

Graduate Tracking System

1. What is Graduate Tracking System

- It is a system used to track post graduate students project/thesis progress.
- Candidates must have finished course work where applicable

2. Role of students

- Upload correct approved documents. This documents include Proposals, Quarter Reports e.t.c
- Please Note: Students are supposed to upload only **ONE** document with the following attachments:
 - i. Research Proposal signed by the supervisors
 - ii. Turn tin Report (anti-plagiarism report signed by your lead supervisor and the Dean/Director
 - iii. Filled Declaration of Originality form

Important: Any document submitted without the above items will automatically be rejected.

How to Access

- Graduate tracking system is accessed on the students portal.
<https://smis.uonbi.ac.ke/index.php>
- Students must be assigned to their respective supervisors

Step 1:

Log into <https://smis.uonbi.ac.ke/>

Username: Registration

Default Password: National ID Number or Passport number

Once Logged in click to Academic Tracking link: See below highlighted in yellow



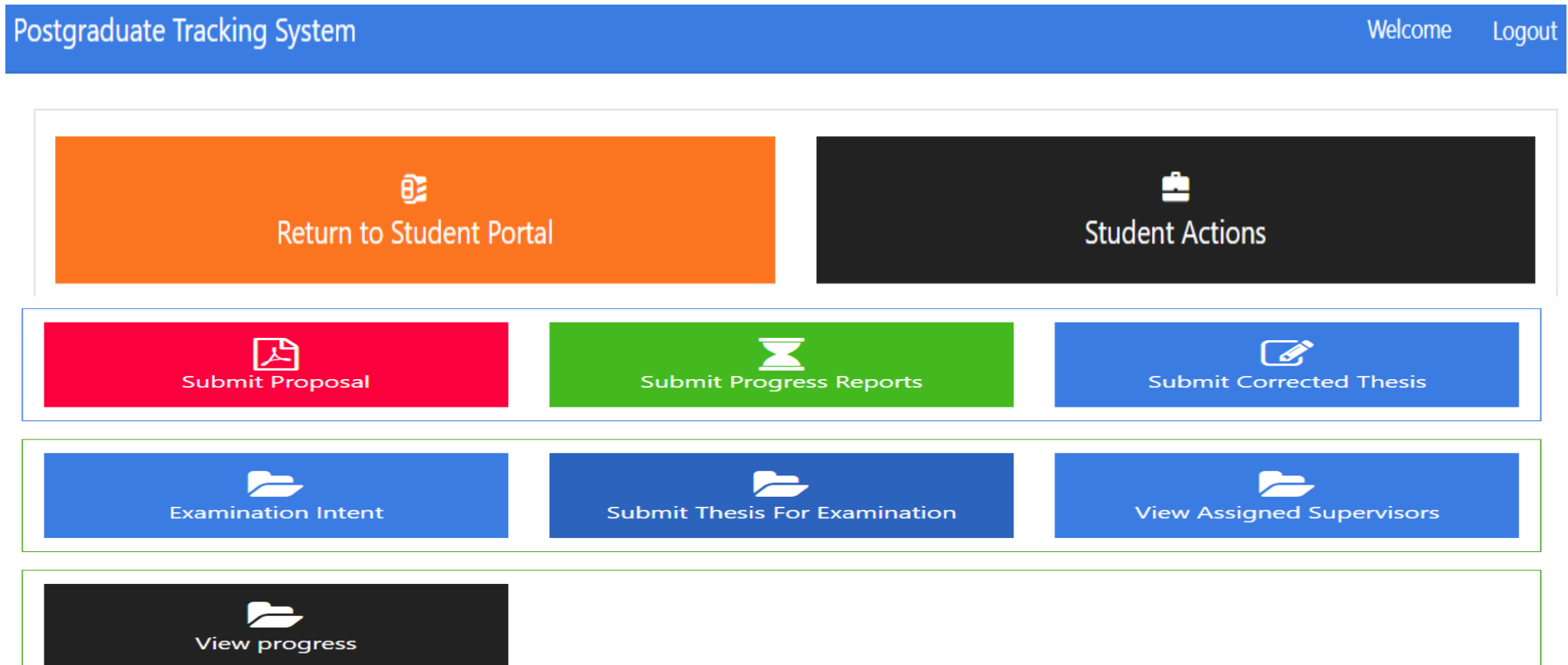
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Portal Home	Student Fees	Timetables	Course Registration	Results	Enquiries	Book Room	Logout
• Change Password	• My profile	• Year 1 Registration	• Student ID	• Inter Faculty	• Clearance Status	• Caution Refund	
• Academic Tracking							

Step 2: Access student Actions

- Click Student Actions button to access various actions.
- Return to students button gets back to student portal



Step 3: Instructions Page

Please read the instructions below before you proceed.

Instructions:

You are supposed to upload only **ONE** document with the following attachments:

- 1) Research Proposal signed by the supervisors
- 2) Turnitin Report (anti-plagiarism report signed by your lead supervisor and the Dean/Director)
- 3) Filled Declaration of Originality form

Please Note:

Any document submitted without the above items will automatically be rejected. [Click here to proceed](#)

[Submit Proposal](#)

Step 4: Students Document Submissions

- Click submit Proposal button and “Select action”
- Below window appears

Submit Proposal

File upload issues have been rectified, kindly proceed with uploading

[Back to Instructions](#)

ub Event *

--- SELECT ACTION ---



omments *

ocument Title *

ocument Title

Upload proposal document *

Drag & drop files here ...

Select file...

Cancel

Select Document

Upload a file only (ppt,pptx,pdf,doc,docx,rtf,odt,) are allowed

Forward Submission

Step 5: Forward Submission

- Select the Action e.g.. Proposal submission, Give some comments then upload the document by either drag and drop on the space provided or click select document to upload
- Click forward Submission button to send your work to assigned supervisors.
- Assigned supervisor will approve your work and proceed to Chairpersons of Department, then Dean/Directors and then to Graduate school for final approval.

End