



DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY
PRIVATE BAG – 10143, DEDAN KIMATHI
TELEPHONE: 061-2050000, 0708 680 879, 0798 598 810
E-mail: deanofstudents@dkut.ac.ke; website: www.dkut.ac.ke
DIRECTORATE OF STUDENTS' WELFARE

GUIDELINES

CO-CURRICULAR RECOGNITION AWARDS

Every calendar year, the University recognizes and awards students who excel in co-curricular activities. This undertaking is accomplished through the Directorate of Students' Welfare (DSW). The names of the probable candidates are forwarded for evaluation by the DSW staff before being vetted by a committee appointed by DeKUT Senate. Successful nominees will be presented for award during the University Recognition and Awards Ceremony to be held later in the year. In view of the foregoing, DeKUT students are hereby invited to nominate candidates for consideration by the University for recognition and award in co-curricular category. The guidelines for nomination are set out below and your participation in this exercise will be highly valued.

1. Candidates for recognition and award must be DeKUT students, even if the nominees have already graduated.
2. The period under review (to warrant award) runs from May 2019 to April 2020. Achievements by nominated candidates must fall within this period, save for the Talents category where previous years may count.
3. Candidates may nominate themselves. Nonetheless, candidates should evaluate themselves to determine if their cases can weather stiff competition.
4. In cases where more than two candidates are involved, the best in the team will be recognized based on the candidate's contribution towards the project or the initiative under consideration.
5. Nomination for award in several categories is discouraged. Kindly choose only one category since the vetting committee may vary the award category based on the candidate's listed attributes or achievements.
6. Please provide supporting documents where applicable. The more the candidate is supported, the higher the ranking.
7. For Entrepreneurial category, evidence of payment of tax, registration of business and sustainability of the enterprise is key.
8. Candidates who have ever faced University Disciplinary Committee or have been convicted of crime(s) before a court of law will automatically be disqualified.
9. All forms must be emailed to deanofstudents@dkut.ac.ke by the specified deadline with the label "Nominee for Co-curricular Recognition Award." Hard copies can be sent to the University's Private Bag address provided above with the label "DSW Recognition Awards."
10. Incomplete forms will not be considered.



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DIRECTORATE OF STUDENTS' WELFARE
NOMINATION FORM

CO-CURRICULAR RECOGNITION AWARDS

SECTION I: NOMINATOR'S PERSONAL DETAILS

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SURNAME MIDDLE FIRST
REG. NO: MOBILE:
YEAR OF STUDY: SEMESTER:

SECTION II: NOMINEES DETAILS (Attach evidence where applicable)

.....
SURNAME MIDDLE FIRST
MOBILE: REG. NO:
GENDER Male Female (**Tick appropriately**)
YEAR OF STUDY: SEMESTER:

1. Please indicate the category the candidate is best suited in?

S. No.	Award Category	(Tick only one)
1	Talents: Student with outstanding abilities in different fields.	
2	Extra Mile: Student who has gone out of their way to serve others or Univ.	
3	All Round: Student who has excelled in multiple fields or areas.	
4	Ambassador: Student who has marketed the University locally or abroad.	
5	Leadership/Organizational: Student with exemplary leadership ability.	
6	Entrepreneurial: Student with business-oriented mind.	
7	Sports: Female Athlete (Female student with excellent sporting ability).	
8	Sports: Male Athlete (Male student with outstanding sporting ability).	

2. Give reasons for nomination into this category (*Attach separate sheet if more space is required.*)
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SECTION III: NOMINATOR’S DECLARATION

I confirm that the above information is true to the best of my knowledge and I am aware that giving misleading information will lead to disciplinary action against me.

FULL NAME	SIGNATURE	DATE
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NOTE: Incomplete forms will not be processed.