



KENYATTA UNIVERSITY

GRADUATE SCHOOL

A HANDBOOK FOR POST-
GRADUATE STUDENTS

SECOND EDITION
2012

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Vision Statement

To be a dynamic, an inclusive and a competitive centre of excellence in teaching, learning, research and service to humanity.

Mission Statement

To provide quality education and training, promote scholarship, service, innovation and creativity and inculcate moral values for sustainable individual and societal development.

Identity Statement

A community of scholars committed to the generation and dissemination of knowledge and cultivation of wisdom for the welfare of society.



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Published by Graduate School

Kenyatta University
P. O. Box 43844 – 00100
NAIROBI KENYA

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First Published 2006
Revised 2012

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Printed by Kenyatta University Press

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1.0 INTRODUCTION AND FUNCTIONS OF THE GRADUATE SCHOOL

1.1 Introduction

Kenyatta University has rich teaching, research and learning opportunities in diverse disciplines for postgraduate degree programmes. The opportunities are offered in an exceptionally pleasant environment to more than 5,000 Postgraduate Students. These Postgraduate degree programmes are reviewed from time to time to ensure that they are responsive and relevant to the challenging needs of national and international economies.

The ultimate goal of the University is to equip Postgraduate Students with adequate knowledge to face the challenges of the highly dynamic and competitive world.

The gradual increase of Postgraduate enrolment in the university necessitated the establishment of the Graduate School so as to effectively and efficiently co-ordinate Postgraduate academic programmes.

1.2 Functions of the Graduate School

The Graduate School carries out three major roles namely: Administrative, Advisory and Students matters.

Administrative Role:

- To co-ordinate postgraduate programmes in all Schools.
- To advertise all Postgraduate programmes
- To receive and process applications for admission into postgraduate programmes in consultation with Deans of other Schools.
- To forward the lists of applicants recommended for admission to the Registrar (Academic) for issuance of letters of admission.
- To keep updated records of postgraduate students.
- Development of appropriate instruments for tracking and monitoring of students' progress and thesis examination.

Advisory Role:

- To consider recommendations on new or existing programmes from relevant Schools and make appropriate recommendations to Senate.
- To ensure effective and regular management of postgraduate education through close co-ordination with various Schools, Institutes and Departments which conduct Postgraduate courses.

Students Matters:

- To explore ways and means of enabling Postgraduate Students publish their research findings.
- To receive and consider any matters affecting the academic and social welfare of postgraduate students and advise Senate accordingly.
- To solicit and allocate research and scholarship funds for Postgraduate students in consultation with the relevant teaching and administrative units of the University.
- To process and co-ordinate with relevant Schools applications for Postgraduate scholarships.
- To organize training seminars in liaison with the Institute for Research and Development and other relevant Departments in order to enhance research skills and exposure to postgraduate students.

2.0 APPLICATION AND ADMISSIONS PROCEDURE

2.1 Processing of Applications for Postgraduate Degree Programmes

- a) Applications shall be submitted to the Registrar (Academic) through Graduate School on the prescribed forms.
- b) All applications for admission shall be processed in the first instance by the relevant Departmental Board of Postgraduate Studies (BPS) before being submitted to the relevant School Board of Postgraduate Studies (BPS). The School shall then forward all such applications with appropriate comments to the Graduate School.
- c) Before recommending an applicant for admission, the School Board of Postgraduate Studies concerned shall satisfy itself: -
 - That the proposed field of study is academically sound and can profitably be pursued under the supervision of Kenyatta University Academic Staff
 - That the student has adequate opportunities for consulting with supervisors) at least once a month
 - That the student can obtain access to materials relevant to the field of study or research work
 - That the student has adequate facilities for practical fieldwork where this is applicable.

2.2 Admission Requirements for Masters Programmes

Eligibility for the Master s Degree Programme:

The following shall be eligible for registration into Master's degree programme in the University:

- a) A holder of a Bachelor's Degree with Second Class Honours, Upper Division of Kenyatta University, or a degree of equivalent qualification from a University recognized by the Senate of Kenyatta University. In addition, applicants must meet specific school requirements.

- b) In exceptional cases, the Senate may also admit to the Master's programme non-holders of a first degree provided such candidates can on the basis of published research, academic and creative work they have done, show that they are qualified to undertake postgraduate work by passing qualifying examinations.
- c) An intending candidate shall be required to produce evidence of competence to work for the degree. The Senate may decline to admit as a candidate for the degree, any person whose attainments are, in its opinion, not sufficiently high to warrant such admission.
- d) In addition to producing evidence of eligibility for admission, candidates for the Masters degree may be required to appear for interviews in the Department and/or School concerned, to determine their suitability.
- e) Subject to the approval by the Senate, Schools may formulate regulations requiring applicants to have attained such academic or equivalent qualifications as may be consistent with the goals of their Masters programmes.

2.3 Admission Requirements for Ph.D Degree Programmes

Eligibility for Admission

The following shall be eligible for registration for the Ph.D degree programme:

- a) A candidate who holds a Master's degree of Kenyatta University.
- b) A candidate who holds a Master's degree or equivalent qualifications from any other University recognized by the Senate of Kenyatta University as being an institution of comparable status to that of Kenyatta University.
- c) In addition to producing evidence of eligibility for admission, candidates for the Doctor of Philosophy degree may be required to appear for interview by the School and/or Department, to determine their suitability for registration.
- d) The Senate shall have overall authority to admit or decline to admit a candidate for the degree.
- e) Subject to approval by the Senate, Schools may formulate regulations requiring applicants to have attained such academic or equivalent qualifications as may be consistent with the goals of their doctorate programme.
- f) If satisfied with the applicant's eligibility, the relevant School shall recommend to the Senate that the applicant be admitted.
- g) Before recommending an applicant for registration, the relevant School Board of Postgraduate Studies shall ensure that:

- The proposed field is academically sound and can be profitably pursued under the supervision of Kenyatta University academic staff.
 - The applicant will have access to such literature, materials and facilities as demanded by the field of study.
- h) Candidates for the Ph.D degree may apply for provisional admission by completing the normal University application form which will be considered for approval by the relevant Department and School. If approved, provisional candidates will be allowed twelve (12) months within which to prepare and successfully defend their research proposal at the Departmental and School Boards.

3.0 PAYMENT OF FEES

- All students admitted for various postgraduate degree programmes shall be required to pay the fees as stated in the letter of admission before registration.
- The fees are subject to change as the University Senate and Council may decide from time to time.
- The Senate and Council may introduce other fees as full cost or part of cost of other services as may be deemed essential for the academic or social well-being of the students from time to time.
- It is the responsibility of every student to check on the applicable fee requirement for their programme.

4.0 COURSE DURATION AND PATTERN OF MASTERS DEGREE PROGRAMMES

4.1 Pattern of Masters Degree Programmes

The Masters Programmes in any School comprises one of the following:

- a) Coursework, Examination and Project taken on full time or part time basis
- b) Coursework, Examination and Thesis taken on full time or part time basis
- c) Thesis only taken on either full time or part time basis.

4.2 Duration of Masters Degree Programmes

- a) The Masters Degree programme in all Schools shall extend over a period of at least eighteen months and a maximum of twenty four months from the date of registration.

- b) No student for the Masters Degree programme shall be registered as full-time student for more than three years or part-time student for more than four years without completing the programme of study or submitting the thesis without the permission of Senate.
- c) At the expiry of the study period, any student who has not completed the programme will automatically cease to be a bonafide student of Kenyatta University.

4.3 Extension of Study Period

- a) Request for extension of study period should be made to Graduate School through the Supervisors, Departmental BPS and School BPS two months before expiry, specifying reasons for extension and a schedule for activities to be carried out.
- b) Students who extend their study period as specified in the letter of admission shall be required to pay fees for the extra study period.

4.4 Withdrawal and Re-admission

- a) For the entire study period, a student may apply for permission to be away from the University for up to one academic year. Senate may grant permission depending on the recommendations from the relevant Department and School.
- b) A student who withdraws from a programme, while in good academic progress, but is unable to resume studies within one academic year, may be re-admitted on recommendation from the Department and the School concerned, before the expiry of the course duration.

4.5 Change of Registration Status Within the Same Programme

- a) A student may be permitted by Senate to change his/her registration status from part-time to full-time or vice-versa only once
- b) A student already admitted into a full-time or part-time programme for coursework, examination and project, or course work, examination and thesis will not be permitted to change registration status, unless the student has successfully completed first year and passed the examinations and also completed all the units required for that particular pattern of degree programme.
- c) A student registered for thesis only may be allowed to change status, after a period of six (6) months full time attendance at the University subject to availability of positive progress reports and recommendations from the relevant Department and School.

4.6 Course Duration and Pattern of the Doctor of Philosophy (Ph.D) Degree Programmes

The Doctor of Philosophy (Ph.D) degree in any School shall consist of either:

- Thesis Only OR

- Coursework, Examination and Thesis

4.6.1 Course Duration:

- a) The duration of Doctor of Philosophy (Ph.D) programme in all Schools shall extend over a period of at least three (3) years from the date of registration for a student studying full time and a minimum of four (4) years for a part time student.
- b) No student admitted for a Ph.D Degree shall be registered as a full time student for more than four (4) years or part time for more than six (6) years.
- c) Maximum period of study may be extended for no longer than nine (9) months and twelve (12) months for full time and part time Ph.D students respectively, unless under special circumstances as will be approved by the University Senate.
- d) Regulations governing request for extension and payment of fees for Masters degree programmes shall apply.

5.0 EXAMINATION REGULATIONS

- a) A taught unit in all Schools is defined as the equivalent of 35 one-hour lecture.
- b) Two hours of tutorial or three hour of practical work are equivalent to one hour lecture.
- c) Students taking coursework, examination and project or course work, examination and thesis shall be examined in all the units for which they have registered at the end of the semester in which they are taught.
- d) Full-time students shall take a minimum of eight (8) units within the first academic year.
- e) Masters degree programmes shall be equivalent to a minimum of sixteen (16) taught units.
- f) A written examination carries 60% and course work 40% of the total marks unless specified otherwise by the concerned Department and School.
- g) The pass mark in all Schools for each unit shall be 50%.
- h) Each unit is marked out of 100%. The marks are translated into literal grades as follows:

A	-	70% and above	B	-	60% - 69%
C	-	50% - 59%			
E	-	(Fail 0- 49)			
- i) At the end of each semester students shall be given results slips showing literal grades.
- j) Students taking the first year examinations shall be required to pass in all the courses in order to proceed to the second academic year.
- k) Any student who fails one or two units shall be required to take a supplementary examination.
- l) Examination results shall be processed through the School Board of Examiners and will be approved by University Board of Examiners.

- m) Supplementary examination, shall be governed by School regulations.
- n) A student who fails in two units in any academic year shall be discontinued.
- o) Examination results for thesis will be processed and presented to Senate by the Graduate School.

6.0 THESIS SUPERVISION AND PROGRESS REPORTS

6.1 Appointment of Supervisors

- a) A student shall be required to pursue the programme under instruction and supervision of academic staff.
- b) Before a supervisor is appointed by Senate, the Department concerned must satisfy itself that the supervisor is competent in the subject area or field of Research in which the student proposes to work.
- c) Each student shall be assigned a minimum of two supervisors for Masters degree and a maximum of three supervisors for Ph.D degree unless under special circumstances.
- d) One of the supervisors shall be appointed from among the academic staff of the Department concerned.
- e) Senate shall appoint one of the supervisors as the student's main supervisor.
- f) A supervisor may be appointed from outside the University.

6.2 Responsibilities of supervisors

It shall be the duty of the supervisor to direct and supervise the work of the student. In particular the Supervisors shall:

- a) Maintain regular and effective contact with the student i.e at least once per month.
- b) Respond promptly to any written materials from their students within the shortest time possible.
- c) Guide students to relevant literature and their sources.
- d) Link students to researchers working in related fields.
- e) Discuss and critically evaluate the student's findings and ideas.
- f) Advise students on the form and structure of thesis.
- g) Train students in the conventions of scholarly presentations.
- h) Enhance the quality of a student's work.
- i) Ensure that the student presents the research findings at seminars as required by the University regulations.
- j) Submit every semester, the academic progress reports on the student being supervised.
- k) Inform the Graduate School through Departmental Board of Postgraduate Studies (DBPS) and School Board of Postgraduate Studies (SBPS) in the event that the student is not likely to reach the standard required for the award of a postgraduate degree.
- l) Follow up with Graduate School on behalf of the student on thesis examination.

6.3 Responsibilities of Students

Postgraduate Students shall be responsible for:

- a) Maintaining regular consultation with their supervisors i.e. at least once per month.
- b) Submitting progress reports at the end of every semester through their supervisors, Departmental BPS and School BPS to Graduate School. All progress reports must have a copy of the work plan attached and should show number of meetings with the supervisor, dates of the meetings, work so far accomplished, work yet to be done and the time required to complete the work.
- c) Securing, organizing and presenting content professionally and accurately.
- d) Adhering to correct format of presenting quotations, footnotes, bibliographical items, tables, and other illustrative materials.
- e) Editing the thesis for possible errors to enhance its quality.
- f) Presenting the Notice of Submission of thesis to the relevant Department as stipulated in the University Regulations.
- g) Defending all aspects of the thesis during oral examination.
- h) Making corrections on the thesis as recommended by the Board of Examiners.
- i) Ensuring that the required number of copies of the thesis, and the original thesis are duly signed and together with the Certificate of Correction are submitted to the Graduate School.

6.4 Warning and De-registration

- a) Students who show unsatisfactory academic progress shall be given a written warning by the Dean of the School concerned.
- b) A student who fails to complete his/her Ph.D or Masters programme within the stipulated period shall be de-registered.

7.0 TRANSCRIPTS

A transcript will be issued free of charge by the Registrar (Academic) at the end of the degree programme. Any additional transcripts shall be issued on request at a fee. A transcript may be issued to a student before completion of the programme on request and at a fee.

8.0 SUBMISSION AND EXAMINATION OF A THESIS

8.1 Thesis Writing

Thesis writing should conform to the Kenyatta University format as stated below:

a) Typing of Thesis

A thesis must be type-written or printed on an A4 size, 80 gram bond paper. Any deviation from this standard paper size must be approved by the Board of Graduate School. Computer printed material must be of good quality. There must be consistency in the typeface using font 12. The thesis shall be typed with double spacing.

b) Margination

There must be a 50mm margin on the left hand side and a 25mm margin on the right hand side of the paper. Margins must be 40mm wide from the top and 25mm wide from the bottom of the page.

c) Pagination

Pages shall be numbered consecutively in Arabic numerals, starting with the first page of the text and the number shall appear in the centre of the upper margin of the page. Preliminary pages such as table of contents, list of tables and figures that precede the first page of the text shall be numbered using small roman numerals.

d) Chapters and Major Sections

- Chapters and major sections for example, Introduction, Literature Review, Materials and Methods, Results, Discussion e.t.c, should each begin on a new page. All sub-sections may begin immediately after preceding materials, except that sub-section heading should not be placed at the bottom of a page unless it is followed by two lines of text. Headings in a thesis must be internally consistent.
- Partly filled pages of text are not permitted except at the end of a chapter or where there is no sufficient room to place four or five lines of text.

e) Title Page

- The first page bears the title of the Thesis in Capital letters with the full names of the student below.
- The legend “A thesis submitted in partial fulfilment for the Degree of (Insert the name of the degree) of Kenyatta University” shall appear in the middle of the page.
- The date of submission shall appear below in the form of month and year.

f) Declaration Page

The second page must contain:

- A signed declaration by the student with the following statement: “This thesis is my original work and has not been presented for a degree in any other University or any other award”.
- A signed declaration by the University Supervisor and all other Supervisors with the following statement: “I/We confirm that the work reported in this thesis was carried out by the student under my/our supervision”.

g) Dedication

A dedication statement not exceeding 25 words may follow the declaration, beginning on a separate page.

h) Acknowledgment

Acknowledgment not exceeding 150 words should follow dedication beginning on a separate page.

i) Table of Contents

A table of contents should follow the abstract, beginning on a new page. The table of contents should assist a reader know quickly and clearly how a thesis is organized. There must be consistency in the use of headings and sub-headings in both the tables of contents and the text.

j) List of Tables

A list of tables should follow the table of contents, beginning on a separate page.

k) List of Figures

A list of figures should be on a separate page immediately after the list of tables.

l) Tables, Figures and Plates

- Tables, figures and plates may be included within the text or appear on separate pages. If on separate pages, however, they should be placed near the text which refers to them.

- Each table, figure and plate shall have a full caption. Tables, figures and plates should be numbered in sequence and should be cited by a number in the text. A table, figure and a plate must fit within the margins previously mentioned.
- A table that is oversized may be divided so that a portion appears on two pages which face each other. If this method is used, the entire title and footnotes, if any, appear on the left-hand side of a table.
- Whenever possible, photographs should be printed directly on A4 photographic paper. However, in special cases, photographs may be mounted on 100% bond paper by use of double adhesive mounting paper. A lamination process may also be used.

m) List of Appendices

n) Abbreviations and Acronyms

o) Abstract

An abstract of the thesis not exceeding five hundred words should follow the abbreviations and acronyms, beginning on a new page.

p) References

Most style manuals describe how literature is to be referenced and bibliographies constructed. Minimum requisites are that referencing system and bibliographies/references be consistent throughout, be clear and fully agree with each other both in the text and list of references. Literature must be cited by authors and dated or by number in the text, and a list of references must appear at the end of the thesis. Departments and Schools may vary in the way they cite Literature provided the citing is in accordance with accepted international conventions described in any style manual. Departments and Schools are therefore, required to declare the referencing style in their areas of discipline.

8.2 Notice of Intention to Submit Thesis

- a) A notice of intention to submit thesis must be given to the Graduate School at least three (3) months before a thesis is submitted on the prescribed form.
- b) The notice must include the title of the thesis and the intended date of submitting the thesis.
- c) Four copies of loosely bound thesis, duly signed by the student and all Supervisors, shall be submitted to the Dean, Graduate School through the Chairman of the relevant Department and the Dean of the relevant School along with a forwarding letter.

- d) Students who fail to submit their thesis, at the expiry of the three months notice shall be required to submit the notice afresh.

8.3 Appointment of Examiners

The Senate shall on the recommendation of the Board of the Graduate School, appoint in respect of each student presenting a Masters or Ph.D thesis, a Board of Examiners consisting of:

- a) Dean of the School concerned as Chairman
- b) An External Examiner.
- c) Two Internal Examiners (Must be non-Supervisors).
- d) Two other competent persons who must not be from the student's Department.
- e) A Senate representative who is not a member of the School to which the student belongs.
- f) Supervisors in attendance.

8.4 Thesis Examination

- a) A written assessment of a thesis shall be submitted by the External Examiner and Internal Examiners to the Dean, Graduate School within eight (8) weeks from date of appointment.
- b) As soon as the Examiners' reports are received, the Dean, Graduate School shall convene a meeting of the Board of Examiners at which the student shall be examined orally.
- c) The Board of Examiners shall consider the examiners' reports, the student's performance at the oral defence, and any other matters arising from the student and produce a report on the prescribed form.
- d) The report shall recommend the award of the degree or otherwise to the Senate.
- e) After receiving the four (4) final bound copies of the theses, the Graduate School Board shall make recommendations to Senate for award of the degree.
- f) It is expected that all final theses be bound at the Kenyatta University Library.
- g) The final copies of theses must be forwarded to Graduate School by the Chairman of Department through the Dean of the relevant School.

8.5 Thesis Corrections

Students must make corrections as recommended by the Board of Examiners. A Certificate of Correction shall be issued by a member or members of the Board appointed by the Board of Examiners to ensure that the corrections recommended by the Board have been made in the bound copies.

The thesis shall be bound in *black* for Master's degree and *Maroon* for Ph.D. degree. In either case four copies shall be submitted to Graduate School. The spine of the thesis shall be embossed in gold with initials, surname of the student and the degree for which it has been submitted and the year.

A thesis accepted by the University and subsequently published in part or in whole and in whatever form shall, bear the inscription; “Work forming part of the requirements for the degree of Master/Doctor of Philosophy of Kenyatta University”.

8.6 Re-submission of Thesis

The Senate may, on the advice of the Graduate School invite a student to re-submit the thesis in a revised, extended or re-written form. The thesis shall then be re-examined by the same Board of Examiners within a period of twelve (12) months from the original meeting of the Board of Examiners. A thesis may be presented for re-examination only once.

9.0 SEMINARS

- a) Successful Masters and Ph.D candidates must present their research findings at the Kenyatta University Annual Postgraduate Seminar organized by the Graduate School preceding each Graduation ceremony.

10.0 MASTERS DEGREE PROGRAMMES BY PROJECT

- a) All Masters degree programmes by Project shall be governed by the rules and regulations approved by the University Senate.
- b) Only Departments that have Senate approval to offer Masters Degree programmes by Project shall be allowed to offer this option.

11.0 POSTGRADUATE STUDENTS' WELFARE

- a) Postgraduate students are represented by one (1) representative at their respective School level.
- b) Postgraduate students shall elect one (1) representative to Kenyatta University Students' Association (KUSA) who will also be their representative at the Graduate School Board.
- c) Higher Education Loans Board (HELB) gives loans and a limited number of Scholarships to postgraduate students who wish to apply for the same. Students are however, encouraged to look for their own funding.
- d) The University also offers Postgraduate Scholarships to outstanding Postgraduate Students. These are merit based and are offered on competitive basis to those who apply and qualify for scholarships.

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