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From: Dean, Directorate of Research Innovation and Postgraduate Studies

REF: ZU/13/VOL.3/15

To: Postgraduate Programmes Coordinator

Date: 11<sup>th</sup> February 2026

Subject: Call for Submission of Final Thesis

All postgraduate students who meet the requirements for submitting their thesis are required to submit their work for examination to the Directorate of Research, Innovation and Postgraduate Studies through their school. The following must be included in the final thesis submission package:

- i. Final Thesis Submission Form: A duly signed copy by all the academic supervisors, the school, and the corrections supervisor.
- ii. Anti-Plagiarism Report: An original report from Zetech University Library indicating a similarity index of less than 15% and an AI index of less than 15%. Both the student and all supervisors must sign and date the page displaying the percentages.
- iii. Fee Statement: A current fee statement confirming that the student has settled all school fees.
- iv. Main Thesis Document: Four (4) spiral-bound copies of the final thesis (the student should confirm the correct colour before binding).
- v. Soft Copy: A PDF version of the fully signed thesis should be emailed to: [postgraduatestudies@zetech.ac.ke](mailto:postgraduatestudies@zetech.ac.ke)
- vi. Evidence of Publication: Evidence of 2 published articles and proof of 2 conference paper presentations related to the research work for PhD students, and evidence of 1 published article for Master's students

Please share this information with all postgraduate students. Below is the thesis defence schedule to assist with your planning and preparations:

Submission for Examination	Defence Date	Final Thesis Submission Date
3 <sup>rd</sup> March 2026	17 <sup>th</sup> March 2026	8 <sup>th</sup> September 2026
7 <sup>th</sup> April 2026	21 <sup>st</sup> April 2026	
12 <sup>th</sup> May 2026	26 <sup>th</sup> May 2026	
16 <sup>th</sup> June 2026	30 <sup>th</sup> June 2026	
14 <sup>th</sup> July 2026	28 <sup>th</sup> July 2026	
11 <sup>th</sup> August 2026	25 <sup>th</sup> August 2026	

All requirements for graduation must be met before 8<sup>th</sup> September 2026

Dr. Benjamin Muindi,

Dean Research, Innovation and Postgraduate Studies.

