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From: Dean, Directorate of Research Innovation and Postgraduate Studies

REF: ZU/13/VOL.3/14

To: Postgraduate students

Date: 5<sup>th</sup> February 2026

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Subject: Submission of project proposal to the board of postgraduate studies.

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All postgraduate students who meet the requirements for proposal submission must submit their proposal documents to the Directorate of Research, Innovation and Postgraduate Studies through their respective schools. The submission package should include the following:

- i. Proposal Submission Form: Duly signed by all academic supervisors and endorsed by the school.
- ii. Anti-Plagiarism Report: An original report from the Zetech university library showing a similarity index below 15%. The student and all supervisors must sign and date the page showing the percentage.
- iii. Three (3) duly signed progress reports
- iv. A duly signed proposal correction matrix
- v. Duly signed academic results slips
- vi. Fee Statement: A current fee statement confirming that the student has cleared all school fees.
- vii. One (1) spiral-bound copies of the proposal document (the student should confirm the correct colour before binding).
- viii. A PDF version of the fully signed proposal should be emailed to: [postgraduatestudies@zetech.ac.ke](mailto:postgraduatestudies@zetech.ac.ke)

All eligible students are encouraged to submit project proposals as guided.

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Dr. Benjamin Muindi,

Dean Research, Innovation and Postgraduate Studies

