GRADUATE TRACKING SYSTEM

Introduction

- The University of Nairobi is responsible for the admission of postgraduate students, the proper conduct and supervision of post graduate programmes, administration and processing of postgraduate theses, projects or research papers and general welfare and discipline of postgraduate students among other functions
- The University coordinates with relevant faculties and department's to track progress for every student

Role of students

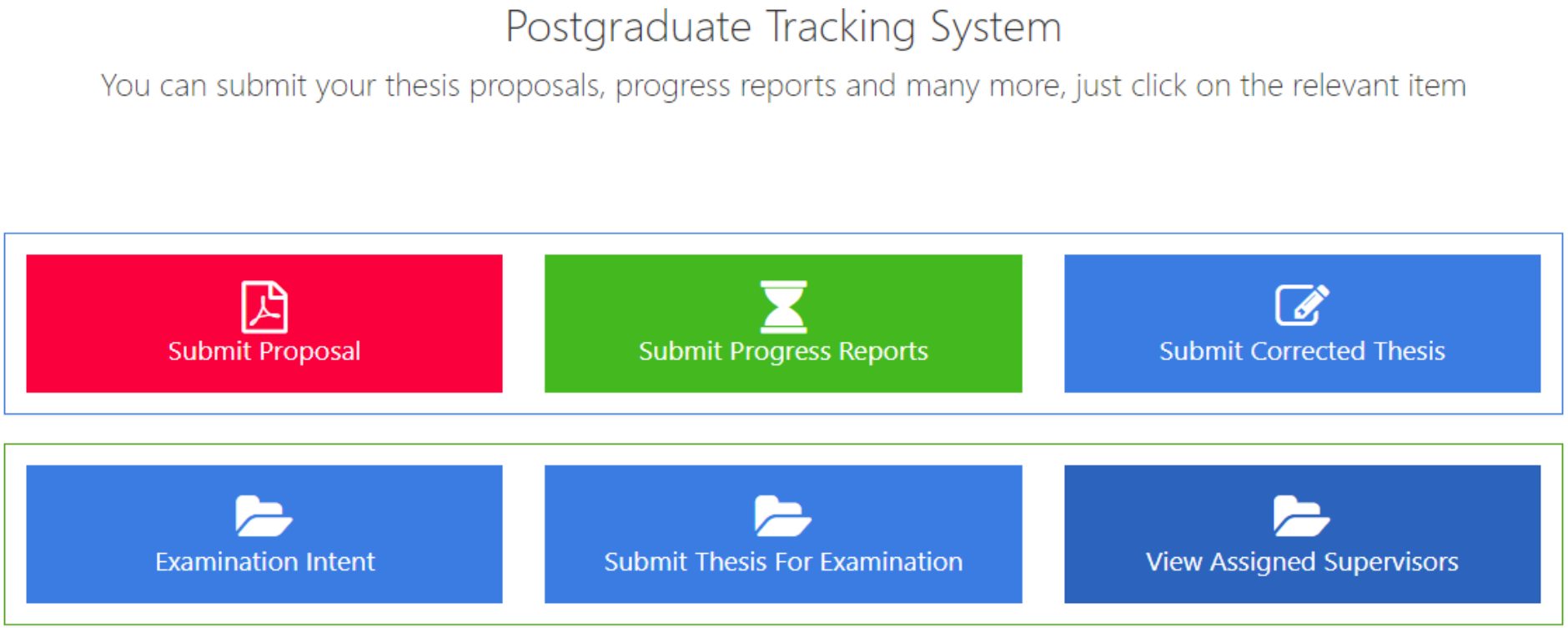
- Submit proposals, progress reports , etc. to their assigned supervisors
- Act of feedback from their supervisors
- Follow-up on the status of the submitted work

Student Actions

- Students upload their proposals on the students portal-Go to Academic Tracking: smis.uonbi.ac.ke

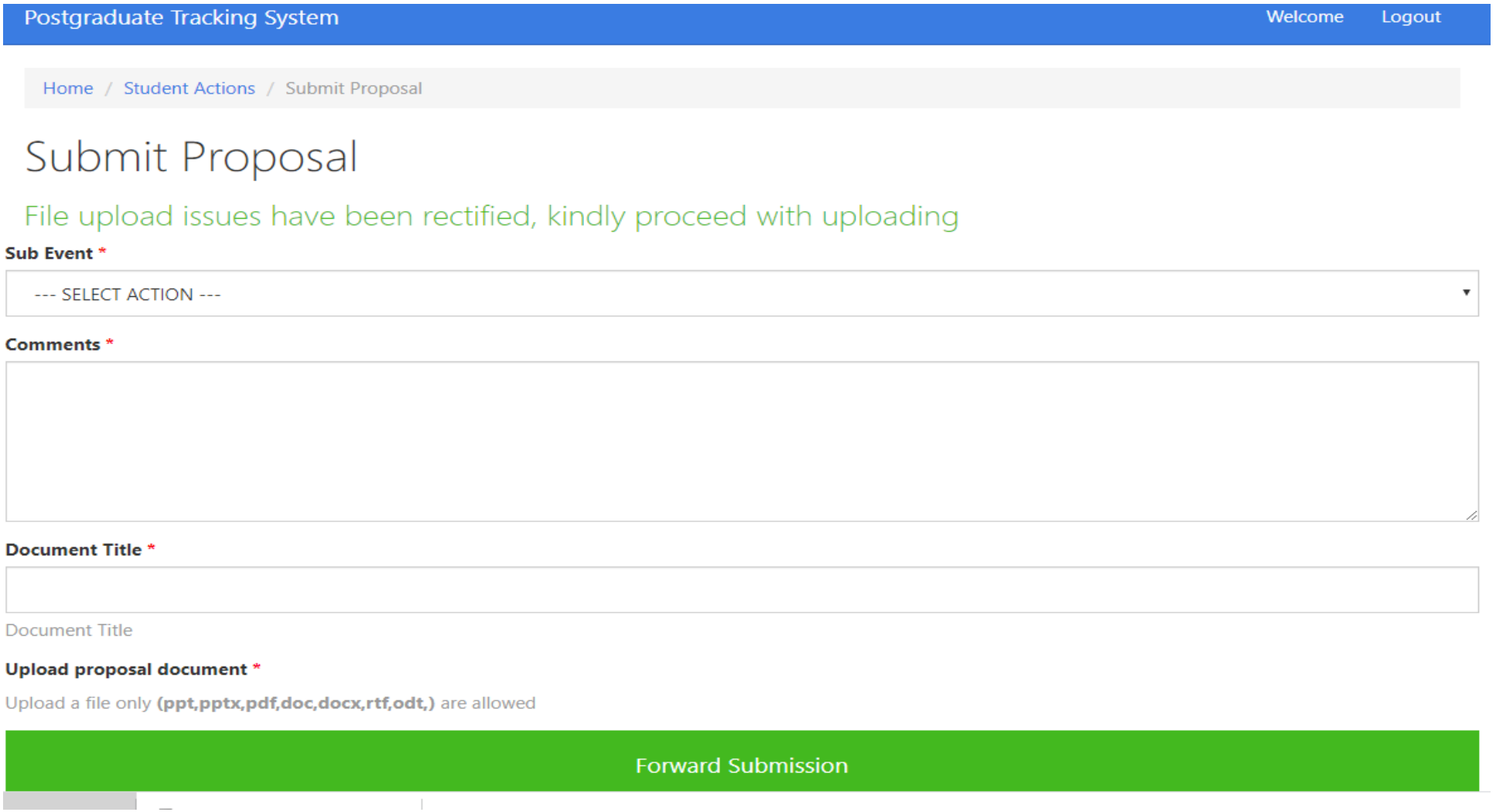
- Select Students Actions

Students Dashboard



- ✓ Click Submit Proposal to upload your final defended and approved proposal.
- ✓ You can upload other documents the same eg. Progress Reports, Corrected Thesis, Examinations Intent and Thesis for Examination

Submit a Proposal



Note: Proposal must be signed by supervisors with Anti plagiarism report and declaration form

Role of supervisors

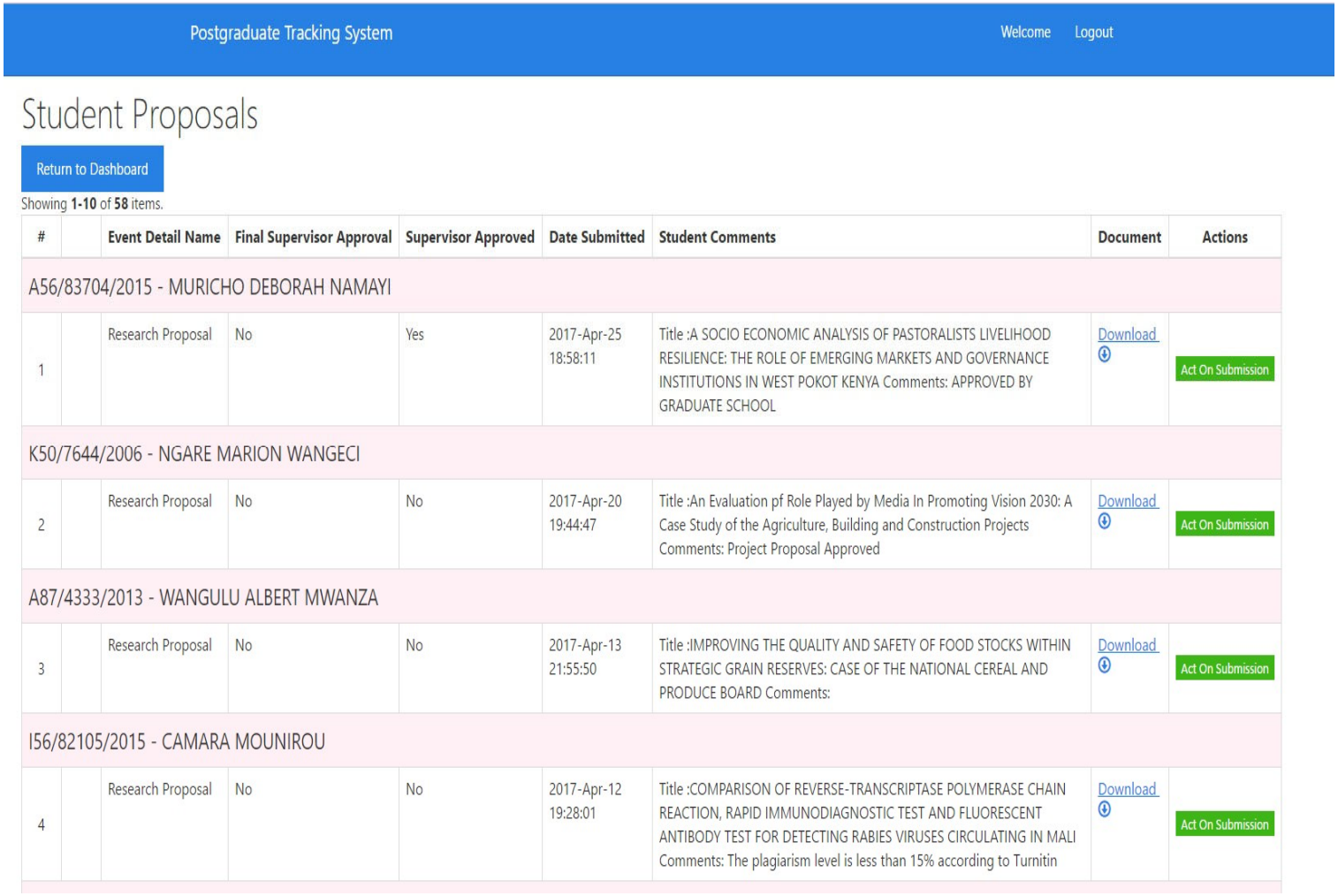
- Approve submission by students
- Forward students submissions to the faculty
- Relay the communication from the faculty and graduate school back to student
- View the progress of the student

Supervisors Portal

- Supervisors access the Graduate system using the staff portal i.e smis.uonbi.ac.ke/staff

Click – Postgraduate Tracking – Then Supervisor Actions

Supervisor proposal approvals



Postgraduate Tracking System

Welcome Logout

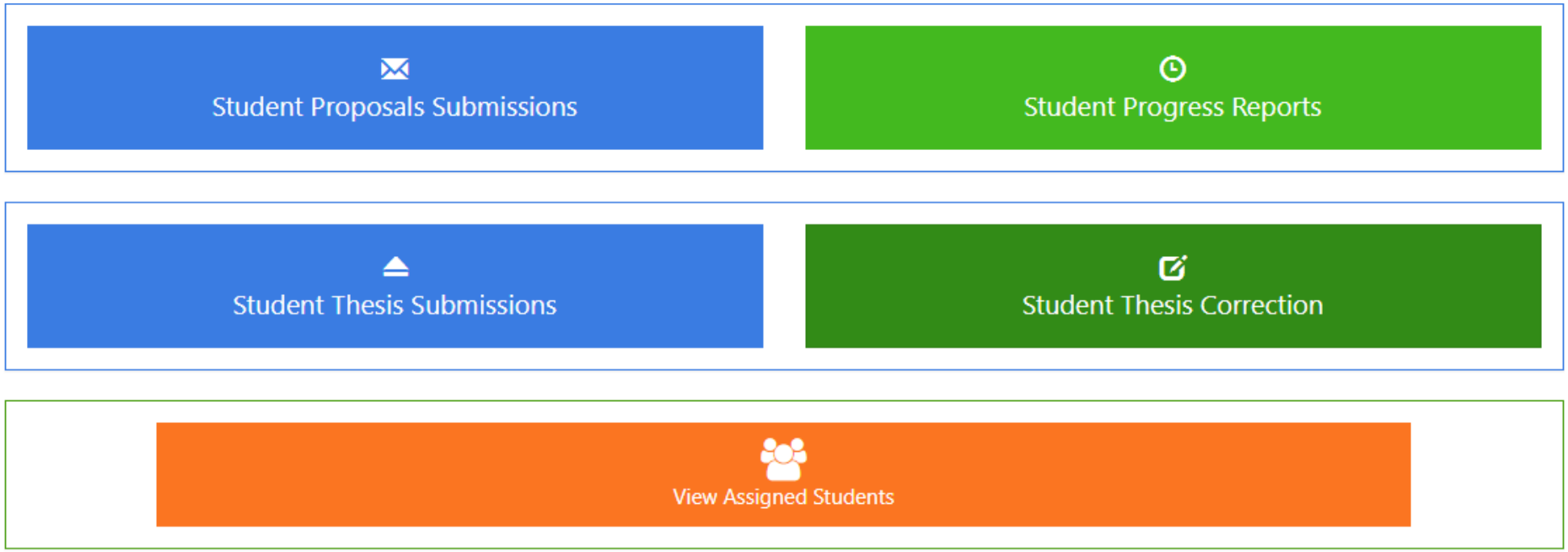
Student Proposals

Return to Dashboard

Showing **1-10** of **58** items.

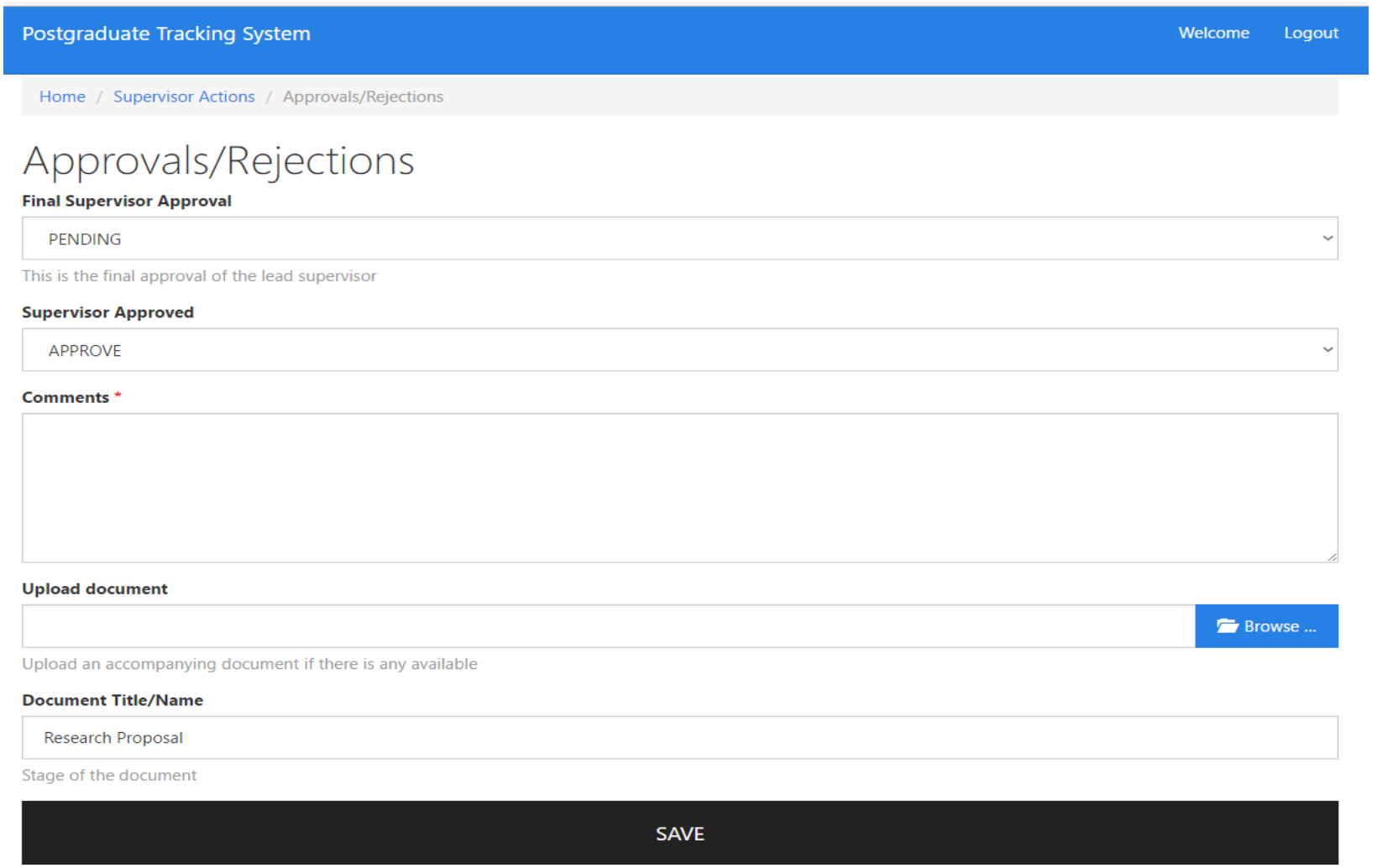
#		Event Detail Name	Final Supervisor Approval	Supervisor Approved	Date Submitted	Student Comments	Document	Actions
A56/83704/2015 - MURICHO DEBORAH NAMAYI								
1		Research Proposal	No	Yes	2017-Apr-25 18:58:11	Title :A SOCIO ECONOMIC ANALYSIS OF PASTORALISTS LIVELIHOOD RESILIENCE: THE ROLE OF EMERGING MARKETS AND GOVERNANCE INSTITUTIONS IN WEST POKOT KENYA Comments: APPROVED BY GRADUATE SCHOOL	Download	Act On Submission
K50/7644/2006 - NGARE MARION WANGECI								
2		Research Proposal	No	No	2017-Apr-20 19:44:47	Title :An Evaluation pf Role Played by Media In Promoting Vision 2030: A Case Study of the Agriculture, Building and Construction Projects Comments: Project Proposal Approved	Download	Act On Submission
A87/4333/2013 - WANGULU ALBERT MWANZA								
3		Research Proposal	No	No	2017-Apr-13 21:55:50	Title :IMPROVING THE QUALITY AND SAFETY OF FOOD STOCKS WITHIN STRATEGIC GRAIN RESERVES: CASE OF THE NATIONAL CEREAL AND PRODUCE BOARD Comments:	Download	Act On Submission
I56/82105/2015 - CAMARA MOUNIROU								
4		Research Proposal	No	No	2017-Apr-12 19:28:01	Title :COMPARISON OF REVERSE-TRANSCRIPTASE POLYMERASE CHAIN REACTION, RAPID IMMUNODIAGNOSTIC TEST AND FLUORESCENT ANTIBODY TEST FOR DETECTING RABIES VIRUSES CIRCULATING IN MALI Comments: The plagiarism level is less than 15% according to Turnitin	Download	Act On Submission

Supervisor dashboard



- ✓ View Proposal Submissions, Student Progress Reports, thesis Submissions and Thesis Correction
- ✓ Supervisors can view the students that has been assigned to him/her
- ✓ Supervisors click to Approve/Reject students submissions
- ✓ Note: Supervisors must be assigned to students first before

Supervisor Approval



Role of Schools/Faculty

- Assign students to supervisors
- Monitor students progress
- Provide examination date and venue for students examination
- Approve submissions by supervisors
- Act on request from the graduate school
- Approve external supervisors/examiners
- Setting of timelines and order of tracking events

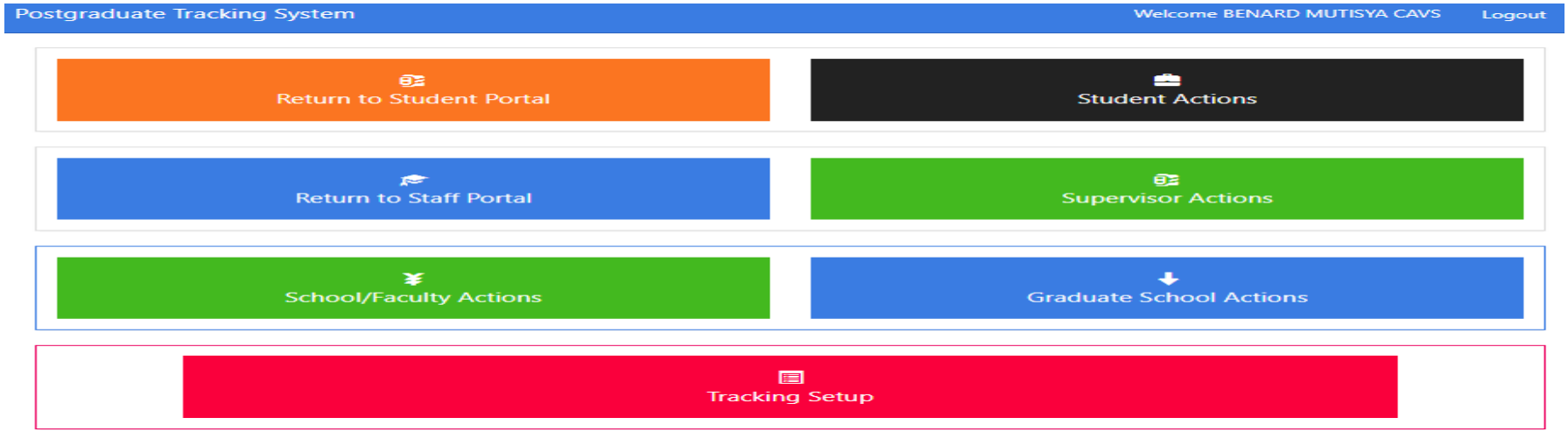
Faculty/Departmental Approvals

- Chairman approves student submissions on the smis system http://umis.uonbi.ac.ke/smis
- Only supervisor approved submissions are visible for approvals by chairmen's of departments
- Chairman must be users in SMIS and be granted the prerequisite roles/rights to approve students submissions
- SMIS Rights are requested through Director ICTC in form of a memo.
- **Note: To view approved student submissions the chairman profile in HRMIS must reflect their correct Department/Faculty**

Chairman Approvals

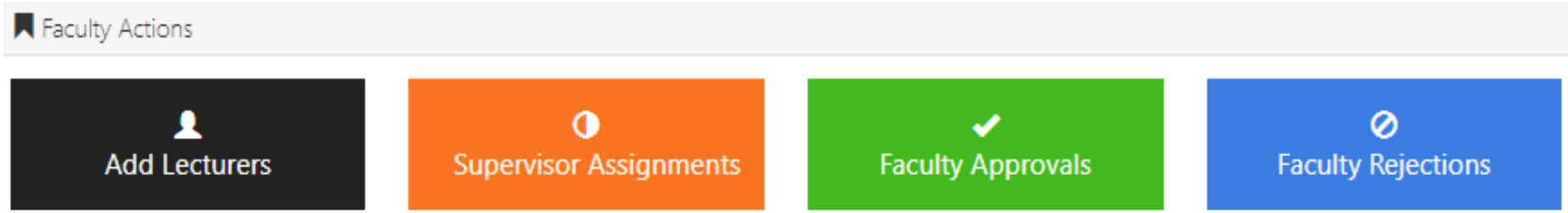
- Go to http://umis.uonbi.ac.ke/smis
- Click **Board of PostGraduate Studies Subsystem**
- On the right window click Postgraduate Tracking System New

- Go to School/Faculty Actions

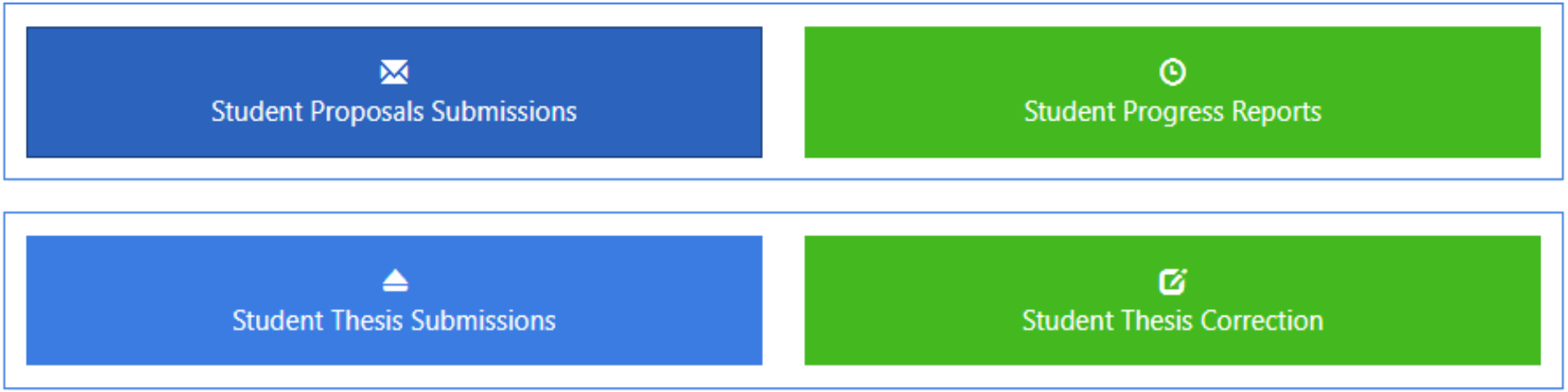


Chairman Approvals - Cont…

- Only students submissions approved by supervisors will appear
- Click Faculty Approvals



Click below Submissions to view approved documents



Chairman Approvals - Cont…

Submitted Student Proposals

Return to Dashboard

Showing **1-48** of **48** items.

#	+	Event	Supervisor Approved	Chairman Approved	Dean Approved	Date Submitted	Student Comments	Document	Actions
W62/6828/2017 - OMACHE DIANA KEMUNTO								INSTITUTE OF TROPICAL & INFECTIOUS DISEASES [CHS]	
1	+	Research Proposal	Yes	No	No	2019-Jul-08 13:39:25	Student Comments	Download	Chairman Approval
J87/54792/2019 - HADUN ABDI HUSSEIN								FACULTY OF VETERINARY MEDICINE [CAVS]	
2	+	Research Proposal	Yes	No	No	2020-Feb-24 20:52:38	Student Comments	Download	Chairman Approval
J80/55104/2019 - KEMBOI DAVID CHEBUTIA								FACULTY OF VETERINARY MEDICINE [CAVS]	
3	+	Research Proposal	Yes	No	No	2020-Jan-15 12:15:34	Student Comments	Download	Chairman Approval
J80/53526/2018 - PATRICK BAENYI SIMON								FACULTY OF VETERINARY MEDICINE [CAVS]	
4	+	Research Proposal	Yes	No	No	2018-Oct-27 14:43:12	Student Comments	Download	Chairman Approval

- ✓ Click Chairman Approval against each student.
- ✓ Only students from your department will be visible
- ✓ Once approved The button color will change to green awaiting for deans approval

Deans Approvals

Note: Only approved students submissions from the Departments will be visible for approvals by the dean

Click Dean Approval in Green button to approve or reject

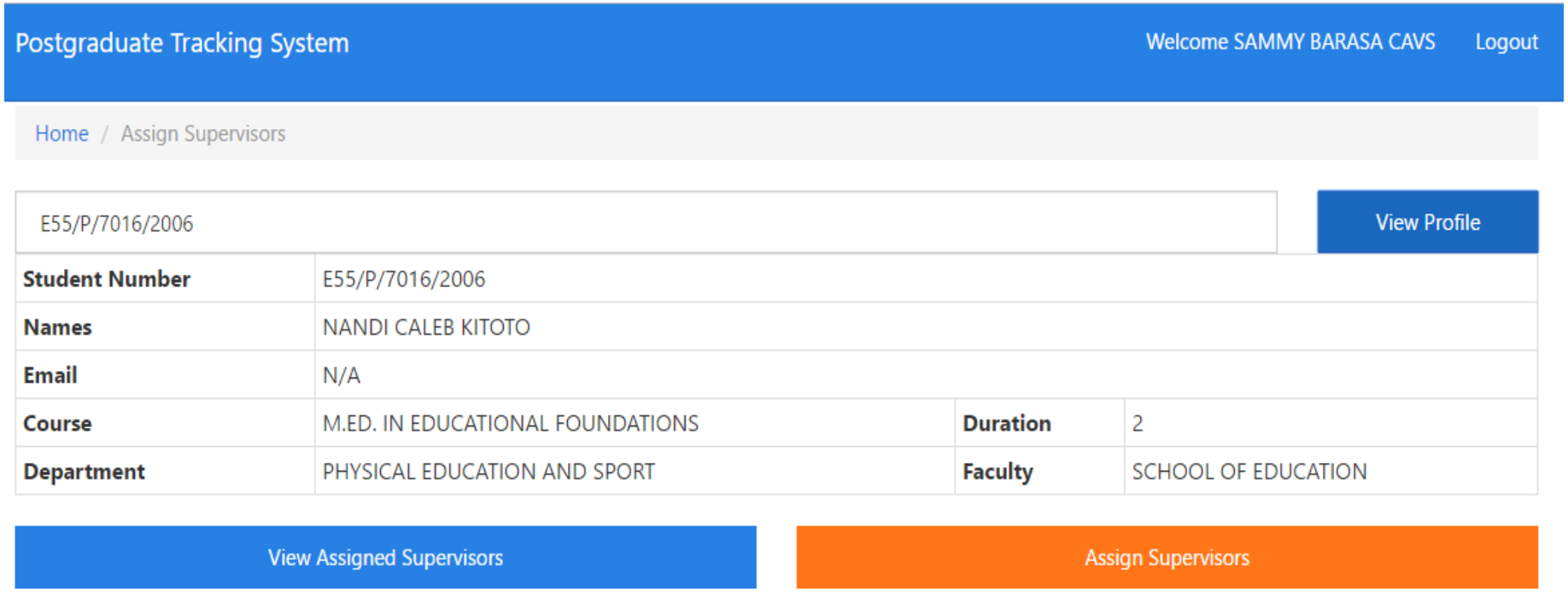
I56/11471/2018 - KINUTHIA PATRICK D									SCHOOL OF PHYSICAL SCIENCES [CBPS]
30	+	Research Proposal	Yes	Yes	No	2020-Feb-05 18:57:30	Student Comments	Download	Dean Approval
F56/11719/2018 - AMOLLO KENNETH OTIENO									SCHOOL OF ENGINEERING [CAE]
31	+	Research Proposal	Yes	No	No	2020-Mar-09 20:40:49	Student Comments	No Document	Chairman Approval
32	+	Research Proposal	Yes	No	No	2020-Feb-03 18:15:16	Student Comments	Download	Chairman Approval
E96/51256/2016 - WANGAI MICHAEL MWARERI									SCHOOL OF EDUCATION [CEES]
33	+	Research Proposal	Yes	Yes	No	2020-Jan-24 16:38:18	Student Comments	Download	Dean Approval

Supervisor Assignments

Note: This process is done at the departments by faculty Admin Staff in the SMIS System

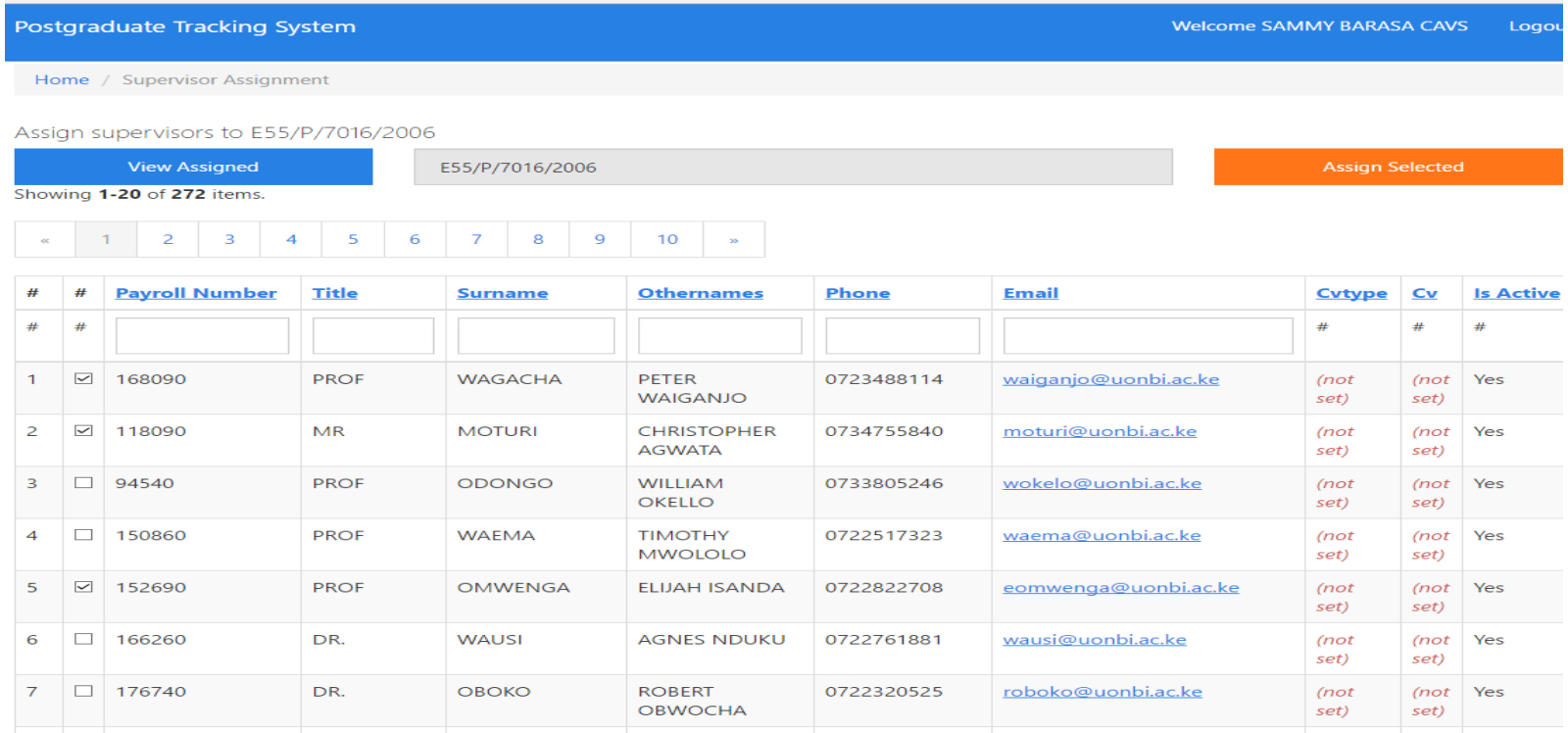
http://umis.uonbi.ac.ke/smis

- Users need to be granted **rights/roles** to assign students to their respective supervisors
- Rights are requested through the director ICTC in a written Memo
- Start by searching the student then **view Profile**
    - **View Assigned supervisors to check if the student is already assigned**
    - **Assign Supervisors to add supervisors to students**



Supervisor Assignment…

- ✓ Tick Check box against supervisors for the selected student
- ✓ Click Assign Selected



#	#	Payroll Number	Title	Surname	Othernames	Phone	Email	Cvtype	Cv	Is Active
#	#							#	#	#
1	☑	168090	PROF	WAGACHA	PETER WAIGANJO	0723488114	waiganjo@uonbi.ac.ke	(not set)	(not set)	Yes
2	☑	118090	MR	MOTURI	CHRISTOPHER AGWATA	0734755840	moturi@uonbi.ac.ke	(not set)	(not set)	Yes
3	☐	94540	PROF	ODONGO	WILLIAM OKELLO	0733805246	wokelo@uonbi.ac.ke	(not set)	(not set)	Yes
4	☐	150860	PROF	WAEMA	TIMOTHY MWOLOLO	0722517323	waema@uonbi.ac.ke	(not set)	(not set)	Yes
5	☑	152690	PROF	OMWENGA	ELIJAH ISANDA	0722822708	eomwenga@uonbi.ac.ke	(not set)	(not set)	Yes
6	☐	166260	DR.	WAUSI	AGNES NDUKU	0722761881	wausi@uonbi.ac.ke	(not set)	(not set)	Yes
7	☐	176740	DR.	OBOKO	ROBERT OBWOCHA	0722320525	roboko@uonbi.ac.ke	(not set)	(not set)	Yes

Note:

- ✓ **Only Staff whose status is "ACTIVE" and "ACADEMIC" can be searched**
- ✓ **If a staff members record is missing, it means their status is not updated and they need to check with the HR Department**