



KAIMOSI FRIENDS UNIVERSITY

Office of the Deputy Vice -Chancellor (ASA&R)

Memo

From: Deputy Vice-Chancellor (ASA&R)

Date: 1ST April, 2025

To: Academic Staff

Ref: KAFU/500/DVCASA/004/VOL.2 (306)

SUBJECT: GUIDE ON UPDATING PUBLICATIONS ON GOOGLE SCHOLAR PLATFORM

Refer to our memo dated 25th March, 2025; on publishing a minimum of 2 publications annually and uploading on google scholar.

Below is a guide on setting up and uploading the publications on google scholar as well as maintaining your account:

- **Step 1: Create a Google Account:** If you don't have one already, visit your faculty/School to create one for you.
- **Step 2: Access Google Scholar:** After creating an account, go to [Google Scholar](https://scholar.google.com) and click on "My Profile."
- **Step 3: Fill in Personal Information:** Add academic title, institution (KAFU), and other details.
- **Step 4: Link Publications:** Google Scholar will automatically suggest papers to include in your profile. Faculty/School should check these for you and add missing publications.
- **Step 5: Set Up Automatic Updates:** Google Scholar will automatically update the profile with new citations and publications. Faculty/School should enable this feature to keep your profiles up to date.

NB: Please visit ICTS for any further concern.

Thank you.

Prof. Julius Kipkemboi, Ph.D.

ACTING DEPUTY VICE-CHANCELLOR (ASA&R)

Copy to: Vice-Chancellor

