



**KENYATTA UNIVERSITY**  
SCHOOL OF CREATIVE AND PERFORMING ARTS, FILM AND MEDIA STUDIES

## **DEPARTMENT OF FINE ART AND DESIGN**

### **SERVICE DELIVERY CHARTER**

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<b>SERVICES RENDERED</b>	<b>REQUIREMENTS</b>	<b>CHARGES</b>	<b>TIMELINE</b>
Processing Admission applications	<ul style="list-style-type: none"><li>• Be eligible to apply</li></ul>	Free	1 Week
Unit Registration	<ul style="list-style-type: none"><li>• Student unit Registration Form</li><li>• Finance clearance</li></ul>	Free	1 Day
Units Adjustment	<ul style="list-style-type: none"><li>• Request Letter</li><li>• Unit Adjustment Form</li></ul>	Free	1 Day
Examinations Result Queries	<ul style="list-style-type: none"><li>• Request Letter</li><li>• Result Slip</li></ul>	Free	1 Week
Processing of Postgraduate Proposal/Thesis	<ul style="list-style-type: none"><li>• Fulfilment of all requirements</li></ul>	Free	1 Month
Recommendation/Introductory Letters/Confirmation of Units covered	<ul style="list-style-type: none"><li>• Student I/D</li><li>• Request letter</li></ul>	Free	1 Day

**In case of Complaint/Compliment regarding the service offered please contact:**

**The Chairman, Department of Fine Art & Design**  
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