



KIBABII UNIVERSITY COLLEGE

SCHOOL OF GRADUATE STUDIES

MANUAL FOR THESIS EXAMINATION

KIBU/SGS/SGSP/001

TABLE OF CONTENTS

1.0	Preliminaries
2.0	Introduction
3.0	Responsibilities
3.1	Master and Doctoral Candidates
3.2	University College Supervisor
4.0	Plagiarism
5.0	Style
5.1	Typing of Thesis/Project
5.2	Margination
5.3	Pagination
5.4	Chapters and Major Sections
5.5	Title Page.
5.6	Declaration Page.
5.7	Dedication
5.8	Acknowledgment
5.9	Abstract
5.10	Table of Contents
5.11	List of Tables
5.12	List of Figures
5.13	Tables, Figures and Plates
6.0	Reference
7.0	Thesis/Project Submission
8.0	Thesis/Project Production
9.0	Thesis/Project Examination
10.0	Seminars

PROPOSAL WRITING FORMAT

1.0 PRELIMINARIES

(i) Title Page

(a) Title to the work not more than 20 words.

(b) Name of candidates; first name, middle followed by a surname.

Citation: A research proposal submitted in partial fulfillment for the requirements of the award of the respective degree of Kibabii University College (A constituent College of Masinde Muliro University of Science of Technology).

OR

Citation: A thesis/project submitted in partial fulfillment for the requirements of the award of the respective degree of Kibabii University College Kibabii University College (A constituent College of Masinde Muliro University of Science of Technology).

(c) Month and year.

(ii) Declaration: Originality of work.

(a) Candidates name, registration number and signature.

(b) Supervisors approvals.

(iii) Copyright

(a). A Thesis/Project shall include a copyright page after declaration page, dedication (optional) after copyright; acknowledgement after dedication.

(iv) Abstract:

(a) Not more than one page,

(b) Single-spaced, one paragraph, font 12.

(v) Table of contents:

(a) Bold chapter headings

(b) List of tables.

(c) List of figures.

(d) Acronyms and abbreviation.

The rest of the format that follows will be prescribed by the respective disciplines.

2.0 INTRODUCTION

This Kibabii University College Graduate Thesis/Project manual identifies responsibilities of participant's (students and supervisors) in the graduate training. It also presents information on matters on form (style) that are essential in preparation of a thesis/project. It is important that readers of this manual familiarize themselves with Kibabii University College common rules and regulations for graduate degrees.

3.0 RESPONSIBILITIES

3.1 Master's and Doctoral Candidates are responsible for:-

- i) Maintaining regular consultation with Supervisors.
- ii) Presenting progress reports to the relevant Departments as stipulated in the University College regulations.
- iii) Securing, organizing and presenting content professionally and accurately.
- iv) Adhering to correct or presenting quotations, footnotes, bibliographical items, tables, and other illustrative materials accurately.

- v) Supplying thesis/project materials according to the requirements prescribed in this manual.
- vi) Checking thesis/project for errors.
- vii) Presenting intention to submit the thesis/project to the relevant Department as stipulated in the University College Regulations.
- viii) Defending all aspects of the thesis/project during oral examination.
- ix) Making corrections as recommended by the Board of Examiners.
- x) Ensuring that the required number of copies of thesis/project and all original and dully signed Certificate of Correction (Appendix 12) are submitted to SGS.

3.2 University College Supervisor's responsibilities are:

- i) To serve as resource person.
- ii) To enhance the quality of a student's research work.
- iii) To offer advice on improvements on thesis/project content and form.
- iv) To ensure that written reports on the progress of a student's studies are submitted as required by the University College regulations.
- v) To ensure that a student presents Seminars as required by the University College regulations.
- vi) Student attends seminars and conferences

By appending his or her signature on the appropriate page of thesis/project, a Supervisor is certifying that the thesis/project represents the work of the candidate that was carried out under his/her Supervision.

4.0 PLAGIARISM

A failure to acknowledge one's source of literature constitutes plagiarism. Plagiarism can arise from:

- a) Not putting words copied verbatim from another author's work in quotation marks.
- b) Piecing together several sentences, changing a few words in paragraph or paraphrasing without citation.

5.0 STYLE

Style deals with matters of form in preparing a manuscript with the purpose of ensuring consistency, precision and clarity.

Scholarly publication style varies among disciplines. Because of this, departments/faculties are required to declare the style to be used in their areas of disciplines. Below are general guidelines.

5.1 Typing of Thesis/Project

A thesis/project must be type-written in “Times New Roman” font 12 double spaced and printed on an 4A 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. The thesis/project shall be typed with double spacing.

5.2 Margination

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

5.3 Pagination

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

5.4 Chapter and Major Sections

Chapters and major sections (for example Introduction, Literature review, Materials and Methods, Results, Discussion etc.) should each begin on a new page. All sub-sections may begin immediately after proceeding materials, except that sub-section heading should not be placed at the bottom of a page unless it is followed by at least two lines of text. Headings in a thesis/project must be internally consistent.

Partly filled pages of text are not permitted except at the end of a chapter or where there is not sufficient room to place four or five lines of text either above or below a table.

5.5 Title Page

The first page bears the title of the Thesis/Project in Capital Letters with the full names of the candidate in small bold letters below. The title of the thesis/project, name of candidate, legend and date (month and year) MUST be centered.

The legend “A thesis/project submitted in partial/fulfillment of the requirements for the degree of (Insert the name of the degree) of Masinde Muliro University of Science and Technology” shall appear in the middle of the page.

The date of submission shall appear below in the form of month and year.

Should have **KIBABII UNIVERSITY COLLEGE**” a Constituent College of Masinde Muliro University” and centered.

5.6 Declaration and Certification page

The section must contain:

- a) A signed and dated declaration by the candidate with the following statement:
“This thesis/project is my original work prepared with no other than the indicated sources and support and has not been presented elsewhere for a degree or any other award.”
- b) A signed and dated certification by the University College Supervisors with the following statement:
“The undersigned certify that they have read and hereby recommend for acceptance of Kibabii University College (A constituent College of Masinde Muliro University of Science of Technology) a thesis/project entitled.....”

5.7 Copyright Page

A copy right page shall bear the following statements:

“This thesis/project is copyright materials protected under the Berne Convention, the copyright Act 2001 and other international and national enactments in that behalf, on intellectual property. It may not be reproduced by any means in full or in part except for short extracts in fair dealing for research or private study, critical scholarly review or discourse with acknowledgment, with written permission of the Dean School of Graduate Studies on behalf of both the author and Kibabii University College”.

5.8 Dedication

A dedication statement not exceeding 25 words may follow the declaration beginning on a separate page. Dedication should as much as possible be limited to one person or one party or else it loses its significance and value. Dedication should be on a separate page.

5.9 Acknowledgments

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

5.10 Abstract

An abstract of the thesis/project not exceeding one page should follow the acknowledgment, beginning on a new page.

The abstract should be single spaced and only one paragraph.

The font should be times New Romans

Margination should be in inches not mm

5.11 Table of contents

A table comprising preliminaries, chapters, references and appendices of contents should follow the abstract, beginning on a new page. The table of contents should let a reader know quickly and clearly how a thesis/project is organized.

There must be consistency in the use of headings and sub-headings in both the tables of contents and the text.

Title chapters MUST be in “words”

5.12 List of Tables

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

Tables must be aligned to chapters (i.e. first table in chapter four should be **Table 4.1**).

5.13 List of Figures

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

Figures must be aligned to chapters (i.e. the first figure in chapter four should be **Figure 4.1**).

5.14 List of Plates

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

Plates must be aligned to chapters (i.e. the first plate in chapter three should be **Plate 5.1**).

5.15 List of Abbreviations and Acronyms

A list of abbreviations and acronyms should immediately follow the list of plates (if used) on a separate page.

5.16 The Thesis/Project

A complete master or doctoral thesis/project should conform to the following items:

- Title page
- Declaration page
- Copyright page
- Certification page
- Dedication page

- Acknowledgement
- Abstract
- Table of contents
- List of tables
- List of figures
- List of plates
- List of abbreviations and acronyms
- Main chapter i.e. 1,2, 3.....
- Reference
- Appendices

Figures, numbers and captions should appear below tables, figures or plates

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.

5.17 References

Most style manuals describe how literature is to be referenced. Minimum requisites are that referencing system and 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 author and dated or by number in the text, and a list of references must appear at the end of the thesis/project.

Some of the Recommended Style Manuals:

1. MLA Handbook for writers of Research papers, Theses and Dissertations.
2. Council of Biology Editors Style Manual.
3. Style Manual for ASA, CSSA, SSSA.
4. Turabian A. Manual for writers of Term papers, Theses and Dissertations, 5th Edition.
5. American Chemical Society Handbook for Authors.
6. American Psychological Association Manual.

7. Chicago A. Manual of Style.

Departments and Faculties may vary in the way they cite literature provided the citing is in accordance with accepted international conventions.

Departments, Faculties, however, are required to declare the referencing systems to be in their areas of discipline.

6.0 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. Figures, tables and plates must be aligned to their chapters.

A table, figure and plate must fit within the margins previously mentioned. While tables must have their titles above them, figures and plates must have their titles below them.

7.0 THESIS/PROJECT SUBMISSION

- i) At least three months before a thesis/project is submitted, a candidate shall give notice to the Dean, School of Graduate School (SGS) through the Supervisor the relevant (Departmental Graduate School Committee (DGSC) and School/Faculty Graduate School Committee (FGSC) on five copies of the prescribed form Ref. KIBU-F-SGS-006(Appendix 12) obtainable from SGS of his/her intention to submit. Copies of such a notice must be given to the Chairman of Department and Dean of the Faculty/School.
- ii) The notice must include the title of the thesis/project, an abstract not exceeding one page of the work completed, and the intended date of submitting the thesis/project.
- iii) Six copies of loosely bound theses and a soft copy (on a CD), duly signed by the candidate and all Supervisors, shall be submitted to the Dean, SGS through the Chairman of the DGSC and through the Chairman of FGSC along with a forwarding letter.

8.0 THESIS/PROJECT EXAMINATION.

The examination involves evaluation of thesis/project to determine whether it:

- i) Conforms in presentation to the regulations for thesis/project writing of Kibabii University College.
- ii) Reflects evidence of the candidate's capacity for original thought and understanding of the subject.
- iii) Is adequate in form and content.
- iv) Makes a distinct contribution to knowledge.

NB. Refer to score sheet for thesis/project evaluation.

9.0 THESIS/PROJECT PRODUCTION

The objectives in production of the original master and copies of a thesis/project is to ensure:-

- a) Permanence
- b) Readability of format and content
- c) Microfilm reprints
- d) Legibility of print
- e) Uniformity

Therefore, careful attention must be given to materials and methods used to produce the original master and copies of the thesis/project.

Final copies of the thesis/project shall be bound in high quality Royal Blue (main university colour) cover for both master's and doctoral degrees with appropriate lettering as laid down in the common regulations for higher degrees. Lettering on the thesis/project spine should have the candidate's surname and initials. The first letter of the surname commences 4cm from the top of the thesis/project. The name of the degree should appear in the middle of the spine. There should be a 5mm space between the year and the bottom end of the thesis/project. Six copies shall be produced.

10.0 SEMINARS

- ii) A master's candidate shall be required to give at least one Seminar in addition to the defense of research proposal in the relevant department/faculty before submission of a thesis/project for examination.
- iii) Doctoral candidate shall be required to give at least two Seminars in addition to the defense of research proposal in the relevant department/faculty before submission of a thesis/project for examination.
- iv) Successful candidates will be expected to present their research findings at a conference organized by Kibabii University College at a convenient date. The conference shall be held before a student graduates.

11.0 PUBLICATIONS

While SGS encourages the Masters students to embrace scholarly work by ensuring that they publish at least a paper in a peer reviewed journal, their counterparts at PhD level **MUST** publish at least **TWO** papers in peer reviewed journal(s) before they are cleared to graduate.