

Mount Kenya University



OFFICE OF THE HUMAN RESOURCE DIRECTOR

Ref: MSCPM/2021/78645

17th September, 2024

Dr. Robert Mindilla
ISBAT university
PLOT 11A
Kololo, Kampala.

Dear Dr. Mindilla,

RE: APPOINTMENT AS A MASTER'S PROJECT SUPERVISOR

On behalf of the University Senate, I am pleased to appoint you as a Master's Project supervisor for **Christian Nishimwe** Reg. No. **MSCPM/2021/78645** who is registered for a **Two Years Masters of Science in Project Management** in the Department of **Management** in the School of **Business and Economics**.

The title of the Project is **"Factors Affecting Customer Satisfaction and Loyalty On Risk Insurance Management."**

As a supervisor you will be required to perform the following tasks: -

- Ensure that the scope of the project being undertaken is at the level of the training of the student.
- Maintain regular and effective contact with the student on monthly basis.
- Respond to any written communication from your student(s) within the shortest time possible.
- Guide the student to the relevant literature and other recent sources of information.
- Link the student to researchers working in the related fields.
- Discuss and critically evaluate the student's findings and ideas.
- Advise the students on the form and structure of project/thesis
- Train the student in the conventions of scholarly writing and presentation.
- Enhance the quality of the student's work by assisting in publishing sections of their work.
- Ensure that the student disseminates the research findings through peer reviewed publication(s) as required by the University regulations.
- Submit individually or jointly Academic Progress Reports on the student at the end of each Semester and on the University prescribed forms.
- Certify at the end of each semester that the candidate has received appropriate and adequate supervision.

- Inform the Board of Postgraduate Studies through the relevant Departmental Postgraduate Studies Committee and School Postgraduate Board in the event the candidate is unlikely to reach the standard required for the award of a postgraduate degree.

Notes

- You will be paid a supervision allowance of **Kshs. 15,000/=** by the end of the supervision exercise.
- Accept/decline the offer to supervise the student online using the link <https://forms.office.com/r/ksG1g6EGfX> (**within 14 days**) from the date of this letter. The form can also be accessed from the Graduate Studies webpage at <https://cgsr.mku.ac.ke/directorate-of-graduate-studies/>
- After successful supervision of the student, this will initiate the payment of the supervision allowance.

Thank you.

Mr. Kevin Kinyoro

Human Resource Director

Mount Kenya University
P O Box 342 - 01000,
THIKA
DIRECTOR, HUMAN RESOURCE

I accept the appointment as Supervisor of Mr. /Mrs / Ms.
Thesis work and on the terms and conditions of this letter.

Name: _____

ID/Passport No: _____ Cellphone Number(s): _____

Bank Account Number: _____ Bank Name: _____

Branch: _____ KRA PIN: _____

Permanent Address: _____

E-mail Address: _____

Signature: _____ Date: _____

Copy to:

- ✓ Deputy Vice-Chancellor, Academics & Research Affairs
- ✓ Deputy Vice-Chancellor, Administration, Planning and Institutional Advancement
- ✓ Registrar –Academic Administration
- ✓ Principal, College of Graduate Studies & Research
- ✓ Finance Director
- ✓ Director, Graduate studies