



KABARAK UNIVERSITY
QUALITY MANAGEMENT SYSTEM BASED ON
ISO 9001:2015

INSTITUTE OF POSTGRADUATE STUDIES PROCEDURES
MANUAL

KABU/PM/PGS/011
VERSION: A
REVISION: 2

Approved and authorized for use by:

DIRECTOR - INSTITUTE OF POSTGRADUATE STUDIES

Signed: _____


Date: JANUARY 2022

Kabarak University Moral Code

As members of Kabarak University family, we purpose at all times and in all places, to set apart in one's heart, Jesus as Lord. (1 Peter 3:15)



Kabarak University is ISO 9001:2015 Certified

KABARAK UNIVERSITY		
		
	Section: Institute of Postgraduate Studies	Ref No. KABU
	Title: Postgraduate Admission	Issue No: 1
	Prepared by: Director Postgraduate Studies	Sign:
	Authority: Director Postgraduate Studies	
Approved By: Deputy Vice Chancellor, Academic & Research	Sign:	

PROCEDURE NO. 1: POSTGRADUATE STUDENT ADMISSIONS

1.0 General

1.1 Purpose

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in verification of postgraduate students admission documents’.

1.2 Scope

This procedure applies to the admission of postgraduate students to Kabararak University.

1.3 References

- a) Commission of University Education Standards
- b) Guidelines for Regulations for Postgraduate Programs

1.4 Terms and definitions

- a) Registrar Academic and Research
- b) Director Postgraduate Studies
- c) Deans of Schools
- d) Admissions Office

1.5.1 Principal Responsibility


Director Postgraduate Studies shall ensure that this procedure is adhered to.

2.0 Method

- 2.1 Admissions office shall receive applications and counterchecks with requirement list.
- 2.2 Admissions office shall forward applications to Deans of respective Schools to review concept papers and transcripts/ certificates of the applicant
- 2.2 Deans of Schools shall approve or disapprove the application depending on suitability of the documents of the applicant
- 2.3 Deans of Schools shall forward applications to Institute of Postgraduate Studies indicating status of application.
- 2.4 Director Postgraduate Studies shall approve or disapprove applications as per Deans of Schools recommendations and shall forward the applications to admissions office.
- 2.5 Admissions Officer shall forward applications to the Registrar Academic & Research for final approval.
- 2.6 Admissions office shall communicate to applicants’ rejection or acceptance of their applications.

3.0 List of applicable records

- 8.1.1 Admissions records
- 8.1.2 Intake records

		
	Section: Institute of Postgraduate Department	Ref No. KABU
	Title: Supervision of Postgraduate Students	Issue No: 1
	Prepared by: Director Postgraduate Studies	Sign:
	Authority: Director Postgraduate Studies	
	Approved By: Deputy Vice Chancellor, Academic & Research	Sign:

PROCEDURE NO. 2: SUPERVISION OF POSTGRADUATE STUDENTS

1.0 General

1.1 Purpose

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in supervision of postgraduate students

2.0 Scope

This procedure applies to the supervision of postgraduate students.

1.3 References

- i. Rules and Regulations for Postgraduate Studies
- ii. Commission for University Education

1.4 Terms and definitions

- i. The Deans of Schools
- ii. Supervisors
- iii. Heads of Departments
- iv. Director Postgraduate Studies

1.5 Principal Responsibility

Director Postgraduate shall ensure that this procedure is adhered to.

2.0 Method

- 2.1 Upon registration, the student reports to the respective HOD
- 2.3 The HOD in assigns courses to be undertaken by the student for the semester
- 2.4 Once the student successfully completes coursework, the HOD in consultation With the student nominates and recommends to the Director IPGS two supervisors specializing in the area of interest, to work with the student.
- 2.5 The Director IPGS officially appoints through the Registrar (HR) the Deans' recommended supervisors to work with the students as they develop their topics and concept papers or Graduate Seminar presentation.
- 2.6 Supervisors work with the students whose concept papers have been passed at the Graduate Seminar to develop proposals for Departmental and Faculty Defenses
- 2.7 While the supervisors are guiding the student in research and proposal writing, they ask the student to fill Supervision Record Form, Student Progress Report Form as proof of commitment to their studies
 - a) Supervision Record Form are signed by the supervisors every month before forwarding to IPGS for record keeping
 - b) The supervisor, student, Dean of Faculty signs the Student Progress Reports once a semester before forwarding to IPGS for record keeping

c) The Director IPGS examines the record to determine the progress of each registered candidate

- 2.8 Documents are received for full admission into postgraduate candidacy after successful Faculty defense of the proposal
- 2.9 The student undertakes data collection, data analysis and report writing under the guidance of supervisors
- 2.10 Approved research report received for examination
- 2.11 Oral examination of candidate upon receiving of examiners report
- 2.12 The final thesis received in the IPGS

3.0 List of Applicable Records

- i. Research proposals and concept notes and thesis reports
- ii. Student's Progress reports
- iii. CV for supervisors

Title: Approval and Appointment of Supervisors	Issue No: 1
Section: Institute of Postgraduate Studies	Sign:
Authority: Director Postgraduate Studies	
Approved By: Deputy Vice Chancellor, Academic & Research	Sign:

PROCEDURE NO. 3: PROCEDURE FOR APPROVAL AND APPOINTMENT OF SUPERVISORS

1. General

1.1. Purpose

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in the appointment of supervisors for postgraduate students.

1.2. Scope

This procedure applies to the identification and appointment of supervisors for the purposes of ensuring compliance with the PROG/STD/03 in the Commission for University Education standards for academic programs and the university postgraduate policies.

1.3. References

- i. Quality Manual – KABU/QM/002
- ii. ISO 9001:2015QMS
- iii. University Charter.
- iv. Commission for University Education Standards and Guidelines 2014.
- v. Postgraduate Policies.

1.4. Terms and Definitions

Supervisor – A suitable qualified faculty member appointed to supervise the research work of a postgraduate student.

1.5. Principal Responsibility

The Director Institute of Postgraduate Studies shall ensure that this procedure is adhered to.

2. Method

- 2.1. The school shall identify suitably qualified supervisors and submit their CV's to the director IPGS.
- 2.2. The Director IPGS shall present the names and CV's to the IPGS board for their consideration and approval.
- 2.3. The School shall identify supervisors for students from the approved IPGS board list for appointment by the Director IPGS.

3. List of applicable records

1. Supervisor CV's
2. Minutes of the IPGS Board.
3. Supervisor Appointment Letters

PROCEDURE NO. 4: PROCEDURE FOR CONCEPT PAPER EXAMINATION

Title: Procedure For Concept Paper Examination	Issue No: 1
Section: Institute of Postgraduate Studies	Sign:
Authority: Director Postgraduate Studies	
Approved By: Deputy Vice Chancellor, Academic & Research	Sign:

General

1.1. Purpose

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in the concept paper examination for postgraduate students.

1.2. Scope

This procedure applies to the examination of concept papers for the purposes of ensuring compliance with the PROG/STD/03 in the Commission for University Education standards for academic programs and the university postgraduate policies.

1.3. References

1.i. Quality Manual – KABU/QM/002

1.ii. ISO 9001:2015QMS

1.iii. University Charter.

1.iv. Commission for University Education Standards and Guidelines 2014.

1.v. Postgraduate Policies.

1.4. Principal Responsibility

The Director Institute of Postgraduate Studies shall ensure that this procedure is adhered to.

2. Method

- 2.1. The head of department in consultation with the student shall identify and appoint an concept paper advisor for every graduate student in Year One Semester One of study.
- 2.2. A student shall work with the adviser to prepare and submit the concept paper to the head of department using the prescribed IPGS format.
- 2.3. The head of department shall constitute a panel of at least 3 suitably qualified examiners from the department.
- 2.4. The student shall be granted between 5 – 15 minutes to present the concept paper to the panel of examiners.
- 2.5. The panel of examiners shall cross examine and score the student using the Concept Paper Examination form.
- 2.6. The head of department in consultation with the dean of school shall recommend suitably qualified supervisors for appointment to the Director IPGS (*from the pool of IPGS board approved supervisors*) for students who will have been allowed to proceed to develop a full proposal.

3. List of applicable records

1. Concept paper

2. Concept paper examination form
3. Minutes of the Concept Paper Examination

PROCEDURE NO. 5: PROCEDURE FOR PROPOSAL EXAMINATION

Title: Procedure for Proposal Examination	Issue No: 1
Section: Institute of Postgraduate Studies	Sign:
Authority: Director Postgraduate Studies	
Approved By: Deputy Vice Chancellor, Academic & Research	Sign:

1. **General**

1.1. **Purpose**

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in the proposal examination for postgraduate students.

1.2. **Scope**

This procedure applies to the examination of proposals for the purposes of ensuring compliance with the PROG/STD/03 in the Commission for University Education standards for academic programs and the university postgraduate policies.

1.3. **References**

- i. Quality Manual – KABU/QM/002
- ii. ISO 9001:2015QMS
- iii. University Charter.
- iv. Commission for University Education Standards and Guidelines 2014.
- v. Postgraduate Policies.

1.4. **Principal Responsibility**

The Director Institute of Postgraduate Studies shall ensure that this procedure is adhered to.

2. **Method**

- 2.1. A student whose concept has been accepted shall prepare a research proposal in line with the prescribed IPGS format and submit it to the Institute of Postgraduate Studies.
- 2.2. The Institute of Postgraduate Studies shall, in consultation with the dean of school identify 3 suitable internal examiners to read the proposal in readiness for the oral defense.
- 2.3. The Institute of Postgraduate Studies shall, in consultation with the dean of school shall constitute a panel of 3 suitably qualified examiners for the oral defense as follows;
 - a) Dean of School – Chair
 - b) Director, IPGS – Secretary
 - c) Examiners
 - d) Supervisors
- 2.4. The student shall be granted between 15 – 20 minutes to present their proposal using the IPGS presentation template.
- 2.5. The panel of examiners shall cross examine and score the student using the Proposal Examination form.
- 2.6. The verdict of the defense shall be read by the chair

3. **List of applicable records**

1. Research Proposal
2. Proposal examination form

3. Minutes

PROCEDURE NO. 6: PROCESS OF OBTAINING NACOSTI RESEARCH PERMIT

KABARAK UNIVERSITY	
Title: Process of Obtaining NACOSTI Research Permit	Issue No: 1
Section: Institute of Postgraduate Studies	Sign:
Authority: Director Postgraduate Studies	
Approved By: Deputy Vice Chancellor, Academic & Research	Sign:

1.0 General

1.1 Purpose

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in the Examination of Thesis/Project Report.

1.2 Scope

This procedure applies to Examination of Thesis/Project Report.

1.3 References

- a) KUREC Documents
- b) NACOSTI Guidelines
- c) Commission for University Education Regulation

1.4 Terms and Definitions

- a) Thesis Defence Panel
- b) Deans of Schools
- c) Director Postgraduate Studies
- d) Research Protocol

1.5 Principal Responsibility

Director Postgraduate Studies shall ensure that this procedure is adhered to.

2.0 Method

2.1 A student who has successfully defended his or her proposal applies to the Kabarak University Research Ethics Committee (KUREC) for research ethical clearance

2.2 The student submits the research protocol to the KUREC for evaluation and determination of its risk level

2.3 Upon clearance by the KUREC the student is referred to Institute of Postgraduate Studies for issuance of letter of Introduction to NACOSTI for issuance of Research Permit

2.4. KUREC communicates to the IPGS in written indicating that the student's protocol has been cleared and he or she can be issued with letter of Introduction to NACOSTI

2.5 The student is request to submit the cleared research protocol, proposal submission form and other relevant documents to the Director, IPGS

2.6 Upon receipt of the cleared research protocol and all the relevant documents, the student is issued with letter of introduction to NACOSTI

2.7 The student submits a copy of NACOSTI research permit to the Director IPGS upon receipt

2.8 The student is allowed up to six months to conduct field research effect from the date of receipt of NACOSTI Research Permit.

3.0 List of Applicable Records

- 3.1 Research Protocol
- 3.2 Guidelines of Proposal/thesis writing
- 3.3 Copy of KUREC policy Guidelines
- 3.4 NACOSTI guidelines on obtaining research permit
- 3.5 Handbook for Postgraduate Studies

3.6 Supervision records

PROCEDURE NO. 7: PROCEDURE ON SUBMISSION OF THESIS/PROJECT FOR EXAMINATION

Title: Procedure on Submission of Thesis/Project For Examination	Issue No: 1
Section: Institute of Postgraduate Studies	Sign:
Authority: Director Postgraduate Studies	
Approved By: Deputy Vice Chancellor, Academic & Research	Sign:

1.0 General

1.1 Purpose

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in the Examination of Thesis/Project Report.

1.2 Scope

This procedure applies to Examination of Thesis/Project Report.

1.3 References

- d) Thesis/project
- e) Guidelines for Proposal/ Thesis Guidelines
- f) Commission for University Education Regulation

1.4 Terms and Definitions

- e) Thesis Defence Panel
- f) Deans of Schools
- g) Director Postgraduate Studies
- h) Internal and External Examiner

1.6 Principal Responsibility

Director Postgraduate Studies shall ensure that this procedure is adhered to.

2.0 Method

- 2.1 The student files intention to submit a thesis/project report for examination through the HOD/Dean by filling ' Notice of Intent to Submit Form' together with abstract through the Dean to the Director IPGS who stamps them 'RECEIVED'
- 2.2 After three months , 8 loosely bound copies of the thesis/project are submitted to the Director, IPGS who stamps them 'RECEIVED'
- 2.3 A letter of appointment, thesis report is forwarded to the internal and external examiners to give examination reports within 4 weeks
- 2.4 In case of delay, the Director, IPGS, writes a reminder letter to them. All the examiners are required to indicate whether:
 - a) The thesis/project is adequate in form and content or not.
 - b) The thesis/project report reflects an adequate understanding of the subject matter and displays original thought
 - c) The thesis/ report makes significant contribution to existing knowledge
 - d) The strength and weaknesses of each chapter and in consequence whether or not the degree should be awarded
- 2.5 Examination reports and examined theses/ reports are stamped 'Received' and

filed in an examination file

- 2.6 Once all the reports are received oral examination is scheduled within 14 days
- 2.7 For entitled examiners a claim for payment for services rendered is forwarded for approval by the DVC (Admin & Finance) and payment by the Finance Department

3.0 List of Applicable Records

- 3.1 Thesis
- 3.2 Guidelines of Proposal/thesis writing
- 3.3 Appointment letters
- 3.4 Filled Notice of intention to submit Form
- 3.5 Examination Reports
- 3.6 Claim for Payment

PROCEDURE NO. 8: APPOINTMENT OF EXTERNAL SUPERVISORS/ THESIS EXAMINERS

Section: Institute of Postgraduate	Ref No. KABU
Title: Appointment of External Supervisors/ Thesis Examiners	Issue No: 1
Section: Institute of Postgraduate Studies	Sign:
Authority: Director Postgraduate Studies	Sign:
Approved By: Deputy Vice Chancellor, Academic & Research	Sign:

1.0 General

1.1 Purpose

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in Appointment of External Supervisors/ Thesis Examiners.

1.2 Scope

This procedure applies to Appointment of External Supervisors/ Thesis Examiners

1.3 References

1.4 Terms and Definitions

- a) Dean of School
- b) Director, Postgraduate

1.5 Principal Responsibility

Director Postgraduate Studies shall ensure that this procedure is adhered to.

2.0 Method

- 2.1 The Dean of School recommends appointment of a qualified examiner in a given area of specialization
- 2.2 The external examiner is requested to submit curriculum vitae to the Director, IPGS
 - a) For Masters degree, the external examiner should be a PhD holder and of the rank of lecturer and above
 - b) For a PhD degree, the external examiner should be a PhD holder of a rank of Senior Lecturer and above
- 2.3 The examiner is given a letter of appointment to examine thesis / supervise the student under the terms of supervision and examination of postgraduate students of Kabarak University.

3.0 List of Applicable Records

- 3.1 Curriculum Vitae
- 3.2 Appointment Letter

PROCEDURE NO 9: PROCEDURE FOR PROJECT/THESIS DOCUMENT EXAMINATION

Title: Procedure For Project/Thesis Document Examination	Issue No: 1
Section: Institute of Postgraduate Studies	Sign:
Authority: Director Postgraduate Studies	
Approved By: Deputy Vice Chancellor, Academic & Research	Sign:

1. General

1.1. Purpose

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in the thesis examination for postgraduate students.

1.2. Scope

This procedure applies to the examination of thesis for the purposes of ensuring compliance with the PROG/STD/03 in the Commission for University Education standards for academic programs and the university postgraduate policies.

1.3. References

- i. Quality Manual – KABU/QM/002
- ii. ISO 9001:2015QMS
- iii. University Charter.
- iv. Commission for University Education Standards and Guidelines 2014.
- v. Postgraduate Policies.

1.4. Principal Responsibility

The Director Institute of Postgraduate Studies shall ensure that this procedure is adhered to.

2. Method

2.1. Submission of thesis

- i. A student whose proposal has been accepted shall undertake field work, prepare a thesis in line with the prescribed IPGS format and submit it to the Institute of Postgraduate Studies.
- ii. The student shall have complied with all the requirements for the submission of the thesis prior to submission of the thesis.

2.2. Identification of Examiners

The Institute of Postgraduate Studies shall identify suitably qualified examiners from the approved IPGS Board list as follows

- (a) For a student who is not a Kabarak University staff
 - i. One (1) external examiner
 - ii. Two (2) internal examiners
- (b) For a student who is a Kabarak University Staff
 - (i) Two (2) external examiners
 - (ii) One (1) internal examiner

2.3. Document examination

The examiners shall examine the document and submit the following reports to IPGS within 6 weeks

- i. Detailed thesis examination report
- ii. Thesis examination score sheet

2.4 Reminder Submit Examination Report

Two reminders shall be sent to the examiners as follows

- (i) First reminder, one week to the expiry of the official 6-week period
- (ii) Second reminder, one week after the expiry of the 6-week period
- (iii) Third reminder, two weeks after the expiry of the 6-week period

3.0 List of Applicable Records

- 3.1 Thesis
- 3.2 Guidelines of Proposal/thesis writing
- 3.3 Appointment letters
- 3.4 Filled Notice of intention to submit Form
- 3.5 Examination Reports
- 3.6 Claim for Payment

PROCEDURE NO. 10: PROCEDURE FOR PROJECT/THESIS ORAL EXAMINATION

Title: Procedure for Project/Thesis Oral Examination	Issue No: 1
Section: Institute of Postgraduate Studies	Sign:
Authority: Director Postgraduate Studies	
Approved By: Deputy Vice Chancellor, Academic & Research	Sign:

Oral examination

- i. A student who passes the document examination shall be invited for an oral examination.
- ii. The oral examination panel shall comprise of the following
 - (a) Dean – Chair
 - (b) Two external examiners
 - (c) One internal examiner
 - (d) Senate Representative
 - (e) At least one supervisor
 - (f) IPGS Representative – taking minutes
- iii. A students shall be granted between 15 - 30 minutes to present their work using the approved IPGS presentation template.
- iv. All members present shall leave the defense room with the exception of the examiners in order to allow for the compilation of the results
- v. The Chair shall reconvene the meeting of all the panel members in readiness for the announcement of the results
- vi. The chair shall deliver the results and verdict of the oral examination

3.0 List of Applicable Records

- 3.1 Thesis
- 3.2 Guidelines of Proposal/thesis writing
- 3.3 Appointment letters
- 3.4 Filled Notice of intention to submit Form
- 3.5 Examination Reports
- 3.6 Claim for Payment

**PROCEDURE NO. 11: PROCEDURE FOR SUBMISSION OF PROJECT/THESIS
HARDBOUND COPY**

Title: Procedure for Submission of Project/Thesis Hardbound Copy	Issue No: 1
SECTION: Institute of Postgraduate Studies	Sign:
Authority: Director Postgraduate Studies	
Approved By: Deputy Vice Chancellor, Academic & Research	Sign:

GENERAL

1.1 Purpose

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in the submission of Hardbound and Soft copies of theses/ Project Reports

1.2 Scope

This procedure applies to submission of Hardbound and Soft copies of theses/ Project Reports

1.3 References

Guidelines for Proposal/ Thesis Guidelines
Commission for University Education Regulation

1.4 Terms and Definitions

Dean of School
Internal Examiner
Supervisor
Director, IPGS

1.5 Principal Responsibility

Director Postgraduate Studies shall ensure that this procedure is adhered to.

2.0 METHOD

2.1 Depending on the outcomes of the oral examination, a successful candidate shall submit in a minimum period of 30 days (for minor corrections) or 15 days (thesis accepted as is) a spiral bound copy draft of corrected thesis to the IPGS together with a Correction Matrix signed by the Supervisors an internal examiner appointed to oversee the corrections

- 2.2 The copy of the thesis submitted to the Director, IPGS is examined to ascertain the quality of the work about to be bound specifically with regard to formatting and IPGS project/thesis writing guidelines
- 2.3 The candidate is then given directions and instructions on how to bind final copies of a Thesis/Project Report
- 2.4 The candidate submits one hardbound copy for IPGS Board and DVC (Academic & Research) approval
- 2.5 The student submits 8 hardbound copies of the thesis and pdf softcopies on CD to IPGS
- 2.6 The student is required to fill in Submission of Hardbound Thesis Form, Publication Form, and Proof-Reading Form. The Forms are signed in duplicate as proof that the student has fulfilled all requirements for graduation.
- 2.7 Director IPGS and the Deans of Schools shall present hardbound copies of the students' theses and required documents to the Senate for approval
- 2.8 The student is issued with a Letter of Completion of Studies as proof that he/she is awaiting graduation.
- 2.7 Copies of thesis are distributed as follows: Dean of School, University Library, Institute of Postgraduate Studies and a copy each to the supervisors.

3.0 LIST OF APPLICABLE RECORDS

- 3.1 Correction Matrix
- 3.2 Hardbound Thesis
- 3.3 Softcopy of thesis
- 3.4 Submission of Hardbound Thesis Form
- 3.5 Publication Form
- 3.6 Proof Reading Form

PROCEDURE NO 12: PROCEDURE ON APPEAL PROCESS

Title: Procedure on Appeal Process	Issue No: 1
Section: Institute of Postgraduate Studies	Sign:
Authority: Director Postgraduate Studies	
Approved By: Deputy Vice Chancellor, Academic & Research	Sign:

GENERAL

1.1 Purpose

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in the submission of Hardbound and Soft copies of theses/ Project Reports

1.2 Scope

This procedure applies to submission of Hardbound and Soft copies of theses/ Project Reports

1.3 References

Guidelines for Proposal/ Thesis Guidelines

Commission for University Education Regulation

1.4 Terms and Definitions

Dean of School

Internal Examiner

Supervisor

Director, IPGS

1.5 Principal Responsibility

Director Postgraduate Studies shall ensure that this procedure is adhered to.

2.4 Method of Appeal

- i. A student may appeal the decision of the examination panel by writing to the Chairman of the Senate
- ii. The Senate Chair shall direct the IPGS Board to review and prepare a report for his /her consideration on the matter.
- iii. The Senate shall consider the report from the IPGS Board and make one of the following determinations.
 - a) To allow the appeal
 - b) To reject the appeal
- iv. If an appeal is allowed the student will be requested to do the following;
 - a) Submit eight (8) copies of the thesis to IPGS
 - b) Pay a processing fee as may be applicable from time to time.
 - c) The Director IPGS will, in consultation with the IPGS Board appoint a panel of five suitably qualified independent examiners to undertake a document and oral examination of the thesis.
 - d) The independent examiners will submit their report to the IPGS Board.
 - e) The IPGS Board will prepare a report and submit it to the Vice Chancellor for his / her consideration.
 - f) The decision of the University shall be communicated to the student by the Vice Chancellor.
 - g) No further appeal shall be possible.
- v. If an appeal is rejected, no further appeal shall be possible

3.0 List of applicable records

3.1 Thesis

3.2 Thesis examination form

3.3 Examiners reports

3.4 Appeal letter

3.5 Minutes

PROCEDURE NO. 13: PROCESS OF INITIATING PAYMENT OF SERVICE PROVIDERS

Section: Institute of Postgraduate Studies	
Title: Initiating Payment of Service Providers	
Prepared by: Director Postgraduate Studies	
Authority: Director Postgraduate	
Approved By: Deputy Vice Chancellor, Academic & Research	

General

1.1 Purpose

The purpose of this procedure is to ensure consistency, transparency, timeliness and effectiveness in Initiating Payment of Service Providers.

1.2 Scope

This procedure applies to Initiating Payment of Service Providers.

1.3 References

1.4 Terms and Definitions

a) Finance Manager

b) Administrative Assistant

c) Director, Postgraduate

1.5 Principal Responsibility

Director Postgraduate Studies shall ensure that this procedure is adhered to.

2.0 Method

2.1 An acknowledgement letter indicating service rendered is received by the Director IPGS.

2.2 The Director prepares a request for payment claim to the DVC Admin & Finance who after approval of the claim forwards the same to Finance Department for payment.

2.3 The Finance Department processes the payment.

2.4 The AA Postgraduate collects the cheque and notifies the service provider by SMS or phone call. The cheque may also be deposited into the owners account.

3.0 List of Applicable Records

3.1 Request for Payment Claim

3.2 Acknowledgement of Receipt Form

3.3 Cheques