KENYATTA UNIVERSITY
OFFICE OF THE DEAN
SCHOOL OF AGRICULTURE AND ENTERPRISE DEVELOPMENT

GUIDELINES FOR POSTGRADUATE STUDIES

SUPERVISION, FORMAT & PROCESSING OF PROPOSALS
AND THESES

MARCH 2020
1.0  PREAMBLE

The School of Agriculture and Enterprise Development (SAED) which was established in December 2007 is one of the academic Schools in the University. It was established to offer unique training and research opportunities in the theory and practice of Agriculture in preparation of competent future leaders in agricultural related sectors. The focus of our training is to produce socially responsible and highly motivated and responsive professionals able to re-engineer agriculture in this country. Students joining the SAED postgraduate studies receive broad and strong grounding in the major perspectives and paradigms which underlie the specific programs. The programs enable the graduates to assume leadership roles in the agricultural sector and work in a variety of environments including applied research settings.

1.1.  Departments and programs

Currently, the School has twenty two (22) postgraduate programmes in (3) three Departments as indicated below:

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<tr>
<th>Agricultural Science and Technology Department</th>
<th>Animal Sciences Department</th>
<th>Agribusiness Management and Trade</th>
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<tr>
<td><strong>M.Sc. programmes</strong></td>
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<tr>
<td>i. Land and Water Management</td>
<td>i. MSc. Animal Nutrition</td>
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<td>ii. Integrated Soil Fertility Management</td>
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<td>iv. Agronomy</td>
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<td>v. Plant breeding</td>
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<td>vi. Crop Protection (Pathology &amp; Entomology options)</td>
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<td>vii. Seed Technology</td>
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<td>vi. Horticulture</td>
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<td>vii. Plant Pathology</td>
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<td>viii. Agricultural Entomology</td>
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<td>ix. Seed and Technology</td>
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<td>x. Plant Breeding</td>
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1.2.  Modes of delivery

The M.Sc. programs are offered by course work and thesis while the PhD programs s are by thesis alone. Plans are underway to offer PhD by course work and thesis. The programmes are delivered
through Residential (Regular), Institution Based (IBP) and Digital School of Virtual and Open Learning (DSVOL) modes mainly in the main Campus.

1.3 Need for the guidelines
In an effort to streamline the postgraduate training in the School, the School has developed these guidelines which explicitly spells out the expectations of all postgraduate students enrolled in the School. It clearly defines the roles of each party, and provides crucial information about supervision, preparation, processing and submission of research proposals and theses. In developing these guidelines, the requirements as stipulated by the University and the Graduate School have been taken into account. The students are therefore strongly advised to familiarize themselves thoroughly with these requirements and guidelines.

It’s our hope that these guidelines will enrich your training in our School and make your experience a truly memorable one.

2.0 GENERAL INFORMATION

2.1 Application and admission procedures and requirements
As per Kenyatta University, Graduate School and School of Agriculture and Enterprise Development requirements and guidelines.

2.2. Induction and Orientation
2.2.1 Orientation and induction of post graduate students to be done by the respective departments during the first week after registration.
2.2.2 Students to be availed with guidelines, expectations and requirements at this stage.
2.2.3 Hold discussions between academic staff and students on potential areas of research interest.

3.0 SUPERVISION

3.1 General information
3.1.1 A candidate enrolled in the School shall be required to pursue the program under supervision of academic staff appointed by Senate on recommendation by the School Board. For specialization of staff currently in the School see Annex 1.
3.1.2 Every department shall formulate and execute its own policy on the identification, allocation and recommendation of supervisors. In principle, the departments will match students with staff competent in the subject area or field of research in which the candidate proposes to work. In case the staff has the student in his/her project, s/he automatically becomes one of the supervisors.
3.1.3 Every student shall have a minimum of 2 and a maximum of 3 supervisors. The need for the third supervisor for MSc needs to be clearly justified. In exceptional cases, more than 3 supervisors may be allowed for PhD provided there is proper justification.
3.1.4 The lead supervisor shall be from the department where the student is registered.
3.1.5 A supervisor may be drawn from outside the department, school or even University, in which case the Department concerned must satisfy itself that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work. The Department shall submit the CV of the external supervisor if s/he is being engaged for the first time for approval by the Senate.
3.1.6 In the absence of a supervisor for over six (6) months, arrangements must be made by the Chairman of department to ensure continuity in supervision.

3.2 Responsibilities of Supervisors
As principle resource persons to the department, supervisors shall:
3.1.1 Support the student from the proposal development stage until the submission of final thesis
3.1.2 Direct and supervise the work of the student by maintaining regular and effective contact with the student at least once a month
3.1.3 Respond to any written material from the student within at most 2 weeks
3.1.4 Guide students to relevant literature and their sources
3.1.5 Link students with researchers working in similar/related fields
3.1.6 Advise students on the form and structure of the proposal /thesis
3.1.7 Enhance the quality of students’ work by discussing and critically evaluating findings and ideas
3.1.8 Train students on scholarly presentations, scientific writing and publishing.
3.1.9 Ensure research findings are presented at seminars as per University regulations
3.1.10 Together with students, submit academic progress report on the students to the Graduate School through Departmental Board of Postgraduate Studies (DBPS), Chairman of Department, School Board of Postgraduate Studies (SBPS) and Dean of the School.
3.1.11 By appending his/her signature on the declaration page of the proposal/thesis, a supervisor is certifying that the proposal is ready for defense at Departmental Board of Postgraduate studies and that the thesis represents the work of the candidate that was carried out under his/her supervision and is ready for submission and examination.

3.3 Role of Departmental Board of Postgraduate Studies
The Role of DBPS is as defined by the Chairman of the Department and endorsed by the Departmental Board in accordance to the University Statutes and Graduate School requirements & guidelines.

3.4 Role of the Department
3.1.1 Formulate and execute policy governing the identification and allocation of supervisors.
3.1.2 Recommend supervisors through SBPS and Dean of the School, to Graduate School for approval by the Senate.
3.1.3 Ensure submission of high quality proposals and theses. The department must be satisfied that the proposals or theses are of highest quality and conform to the Graduate School and SAED’s guidelines.
3.1.4 Recommend through SBPS and Dean of the School to Graduate School, the Board of Examiners for approval and appointment by Senate.

3.5 Role of School Board of Postgraduate Studies
3.5.1 Clearing and forwarding of proposals to the Graduate School through the Dean of the School, strictly adhering to the School’s agreed format.
3.5.2 Receive and forward progress reports
3.5.3 Receive notices of submission, scrutinize and recommend external examiners and Examination Board members for appointment by Senate.
3.5.4 Attend to other matters that have a bearing on postgraduate studies and that lie within its mandate.

4.0 PREPARATION AND PROCESSING OF PROPOSALS

4.1 Preparation of Concept Papers (Pre-proposal)
1. The DBPS to encourage students to prepare concept notes at start of second semester for MSc students
2. Students are required to prepare and submit a concept note or pre-proposal before they complete their course work (MSc) and before admission (PhD)

4.2 Preparation of Full Proposals
1. Students prepare a full proposal under the supervision of assigned academic staff.
2. The proposal should not exceed fifteen (15) pages for MSc and twenty (20) pages for PhD including references and appendices.
3. The proposal shall conform to the SAED guidelines (Annex 1)
4. When both the student and supervisors are satisfied, the proposal is submitted to DBPS.
5. The DBPS nominates two members based on competences to review the proposal. The appointed reviewers should read and provide concrete feedback on the proposal in two weeks to the DBPS.
6. The two reviewers shall be expected to attend the proposal defense seminar at the department so as to further guide the student.
7. Students with supervisor's guidance analyze feedback and appropriately implement the corrections and/or the amendments in two weeks.
8. The evaluation tool developed by SBPS will be useful to bring in objectivity and exhaustive evaluation of the proposals by the two(2) reviewers (Annex 2)
9. Once supervisor is satisfied with the corrections, the Chair DBPS forwards the proposal to the SBPS for onward transmission to the graduate school.

4.3 Proposal Defense
1. All candidates shall defend their proposal at the departmental seminar convened by DBPS.
2. A notice of intention to defend the proposal at the departmental level will be given at least two weeks before the defense date provided by the DBPS.
3. The proposal defense seminar will be held on the last Thursday of each month with a minimum of two proposals per session.
4. Two duly signed copies of the proposal, student fees statement, turnitin report, declaration of originality and minutes of the School defense seminar shall be submitted to the Graduate school through SBPS to the Dean.

4.4 Registration of Proposal by the Graduate School
1. The proposal is submitted to Graduate School for registration as per the Graduate School regulations.
2. The student may be deregistered after laps of stipulated study time.

4.5 Research
1. The Student carries out a supervised research /data collection and comes up with the first draft.
4.5.2 Students to adhere to University timelines as given by the Graduate School.

4.6 **Progress Reports**
Candidates will submit quarterly progress reports from start of program through their Supervisors, Departmental BPS, Chairman of the Departments and School BPS, Dean SAED to Dean Graduate School in a prescribed form (annex 4)

4.7 **Research Progress Seminars**
The Masters students shall be required to give at least two (2) research progress seminars (oral presentation) in the Department before submission of a thesis for examination while a PhD candidate shall be required to give at least three (3) seminars.

4.8 **Deregistration**
4.8.1 If the student does not submit two subsequent quarterly progress reports, the supervisor informs the Dean through the Departmental Chair on the same.
4.8.2 Students shall be given a written warning by the Dean of the School if they show unsatisfactory Research progress.
4.8.3 If a student does not show signs of improvement within three months after receiving the written warning from the Dean of the School, then the student will be recommended to the senate for deregistration.

5.0 **PREPARATION AND PROCESSING OF THESIS**

5.1 **Preparation of thesis**
For the preparation of thesis, the general guidelines and the School format should be adhered to (Annex 5). You will note that the format for introduction, literature review, methodology and references is the same as that of the proposal. Special attention should however be paid to the preliminary pages

5.2 **Processing of thesis**
The processing of the thesis in the School will follow that same procedure as outlined for proposal processing

5.2 **Submission and examination of thesis**
The submission and examination guidelines and procedures are as outlined by Graduate School and the students are advised to follow these guidelines (Annex 6)
LIST OF ANNEXES

ANNEX 1 ……………………..Specialization of Staff in the School of Agriculture and Enterprise Development.

ANNEX 2 …………………..Proposal Writing Guidelines.

ANNEX 3 …………………..Proposal Evaluation Tool.

ANNEX 4 …………………..Progress Report.

ANNEX 5 …………………..Thesis Writing Guidelines.

ANNEX 6 …………………..Notice of Submission of Thesis

ANNEX 7 …………………..Postgraduate requirement for Proposal,
Intent to submit thesis and thesis submission.
## ANNEX 1: SPECIALIZATION OF STAFF IN THE SCHOOL OF AGRICULTURE AND ENTERPRISE DEVELOPMENT

### DEPARTMENT OF AGRICULTURAL SCIENCE AND TECHNOLOGY

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<td>Socio-economic impact assessment</td>
<td><a href="mailto:macharia.ibrahim@ku.ac.ke">macharia.ibrahim@ku.ac.ke</a></td>
<td>0722574172</td>
</tr>
<tr>
<td>4</td>
<td>Dr. Nigat Bekele</td>
<td>9354</td>
<td>Lecturer</td>
<td>PhD</td>
<td>Impact assessment</td>
<td><a href="mailto:bekele.nigat@ku.ac.ke">bekele.nigat@ku.ac.ke</a></td>
<td>0725504517</td>
</tr>
<tr>
<td>5</td>
<td>Dr. Lucy Ngare</td>
<td>7201</td>
<td>Lecturer</td>
<td>PhD</td>
<td>Agricultural Marketing Industrial Organization Microeconomics</td>
<td><a href="mailto:ngare.lucy@ku.ac.ke">ngare.lucy@ku.ac.ke</a></td>
<td>0722367948</td>
</tr>
<tr>
<td>6</td>
<td>Dr. Gabriel Mwenjeri</td>
<td>7663</td>
<td>Lecturer</td>
<td>PhD</td>
<td>Food Policy &amp; Security Agricultural Marketing Microeconomics</td>
<td><a href="mailto:mwenjeri.gabriel@ku.ac.ke">mwenjeri.gabriel@ku.ac.ke</a></td>
<td>0735673366</td>
</tr>
<tr>
<td>7</td>
<td>Everline Chepgetich</td>
<td>10757</td>
<td>Tutorial Fellow</td>
<td>MSc.</td>
<td>Agricultural Production Economics</td>
<td><a href="mailto:Sang.evaline@ku.ac.ke">Sang.evaline@ku.ac.ke</a></td>
<td>0724276226</td>
</tr>
<tr>
<td>8</td>
<td>Christopher Njuguna Kamau</td>
<td>10755</td>
<td>Tutorial Fellow</td>
<td>MSc.</td>
<td>Agricultural Production Economics and Impact Assessment</td>
<td><a href="mailto:chricat89@gmail.com">chricat89@gmail.com</a>,<a href="mailto:kamau.christopher@ku.ac.ke">kamau.christopher@ku.ac.ke</a></td>
<td>0719824322</td>
</tr>
<tr>
<td>NO</td>
<td>Name</td>
<td>PF NO</td>
<td>Designation</td>
<td>Academic Qualification</td>
<td>Area of Specialization</td>
<td>Email Address</td>
<td>Phone no.</td>
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</tr>
<tr>
<td>1.</td>
<td>Dr. Leonard Munga</td>
<td>7821</td>
<td>Lecturer</td>
<td>PHD</td>
<td>Veterinary Epidemiology</td>
<td><a href="mailto:munga.leonard@ku.ac.ke">munga.leonard@ku.ac.ke</a> <a href="mailto:l.munga@gmail.com">l.munga@gmail.com</a></td>
<td>0725613619</td>
</tr>
<tr>
<td>2.</td>
<td>Prof. Lucy Kabuage</td>
<td>7809</td>
<td>Associate Professor</td>
<td>PHD</td>
<td>Animal Production / Animal Nutrition</td>
<td><a href="mailto:kabuage.lucy@ku.ac.ke">kabuage.lucy@ku.ac.ke</a> <a href="mailto:lwkabuage@gmail.com">lwkabuage@gmail.com</a></td>
<td>0712744925</td>
</tr>
<tr>
<td>3.</td>
<td>Dr. Purity Nguhiu</td>
<td>9698</td>
<td>Lecturer</td>
<td>PHD</td>
<td>Medical Parasitology and Entomology Public Health</td>
<td><a href="mailto:puritynguhiu@yahoo.com">puritynguhiu@yahoo.com</a></td>
<td>0722737711</td>
</tr>
<tr>
<td>5.</td>
<td>Dr. John Mathenge</td>
<td>6639</td>
<td>Lecturer</td>
<td>PHD</td>
<td>Microbiology and Immunology</td>
<td><a href="mailto:Mathenge.john@ku.ac.ke">Mathenge.john@ku.ac.ke</a></td>
<td>0721614416</td>
</tr>
<tr>
<td>6.</td>
<td>Dr. Leonard M. Mburu</td>
<td>7818</td>
<td>Lecturer</td>
<td>PHD</td>
<td>Animal Nutrition and Resource Management</td>
<td><a href="mailto:mburu.leonard@ku.ac.ke">mburu.leonard@ku.ac.ke</a> <a href="mailto:leonardmburu@yahoo.com">leonardmburu@yahoo.com</a></td>
<td>0733528416</td>
</tr>
<tr>
<td>7.</td>
<td>Dr. Lucy Kamau</td>
<td>5425</td>
<td>Snr. Lecturer</td>
<td>PHD</td>
<td>Parasitology</td>
<td><a href="mailto:Kamau.lucy@ku.ac.ke">Kamau.lucy@ku.ac.ke</a></td>
<td>0722356568</td>
</tr>
<tr>
<td>9.</td>
<td>Anthony Ngungi</td>
<td></td>
<td>Tutorial Fellow</td>
<td>MSc.</td>
<td></td>
<td><a href="mailto:Ngungi2003@yahoo.com">Ngungi2003@yahoo.com</a></td>
<td>0720963894</td>
</tr>
</tbody>
</table>
ANNEX 2: PROPOSAL WRITING GUIDELINES

INTRODUCTION
The purpose of writing a research proposal is to demonstrate that

- the research topic addresses a significant problem;
- an organized plan is in place for collecting or obtaining data to help solve the problem;
- Methods of data collection and analysis have been identified and are appropriate to the data set.

A secondary purpose of writing a proposal is to train you in the art of proposal writing as these skills will be useful not only in the world of academia but in all fields.

STRUCTURE OF A RESEARCH PROPOSAL
Your research proposal should have the following elements in this order.

- Title page
- Declaration
- Abstract
- Table of contents
- Main text
- Expected output and beneficiaries
- Work plan including time frame
- References
- Appendices (optional)

The structure is very similar to that of a thesis or a scientific paper. You will therefore be able to use a large fraction of the material of the proposal in your final thesis.

THE PRELIMINARIES
General format

- The text should be in Times Roman Size 12 double spaced.
- The first line in a new paragraph must be indented five spaces.
- All chapters should begin in a new page and centered.
- Whenever the heading of a section or sub-section appears near the bottom of a page, it must be followed by at least one complete line of text, or the heading should be forced to the top of the next page.

Title Page

- This should bear the title of the proposal in capital letters. The title should be short, precise, concise and clear (not more than twenty two words). It should relate to the subject matter of the proposal. It should be captivating.
- This should be followed below by the full name of the student, the highest degree title in parenthesis
- This is followed by a statement as follows “A research proposal submitted in partial fulfilment of the requirements for the degree of (name of the degree) in (area of specialization), Kenyatta University” in the middle of the page.
- Finally, the month and the year of submission at the bottom and centered.
Declaration

- A signed declaration by the candidate with the following statement “This proposal is my original work and has not been presented for a degree in any other university”
- Followed below it by the full of student, signature and date
- This is followed by a declaration by the supervisors as follows: Supervisors Approval followed with a statement below it as follows; This proposal has been submitted with our approval as the university supervisors
- This is followed by the supervisors names (at least two full names), their departments, institutional affiliation, signature and date

Table of Contents

- This is a synopsis of the structural pattern of the proposal.
- It contains all major sections i.e. chapter level headings. In the proposal all symbols, abbreviations and technical terms in the thesis should be listed on this page and their full interpretations, and the units where appropriate given.
- is long, sub-headings may be included.
- The wording and presentation (i.e. capitalization, use of special fonts and characters e.t.c.) for all entries in the table of contents must match exactly with the text.
- All entries must have a corresponding page number with leader dots or dashes connecting the entry to the page number.

Abstract

- the abstract is a brief summary of your research proposal
- its length should not exceed one page and at most two paragraphs
- present a brief introduction to the research problem
- make the key statement of your hypothesis
- give a summary of how you want to address the issue
- include a possible implication of your work, if successfully completed

THE MAIN TEXT

The main text is composed of:

Chapter 1

- The introduction.
- The background to the problem
- The statement of the research problem
- The objectives
- The hypotheses/ Research questions
- The justification/significance of the study
- Theoretical and/or Conceptual framework

1. Introduction

- The introduction of the proposal should be brief and clear
- It should give the reader an insight into the work, thereby acting as a summary of the same.
- It comes before the literature review and hence exposes views of other authorities in the subject.
- In a nutshell, it portrays the relevant aspects of the proposal such as the problem and significance of the study.
2. **Background to the Study**  
   - This is what culminates into the scholar’s curiosity to study the subject.  
   - A well laid down context of the background to the study brings up a sound understating of the topic of research.

3. **Statement of the Research Problem**  
   - This is the nerve-centre of any research work, which should be adequately comprehended by the researcher at the onset.  
   - The problem must be clearly and conspicuously stated in just one paragraph.  
   - It should be clearly focused without unnecessary preambles and ambiguity.

4. **Objectives**  
   - They provide intellectual scope of research work. They can be divided into General and specific objectives where the general objective gives the general aim/goal of the research project  
   - The specific objectives should be focused on the research problem in order to yield relevant data.  
   - They should be “SMART” objectives  
   - They should be stated in such a way that they align with the research questions.

5. **Hypotheses/Research questions**  
   - A hypothesis is a guiding principle to an argument that culminates into a valid and reliable conclusion. This should be measurable in the final stages  
   - This statement can take the form of a hypothesis, research question, project statement, or goal statement  
   - Properly structured and implemented research questions yield useful and relevant data.  
   - The statement should capture the essence of your intended project, being structured to bring out the clarity and the relevance of what the researcher aims to achieve.  
   - The questions should properly relate to the objectives of the study.

6. **Justification/Significance of the Study**  
   - It is imperative that the relevance of the research be established at the onset  
   - One should prove that the research findings would be beneficial to the targeted consumers besides making a contribution to the existing knowledge.

7. **Theoretical and Conceptual framework**  
   - This contain theories that exist on tackling a given research problem  
   - In establishing a suitable theoretical framework, the researcher should consider both outdated and modern theories; reveal the merits, demerits and limitations of each.  
   - The choice of the framework should be convincingly justified. A clear mental plan or contemplation on how to steer the work should be shown here.  
   - This section is important because it relates and co-ordinates the literature review, the problem, the significance of the study and the objectives to the applied methodology.

**Chapter 2**

**Literature Review**  
- This is comprises of a selective and critical survey of the written works of the subject area. It includes personal communication, articles, books, published and unpublished papers, literature from newspaper and unpublished works to be limited.  
- It is a critical analysis of the selected works that reveals what has already been researched on exhaustively and the missing links that need to be filled through further research.  
- It provides background information, which justify the research exercise
• It is useful in providing, theoretical framework(s) that subsequently conceptualize the fieldwork results
• Above all, it buttresses the researcher’s statement of the problem by revealing that the area of study is untouched.
• Literature review is therefore a must and should be exhaustive through critical and informative and current.

Chapter 3

Materials and Methods/Methodology

This is the procedure used in eliciting the data from the field of study. It includes data analysis and compilation.
• Also includes description of the study location.
• Research design, sample population, and research instruments.
• This section should be well written in order to justify the validity and reliability of the study.

Expected outputs and beneficiaries

• What new knowledge will the proposed project produce that we do not already know? Why is it worth knowing?
• Who are the beneficiaries of your findings

Work plan including time table

• describe in detail what you plan to do until completion of your thesis
• list the stages of your project in a table format
• Indicate deadlines you have set for completing each stage of the project.
• discuss any particular challenges that need to be overcome

REFERENCES

• Whenever you use someone else's words or ideas in your paper or presentation, you must indicate that this information is borrowed by citing your source. This applies to written sources you've used, such as books, articles and web pages, as well as other formats, such as images, sounds, TV/film clips, and DVDs.
• There are different in-text citation and referencing styles with the American Psychological Association (APA) and the Modern Language Association (MLA) being the major ones.
• Examples:
• Cite all ideas, concepts, text, data, illustrations that are not your own in the text
• All references cited in the text must be listed in the references

APPENDICES
All materials, which do not easily fit into the mainstream of the proposal write-up but are relevant to the work, as a whole should be retained as appendices either after the reference list.
ANNEX 3: PROPOSAL EVALUATION TOOL

KENYATTA UNIVERSITY
SCHOOL OF AGRICULTURE AND ENTERPRISE DEVELOPMENT

PROPOSAL EVALUATION TOOL

Name of Student ___________________________ Registration No. ___________________________

Department ___________________________

Please rate as follows: (1 = Poor) (2 = Fair) (3 = Good) (4 = Very Good). Attach additional notes if necessary:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Ratings</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preliminaries</td>
<td></td>
</tr>
<tr>
<td>i) Is the title of the proposal clearly and concisely stated?</td>
<td></td>
</tr>
<tr>
<td>ii) Does the title tie well with the objectives?</td>
<td></td>
</tr>
<tr>
<td>iii) Is the thematic problem being investigated clearly stated?</td>
<td></td>
</tr>
<tr>
<td>iv) Is the abstract clear and comprehensive?</td>
<td></td>
</tr>
<tr>
<td>v) Is the context of each chapter clearly described?</td>
<td></td>
</tr>
<tr>
<td>vi) Are the relationships between various chapters clear?</td>
<td></td>
</tr>
<tr>
<td>vii) Significant contribution to the field</td>
<td></td>
</tr>
<tr>
<td>viii) Referencing in text and literature cited</td>
<td></td>
</tr>
</tbody>
</table>

2. Chapter 1: Introduction

| i) Is the background to the problem clearly written and referenced? | |
| ii) Is the originality of the research problem clearly shown? | |
| iii) Are the objectives clearly stated and achievable? | |
| iv) Clarity of the research questions/hypotheses? | |
| v) Are the expected outputs of the study clearly enumerated and achievable? | |
| vi) Are the beneficiaries of the study clearly identified? | |

3. Chapter 2: Literature Review

| i) Relevance of literature review to research problem and linkage to the objectives of the study | |
| ii) Are relevant and recent sources of information used? | |
| iii) Were critiques made for the existing information and knowledge to open up gaps for the current study? | |
| iv) Is the theoretical and conceptual framework reflective of the study? | |

4. Chapter 3: Materials and Methods

| i) Is choice and justification of study design and locale made? | |
| ii) Adequate description of independent and dependent variables | |
| iii) Target population and sampling techniques clearly described | |
| iv) Types, construction and piloting of research instruments (reliability and validity?) | |
| v) Data collection techniques (logical, ethical, legal issues) | |
| vi) Data analytical plan (Quantitative and Qualitative approach) | |
| vii) Is the logical matrix framework comprehensive? | |

Evaluator’s Name ___________________________ Signature ___________________________ Date: ___________________________
KENYATTA UNIVERSITY
GRADUATE SCHOOL
PROGRESS REPORT

This should be completed by the student and forwarded through the Department. Postgraduate Students are required to consult with supervisors at least once a month and to submit the progress report after every four months (end of every trimester).

SECTION I – Student’s Details

Student’s Name____________________________________________________________________
Reg. No: ___________________________ Ph.D / Masters ___________ Full/Part Time ___________
Phone __________________________ Email ______________________________________________________
Department of ________________________________________________________________
School of ______________________________________________________________________
Thesis or Project Title________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

SECTION II – Progress on Thesis/Project and Publication(s)

i. ORIGINAL WORK PLAN (attach a copy of work plan)

ii. Summary and Proportion of Work Completed on:

A. Thesis/Project__________________________________________________________
________________________________________________________________________
________________________________________________________________________
B. Publication(s)___________________________________________________________
________________________________________________________________________

iii. Constraints, Problems/Suggestions__________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

__ 2
iv. Work Plan for the Next Four Months (Trimester)

A. Work plan for Thesis/Project

___________________________________________________________________________________
___________________________________________________________________________________

B. Work plan for Publication(s)

___________________________________________________________________________________
___________________________________________________________________________________

Signature ____________________________________ DATE __________________________

Student

SECTION III – Comments and Endorsements

i. University Supervisors’ Comments (Attach Supervision Tracking Form)

a) Date of Last Three Meetings

1. ________________________________________________________

2. ________________________________________________________

3. ________________________________________________________

b) Progress so far made as per work plan

___________________________________________________________________________________

___________________________________________________________________________________

1st Supervisor: _________________________ Signature ____________________ Date________

2nd Supervisor: _________________________ Signature ____________________ Date________

3rd Supervisor: _________________________ Signature ____________________ Date________
ii. Comments by Chairman of The Departmental Board of Postgraduate Studies Committee

Name: _________________________ Signature ____________________ Date______________

iii. Comments by Chairman of Department___________________________________________

Name: _________________________ Signature ____________________ Date______________

iv. Comments by the Dean of the relevant school___________________________________________

Name: _________________________ Signature ____________________ Date______________
v. Comments By Dean, Graduate School

Name: ___________________________ Signature ____________________ Date__________________

REMARKS

It is a requirement by the Commission for University Education that all Masters students publish at least one paper and PhD students publish at least two (2) papers before Graduation.

Evidence of publication(s) or acceptance of manuscript(s) must be made available before thesis submission.
ANNEX 5: THESIS WRITING GUIDELINES

GENERAL GUIDELINES
Following is the format and guidelines on how to prepare a thesis in the School of Agriculture and Enterprise Development for submission and examination. These guidelines should be read alongside those of the Graduate school.

- A thesis must be printed on a high quality A4 (210 x 297 mm) size paper; double spaced, Times Roman size 12 and on one side of the paper.
- Margins; 50mm left, 25mm right, 40mm from top and 25mm from bottom.
- Pagination – Pages shall be numbered consecutively and bottom centre. Numbering of preliminary pages shall be in lower case roman numerals while all the others shall be in Arabic numerals.
- All chapters should begin in a new page and centered.
- Chapter headings must be Times Roman size 12, bold upper case and centred.
- Subsections must be bold lower case.
- The first line in a new paragraph must be indented five spaces.
- Whenever the heading of a section or sub-section appears near the bottom of a page, it must be followed by at least one complete line of text, or the heading should be forced to the top of the next page.
- Legend titles: for tables should be at the top while for figures it should be at the bottom.
- List of Candidate’s publications emanating from the thesis should be appended.
- Tables, Figures and Plates should be numbered in separate sequence and should be cited by a number in the text (eg. Table 1, Figure 1 etc). Each Table, Figure and plate should have a caption. There should be a 60mm margin around all Figures, Diagrams and Plates.

STRUCTURE OF A THESIS
Your thesis should have the following elements in this order

- Preliminary pages
  - Title page
  - Declaration
  - Dedication (optional)
  - Acknowledgements
  - Table of Contents
  - List of Tables
  - List of Figures
  - List of Appendices
  - List of Abbreviations and Acronyms (optional)
  - Abstract
• **Main text**
  o Chapter 1 – Introduction
  o Chapter 2 - Literature review
  o Chapter 3 – Materials and methods
  o Chapter 4 – Results
  o Chapter 5- Discussion
  o Chapter 6 – Conclusion and Recommendations

• **References**

• **Appendices**

**THE PRELIMINARY PAGES**

**Spine**

- The spine shall be embossed in gold with the candidate’s surname and initials, the abbreviation of the degree for which it has been submitted and the year.
- The writing shall be from left of the spine to right
- Thesis is bound in black for Master and in Maroon for PhD

**Title Page**

- This should bear the title of the thesis in capital letters.
- This should be followed below by the full name of the student, the highest degree title in parenthesis
- This is followed by a statement as follows “A thesis submitted in partial fulfilment of the requirements for the degree of (name of the degree) in (area of specialization), Kenyatta University” in the middle of the page.
- Finally, the month and the year of submission at the bottom and centred.

**Declaration**

- A signed declaration by the candidate with the following statement” I (full names of the candidate) declare that this thesis is my original work and has not been presented for the award of a degree in any other university or any other award”
- Followed below it by the full of candidate, signature and date
- This is followed by a declaration by the supervisors as follows: Supervisors Approval We confirm that the work reported in this thesis was carried out by the candidate under our supervision and has been submitted with our approval as university supervisors
- This is followed by the supervisors names (at least two full names), their departments, institutional affiliation, signature and date

**Dedication (optional)**

**Acknowledgements**

- supervisors and anyone who made a significant contribution to your research
- technically (including materials, supplies)
- intellectually (assistance, advice)
- financially (research funding, travel grants etc)
Table of Contents

- This is a synopsis of the structural pattern of the thesis.
- It contains all major sections i.e. chapter level headings. If the thesis is long, sub-headings may be included.
- The wording and presentation (i.e. capitalization, use of special fonts and characters etc.) for all entries in the table of contents must match exactly with the text.
- All entries must have a corresponding page number with leader dots or dashes connecting the entry to the page number.

List of Tables

- If the thesis contains a lot of tables, a separate page should be devoted to the list of tables specifying the title and the page where tables can be found in the thesis.
- The list of tables should be separate from the table of contents and should be immediately after the table of contents.
- All entries must contain a corresponding page number with lead dots or dashes connecting the entry to the page number.

List of Figures

- These list are governed by the same rules as the list of tables (see above)
- Figures include graphs, photographs, illustrations, diagrams, maps and drawings.

List of Appendices

List of Abbreviations and Acronyms (optional)

- All symbols, abbreviations and technical terms in the thesis should be listed on this page and their full interpretations, and the units where appropriate given.

Abstract

- the abstract is a brief summary of your thesis single spaced
- its length should not exceed one page and at most two paragraphs
- present a brief introduction
- give a summary of how you addressed the research problem
- give a summary of your key findings and implications

THE MAIN TEXT

The main text is composed of Chapters 1,2 & 3 as in the proposal writing guidelines (Annex 2) plus Chapter 4: Results, Chapter 5: Discussion and Chapter 6: Conclusion and Recommendations

Chapter 4: Results and Discussions

In the results section a report describing all appropriate information produced by the research procedures and statistical analyses of the finding is presented in an organized manner. Save the explanation and interpretation of these findings for the discussion section. In presenting the results, use of tables, graphs
and figures combined with a brief narrative may be more effective than using the narrative alone. State all significant findings in the text, referring to tables and graphs displaying all significant data. If the study has produced a large amount of raw data, do not present all of it in the results section. Instead, present only the information most appropriate and relates to your research objectives and hypothesis. If appropriate, include your raw data in an appendix, referring to them within your text.

Note that the discussion section should be rich in references to similar work and background needed to interpret results. Break up the section into logical segments by using subheads where appropriate.

The discussion section should be a brief essay in itself, answering the following questions:

- What are the major patterns in the observations?
- What are the relationships, trends and generalizations among the results?
- What are the exceptions to these trends, patterns or generalizations?
- What are the likely causes (mechanisms) underlying these patterns resulting predictions?
- Is there agreement or disagreement with previous work?
- What is the relationship of the present results to the original questions and hypotheses? Interpret results in terms of background laid out in the introduction and literature review.
- What is the implication of the present results for other unanswered questions in this field?
- What are the things we now know or understand that we didn’t know or understand before the present work?
- Include the evidence or line of reasoning supporting each interpretation.
- What is the significance of the present results?

Chapter 5: Conclusions and Recommendations

- What is the strongest and most important statement that you can make from your observations?
- Refer back to problem posed, and describe the conclusions that you reached from carrying out this investigation, summarize new observations, new interpretations, and new insights that have resulted from the present work.
- Include the broader implications of your results
- Include when appropriate (most of the time)
- Remedial action to solve the problem.
- Further research to fill in gaps in our understanding.
- Directions for future investigations on this or related topics.

References

As in the proposal writing guidelines (Annex 2)

Appendices

- Analysis of Variance tables
- A key published article of your thesis.
- Details of complicated procedures.
- Figures and tables, including captions, should be embedded in the text and not in an appendix, unless they are more than 1-2 pages and are not critical to your argument.
ANNEX 6: NOTICE OF SUBMISSION OF THESIS

KENYATTA UNIVERSITY
NOTICE OF SUBMISSION OF THESIS
(Please complete three copies)

TO: Dean, Graduate School

FROM: Candidate’s Name: ..............................................................

Reg. No: ......................................................................................

Department: ...........................................................................

School: ....................................................................................

Tel. No:.............................. Cell Phone No.:.......................

E-mail Address:...........................................................................

THROUGH: (a) Supervisor(s)

(i) Name: ......................... Signed: ............... 
(ii) Name: ......................... Signed: ............... 

(b) Chairman, Departmental PSC Signed: ......................

(c) Chairman of the Department Signed: ......................

I propose to submit my thesis (M.A., M.B.A., M.ED. M.P.H.E., M.ENV. STUDIES, M.SC., OR PH.D). for examination on or before Day……………Month ……………..Year

Area of specialization:
..........................................................................................................
(e.g. Plant Physiology, Taxonomy, etc.)

Thesis Title:
..........................................................................................................
..........................................................................................................
..........................................................................................................

Candidate’s Signature ......................... Date: .........................

Supervisor(s) Comment:
..........................................................................................................
.............................................................................................................
Chairman D.P.S.C. Comments:
........................................................................................................................................
........................................................................................................................................
Department Chairman’s Comments:
........................................................................................................................................
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........................................................................................................................................

FOR OFFICIAL USE ONLY

PROPOSED BOARD OF EXAMINERS

SECTION A: To be completed by the relevant Department

1. External Examiner’s Full Names: .................................................................
........................................................................................................................................
(Area of Specialization)

Full Address:
Institution:....................................................................................................................
Department:..................................................................................................................
Mailing Address:...........................................................................................................
........................................................................................................................................
........................................................................................................................................
........................................................................................................................................
E-mail Address: ...........................................................................................................
Tel. No:................................. Cell Phone No: ....................... 
C.V of the External Examiner must be attached.

2. Internal Examiner’s Name: .................................PF/No............................
(Non-Supervisor)
........................................................................................................................................
(Area of Specialization)

Department:..................................................................................................................
E-mail Address:.............................................................................................................
Cell Phone No:.............................................................................................................

3. Internal Examiner’s Name: .................................PF/No............................

3
(Non-Supervisor)

...........................................................................................................................................................................

(Area of Specialization)

Department:.........................................................................................................................................................

E-mail Address:....................................................................................................................................................

Cell Phone No:.....................................................................................................................................................

SECTION B: To be completed by the Dean of relevant School

4. BOARD MEMBER (Not from Candidate’s Department)

Full Names: ..............................................................................................................................................................

...........................................................................................................................................................................

(Area of Specialization)

Department:.........................................................................................................................................................

E-mail Address:....................................................................................................................................................

Cell Phone No:.....................................................................................................................................................

5. BOARD MEMBER (Not from Candidate’s Department)

Full Names: ..............................................................................................................................................................

(Area of Specialization)

Department:.........................................................................................................................................................

E-mail Address:....................................................................................................................................................

Cell Phone No:.....................................................................................................................................................

Approved at a S.P.S.C. meeting held on: ............................................................

(Date)

Name: .................................................................................................................................................................

Signature: ..................................................Date: ..................................................

Chairman, S.P.S.C.

Name: .................................................................................................................................................................

Signature: ............................................................................................................................................................

Date: ..........................................................................................

Dean of School

4

6. SECTION C. To be completed by Board of Graduate School.

Senate Representative: ..............................................................................................
INSTRUCTIONS:

(a) The completed Notice of Submission Form (two (2) copies) to be submitted to the Dean, Graduate School Three (3) months prior to the Submission of Theses.

(b) The other copy, to be retained by the Dean of relevant School for records.
## ANNEX 7: POSTGRADUATE REQUIREMENT FOR PROPOSAL, INTENT TO SUBMIT THESIS AND THESIS SUBMISSION

<table>
<thead>
<tr>
<th>NO</th>
<th>ITEM</th>
<th>QUANTITY</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
</table>
| 1  | Submission of Proposal | 2 Copies of proposals | - Forwarding memo,  
- Fee statement  
- minutes of presentation at DBPS,  
- tracking tool  
- turn-it-in report  
- SAED turnitin report summary  
- Student Declaration of Originality  
- Prove of having completed course work successfully. |
|    | Justification of the third supervisor | Any Proposal with a third supervisor must be accompanied with a justification report for the third supervisor. |
| 2  | Intent to submit Thesis | 3 Copies of intent | - Forwarding memo  
- Intent  
- tracking tool  
- Minutes |
| 3  | Submission of Thesis for examination | 4 Copies of loose bound thesis | - Forwarding memo,  
- Fee statement (Zero Balance)  
- minutes of presentation at DBPS,  
- tracking tool  
- turn-it-in report  
- SAED turnitin report summary  
- Student Declaration of Originality  
- Presentation of progress reports (2 for MSc. and 3 for Ph.D.)  
- Proof for Publication in referred journals. |
| 4  | Progress Report (Quarterly) | 1 copy submitted at the Dean’s office | NB: submission of Progress reports is done between supervisors’ and students’. A copy is submitted in their Department, Dean’s office and a copy to Graduate School. |