



KENYATTA UNIVERSITY

OFFICE OF THE CHAIRMAN

DEPARTMENT OF RECREATION MANAGEMENT AND EXERCISE SCIENCE

SERVICE DELIVERY CHARTER

We are committed to Courtesy and Excellence in Service Delivery

Services Rendered	Requirements	Charges	Time Line
1. Unit Registration	<ul style="list-style-type: none">• Duly Filled Units registration form• Financial Clearance	Free	Immediate
2. Examinations Result Queries	<ul style="list-style-type: none">• Missing Units marks form• Students profile• Student Id Card	Free	2 days
3. Processing post graduate proposal for departmental presentation	<ul style="list-style-type: none">• 4 copies of proposal Signed by the student and the supervisors	Free	14 days
4. Processing post graduate proposal and thesis to the Dean of school	<ul style="list-style-type: none">• 4 copies of proposal/thesis Signed by the student and the supervisors• Nil fee balance statement signed by student finance officer• A copy of the minutes of Departmental presentation	Free	2 days
5. Recommendation/Introductory letters	<ul style="list-style-type: none">• Request letter• Students ID	Free	2 days
6. Processing CAT/Assignment Marks	<ul style="list-style-type: none">• Duly completed• CAT or required paper/task	Free	2 weeks from date of submission

In case of complaints or compliments regarding the services offered please contact:

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