



KENYATTA UNIVERSITY
DEPARTMENT OF MEDICAL SURGICAL NURSING & PRE-CLINICAL SCIENCES



SERVICE DELIVERY CHARTER

We are committed to courtesy and excellence in Service Delivery

| SERVICES RENDERED | REQUIREMENTS | CHARGES | TIMELINE |
|--|--|----------------|-----------------|
| Unit Registration online | <ul style="list-style-type: none">• Student Unit Registration Form• Student I.D | Free | Immediate |
| Examinations Result Queries | <ul style="list-style-type: none">• Completed Missing marks form• Student I.D | Free | 1 week |
| Authority for research data collection | <ul style="list-style-type: none">• Clearance Form From Supervisor• Student I.D | Free | 1 day |
| Introductory letter for District Experience | <ul style="list-style-type: none">• Clearance letter• Student I.D | Free | 1 day |
| Recommendation for sponsorship | <ul style="list-style-type: none">• Form/letter from the willing sponsor• Student I.D | Free | 1 day |
| Processing for indexing for NCK | <ul style="list-style-type: none">• NCK indexing form• Copy of result slip/certificate (K.C.S.E)• Copy of I.D (National)• Copy of school leaving certificate• Indexing fee deposit slip | Free | 1 month |
| Clearance for NCK Licensing Examinations | <ul style="list-style-type: none">• NCK Entry to Exam Form.• Letter of completion from Kenyatta university | Free | 1 week |
| Clearance for Internship to the Ministry of Health | <ul style="list-style-type: none">• Letter of completion from the University• NCK Provisional License | Free | 1 week |
| Recommendation for internship | <ul style="list-style-type: none">• Letter of completion by K.U | Free | 1 week |
| Processing of postgraduate proposal | <ul style="list-style-type: none">• Two (2) copies of Research Proposals• CD (one) 1 copy• Turn it in report (signed by Supervisor) • Declaration of Originality Form • Plagiarism Clearance | Free | 1 day |

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|---|--|------|-------|
| | <p>Certificate</p> <ul style="list-style-type: none"> • Current fee statement • Supervisor Tracking Tool (should be current and from both supervisors) • Cover letter from the chairperson | | |
| Verification for commission on graduates of foreign Nursing Schools (CGFNS) | <ul style="list-style-type: none"> • Transcripts • Certificates | Free | I day |

Abbreviations: NCK – Nursing Council of Kenya

In case complaints or compliments regarding the services offered please contact:
 The Chairperson, Medical Surgical Nursing & Pre-Clinical Sciences
 P.O. Box 43844 – 00100, **NAIROBI**
 Email: chairman-medsurgnursing@ku.ac.ke
 Website: www.ku.ac.ke

Chairperson: For Dr. Sarah Bett Sign: [Signature] Date: 15-10-21

