



KENYATTA UNIVERSITY

Committed to Creativity, Excellence and Self Reliance

DEPARTMENT OF MUSIC AND DANCE

SERVICE DELIVERY CHARTER

SERVICES RENDERED	REQUIREMENTS	CHARGES	TIMELINE
Unit Registration Academic Advice (Subject Combination)	<ul style="list-style-type: none">Student Unit Registration Form	Free	1 day
Units Adjustment	<ul style="list-style-type: none">Units Adjustment Form	Free	1 day
Preparation of Recital Programme	<ul style="list-style-type: none">Recital Programme	Free	1 week
Processing of MA, Ph.D proposals/Thesis	<ul style="list-style-type: none">Fulfillment of all requirements	Free	3 weeks
Processing of Scholarship awards & Research Grants	<ul style="list-style-type: none">Fulfillment of all requirements	Free	2 weeks
Processing of invited guests artists	<ul style="list-style-type: none">As per request	Free	4 days
Internal Memos	<ul style="list-style-type: none">As per request	Free	4 days
Return of Musical Instruments at the end of study	<ul style="list-style-type: none">As per request	Free	1 day
Any Requested Information	<ul style="list-style-type: none">As per request	Free	5 days
Damaged or lost equipment charges	<ul style="list-style-type: none">Current Price	Pay	2 weeks before end of Semester

SIGNED BY:

DATE: 7th September 2021

DR. DUNCAN M. WAMBUGU

CHAIRMAN, DEPARTMENT OF MUSIC & DANCE

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