



Internal Memo

To: All Bcom Students Year 3 Stage 2 (DAY/EVE/WEEKEND/TOWN/DL)

From: Research Coordinator College of Business & Public Management

Date: 13 April 2021

RE: DEFERRING RESEARCH PROJECT - UNDERGRADUATE

1. To defer means that you were not able to conclude your research, within the semester that you registered. It is an extension of period under which you undertake research.
2. You are only allowed to defer by one semester, meaning if you register in Semester 1, you can defer to semester 2 and you should conclude your research within semester 2.
3. When you defer, you should not drop the unit from the system. Dropping the unit may attract additional charges. Note that you will not be required to pay again for the unit.
4. Ensure that you send notification of your deferment to researchproject@kca.ac.ke immediately you decide to defer. State your name, registration number and name of your research supervisor. Note that to defer is just an extension of research time, you should maintain communication with your current supervisor as soon as you resume your studies. You do not need approval from the research office to communicate with your supervisor, once you resume.
5. In the semester that you resume, do not enroll yourself on Moodle with other students. Kindly wait for communication from the Research office on when to enroll on Moodle. Communication will be done through the email you used to notify us of your deferment.
6. Any student who did not defend their project should defer and ensure to present in the next available presentations.

Regards,

A handwritten signature in black ink, appearing to read "Tony J. J. J.", is written below the "Regards," text.

Victoria Litali.