

**KIBU/SGS/RR/001**



**KIBABII UNIVERSITY**

**SCHOOL OF GRADUATE STUDIES**

**RULES AND REGULATIONS**

**JULY, 2025**

| KIBABII UNIVERSITY – ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS |                                      |                      |
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## RULES AND REGULATIONS

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## **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.

## **CORE VALUES**

Kibabii University is anchored on six (6) Core Values whose acronym is EASIIA.

To operationalize the core values, *“KIBU aspires to produce scholars who embody Excellence, Accountability and Transparency, Social responsibility, Innovation, and are of Integrity while utilizing their Academic freedom in performing their duties”*.

The six (6) core values are:

- i) Excellence;
- ii) Accountability and Transparency;
- iii) Social responsibility;
- iv) Innovation;
- v) Integrity; and
- vi) Academic freedom



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## TABLE OF CONTENTS

|  |    |
|--|----|
| CONTACTS .....   | 4  |
| SECTION 1: PREAMBLE .....  | 8  |
| 1. UNIVERSITY CHARTER AND STATUTES .....   | 8  |
| 2. DEFINITION OF TERMS .....   | 8  |
| SECTION 2: BOARDS, FUNCTIONS AND MEETINGS .....                                      | 9  |
| 2.1 THE BOARD OF THE SCHOOL OF GRADUATE STUDIES .....                                | 9  |
| 2.1.1 Membership of the Board of the School of Graduate Studies .....                | 9  |
| 2.1.2 Functions of the Board of the School of Graduate Studies.....                  | 9  |
| 2.1.3 Meetings of the Board of School of Graduate Studies .....                      | 10 |
| 2.2 GRADUATE FACULTY .....   | 10 |
| 2.2.1 Membership of the Graduate Faculty .....                                       | 10 |
| 2.2.2 Terms of Reference and Functions of the Graduate Faculty .....                 | 10 |
| 2.3 DEPARTMENTAL GRADUATE STUDIES COMMITTEE (DGSC).....                              | 10 |
| 2.3.1 Membership of Departmental Graduate Studies Committee (DGSC).....              | 11 |
| 2.3.2 Terms of Reference and Functions of DGSC .....                                 | 11 |
| 2.4 FACULTY/SCHOOL GRADUATE STUDIES COMMITTEE.....                                   | 11 |
| 2.4.1 Membership of the Faculty / School Graduate Studies Committee (FGSC/SGSC)..... | 11 |
| 2.4.2 Terms of Reference and Functions of FGSC/SGSC.....                             | 11 |
| SECTION 3: ADMISSION CRITERIA AND DURATION OF PROGRAMMES .....                       | 12 |
| 3.1 Processing of Applications and Admission into Graduate Studies.....              | 12 |
| 3.2 Eligibility for a Postgraduate Diploma in Education.....                         | 12 |
| 3.3 Duration of a Postgraduate Diploma Programme.....                                | 12 |
| 3.4 Eligibility for a Master's Degree Programme.....                                 | 12 |
| 3.5 Duration , Components, and Publication Requirement of a Master's Programme.....  | 13 |
| 3.6 Eligibility for Admission into PhD Programmes.....                               | 13 |
| 3.7 Structure and Requirements of Doctor of Philosophy Studies .....                 | 13 |
| 3.8 Conduct of Graduate Studies .....  | 14 |
| SECTION 4: PROCESSING OF EXAMINATIONS AND APPEALS .....                              | 14 |
| 4.1 Processing of Examinations.....  | 14 |
| 4.2 Appeals for Assessment of Examinations .....                                     | 15 |
| SECTION 6: APPOINTMENT OF SUPERVISORS AND SUPERVISION OF RESEARCH WORK. 15           |    |
| 6.1 Appointment of Supervisors .....   | 15 |
| 6.2 Supervision of Student Research Work .....                                       | 16 |
| 6.3 Restrictions on Supervision and Examination of Research Work.....                | 17 |
| SECTION 7: EXAMINATION OF THESIS AND GRADUATE DIPLOMA PROJECTS .....                 | 18 |
| 7.1 Examination of Graduate Diploma Projects .....                                   | 18 |
| 7.2 Submission of Thesis for Examination .....                                       | 18 |



|   |   |    |
|---|---|----|
| 7.2   | Final Submission of Thesis .....                              | 20 |
| 7.4   | Grading and Recommendation for the Award and Conferment ..... | 21 |
| 7.5   | De-Registration .....   | 21 |
| SECTION 8: LEGAL AND ETHICAL ISSUES .....   |   | 22 |
| 8.1   | Intellectual Property .....                                   | 22 |
| 8.2   | Ethical Issues .....  | 22 |
| 8.3   | Complaints .....  | 22 |
| 8.4   | Review and Amendments of these Rules and Regulations.....     | 22 |
| 8.5   | Non-Compliance with these Rules and Regulations.....          | 23 |
| 8.6   | Commencement .....  | 23 |
| APPENDICES .....  |   | 24 |
| APPENDIX I: SCORE SHEET FOR THESIS EVALUATION.....                                      |   | 24 |
| APPENDIX 2: SCORE SHEET FOR THESIS DEFENSE EVALUATION .....                             |   | 26 |
| APPENDIX 3: VIVA VOCE EXAMINATION RESULTS FORM.....                                     |   | 26 |
| APPENDIX 4: REFEREE’S LETTER OF RECOMMENDATION .....                                    |   | 27 |
| APPENDIX 5: FORM FOR CONTINUING GRADUATE STUDENTS .....                                 |   | 30 |
| APPENDIX 6: ACADEMIC PROGRESS REPORT .....  |   | 32 |
| APPENDIX 7: APPLICATION FOR EXTENSION .....   |   | 34 |
| APPENDIX 8: NOTICE OF INTENTION TO SUBMIT A THESIS AND EXAMINATION<br>ARRANGEMENTS..... |   | 35 |
| APPENDIX 9: CERTIFICATE OF CORRECTION OF THESIS.....                                    |   | 37 |

## ABBREVIATIONS AND ACRONYMS

|       |  |
|-------|--|
| CoD   | Chairperson of Department                        |
| CV    | Curriculum Vitae                                 |
| DGSBE | Departmental Graduate Studies Board of Examiners |
| DGSC  | Departmental Graduate Studies Committee          |
| FGSC  | Faculty Graduate Studies Committee               |
| GF    | Graduate Faculty                                 |
| GS    | Graduate Studies                                 |
| PGD   | Post Graduate Diploma                            |
| PhD   | Doctor of Philosophy                             |
| SGBE  | School Graduate Board of Examiners               |
| SGS   | School of Graduate Studies                       |
| SGSB  | School of Graduate Studies Board                 |
| SGSC  | School Graduate Studies Committee                |



## SECTION 1: PREAMBLE

### 1. UNIVERSITY CHARTER AND STATUTES

- a. All matters concerning University Examinations shall be conducted under the general control of the Senate as per provisions of Section 35 (1) b of the University Act 2012, University Standards and Guidelines (2014), Section 6 (1) (r), 19 and 35 of the Kibabii University Charter and Section LI (2021) of the Statute for Kibabii University.
- b. The Rules and Regulations governing the School of Graduate Studies are anchored in Section XL of the Statute for Kibabii University (2021).
- c. The rules herein shall apply to Postgraduate Studies and in cases where examination matters are not explicit, the Rules and Regulations for University Examinations shall apply.
- d. The Board of the School of Graduate Studies (SGS) is charged with the responsibility of ensuring that graduate programmes are initiated and maintained; that qualified students are attracted into these programmes; that high level research at the postgraduate and post-doctoral level is maintained; that studies are completed in the stipulated time; and that research findings are disseminated to the users so that they are of benefit locally, nationally, regionally and internationally.

### 2. DEFINITION OF TERMS

**Graduate Faculty** is a member(s) of academic staff who teaches graduate courses or supervise graduate research.

**Graduate/ Postgraduate Student** is someone admitted to pursue any postgraduate programme. Postgraduate Programme this is a level of study above bachelor's degree.

**School of Graduate Studies** is an entity responsible to the Senate for coordinating matters pertaining to graduate and post-doctoral studies at Kibabii University.

**Supervision** is normally academic guidance given to a student while undertaking research work in a project or thesis by an appointed faculty member of the University.

**University Examinations** are all those examinations, assessments or evaluations that are considered in determining whether or not a candidate shall proceed to the following year of study or qualifies to graduate.



## **SECTION 2: BOARDS, FUNCTIONS AND MEETINGS**

### **2.1 THE BOARD OF THE SCHOOL OF GRADUATE STUDIES**

The Board of the School of Graduate Studies shall be responsible to the Senate for coordinating matters pertaining to graduate and post-doctoral studies at Kibabii University. Matters pertaining to graduate students which have been approved by Academic Boards of Constituent Colleges shall be submitted directly to Senate.

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

1. The Board shall be composed of the following:
  - a. Dean, School of Graduate Studies (Board Chairperson)
  - b. Chairperson, Faculty/School Graduate Studies Committees
  - c. Director, Research and Innovation
  - d. One representative from each Faculty/School Board
  - e. Two University Senate representatives
  - f. University Librarian
  - g. Registrar, Academic Affairs
  - h. Director, Quality Assurance
2. The Board of the School of Graduate Studies may at its discretion, invite other scholar of the University to attend its meetings in an advisory capacity only and without the right to vote at such meetings.

#### **2.1.2 Functions of the Board of the School of Graduate Studies**

1. The Board shall be answerable to the University Senate in respect to the conduct of postgraduate studies throughout the University and shall, in particular, have responsibility on the following matters:
  - a. Developing and monitoring of postgraduate policies and regulations;
  - b. Processing of postgraduate dissertations, theses, and projects;
  - c. Ensuring proper conduct and supervision of postgraduate studies and programmes;
  - d. Promoting excellence in graduate studies and research;
  - e. Establishing strategies and academic plans for postgraduate studies;
  - f. Making recommendations to the relevant University organs regarding the structure and content of graduate programmes and any special regulations or policies;
  - g. Approving the progression of graduate students;
  - h. Recommending to Senate the appointment of supervisors and examiners for graduate students;
  - i. Assuring the quality of supervision and examination of graduate students;
  - j. Providing oversight into the general admission criteria to graduate programmes;
  - k. Undertake such other responsibility that may be assigned.
2. The Board may form such sub-committees as it may deem necessary to execute its function and discharge its responsibilities.
3. The Chairperson of the Board may nominate any member of the board to chair the sub-committee established by the Board.



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

1. The Board of School of Graduate Studies shall normally meet once a month or as otherwise stipulated in the University Almanac.
2. Notice of regular board meetings with published agenda shall be given at least 7 days in advance.
3. Special board meetings may be called from time to time as need arises.
4. The quorum for the transaction of any business during meetings shall be at least a half of the SGS Board membership.
5. The SGS board may co-opt other persons 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.

## **2.2 GRADUATE FACULTY**

All members of full-time academic staff who teach graduate courses or supervise graduate research constitute the “Graduate Faculty”. Chairpersons of 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 regularly.

The Graduate Faculty are encouraged to attend at least one related training / Conference/Workshop in research.

### **2.2.1 Membership of the Graduate Faculty**

Membership of the Graduate Faculty (GF) is open to the following as per Commission for University Education (CUE) standards and guidelines:

- a. Professors
- b. Associate Professors
- c. Senior Lecturers
- d. Lecturers with PhD or holders of Master’s Degree in specialized areas with a minimum of four years relevant university teaching and research experience.

### **2.2.2 Terms of Reference and Functions of the Graduate Faculty**

1. Teaching graduate programmes on a regular and continuous basis.
2. Supervision of graduate students’ theses and projects.
3. Serving as academic advisers and mentors to graduate students.
4. Serving on examination panels for graduate students.
5. Holding School consultative meetings where necessary.
6. Ensuring that Graduate students are aware of the current developments in both specific and wider areas of research Carry out any other functions assigned to it by the Board of the School of Graduate Studies.
7. Recommend strategies for efficient management of programmes to the Faculty /School Graduate Studies Committee.
8. Organizing for Graduate seminars for both staff and students and encouraging them to communicate their findings to the academic community.

## **2.3 DEPARTMENTAL GRADUATE STUDIES COMMITTEE (DGSC)**

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



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

1. All teaching staff in the department who are designated as members of the Graduate Faculty
2. The Chairman of Department.
3. 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.
4. The chairperson of the DGSC shall normally be a Senior Lecturer or a higher grade.
5. 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.

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

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

1. Meet at least once per month and forward its deliberations to FGSC/SGSC through the Chairman of the Department.
2. Initiate and co-ordinate graduate programmes in the department.
3. Collaborate, whenever necessary, with other departments in the Faculty/School/Directorate and in the University in running inter disciplinary higher degrees.
4. Recommend the appointment of supervisors, Internal Examiners and External Examiners to the Faculty/ School Graduate Studies committee.
5. Recommend strategies for efficient management of programmes to the Faculty/School Graduate Studies Committee.
6. Carry out any other functions assigned to it by the Board of the School of Graduate Studies.

## **2.4 FACULTY/SCHOOL GRADUATE STUDIES COMMITTEE**

The Committee shall be responsible to the Dean, SGS for all matters of graduate and post-doctoral studies at the Faculty/School.

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

1. All Chairpersons of Departmental Graduate Studies Committees in that Faculty/School.
2. One representative of the Graduate Faculty from each Department in that Faculty/School.
3. 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.
4. 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.
5. 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.

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

1. The Faculty/School Graduate Studies Committee shall meet at least once a month; they shall:
  - a. Recommend to the SGS Board all graduate academic programmes in the Faculty/School.



- b. Recommend to the SGS Board the appointment of supervisors, Internal Examiners and External Examiners. Recommend to the SGS Board candidates for the award of scholarships, fellowships and grants.
  - c. Communicate to the SGS Board any other relevant issues facing Graduate students in their Faculty/School. Recommend to the SGS Board the award of certificates, diplomas and degrees to graduate students in their Faculty/School.
  - d. Carry out any other functions assigned to it by the SGS Board
2. The Student Representative shall not attend meetings deliberating matters of examinations.

### **SECTION 3: ADMISSION CRITERIA AND DURATION OF PROGRAMMES**

#### **3.1 Processing of Applications and Admission into Graduate Studies**

1. The SGS Board shall provide oversight of the general admission criteria to graduate programmes.
2. The Chairperson of the SGS Board shall be a member of the University Admissions Committee.
3. All postgraduate admission shall be processed through the respective departments, Faculty/Schools before final approval by the admissions committee.
4. Admission shall be processed online as per the Admissions Procedure Manual.

#### **3.2 Eligibility for a Postgraduate Diploma in Education**

The following shall normally be eligible to register for a Postgraduate Diploma in Education (PGDE):

1. Holders of a relevant bachelor's degree from Kibabii University or any other recognized university qualifications considered by the Senate to be equivalent to a bachelor's degree.
2. The degree held by the candidate must have at least possibility of two teaching subjects.
3. In addition to the Bachelor's degree, the candidate shall normally have all other academic credentials from basic education level and must satisfy the provisions of the relevant regulatory body.

#### **3.3 Duration of a Postgraduate Diploma Programme**

The Postgraduate Diploma Programme (PGD) shall consist of a minimum of 26 units, and a maximum of 30 units of coursework, examination and project distributed over two consecutive semesters.

#### **3.4 Eligibility for a Master's Degree Programme**

Eligibility for admission to a Master's programme shall be guided by specific requirement in each programme. The following shall normally be the general eligibility criteria to register for Masters degrees:

1. Holders of Bachelor's Degree (at least Second Class honours Upper Division) of Kibabii University or institutions recognized by Kibabii University Senate in relevant field.
2. Holders of Second Class (Lower Division) degrees with two year's relevant working experience after award of the bachelor's degree.
3. In addition to the Bachelors' degree, the candidate shall normally have all other academic credentials from basic education level.



### **3.5 Duration , Components, and Publication Requirement of a Master's Programme**

1. Duration of a Master's programme will be guided by the specific requirement in each programme.
2. A master's programme shall consist of coursework, examination and thesis or project, normally extending to two years distributed over four semesters of full time attendance, or a maximum period of four years of part-time attendance from the date of registration.
3. A master's programme research work; concept, research proposal and final thesis shall have a total of 1/3 of the total units in the programme.
4. The length of the thesis/dissertation of a master's degree programme shall normally be at least 20,000 words.
5. Before the award of a master's degree, a candidate shall normally show proof of publication of one (1) paper in refereed journals, which should be co-authored with the candidate's supervisors.

### **3.6 Eligibility for Admission into PhD Programmes**

To qualify for admission into a PhD programme, a candidate shall be a:

1. Holder of a Master's degree of Kibabii University in the relevant field, or
2. Holder of a relevant Master's degree of any other recognized University, or
3. Holder of other qualifications considered by Senate as equivalent to a relevant Master's degree.
4. In addition to the Master's degree, the candidate shall normally have a Bachelor's degree, and all other academic credentials from the basic education level.

### **3.7 Structure and Requirements of Doctor of Philosophy Studies**

1. Doctorate programmes shall normally consist of coursework, examination and thesis.
2. All coursework shall normally be done in the first year of study for both full-time and part-time students.
3. A candidate admitted into a Doctoral programme must submit to the Dean, SGS through his respective FGSC/SGSC a research proposal within Twelve (12) months after registration.
4. The School of Graduate Studies may decline to approve a research proposal if:
  - i. The research is unsuitable 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
5. A candidate may be registered as a full-time student for the Doctoral degree for a minimum of three (3) academic years and a maximum of five (5) academic years.
6. A candidate may be registered as a part-time student for the Doctoral degree for a minimum of four (4) years and a maximum of seven (7) academics 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.
7. All research work; concept, research proposal, and final thesis shall have a total of 2/3 of the total units in the programme
8. The length of the thesis/dissertation of a doctoral programme shall normally be at least 50,000 words where applicable.



9. Before the award of a doctoral degree, a candidate shall normally show proof of publication of at least two (2) papers in refereed journals, which should be co-authored with the candidate's supervisors.

### **3.8 Conduct of Graduate Studies**

1. 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 Senate.
2. At the beginning of the first semester, each Masters or PhD student shall be assigned an Academic Advisor by the DGSC drawn from among the staff constituting the Graduate Faculty.
3. The Academic Advisor shall advise the student on matters pertaining to the selection of taught courses and the identification of a suitable research area.
4. The Academic Advisor will not necessarily be the student's thesis Supervisor.
5. Towards the end of the second semester, each student will be required to submit a research proposal to the SGSB. The proposal shall be accompanied by a single spaced, one page Abstract. Both the proposal and its abstract must be duly signed by the student and the proposed Supervisor(s).
6. The SGSB shall discuss and make recommendations to Senate on the suitability of Supervisors and proposed thesis topics. Supervisor(s) for each candidate shall be appointed according to the procedure outlined in these Regulations.
7. It shall be the duty of the thesis Supervisor(s) to direct and supervise the student's fieldwork and research in so far as it relates to the student's programme of study. In particular, a Supervisor shall be required to:
  - a. Maintain regular and effective contact with the assigned candidate.
  - b. Send progress reports, which have been discussed by the DGSC as well as SGSC/FGSC to the SGSB. Such reports shall be copied to the Deputy Vice Chancellor (Academic Affairs).
8. The Dean, SGS shall present reports indicating the status of all graduate students to Board.
9. 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 Dean, shall write to the Board outlining the problems pertaining to that candidate. On the basis of this, the Chairperson of the Board shall write a warning letter to the candidate, copied to the Chairperson of the Department and the respective Dean.
10. A Student affected by clause (9) above shall be required to submit a progress report to the Dean, SGS through the respective Chairperson of Department. This report must be copied to the supervisor(s) and Chairperson of DGSC and FGSC/SGSC. The SGS Board, shall recommend to Senate action to be taken when the student does not show academic growth and progress.
11. A student shall be required to pay a penalty for extended studies beyond stipulated period. The penalty shall be 10% of tuition fee per year for every extra year.

## **SECTION 4: PROCESSING OF EXAMINATIONS AND APPEALS**

### **4.1 Processing of Examinations**

- a. Kibabii University Examination Rules and Regulations shall apply.





- b. The teaching department in which a student was taught shall process graduate examination results. The Chairperson of the Department shall forward externalized coursework examination results for all its registered candidates to the School/ Faculty Board of Examiners for deliberations.
- c. The School/Faculty Board of Examiners shall consist of all members of the Graduate Faculty in the School/Faculty.
- d. The School/Faculty Board of Examiners shall be chaired by the Dean of that School/Faculty and its function shall be to deliberate coursework examination results for its graduate students.
- e. The Dean of the respective School/Faculty shall forward examination results and appropriate recommendations to the Senate within six weeks after the end of the academic year in which the courses were taught and examined.
- f. The Dean of the respective School/Faculty shall present - the coursework examination results to Senate.
- g. The Dean of the respective Schools/Faculties shall release provisional coursework examination results within seven days from the time the School/Faculty Graduate Board of examiners deliberated on them.

## **4.2 Appeals for Assessment of Examinations**

1. After the release of results by the Senate, a candidate may appeal within a period of fourteen days (14) for remarking to the Chairman of Senate through the Registrar AA, through their respective Chairperson of Department and Deans/Directors of Faculties/Schools/Centre.
2. A candidate who requests for a remark shall pay a non-refundable fee determined as from time to time.
3. The Dean of the respective School/Faculty shall in his recommendation propose an independent examiner in consultation with the Chairperson of Department to mark the script(s) and forward the name to the Chairman of Senate for consideration.
4. The Chairman of the Senate, upon receiving a request for remarking from the Registrar, shall request the DVC (ASA) to appoint or reject the proposed examiner to mark the script(s) and report to the Senate.
5. The independent examiner shall submit the marks within two (2) weeks and report to the Dean of the respective School/Faculty.
6. The Dean of the respective School/Faculty shall forward the report to DVC (ASA) for consideration.
7. The score obtained on remarking a script shall be the accepted as provisional mark, which shall be forwarded to the Senate for approval.
8. The Senate's decision on the outcome shall be final. The Registrar (AA) shall communicate the decision to the student.
9. The Senate reserves the right to review current students' results at any time and make revisions to these results. These reviews may arise from an audit on past semesters' results or routine checks and reviews conducted during the semester.

## **SECTION 6: APPOINTMENT OF SUPERVISORS AND SUPERVISION OF RESEARCH WORK**

### **6.1 Appointment of Supervisors**

1. 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 not later than the end of the second semester.



2. The proposed supervisors shall be tabled at the SGS Board by the Dean SGS for consideration.
3. The SGS Board, shall discuss and make recommendations to the University Senate on the suitability of supervisors, based on intended area of research.
4. 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 herein. 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.
5. Each candidate shall normally have two Supervisors designated as first and second supervisor. 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 1st supervisor.
6. The ranking of first/second or more supervisors for a candidate **IS NOT** necessarily determined by seniority in the University
7. 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 current Curriculum Vitae to be approved by the Senate before formal appointment.

## 6.2 Supervision of Student Research Work

1. The maximum load for a supervisor will normally be in the band of **eight** candidates at a time. The maximum number of students an academic staff shall supervise in any given time shall be:
  - a. Masters - 5
  - b. Doctorate - 3
2. An academic staff shall be assigned students to supervise based on a combination of his/her teaching load, administrative duties, and supervision experience and capacity.
3. The supervisors shall be on the Schools' approved supervisors' register. All supervisors must have a copy of these regulations.
4. The supervisors shall be responsible for guiding the candidate in the conduct of the research. They shall:
  - a. Be the leading source of research advice to the student.
  - b. Facilitate the student by offering expert guidance, direction and constructive criticism at all stages of research.
  - c. Guide the student to develop a research proposal, conduct research, analyze data and write a thesis as required by the respective School/Faculty manual.
  - d. Guide to maintain the progress of work in accordance with the approved program.
  - e. Read and return drafts of the thesis promptly, with appropriate comments to allow the candidate to achieve and maintain a scholarly standard in the thesis within the period of official/normal registration.
  - f. Take the initiative in raising problems or difficulties with the student, DGSC chairperson or appropriate academic authority.
  - g. Prepare and submit quarterly student research progress reports to the DGSC chairperson.





5. In the absence of the first supervisor for at least 2 months, the second supervisor and/or relevant DGSC chairperson shall be responsible for ensuring the candidate's compliance with these regulations and procedures, including those matters of supervision.
6. In the event of the supervisor failure to meet the expectation of the student the student shall make a written report to DGSC chairperson copied to the COD seeking guidance and support.
7. If a supervisor ceases to meet these requirements or cannot supervise a student for a period exceeding three months, the DGSC chairperson or appropriate academic authority shall immediately nominate a replacement supervisor for approval under the relevant School process.
8. In the event of acute or persistent deficiencies in the student's performance, such that the student is unlikely to meet the requirements of the degree by the end of the prescribed period. The supervisor shall:-
  - a. Advise the student and the DGSC chairperson copied to Dean on the deficiencies.
  - b. Advise and assist as required on remedial action on the deficiencies.
  - c. Recommend to the DGSC chairperson appropriate academic action on the student if the deficiencies persist.
9. The DGSC chairperson shall consolidate student progress reports to be considered by the DGSC, who shall forward with recommendations to the FGSC/SGSC, who shall also forward with recommendations to the Dean, SGS.
10. The Dean SGS shall table the reports to the SGS Board for consideration. The Board shall recommend to the Senate appropriate action on the student.

### **6.3 Restrictions on Supervision and Examination of Research Work**

1. A member of staff shall normally not supervise whenever there is conflict of interest.
2. A member of staff shall not supervise his/her immediate family member.
3. The supervisors should not be examiners to the candidate.
4. Supervisor(s) shall not engage in personal relationships with a student(s) be they male or female.
5. 1<sup>st</sup> and 2<sup>nd</sup> Supervisors of Masters Candidates shall normally be PhD Holders.
6. However, in exceptional cases, Masters holders may be appointed as supervisors only if; he/she is a senior lecturer and has shown evidence of active research by publications in refereed Journals and is an expert in a specialized area.
7. At any given time, a supervisor should supervise at most Five (5) masters and Three (3) Doctoral students.
8. 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 the Dean, SGS, shall take the appropriate action.

## **SECTION 7: EXAMINATION OF THESIS AND GRADUATE DIPLOMA PROJECTS**

### **7.1 Examination of Graduate Diploma Projects**

1. The project shall be assessed by two (2) 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.
2. The SGS shall organize for oral defense. This shall be face to face or on-line interaction.

### **7.2 Submission of Thesis for Examination**

1. At least twelve weeks before the actual submission of the thesis, a candidate shall give a written notice of intent to submit a thesis in hard or soft copy to the Dean, SGS through the supervisor(s) and DGSC chairperson. The notice shall 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).
2. 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 shall also be submitted for consideration by the SGS Board, if the Examiners are being appointed for the first time.
3. The Senate 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:
  - a. The Dean, SGS
  - b. The Dean of the Faculty/school
  - c. Chairperson of the relevant department
  - d. External Examiner(s) shall normally be expected to attend
  - e. Two Internal Examiner(s), at least one of whom should be from the relevant department,
  - f. Candidate's supervisor (s),
  - g. Chairperson of FGSC/SGSC
  - h. Chairperson of the DGSC
4. The DGSC shall organize for at least 1 seminar for Masters students and 2 seminars for PhD students. This shall be through face to face or on-line interaction.
5. 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 University Senate and must be signed by the student and the supervisor (s) and bear the date of submission.
6. Copies of the thesis shall be distributed to the Internal and External Examiners. The Internal Examiner(s) and the External Examiner(s) 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.
7. The Dean, SGS, in consultation with the Chairman of the respective DGSC shall appoint a new Examiner when an Examiner's report is delayed beyond the stipulated time.
8. Each examiner shall indicate within his/her detailed report:
  - a. Whether or not the thesis is adequate in form and content



- b. Whether or not the thesis reflects an adequate understanding of the subject, and in consequences;
  - c. Whether or not the thesis needs a major or minor revision or corrections;
  - d. The mark assigned to the thesis
9. After the receipt of all the Examiner's reports, the Dean, SGS shall set a date for the Oral Defense which shall be conducted face to face or on-line interaction. Such a date shall normally be within three weeks of the date of receipt of the last report. The External Examiner may not be required to attend the Oral Defense. The External Examiner's report and grade shall be given due attention during oral examination.
10. All internal Examiners and Supervisors shall be required to attend the Oral examination unless a valid reason is given to the Dean SGS.
11. In special circumstances, the Chair of Department shall be required to appoint a member of the Graduate Faculty to stand in for the Internal Examiner during the Oral Defense. This shall be done in writing to the Dean SGS prior to the Oral Examination. For the external Examiner, the Dean SGS will designate one of the panelists to stand in.
12. 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 corrections as per the Examiners reports and re-submit fresh copies (6) for re-examination at the Student's cost. It shall be treated as a supplementary
13. Plagiarism and misuse of AI generated content shall be treated as examination irregularities. The acceptable similarity index shall be capped at 20%, and AI-generated content shall not exceed 20% and must be used safely and responsibly to maintain the originality and honesty of academic work.
14. 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 will 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:
  - a. Each member of the board, except the supervisors, shall be required to assign a mark not exceeding 20% to the Oral Defense. The mean 20 of all the scores shall be the final grade for that defense, and shall be designed 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.
  - b. 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:  

$$\text{Thesis Mark} = (0.8X + Y) \%$$
  - c. A candidate must pass both the Oral Exam and the Written Thesis to be declared 'pass overall'. The pass mark is 50%. Passing of oral defense, the score must be 10 out of 20 and above.
  - d. If a candidate is failed by the External Examiner, the External Examiner may be invited to the defense.
15. After the completion of the Oral Defense, the Board of Examiners shall decide:

- a. 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.
  - b. Whether the thesis needs minor revision and/or corrections over the above recommendations contained in the Examiners' Reports, thus assigning the grade to the thesis, and recommending submission of the final revised thesis normally **after one month but within three months**, duly certified by the supervisors.
  - c. Whether the thesis needs major revision and/or corrections over the above recommendations contained in the examiners' reports, thus assigning the grade to the thesis, and recommending submission of the final revised thesis normally **after three months but within six months**, duly certified by the supervisors.
  - d. Whether the thesis needs major revision and corrections, and recommending re submission of the thesis **after six 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 (6) months for fresh assessment by all the three Examiners and appear for a second defense thereafter.
  - e. 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.
  - f. Whether the thesis is unacceptable for the award of degree of Kibabii University, and thereby declaring the candidate to have failed outright.
16. Decisions by the Board of Examiners will prevail as long as they are supported by a half plus one of the membership.
  17. A thesis cannot be defended more than two times.
  18. A candidate who fails Oral defense that is less than 10 out 20 shall not be awarded the degree and shall re-submit even if the overall score is 50% and above.

## 7.2 Final Submission of Thesis

1. Once a student has incorporated into the thesis all the recommendations of the Board of Examiners, normally the corrections supervisor shall check the thesis and then communicate 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 Chair of Department. The thesis should be prepared according to the format approved by University Senate.
2. 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 hard 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).
3. The hard cover face 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.
4. 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 (KIBU).



5. 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 shall be given to each supervisor(s). If plates are included in a thesis, originals shall be used in all the copies of thesis submitted.

#### **7.4 Grading and Recommendation for the Award and Conferment**

1. The Dean SGS, shall submit postgraduate research work results to the respective Chairperson of Department.
2. A student must pass both Coursework and Research work to be awarded a postgraduate qualification. The award of the postgraduate qualification shall be based on the mean mark obtained in Coursework and research work to be graded as follows:

| <b>Percentage Marks</b> | <b>Letter Grade</b> | <b>Level of Grading</b>      |
|-------------------------|---------------------|------------------------------|
| 75 > 100                | A- Distinction      | Exceeding Expectation (EE)   |
| 65 > 74                 | B- Credit           | Meeting Expectation (ME)     |
| 50 > 64                 | C- Pass             | Approaching Expectation (AE) |
| Below 50                | D- Fail             | Below Expectation (BE)       |

3. Names of candidates who have submitted bound thesis shall be forwarded to respective Deans of Schools/Faculty for recommendation of the candidates to Senate for the award of the respective Masters and PhD degrees, taking into consideration other requirements in respect of course work.
4. The Dean of the respective School/Faculty shall table the results in the Senate.

#### **7.5 De-Registration**

A Post Graduate candidate shall be de-registered if:

- i. The candidate fails to live up to the academic requirements stipulated in these regulations.
- ii. The candidate's conduct is in a manner that is contrary to the University Rules and Regulations.
- iii. The candidate or the candidate's sponsor fails to meet required financial obligations as stipulated by the University fees structure.
- iv. The candidate has not completed studies after the prescribed maximum period after date of registration. The tuition and supervision fee beyond the regular time of registration must be paid by as stipulated.
- v. The candidate has not submitted the final revised thesis after the prescribed time decided during the oral presentation.



## **SECTION 8: LEGAL AND ETHICAL ISSUES**

### **8.1 Intellectual Property**

Kibabi University shall normally claim ownership rights in the intellectual property which results from research in any programme.

### **8.2 Ethical Issues**

1. Postgraduate research should confirm to all relevant KIBU policy documents such Code of Conduct and Ethics for KIBU Staff, Intellectual Property and Rights Policy, and Research Policy and the ethics policies.
2. When the program includes experimentation on animals, it must conform to the requirements of code of practice and other relevant laws of Kenya for the purpose of Research.
3. Research applications, which include experimentation, must be approved by the research committee.
4. When the research program includes experimentation involving humans, it must conform to the requirements of the National Health and Medical Research Council and Kenyan laws. Research applications, which include such experimentation, must be approved.
5. Plagiarism is not acceptable. The use of another person's work or ideas must be acknowledged as per the University's policy on academic integrity.
6. Extracts from work (thesis, papers) presented to university should be acknowledged.
7. Supervisors and examiners are prohibited from publishing work that they supervise or examine from students without authority of the author.

### **8.3 Complaints**

1. Students and supervisors have the right to have complaints and disputes addressed and resolved within a reasonable time as per University Service Charter.
2. Students and supervisors shall attempt to resolve any emerging conflicts between them as amicably as possible with support of a member from DGSC, SGSC or SGS Board as deemed fit by either party.
3. If the dispute is not resolved and the student has a reason to believe that the outcome is not satisfactory, he/she should submit their complaints in writing through the CoD, Dean of School/Faculty, Registrar AA, to the DVC (ASA) or the Vice Chancellor as may be deemed fit to facilitate an independent resolution mechanism.
4. A student may be allowed to propose change of supervision to the DGSC with written justification. The final decision, however, rests on the Senate.
5. All Postgraduate students' complaints should be resolved at the DGSC or SGSC levels. If not, then they shall be forwarded to SGS Board and the Senate respectively for further advice.

### **8.4 Review and Amendments of these Rules and Regulations**

Kibabii University shall amend these Rules and Regulations from time to time.



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### **8.5 Non-Compliance with these Rules and Regulations**

The Senate shall take appropriate action against any person who does not comply with any of these Rules and Regulations.

### **8.6 Commencement**

The Rules and Regulations shall be effective upon approval by the University Senate





## APPENDICES

### APPENDIX I: SCORE SHEET FOR THESIS EVALUATION

#### KIBABII UNIVERSITY SCHOOL OF GRADUATE STUDIES

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

NAME OF EXAMINER: .....SIGNATURE.....

DATE: .....

#### A CONTENTS

70%

|  | Items   | MAXIMUM SCORE | ACTUAL SCORE |
|--|---|---------------|--------------|
| <b>Abstract</b>                          |   |               |              |
| 1.                                       | Well-structured and contains major sections   | 3.5           |              |
| 2.                                       | Summarizes all major issues in thesis   | 1.5           |              |
| <b>Introduction</b>                      |   |               |              |
| 3.                                       | Background information and context of study is clear  | 3.5           |              |
| 4  | Problem is clearly defined  | 1.5           |              |
| <b>Literature Review</b>                 |   |               |              |
| 5.                                       | Informative and clear   | 6.0           |              |
| 6.                                       | Relevant and current literature cited   | 4.0           |              |
| <b>Rational and Justification</b>        |   |               |              |
| 7.                                       | Rationale and study justification clearly defined   | 7.5           |              |
| <b>Objectives and Research questions</b> |   |               |              |
| 8.                                       | Research question was formulated  | 1.5           |              |
| 9.                                       | Objectives/goals are clear and achieves core  | 3.5           |              |
| <b>Methodology</b>                       |   |               |              |
| 10.                                      | Appropriate study design/experimental or observational design/proof plan  | 4.0           |              |
| 11.                                      | Methods are justified/described   | 4.0           |              |
| 12.                                      | Study population/materials describes  | 4.0           |              |
| 13.                                      | Data collection instruments are appropriate/Appropriateness of mathematical methods/computational procedures/theoretical frameworks | 4.0           |              |
| 14.                                      | Appropriateness of data analysis/solution methods/logical reasoning   | 2.0           |              |
| 15.                                      | Human subjects/Ethical issues/academic honesty appropriatly addressed   | 2.0           |              |
| <b>Results</b>                           |   |               |              |
| 16.                                      | Results are clear and well organized  | 3.0           |              |
| 17.                                      | Figures, tables, charts support text  | 2.0           |              |
| <b>Discussion</b>                        |   |               |              |
| 18.                                      | Covers research questions/objectives  | 5             |              |
| 19.                                      | Current literature cited appropriately  | 2.5           |              |
| <b>Conclusion/Recommendation</b>         |   |               |              |



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|     |                                   |           |           |
|-----|-----------------------------------|-----------|-----------|
| 20. | Logically deduced from data       | 2         |           |
| 21. | Related to the problem definition | 1.5       |           |
| 22. | Recommendations are practicable   | 1.5       |           |
|     | <b>MAXIMUM</b>                    | <b>70</b> | <b>A=</b> |

### **THESIS CONSTRUCTION**

**30%**

|                      | ITEMS                                       | MAXIMUM SCORE | ACTUAL SCORE |
|----------------------|---|---------------|--------------|
| <b>Preliminaries</b> |   |               |              |
| 23.                  | Cover page is well designed                 | 2             |              |
| 24.                  | Title adequately descriptive (not too long) | 2             |              |
| 25.                  | Declaration and acknowledgements            | 2             |              |
| 26.                  | List of abbreviations                       | 2             |              |
| 27.                  | Table of content                            | 2             |              |
| <b>Language</b>      |   |               |              |
| 28.                  | Language command is good                    | 3.5           |              |
| 29.                  | Spellings                                   | 2.5           |              |
| <b>Arrangement</b>   |   |               |              |
| 30.                  | Relationships between chapters is clear     | 3             |              |
| 31.                  | Neatly arranged in attractive layout        | 2             |              |
| 32.                  | Registration correctly done                 | 2             |              |
| <b>References</b>    |   |               |              |
| 33.                  | Sources of information properly referenced  | 4             |              |
| 34.                  | Appendices                                  | 3             |              |
|                      | <b>MAXIMUM</b>                              | <b>30</b>     | <b>B=</b>    |

**Grand Total A + B =.....**

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



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## APPENDIX 2: SCORE SHEET FOR THESIS DEFENSE EVALUATION

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

Name of the Student .....  
Registration No .....  
Name of Panelist .....  
Signature..... 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             |              |
| <b>Total</b>                   | <b>20</b>     |              |

## APPENDIX 3: VIVA VOCE EXAMINATION RESULTS FORM

### KIBABII UNIVERSITY SCHOOL OF GRADUATE STUDIES RESULTS FORM FOR VIVA VOCE EXAMINATION FOR MASTERS AND DOCTORATE DEGREE

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

|     |   |             |
|-----|---|-------------|
| 1.  | <b>RECOMMENDATION BY ORAL EXAMINATION PANEL</b>   | Tick<br>(√) |
|     | <b>Candidate Passes:</b>  |             |
| 1.1 | Whether the candidate defended the thesis adequately and 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.   |             |
| 1.2 | Whether the thesis needs minor revision and/or corrections over above the recommendations contained in the Examiners' Reports, thus assigning the grade to the thesis, and recommending submission of the final revised thesis normally <b>after one month but within three months</b> , duly certified by the supervisors.   |             |
| 1.3 | Whether the thesis needs major revision and/or corrections over the proposed recommendations contained within the examiners reports, thus assigning the grade to the thesis, and recommending submission of the final revised thesis normally <b>after three months but within six months</b> , duly certified by the supervisors.  |             |
|     | <b>Candidates Fails:</b>  |             |
| 1.4 | Whether the thesis needs major revision and corrections, and recommending re-submission of the thesis after six months for fresh assessment by one of the Internal Examiners. Should the candidate still fail at this stage, the candidate must submit a revised thesis normally <b>after six months</b> for fresh assessment by all the three Examiners and appear for a second defense thereafter |             |



|     |   |  |
|-----|---|--|
| 1.5 | Whether the thesis needs a complete overhaul, including collection of more data and/or change of methodology, and recommending re-submission normally <b>after nine months</b> for fresh assessment by all the three Examiners and a second defense thereafter. |  |
| 1.6 | Whether the thesis is unacceptable for the award of a degree of Kibabii University, and thereby declaring the candidate to have failed outright.  |  |

#### Thesis Oral defense attendance sheet

| Panel Members | Designation                              | Name | Signature |
|---------------|--|------|-----------|
| 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 of School/Faculty                   |      |           |
| 6.            | Chairperson of Department                |      |           |
| 7.            | Chairperson DGSC                         |      |           |
| 8.            | Chairperson FGSC                         |      |           |
| 9.            | Supervisor                               |      |           |
| 10.           | Supervisor                               |      |           |
| 11.           | Secretariat                              |      |           |

#### APPENDIX 4: REFEREE'S LETTER OF RECOMMENDATION

##### KIBABII UNIVERSITY 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 (KIBU)

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             |           |           |      |         |               |



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|  |  |  |  |  |  |
|--|--|--|--|--|--|
| 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 envelop, seal it and sign your name across the seal on the back of the envelop. 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.**



## APPENDIX 5: FORM FOR CONTINUING GRADUATE STUDENTS

### KIBABII UNIVERSITY 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 .....



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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:

| Category of fees       | Amount | Receipt No. |
|------------------------|--------|-------------|
| (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 6: ACADEMIC PROGRESS REPORT

### KIBABII UNIVERSITY SCHOOL OF GRADUATE STUDIES

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

#### PART A: TO BE FILLED IN BY THE STUDENT

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

|   |                                 |
|---|---------------------------------|
| 1 | By Research and Thesis          |
| 2 | 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 completed | Completed |
|--------------------------------|---------|---------------|----------|------------------|-----------|
| Literature Review              |         |               |          |                  |           |
| Designing of Methodology       |         |               |          |                  |           |
| Getting supplies for study     |         |               |          |                  |           |
| Data collection                |         |               |          |                  |           |
| Data Analysis                  |         |               |          |                  |           |
| Writing of Dissertation/Thesis |         |               |          |                  |           |
| Submission                     |         |               |          |                  |           |



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- (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 CHAIR OF DEPARTMENT/CHAIRPERSON DGSC**

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

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

.....

Name: .....

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

**PART D: TO BE FILLED BY CHAIRPERSON, FGSC/SGSC**

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

Name of Chairperson, FGSC/SGSC: .....

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

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

.....

Name of Dean of School/Faculty : .....

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, SGS Board: .....

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

- This form should be filled in triplicate.



## APPENDIX 7: APPLICATION FOR EXTENSION

### KIBABII UNIVERSITY SCHOOL OF GRADUATE STUDIES

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

- (1) Name of the Student:.....
- (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 Chairperson of Department:**.....

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

**Comments by Dean of School/Faculty:**.....

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

**Dean, SGS:**

Approved/Recommended ☐ Not approved/recommended ☐

Comments: .....



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

**\*To be filled in Triplicate. Submit all three copies.**

## **APPENDIX 8: NOTICE OF INTENTION TO SUBMIT A THESIS AND EXAMINATION ARRANGEMENTS**

### **KIBABII UNIVERSITY 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:.....
- (7) Name(s) of Supervisor(s):
- (i) .....
- (ii) .....
- (iii) .....

- (8) I hereby declare that I have completed my thesis 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.

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

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

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

#### **SECTION C: TO BE COMPLETED BY THE CHAIRPERSON DGSC**

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: ..... Email:.....

Curriculum Vitae: Attached ☐ Not attached ☐

##### **(b) Proposed Internal Examiners**

(11) Name: .....

Affiliation:.....

Postal Address:.....



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Telephone: ..... Email:.....

Curriculum Vitae: Attached ☐ Not attached ☐

(12) Name: .....

Affiliation:.....

Postal Address:.....

Telephone: .....Email:.....

Curriculum Vitae: Attached ☐ Not attached ☐

Date: .....

Signature of Chairperson DGSC: .....

#### SECTION D: TO BE COMPLETED BY CHAIRPERSON FGSC/SGSC

- (a) I recommend that the following be appointed to serve as VIVA VOCE panelists (for thesis examination only):

| Panel Members | Designation                                |
|---------------|--|
| 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)          |

- (b) 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 chairperson FGSC/SGSC : .....

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

| Please Tick              | Statement  |
|--------------------------|--|
| <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:.....

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



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## APPENDIX 9: CERTIFICATE OF CORRECTION OF THESIS

### KIBABII UNIVERSITY SCHOOL OF GRADUATE STUDIES

#### SECTION A: (To be filled in by a correction supervisor)

I certify that I served as a member of the Examiners Board for the following candidate for the academic year...../.....

Name of candidate: .....

Registration Number .....

Department/Faculty/SCHOOL: .....

Degree Registered for: .....

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

Date of Thesis Defense: .....

Subsequently I was assigned to supervise the correction of the thesis/dissertation and I certify that the corrections have been done as directed.

Name of the Correction supervisor: .....

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

#### SECTION B: (To be filled in by the Dean SGS)

I confirm that Prof. /Dr./Mr./Ms. ....supervised the above mentioned candidate.

I certify that the supervisor undertook the task effectively and the thesis has been corrected as directed.

Name: .....

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



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