



**KENYATTA UNIVERSITY
SCHOOL OF HUMANITIES AND SOCIAL SCIENCES
DEPT. OF LITERATURE, LINGUISTICS AND FOREIGN LANGUAGES**

INTERNAL MEMO

Date: 01/06/2020

From: Chairperson, Department of LL&FL

To: All Departmental Postgraduate students

SUBJECT: PROCESSING OF POSTGRADUATE WORK DURING THE COVID-19 UNIVERSITY CLOSURE

We wish to notify you that the university and therefore the department is going on with the processing of postgraduate work during the Covid-19 university closure. This includes:

- ❖ Presentation of concept papers or pre-proposals
- ❖ Presentation of proposals at the department
- ❖ Submission of proposals to Graduate School
- ❖ Submission of research reports to Graduate School for examination
- ❖ Submission of notices of submission for theses
- ❖ Submission of bound work
- ❖ Supervision of proposals and research writing

However, due to the government regulations related to the pandemic the work is largely being done online except for final bound work that has to be submitted in hard copies. You are therefore advised to liaise with your supervisor(s), chairman of department or chairman postgraduate committee for guidelines on how to submit your work to the department for processing. You can email your work and or queries to: chairman-litlingandforeignlang@ku.ac.ke

The department shall be able to assist in obtaining the nil fee balance statement required to accompany the work. Ensure your fee is cleared.

Thank you


Dr. Purity M. Nthiga
CHAIRPERSON, DEPT. OF LITERATURE, LINGUISTICS AND FOREIGN LANGUAGES

Kenyatta University is ISO 9001: 2015