

OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



MEMORANDUM

TO : All Research Students under Diploma and Undergraduate

FROM : Registrar

Copy : *Deputy Registrar-Learners Affairs*
Heads of Departments (MSD, BSD and LSD)
Director (MSD, BSD and LSD)

DATE : 12th May, 2025

SUBJECT: Research Submission Dates and Clearance Requirements

Reference is made to the above captioned subject matter.

2. This memo serves to inform all research students that the **submission period for research proposal and research project** will run from **26th May 2025 to 6th June 2025**.
3. To gain access to the submission links, students are **strongly encouraged to ensure that they are cleared by their supervisors no later than 19th May 2025**.
 - Only students who are cleared will be granted access to submit their research.
 - Clearance after the stated deadline will result in postponement of submission to the next semester.
 - **In addition, only students who are fully registered and have reached the 85% threshold** will be eligible to submit their research.

The **Submission links** will be clearly labelled as follows:

RESEARCH SUBMISSION LINK FOR STUDENTS UNDER MSD
RESEARCH SUBMISSION LINK FOR STUDENTS UNDER BSD
RESEARCH SUBMISSION LINK FOR STUDENTS UNDER LSD

Each research course will have these three links active under **Main Campus**. Students must ensure they submit their research to the link that corresponds with the **division under which their programme falls** (MSD, BSD, or LSD). Submissions made under the incorrect division may not be accepted.

Please work closely with your supervisor to meet the clearance deadline and follow the correct submission procedure.

A handwritten signature in black ink, appearing to read 'Nasilele B. Nasilele', positioned above the printed name.

Nasilele B. Nasilele