



KARATINA UNIVERSITY

Department of Library Services

Postgraduate Services Guide: Thesis Submission and Approval Procedures

Introduction

The Karatina University Library is committed to supporting postgraduate students throughout their research journey by offering essential information services, research support, and guidance on scholarly communication. As part of the thesis completion process, postgraduate students are required to submit their thesis to the Library for verification, approval, and archiving.

This Postgraduate Thesis Submission Guide outlines the mandatory steps that every postgraduate student must follow after successful defense and final approval by the department, School and Directorate of Postgraduate Studies. The process ensures quality, uniformity, academic integrity, and compliance with University thesis writing guidelines.

The thesis submission process consists of six sequential steps, each designed to verify the originality, formatting quality, and compliance of the thesis with Karatina University guidelines.

Step 1: Submission of the Signed copy of Certificate of Corrections

The student begins the process by submitting a duly signed Certificate of Corrections to the Library Postgraduate Services Section. This certificate confirms that all corrections from the defense panel have been fully addressed.

Step 2: Submission of the Soft Copy Thesis

The student submits a soft copy of the final thesis (word format) via email to: library@karu.ac.ke

Step 3: Library Verification and Quality Check

Upon receiving the thesis, the Library Postgraduate Services Coordinator conducts three key checks:

a. Plagiarism/Similarity Check

- The thesis is scanned using the University's plagiarism-detection software.
- Acceptable Similarity Index: Not more than 15%.

b. Thesis Format Compliance

- The thesis is assessed against the official Karatina University Thesis Writing Guidelines, including:
 - Layout and spacing
 - Title page format
 - Chapter organization
 - Pagination
 - Table and figure presentation
 - Appendices

c. Citation and Referencing

- All in-text citations and references must comply with APA 7th edition formatting requirements.
- Sources must be consistent, correctly formatted, and complete.

Step 4: Communication of Corrections (If Any)

If discrepancies, formatting issues, citation and referencing errors, or similarity concerns are identified, the Library contacts the student through: library@karu.ac.ke

The student must address all indicated corrections and resubmit the revised thesis for re-evaluation.

Step 5: Clearance to Print and Bind

Once the thesis passes all checks and the student has addressed all required corrections, the Library issues a clearance notification permitting the student to print and bind.

The student is instructed to:

- Print and hardcover bind six (6) copies of the thesis.
- Ensure the bound copies meet University-approved specifications.
- Submit all six copies to the Library Postgraduate Services Section for final verification.

Step 6: Issuance of Certificate of Binding

After confirming that all bound copies adhere to the required specifications, the University Librarian issues the student with an official Certificate of Binding.

This certificate is a mandatory document required for the final clearance and graduation processing.

Contact Information

For inquiries, clarification, or support, reach the Library Postgraduate Services at

library@karu.ac.ke

Karatina University, Library Services Department.