



## **KIBABII UNIVERSITY COLLEGE**

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### **QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2008**

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#### **GRADUATE STUDIES ACADEMIC INTEGRITY**

#### **POLICY**

**KIBU/SGS/SGSP/002**

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## Foreword

Kibabii University college came into existence through a Legal Notice No.115 of August 2011. In March 2012 it admitted its first batch of 333 undergraduate students in the two faculties: Faculty of Education Social Science and Faculty of Science. The student population has since grown to about 3500 comprising of undergraduate and post graduate students. The two initial faculties have since seen the growth of three more schools: the School Computing of Informatics, the School of Business and Economics and the School of Graduate Studies.

The Mission of University College is to achieve excellence in generation, transmission and enhancement of new knowledge in Science, Technology and Innovation through quality Teaching, Research, Training, Scholarship, Consultancy and Outreach programmes. The University College envisions graduate studies as the development of critical thinking in its student's population. Through the graduate students and faculty it hopes to achieve its mission. It's in this regard that a School of Graduate Studies was formed to coordinate the graduate studies. This policy aims to provide a critical framework for graduate studies and avoid pitfalls in research. The policy is a crucial guide to the University College graduate students and faculty for promotion of academic integrity, honesty and ethical behavior.

## DEFINITIONS

**Facilitation:** the consultation, design, and management of a process to meet the goals of a customer or a group. Deliberately enabling another's breach of academic integrity.

**Fairness:** is the quality of making judgments that are free from discrimination. An academic community of integrity establishes clear standards, practices, and procedures and expects fairness in the interactions of students, faculty, and administrators

**Falsification:** Misrepresentation of one's self, one's work or one's relation to the University.

**Forgery:** the action of forging or producing a copy of a document, signature, banknote, or work of art  
*Submitting* counterfeit documents or statements.

**Honesty:** refers to a facet of moral character and connotes positive and virtuous attributes such as integrity, truthfulness, and straightforwardness. An academic community of integrity advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service.

**Plagiarism:** the practice of taking someone else's work or ideas and passing them off as one's own. Presenting another's ideas or phrasings as one's own without proper acknowledgement.

**Research :** creative work, undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications;

***Respect:*** deep admiration for someone or something elicited by their abilities, qualities, or achievements. An academic community of integrity recognizes the participatory nature of the learning process and honours' and respects a wide range of opinions and ideas.

***Responsibility:*** the state or fact of having a duty to deal with something or of having control over someone. An academic community of integrity upholds personal accountability and depends upon action in the face of wrongdoing.

***Trust:*** firm belief in the reliability, truth, ability, or strength of someone or something. An academic community of integrity fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential.

***Unauthorized materials:*** possessing or using unauthorized study materials or aids during a test;

## **Philosophy**

Kibabii University College embodies the view that Science, Technology and Innovation are critical for sustainable utilization of material and human resources for the posterity of the universe.

## **Vision**

To be a global and dynamic University of excellence in Science, Technology and Innovation..

## **Mission**

To achieve excellence in generation, transmission and enhancement of new knowledge in Science, Technology and Innovation through quality Teaching, Research, Training, Scholarship, Consultancy and Outreach programmes.

## **Motto**

Knowledge for Development

## **Core Values**

1. Integrity 2. Respect 3. Fairness 4. Creativity 5. Team work 6. Honesty 7. Responsibility

## **1.0 Introduction**

The Graduate Academic integrity policy is based on the five core fundamental values of honesty, trust, fairness, respect and responsibility all of which are central to the building, nurturing and sustaining an academic community in which all members of the community will thrive. Adherence to the values expressed through academic integrity forms a foundation for the "freedom of inquiry and exchange of ideas" essential to the intellectual life of the Kibabii university college. Kibabii University College

students, faculty, administrators and staff therefore all have ethical responsibilities for supporting and upholding the fundamental values of academic integrity. The Kibabii University College envisions itself as centre of research, innovation and technology.

The responsibilities of the SGS include promoting integrity in research and scholarship, investigating allegations of misconduct, imposing appropriate sanctions if misconduct has occurred and reporting cases of misconduct appropriately.

## 2.0 Rationale

The rationale of policy is to provide a point of reference to students and faculty as they get into graduate studies. The Policy will then inform the procedures and standards that are required of graduate studies in order to produce high caliber graduates.

## 3.0 Purpose

The purpose of academic policy is guide the administration of the graduate studies at Kibabii university College

## 3.1 Objectives

- i. Set out the principles underpinning the University's College approach to academic honesty and Integrity
- ii. State the SGS's unequivocal opposition to, and intolerance of, academic dishonesty, including plagiarism;
- iii. Identify individual responsibilities for promoting the principles of academic honesty and integrity

## 4.0 Principles

That the University College:

- a. **Values excellence in research:** Research in the University is undertaken in the belief that it will benefit society by increasing knowledge, foster innovation and discovery, enrich culture, and contribute to social well-being.
- b. **Promotes the acquisition of research skills:** All researchers are encouraged to evaluate critically and independently the literature of their own and related research fields; to be able to define a research problem (and to establish its significance); to be able to plan and develop ways of investigating it; to execute, critically evaluate and report on the outcome (including critical reflection on progress); and to understand the theory, operation and appropriate application of relevant techniques and methodologies.
- c. **Fosters an appreciation and understanding of the research environment and the proper management of research:** All researchers are encouraged to understand and appreciate the

ethical issues and intellectual property issues of their own and related research, occupational health and safety issues, and to be skilled in good research practice.

**d. Promotes the dissemination of research outcomes:**

The appropriate dissemination of research outcomes, whether as books, published papers, conference presentations, performances, exhibitions, patents, etc., is vital.

**e. Encourages personal initiative and effectiveness in research**

All researchers are encouraged to develop and demonstrate initiative and self-reliance, the ability to identify the need for extra skills or training and a willingness to learn new knowledge and techniques.

**f. Promotes the development of effective communication**

All researchers are encouraged to write clearly and concisely for a variety of audiences (thesis examiners, journal editors and readers, the general public, patent examiners, research contractors, etc.) and to be able to articulate and defend coherently their ideas, arguments, interpretations and research outcomes.

**g. Fosters the development of team work and leadership skills**

Research requires collaboration, whether of a supervisor with a postgraduate candidate, or of a colleague or colleagues, or of members of a research team.

**h. Promotes research-led teaching**

The University's college research ethos and strengths infuse in all postgraduate learning and teaching.

**i. Insists on ethical behaviour**

The University expects all its researchers to take responsibility for ensuring scholarly and scientific rigor and integrity, in obtaining, recording and analysing data and in presenting, reporting and publishing results

## **5.0 Academic Integrity**

Within a graduate program, it is essential that an environment exists in which faculty and students have the utmost regard for the principles of academic integrity. Honesty and mutual trust constitute the very basis of all scientific and scholarly exchange. It is the responsibility of the entire University community to contribute to creating a community based on the principles of academic integrity.

## **6.0 Academic Honesty**

The University college requires students to act honestly, ethically and with integrity in their dealings with the University, its members, members of the public and others. The University is opposed to and will not tolerate academic dishonesty or plagiarism. It is the responsibility of all students to:

- (a) Ensure that they do not commit or collude with another person to commit academic dishonesty or plagiarism
- (b) Comply with this policy.

Fostering academic honesty within the University is an essential element of an ethical education. Sustaining an ethical culture within the University involves much more than a rigorous and effective mechanism for detection. The University College recognizes that appropriate education is essential if students are to be expected to demonstrate academic honesty in their work.

The University's approach to such education is based on the following strategies:

- a. Clear expectations. University policies and faculty processes should clearly document what is expected of students and set out fair processes for dealing with allegations of academic dishonesty.
- b. Knowledge of discipline specific requirements. Students should be educated in the academic writing and referencing conventions of their discipline from the commencement of their studies.
- c. Emphasis on the importance and value of academic honesty. Students should be supported in learning the value and importance of academic honesty as a basis for university scholarship and research enriched learning.
- d. Assessment which encourages demonstrated academic achievement, including academic integrity. Assessment should encourage scholarship,
- e. Assessment which encourages demonstrated academic achievement, including academic integrity.

## 6.2 Plagiarism

Presenting another's ideas or phrasings as one's own without proper acknowledgement. Examples: copying and pasting from the internet, a printed source, or other resource without proper acknowledgement; copying from another student; using direct quotations or large sections of paraphrased material in an assignment without appropriate acknowledgement; submitting the same piece of work in more than one course without the permission of the Lecturer(s); copying a laboratory or field report; using another researcher's data without proper acknowledgement, using another researcher's data unless specifically allowed by the Lecturer and the author; using direct quotations or large sections of paraphrased material in a laboratory or field report, research report, thesis, or scholarly publication without appropriate acknowledgment; submission for publication of articles published elsewhere excepted where clearly indicated to be a republication.

It is a key responsibility of University and faculty to distinguish original from plagiarized work. The principles of fair and transparent assessment dictate that plagiarized work not to be given credit.

The detection and identification of plagiarism is fundamentally a judgment made by an examiner who is aware of the responsibilities involved in the task of academic assessment. Web search or similarity detecting software, and other such means, should be regarded only as tools in assisting an examiner to make that judgment.

Where plagiarism is suspected, an examiner should employ all reasonable means to clarify whether the relevant work contains plagiarism, including the use of similarity detecting software, web search engines, comparison with other assignments, and consultation with colleagues.

**6.3 Unauthorized materials:** possessing or using unauthorized study materials or aids during a test; copying from another's test paper; using an unauthorized calculator or other aids during a test; unauthorized removal of materials from the library, or deliberate concealment of library materials; using another researcher's data unless specifically permitted; using unpublished material of others without permission; use of archival materials in violations of the rules of the archival source; failure to obtain permission of the author before using information gained through access to manuscripts or grant applications during a peer- review process.

**6.4 Falsification:** Misrepresentation of one's self, one's work or one's relation to the University. Examples: impersonating someone in an examination or test; submitting a take-home examination

written, in whole or in part, by someone else; falsifying laboratory or research data or source material; allowing someone else to do the laboratory or field work without the knowledge and approval of the Lecturer; omitting, fabricating or falsifying laboratory or research data; failure to appropriately recognize contributions of others.

**6.5 Facilitation:** The consultation, design, and management of a process to meet the goals of a customer or a group. Deliberately enabling another's breach of academic integrity. Examples: knowingly allowing one's essay, assignment, and laboratory or field report, to be copied by someone else for the purpose of plagiarism; buying or selling of term papers or assignments and submitting them as one's own for the purpose of plagiarism.

**6.6 Forgery:** the action of forging or producing a copy of a document, signature, banknote, or work of art *Submitting* counterfeit documents or statements. Examples: creating a transcript or other official document; fabricating laboratory or research data or source material; altering transcripts or other official documents relating to student records; misrepresenting one's credentials; creating or altering letters of reference; creating a medical note. As it is not possible to list every possible relevant act, Lecturers and graduate departments and programs should ensure that their students are aware of any specific or special standards of research and academic integrity of their graduate courses and programs. Students are encouraged to consult Lecturers and researchers in specialized fields such as computing regarding procedures and use of materials in these fields.

### **8.0 Sanctions for Departures from Academic Integrity**

Any sanction should reflect the extent and severity of the departure from academic integrity including those related to courses, non-coursework degree requirements, and research carried, thesis or dissertation, and precedents in the graduate department or program, academic unit and School of Graduate Studies, taking into account any mitigating circumstances. The sanctions will be as per rules and regulation governing examination of Kibabii University College

### **9.0. Reporting Academic Integrity Cases to Senate**

As required by Senate, the School of Graduate Studies shall report each year, in writing, to Senate through the academic board on the academic integrity issues or cases they have dealt with along with any suggested revisions to this Policy.

### **10.0 Compliance**

It is expected that all graduate student and faculty should comply with policy. All students are required to submit a signed statement of compliance with all work submitted to the University for assessment, presentation or publication. A statement of compliance must be in the form of:

- (a) a University assignment cover sheet;
- (b) a University electronic form; or
- (c) a University written statement;

Certifying that no part of the work constitutes a breach of this policy.

### **11.0 Review of the Policy**

This policy will be reviewed after every two years. The process of review shall involve the notices of such review to Head of Departments of the University College requiring them to forward their suggestions or concerns in the policy document that members of their departments may have.

### **12.0 Commencement**

The policy will commence once it has been approved by the University College Council and the academic board has published the approval.

### **13.0 Reference**

- (a) University of Sydney integrity policy
- (b) Academic integrity Policy Queens University
- (c) Masinde Muliro University of Science and Technology School of Graduate rules and Regulations
- (d) University of Nairobi Plagiarism Policy



# **KIBABII UNIVERSITY COLLEGE**

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**SCHOOL OF GRADUATE STUDIES**

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## **GUIDELINES**

**KIBU/SGS/POL/007**

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## **1.0 GENERAL REGULATIONS AND GUIDELINES FOR GRADUATE PROGRAMMES**

### **1.1 The Board of the School of Graduate Studies (SGS)**

The Board of the School of Graduate Studies shall be responsible to the Academic Board for all matters pertaining to graduate and post-doctoral studies at KIBUCO.

### **1.2 Membership of the Board of the School of Graduate Studies**

- (a) Dean, School of Graduate Studies (Board Chairperson)
- (b) Chairpersons of all Faculty/School Graduate Committees
- (c) Coordinator of Research
- (d) One representative from each Faculty/School Committee
- (e) One Academic Board representative
- (f) University Librarian
- (g) Registrar, Academic Affairs
- (h) One graduate Student Representative
- (i) The Board of the School of Graduate Studies can co-opt members to attend any of its meetings in an advisory capacity. Such persons shall be listed in attendance and shall have no power to vote.

### **1.3 Terms of reference and functions of the Board of the School of Graduate Studies, SGS**

- (a) Co-ordinate the establishment and development of graduate programmes in fields and subjects of study along approved guidelines and in conformity with the general university regulations for higher degrees and university mission.
- (b) Co-ordinate graduate academic programmes and regulations relating to graduate studies.
- (c) Co-ordinate the admission of graduate students and the conduct of graduate programmes including examinations and award of graduate certificates, diplomas and degrees.
- (d) Co-ordinate matters pertaining to the welfare of graduate students.
- (e) Co-ordinate the publicity of graduate programmes within and beyond Kenya.
- (f) Provide stimulation and support of mutually engaged staff members and graduate students who share a common interest.
- (g) Encourage the publication and dissemination of research findings and ensure that patents and other intellectual property rights are secured where appropriate.

### **1.4 Meetings of the Board of the School of Graduate Studies**

- a) The Board of the School of Graduate Studies shall normally meet once a month or as otherwise stipulated in the University Calendar.
- b) A special meeting of the board may be called following a written request by the members to the Dean, SGS.

- c) The quorum for the transaction of any business during meetings shall be at least a half of the SGS Board membership.
- d) When discussing matters concerning students, the student representative should leave the meeting.
- e) The SGS board may co-opt other person to attend any of its meetings in an advisory capacity; such person(s) shall be listed “in attendance” and shall not have the power to vote.

### **1.5 Graduate faculty**

All members of full time academic staff who teach graduate courses or supervise graduate research constitute the “Graduate Faculty”. Heads of teaching departments must submit to the Dean, SGS through the respective Deans updated lists of their Graduate Faculty at the start of each academic year. These lists shall be updated and reviewed regularly.

### **1.6 Membership of the graduate faculty**

Membership of the Graduate Faculty (GF) is open to the following:

- (a) Professors
- (b) Associate professors
- (c) Senior Lecturers
- (d) Lecturers who meet the CUE requirements (std 17)
- (e) All PhD holders

### **1.7 Terms of reference and functions of the graduate faculty**

- a) Teaching graduate programmes in their departments on a regular and continuing basis
- b) Supervision of graduate students’ research
- c) Serving as Academic Advisers of graduate students
- d) Serving on examination panels for graduate students
- e) Holding consultative meetings under the Chairmanship of the Dean, SGS, where necessary
- f) Ensuring that graduate students are aware of the current developments in both specific and wider areas of research
- g) Organizing for graduate seminars for both staff and students and encouraging them to communicate their findings to the academic community

### **1.8 Departmental Graduate Studies Committee**

All members of full time academic staff in the department who teach graduate courses or supervise graduate research constitute the “departmental Graduate Faculty”.

### **1.9 Membership of Departmental Graduate Studies Committee (DGSC)**

- (a) All teaching staff in the department who are designated as members of Graduate Faculty
- (b) The Chairman of Department
- (c) A chairperson, who shall normally not be the chairperson of Department, and who shall be elected by the academic members of the department initially in a meeting to be convened by the Chairman of Department. The chairperson of the DGSC shall normally be a Senior Lecturer or a higher grade.
- (d) The DGSC can co-opt members to attend any of its meetings in an advisory capacity. Such persons shall be listed in attendance and shall have no power to vote.

### **2.0 Terms of Reference and Functions of DGSC**

The Departmental Graduate Studies Committee is answerable to the Faculty Graduate Studies Committee and shall:

- a) Normally meet once a month and forward its deliberations to FGSC/SGSC.
- b) Initiate and co-ordinate graduate programmes in the department
- c) Collaborate, whenever necessary, with other departments in the Faculty/School/Directorate and in the university in running inter-disciplinary higher degrees
- d) Review applications for graduate admissions and make recommendations to the Faculty / School Graduate Studies Committee
- e) Recommend the appointment of supervisors, Internal Examiners and External Examiners to the Faculty/ School Graduate Studies committee
- f) Carry out any other functions assigned to it by the Board of the School of Graduate Studies
- (e) Recommend Staggering of programmes to the Faculty/School Graduate Studies Committee.

### **2.1 Faculty /School Graduate Studies Committee**

### **2.2 Membership of the Faculty / School Graduate Studies Committee (FGSC/SGSC)**

- (a) All Chairpersons of Departmental Graduate Studies Committees in that Faculty/School
- (b) One representative of the Graduate Faculty from each Department in that Faculty/School

- (c) One representative of Graduate Students in the Faculty/School. The registration of the Student Representative must remain valid during the academic year in which the student is a representative
- (d) The Dean of the Faculty/School, or representative
- (e) A Chairperson who shall normally not be the Dean of the Faculty/School, and who shall be elected by the members of the FGSC/SGSC initially in a meeting to be convened by the Dean of the Faculty/School
- (f) The FGSC/SGSC can co-opt members to attend any of its meetings in an advisory capacity. Such persons shall be listed in attendance and shall have no power to vote.

### **2.3 Terms of Reference and Functions of FGSC/SGSC**

The Faculty/School Graduate Studies Committee (FGSC/SGSC) is responsible to the SGS Board.

The Faculty/School Graduate Studies Committee shall:

- a) Normally meet once a month
- b) Recommend to the SGS Board all graduate academic programmes in the Faculty/School.
- c) Recommend to the SGS Board all candidates for admission to graduate studies.
- d) Recommend to the SGS Board the appointment of supervisors, Internal Examiners and External Examiners
- e) Recommend to the SGS Board candidates for the award of scholarships, fellowships and grants.
- f) Communicate to the SGS Board any other relevant issue facing graduate students in their Faculty/School.
- g) Recommend to the SGS Board the award of certificates, diplomas and degrees to graduate student in their Faculty/School.
- h) Carry out any other functions assigned to it by the SGS Board
- i) Recommend to the SGS Board on staggering of programmes.

The Student Representative shall not attend meetings deliberating matters pertaining to examinations.

### **2.4 Submission and Processing of Applications for Graduate Studies**

- (a) Three sets of application forms for graduate studies shall be processed by the Dean, SGS, after the applicant pays the appropriate application fee.
- (b) Completed application forms, plus certified copies of Degree Certificates, Official Transcripts and any other relevant testimonials shall be submitted to the Dean, SGS, who will record all the forms for statistical and monitoring purposes.

- (c) Applications shall be summarized and forwarded by the Dean, SGS to relevant departments where Departmental Graduate Studies Committees shall prepare a shortlist of candidates. Thereafter, the applications, together with minutes of the DGSC meeting, shall be forwarded to the relevant Chairperson of the FGSC/SGSC for further processing.
- (d) Chairpersons of Faculty /School Graduate Studies Committees shall forward through the respective Deans, names of shortlist candidates, minutes of the FGSC/SGSC meeting and all the processed application forms to the Dean, SGS.
- (e) The SGS Board shall scrutinize all applications for graduate studies and make appropriate recommendations to the Deans Committee.
- (f) Before recommending a candidate to the Deans Committee for admission, the SGS Board shall satisfy itself that:
  - (i) The proposed field of study can be pursued under the supervision of the university academic staff.
  - (ii) The candidate has adequate opportunities for consulting his/her supervisor (s) at least once a month.
  - (iii) The candidate can obtain access to material relevant to the area of study.
  - (iv) The candidate has adequate facilities for practical work where applicable.
- (g) A department which does not have sufficient Graduate Faculty to teach, supervise and examine its own graduate students shall normally not be allowed to admit/register students in that particular year unless under special consideration by Academic Board.
- (h) Provisional letters of Admission and/or Registration shall be sent to all successful candidates by the Dean SGS within one week of Deans Committee's approval. Such letters shall be copied to the Registrar academic affairs, Dean of relevant Faculty or School and the chairman of the Department.
- (i) Admissions of both Masters and Doctoral candidates shall normally should be a cont. processes
- (j) Graduate Students will not be affected by social upheavals

## **2.5 Appointment of Supervisors**

- (a) Recommendations on the appointment of supervisors and approval of topics shall be processed in the first instance by the Departmental and Faculty/School Graduate Studies Committees.
- (b) The SGS Board shall discuss and make recommendations to the Academic Board on the suitability of supervisors, based on intended area of research.
- (c) Before recommending the appointment of any supervisor, the SGS Board, shall certify that the proposed supervisor is competent in the subject area in which the candidate proposes to work. All internal supervisors must be members of the Graduate Faculty as defined in section 1.6
- (d) Each candidate shall normally have two supervisors except under special circumstances. At least one supervisor shall normally be a member of the teaching department in which the student is registered. The supervisor whose specialty is closest to the student's field of research shall be designated as the 1<sup>st</sup> supervisor.

- (e) Where an additional supervisor is recommended for appointment from outside the University, such a person shall show evidence of competence in the area of study through publications produced since obtaining his/her higher degrees. Such a person shall also submit a current CV to be approved by the Academic Board before formal appointments, if not yet approved by the Academic Board.
- (f) Before a supervisor is appointed, the SGS Board shall be satisfied that a candidate has adequate opportunities for consulting his/her supervisors at least once a month based on a schedule to be worked between the student and the supervisor
- (g) All staff members approved by the Academic Board as supervisors shall be informed in writing of their appointment by the Dean SGS.
- (h) Should a supervisor have difficulties in supervising a student, he or she shall write to the Dean, SGS through the CoD copied to the respective Dean stating reasons as to why he/she is unable to continue with the job.

## 2.6 Restrictions on Supervision of thesis

- (a) A member of staff shall normally not supervise his/her spouse, parents, children or siblings.
- (b) The supervisors should not be examiners to the candidate
- (c) 1<sup>st</sup> and 2<sup>nd</sup> Supervisors of Masters Candidates shall normally be PhD Holders. However, in exceptional cases, Masters holders may be appointed as supervisors only if;
  - (i) He/she is a senior lecturer and has shown evidence of active research by publications in refereed Journals
  - (ii) There is already a first supervisor who is a PhD holder for the Candidate
- (d) At any given time a supervisor should supervise at most **Five (5)** masters and **Three (3)** Doctoral students, but in cases where a supervisor has no doctoral students, a maximum of eight masters students and in cases where he/she has no masters students, a maximum of six doctoral students.
- (e) A supervisor must read and sign student's work within reasonable time (at most four weeks), failure without a verifiable reason shall be construed to mean absconding duty and Dean, SGS, shall take the appropriate action.

## 2.7 Recommendations on appointment of Examiners

- (a) Recommendations on the appointment of examiners shall be processed in the first instance by the Departmental and Faculty/School Graduate Committees concerned in consultation with the Dean, SGS
- (b) The SGS Board shall discuss and make recommendations to the Academic Board on the suitability of examiners, based on area of research.

- (c) Before recommending the appointment of any examiners, the SGS Board, shall certify that the proposed examiner is competent in the subject area in which the candidate has worked.
- (d) The Chairman FGSC/SGSC shall submit the names of the examiners to the Dean, SGS for approval, at least two weeks prior to the thesis submission, together with:
  - i) A justification of the choice of potential examiners use by the SGS Board
  - ii) Copies of prospective examiner's advice of acceptance of Nomination; and;
  - iii) A detailed CV, for examiners who are not members of the graduate faculty
- (e) The Dean, SGS should then approach the chosen examiners to ascertain whether they are prepared to examine the thesis within two months of submission. The Dean shall then write a letter which, should be accompanied by copies of the thesis abstract and table of contents to the examiner.
- (f) If an examiner is not available, the Dean, SGS would appoint a replacement following recommendation of DGSC. The name(s) will then be forwarded to Academic Board for approval.

## 2.8 Restriction on examination of thesis

- (a) An examiner should be a scholar qualified in examining Universities' theses at the appropriate level.
- (b) If the candidate is a member of staff of KIBUCO it is preferable that all examiners be external. No more than one examiner should be engaged in the same a university.
- (d) An examiner should have proven track record of research and or scholarship in a field of study relevant to the subject matter on which the thesis to be examined is based
- (e) An examiner should have been in active research and scholarship within at least three years prior to the time of acting as an examiner.
- (f) An examiner should not be a member of the candidate's supervisory committee or others closely associated with the thesis, the candidate, or the project appraisal process (e.g. former supervisor (s), Chairman of Department, etc. with which the candidate is associated) and;

- (g) An examiner should not have co-authored publications or reports with the candidate.

## 2.9 Submission of Masters and Doctoral Research Proposals

- (a) Departmental Graduate Studies Committee (DGSC) shall submit proposals. Copies of this communication should be given to the Faculty/School Graduate Studies Committee (FGSC/SGSC). Where a Department is unable to form a DGSC, this function shall be performed by the FGSC/SGSC on the advice of the Chairman of Department
- (b) DGSC receives periodic reports of progress made by candidates via their supervisors and candidates themselves. Copies of the reports shall be sent to FGSC/SGSC.
- (c) In cases where a seminar is arranged by the DGSC to which all staff in the Faculty are invited, candidates and their supervisors are to note the important areas of modification suggested in the seminar.
- (d) DGSC through the candidate's supervisor shall ensure that suggested modifications and improvements on the proposal are carried out accordingly.
- (e) Six copies of the proposal are forwarded to FGSC/SGSC with assurance in writing that the necessary modifications have been made.
- (f) Proposals are distributed to members of FGSC/SGSC before meeting the FGSC/SGSC committees. Comments will be received and decision made. If the committee feels that further modification and improvements are deemed necessary the proposal will be returned to the DGSC who will liaise with the student/candidate and supervisors to improve it.
- (g) The FGSC/SGSC will forward six copies of the complete proposal to SGS Board for approval.
- (h) After approval of the proposal, the candidates will be required to submit two copies and a Soft copy of the abstract to SGS, on receiving the documents, SGS will facilitate and ensure that the candidates are recommended to Academic Board for approval and registration.
- (i) All the correspondence in this process, copies must be given to the relevant Deans of Faculties/Schools and Chairpersons of the departments.
- (j) All the concerned will have to expedite the process to avoid undue delays and inconvenience.

## 3.0 Processing of Examinations

- (a) Unless otherwise stated, 'Regulations for the Conduct of Examinations' as outlined in the Common rules and Regulations for University Examinations shall apply
- (b) The teaching department in which a student was taught shall process graduate examination results. The Head of the department shall forward externalize coursework examination results for all its registered candidates to the Faculty/School Board of Examiners Graduate studies Committee for

deliberations. All Internal Examiners of coursework for graduate students in a given department shall be required to attend the meeting of the Faculty/School Graduate Studies Committee when deliberating examination results.

- (c) The Chairman of the FGSC/SGSC shall forward, through the Dean of the respective Faculty/School, examination results and recommendations to the Board of SGS within two weeks after the end externalization of the results of the academic year in which the courses were taught and examined.
- (d) The Board of the SGS shall discuss and forward examination results to Academic Board with appropriate recommendations.

### **3.1 Common regulations for graduate Diploma Programmes**

### **3.2 Eligibility for admission the graduate diploma programmes**

Applicants for the Graduate Diploma (GD) must be:

- (a) Holders of a degree of KIBUCO or any other recognized University, or
- (b) Holders of qualifications considered by the Academic Board to be equivalent to a University degree

### **3.3 Duration of the graduate diploma programme**

The graduate diploma programme (GD) shall consist of a minimum of 26 units, and a maximum of 30 units of course work; examination and project distributed over two consecutive semesters as follows:

FIRST SEMESTER	Course work	12 Units minimum
	Project	2 Units maximum
SECOND SEMESTER	Coursework	6 Units minimum
	Project	6 Units maximum

Candidates shall choose courses and topics for their projects in consultation with staff of the department. All candidates are required to participate in all the seminars arranged by the departments

#### **3.3.1 Examination of candidates on coursework and projects**

- (a) Candidates enrolled for the GD programmes will be required to pass in all courses they registered for and in their projects. The pass mark shall be 50%.

(b) Assessment at the end of a course shall consist of :

- (i) A written examination, which shall normally constitute 60% of the total marks in each course.
  - (ii) Continuous assessment based on essays, laboratory assignments and such other tests as may be prescribed by the department. This will normally constitute 40% of the total marks
- (c) The project shall be assessed by two examiners who are members of the given Faculty. The mark to be assigned to the project shall be the arithmetic mean of the two scores from the Examiners.
- (d) The project will be assessed from a maximum of 100 marks. A candidate who fails in a project shall be given four months to resubmit the project, failing which the candidate shall be discontinued
- (e) The final award of the Graduate diploma based on the overall marks obtained in the written examination, in continuous assessment and in the project shall be graded as follows:

(i)	A	-	Distinction	(75% to 100%)
(ii)	B	-	Credit	(65% - 74%)
(iii)	C	-	Pass	(50% - 64%)
(iv)	D	-	Fail	(Below 50%)

### **3.4 Recommendations for the award of the graduate diploma**

The Chairmen of the respective FGSC/SGSC shall forward names of candidates who have met their coursework and projects requirements to the SGS Board. The SGS Board shall deliberate the results and recommend the successful candidates to Academic Board for the award of the respective graduate Diplomas.

### **3.5 Common Regulations for Masters and Ph.D. Degree Programmes**

### **3.6 Eligibility for admission into Master's Degree programme**

- (a) The following shall be eligible to register for the Master's degree:

- (i) Holders of first class or upper second class honours degree from KIBUCO  
**OR**  
Holders of a first degree from an accredited university and recognized by KIBUCO Academic Board as equivalent to a first class or upper second class honours' degree of KIBUCO **OR**
  - (ii) Holders of a lower second class honours' degree of KIBUCO or of a recognized university, who in addition to the degree; or have postgraduate research experience of two years or work experience of two years in the field of proposed study. Evidence of such experience shall be at least one published paper in a refereed journal or a monograph or an article in a textbook or conference proceedings or a presentation as an equivalent.
  - (iii) Holders of a relevant postgraduate diploma qualification in a relevant field
- (b) Subject to the approval of Academic Board, departments through their respective Faculty Committees, and with the recommendations of the SGS Board, may formulate regulations requiring the applicant to have attained such academic or equivalent qualifications, which are consistent with the goals of the Masters programmes.

### 3.7 Duration of the Master's programme

- (a) The Master's programme in all departments shall consist of course work, examination and thesis/project, normally extending over a period of two academic years distributed over four semesters of full time attendance, or a maximum period of four academic years of part-time attendance from the date of registration
- (b) The Masters programme in any department shall consist of a minimum of 40 units, and a maximum of 58 units of course work, examination and thesis distributed over four semesters as follows:

First Semester: Course work 9 units minimum, 18 units maximum

Research Methodology 2 units minimum

Second Semester:

Course work 9 units minimum, 18 units maximum

Research Proposal 2 units minimum

Third Semester:	Research only	9 units minimum
Fourth Semester:	Course work	3 units minimum
Research /Thesis		6 units minimum

c) The length of the thesis/dissertation of a master's degree programme shall normally be at least 20,000 words.

### 3.8 Eligibility for Admission into Doctoral Degree Programmes

To qualify for admission into Doctoral Degree Programmes, a candidate shall be a:

- (a) Holder of a Master's degree of Kibabii University College in the relevant field, or
- (b) Holder of a relevant Master's degree of any other recognized University, or
- (c) Holder of other qualifications considered by Academic Board as equivalent to a relevant Master degree.

### 3.9 Registration for Doctor of Philosophy Studies

- (a) The Doctor of Philosophy programme shall normally consist of course work; examination and thesis. However, candidates may be exempted from part or whole of course work provided the department/Academic Board is satisfied that the candidate had done and passed at Master level, course(s) equivalent to the one(s) prescribed. The minimum units of coursework for a Doctoral programme shall be 21, and the maximum shall be 24, which will be made up of at least 12 units of Doctoral level courses (level 9) and the rest from Masters level courses (level 8). All coursework shall normally be done in their first year of study for both full-time and part-time students.
- (b) A candidate admitted into a Doctoral programme must submit to the Dean, SGS through his respective FGSC/SGSC a research proposal within nine months after provisional registration.
- (c) If a research proposal is found to be satisfactory, the Board SGS shall recommend to Academic Board that the candidate be registered. The date of registration shall be backdated to the date of provisional registration.

- (d) The School of Graduate Studies may decline to approve a research proposal if:
  - (i) The research is unstable in itself, or
  - (ii) The research cannot be scholarly conducted under the supervision of the university, or
  - (iii) The conditions under which the candidate proposes to work are unsatisfactory
- (f) (e) A candidate may be registered as a full-time student for the Doctoral degree for a minimum of three years and a maximum of five years. A candidate may be registered as a part-time student for the Doctoral degree for a minimum of four years and a maximum of seven years. Registration will be reviewed from time to time by the Board of the School of Graduate Studies; Continuance of registration will depend on evidence of satisfactory progress.
- (g) The length of the thesis/dissertation of a doctoral programme shall normally be at least 50,000 words;
- (h) Before the award of a doctoral degree, a candidate shall normally show proof of acceptance for publication of at least two (2) papers in refereed journals

#### **4.1 Conduct of Studies and Supervision**

- (a) A student registered in accordance with these regulations shall be required to pursue a programme of study and follow supervision by an academic member of staff appointed in that capacity by the Academic Board.
- (b) At the beginning of the first semester, each candidate shall be assigned an Academic Advisor by the DGSC drawn from among the staff constituting the Graduate Faculty.
- (c) The Academic Adviser shall advice the student on matters pertaining to the selection of taught courses and the identification of a suitable research area
- (d) The Academic Advisor will not necessarily be the student's thesis supervisor
- (e) Towards the end of the second semester, each student will be required to submit a research proposal to the School of Graduate Studies. The proposal shall be accompanied by a single spaced, one page Abstract. The student and the proposed supervisor(s) must duly sign both the proposal and the loose leaf of its abstract.

- (f) The SGS Board shall discuss and make recommendations to Academic Board on the suitability of supervisors and proposed thesis topics. Supervisors for each candidate shall be appointed according to the procedure outlined in section 1.6 of this document.
- (g) It shall be the duty of the thesis supervisors to direct and supervise the students' fieldwork and research in so far as it relates to the students programme of study. In particular a supervisor shall be required to:
  - (i) Maintain constant and effective contact with the assigned candidate
  - (ii) Present for discussion to the Departmental Graduate Studies Committee, progress reports of his/her students at the end of the every semester. The Head of the department shall be invited to such meetings
  - (iii) Send progress reports, which have been discussed by the DGSC to the Dean, SGS, through the respective Heads of department and Deans of Faculty/School Such reports shall be copied to Registrar Academic Affairs.
- (h) Dean, SGS, to present bi-annual status reports of all students to Academic Board.
- (i) Where the progress of a given student is unsatisfactory as to result in the possibility of the student being de-registered, the respective Chairman of the DGSC, through the Chairman of FGSC/SGSC, shall write to the Dean, SGS, outlining the problems pertaining to that candidate. On the basis of this the Dean, SGS, shall write a warning letter to the candidate, copied to the Chairman of Department and respective Dean.
- (j) A Student affected by clause (h) above shall be required to submit a report to the SGS Dean through the respective Head of Department.

This report must be copied to the supervisor(s) and Chairmen of DGSC and FGSC/SGSC. The Dean, SGS shall recommend appropriate Action to be taken when the student's report is unsatisfactory.

(k) Candidates shall be required to pay a penalty for extended studies beyond stipulated period i.e. 2 years for Post graduate Diploma; 3 years for Masters and 4 years for PhD for full time students and 3 years for Post graduate Diploma; 4 years for Masters and 5 years for PhD for part time students. The penalty shall be 10% of tuition fee per year for every extra year

#### **4.2 Examination and Assessment of Candidates**

- (a) Candidates shall be required to pass in all the prescribed courses in a given programme. The pass mark shall be 50%.
- (b) Assessment at the end of the coursework shall consist of:

- (i) A written examination which shall normally constitute 60% of the total marks in each course,
  - (ii) Continuous assessment based on essays, laboratory assignments and such other tests as may be prescribed by the department. This will normally constitute 40% of the total marks.
- (c) A candidate who fails in Three (3) or more of the prescribed courses shall be discontinued; otherwise the candidate shall be eligible to take Supplementary Examinations. Candidates who are required to sit supplementary examinations shall pay an examination fee of **25% of the examination fee** i.e. **Kshs. 300** for Post Graduate Diploma; **Kshs. 875** for Masters and **Kshs. 1,250** for Ph.D. per paper or such other amount as may be determined by the Academic Board.
- (d) The supplementary exams shall be done immediately the results are released; the final mark for a pass in a supplementary examination shall be 50%. Continuous Assessment marks shall not count towards Supplementary Examinations.
- (e) A candidate who fails in a Supplementary Examination shall be discontinued.
- (g) A candidate who, for understandable and verifiable reasons such as sickness, fails to sit an examination shall be allowed to sit a Special Examination. Medical cases must be supported by documents from the University Chief Medical Officer. Candidates who are required to sit special examinations shall pay an examination fee of **Kshs. 500** for Post Graduate Diploma; **Kshs. 1,000** for Masters and **Kshs. 1,500** for Ph.D. per paper or such other amount as may be determined by the Academic Board.
- (h) Students are free to take extra courses over and above the required number of units and shall be given a grade, which shall normally be reflected on their transcripts. Students are also free to audit courses.
- (i) A candidate who fails an extra course or an audited course shall not be penalized as long as the candidate has passed the minimum prescribed course units.

### 4.3 Compensation within the University Grading System

- a) Compensation shall be possible, but not compulsory, for Regular and Special Examinations.
- b) Compensation shall be considered by the Board of the School of Graduate Studies when results are being processed at the end of every Academic year.
- c) A candidate who scores 46, 47, 48 or 49 marks may be compensated, to obtain the minimum pass mark of 60%.
- d) Marks for compensation shall be obtained by subtracting marks from a subject with a close correlation with the subject being compensated. Two marks shall be borrowed for every 1 mark compensated, provided the weighted Mean is above 50 and the grade from the borrowed subject does not change.
- e) No candidate shall receive compensation for more than two courses in an academic year.

### 4.4 Appeals for Reassessment of Examination Scripts.

- (a) All appeals for reassessment of examination scripts to Academic Board shall be made through the Deputy Principal (ARE).
- (b) A candidate may appeal, giving reasons for such an appeal, for reassessment of examination scripts, within one (1) month of Academic Board confirming the results.
- (c) A candidate who requests for a remark shall pay a non-refundable fee as scheduled, Ksh.1000 for Postgraduate Diploma; Ksh.1500 for Masters and Ksh.2500 for Ph.D., per paper, or such other amounts as may be determined by Academic Board from time to time.
- (d) If such an appeal is approved, Academic Board shall appoint an independent examiner to mark the script(s) and report to the Senate.
- (e) An Independent Examiner refers to an Internal or an External Examiner, who has not taught or examined the candidate. (Should be at level of examiner but is the subject specialist)
- (f) The score obtained on remarking a script, shall be the official and final mark.

### 4.5 Submission and Examination of Thesis

- a) At least twelve weeks before the actual submission of the thesis, a candidate shall give a written notice of intent to submit a thesis to the Dean, SGS through the supervisor(s) and Head of department. The notice should be copied to the Dean of the Faculty/School and to the chairmen of the Departmental and Faculty/School Graduate Studies Committees. The notice should include a signed Abstract not exceeding 400 words and which has been countersigned and dated by the Supervisor(s).
- b) Within four weeks after the notice of intent to submit a thesis has been issued, the respective Chairman for the Departmental Graduate Studies Committee shall recommend to the Dean, school of Graduate Studies through the respective FGSC/SGSC, one

External Examiner, two Internal Examiners and two Faculty/School Representatives for the candidate's panel of Examiners. The CV of Examiners who are not staff of Kibabii University College shall also be submitted for consideration by the Board, SGS, if the Examiners are being appointed for the first time.

- c) The Academic Board shall, on the recommendation of the SGS Board, appoint in respect of each candidate presenting a thesis, a panel of Examiners for oral examination, Consisting of:
- (i) The Dean, SGS
  - (ii) The dean of the Faculty/school
  - (iii) Chairperson of the relevant department
  - (iv) External Examiner shall normally be expected to attend
  - (v) Two Internal Examiners, at least one of whom should be from the relevant department,
  - (vi) Candidate's supervisor (s),
  - (vii) Chairperson of FGSC/SGSC
  - (viii) Chairperson of the DGSC
- d) Each candidate shall submit six spiral bound copies of his/her thesis to the Dean, SGS. The thesis must be prepared according to the format approved by Academic Board and must be signed by the student and the supervisor (s) and bear the date of submission.
- e) Copies of the thesis shall be distributed to the Internal and External Examiners and the supervisor(s). The two Internal Examiners and the External Examiner shall be required to assess the thesis and submit detailed reports to the Dean, SGS within four weeks of receipt of the thesis. An honorarium shall be done as per the graduate payments procedure No. 2.1.
- f) Each examiner shall indicate within his/her detailed report:
- (i) Whether or not the thesis is adequate in form and content
  - (ii) Whether or not the thesis reflects an adequate understanding of the subject, and in consequences;
  - (iii) Whether or not the thesis needs a major or minor revision or corrections;
  - (iv) The mark assigned to the thesis (**A MUST**)
- g) The Dean, SGS, in consultation with the Chairman of the respective DGSC shall appoint a new Examiner when an Examiner's report is delayed for one month {reminder}.
- h) After the receipt of all the Examiner's reports, the Dean, SGS shall set a date for the Oral Defense. Such a date shall normally be within one weeks of the date of receipt of the last report. The External Examiner may not be required to attend the Oral Defense, but the External Examiner's report and grade shall be given due attention during the defense.

- i) All internal Examiners and Supervisors shall be required to attend the Oral examination unless a valid reason is given to the Dean SGS through the Head of Department.
- j) In special circumstance the Head of Department shall be required to appoint a member of the graduate faculty to stand in for the Internal Examiner during the Oral Defence. This shall be done in writing to the Dean SGS prior to the Oral Examination.
- k) If a candidate is failed by Two (2) Examiners, the candidate shall not be allowed to defend his/her work; otherwise the candidate shall be required to make correction as per the Examiners reports and submit fresh copies(6) for re-examination at the Student's cost. It shall be treated as a supplementary
- l) Plagiarism shall be treated as an Examination Irregularity.
- m) The oral examination shall be open to the public who shall be notified in advance. The public will be allowed to ask questions but these may or may not contribute to the assessment of the candidate's performance. The duration of the Oral Defense shall be a maximum of 2 hours. A candidate will be given 20 minutes to present his/her work after which there will be questions and answers session. Assessment shall be conducted as follows:

(i). Each member of the board, with the exception of the supervisors, shall be required to assign a mark not exceeding 20% to the Oral Defense. The mean of all the scores shall be the final grade for that defense, and shall be designated mark Y.

N/B- The Viva voce marks shall not be tampered with once Submitted for tallying to the secretariat, but the examination panel may agree by simple majority to round off the mark to the nearest whole number.

(ii) The Chairman of the Board of Examiners shall calculate the mean score from the three examiner's scripts designate it as mark X. The overall Grade for the thesis shall then be calculated from the following formula:

$$\text{Thesis Mark} = (0.8X + Y) \%$$

(iii) A candidate must pass both the Oral Exam and the Written Thesis to be declared 'pass overall'. The pass mark is 50%.

(iv) If a candidate is failed by the External Examiner, the External Examiner may be invited to the defense.

- n) After the completion of the Oral Defense, and taking into account items 1.10.5 (i), the Board of Examiners shall decide:

(i) Whether the candidate defended the thesis adequately and the whether the candidate should be declared pass outright, thus assigning the grade to the thesis, and recommending the award of the degree subject to the candidate fulfilling other requirements in respect of course work.

- (ii) Whether the thesis needs minor revision and/or corrections over the above the recommendations contained in the Examiners' Reports, thus assigning the grade to the thesis, and recommending submission of the final revised thesis within one month, duly certified by the supervisors.
- (iii) Whether the thesis needs major revision and corrections, and recommending re-submission of the thesis within three months for fresh assessment by two of the Internal Examiners. Should the candidate still fail at this stage, the candidate must submit a revised thesis within six months for fresh assessment by all the three Examiners and appear for a second defense thereafter
- (iv) Whether the thesis needs a complete overhaul, including collection of more data and/or change of methodology, and recommending re-submission within nine months for fresh assessment by all the three Examiners and a second defense thereafter.
- (v) Whether the thesis is unacceptable for the award of degree of Kibabii University College (MMUST), and thereby declaring the candidate to have failed outright.
- o) A thesis cannot be defended more than twice.
  - p) A candidate who fails overall after the Oral defense shall not be awarded the degree

#### **4.7 Grading system for Course Work / Thesis/project**

<u>Percentage Marks</u>	<u>Letter Grade</u>
75 – 100	A- Distinction
65 – 74	B- Credit
50 – 64	C- Pass
Below 50	D- Fail

#### **4.8 Academic Transcripts**

- (a) Dean, SGS, shall release provisional examination results to all candidates soon after the results are considered and approved by the Board of the School of Graduate Studies.
- (b) The Dean, SGS, shall forward the Pass List; Supplementary List; Discontinuation List (If Any) to the Chairperson Academic Board.
- (c) The Secretary of the Academic board shall issue official transcripts to students following approval by Academic Board.
- (d) In the event of loss of original transcripts by candidates, replacements may be issued at a fee of five hundred Kenya shillings (**Ksh.500**) each, or at such other amount(s) as may be determined by the Academic Board from time to time.
- (e) Candidates in their last year of study shall not be issued with last year transcripts until they will have defended their thesis.

#### **4.9 Final Submission of Thesis**

- (a) Once a candidate has incorporated into the thesis all the recommendations of the Board of Examiners, normally the corrections supervisor shall check the thesis and then write to the Dean, SGS certifying that all correction and amendments suggested by the Examiners have indeed been

incorporated. This communication shall be copied to the respective Dean of Faculty/School and Head of Department. The thesis should be prepared according to the format approved by Academic Board.

(b) At least **six** copies of every thesis accepted as submitted or finally accepted after revision shall be bound in boards with blue binding fabric (royal blue for both thesis (PhD & Masters)). The bound copies shall be lettered in gold on the spine with the following information: Name of the candidate, university, degree and the year of final submission, in that order (Refer to guidelines for proposal and Thesis/dissertation writing).

(c) The hard cover shall be lettered in gold with the following information: Title of the thesis, name of candidate with the month and year of final submission at the bottom.

(d) At least six copies of the hardbound and a soft copy thesis shall be submitted to the Dean, SGS together with a certificate from the University Librarian indicating that the thesis has been bound according to the format of Kibabii University College (MMUST).

(e) One copy of the bound thesis shall be deposited in the University Library, one in the relevant department, one in the School of Graduate Studies and one copy each shall be given to the supervisor(s). If plates are included in a thesis, originals shall be used in all the copies of thesis submitted.

## **5.0 Recommendation for the award of the Master's and Doctoral Degrees**

Names of candidates who have submitted bound thesis together with minutes of Oral Defense shall be tabled in the SGS Board, which after inspection of the bound thesis, shall recommend the candidates to Academic Board for the award of the respective Masters and PhD degrees, taking into consideration other requirements.

### **5.1 De-registration of a candidate**

A candidate shall be de-registered if;

(a) The candidate fails to live up to the academic requirements stipulated in sections 1.10.3, 1.10.4, and 1.10.5, 1.10.7 (e) or 1.10.9 (k)

(b) The candidate's conduct is in a manner that is contrary to the University rules and Regulations

(c) The candidate or the candidate's sponsor fails to remit funds to the University for the Conduct of studies.

(d) The candidate has not completed the prescribed studies after the prescribed maximum period since the date of registration for full time candidates and part-time candidates.

(e) The candidate has not submitted the final revised thesis after the prescribed time decided during the Oral Defense without valid reason.

## **PART II: APPENDICES**

**APPENDIX I: SCORE SHEET FOR THESIS EVALUATION**  
**KIBABII UNIVERSITY COLLEGE**  
**SCHOOL OF GRADUATE STUDIES**

Topic	Maximum Score	Actual Scores
1. Sufficiently precise/reflects content	4	
<b>Abstract</b>		
2. The whole thesis is covered in the abstract	5	
<b>Introduction:</b>		
3. The problem is clearly defined	3	
4. The content of each chapter is clearly described	2	
5. The relationships between the various chapters are clear	2	
6. The data was properly collected (methodology)	5	
7. The methods were appropriate for the study	5	
<b>Contents:</b>		
8. The sequence of chapters is logical	3	
9. All topics are relevant	3	
10. There is a clear contribution to knowledge	5	
11. Relevant sources of information were used	3	
12. Figures and Tables support the text	5	
13. Plates and appendices support the text	2	
<b>Conclusions:</b>		
14. The conclusions were logically deduced from the analysis of the data	4	
15. Conclusions relate to the definition of the problem	4	
16. Conclusions are justified	4	
17. The range of the conclusions is described	3	
18. The conclusions only include issues discussed earlier	4	
19. The recommendations are practicable	4	
<b>Language:</b>		
20. Language command	4	
21. Concepts are defined and used consistently	4	
<b>Arrangement:</b>		
22. The thesis is neatly arranged and the lay-out, attractive	2	
23. Literature and other sources of information are properly referenced	4	
24. The references are recent and up to date	4	
<b>Figures/Tables:</b>		
25. The Figures are clear and relevant	3	
26. The Figures are correct	3	
27. The Tables are clear and relevant	3	
28. The Tables are correct	3	
	Max. 100%	

NAME OF CANDIDATE: ..... REG.NO. ....

NAME OF EXAMINER: ..... SIGN .....

DATE: .....

NB.: This form is to be used by Internal and External Examiners when evaluating thesis

## APPENDIX 2: SCORE SHEET FOR THESIS DEFENSE EVALUATION

### KIBABII UNIVERSITY COLLEGE(cc) SCHOOL OF GRADUATE STUDIES

Name of candidate .....  
Registration No .....  
Name of Panelist .....  
Sign ..... Date .....

Quality/Area	Maximum Score	Actual Score
Academic Etiquette	3	
Quality of Presentation	5	
Originality of the work	5	
Candidate's mastery of content	7	
Total	20	

### APPENDIX 3: VIVA VOCE EXAMINATION RESULTS FORM FOR MASTERS DEGREE

**KIBABII UNIVERSITY COLLEGE(cc)  
SCHOOL OF GRADUATE STUDIES**

Name of candidate: .....  
 Department:.....  
 Registration No:.....Date of Viva Voce: .....

<b>1.</b>	<b>CANDIDATE PASSES</b>	<b>Tick (ō)</b>
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the thesis <i>within three months*</i> as stated in the viva voce proceedings.	
1.3	Candidate is referred to make corrections <i>within six months as stated in</i> the viva voce proceedings. At least <i>two viva voce</i> panelists must certify that the corrections have been done as directed.	
<b>2.</b>	<b>CANDIDATE FAILS</b>	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis <i>within six months</i> after eliminating the weaknesses detailed in the <i>viva voce</i> proceedings.	
2.2	Candidate fails outright. (reasons detailed in <i>viva voce</i> proceedings)	

Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications of tables, paragraphs or sentences.

<b>Panel Members</b>	<b>Designation</b>	<b>Signature</b>
1.	Chairperson (Dean SGS or representative)	
2.	External Examiner	
3.	1 <sup>st</sup> Internal Examiner	
4.	2 <sup>nd</sup> Internal Examiner	
5.	Dean/ (or representative)	
6.	Chairman of Department (or representative)	
7.	Chairman DGSC (or representative)	
8.	Chairman FGSC (or representative)	

+ In case of disagreements, each panelist should show his/her number of preference against his/her signature ( ) e.g. 1.1. 1.2, 2.1 or 2.2).

**APPENDIX 4: VIVA VOCE EXAMINATION RESULTS FORM FOR Ph.D.**

**KIBABII UNIVERSITY COLLEGE  
SCHOOL OF GRADUATE STUDIES**

Name of candidate: .....  
 Department:.....  
 Registration No:.....Date of Viva Voce: .....

<b>1.</b>	<b>CANDIDATE PASSES</b>	<b>Tick (ō)</b>
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the thesis <i>within three months*</i> as stated in the viva voce proceedings.	
1.3	Candidate is referred to make corrections <i>within six months as stated in</i> the viva voce proceedings. At least <i>two viva voce</i> panelists must certify that the corrections have been done as directed.	
<b>2.</b>	<b>CANDIDATE FAILS</b>	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis <i>within six months</i> after eliminating the weaknesses detailed in the <i>viva voce</i> proceedings.	
2.2	Candidate fails outright. (reasons detailed in <i>viva voce</i> proceedings)	

- Minor changes refer to editorial corrections, slight reorganization of sections and minor modifications tables, paragraphs or sentences.

+ In case of disagreements, each panelist should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 2.1 or 2.2).

**APPENDIX 5: GENERAL APPLICATION FORM FOR GRADUATE STUDIES**

**KIBABII UNIVERSITY COLLEGE  
SCHOOL OF GRADUATE STUDIES**

Note:

- i. Three copies of this form should be completed and returned to: The **DEAN, SCHOOL OF GRADUATE STUDIES (SGS), P.O. BOX 1699 50200, BUNGOMA, KENYA.**
- ii. The form should be typed or completed in block letters

**SECTION A**

1. Name.....  
(Surname) (First Name) (Other Names)

2. Current Address.....  
.....  
Telephone No (s)..... Email:.....

3. Permanent Address (if different from the current address).....  
.....  
.....

4. Date of Birth..... Male/Female.....

5. Citizenship..... ID/PP NO: .....

6. Marital Status.....

7. Name and Address of next of kin (state relationship).....  
.....  
.....

**SECTION B**

8. Institutions attended and qualifications attained  
.....  
.....  
.....  
.....

9. University education and equivalent qualifications obtained (state the dates you

attended and the degrees you obtained including the classifications). You should attach copies of certificates and academic transcript showing the grades obtained in each course.

a) First degree

- i. University attended.....
- ii. Dates attended.....
- iii. Field of Study.....

(e.g. Bachelor of Science, Physics, Chemistry etc.)

- iv. Degree awarded.....

(e.g. B.Sc.. Upper 2<sup>nd</sup> class Honors)

- v. Date awarded.....

b) Other degree/diploma (where applicable)

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

c) Research experience (if any)

(list of publications research reports, dissertation, thesis etc.) Attach separate sheet if necessary

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

d) Employment record

Position	Place of employment	Date of employment
----------	---------------------	--------------------

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

**SECTION C**

10. Graduate Degree/Programme applied for:

- i. Name of Degree.....
- ii. Department/School/Centre/Institute.....  
.....
- iii. Field of Study.....
- iv. State whether full time or part time.....
- v. Name of Supervisor.....
- vi. Date of beginning studies.....
- vii. Expected date of completion.....
- viii. Institution where work is to be done if not at the university.....

.....  
.....

11. Name and address of financial sponsor.....  
.....  
.....

12. Name and addresses of THREE academic referees\*:

(i).....  
.....  
.....

(ii).....  
.....  
.....

iii).....  
.....  
.....  
.....

Applicant's Signature..... Date.....

\*Applicants must ensure that referees send their recommendations on time to respective Deans/s for the applications to be considered.

Academic referees should be people who are familiar with the candidates' work and have records of the same.

**SECTION D TO BE COMPLETED BY THE UNIVERSITY**

A. RECOMMENDATION OF THE DEPARTMENTAL GRADUATE STUDIES COMMITTEE  
(Enter below **ACCEPT** or **REJECT** as may be applicable)

i. University Supervisor

ii. Other supervisors

Signed by:

.....  
(Chairman, Departmental Graduate Studies Committee (DGSC))

Date.....  
.....  
(Chairman, Divisional Committee, SGS)

Date.....

B. RECOMMENDATION OF THE FACULTY /SCHOOL OF GRADUATE STUDIES COMMITTEE (FGSC). Enter below **ACCEPT** or **REJECT** as may be applicable.

.....

Signed.....  
(Chairman FACULTY/SCHOOL OF GRADUATE STUDIES COMMITTEE)

Date.....

C. RECOMMENDATION OF THE BOARD OF THE SCHOOL OF GRADUATE STUDIES (enter below **ACCEPTED** or **REJECTED** as may be applicable.

.....

Registered with effect from.....

Signed.....  
(Dean School of Graduate Studies)

Date.....



**Official Stamp**

**APPENDIX 6: REFEREE’S LETTER OF RECOMMENDATION**

**KIBABII UNIVERSITY COLLEGE  
SCHOOL OF GRADUATE STUDIES**

(MUST BE LECTURERS FROM A RECOGNIZED UNIVERSITY)

Name of Applicant:.....

To the referee: Prof/Dr./Mr./Mrs./Ms.:.....

The above named has applied for admission to the programme:  
..... of Faculty/Institute  
of:.....of Kibabii University College (KIBUKO)

To enable us assess the applicant’s suitability for the programme, kindly evaluate the applicant in the areas mentioned below. (Please type or print in all cases):

	Excellent	Very Good	Good	Average	Below Average
Intellectual Ability					
Maturity					
Motivation					
Diligence					
Ability to work with others					
Capacity for persistent and Independent Study					
Ability for initiative and imaginative thought					
Potential for productive scholarship					
Oral and written expression in English					

Other capabilities/ talents worth mentioning:

.....  
.....

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

Suitability of the applicant to pursue a graduate programme

1. Is the applicant capable of producing original work?
2. Has he/she pursued any similar degree/graduate programme that you are aware of?
3. What is the basis for your response in 1 above?
4. What do you consider to be the applicant's weaknesses?

.....  
.....

5. For how long have you known the applicant and in what capacity?

.....  
.....

6. Name of referee.....
7. Occupation.....
8. Institution.....
9. Address.....

.....  
.....

10. Tel..... Email.....

Signature..... Date.....

\* Note to the referee: This is confidential information on the applicant. Kindly place the form in an envelope, seal it and sign your name across the seal on the back of the envelope. You may send it through the applicant, but it should be submitted unopened to the University. Alternatively, you may send it directly to us through the address below.

**\*\* Note to the applicant: You must ensure that this recommendation is submitted to the relevant School under confidential cover.**

The Dean  
School of Graduate Studies.....  
Kibabii University College,  
P.O. Box 1699-50200  
BUNGOMA  
**KENYA.**

**APPENDIX 7: APPLICATION TO REGISTER FOR PHD BY THESIS**

**KIBABII UNIVERSITY COLLEGE  
SCHOOL OF GRADUATE STUDIES**

**PART A: TO BE FILED IN BY CANDIDATE**

- (1) Name of Candidate: .....
- (2) Provisional Registration Number:.....
- (3) Department: .....
- (4) Faculty/Institute:.....
- (5) Proposed Degree: .....
- (6) Title of Research topic:

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

- (7) Name and Address of Sponsor:.....  
.....  
.....
- Date: ..... Signature of Candidate:.....

**PART B TO BE FILLED IN BY HEAD OF DEPARTMENT**

- (8) Proposed Supervisors:.....  
.....

I certify that the research proposal has been scrutinized by the Departmental Higher Degrees Committee which met on ..... and is recommended for registration as summarized above.

Date:..... Signature of Head of Dept.:.....

**PART C: TO BE FILLED IN BY DEAN OF FACULTY**

I certify that the research proposal has been viewed by the Faculty’s Higher Degrees committee which met on ..... and is recommended for registration towards the award of .....degree by Thesis.

Date: ..... Signature of Dean/:.....

**PART D: TO BE FILLED BY THE DEAN SGS**

The date on which the FGSC meeting discussed and recommended the proposal:

Please tick

<input type="checkbox"/>	I certify that the research proposal adequately meets all requirements and is recommended for full registration.
--------------------------	--

	The research proposal needs to be rectified, as detailed below, and is referred back to the Faculty
	The research proposal is rejected.

The following issues need to be addressed:

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

Date: ..... Signature of Chairperson

**\* This form must be filled in quadruplicate. A copy MUST be returned to the School.**

## APPENDIX 8: FORM FOR CONTINUING GRADUATE STUDENTS

### KIBABII UNIVERSITY COLLEGE SCHOOL OF GRADUATE STUDIES

1. Surname..... First Name ..... Middle Name (s).....
2. (a) Reg. No. .... (b) Sex..... (c) Resident/Non Resident
3. Faculty..... Department: .....
4. Programme details  
Course registered for.....  
Form of studies: Thesis/Coursework.....  
Date beginning studies.....  
Expected dated of completion .....
5. Registration  
Date of Registration.....
6. Record of Postponement/Freezing/extension
  - (a) Postponement:
    - (i) Date of 1<sup>st</sup> postponement .....
    - (ii) Date of 2<sup>nd</sup> postponement.....
  - (b) Deferring
    - (i) Date of 1<sup>st</sup> freezing.....
    - (ii) Date of resumption.....
    - (iii) Date of 2<sup>nd</sup> freezing.....
    - (iv) Date of resumption.....
  - (c) Extension: Indicate date and period of extension.
    - (i) 1<sup>st</sup> extension Date ..... Period (months).....
    - (ii) 2<sup>nd</sup> extension Date..... Period (months).....
    - (iii) 3<sup>rd</sup> extension Date..... Period (months).....
    - (iv) 4<sup>th</sup> extension Date ..... Period (months).....
7. Fees and financial obligations:  
Type of sponsorship:
  - (a) Self .....
  - (b) Other .....

Name and address of Sponsor.....  
 .....  
 .....  
 .....

Candidate's Signature:..... Date: .....

**FOR SPONSORS TO NOTE**

8. Fees

You are required to pay the fees indicated below. The Candidate is expected to submit a copy of receipt of payment for:

<b>Category of fees</b>	<b>Amount</b>	<b>Receipt No.</b>
(a) Application fees	.....	.....
(b) Registration fees:		
(i) Year I	.....	.....
(ii) Year II	.....	.....
(iii) Year III	.....	.....
(iv) Year IV	.....	.....
(c) Studentship fees:		
(i) Year I	.....	.....
(ii) Year II	.....	.....
(iii) Year III	.....	.....
(iv) Year IV	.....	.....

For: **DEAN GRADUATE STUDIES** Date: .....

**\* This form should be filled in triplicate.**

**APPENDIX 9: ACADEMIC PROGRESS REPORT**

**KIBABII UNIVERSITY COLLEGE  
SCHOOL OF GRADUATE STUDIES**

**PERIOD COVERED: From:..... To:..... (Dates)**

**PART A: TO BE FILLED IN BY CANDIDATE**

- (1) Name of Candidate:.....
- (2) Registration Number: .....
- (3) Department/ Faculty:.....
- (4) Degree/Diploma Proposed:.....
- (5) Nature of Programme (Tick one):

	By Research and Thesis
	By Course-work and Dissertation

- (6) Date of Registration: .....
- (7) Planned Date of Completion:.....
- (8) Name of Supervisor (s): 1. ....
- 2. ....

**PART B: TO BE FILLED IN BY SUPERVISOR**

- (9) Name of Supervisor:.....
- (10) When were you appointed to supervise the candidate? .....
- (11) If you have just been appointed, did the previous supervisor hand you any report of the candidate?

- Yes
- No
- Not applicable

- (12) How often have you met the candidate during the quarter under report?  
If you have not met, give reasons.....

.....  
.....

- (13) What progress has the candidate made? (Tick in the appropriate box)

Item	Nothing	About a third	Half way	Nearly complete	Completed
Literature Review					
Designing of Methodology					

Getting supplies for study					
Data collection					
Data Analysis					
Writing of Dissertation/Thesis					
Submission					

(14) In your opinion, is the candidate making satisfactory progress? Yes/No

(15) Will he/she need an extension? Yes/No

How long? .....months

(16) Any other comments you may wish to make on the candidates:

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

Signature of supervisor:..... Date:.....

**PART C: TO BE FILLED IN BY HEAD OF DEPARTMENT**

(17) Comments on the Candidate's Progress report:

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

(18) Comments on the Supervisor's Progress report:

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

Name of Head of Department: .....

Date: ..... Signature of Head of Department:.....

**PART D: TO BE FILLED BY CHAIRPERSON, FACULTY SCHOOL**

(19) Comment briefly on the Candidate/Supervisor/Head of Department's Reports:.....

.....  
 .....

Name of Chairperson, Faculty Higher Degrees Committee: .....

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

(20) Comments of the Dean/ on the overall report:

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

Name of Dean/: .....

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

**PART E: TO BE COMPLETED BY THE DEAN SCHOOL OF GRADUATE STUDIES**

(21) The candidate has paid all/part/not paid his/her fees

(22) Financial Sponsor: .....

(23) Other remarks/actions.....

.....  
.....  
Name of Chairperson, Senate Higher Degrees Committee: .....

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

- **This form should be filled in triplicate.**

**APPENDIX 10: APPLICATION FOR EXTENSION**

**KIBABII UNIVERSITY COLLEGE  
SCHOOL OF GRADUATE STUDIES**

**PART A: TO BE FILLED IN BY CANDIDATE**

- (1) Name of Candidate:.....
- (2) Registration Number: .....
- (3) Faculty:.....
- (4) Department:.....
- (5) Degree/Diploma Proposed:.....
- (6) Date of Registration: .....
- (7) Nature of Programme (Tick one):

Degree		
Masters	By coursework	
	By thesis	
Ph. D		

Studies due to end on: .....

Extension requested:

1 <sup>st</sup>	
2 <sup>nd</sup>	
3 <sup>rd</sup>	

\*If 2<sup>nd</sup> or 3<sup>rd</sup>, an extension fee receipt should be enclosed.

Reasons for requesting an extension:.....  
.....  
.....

Period of Extension: From:..... To: .....

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

Comments by Supervisor:.....  
.....  
.....

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

**Comments** by **Head** of  
**Department:**.....

.....  
.....

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

**Comments by Dean/:**.....  
.....  
.....

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

**Dean, SGS:**

Approved/Recommended  Not approved/recommended   
Comments: .....

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

**Chairperson:**

Approved/Recommended  Not approved/recommended   
Signature:..... Date:.....

**\*To be filled in quadruplicate. Submit all four copies.**

**APPENDIX 11: NOTICE OF INTENTION TO SUBMIT A THESIS AND EXAMINATION ARRANGEMENTS\***

**KIBABII UNIVERSITY COLLEGE  
SCHOOL OF GRADUATE STUDIES**

**SECTION A: TO BE FILLED IN BY CANDIDATE**

- (1) Name in full: .....
- (2) Registration Number: .....
- (3) Department:.....
- (4) Faculty: .....
- (5) Degree registered for::.....
- (6) Title of thesis/dissertation:.....
- (7) Name(s) of Supervisor(s):
  - (i) .....
  - (ii) .....
  - (iii) .....

(8) I hereby declare that I have completed my thesis/dissertation research, and intend to submit it within the coming three months.

Date: ..... Signature of Candidate: .....

**SECTION B: TO BE COMPLETED BY SUPERVISOR (S)**

(9) I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and I am/we are of the opinion that he/she should be in a position to submit the thesis/dissertation within three months from now.

Name..... Signature .....Date:.....  
Date:..... Signature of Supervisor: .....  
Date:..... Signature of Supervisor: .....

**SECTION C: TO BE COMPLETED BY THE CHAIRPERSON FGSC/CHAIRPERSON OF DEPARTMENT**

After consultation with the supervisor (s) of the candidate, I propose that the following be considered for appointment as examiners for the candidate’s thesis/dissertation:

**(a) Potential External Examiner**

- (10) Name: .....
- Affiliation:.....
- Postal Address:.....
- Telephone: ..... Fax: ..... Email:.....
- Curriculum Vitae: Attached  Not attached

**(b) Proposed Internal Examiners**

(11) Name: .....  
 Affiliation:.....  
 Postal Address:.....  
 Telephone: ..... Fax: ..... Email:.....

Curriculum Vitae: Attached  Not attached

(12) Name: .....  
 Affiliation:.....  
 Postal Address:.....  
 Telephone: ..... Fax: ..... Email:.....  
 Curriculum Vitae: Attached  attached

Date: .....  
 Signature of Chairperson FGSC/Department: .....

**SECTION D: TO BE COMPLETED BY CHAIRPERSON FGSC/DEAN OF FACULTY /SCHOOL**

- (a) The above proposed examiners have been recommended by the Board of the Faculty/Institute/Centre
- (b) After consultation with the Chairperson of Department and our Faculty’s Graduate Studies Chairperson, I recommend that the following be appointed to serve as VIVA VOCE panelists (for thesis examination only):

<b>Panel Members</b>	<b>Designation</b>
1.	Chairperson (Dean SGS or representative)
2.	External Examiner
3.	1 <sup>st</sup> Internal Examiner
4.	2 <sup>nd</sup> Internal Examiner
5.	Dean/ (or representative)
6.	Chairman of Department (or representative)
7.	Chairman DGSC (or representative)
8.	Chairman FGSC (or representative)

- (c) In anticipation of the fact that the candidate will submit his/her thesis within three months from now, it is recommended that the viva voce be held in the month of..... of the year ..... The exact date will be communicated later.

Date: .....  
 Signature of Dean//chairperson FGSC : .....

**SECTION E: TO BE FILLED IN BY THE DEAN SCHOOL OF GRADUATE STUDIES (SGS)**

Please Tick:

<input type="checkbox"/>	The examination arrangements are herewith recommended for approval.
<input type="checkbox"/>	The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the Faculty/Institute.

The following items are missing or are incomplete:

.....  
.....

Date: ..... Signature of the Dean SGS:.....

**SECTION F: TO BE COMPLETED BY THE CHAIRPERSON**

Please Tick:

<input type="checkbox"/>	The examination arrangements are herewith complete and are approved.
<input type="checkbox"/>	The examination arrangements are not complete for the reasons stated below, and are hereby referred back to SGS

The following items are missing or are incomplete:

.....  
.....

Date: ..... Signature of the Chairperson

**\* To be filled in quadruplicate. A copy of this form MUST be returned to the Department/Faculty/School/Centre/Senate**

**APPENDIX 12: GRADUATE CLEARANCE FORM**

**KIBABII UNIVERSITY COLLEGE  
SCHOOL OF GRADUATE STUDIES**

A Candidate must ensure safe return of all University property/equipment/books etc. entrusted to his or her during the period of studies, before collection of certificate. All units below kindly assure that the candidate is not materially indebted to your department.

Name of candidate: .....

Registration Number: .....

Department/Faculty/school.....

Degree registered for:.....

Residential  Non- residential

If residential, indicate the name of Hall/Residence.....

Current Address: .....  
.....

Date of graduation:.....

1. Comments of Dean of students:

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

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

2. Comments by University Librarian:

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

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

3. Comments by Supervisor:

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

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

4. Comments by Heads of Departments

(1) .....

(2) .....  
(3) .....  
(4).....

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

5. Comments by Dean of Faculty:

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

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

6. Comments by Dean School of Graduate Studies:

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

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

7. Comments by Examinations Officer:

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

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

- **This form should be filled in quadruplicate.**

**APPENDIX 13: COURSE/EXAM REGISTRATION  
KIBABII UNIVERSITY COLLEGE  
SCHOOL OF GRADUATE STUDIES**

**SEMESTER** \_\_\_\_\_

**ACADEMIC YEAR** \_\_\_\_\_

THIS FORM MUST BE COMPLETED IN DUPLICATE THE ORIGINAL COPY SHOULD BE FORWARDED TO THE STUDENT'S REGISTRY AND THE DUPLICATE COPY TO THE DEAN SGS.

NAME OF STUDENT..... REG.  
NO.....  
SURNAME FIRST MIDDLE

CENTRE/FACULTY/INSTITUTE/SCHOOL.....  
DEPARTMENT.....

WRITE YOUR EXAMINATION CARD SERIAL  
NO.....

YEAR OF STUDY (CIRCLE) 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup>

<i>COURSE CODE</i>						<i>TITLE</i>	<i>UNITS</i>
<b>TOTAL UNITS</b>							

.....  
STUDENT'S SIGNATURE

.....  
DATE

APPROVED/NOT APPROVED

APPROVED/NOT APPROVED

.....  
DEAN, SGS DATE

.....  
REGISTRAR, (AA) DATE





# **KIBABII UNIVERSITY COLLEGE**

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## **SCHOOL OF GRADUATE STUDIES**

---

### **MANUAL FOR THESIS EXAMINATION**

**KIBU/SGS/SGSP/001**

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2.0	Introduction
3.0	Responsibilities
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6.0	Reference
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## 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 Convection, 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, 5<sup>th</sup> 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.