evidence received at the Faculty, clearance will be undertaken.

Should you need any clarification, do not hesitate to contact the Faculty Administrator for assistance.



PROF. COLLINS ODOTE
ASSOCIATE DEAN, FACULTY OF LAW

Cc. Dean, Faculty of Law
Chair, Faculty Graduate Studies Committee

Co/la

UNIVERSITY OF NAIROBI

LIBRARY DEPARTMENT

LIBRARY CLEARANCE PROCEDURE FOR SUBMISSION OF SOFT COPY OF THESES/PROJECTS/DISSERTATIONS

1. Graduating student forwards, a duly signed PDF version of their Dissertation/Theses/Project alongside other mandatory documents to their respective Deans.
2. Dean confirm that the above documents meet the expected requirements and forward the same to the Graduate Studies Secretariat for verification for graduation.
3. Graduate Studies Secretariat forwards to the Library the above documents (No.1) for printing & binding through periodicals@uonbi.ac.ke for purposes of reference in the respective departments, Libraries and archiving in the repository.
4. The Library Bindery raises invoices and emails to the students to pay for printing and binding services.

Printing and Binding Charges are:

- Four (4) copies for PhD theses @Kshs.3,000.00 per copy totaling to Kshs.12,000.00
- Four (4) copies for Masters by Thesis @Kshs.1,950 per copy totaling to Kshs.7.800.00
- Two (2) copies for Postgraduate diploma and Masters by projects/dissertation @Kshs.1,450.00 per copy totaling to Kshs.2,900.00

Kindly note that all bound copies shall be retained by the University. Any student who requires an extra copy or copies can place a request to the library after paying for printing and binding charges.

5. Payment shall be done through either of the following modes:-
 - LIPA NA MPESA mode. Students using this mode should ensure they use their personal MPESA account and pay by “Buy goods & service” - Till Number 807313.
 - Deposit to Absa Bank. Account Name: UNES Corporate Account; Branch: Westland Branch; Account Number: 0732255303. Narrative should be the name of the student’s and their Registration Number.
6. Student Scans and forwards a copy of the payment evidence to bindery@uonbi.ac.ke
7. Bindery confirms payment, clears students for binding services, forwards scanned copies of the clearance form and payment receipt to Graduate Studies Secretariat, Dean and the Student.
8. The Dean initiates the clearance of the student for him/her to seek clearance from various departments.

NB. Original receipts can be collected from Library bindery at Jomo Kenyatta Memorial Library (JKML) Main Campus after clearance as per No.8 above.