



**UNIVERSITY OF NAIROBI
ICT CENTRE**

***POSTGRADUATE STUDENT TRACKING
SYSTEM***

**Director ICT Centre
February 2019**



Introduction



- In discharging its mandate, Graduate School (GS) is expected to coordinate with the relevant Faculty/School/Institute/Department to monitor progress of each postgraduate student and make appropriate recommendations to Senate
- Over the years, the number of postgraduate students has grown to unprecedented levels posing numerous challenges in record keeping and tracking.



Key Objectives



- **Maintain an accurate and easily retrievable record of the progress of each postgraduate student**
- **Keep track of the students' contact with their supervisors through easily retrievable records of submitted progress reports**
- **Track and accurately determine registration expiry for each postgraduate student**
- **Maintain accurate and easily retrievable records of postgraduate students population**
- **Provide management with reports to aid in continuous process improvement**



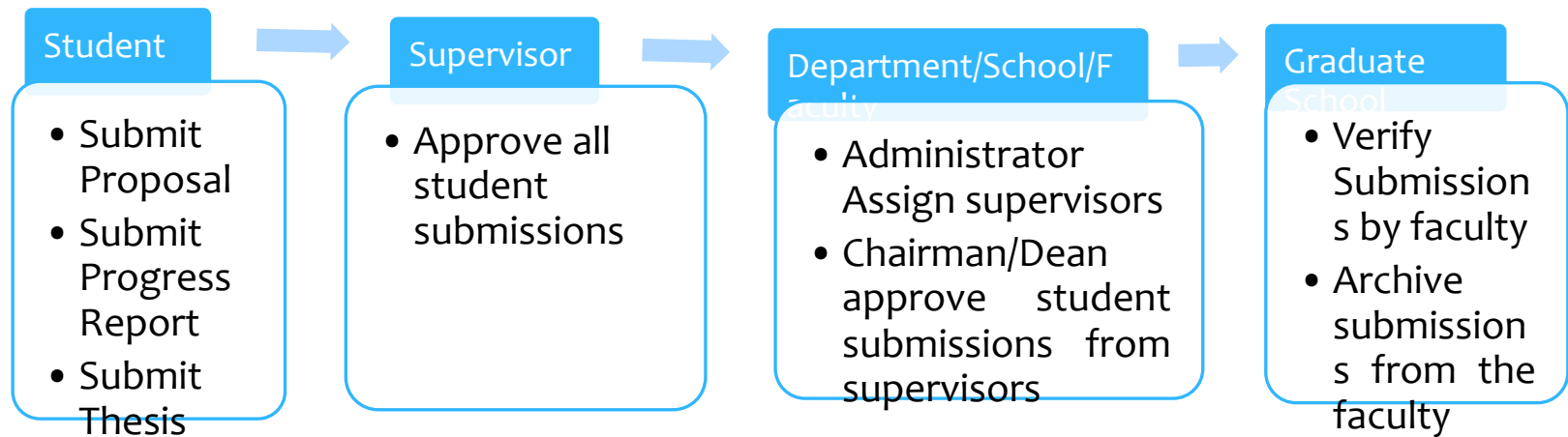
Functional Requirements



- Track student progress - real-time status reporting of the student's academic progress from coursework completion to issuing of letter of award
- Provide a two-way communication mechanism between the student and the supervisor for submission of progress reports and receipt of feedback
- Send reminders/alerts to examination officers, students or supervisors whenever action is needed from them
- Keep track of students' contact with their supervisors through easily retrievable records of submitted progress reports
- Validate each step in the process of tracking students' progress i.e. getting to know what has been forwarded to GS or department



Actors Workflow





Snapshot of System – Admin Dashboard




Postgraduate Tracking System


Welcome JULIANNE AKINYI ANYIM CHSS

[Logout](#)



Return to Student Portal


Student Actions


Return to Staff Portal


Supervisor Actions


School/Faculty Actions


Graduate School Actions


Tracking Setup



Snapshot of System – Student Dashboard









Postgraduate Tracking System

Welcome Logout

Postgraduate Tracking System

You can submit your thesis proposals, progress reports and many more, just click on the relevant item

 Submit Proposal	 Submit Progress Reports	 Submit Corrected Thesis
 Examination Intent	 Submit Thesis For Examination	 View Assigned Supervisors



Adopted Implementation Method



- **Implementation has followed a pilot approach**
 - Initial pilot at CBPS in May 2016
 - CHS in August 2017
 - ODeL October, 2017
 - Currently CEES
- **Pilot implementation has the advantages of:**
 - Reduced risks of failure, resistance and other unforeseen issues
 - Improved processes – project team has an opportunity to evaluate the system’s capabilities and make changes that streamline and improve processes



Adopted Implementation Method - Cntd



ITEM	ACTION	RESPONSIBILITY
System commissioning at College	Commissioning and agreement on implementation plan	<ul style="list-style-type: none"> •DVC RPE •College Principal •Director Graduate School •Director ICTC
Training	<p>Deans/Chairs of Departments</p> <p>Administrators/Postgraduate Committee, Course Coordinators</p> <p>Supervisors and Student sensitization</p>	<ul style="list-style-type: none"> •College Principal •Director ICTC •College Principal •Director ICTC •DVC (RPE) •Principal, CEES •Director GS •Dean/Directors •ToTs



Adopted Implementation Method - Cntd



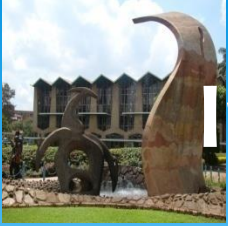
ITEM	ACTION	RESPONSIBILITY
System configuration	<ul style="list-style-type: none">• System setup• Assignment of user rights and privileges	<ul style="list-style-type: none">• Director ICTC• Deans/Directors
System Go-Live	<ul style="list-style-type: none">• Full usage of system by schools/faculties	<ul style="list-style-type: none">• DVC (RPE)• Principal, CEES• Director GS
System usage monitoring	<ul style="list-style-type: none">• Ensure compliance to 100% system usage by all schools and postgraduate student	<ul style="list-style-type: none">• DVC (RPE)• Principals• Dean/Directors• Director GS
Technical system support	<ul style="list-style-type: none">• Ensure the system is up and running• User accounts created	<ul style="list-style-type: none">• Director ICTC



Achievements



- **Students are able to easily upload their work**
- **Improved accountability by the various actors**
- **Easy to track the progress of a student provided all the necessary steps have been undertaken.**
- **Enhanced communication between students and their supervisors through email alerts.**



Implementation Challenges



- **Changing Regulation requirements**
- **Lack of full ownership of the entire process**
- **Slow adoption of the system by the various units**
- **Limited data storage resources yet so many file uploads e.g. proposals, amended versions of proposals, letters of corrections, thesis etc.**
- **Inadequate feedback from the users regarding system usage**