

### Departmental Service Charter

Service Rendered	Requirements	Charges	Timeline
Unit Registered	Student unit registration form Finance clearance	Free	One week immediate
Unit adjustment	Unit Adjustment	Free	Immediate
Unit allocation and Teaching	Fifteen (15) undergraduate studies	Free	One month before new semester
Examination Sitting	Student ID, Examination card, name appearance on E10	Free	Immediate
Processing of Postgraduate Proposal Thesis	Fulfillment of all required: registration fees, fieldwork guidance of supervisors	Free	1 <sup>1</sup> / <sub>2</sub> years for Master, Thesis and 3 years for PhD
Fieldwork	Unit registration Finance requirement Booking of vehicles	Free	Immediate
Seminar Papers	Complete paper circulation of photocopied papers to staff and students two weeks before the seminar	Free	2 weeks
Examination Processing	Two weeks after exam results	Free	2 weeks