



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY  
SCHOOL OF GRADUATE STUDIES & RESEARCH**

**GUIDELINES FOR POSTGRADUATE STUDIES  
DRAFT**

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**APPROVED BY:** \_\_\_\_\_

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# Table of Contents

<b>Abbreviations and Acronyms .....</b>	<b>3</b>
<b>1.0 Introduction.....</b>	<b>4</b>
1.1 School of Graduate Studies and Research .....	4
1.2 Board of Postgraduate Studies & Research.....	4
1.3 Declaration of Capacities .....	5
1.4 Recruitment of Students .....	5
<b>2.0 Application and Admission Procedure .....</b>	<b>6</b>
2.1 Processing of applications for Postgraduate Degree Programmes.....	6
2.2 Admission Requirements for Doctor of Philosophy degree .....	6
2.3 Admission Requirements for Masters’ Degrees.....	6
2.4 Admission Requirements for Postgraduate Diploma .....	7
2.5 Payment of Fees.....	7
<b>3.0 Course Duration and Mode of Study .....</b>	<b>7</b>
3.1 Doctor of Philosophy Degree.....	7
3.2 Masters’ Degree .....	8
3.3 Postgraduate Diploma.....	8
3.4 Study plan guidelines .....	9
3.5 Extension of Study Period.....	9
3.6 Academic Leave.....	9
3.7 Examination Regulations .....	10
<b>4.0 Supervision and Progress Reporting.....</b>	<b>11</b>
4.1 Appointment of Supervisors and Formation of Research Groups .....	11
4.2 Qualification of supervisors .....	13
4.3 Responsibility of Supervisors .....	13
4.4 Supervision ethics.....	13
4.5 Conflict resolution.....	14
4.6 Responsibilities of Students.....	14
4.7 Progress Reporting and Evaluation .....	15
4.10 De-registration - Coursework .....	16
4.11 De-registration – Thesis Research Stage.....	16
4.12 Part-time Student .....	16
<b>5.0 Thesis Examination .....</b>	<b>17</b>
5.1 Submission of Thesis.....	17

5.2 Thesis formatting guideline .....	17
5.5 Board of examiners .....	18
5.6 The oral examination .....	20
5.7 Examination verdict.....	20
5.8 Thesis Corrections .....	21
5.9 Thesis Re-submission .....	21
<b>6.0 Student Welfare .....</b>	<b>21</b>
<b>7.0 Facilitation of Examiners .....</b>	<b>21</b>
<b>8.0 Implementation and Review of the Guidelines.....</b>	<b>21</b>
<b>9.0 Appendices – Postgraduate Studies Standard Forms .....</b>	<b>21</b>

## **Abbreviations and Acronyms**

1. BPSR- Board of Postgraduate Studies and Research
2. DeKUT- Dedan Kimathi University of Technology
3. DVC (AAR) - Deputy Vice Chancellor, Academic Affairs & Research
4. DQA – Directorate of Quality Assurance
5. SGSR – School of Graduate Studies and Research
6. SPSC – School Postgraduate Studies Committee
7. VC- Vice Chancellor

## 1.0 Introduction

### 1.1 School of Graduate Studies and Research

Graduate education is a prominent role of Dedan Kimathi University of Technology. The responsibility for coordinating graduate programs and graduate education guidelines and procedures rests with the School of Graduate Studies and Research. The mission of the School is to facilitate and enhance the educational experiences and opportunities for all graduate students and to encourage excellence in research, creative and scholarly work. The School of Graduate Studies & Research is answerable to Senate in respect of conduct of postgraduate studies throughout the University.

The number of postgraduate degree programmes in the University have increased necessitating review of postgraduate guidelines with emphasis on the promotion of quality assurance and enhancement. These guidelines are expected to promote quality education and research by increasing transparency in the recruitment processes, administration and management of postgraduate studies. It is expected that both the faculty and students would adhere to these guidelines to ensure quality postgraduate training.

### 1.2 Board of Postgraduate Studies & Research

The Board of Postgraduate Studies & Research, that coordinates graduate programs comprises of the following members:-

- (i) Deputy Vice-Chancellor (Academic Affairs & Research) or representative who serves as the chairperson;
- (ii) Registrar AAR or his/her representative;
- (iii) Dean, School of Graduate Studies & Research;
- (iv) Deans and Directors of Schools and Institutes with postgraduate programmes;
- (v) Director, Directorate of Quality Assurance;
- (vi) Director, Research, Innovation Management and Community linkages;
- (vii) School of Graduate Studies & Research Secretariat.

The mandate of the Board of Postgraduate Studies and Research (BPSR) include the following:

- (i) Formulation and implementation of policies governing postgraduate training;
- (ii) Co-ordination of postgraduate syllabi and regulations;
- (iii) Admission of postgraduate students;
- (iv) Administration of postgraduate scholarships;
- (v) Administration and processing of postgraduate theses;
- (vi) Receiving and processing recommendations from schools on postgraduate student supervision and examination of Masters' and PhD theses;
- (vii) Making recommendations to Senate on the award of Masters' and PhD degrees and any other approved postgraduate certificates and diplomas;
- (viii) Coordinating the General welfare and discipline of postgraduate students;

- (ix) Monitoring and reporting to Senate on the individual postgraduate students academic progress;
- (x) Performing any other duties as may be assigned from time to time by Senate;

### **1.3 Postgraduate Studies Guidelines Vs Programme specific regulations**

These guidelines should be read together with the rules and regulations governing specific programmes. In the event of conflict between the guidelines and the specific programme rules and regulations, the latter takes precedence.

### **1.4 Declaration of Capacities**

- (i) The academic unit wishing to recruit Post-graduate diploma, Masters' or PhD students must make adequate arrangements with respect to resources, both facilities and staff, to ensure that all students admitted have a reasonable chance of completing their studies within the stipulated time. The declared capacities should be matched with the resources.
- (ii) The department or institute will provide a list of lecturer's research interest and/or ongoing research to enable students make decision on whether the research interests are catered for in the university. This is particularly important for Masters' and PhD courses because students will be required to write a thesis or dissertation.
- (iii) The chairman of department or director of the institute will ensure that the declared capacities comply with the University's standards and guidelines for individual staff workload for supervision of post graduate students.

### **1.5 Recruitment of Students**

- (i) The admission process will be open and transparent. The opportunities available will be declared and appropriately published through the School of Graduate Studies and Research (SGSR).
- (ii) Staff wishing to recruit their outstanding performing students from undergraduate programmes in the University will encourage them to apply through the SGSR. No admission commitments would be made until such students are cleared by SGSR. SGSR processes the application on behalf of the Senate.
- (iii) Specific programmes may require applicants to produce evidence of competence to work for the degree and to demonstrate mastery of a given discipline or field of study.
- (iv) Applicants may be required to appear for assessment in the department concerned.
- (v) There may be department-specific formulated regulations requiring applicants to have attained such academic or equivalent qualifications as may be consistent with the goals of their postgraduate programmes.
- (vi) The Common Regulations for Masters' and Doctor of Philosophy Degrees in all Faculty Schedule IX of DeKUT Statutes (DeKUT, 2018) shall apply.

## **2.0 Application and Admission Procedure**

### **2.1 Processing of applications for Postgraduate Degree Programmes**

- (i) Applications will be submitted to the Dean School of Graduate Studies and Research on the prescribed forms (DeKUT/SGSR/F1 – Postgraduate Application Form).
- (ii) All applications for registrations will be processed in the first instance through the relevant School's Postgraduate Studies Committee (SPSC) in consultation with the Departments in which registration is sought. The SPSC will then forward all such applications with appropriate recommendations to their respective School Boards for approval and onward transmission to the School of Graduate Studies and Research.
- (iii) Before recommending a candidate for admission, the SPSC will satisfy itself that:-
  - a) The proposed field of study is academically sound and can profitably be pursued under the supervision of Dedan Kimathi University of Technology Academic Staff;
  - b) The candidate has adequate opportunities for consulting with supervisors at least once a week;
  - c) The candidate can obtain access to materials relevant to the field of study or research work;
  - d) The candidate has adequate facilities for practical fieldwork where this is applicable.
- (iv) If satisfied with an applicant's admissibility, the School of Graduate Studies and Research will recommend to the Registrar, AAR that the applicant be admitted and registered.
- (v) In submitting an application, an intending candidate for the degree will submit for consideration by the School Board concerned, a postgraduate research concept in the prescribed template. (DeKUT/SGSR/F2 – Research Concept Template)
- (vi) Applicants will be required to pay the requisite application fees and tuition fees before being registered into a programme.
- (vii) Supervisors for the applicant will be proposed based on candidate's area of interest. A letter introducing a successful applicant to his/her main supervisor will be issued upon admission.
- (viii) Applicants for double/joint degree programmes will be recruited and admitted in accordance with double/joint degree policies.

### **2.2 Admission Requirements for Doctor of Philosophy degree**

For admission into a PhD programme, applicants shall have the following qualifications:-

- (i) A holder of Masters' degree from the Dedan Kimathi University of Technology;
- (ii) A holder of a Masters' degree or equivalent academic qualifications of another institution recognized by DeKUT senate;

### **2.3 Admission Requirements for Masters' Degrees**

For admission into a Masters' programme, applicants will have the following qualifications:-

- (i) Holder of a Bachelors degree of Dedan Kimathi University of Technology;
- (ii) A candidate who has obtained a bachelor's degree or an equivalent qualification from other institutions recognized by the University Senate.

## **2.4 Admission Requirements for Postgraduate Diploma**

For admission into a Postgraduate Diploma programme, applicants will have the following qualifications:-

- (i) Holder of a Bachelors degree of Dedan Kimathi University of Technology;
- (ii) A candidate who has obtained a bachelor's degree or an equivalent qualification from other institutions recognized by the University Senate;

## **2.5 Payment of Fees**

- (i) All students admitted to various postgraduate degree programmes will be required to pay fees as stated in the letter of admission before registration.
- (ii) All students applying for Postgraduate Studies will be required to pay an application processing fee.
- (iii) The fee structure for the available postgraduate programmes may be subject to change from time to time. However, such changes will be communicated well in advance.
- (iv) Registration must be complete by fourth week of the semester. Applicants not registered by the fourth week will not be allowed to attend classes.

## **2.6 Regulations on Credit Transfer**

- (i) The University may make arrangements for students to take courses in other institutions upon enrollment. However, such courses shall be undertaken only for the purpose of enhancing a student's knowledge, skills and competencies through learning engagements such as research, innovation, extension activities, practicum/colloquium assignments, and entrepreneurial/industrial attachments.
- (ii) The University will recognize courses taken in other institution only where there is proper certification for those courses and only if a student has obtained the equivalent of grade B and above.
- (iii) The University will recognize a maximum of 9 credits for MSc (equivalent to three units) and 12 credits for PhD degree (equivalent to four units) under credit transfer.
- (iv) Credits transfer will only be recognized for courses taken in a Master's or a PhD programme.

## **3.0 Course Duration and Mode of Study**

### **3.1 Doctor of Philosophy Degree**

- (i) The mode of study for PhD Programmes will comprise of coursework, examination and thesis.
- (ii) The duration of Doctor of Philosophy programme in all Schools and Institutes will extend over a period of at least three years from the date of registration for a candidate studying full-time. Part-time candidates will be registered for a minimum period of four and a half (4½) years.



- (iii) No candidate for PhD degree will be registered as a full-time student for more than five (5) years or a part-time student for more than six (6) years.
- (iv) Maximum period of study may be extended for no longer than nine (9) months and twelve (12) months for full-time and part-time Ph.D candidates respectively, unless under special circumstances.
- (v) Regulations governing request for extension and payment of fees for PhD degree programmes will apply.
- (vi) On the recommendation of the School Board concerned and within the first two years from the time of registration, Senate may permit a candidate to change his/her registration status from a part-time student or vice versa once only, in which case regulation (iii) above will apply to such a candidate as though he/she had initially been admitted to the status he/she now seeks.
- (vii) Tuition fee will be applied on any extra year so long as the student is registered.
- (viii) Candidates who do not show progress as expected will be de-registered.
- (ix) Students will be required to adhere to the PhD programme Activity Schedule (DeKUT/SGSR/F3 (a) - Activity Schedule for PhD Programmes).

### **3.2 Masters' Degree**

- (i) The mode of study for the Masters' Degree Programmes will comprise of coursework, examination, and thesis.
- (ii) The Masters' degree programmes will extend over a period of at least eighteen months and for a maximum of three years from the date of registration for full time students.
- (iii) A candidate registered for the Masters' degree will undertake coursework over a maximum period of twelve (12) months after the date of registration and will submit a research proposal based on his/her research interest.
- (iv) No candidate for a Masters' degree programme will be registered as part-time student for more than four years without completing the programme of study or submitting the thesis.
- (v) At the expiry of the study period, any student who has not completed the programme will cease to be a bona fide student of Dedan Kimathi University of Technology.
- (vi) On the recommendation of the School Board concerned and within the first one year from the time of registration, Senate may permit a candidate to change his/her registration status from a part-time student or vice versa once only, in which case regulation iv above will apply to such a candidate as though he/she had initially been admitted to the status he/she now seeks.
- (vii) Tuition fee will be applied on any extra year so long as the student is making progress.
- (viii) Candidates who do not show progress as expected will be de-registered.
- (ix) Candidates will be required to adhere to the Masters' programme Activity Schedule (DeKUT/SGSR/F3 (b) – Activity Schedule for Masters' Programmes).

### **3.3 Postgraduate Diploma**

- (i) The specific rules and regulations for the respective postgraduate diploma will apply.

- (ii) The mode of study for a postgraduate diploma programme is by coursework, examination and project.
- (iii) The mode of delivery will be as stipulated in the specific programmes.
- (iv) Ordinary University examination regulations will apply for the postgraduate diploma programmes.
- (v) To qualify for the award of the postgraduate diploma, a candidate must take and pass all the required units. The pass mark for graduation is 50%.
- (vi) Final projects will be forwarded to the School of Graduate Studies & Research for formatting and plagiarism check. The project report will follow the SGSR formatting guidelines and will pass the plagiarism test.
- (vii) Results of the postgraduate diploma candidates will be processed through the relevant School/Institute and will be forwarded to Senate.
- (viii) The award list for the postgraduate diploma graduands will be processed by the School of Graduate Studies & Research with recommendations for award of the postgraduate diplomas.

### **3.4 Study plan guidelines**

- (i) Postgraduate students will be guided by the programme activity schedule at admission (DeKUT/SGSR/F3(a) – Activity Schedule for Masters’ Programmes) and (DeKUT/SGSR/F3 (b) – Activity Schedule for PhD Programmes):
- (ii) Students will be expected to adhere to the research activity schedule.
- (iii) Supervisors will be expected to guide the students to meet the research activity schedule timelines.

### **3.5 Extension of Study Period**

- (i) Request for extension of study period will be made on the University prescribed form (DeKUT/SGSR/F4 – Extension of Study Period application Form) to the School of Graduate Studies & Research through the supervisors, and SPSC two months before expiry specifying reasons for extension with a schedule for activities to be carried out.
- (ii) Under special circumstances the study period may be extended for a maximum of six (6) months and twelve (12) months for full-time and part-time candidates respectively.
- (iii) Students who exceed the study period specified in the letter of admission will be required to pay fees for the extra study period.

### **3.6 Academic Leave**

- (i) A student may apply for permission using the university prescribed form (DeKUT/SGSR/F5 – Academic Leave application Form) to be away from the University for up to two academic years. Senate may grant permission depending on the recommendations from the relevant Department and School/Institute.
- (ii) A student who withdraws from a programme, while in good academic progress, but is unable to resume studies within two academic years, may be re-admitted on recommendation from the Department and the School/Institute.
- (iii) Programme regulations on academic leave will apply.

### 3.7 Examination Regulations

- (i) Individual programme rules and regulations for the respective postgraduate degree will apply.
- (ii) All units will normally be examined during the semester in which they are taken. Such examinations will be named ordinary University Examinations. The ordinary university examinations will be written papers of 3 hours each, unless otherwise specified in the programme.
- (iii) Examinations will consist of continuous assessments and end of semester Examinations, Seminar presentations, Colloquia and Paper Presentations.
- (iv) Continuous assessments will normally comprise of practical work, tests and assignments.
- (v) Unless otherwise specified in the respective courses, the written examinations will constitute 50%, while CATs, practicals and assignments will account for 50% of the final marks, except where a unit is assessed solely through continuous assessment.
- (vi) The weighting for CATs in units that have laboratory practical in case of Msc programmes will be as follows: 15% Practical, 20% Assignments and 15% Tests. Where a course has no laboratory practicals, the weighting of the continuous assessment will be composed of 25% tests and 25% assignments.
- (vii) Specific departments will determine units that would require practical sessions.
- (viii) Where a course has workshop practicum, the ordinary examinations will contribute 50% of the total marks, while workshop practicum will account for 50% of total marks.
- (ix) Each unit will marked out of 100%. Grade evaluation may be provided as GPA which is equated to percentage values as shown in GPA Percent equivalence.

Grade	GPA	Score (%)
A+	4.3	86 - 100
A0	4.0	80 – below 86
A-	3.7	74 -below 80
B+	3.3	66 – below 74
B0	3.0	60 – below 66
B-	2.7	54 – below 60
C+	2.3	46 – below 54
C0	2.0	40 – below 46
C-	1.7	34 – below 40
D+	1.3	26 – below 34
D0	1.0	20 – below 26
D-	0.7	14 – below 20
F	0	Below 14

- The research courses will be graded as S/U (Satisfactory/Unsatisfactory) without calculation of the grade point average (GPA).

- Industrial internship and research related units (seminar, colloquium) shall be marked as pass or fail unless otherwise specified in the course outline. Pass mark shall be 50%.
- (x) Candidates taking the first year examinations will be required to pass in all the units in order to proceed to second academic year.
  - (xi) Any student who fails up to two units will be required to take a supplementary examination.
  - (xii) Examination results will be processed through the School Board of Examiners and will be approved by University Senate of Examiners.
  - (xiii) Supplementary examination, if any, will be governed by the programme regulations.
  - (xiv) A candidate who fails in at least three units in any academic year will be discontinued. The applicable programme regulation will apply.
  - (xv) In the units assessed by term papers, the student will be expected to deposit the term papers with the department by the end of the semester.
  - (xvi) Examination results for theses will be processed and presented to Senate by the School of Graduate Studies & Research.
  - (xvii) The thesis will be assessed through both the examination reports and oral defense examination.
  - (xviii) The Degree will be awarded only to those candidates who have published in peer refereed journals. Candidates for Msc will be expected to publish one journal article while candidates for PhD will publish two (2) peer reviewed journal articles. A list of publications acceptable in DeKUT will be provided and updated annually; a criterion for establishing a credible journal will be availed to all students upon registration.

#### 4.0 Supervision and Progress Reporting

##### 4.1 Appointment of Supervisors and Formation of Research Groups

- (i) A candidate will be required to pursue the programme under instruction or supervision of qualified academic staff.
- (ii) A supervisor will be appointed by matching the student's area of interest to the academic staff declared field of interest.
- (iii) For Masters' and PhD students: the allocation of prospective supervisor to the students will be a part of the admission process. Hence an academic staff will consent to be appointed as a supervisor of a student who has expressed interest in his/her field of interest, on or before the student can be offered admission.
- (iv) The Supervisors will be appointed in any of the three categories: Main supervisor, Co-supervisor or Alternate supervisor.
  - The Main supervisor, also to be referred to as the first supervisor will have primary responsibility for guiding the student through the research. Normally, it will be the lecturer whose field of research interest matches that of the student.
  - The Co-supervisor is the second supervisor who has a specific contribution to make in the student's selected area of interest. Normally the first supervisor will propose who should

serve as a co-supervisor based on the proposed research topic. The supervisor and co-supervisor will be in the same research group and should enjoy a cordial relationship so that the student is provided with a conducive learning environment. The maximum number of co-supervisors is two.

- Alternate supervisors will be proposed in the event that the first supervisor and the Co-supervisors are unavailable for any reason to supervise the student to the conclusion of his/her research. However, the Alternate supervisor will not be active in the supervision until they are called upon to step in by the SGSR.
- (v) In the event that no suitable Co-supervisor is available, approval will be given for a student to have only one supervisor – the main supervisor as long as an Alternate supervisor has been identified.
  - (vi) Indeed, a supervisor can make the choice to have either a Co-supervisor or an Alternate supervisor.
  - (vii) There will be no obligation for the names of the Alternate supervisor or a Co-supervisor not providing specialized input into a research area to appear in publication of the research findings.
  - (viii) Supervisors' appointment will be proposed in the first instance at the Department in the first year of study after admission upon submission of research concept by the student.
  - (ix) A letter introducing successful applicants to the proposed main supervisor will be issued by the department upon admission.
  - (x) Before a supervisor is appointed by Senate, the department concerned must satisfy itself that the supervisor is competent in the subject area or field of research in which the candidate proposes to work.
  - (xi) Each candidate will normally be assigned a minimum of two supervisors and a maximum of three supervisors, one being the main and 1st supervisor and the others being co-supervisors.
  - (xii) Normally one of the supervisors will be appointed from among the academic staff of the department concerned.
  - (xiii) A supervisor may be appointed from outside the University.
  - (xiv) Senate will withdraw the services of a supervisor who in its opinion is not likely to assist the candidate complete his/her studies within the stipulated time. The department concerned will propose another supervisor who will be appointed by Senate through the Board of Postgraduate Studies & Research.
  - (xv) The supervisors will be responsible for guiding the candidate through the research schedule in adherence to the research activity schedule.
  - (xvi) The maximum number of students that a supervisor may supervise in any given year will be as provided for under the Commission for University Education guidelines.
  - (xvii) Students may be allowed to choose supervisors from the department. Detailed profiles of faculty members will be uploaded in the Departments webpage to enable students identify supervisors with their research interests.

- (xviii) Supervisors will be remunerated for any student they supervise at a rate as determined by the University Council from time to time and in a manner as is stipulated by the University Senate and Management.

#### 4.2 Qualification of supervisors

- (i) A holder of a PhD degree in the relevant area;
- (ii) Rank of senior lecturer and above; Master's students may be supervised by a Ph.D. holder with at least one year teaching experience; Ph.D. supervisors should be at least a senior lecturer.
- (iii) Must have at least 3 years' relevant experience if practicing in the field;

#### 4.3 Responsibility of Supervisors

It will be the duty of the supervisor to direct and supervise the work of the student, and in particular the supervisor will:-

- (i) Maintain regular and effective contact with the student; at least once a week;
- (ii) Respond to any written materials from their students within the shortest time possible;
- (iii) Guide students to relevant literature and other sources of information for their research work;
- (iv) Link students to researchers working in related fields;
- (v) Discuss and critically evaluate the candidate's findings and ideas;
- (vi) Advise candidates on the adequacy of form and content of their thesis;
- (vii) Train candidates on the conventions of scholarly presentations;
- (viii) Enhance the quality of a student's work;
- (ix) Guide the student in presenting the research findings at scheduled colloquia and seminars;
- (x) Guide the student in publishing peer reviewed journal papers from their research work;
- (xi) Submit individually or jointly academic progress reports on the student using the University prescribed form (DEKUT/SGSR/F6 – Progress report form).
- (xii) Certify at the end of each semester that the candidate has received adequate supervision.
- (xiii) Inform the School of Graduate Studies & Research through the relevant SPSC if the candidate is not likely to reach the standard required for the award of a postgraduate degree.
- (xiv) Guide the students in meeting the research activity schedule timelines.

#### 4.4 Supervision ethics

- (i) A supervisor will not publish or use the students' research work without his/her consent and acknowledging the same.
- (ii) Supervisors have special responsibilities to assure the overall cohesiveness and validity of the publications drawn out of research by students they supervise.
- (iii) Relationship between a supervisor and the student he/she is supervising shall be in accordance with the staff-student relationship policy of the University.
- (iv) A supervisor will declare conflict of interest upon his/her appointment and will forward the same to the School of Graduate Studies & Research.

- (v) A supervisor will not receive any form of rewards from the student, in accordance with chapter six of the Constitution.

#### 4.5 Conflict resolution

- (i) Any conflict between supervisors and students will be handled by the School of Graduate Studies & Research.
- (ii) The School of Graduate Studies & Research will discuss the issue and make appropriate recommendations to Senate for implementation.
- (iii) When conflict arises, the student or supervisor will write to the Dean, School of Graduate Studies & Research for tabling at the Board of Postgraduate Studies and Research.
- (iv) Conflict between supervisors will be handled by the Board of Postgraduate Studies & Research and recommendations forwarded to Senate for appropriate action.

#### 4.6 Responsibilities of Students

- (i) Maintaining regular consultation with their supervisors; at least once a week.
- (ii) Submitting progress reports every month through their supervisors in the prescribed form (DeKUT/SGSR/F6 - Progress report form). Submission of the reports will be done through the supervisors, the School Postgraduate Studies Committee and the Board of Postgraduate Studies and Research. All progress reports must have a copy of the work plan attached and should show the number of meetings held with the supervisor, dates of the meetings, work so far accomplished, work yet to be done and the time required to complete the work;
- (iii) Participating in scheduled postgraduate colloquia and research seminars organized by the University;
- (iv) Organizing and presenting research content professionally and accurately;
- (v) Adhering to correct format of presenting quotations, footnotes, bibliographical items, tables, and other illustrative materials;
- (vi) Ensuring the integrity of thesis by preparing plagiarism-free work
- (vii) Publishing the required peer reviewed articles in SCI journals from the thesis before it can be formally defended (Two articles for PhD and One for Masters') Journals with high impact factors are encouraged;
- (viii) Submitting intention to submit the thesis to the School of Graduate studies and Research through the relevant School Postgraduate Studies Committee as stipulated in the University School of Graduate studies and Research guidelines;
- (ix) Defending all aspects of the thesis during oral examination;
- (x) Making corrections as recommended by the Board of Examiners;
- (xi) Ensuring that the required number of copies of the thesis and the originals are duly signed and the certificate of correction is submitted to Board of Postgraduate Studies and Research within stipulated timelines.
- (xii) Ensuring adherence to the research activity schedule for timely completion of studies.



#### 4.7 Progress Reporting and Evaluation

- (i) Students will be required to file progress reports indicating the progress of their research work throughout their study period. Duly filled forms will be submitted to the department concerned for onward transmission to the School of Graduate Studies & Research through the relevant School/Institute. Progress reporting will be done using prescribed forms (DeKUT/SGSR/F6 - Progress report form)
- (ii) There will be two types of progress reports: The monthly report and the quarterly report.
- (iii) The monthly report will capture the adherence to the supervision schedules and work plans. Hence it will indicate if weekly meetings between the supervisors and students have taken place and if the assignments given to students have been fully executed. The progress report template is provided in the Appendix (DeKUT/SGSR/F6 - Progress report form)
- (iv) The Quarterly progress report will be more detailed than the monthly report. It will have a summary of key accomplishments. The details provided should enable assessment by the supervisors, the respective Post graduate Studies Committees and the SGSR to evaluate a student's progress and give a feedback. The reporting template is provided in the Appendix (DeKUT/SGSR/F6 - Progress report form). It provides for attachment of documentary evidence such as interim reports and papers published.
- (v) Students will make three copies of the progress report forms. One copy will be filed at the department, another at the School/Institute while the third will be filed at SGSR.
- (vi) A student's progress in his/her research will be evaluated against the work plan and the department specific thesis research roadmap.
- (vii) At every stage the SGSR will provide a feedback to each students indicating whether the progress satisfactory, of concern or alarming. The three categories have the following interpretation:
  - a) **Satisfactory.** This will be given if the student is on course to completing on time as per the research activity schedule.
  - b) **Of concern** - This will be given if the student is lagging behind in the activity schedule but can make-up for the delay through extra effort.
  - c) **Alarming** - This will be given if the student is headed to requesting for extension of time or an unsuccessful outcome (discontinuation).
- (viii) In the case of the SGSR evaluation being of concern or alarming, the student and his/her supervisor will within one month from the date of the feedback provide the SGSR with a report of proposed interventions to remedy the situation which should be time bound and within a month.

#### 4.8 Academic Warning

An academic warning will be given when a student has received alarming feedback for unsatisfactory research progress.

#### 4.9 Discontinuation

- (i) Students who receive a total of two consecutive academic warnings are subject to discontinuation.



- (ii) If readmitted after discontinuation (due to academic warnings), a student who receive another warning, shall be subject to discontinuation.
- (iii) A candidate who fails to demonstrate satisfactory progress, evidenced through research proposal, presentation of research seminars, research reports and annual progress reports may, by approval of the Senate, be discontinued.
- (iv) A candidate who fails to submit a dissertation within the stipulated maximum period, and who does not seek approval of the Senate for extension, shall be discontinued.

#### **4.10 De-registration - Coursework**

- (i) A candidate who qualifies to register for any semester but fails to register by the end of the fourth week of the semester will be assumed to have deserted the programme and will be de-registered.
- (ii) A candidate who has registered for a particular semester but who has failed to complete at least 75% of the instructional hours in all the units in which they registered will be assumed to have deserted the degree programme and will be de-registered.
- (iii) A candidate who absents himself/herself from all University examinations he/she registered for in any semester will be assumed to have deserted the degree programme and will be de-registered.
- (iv) A candidate who absents himself/herself from all the special examinations for which they were required to sit, or fails to undertake all extra assignments for continuous assessment without good cause, will be assumed to have deserted the degree course, and will be de-registered.
- (v) A candidate who is required to retake examination(s) in any failed unit(s) and fails to register for the examination(s) by the end of the fourth (4th) week of the semester in which the examination(s) is/are held, will be assumed to have deserted the degree course, and will be de-registered.

#### **4.11 De-registration – Thesis Research Stage**

- (i) On approval by Senate, the SGSR may recommend a candidate for de-registration if the candidate fails to show progress in their research and does not file progress reports as required. In this regard, the SGSR will make such recommendations when a candidate has two consecutive alarming reports in the case of a Masters' Degree and three in the case of a PhD.
- (ii) Other relevant School of Graduate Studies and Research examination regulations will apply.

#### **4.12 Part-time Student**

- (i) The part-time student is advised to allocate at least 27 hours a week to his or her studies, viz., on 3 hours each day of the weekdays and 8 hours on Saturdays, and 4 hours on Sundays. This comes to (20+7) 27 hours. Thus in a week, he/she covers  $27/40 = 67\%$  what a regular student covers. Thus, in an academic year with three-semesters, the part time student will cover the equivalent of two semesters of a full time student.
- (ii) A part-time student will complete a Masters' programme in 3 years and a PhD programme in 4 years if he/she allocates 27 hours per week.

- (iii) The Thesis examination will follow an activity schedule similar to that of a full time student. The development of the research proposal will follow the same as that of a full time student. The dates of the conference papers and publications will correspond to those of full-time students as per the adjusted activity schedule.

	<b>Full Time</b>	<b>Part Time</b>
Masters'	2 years	3 years
	3 semesters year 1	3 semesters year 1
	2 semesters year 2	
PhD	3 years	4 ½ years
	3 semesters year 1	3 semesters year 1
	3 semesters year 2	3 semesters year 2
	2 semesters year 3	3 semesters year 3
		3 semesters year 4
		2 semesters year 5

## 5.0 Thesis Examination

### 5.1 Submission of Thesis

- (i) Candidates will submit the intent to submit form by the eighth week of the semester in which the candidate wishes to have the viva voce examination. This is as per the research activity schedule (DeKUT/SGSR/F7 – Intent to Submit form).
- (ii) The preparation of the research proposal, carrying out the research work, preparation and submission of monthly and quarterly program reports, preparation and submission of papers for presentation in conferences for publication, submission of intention to submit and the timelines for the viva voce will follow the schedule provided in the research activity schedule.

### 5.2 Thesis formatting guideline

- (i) Theses will be prepared in adherence to the School of Graduate Studies & Research theses formatting Guidelines (Annex 1 - Thesis Writing and Formatting guidelines).
- (ii) Minimum requirements for referencing will be that referencing system and bibliographies be consistent throughout, be clear and fully agree with each other both in the in-text citations and in the 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. Departments and Schools/Institutes may vary the way they cite literature provided the citing is in accordance with accepted international conventions described in style manual. Departments/Schools will be required to declare the referencing system to be used in their areas of discipline.

### 5.3 Requirements for Submission of Final Thesis

Before a thesis is submitted for examination, the following should be submitted to SGSR:-

- (i) A copy of an approved proposal. An approved proposal will be submitted immediately after approval by the relevant School/Institute.
- (ii) Duly filled and processed intent to submit form. The form will be submitted by the eighth week of the semester in which a candidate expects to have the viva voce examination. It will be submitted to the School of Graduate Studies & Research.
- (iii) Six copies of spiral bound thesis. The thesis will be duly signed by the student and all supervisors. A soft copy will be submitted to SGSR for plagiarism and formatting check.
- (iv) Fee statement with zero balance.
- (v) A copy of peer reviewed Indexed journal publication from the thesis approved by the School/Institute.
- (vi) Filled Anti-plagiarism declaration form.
- (vii) Plagiarism report from a University approved anti plagiarism software.
- (viii) Progress reports as provided in the research activity schedule.

### 5.4 Checklist For Submission of Final Hard Bound Thesis

Candidates will be expected to provide the following while submitting the final hard bound thesis:

- (i) Six copies of hard bound thesis duly signed by candidate and supervisors in the prescribed color. The prescribed color for PhD thesis is Maroon while that for Masters' theses is Green. Samples are available at SGSR and the University Libraries.
- (ii) Duly completed "Certificate of Corrections" form.
- (iii) A soft copy of the final thesis.
- (iv) A final plagiarism report from a University approved anti plagiarism software.

### 5.5 Board of examiners

The School of Graduate Studies & Research through the BPSR will appoint a board of examiners for the candidate. The board will comprise of the following;

#### 5.5.1 Board of Examiners for Masters' Degrees

- (i) Dean of School/Institute or his/her nominee who will serve as the Chairperson;
- (ii) Dean, School of Graduate Studies & Research or his/her nominee;
- (iii) One internal examiner. The examiner must have examined the thesis and submitted a written report in accordance with SGSR examination report guidelines (DeKUT/SGSR/F9 - Postgraduate Examination Report Guidelines);
- (iv) One external examiner. The examiner must have examined the thesis and submitted a written report in accordance with SGSR examination report guidelines;
- (v) A person competent in the candidate's area of specialization;
- (vi) A candidate's main supervisor or co-supervisor if the main supervisor is not available;
- (vii) The chairperson of the department or his/her appointee.

### 5.5.2 Board of Examiners for PhD Degrees

- (i) Dean of School/Institute or his/her nominee who will serve as the Chairperson;
- (ii) Dean, School of Graduate Studies & Research or his/her nominee;
- (iii) One internal examiner. The examiner must have examined the thesis and submitted a written report in accordance with SGSR examination report guidelines (DeKUT/SGSR/F9 - Postgraduate Examination Report Guidelines);
- (iv) One independent examiner. The examiner must have examined the thesis and submitted a written report in accordance with SGSR examination report guidelines;
- (v) One external examiner. The examiner must have examined the thesis and submitted a written report in accordance with SGSR examination report guidelines;
- (vi) A person competent in the candidates area of specialization;
- (vii) A candidate's main supervisor or co-supervisor if the main supervisor is not available;
- (viii) The chairperson of the department or his/her appointee.

### 5.5.3 Viva Voce Dates

- (ix) The Masters' thesis and PhD Dissertation examination shall strictly adhere to the thesis examination timelines as set out in the Appendix (DeKUT/SGSR/F3 – Research activity Schedule).
- (i) The school of Graduate Studies and Research will enforce adherence to the timelines by each and every examiner: the external, internal, and/or independent examiner.
- (ii) The viva voce date will be automatically set upon submission by the student of intention to submit and firmed up immediately the thesis is submitted.
- (iii) The thesis will be submitted to each of the identified examiners.
- (iv) Each examiner proposed for appointment as thesis examiners will be notified of the intention of the university to appoint him/her as an examiner immediately, that's within the week the intention to submit is received by the SGSR.
- (v) All letters of appointment to internal, independent or external examiners will be released at the same time and shall indicate the viva voce date.

### 5.5.4 Change of an examiner

- (i) Examiners will be given a maximum of one month to examine a thesis.
- (ii) An examiner who has been reminded but does not submit the report within the stipulated time will have the appointment cancelled at the elapse of the period.
- (iii) The department concerned will propose another examiner whose appointment will be processed through the School of Graduate Studies & Research. The substitute external examiners will be requested to submit a report within two weeks.
- (iv) If there are two external examiners and one submits his/her report on or before the viva-voce date, then the one report shall be considered for examination.

- (v) If no external examiners report will have been submitted, even from the substitute external examiner, and the thesis work has been published in a reputable journal, then the examination team may continue with the viva voce without the external examiners reports.
- (vi) If an internal or independent supervisor does not submit the examinations report at least 3 days before the viva voce, then the Dean, SGSR in consultation with the concerned Chairman of the academic department and/or Dean/Director, will cause the appointment of their replacements who can then assess the thesis ahead of the viva voce examination.
- (vii) If both the internal/independent supervisor will not have submitted their reports but the external examiner has, then the viva voce will proceed as scheduled. Otherwise, the viva voce shall be rescheduled by a maximum of one week (viz., one calendar week).

### 5.6 The oral examination

- (i) The School of Graduate Studies & Research will organize an oral examination and invite the relevant participants with the notice sent at least one week prior to the meeting.
- (ii) Examination will only take place when the board of examiners is properly constituted.
- (iii) The examination will comprise of student presentation, question & answer session and the verdict session.
- (iv) The student will be allowed to present their work in the duration prescribed by the School of Graduate Studies & Research.
- (v) The examiners will be allowed to make their inquiries and recommendations in the order prescribed by the chair of the meeting.
- (vi) The candidate will respond to the inquiries by the examiners during the oral examination.

### 5.7 Examination verdict

- (i) Verdict will be arrived at after unanimous agreement by the examiners. In the event that there is no unanimous agreement, the verdict will be referred to Senate for further guidance.
- (ii) The verdict will be given in consideration of the thesis examination reports and the oral examination findings.
- (x) The thesis examination and determination of whether a candidate has passed or failed shall be based on scores as per the thesis scoring and grading guidelines (DeKUT/SGSR/F8 – Thesis scoring and grading guidelines).
- (iii) The decision as to whether a candidate has passed or failed at the viva voce stage may take into account the candidates publications, and the continuous assessment based on the quarterly progress reports.
- (xix) A publication will count only if it is in journal approved by the SGSR. A list of publications acceptable in DeKUT will be provided and updated annually; a criterion for establishing a credible journal will be availed to all students upon registration.
- (iv) The verdict will be communicated to the student immediately after the oral examination upon unanimous agreement.
- (v) The verdict will be forwarded to senate via the prescribed verdict form (DeKUT/SGSR/F9 – Verdict form) which will be signed by all examiners.
- (vi) A candidate who fails a re-submission will be discontinued from the programme.

## 5.8 Thesis Corrections

- (i) Corrections given by the Board of Examiners will be implemented within the prescribed period.
- (ii) The student will implement the corrections and prepare a list of the corrections in the prescribed format for assessment by the correction supervisor. (DeKUT/SGSR/F11 – Thesis Correction Matrix).
- (iii) The student will be allowed to submit the final hard bound thesis upon being cleared by the correction supervisor who will sign the certificate of corrections form (DeKUT/SGSR/F10 – Certificate of corrections form).

## 5.9 Thesis Re-submission

Re-submitted thesis will be examined and processed together with new theses in the semester in which the thesis is re-submitted.

## 6.0 Student Welfare

- (i) Each student will be allocated a faculty member upon admission who will act as a mentor for the student while at DeKUT.
- (ii) All students will have equal opportunity and would not be discriminated against on the basis of race, color, sex, age, marital status, or disability.
- (iii) The University will endeavor to provide a conducive environment and provide the necessary support to enable the candidates complete their studies on time.
- (iv) The University will, where possible, lobby for scholarship opportunities for students.
- (v) The University will liaise with the financiers including Higher Education Loans Board, financial institutions, donors among others to assist students get favorable fee payment plans.

## 7.0 Facilitation of Examiners

- (i) The University, through the Dean SGSR, will ensure that the external examiners, internal and independent examiners as well as supervisors get their honoraria immediately upon conclusion of the viva voce meeting.
- (ii) Examination of a resubmitted theses will follow the schedules provided for the semester that follows.

## 8.0 Implementation and Review of the Guidelines

The guidelines will be effective upon consideration and approval by DeKUT Senate. The guidelines will be regularly reviewed as found necessary to ensure that postgraduate processes function efficiently and effectively, and to fully meet the requirements of the University Senate. The Dean, SGSR will coordinate the review process in consultation with DVC-AAR

## 9.0 Appendices – Postgraduate Studies Standard Forms

1. DeKUT/SGSR/Form 1 - Application form for postgraduate studies

2. DeKUT/SGSR/Form 2 - Research Concept guideline
3. DeKUT/SGSR/Form 3 (a) - Activity Schedule for PhD programme
4. DeKUT/SGSR/Form 3 (b) - Activity Schedule for Masters' programme
5. DeKUT/SGSR/Form 4 - Application for Extension of studies form
6. DeKUT/SGSR/Form 5 - Application for Academic leave form
7. DeKUT/SGSR/Form 6 - Postgraduate Progress Report Form
8. DeKUT/SGSR/Form 7 - Intent to submit form
9. DeKUT/SGSR/Form 8 - Thesis Examination scoring and grading Guidelines
10. DeKUT/SGSR/Form 9 (a) - Verdict form for PhD Programme
11. DeKUT/SGSR/Form 9 (b) - Verdict form for Masters' Programme
12. DeKUT/SGSR/Form 10 - Certificate of corrections form
13. DeKUT/SGSR/Form 11 -Thesis corrections matrix form



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY  
SCHOOL OF GRADUATE STUDIES & RESEARCH**

**APPLICATION FORM FOR REGISTRATION FOR POST GRADUATE STUDIES**

**Document No: DeKUT/SGSR/FORM 1**

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**NOTES:**

- (i) Four copies of this form for PhD, Masters' or Post graduate Diploma Courses should be completed and returned to: The Director, School of Graduate Studies and Research, Dedan Kimathi University of Technology, Private Bag, Dedan Kimathi, Nyeri. (Email: [graduateschool@dkut.ac.ke](mailto:graduateschool@dkut.ac.ke))
- (ii) Applicants for MSc. And PhD to attach a research concept in the prescribed form (DeKUT/SGSR/F2)
- (iii) The applicant should attach four colored passport size photographs to the application forms.
- (iv) This form should be typed or completed in BLOCK LETTERS.
- (v) Application fee for Masters' Programmes: KShs 1,500. 00
- (vi) Application fee for Post Graduate Diploma Programmes: KShs. 1,500.00
- (vii) Application fee for Doctorate Programmes: KShs. 3,000.00
- (viii) The applicant could either pay application fee in Cash to the University Student Finance Office or he or she could deposit the application fee to Standard Chartered Bank Account Number 0102045131203 Nyeri Branch or Consolidated Bank Account Number 10061200000062, Nyeri Branch or Kenya Commercial Bank Account Number 1121318274, Nyeri Branch or Equity Bank Account Number 1150297300480, Nyeri Branch or Family Bank Account Number 055000028807, Nyeri Branch and remember to get from the bank the pay-in slip, the applicant is expected to attach to the application form before presenting the application to the University.

**SECTION A**

- 1. Name: (Mr. Mrs. Miss., Ms.).....  
(First Name) (Middle Name) (Surname)
- 2. Employer (If applicable).....
- 3. Field of Study.....
- 4. Current Address.....  
Telephone No:..... Mobile No:.....  
E-mail Address:.....
- 5. Permanent address (if different from the current address).....
- 6. Date of Birth.....



- 7. Nationality.....
- 8. Identity Card No.....

**SECTION B**

- 9. University Education and Qualifications obtained (state the dates that you attended the University/Institution, the Qualifications obtained, including classifications e.g First/Upper Second Class Honours). You should attach certified copies of degree certificates and academic transcripts showing the grades obtained in each course.
  - a) First Degree.....
    - i) University attended: .....
    - ii) Dates attended: .....
    - iii) Field of Study: .....
    - iv) Degree awarded: .....
    - v) Date awarded: .....
  - b. Second Degree (where applicable)
    - a) University attended: .....
    - i) Dates attended: .....
    - ii) Field of Study: .....
    - iv) Degree awarded: .....
    - v) Date awarded: .....
- 10. Additional Qualifications (where applicable)
  - .....
  - .....
- 11. Employment and Research Experience (if any) (provide a list of publications and research grants received on a separate sheet if necessary)
  - .....
  - .....

**SECTION C**

- 12. The post graduate programme applied for (Applicants should consult the Department and Institute /School before completing this section)
  - a) Name of Degree.....
  - b) Department: .....
  - c) School/Institute: .....
  - d) Field of Study.....
  - e) Mode of Study: (Full time/Part time).....
  - g) Proposed date of commencement of study.....
  - h) Expected date of completion.....
  - i) Collaborating institutions where work is done
    - .....
    - .....
- 13. Indicate how you intend to finance your studies
  - .....

14. Name **two** persons who are prepared to act as your referees. They should be well placed to report on your potential as a postgraduate student in your chosen area of study and preferably should have been your lecturers in degree courses.

Name of Referee 1: .....

ii. Address: .....

iii. Telephone..... Mobile No: .....

Name of Referee 2: .....

Address: .....

Telephone..... Mobile No: .....

15. Signature of Applicant: ..... Date: .....

**16. Customer Feedback:**

In what ways did you learn about **DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY?**

Print media  Website  School visit  Radio

TV Advert  Face book  Town Campus Visit

Exhibition shows  Friends  Marketing Clinics

**SECTION D**

17. To be completed by the University

Supervisors

i) Main Supervisor (Name).....

ii) Co- Supervisor (Name).....

iii) Alternate Supervisor (where necessary).....

18. Recommendation by the Departmental Post Graduate Studies' Committee. (Enter below **ACCEPT** or **REJECT** as may be applicable. If rejected give reasons)

.....  
.....

Name of Chairperson.....

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

Department of.....

19. Recommendation by the Board, School of Graduate Studies and Research (Enter below **ACCEPT** or **REJECT** as may be applicable. If rejected give reasons)

.....  
.....

Name of Chairperson.....

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



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**  
**SCHOOL OF GRADUATE STUDIES & RESEARCH**  
**GENERAL AREA OF RESEARCH INTEREST**

**Document No: DeKUT/SGSR/FORM 2**

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A concept note will afford the applicant to share his/her initial general ideals on the intended research. Schools and Institutes may propose the format of the research concept notes to meet specific requirements of their programmes. The applicants will:

1. Propose general research working area. Applicants may make reference to areas of research posted in the departmental websites. Potential supervisors may also guide applicants to join ongoing research areas.
2. Provide initial ideas on proposed research. **The Size of write up on the initial ideas** should not exceed one page. The notes will be in “TimesNew Roman” font size “12” with double spacing.
3. School’s/Institute’s Postgraduate Studies Committee will approve applicants research ideas that meets the requirements and the student will be allowed to begin writing the research proposal under supervision.



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**  
**SCHOOL OF GRADUATE STUDIES & RESEARCH**  
**RESEARCH ACTIVITY SCHEDULE: RESEARCH ROAD MAP FOR PhD PROGRAMMES FROM ADMISSION TO VIVA VOCE**

Document No: DeKUT/SGSR/FORM 3(a)

Academic Month No.	Week Covered	Semester	Time line for report submission (End of week Friday 4:00 PM)	Monthly Key deliverable
1	0 – 4 <sup>th</sup>	1.1	4 <sup>th</sup>	Report 1: Final Research Concept Note
2	5 <sup>th</sup> – 8 <sup>th</sup>	1.1	8 <sup>th</sup>	Report 2: Research Proposal - Introduction (1 <sup>st</sup> Draft)
3	9 <sup>th</sup> – 12 <sup>th</sup>	1.1	12 <sup>th</sup>	Report 3: Research proposal - Literature Review report based on paper provided by supervisor.
				Feedback by SGSR
4	13 <sup>th</sup> - 15 <sup>th</sup>	1.1	15 <sup>th</sup>	Report 4: Research proposal - An enhanced introduction and Literature review with a satisfactory problem statement.
5	0 – 4 <sup>th</sup>	1.2	4 <sup>th</sup>	Report 5: Research proposal - A draft research methodology.
6	5 <sup>th</sup> – 8 <sup>th</sup>	1.2	8 <sup>th</sup>	Report 6: Research proposal - Final research methodology
7	9 <sup>th</sup> - 12 <sup>th</sup>	1.2	12 <sup>th</sup>	Report 7: Research Proposal - Final Research proposal (including work plan and expected results and references)
8	13 <sup>th</sup> – 15 <sup>th</sup>	1.2	15 <sup>th</sup>	Report 8: Stage 1 – Research work based on SGSR reports as guided by supervisor
<b>Semester 1.3</b>				----- <i>Research</i> -----
9	0 – 4 <sup>th</sup>	2.1	4 <sup>th</sup>	Report 9: (a). Conference paper No. 1 based on preliminary results. (b). Seminar presentation of initial results

Academic Month No.	Week Covered	Semester	Time line for report submission (End of week Friday 4:00 PM)	Monthly Key deliverable
10	5 <sup>th</sup> – 8 <sup>th</sup>	2.1	8 <sup>th</sup>	Report 10: Refinement of results in preparation for a Journal paper submission
11	9 <sup>th</sup> – 12 <sup>th</sup>	2.1	12 <sup>th</sup>	Report 11: (a). Journal paper No.1 – paper prepared and submitted to a journal paper (b). seminar presentation based on the journal paper submission
12	13 <sup>th</sup> – 15 <sup>th</sup>	2.1	15 <sup>th</sup>	Report 12: Stage 2 Research work
13	0 – 4 <sup>th</sup>	2.2	4 <sup>th</sup>	Report 13: Stage 2 Research work
14	5 <sup>th</sup> – 8 <sup>th</sup>	2.2	8 <sup>th</sup>	Report 14: Stage 2 Research work
15	9 <sup>th</sup> – 12 <sup>th</sup>	2.2	12 <sup>th</sup>	Report 15: (a) Conference paper No.2 based on Stage 2 work (b). Seminar presentation
				Feedback by SGSR
16	13 <sup>th</sup> – 15 <sup>th</sup>	2.2	15 <sup>th</sup>	Report 16: (a) Refinement of Stage 2 work based on conference outcomes (b). Plans for semester 2.3 Research work
<b>Semester 2.3</b>				<i>-----Research-----</i>
17	0 – 4 <sup>th</sup>	3.1	4 <sup>th</sup>	Report 17: Journal paper No. 2 – paper prepared and submitted
18	5 <sup>th</sup> – 8 <sup>th</sup>	3.1	8 <sup>th</sup>	Report 18: Seminar presentation based on the journal paper submission
19	9 <sup>th</sup> – 12 <sup>th</sup>	3.1	12 <sup>th</sup>	Report 19: Outline of thesis
20	13 <sup>th</sup> – 15 <sup>th</sup>	3.1	15 <sup>th</sup>	Report 20: Thesis Final introduction, Literature Review
21	0 – 4 <sup>th</sup>	3.2	4 <sup>th</sup>	Report 21: Research methodology chapters
22	5 <sup>th</sup> – 8 <sup>th</sup>	3.2	8 <sup>th</sup>	Report 22: (a). Thesis Results, discussion and conclusions chapters. (b). Intention to submit decision made and SGSR accordingly informed. (c). Seminar presentation
23	9 <sup>th</sup> – 12 <sup>th</sup>	3.2	12 <sup>th</sup>	Report 23: Final Thesis submission
24	13 <sup>th</sup> – 15 <sup>th</sup>	3.2	15 <sup>th</sup>	Report 24: (a) Viva - Voce (b) Final corrected thesis submitted



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY**  
**SCHOOL OF GRADUATE STUDIES & RESEARCH**  
**RESEARCH ROAD MAP FOR MASTERS' PROGRAMMES FROM ADMISSION TO VIVA VOCE**

Document No: DeKUT/SGSR/Form 3(b)

Academic Month No.	Week Covered	Semester	TimeLine for report submission (End of week Friday 4:00 PM)	Monthly Key deliverable
1	0 – 4 <sup>th</sup>	1.1	4 <sup>th</sup>	Report 1: Final Research Concept Note
2	5 <sup>th</sup> – 8 <sup>th</sup>	1.1	8 <sup>th</sup>	Report 2: Research Proposal - Introduction (1 <sup>st</sup> Draft)
3	9 <sup>th</sup> – 12 <sup>th</sup>	1.1	12 <sup>th</sup>	Report 3: Research proposal - Literature Review report based on paper provided by supervisor.
				Feedback by SGSR
4	13 <sup>th</sup> - 15 <sup>th</sup>	1.1	15 <sup>th</sup>	Report 4: Research proposal - An enhanced introduction and Literature review with a satisfactory problem statement.
5	0 – 4 <sup>th</sup>	1.2	4 <sup>th</sup>	Report 5: Research proposal - A draft research methodology.
6	5 <sup>th</sup> – 8 <sup>th</sup>	1.2	8 <sup>th</sup>	Report 6: Research proposal - Final research methodology
7	9 <sup>th</sup> - 12 <sup>th</sup>	1.2	12 <sup>th</sup>	Report 7: Research Proposal - Final Research proposal (including work plan and expected results and references)
8	13 <sup>th</sup> – 15 <sup>th</sup>	1.2	15 <sup>th</sup>	Report 8: Based on SGSR reports and outputs as guided by supervisor (Predefence issue)
<b>Semester 1.3</b>				<i>-----Research-----</i>
9	0 – 4 <sup>th</sup>	2.1	4 <sup>th</sup>	Report 9: (a). Conference paper No. 1 based on preliminary results.
			5 <sup>th</sup>	(b). Seminar presentation of initial results.
10	5 <sup>th</sup> – 8 <sup>th</sup>	2.1	8 <sup>th</sup>	Report 10: Refinement of results in preparation for a Journal paper submission.

11	9 <sup>th</sup> – 12 <sup>th</sup>	2.1	11 <sup>th</sup> 12 <sup>th</sup>	Report 11: (a). Journal paper No.1 – paper prepared and submitted to a journal paper. (b). Seminar presentation based on the journal paper submission
12	13 <sup>th</sup> – 15 <sup>th</sup>	2.1	15 <sup>th</sup>	Report 12: An outline of the thesis given as a draft. Table of content.
13	0 – 4 <sup>th</sup>	2.2	4 <sup>th</sup>	Report 13: Thesis Final introduction, Literature review and Research methodology chapters
14	5 <sup>th</sup> – 8 <sup>th</sup>	2.2	8 <sup>th</sup>	Report 14: (a). Thesis Results, discussion and conclusions chapters. (b). seminar presentation (c). Intention to submit decision made and SGSR accordingly informed.
15	9 <sup>th</sup> – 12 <sup>th</sup>	2.2	12 <sup>th</sup>	Report 15: Final Thesis
16	13 <sup>th</sup> – 16 <sup>th</sup>	2.2	15 <sup>th</sup> 16 <sup>th</sup>	Report 16: (a) Viva - Voce (b) Final corrected thesis submitted



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY  
SCHOOL OF GRADUATE STUDIES & RESEARCH**

**APPLICATION FORM FOR EXTENSION OF STUDY PERIOD**

**Document No: DeKUT/SGSR/FORM 4**

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**(To be completed in triplicate and submitted to the relevant department)**

**PART ONE: STUDENT PARTICULARS**

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

Programme:.....

Year of Study: ..... Semester: .....

I request the BPSR to allow me to extend my study period for ..... Months/Years for the following reasons:-

1. ....
2. ....
3. ....
4. ....

Signature of Student ..... Date:.....

**PART TWO: For official use only**

**A: COMMENTS BY SUPERVISORS AND HOD**

Name of Supervisor 1

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

Name of Supervisor 2

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

**Name of HoD**

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

**B: COMMENTS BY DEAN OF SCHOOL**

Recommended/ Not Recommended (Delete appropriately) .....

Remarks (If any)

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



**C: COMMENTS BY CHAIRPERSON, BPSR**

Remarks

.....  
.....

Signature .....

Date.....



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY  
SCHOOL OF GRADUATE STUDIES & RESEARCH**

**APPLICATION FORM FOR ACADEMIC LEAVE  
Document No: DeKUT/SGSR/FORM 5**

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(To be completed in triplicate and submitted to the relevant department)

**PART ONE: STUDENT PARTICULARS**

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

Programme:.....

Year of Study: ..... Semester: .....

I request the BPSR to allow me to withdraw from the above study programme for a period of ..... Months/Years for the following reasons:-

1. ....
2. ....
3. ....
4. ....

**Signature of Student** ..... **Date:** .....

**PART TWO: For official use only**

**A: COMMENTS BY SUPERVISORS AND HOD**

Name of Supervisor 1

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

Name of Supervisor 2

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

**Name of HoD**

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

**B: COMMENTS BY DEAN OF SCHOOL**

Recommended/ Not Recommended (Delete appropriately) .....

Remarks (If any)

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

**C: COMMENTS BY CHAIRPERSON, BPSR**

**Remarks**

.....  
.....

Signature .....

Date.....



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY  
SCHOOL OF GRADUATE STUDIES & RESEARCH**

**POSTGRADUATE PROGRESS REPORT FORM**

**Document No: DeKUT/SGSR/FORM 6**

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**PART 1: To be completed by the student and forwarded through the supervisors**

- Postgraduate students are required to consult their supervisors at least once a month and to submit a report every four (4) months.
- A copy of PART 1 should be sent to the office of the Director, Board of Postgraduate Studies.
- Each postgraduate student's supervisor is required to complete a separate form for each student.

Student's Name: ..... Registration No.....  
Year of Admission: ..... Faculty: ..... Department: .....

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

Objectives of the Study .....  
.....  
.....

\*This report is the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, or 9<sup>th</sup> (Delete where appropriate)

**Summary of work completed** (Attach summary of the work not exceeding three (3) double spaced typed pages of 11 epi font size or equivalent)

Proportion of original work plan completed (Please attach the original work plan).  
.....  
.....

Constraints/Problems/Advantages/Benefits (if any) and Suggestions  
.....  
.....

Work plan for the next four (4) months (attach the work plan)

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

Date: ..... Signed: .....

**PART II: To be completed by Supervisors and Chairperson of Department**

**Part A: To be completed by Supervisors**

1. Supervisor's Name: .....  
Are you a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> supervisor? .....  
Comments: .....  
.....  
.....  
.....

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

2. Supervisor's Name: .....  
Are you a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> supervisor? .....  
Comments: .....  
.....  
.....  
.....

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

3. Supervisor's Name: .....  
Are you a 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> supervisor? .....  
Comments: .....  
.....  
.....  
.....

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

**Part B: To be completed by Chairperson of the Department**

Name of Department: .....

Comments: .....  
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.....  
.....

Signed: ..... Date: .....

**PART III: Comments by Dean/Director of Faculty/School/Institute**

Name of Faculty/School/Institute: .....

Comments: .....  
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.....

Signed: ..... Date: .....

\*Report forwarded to the Director, Board of Postgraduate Studies by the Dean/Director.

NOTE THAT:

1. *The regulations require that where progress of a given candidate is unsatisfactory as to result in being de-registered, **such a candidate will be given a written warning by the Dean/Director of Faculty/School/Institute to the effect that unless he/she shows signs of improvements within three (3) months he/she will be de-registered.***
2. *After two consecutive reports the Dean/Director is required to recommend de-registration of the candidate to Senate, through the Director, Board of Postgraduate Studies.*

**PART IV: Consultative Meetings with supervisors per semester**

Consultative meetings were held as outlined below:

No	Meeting	Date
1		
2		
3		

**OBJECTIVES SO FAR ACCOMPLISHED**

- 1. ....
- 2. ....
- 3. ....
- 4. ....
- 5. ....

**PART V: WORK PLAN FOR NEXT SEMESTER**

Work plan for 2022-2023 academic year, first semester is outlined below:-

Activity	Duration	Remarks by Supervisor
1		
2		
3		

**COMMENTS BY DEAN, SGSR**

**Remarks**

.....  
.....

Signature .....

Date.....



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY  
SCHOOL OF GRADUATE STUDIES & RESEARCH**

**NOTICE OF SUBMISSION OF THESIS**

**Document No: DeKUT/SGSR/Form 7**

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*(Please complete three copies)*

**TO:** Dean, School of Graduate Studies and Research

**FROM:** Candidate's Name: .....

Reg. No: .....

Department: .....

School/Institute: .....

Cell Phone No.: .....

E-mail Address: .....

**THROUGH:**

(a) Supervisor(s)

(i) Name: ..... Sign: ..... Date: .....

(ii) Name: ..... Sign: ..... Date: .....

(b) Chairperson, Depart Postgraduate Studies Committee Sign: ..... Date: .....

(c) Chairperson of the Department Sign: ..... Date: .....

I propose to submit my thesis (MBA, MSc., OR PhD) for examination on or before  
Day.....Month.....Year.....

Area of specialization:

.....

*(e.g. Finance, Strategic management etc.)*



Thesis Title:

.....  
.....

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

Supervisor(s) Comment:

.....  
.....

Departmental Chairperson's Comments: .....

.....  
.....

***FOR OFFICIAL USE ONLY***

**PROPOSED EXAMINERS**

**SECTION A: To be completed by the CoD/Director of the Institute**

1. External Examiner's Full Names: .....

.....

*(Area of Specialization)*

Full Address:

Employer:.....

Department:.....

Postal Address:.....

E-mail Address: .....

Telephone No: .....

**C.V of the External Examiner must be attached.**

2. Internal Examiner's (Supervisor) Name: .....

*(Area of Specialization)*

Department & campus :.....

E-mail Address: .....

Telephone No: .....

3. Internal/ External Independent Examiner

(Non-Supervisor)

Name: .....

*(Area of Specialization)*

Department:.....

Postal Address (**if external**):.....

E-mail Address: .....

Telephone No: .....

**If external, CV of the External Examiner must be attached.**

**SECTION B: To be completed by the Dean/Director of the School/Institute**

*(During the School's/Institute's Postgraduate Studies Committee)*

1. Committee Member **(from the Candidate's Department/Institute)**

Full Names: .....

.....

*(Area of Specialization)*

Department:.....

E-mail Address: .....

Telephone No: .....

2. Committee Member **(Not from Candidate's Department/Institute)**

Full Names: .....

*(Area of Specialization)*

Department:.....

E-mail Address: .....

Telephone No: .....

3. Approved at a SPSC meeting held on: .....Venue.....

Chairperson, SPSC *(Dean of the School/ Director of the Institute)*: Name.....

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

**SECTION C. To be completed by Board of Postgraduate Studies and Research.**

1. Dean of the School/Director of the Institute: Name.....

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

2. Approved by the Board of Postgraduate Studies and Research at a meeting held on:

..... Venue.....

Chairperson, BPSR Name.....

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

**INSTRUCTIONS:**

(a) Two copies of the duly completed Notice of Submission Form will be retained at the **School of Graduate Studies and Research.**

(b) **One copy** of the duly completed Notice of Submission Form will be submitted to the **School or Institute where the candidate registered** for record purposes.



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY  
SCHOOL OF GRADUATE STUDIES & RESEARCH  
GUIDELINES FOR SCORING AND GRADING MASTER AND PHD THESES**

**Document No: DeKUT/SGSR/FORM 8**

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### **1.0 Preamble**

The guidelines require examiners to give comprehensive and critical review of the dissertation/thesis. In the course of doing this, the examiner should draw the attention of the Dean, SGSR to such circumstances and factors as he/she feels the School should be made aware of. The examiner's report should be compiled using the following general format:

#### **1.1 Abstract**

Does the student provide a synopsis of the study? Is the abstract structured into background, Aim/Broad objective, materials & Methods (summarising study type, population, data collected, method of collection and analysis plan), results and Conclusion? **(Maximum score: 5)**

#### **2.0 Introduction**

##### **2.1 Background (Maximum score: 5)**

This section must assess the general overview given about the study topic.

##### **2.2 Problem statement (Maximum score: 5)**

Does the student clearly state the nature of the problem and its magnitude? How concise is it?

Is there reference to the issues detected in the background? Does the problem have an analytical link with its associated factors? Does it clearly indicate the knowledge gap that the study has addressed? Does the problem magnitude focus on the population? Is the problem statement articulated with objectives?

##### **2.3 Rationale (maximum score: 2)**

Does the student clearly indicate the possible utilization of the generated findings?

##### **2.4 Research Questions & Objectives (Maximum score: 5)**

Are the research questions posed to address the knowledge gap to be filled by the study?

##### **2.5 objectives**

Are objectives SMART and set out to address knowledge gaps identified in the problem statement? Are the objectives in support of the study title? Do specific objectives capture elements of the study and emanate from the broad objective.

##### **2.6 Literature review (maximum score: 15)**

Is the review provided according to the objectives? Does the review depict what is known and unknown with respect to each objective? Does the review tail-off with knowledge gap? Are paragraphs mounted to describe

concepts and sequenced in a logical flow? Is literature citation done according to the recommended style? Are all facts supported by authentic references that are well listed in the reference list? Check if there is any evidence of plagiarism in presenting the literature review

### **3.0 materials and methods (maximum score: 10)**

Has the student indicated the study type, study sample and how it was drawn? Have assumptions for selecting the sample been clearly stated? Indicate whether the student has used an appropriate approach to investigate the subject and has not neglected other methods, which could have yielded better results. Assess for adequacy and relevance of data collected and the appropriateness of tools and instruments. Are threats to validity and reliability addressed? Is the data analysis plan provided in accordance with each specific objective?

### **4.0 results (maximum score: 15)**

Evaluate for adequacy of data analysis in providing answers to each objective; suitability of the way results are presented; accuracy transparency and contributions for the study.

### **5.0 discussions (maximum score: 15)**

Does the student discuss his/ her own findings and relates them to other researched work? Does the writer show honesty and transparency in discussing limitations? Does the student apply scientific reasoning to relate to study findings to the available theories/body of knowledge relevant to the fields of study? Does the student discuss his/her findings in view of practical utility of the findings?

### **6.0 conclusions (maximum score: 5)**

Does the conclusion emerge from student's own work? Does the conclusion provide answers to the research question? Does the study stimulate further inquiry or scholarship?

### **7.0 recommendations (maximum score: 3)**

Does the student provide realistic recommendations which are articulated to his/her research findings?

### **8.0 originality of contribution (maximum score: 5)**

Please, state clearly whether the thesis makes an original contribution to the existing body of knowledge. For a PhD/ doctoral degree the contribution must be significant, worthy of for at least 2 papers. To qualify, there should be strong evidence that the subject displays scientific maturity and a mastery of the subject.

### **9.0 Literature Citation (maximum score: 5)**

Has the student made use of the available current and relevant literature/ does this enrich the background, literature review and discussion? Has the student exercised due diligence in scholarly bibliographic write-up?

### **10.0 Overall Presentation Final (Maximum score: 5)**

Indicate whether the student has presented the data in logical flow and concise manner for example with cross-references to other sections, and with specific objectives following through appropriate methods leading to the results and discussion of each objective, thus ensuring that conclusions can be logically drawn from the information gathered. Is the abstract providing a Synopsis of the study? Does the presentation provide the flavor of scholarly and professional output?

## 11.0 Viva voce Scoring/grading

		Relative Weights	% Score
Continuous Assessment 30%	Quarterly Progress reports		5
	Monthly Progress Reports		5
	Publications		10
	Colloquium		5
	Pre-defense Presentation		5
Thesis Examination 70%		Relative Weight	
	External Examiner	0.5	35
	Internal Examiner	0.2	14
	Viva voce Panel *	0.3	21

## 12.0 Grading of Thesis/Dissertation

Grading of the written dissertation will follow the universal grading system of the University.

Marks range (%)	Letter Grade	Qualitative value	Equivalent Verdict
70-100	A	Excellent	Pass with Minor Corrections
60-69	B+	Very Good	Pass with Minor Corrections
50-59	B	Good	Pass with Major Corrections
40-49	C	Marginal Fail	Re-submission
0-39	D	Fail	Not acceptable for a DeKUT Degree

- Viva voce panel will evaluate and confirms the following:
  - a) The work has been done by the students;
  - b) The examination process has been followed;
  - c) Scores Tally;
  - d) Make the overall decision on the nature of corrections;
  - e) Make the overall decision as to whether the candidate passes or fails.

The viva voce panel shall also make decisions on how to proceed in the event that the external examiner does not submit his/her results in time. Peer reviewed indexed journal publications may be used as a substitute to external examiner's report.

## 13.0 Corrections or Revision

Indicate exactly what corrections are necessary or whether the thesis needs to be revised. Occasionally, these require extensive corrections or revision. If this is the case, please set out the corrections and paragraphs affected. Whether minor or major corrections are required, please indicate them on your written report.

## 14.0 Final Evaluation

In line with the quantitative score given, please state frankly and without ambiguity whether the dissertation:

- a) Passes and is worthy of the degree award in the present form;
- b) Passes and is worthy of the degree award after affecting minor corrections indicated in section 12.0 to the satisfaction of the candidates supervisors, Correction Supervisor and the BPSR;
- c) Passes, subject to major revisions according to your suggestions in section 12.0 to the satisfaction of internal and external examiner;
- d) Is not accepted, but may be re-submitted for re-examination after major correction as outlined in section 12.0 to the satisfaction of the internal and external examinee;
- e) Is not worthy of the award for a DeKUT degree and is rejected outright.



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY  
SCHOOL OF GRADUATE STUDIES & RESEARCH**

**VERDICT FORM FOR PHD DEGREES**

**Document No: DeKUT/SGSR/FORM 9(a)**

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Student's Name..... Reg. No.....

School/Institute ..... Department: .....

Programme.....

Supervisor's Name: (1) .....

(2) .....

Type of Degree: ( ) Masters" ( ) PhD

Topic  
.....

**Board of Examiners**

<u>Name</u>	<u>Signature</u>	<u>Date</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**Verdict: Please tick one**

- a) Accepted without corrections ( )
- b) Accepted with minor corrections<sup>1</sup> ( )
- c) Accepted with major corrections<sup>2</sup> ( )
- d) Resubmission<sup>3</sup> ( )
- e) Not acceptable for a DeKUT Degree ( )

**Dean of School/Institute:** .....Signature.....Date .....

**Dean, School of Graduate Studies and Research** .....Signature..... Date .....

**Chairman, DeKUT Senate** ..... Signature..... Date .....

<sup>1</sup> The period of re-submitting the thesis is 2 weeks - 4 months.

<sup>2</sup> The period of re-submitting the thesis is 4 - 8 months.

<sup>5</sup> The period of re-submitting the thesis is twelve (12) months.



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY  
SCHOOL OF GRADUATE STUDIES & RESEARCH**

**VERDICT FORM FOR MASTERS' DEGREES**

**Document No: DeKUT/SGSR/Form 11**

Student's Name..... Reg. No.....  
School/Institute..... Department.....  
Programme.....  
Supervisor's Name: (1) .....  
(2) .....

Type of Degree: ( ) Masters" ( ) PhD

Topic

**Board of Examiners**

<u>Name</u>	<u>Signature</u>	<u>Date</u>
.....	.....	.....
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**Verdict: Please tick one**

- a) Accepted without corrections ( )
- b) Accepted with minor corrections<sup>1</sup> ( )
- c) Accepted with major corrections<sup>2</sup> ( )
- d) Resubmission<sup>3</sup> ( )
- e) Not acceptable for a DeKUT Degree ( )

Dean of School/Institute ..... Signature.....Date .....

Dean, School of Graduate Studies and Research .....Signature.....Date .....

Chairman, DeKUT Senate ..... Signature.....Date .....

<sup>1</sup> The period of re-submitting the thesis is 2 weeks - 3 months.

<sup>2</sup> The period of re-submitting the thesis is 3 - 6 months.

<sup>3</sup> The period of re-submitting the thesis is twelve (12) months.





**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY  
SCHOOL OF GRADUATE STUDIES & RESEARCH**

**CERTIFICATE OF CORRECTIONS**

**Document No: DeKUT/SGSR/FORM 10**

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Student Name: ..... Reg. No.:.....  
Programme: .....  
School/Institute: .....  
Name of Supervisors:  
1.)..... 2.).....  
Correction supervisor:.....

I/We ascertain that, the student whose details appear above, has fulfilled all the requirements and thus corrected his/her thesis as had been recommended by the Dedan Kimathi University of Technology board of examiners which took place on day.....month of.....year.....

The candidate is hereby given permission to bind the required copies and forward them through the respective school to the Dean, School of Graduate studies and research for further action.

Signed by supervisors:

Name	Sign	Date
1.).....	.....	.....
2.) .....	.....	.....
3.).....	.....	.....

Signed by:..... Date.....

Dean, School of Graduate studies and research



**DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY  
SCHOOL OF GRADUATE STUDIES & RESEARCH**

**SUMMARY MATRIX ON ISSUES RAISED DURING THESIS ORAL DEFENSE**

**Document No: DeKUT/SGSR/FORM 11**

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Name of Candidate:.....

Registration No.:.....

Supervisors: 1: .....

Corrections Supervisor: .....

2: .....

Thesis Title: .....

S/No	Issues raised by examiners	How issues are addresses	Page number for Evidence

I confirm that the above corrections have been done to the satisfaction of the board of examiners

Name: .....

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