



DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

SCHOOL OF GRADUATE STUDIES & RESEARCH

POSTGRADUATE STUDENTS HANDBOOK

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TABLE OF CONTENTS

FOREWORD	ii
1.0 INTRODUCTION	1
1.1 VISION AND MISSION OF DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY.....	1
1.1.1 DeKUT Vision Statement	1
1.1.2 DeKUT MISSION STATEMENT.....	1
1.2 DEKUT PHILOSOPHY.....	1
1.3 DEKUT MOTTO	2
1.4 DEKUT CORE VALUES	2
2.0 SCHOOL OF GRADUATE STUDIES AND RESEARCH	2
2.1 THE MANDATE OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH...	3
2.1.1 CO-ORDINATION OF POSTGRADUATE SYLLABI AND REGULATIONS	3
2.1.2 ADMISSION OF POSTGRADUATE STUDENTS	4
2.1.3 ADMINISTRATION OF POSTGRADUATE SCHOLARSHIPS.....	4
2.1.4 ADMINISTRATION AND PROCESSING OF THESES	4
3.0 COMMON REGULATIONS FOR THE MASTERS DEGREES IN ALL SCHOOLS	5
4.0 COMMON REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN ALL SCHOOLS.....	11
5.0 GUIDELINES FOR ACADEMIC WRITING	14
5.1 PRESENTATION FORMAT	14
5.2 THE CONCEPT PAPER	15
5.3 PROPOSAL WRITING.....	17
5.4 THESIS WRITING FORMAT	26
6.0 SUBMISSION AND EXAMINATION	33
6.1 COMMON REGULATIONS FOR THE MASTERS DEGREES	33
6.2 COMMON REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY ..	33
7.0 ORAL PRESENTATION	33
8.0 FINAL THESIS	36
9.0 AWARD OF THE DEGREE.....	36
10.0. GRADUATION	36

FOREWORD

Dedan Kimathi University of Technology (DeKUT) is a public Institution chartered on 14th December, 2012 in accordance to section 19 of the Universities Act, No. 42 of 2012. DeKUT's Main campus is located 6 Km from Nyeri town along Nyeri-Nyahururu road. Being a Premier Technological University Excelling in Quality Education, Research and Technology Transfer, the University endeavors to provide an academically stimulating, culturally diverse and quality learning environment that engenders research, innovation and technology development geared towards producing relevant human resources and leaders that contribute significantly to the attainment of national development goals.

DeKUT's growth is evidenced by the development and launching of competitive postgraduate curricula conceived by experts with a keen focus on national and international interests. This has seen the University continue to enrich and expand teaching, research and learning opportunities relevant to Vision 2030 and to the global sustainable development goals.

The University Management has invested and shall continue to invest in library which currently boast of over 30,000 volumes of print books, 200,000 e-books and 20,000 electronic Journals. DeKUT's virtual library has increased accessibility by staff and students to cutting edge scholarly materials reachable from any part of the globe. Investment in e-learning infrastructure makes it convenient for the DeKUT graduate students to study from their comfort zones.

This Graduate Studies and Research guide will go a long way in promoting quality education and research. It spells out the regulations and formats that guide all scholarly work considered for graduate certification at DeKUT. Certainly, students' and Supervisors' adherence to the standards stipulated herein will enhance DeKUT's position as 'Premier Technological University Excelling in Quality Education, Research and Technological Transfer for National Development'.

1.0 INTRODUCTION

Dedan Kimathi University of Technology (DeKUT) is a successor of Kimathi University College of Technology (KUCT). It was awarded a Charter in December, 2012. DeKUT offers a range of degree programs at undergraduate level including Food Science and Technology, Engineering, Business, Actuarial Science, and Information and Communication Technology disciplines in addition to diploma and certificate courses. Currently, post graduate programs are offered in the School of Business Management and Economics, School of Science, School of Engineering, School of Computer Science and Information Technology, Institute of Food Bioresources Technology, Geothermal, Energy Training and Research Institute, and the Institute of Geomatics, Geographical Information Systems & Remote Sensing. These programs demonstrate DeKUT's commitment to becoming a premier university of technology. In line with Kenya's Vision 2030 of becoming a middle income economy, the University continues to implement an inspirational physical facilities development program to support its mission of providing quality learning environment that engenders research, innovation and technology development and transfer of the same for national development.

1.1 VISION AND MISSION OF DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

1.1.1 DeKUT Vision Statement

The Dedan Kimathi University of Technology vision is:

“To be a premier technological University excelling in quality Education, Research and Technology transfer for national development”

1.1.2 DeKUT MISSION STATEMENT

The Dedan Kimathi University of Technology mission is:

“To provide academically stimulating, culturally diverse and quality learning environment that engenders research, innovation and technology development towards producing relevant human resources and leaders to contribute to attainment of national development goals”

1.2 DEKUT PHILOSOPHY

The establishment of Dedan Kimathi University of Technology was inspired by the belief that self-actualization, and solutions to global challenges are attainable through a spirit of dedication, self-confidence, determination, and best utilization of resources. The Institution also believes in being globally competitive through the employment of global competence skills. To actualize its beliefs and goals, the University is committed to investing in facilities and services that ensure an internationally excellent environment for education and for the achievement of its aims and objectives.

The ultimate goal of this philosophy is to mould Dedan Kimathi University of Technology into an institution of world class research, academic excellence, an exceptional student body, and one that harbors the highest level of innovation, creativity, scholarship and enterprises.

1.3 DEKUT MOTTO

The Dedan Kimathi University of Technology motto is - *“Better Life through Technology”*

1.4 DEKUT CORE VALUES

Core values constitute the fundamental bedrock beliefs that drive the University. In pursuit of her mission, DeKUT will be guided by the following core values:-

- Innovation
- Scholarship
- Diversity
- Reliability
- Teamwork
- Nature and heritage.

The Vision and mission will be operationalized through three objectives:

- i. To produce quality graduates in line with University’s mandate.
- ii. To generate research and innovations outputs with impact on the national development goals.
- iii. Transfer and commercialize technology from University and other international institutions to the benefit of students, University and local industry.

2.0 SCHOOL OF GRADUATE STUDIES AND RESEARCH

The DeKUT School of Graduate Studies and Research (SGSR) is mandated to establish and maintain a seamless administration and coordination systems of postgraduate syllabi and regulations, ensuring that DeKUT’s advanced and/or professional studies are meticulously planned, organized and delivered as per the Standards and guidelines for an academic programme (PROG/STD/00) of Commission for Universities Standards and Guidelines (2014). quality standards and processes. The School has created systems that enable postgraduate students across the University Schools/Institutes, to fast track progress and hence complete their studies on time. Further, SGSR promotes scholarly research by identifying both local and international research funding opportunities and availing such information to graduate candidates; ensures quality supervision of postgraduate students and tracks their progress as per the approved research schedule; and requires students to disseminate research findings through publications in peer reviewed journals/conference proceedings (at least one publication at Masters and two for PhD level research) before award of the degree. The thesis examination process is efficient, plagiarism is checked prior to thesis defence and before binding of final thesis to improve academic integrity.

DeKUT’s graduate programmes:-

- a) Provide students with quality and advanced academic training enabling them expand their academic knowledge, research and analytical skills in Business Administration and Management, Economics, Supply Chain Management, Security Management and Forensics, Food Science Technology, Mechanical Engineering, Industrial Engineering and Management, Advanced Manufacturing and Automation Engineering, Leather technology, Computer Science, Geomatic Engineering, Geospatial Information Systems and Remote Sensing and Geothermal Energy Technology.

- b) Equip students with quality academic training that enrich their knowledge and understanding of the disciplinary and interdisciplinary issues necessary to provide practical solutions to the society in the various fields.
- c) Provide opportunities to interact with academics, researchers, and various sector operators, at national and international levels.
- d) Enable students develop theoretical and practical skills in problem solving.
- e) Assist students develop ability to collect, analyze, and critically evaluate data and make reasonable conclusions.
- f) Provide students with the ability to apply existing knowledge to design and implement computational solutions to real-world problems;
- g) Equip students to produce scholarly work that is at the leading edge of development in their respective fields.
- h) Provide students with critical skills and competencies needed for effective management of modern businesses and Industries.

Furthermore, the school, in collaboration with the Research Training Management and Community Linkages (RTMCL) Division organizes and coordinates DeKUT's International Scientific and Innovation conference thus creating a robust avenue for graduate students to hone research skills and exchange new innovations with distinguished scholars.

Since inception, the School is keen on promoting quality research through interdisciplinary seminars organized on semester basis to supplement Schools/Institutes colloquia. Seminars congregate the public and respective graduate students' supervisors with the aim of disseminating new findings and encouraging scholarly debates. The DeKUT post graduate programs are delivered by competent academic staff who are complemented by adjunct Professors drawn from across the world giving the students a richer experience. The School of Graduate Studies and Research has a Board of Postgraduate Studies and Research (BPSR) mandated under the DeKUT statutes to ensure that postgraduates are sufficiently taught and supervised, and that students' progress as per the approved research schedule. DeKUT annually releases in the competitive and dynamic world a workforce, diligently equipped with appropriate knowledge and skills ready to face challenges and provide solutions at both the local and global platform. With the establishment of the DeKUT's International Office, the School of Graduate Studies and Research enrich research competencies not only among the students' but also among the academic staff through exchange programmes.

The objectives of this handbook is to provide information on the common regulations guiding all graduates students and research in all Schools/Institutes and make available to students and supervisors the appropriate format for all DeKUT scholarly writings submitted for examination and consideration for any certification.

2.1 THE MANDATE OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH

The DeKUT School of Graduate Studies and Research has the following mandate as per DeKUT Statutes (2013):

2.1.1 CO-ORDINATION OF POSTGRADUATE SYLLABI AND REGULATIONS

In respect of the co-ordination of postgraduate syllabi and regulations, the school:-

- a) Enforces the Common Regulations for the Masters, Doctoral and Higher Doctoral degrees in the Schools/Institutes;
- b) Make available all information related to postgraduate studies throughout the University through a prospectus;
- c) publish and make available records of published work arising from postgraduate research undertaken within the University, or within any other University as long as such work is, in the opinion of the Board, of particular relevance to postgraduate research in the University; and
- d) Cause to be published and disseminated any material it considers of relevance to the general conduct of the postgraduate studies within the University.

2.1.2 ADMISSION OF POSTGRADUATE STUDENTS

In respect to admission of Postgraduate Students, the School:-

- a) Receive from Departments through Institute/Schools Management Board, details of all postgraduate programmes;
- b) advertise all such programmes and receive in such format as may be specified by Senate, applications in respect thereof;
- c) Send letters of admission to successful candidates and also notify the Schools and Departments, Institutes or Schools;
- d) Send all relevant information to the successful and unsuccessful candidates;
- e) Publish the postgraduate nominal roll;
- f) Register all Postgraduate Students, and thereafter refer them to their respective Faculties, Institutes or Schools and Departments;
- g) Keep under review, the progress of each Postgraduate Student and make such recommendations thereon to Senate as may be appropriate; and
- h) Remove from the nominal roll the name of any Postgraduate Student whose discontinuation or de-registration is approved by Senate.

2.1.3 ADMINISTRATION OF POSTGRADUATE SCHOLARSHIPS

In respect to the administration of postgraduate scholarships, the School:-

- a) Receives from the University all scholarships for postgraduate studies which, in that behalf are dealt with in the manner specified thereafter;
- b) Advertises all such scholarships; and
- c) Allocates such scholarships to those applicants who fulfil the applicable academic requirements as well as any specific terms that may be attached to the scholarships tenable at the University.

2.1.4 ADMINISTRATION AND PROCESSING OF THESES

In respect to the administration and processing of postgraduate theses, the School through the BPSR:-

- a) Receives and approves the nominations by Schools and Institutes, of supervisors for all postgraduate research leading to the preparation of theses or any other similar work;
- b) Keep records on the progress of postgraduate research, and in this connection receive from Faculties, Institutes and Schools recommendations for the de-registration of

- candidates whose work is unsatisfactory or for their discontinuation for sufficient cause and make such recommendations to Senate as it shall deem appropriate;
- c) Process the appointment of a Board of Examiners for Postgraduate theses or other related presentations;
 - d) Send out invitations to examiners for postgraduate research presentations, on the recommendation of the relevant Faculties, Institutes or Schools;
 - e) Cause copies of submitted theses or similar presentations to be forwarded to examiners;
 - f) Receive the written assessment of such theses or similar presentation from the examiners;
 - g) Convene Examination Boards and panel meetings in consultation with the Deans of Faculties or Schools or Directors of Institutes concerned; provided that all the recommendations of the Board of Examiners should be reported to the Graduate School Board;
 - h) Cause secretarial services to be provided to the Boards of Examiners meetings;
 - i) Forward recommendations of the Board of Examiners to Senate where the verdict of such a Board is unanimous;
 - j) Be responsible for capacity building in post graduate studies by offering training/seminars on postgraduate studies and related areas, setting University wide standards, improving academic writing/qualitative skills and inter-disciplinary programmes.
 - k) Ensure Graduate programmes are established to meet the mandate of the University.

3.0 COMMON REGULATIONS FOR THE MASTERS DEGREES IN ALL SCHOOLS ELIGIBILITY FOR THE MASTERS PROGRAMME

1. The following shall be eligible for registration for the Masters degrees in the University-
 - (a) holder of a Bachelors degree of the University;
 - (b) a candidate who has obtained a degree or an equivalent qualification from other institutions recognized by Senate of the University; or
 - (c) In exceptional cases, Senate may also admit to the Masters programme, non- holders of a first degree provided such candidates can, on the basis of the research and academic work they have done, show that they are well qualified to undertake postgraduate work.
2. In addition to producing evidence of eligibility for registration, candidates for the Masters degree, may be required to appear for interviews by the School concerned, to determine their suitability for registration.
3. Subject to the approval of Senate and ratification by Senate, Schools may formulate regulations requiring applicants to have attained such academic or equivalent qualifications, as may be consistent with the goals of their Masters programmes.

DURATION OF THE MASTERS PROGRAMMES

4. The Masters programme in all Schools shall normally extend over a period of eighteen (18) months from the date of registration.
 - (a) Minimum Duration - A candidate registered for the Masters degree shall carry out a programme of original study or research over a minimum period of twelve (12) months after the date of registration or after completion of any required coursework and examination and shall submit a thesis based on the study or research done. Provided that for part-time candidates the minimum period shall be eighteen (18) months.

- (b) Maximum Duration - No candidate for the Masters degree shall be registered as a full-time student for more than thirty six (36) months or as a part-time student for more than forty eight (48) months without submitting the thesis, except by permission of the Senate.
5. The Masters Programme in any School shall consist of:-
- (a) either coursework, examination and thesis also involving full-time attendance at the University, and where the entire second year of the programme is devoted to the thesis; or
 - (b) Coursework and examinations involving full time attendance at the University.
 - (c) Under exceptional circumstances thesis only, which may be taken on full-time or part-time basis. Provided that no candidate shall qualify for the award of Masters degree by thesis only, unless he has been in attendance at the University in the School in which he is registered, for such period as the regulations of the School concerned may require;
6. Subject to the approval of Senate, Schools may require the candidate to attend such a course or courses in the candidate's area of study or to endow the candidate with specialized skills or knowledge to assist him in his study or research. Performance in courses offered may be assessed.
7. On the recommendation of the School Board concerned and within the first one year, Senate may permit a candidate to change his registration status from part-time student or vice versa once only, in which case regulation 4(2) above shall apply to such a candidate as if he had initially been admitted to the status he now seeks.

SUBMISSION AND PROCESSING OF APPLICATIONS

8. Applications shall be submitted to the Dean School of Graduate Studies and Research on the prescribed forms.
9. In submitting an application, an intending candidate for the degree shall submit for approval by the School Board concerned and Senate, a statement or proposal as the case may be on the proposed field of study and the place at which he intends to carry out the study.
10. All applications for registrations shall 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 shall then forward all such applications with appropriate comments to their respective School Boards for approval and onward transmission to the School of Graduate Studies and Research.
11. If satisfied with an applicant's registrability, the School of Graduate Studies and Research shall recommend to Senate that the applicant be registered.
12. Before recommending a candidate for registration, the School or Institute concerned shall satisfy itself that:
- a) The proposed field of study is academically sound and can be pursued under the supervision of the University;
 - b) The candidate has adequate opportunities for consulting his supervisor(s) at least once a month;
 - c) The candidate can obtain access to material relevant to his study or research;
 - d) The candidate has adequate facilities for practical work, where this is applicable.

CONDUCT OF STUDIES AND SUPERVISION

13. A candidate registered in accordance with these regulations shall be required to pursue his programme of study under instruction or supervision by academic staff appointed in that capacity by Senate on the recommendation of the School Board concerned.
14. Candidates shall be required to consult their supervisor(s) at least once a month and to submit every four (4) months a written progress report to the Chairperson, Board of Postgraduate Studies and Research through the Supervisor, the Chairperson of the Department and the Director of the School with an advance copy to the Chairperson (BPSR).
15. Each candidate shall be required to attend and participate in seminars organized at the relevant School/Department on a regular basis to enable the Schools and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with their respective Schools.
16. Recommendations on the appointment of supervisors shall be processed in the first instance by the Department through the relevant SPSC. The recommendations shall then be forwarded to the School Board concerned for approval and onward transmission to Senate through the BPSR.
17. Before recommending the appointment of any supervisor(s), the School Board concerned shall satisfy itself that the proposed supervisor(s) are competent in the subject area and field of research in which the candidate proposes to work.
18. Normally, two (2) or more supervisors will be appointed for each candidate, from among the academic staff of the School concerned. However, School Boards may appoint additional supervisor(s) as they deem necessary in individual cases.
19. Where an additional supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through publications produced since obtaining his degree.
20. It shall be the duty of the supervisor to direct and supervise the work of the student in so far as it relates to the programme of study. In particular, a supervisor shall be required to-
 - a) maintain constant and effective contact with the candidates assigned to him;
 - b) submit individually or jointly with other supervisors academic reports through the relevant Chairperson of Department and Dean of School to the BPSR on the progress of each candidate every four months;
 - c) certify at the end of every four months on prescribed forms that the candidate has received supervision. The candidate should also certify that he/she has received adequate supervision ;and
 - d) inform the BPSR through the relevant SPSC and School Board at once, if in his opinion a given candidate is unlikely to reach the standard required for the award of a Masters degree.
21. Where the progress of a given candidate is so unsatisfactory as to result in his being de-registered, such a candidate shall be given a written warning by the Dean of the School to the effect that unless he shows signs of improvement within three months he would have to be de-registered. A recommendation for a de-registration shall be made to Senate through the BPSR after two consecutive negative reports after the warning.

EXAMINATION OF CANDIDATES

22. All coursework shall be examined at the end of the semester in which the course units were taken.
23. Candidates by course work and examination shall be examined in all the courses for which they have registered during the particular year of study.

24. Candidates by coursework, examination and thesis shall have the course work examined during the first year of study; while the second year of study shall be devoted to research, seminars, and the preparation of a thesis.
25. Assessment of course work during any year of study will (unless otherwise specified in the departmental regulations) consist of:-
 - (a) A written examination which shall constitute 70% of the total marks in each course; and
 - (b) Continuous coursework assessment based on essays, laboratory assignments and such other tests as the regulations of the School concerned may prescribe, constituting 30% of the overall end-year assessment.
26. The pass mark in all Schools shall be 50%. Candidates taking the first year examinations shall be required to pass in all the courses for which they are registered before they can proceed to the second year. Supplementary/special examinations, if any, shall be governed by School regulations approved by Senate.
27. The first year examinations results shall be processed through the Department and School Boards concerned and submitted to Senate for approval.

SUBMISSION AND EXAMINATION OF THESIS

28. A candidate shall give notice in writing with an abstract of the work to the Chairperson, Board of Postgraduate Studies and Research at least three months before the intended date of submission with copies to the Director and Chairperson of Department.
29. Every thesis submitted for examination shall be in six (6) copies in loose bound, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other Institution, and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted “with the knowledge of the supervisor(s)”. The final version of the thesis (6copies) in bound form after examination shall remain the property of the University.
30. A thesis submitted for the degree must be adequate in form and content. It must also include full bibliography of the materials used in its preparation whether published or otherwise, and it must also conform to the regulations for the submission of thesis of Dedan Kimathi University of Technology.
31. Senate shall, on the recommendation of the Board of the School concerned, appoint in respect of each candidate presenting a thesis, a Board of Examiners consisting of-
 - (a) Dean of the School/Chairperson of the concerned department as a member of the Board of Examiners;
 - (b) An external examiner;
 - (c) Two internal examiners one of whom must not have supervised the candidate,
 - (d) Two other persons competent in the discipline related to the candidate’s area of research, at least one of whom should be external to the Department; and
 - (e) The Chairperson of Board of Postgraduate Studies and Research or a representative.
32. The external examiner and each of the internal examiners shall be required to submit within two (2) months an independent written assessment of the thesis directly to the Chairperson(BPSR) indicating:-
 - (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 consequence;

- (c) whether or not the degree should be awarded; and
 - (d) any correction to be made before award of the degree.
33. As soon as all the examiners' reports are received, the Chairperson (BPSR) shall convene a meeting of the Board of Examiners in consultation with the Dean of School concerned at which the examiners' recommendation and other academic matters arising from the thesis shall be considered. A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the BPSR within two weeks.
 34. Candidates shall be required to present themselves for oral examination and the Dean of School shall inform them of the time and place of the meeting of the Board of Examiners. Provisional results shall be released to the candidate after the meeting only where the recommendation of the Board of Examiners is unanimous.
 35. Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all respects with the reports of the external examiners, and the results of an oral examination, the Chairperson of the BPSR shall forward such recommendation to the Vice-Chancellor for approval on behalf of the Senate.
 36. Where the recommendation of the Board of Examiners is not unanimous, the recommendation is not consistent in material respect with the matters referred to in regulation 30, it shall be referred to the full BPSR for an appropriate recommendation to Senate.
 37. Senate may, on the advice of the Board of Examiners and the BPSR, invite a candidate to re-submit a thesis. The period of re-submitting thesis shall be divided into three (3) months for minor corrections and six (6) months for major corrections and re-submission twelve (12) months.
 38. A thesis accepted by the University and subsequently published in part or in whole and in whatever form, shall bear the inscription:- ***“work forming partial fulfilment of the requirements for the degree of Master of Dedan Kimathi University of Technology”***.

UPGRADING OF REGISTRATION STATUS

39. Any candidate who desires that his registration status be upgraded to the Doctor of Philosophy, shall, if he has pursued his approved programme of study or research for at least fifteen months, apply through the relevant SPSC and School Board to the BPSR for his registration to be upgraded without having first obtained the Masters degree.
40. Before recommending upgrading, the Board of the School to which an application to upgrade registration status is submitted, shall be required to satisfy itself of the following matters-
 - (a) that the candidate has received adequate instruction and or supervision and has shown exceptional progress in the Master's thesis work and that the work forms an adequate basis for a PhD thesis;
 - (b) that a panel of competent persons constituted by the School Postgraduate Studies Committee for the purpose have examined the candidate orally and by written progress reports, and have satisfied themselves that the candidate's project can make a good PhD project; and
 - (c) that facilities are available in the University or elsewhere for research in that field at the doctoral level.
41. If the BPSR has approved the evidence as sufficient to warrant upgrading of candidacy to the Doctor of Philosophy, it shall recommend to Senate that the candidate's registration status be upgraded.

42. If the registration of a candidate is upgraded, the period spent on the Masters shall count towards the PhD registration provided that the total registration period for such a candidate shall not be less than 36 months.

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4.0 COMMON REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY IN ALL SCHOOLS

ELIGIBILITY FOR REGISTRATION

1. The following shall be eligible to apply for registration for the degree of Doctor of Philosophy in the University:-
 - (a) A holder of Masters degree from the Dedan Kimathi University of Technology;
 - (b) A holder of a Masters degree or equivalent academic qualifications of another recognized institution; or
 - (c) A candidate who is registered for MSc. and whose registration has been upgraded.In either case the applicant should be able to produce evidence, to the satisfaction of Senate, of his capacity to carry out original research.
2. Subject to the approval of Senate, Schools may formulate regulations requiring applicants to have obtained such academic or equivalent qualifications as are considered necessary for registration within the academic area of interest of the School and may require applicants to submit to such tests or interviews as the School regulations permit.

SUBMISSION AND PROCESSING OF APPLICATIONS

3. Applications shall be submitted to the School of Graduate Studies and Research on the prescribed forms.
4. In submitting an application, an intending candidate shall submit for approval of the School Board concerned and the Senate, a study or research proposal not exceeding twenty (20) (double spaced) typed pages excluding bibliography and appendices and the place at which he intends to carry out the study or research.
5. All applications for registration shall be processed in the first instance through the relevant School Board of Postgraduate Studies and Research Committee (SPSC) in consultation with the Department in which registration is sought. The SPSC shall then forward all such applications with appropriate comments to the respective School Boards for approval and onward transmission to the Board of Postgraduate Studies and Research and Research.
6. Before recommending a candidate for registration, the School concerned shall satisfy itself that-
 - (a) The proposed field of study is academically sound and can successfully be pursued under the supervision of the Dedan Kimathi University of Technology;
 - (b) there exists adequate opportunities for consulting his supervisor(s); and that
 - (c) There exist adequate academic facilities and resources for effective research.

FORM AND DURATION OF REGISTRATION

7. A candidate registered for the Degree of Doctor of Philosophy shall carry out a programme of original study or research over a minimum period of twenty four (24) months after the date of registration or after completion of any required coursework and examination and shall submit a thesis based on the study of research done. Provided that for part-time candidates the minimum period shall be thirty six (36) months.
8. No candidate for the degree of Doctor of Philosophy shall be registered as a full-time student for more than forty-eight (48) months or as a part-time student for more than seventy-two (72) months without submitting his thesis, except by permission of Senate.

9. Subject to the approval of the Senate, Schools may require the candidate to attend such a course or courses in the candidate's academic area of study or to endow the candidate with specialized skills or knowledge to assist him in his study or research. Performance in courses offered may be assessed.
10. On the recommendation of the School Board concerned and within the first two years from the time of registration, the Senate may permit a candidate to change his registration status from a part-time student or vice versa once only, in which case regulation 8 above shall apply to such a candidate as initially been admitted to the status he now seeks.

CONDUCT OF STUDIES AND SUPERVISION

11. A candidate registered in accordance with these regulations shall be required to pursue his programme of study under the supervision of academic staff appointed in that capacity by Senate on the recommendation of the School Board concerned and the Board of Postgraduate Studies and Research and Research.
12. Candidates shall be required to consult their supervisor(s) or co-supervisors at least once every month and to submit a written progress report every four months to the Dean of the School through the supervisor(s) and Chairperson of the Department with a copy to the Chairperson, BPSR.
13. Each candidate shall be required to attend and participate in seminars organized at the relevant School/Department on a regular basis to enable the Schools and the supervisors to assess the candidate's progress more effectively and to keep candidates in constant touch with the irrelative Schools.
14. Recommendations on the appointment of supervisors shall be processed in the first instance by Departments through the School Postgraduate Studies Committee. The recommendation shall then be forwarded to the School Board for approval and onward transmission to Senate through the Board of Postgraduate Studies and Research and Research.
15. Before recommending the appointment of any supervisor, the School Board shall satisfy itself that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work.
16. Where a supervisor is appointed from outside the University, such a supervisor should show evidence of competence in the area of study through publications produced since obtaining his higher degree, as indicated in a curriculum vitae. Such evidence should be requested only once from the respective external supervisors.
17. Normally, two supervisors will be appointed for each candidate, one of whom must be among the academic staff in the Department. However, School Boards may appoint additional supervisor(s) as they may deem necessary in individual cases.
18. It shall be the duty of each of the supervisors to direct and supervise the work of the student in so far as it relates to the programme of study. In particular, a supervisor shall be required to-
 - (a) maintain constant and effective contact with candidate(s) assigned to him;
 - (b) submit individually or jointly with other supervisor(s) academic reports through the Chairperson of Department and the Director of the School to the Chairperson BPSR on the progress of each candidate every four months;
 - (c) Certify at the end of every four months on prescribed forms that the candidate has received supervision. The candidate should also certify that he has received adequate supervision ;and
 - (d) Inform the BPSR through the relevant SPSC and School Board at once, if in his

opinion a given candidate is unlikely to reach the standard required for the award of a PhD degree.

19. Where the performance of a candidate is considered unsatisfactory as shown by Either;
- (a) Failure to consult the supervisor as required under Regulation 12; or
 - (b) The receipt of an unsatisfactory report from the supervisor(s) under Regulation 18(d) then the candidate shall be given a written warning by the Director, copied to the Chairperson Board of Postgraduate Studies to the effect that, unless he shows signs of improvement within three months, he would be considered for de-registration. A commendation for de-registration shall be made to the Senate through the BPSR only after receipt of two consecutive negative reports following the warning.

SUBMISSION OF THE THESIS AND EXAMINATION OF THE CANDIDATE

20. At least three months before a thesis is submitted, a candidate shall give notice in writing to the Chairperson of the BPSR with copies to the Dean of the School and Chairperson of the Department and an abstract outlining the general scope of work.
21. Every thesis submitted for examination shall be in six(6) copies and in loose binding form, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other institution of higher learning and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisor(s) indicating that the thesis has been submitted with his knowledge.
22. The final version of the thesis (6copies) after examination and approval for the award of the degree must be in bound form. All six copies shall remain the property of the Dedan Kimathi University of Technology.
23. A thesis submitted for the degree of Doctor of Philosophy must make a distinct contribution to the knowledge and show understanding of the subject and display originality of thought. It must also include a complete bibliography or references to the materials used in its preparation, whether published or otherwise; and it must also conform to the regulations for the submission of thesis of the Dedan Kimathi University of Technology.
24. Senate shall, on the recommendation of the Board of the School concerned, appoint in respect of each candidate presenting a thesis, a Board of Examiners consisting of-
 - (a) Dean of the School;
 - (b) An External Examiner;
 - (c) Two internal examiners one of whom must not have supervised the candidate; and
 - (d) Two other persons competent in the discipline related to the candidate's area of research, at least one of whom should be external to the Department; and
 - (e) The Chairperson of Postgraduate Studies or a representative.
25. The External Examiner and the Internal Examiners shall each be required to submit to BPSR within two months of submission of the thesis, an independent written assessment of the thesis indicating:-
 - (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 displays original thought;
 - (c) whether or not the degree should be awarded;
 - (d) any corrections to be made before the award of the degree; and

- (e) Whether or not the thesis makes significant contribution to the existing knowledge.
26. Within a month of the receipt of all the examiner's reports, the BPSR in consultation with the Director of the School concerned shall convene a meeting of the Board of Examiners at which the Examiners' reports, other academic matters arising from the thesis, and the candidates defence shall be considered. Provided that where an external examiner is not able to attend, his report shall suffice. A consolidated report and appropriate recommendation shall be prepared for submission to Senate through the BPSR within two weeks.
 27. Candidates shall be required to present themselves for oral examinations and the Director shall inform them of the time and place of the meeting of the Board of Examiners. Provisional results shall be released to the candidate after the meeting only where the recommendations of the Board of Examiners is unanimous.
 28. Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree, and where such unanimous recommendation is consistent in all respects with the reports of the external examiner and the results of an oral examination, the Chairperson of BPSR shall forward such recommendation to the Vice-Chancellor for approval on behalf of the Senate.
 29. Where the commendation of the Board of Examiners is not unanimous or the recommendation is not consistent in material purpose with the matters referred to in regulation 25 above, it shall be referred to the full Board of BPSR for an appropriate recommendation of Senate.
 30. Senate may, on the advice of the Board of Examiners and BPSR, permit a candidate to re-submit a thesis for re-examination. The period of re-submitting the thesis be divided into four (4) months for minor corrections, eight (8) months for major corrections and for re-submission twelve (12) months.
 31. A thesis accepted by the Dedan Kimathi University of Technology and subsequently published in part or in whole and in whatever form, shall bear the inscription "work forming part of the requirements of the degree of Doctor of Philosophy of the Dedan Kimathi University of Technology".

5.0 GUIDELINES FOR ACADEMIC WRITING

5.1 PRESENTATION FORMAT

a) Margin, line spacing and paragraphing

- A 30 mm (**approx. 1.2inches**) margin to be left on the left side of the paper and a 25mm (**approx. 1 inch**) on the right side of the margin paper;
- Typing should begin 30.48 mm (**Approx 1.2 inch**) from the top of the page and should not go beyond 25 mm (**approx. 1 inch**) from the bottom of the page.

b) Pagination:

- Preliminary pages (Title page to Abbreviations/acronyms) should be numbered consecutively in Roman numbers lower cases (e.g. ... i, ii, iii etc.).
- The main content pages (from chapter One to Appendixes) shall be numbered consecutively using Arabic numbers (e.g. 1, 2, 3...)
- All page numbers shall appear in the **centre of the lower margin** of the page.

c) Typing guidelines

- Typing should be in font size 12 (Times New Roman) and double spaced except for the **Abstract**,
- Block paragraphing, no indenting

d) Heading

- Major headings should be centered in bold face
- Follow APA heading levels
- Headings should **NOT Exceed 3rd level (font size 14, 13.5, 13)**.

e) Tables, Plates, Figures, Diagrams, and Charts

- Should have appropriate caption and must be appropriately labeled based on APA style.
- Thesis to follow the prescribed format by the School/Institute.
- Each table, text, figure, diagram and plate should have a full caption.
- Text figures and diagrams should be reproduced by photographic or similar means. There should be a 60mm (2.36 inches) margin around all text figures, diagrams and plates and all letters must be in stencils or its equivalent.

f) Language use

- Concept paper/Thesis shall be written in formal British English unless advised otherwise and approved by the DeKUT Senate.
- A student should use formal gender sensitive language in future tense for concept paper and proposal, and past tense for thesis (avoid jargon, sweeping/political statements, colloquial language etc.).

g) Printing

- Should be printed on good quality paper A4 (210 mm X 927 mm).
- Portrait and landscape page orientations should be used appropriately.

h) Length

- Concept paper should not exceed five pages.
- Proposal must be in the range of 20-30 pages.
- Master's thesis should be at least 20,000 words.
- Ph.D. thesis should be at least 50,000 words.
- Exemptions should be justified

5.2 THE CONCEPT PAPER

Serve to assist the Department/Institute to identify potential supervisors and lecturers specialized in the area proposed for research. The concept paper should at least include the following areas:

1.0. Introduction/Background

1.1. Problem statement-“what” (broad definition of research issue/problem); “Where” (location of research problem).

1.2. Rationale “why” (justification of the proposed study)

1.3. Aims and objectives

1.4. Conceptual framework

1.0. Method (“how”) general explanation of research methodology

- 1.1. Proposed source of data
- 1.2. Proposed methods of data collection/Instruments
- 1.3. Proposed method of analysis

Concept paper must meet the following requirements:

- Demonstrate the originality of the study and how it shall contribute to the body of knowledge (PhD).
- Show that the intended study will enable the researcher to master the subject area (Masters).
- Indicate that the student understands the APA referencing style (6th edition or the latest version).
- Content should point out that the candidate has a purpose, objectives and research questions that can focus and guide the study.
- Confirm that the candidate has a good understanding of the theory (theories) in the area in which he/she wishes to conduct a study.
- Demonstrate the candidate's ability to conceptualize a research problem.
- Illustrate that the candidate understands the methods (including data sources, research instruments and methods of analysis) selected to respond to the aims, objectives and key research questions outlined in the study.

3.0 Referencing (**the format applies to Proposal and Thesis**)

- Single spaced, font size 11, and special hanging of 0.5 inches.

Journal Papers

Aduol, F. W. (2009). Estimation of the Geoid using GPS double differentials, *Survey Review*, 24(2), pp 341 – 352.

Books

Rasnamurthi, B and Raj, K. J. (2010). *Advances in Remote Sensing applications in India*. Mehta Press, New Delhi.

Conference Proceedings

Kamau, C, Otieno, R., Tanui, J. and Wahid, A. (2004). Perturbations of the Ecliptic. In *Proceedings of the International Society of Photogrammetry and Remote Sensing (Eds)*, Hahn, M and Behr, F-J, pp 105 – 118.

Newspapers

Wrong, M. (2005, August 17). "Never gonna give you up," says mayor. *Toronto Sol*, p. 4.

Article with no author identified

Britain launches new space agency. (2010, March 24). Retrieved from <http://news.ninemsn.com.au/technology/1031221/britain-launches-new-space-agency>

Article with no author and no date

Harry Potter. (n.d.). In Wikipedia. Retrieved August 28, 2010, from http://en.wikipedia.org/w/index.php?title=Harry_Potter&oldid=380786432

Entry in an online dictionary or reference work, no date and no author identified

Verisimilitude. (n.d.). In Merriam-Webster's online dictionary (11th ed.). Retrieved January 10, 2012 from <http://www.merriam-webster.com/dictionary/verisimilitude>

E-mail or other personal communication (cite in text only)

(A. Monterey, personal communication, September 28, 2001)

Book on CD

Nix, G. (2002). Lirael, Daughter of the Clayr [CD]. New York, NY: Random House/Listening Library.

The School's/Institute's Postgraduate Studies Committee shall approve concept paper that meets the above requirements and the student shall be allowed to begin writing the research proposal under supervision.

5.3 PROPOSAL WRITING

PRELIMINARIES

a) Cover page

The cover page must have the following components (*centered on that page and symmetrically arranged*).

i. Title

Should be written in the top part of the cover page, in caps and centered (not exceeding 20 words, bold and font 14).

ii. Student's name

First, Second, Surname (in Caps, centered, bold and font 14).

iii. Caption

A Research Proposal Submitted in Partial Fulfillment for the Award of the Degree of {*insert name of the degree e.g. Master of Business Administration and Management*}, in the {*insert name of the Department/Institute where registered e.g. Department of Business Administration*}, Dedan Kimathi University of Technology (Centered, bold and font 14).

iv. Date (Month, Year).

(Centered, bold and font 14).

SAMPLE

Insert title here. SHOULD BE WRITTEN IN CAPS AND CENTERED, NOT LONGER THAN 20 WORDS), FONT 14.

First, Second, Surname (in Caps, font 14).

A Research Proposal Submitted in Partial Fulfillment for the Award of the Degree of *{insert name of the degree}* e.g. {Master of Business Administration}, in the *{insert name of the School/Institute where registered}* e.g. {School of Business Management and Economics},
Dedan Kimathi University of Technology (font 14)

MONTH, YEAR (*font 14*)

b) DECLARATION page (Typing Level 1 and Font 12)

- Should be on its own page. The student must declare in writing the originality, intellectual honesty and compliance to DeKUT Anti-plagiarism Policy for the work as indicated below the declaration must appear in the top part of the page.
- Typing except for the title ‘**Declaration**’ should be in **font size12 (Times New Roman)** on an A4 size paper. Note: the use of italics in this guideline is just to make the caption identifiable. In should not be put in italics in the proposal.

i. Caption:-

This research proposal is my original work and has not been presented in any university/institution for a degree or for consideration of any certification.

- ii. The student shall sign under the declaration caption as indicated below. And shall also separately sign and submit an Anti-plagiarism Declaration form, which shall form part of the appendices.**

Signature.....Date.....
Student’s Name.....
First, Second, Surname (Lowercase, bold and font 12).
Student’s Registration No.....

iii. Supervisors’ declaration caption:

This research proposal has been submitted for examination with our/my approval as University Supervisor(s).

Signature.....Date.....
Prof/Dr & at least two names.....
Department:.....
Institution:.....

Signature.....Date.....
Prof/Dr & at least two names.....
Department:.....
Institution:.....

c) DEDICATION page (Typing Level 1 and Font 12)

- Candidate is free to dedicate the proposal to person(s) of his/her choice in not more than 50 words.
- Should be on its own page and single spaced.

d) ACKNOWLEDGEMENT page (Typing Level 1 and Font 12)

- Candidate is at liberty to give credit to individuals, groups, organizations, institutions e.t.c. in not more than one page.
- Should be on its own page and single spaced.

- e) **TABLE OF CONTENTS page** (*Title Typing use Level 1 and Font 12*)
- Should be on its own page.
 - Summarizes the contents of **proposal** and should be organized to match the headings and sub-headings and page numbers.
 - Headings and sub-headings should not go beyond three (3) levels.
 - It is recommended that this table is configured to be automatically generated.
- f) **LIST OF TABLES (separated from the table of content)**(*Title Typing use Level 1 and Font 12*)
Text should be in font 12
- Summarizes the tables used in the proposal and should be organized to match the labels and the page numbers where the tables appear.
 - It is recommended that this table is configured to be automatically generated.
- g) **LIST OF FIGURES** (*Title Typing use Level 1 and Font 12*)
Text should be in font 12
- Summarizes the figures used in the **proposal** and should be organized to match the labels and the page numbers where the figures appear.
 - It is recommended that this table is configured to be automatically generated.
- h) **LIST OF PHOTOGRAPHS** (*Title Typing use Level 1 and Font 12*)
Text should be in font 12
- Summarizes the photographs used in the proposal and should be organized to match the labels and the page numbers where the photographs appear.
 - It is recommended that this table is configured to be automatically generated.
- i) **LIST OF DIAGRAMS**(*Title Typing use Level 1 and Font 12*)
Text should be in font 12
- Summarizes the diagrams used in the **proposal** and should be organized to match the labels and the page numbers where the diagrams appear.
- j) **LIST OF PLATES** (*Title Typing use Level 1 and Font 12*)
Text should be in font 12
- Summarizes the plates used in the **proposal** and should be organized to match the labels and the page numbers where the plates appear.
- k) **ABBREVIATIONS AND ACRONYMS page** (*Title Typing use Level 1 and Font 12*)
- Should be on its own page.
 - This section should be included in the proposal when applicable.
 - The abbreviation and acronyms should be arranged **alphabetically**
 - The abbreviations/acronyms should be **Capitalized** and separated from the text by 2 indentations of 5-point each.
 - The corresponding explanatory text should be in **Title Case** and aligned to the left

DeKUT	Dedan Kimathi University of Technology
SGSR	School of Graduate Studies and Research
IFBT	Institute of Food Bioresources Technology
IToHM	Institute of Tourism and Hospitality Management.

Abstract page (Title Typing Level 1 and Font 12)

- Summarize the proposal
- Must not exceed 500 words, not have in-text referencing, should be **single spaced, one block paragraph** and be contained on one page.
- It should focus on the following areas:-
 - a) Background of the study
 - b) Problem statement,
 - c) Justification of the study,
 - d) Purpose of the study,
 - e) Summarized objectives
 - f) Research design,
 - g) Data collection and analysis methods/materials,
 - h) Expected outcome.

CHAPTER ONE INTRODUCTION

- Each chapter should be a stand alone.
- The title should be centered in the page and placed immediately below the chapter number.

1.1 Background to the Study

- Provides a basis for the study issue and problem.
- Develops the problem/ issues from global perspective narrowing down to regional context then to the country and actual location of the study.
- Frames the investigation within the larger context of the scholarly literature, underscoring key issues linked to the proposed study issue.
- Contextualizes the research issues, highlight the gaps, justify and anchor the study problem to lead logically into a problem statement.

1.2 Problem Statement

- Precise gap that exist in the literature, theory, context, concepts or practice which the study seek to address.
- In-text referencing should be avoided.
- Stated in a concise manner and **not exceeding 300** words.

1.3 Purpose/Aims/General Objective

- Should provide a specific and accurate synopsis of the overall goal of the study.

1.3.1 Specific Objectives

- Should be SMART and be directly linked to the study variables as indicated in the title
- Should use outcome based verbs such “Identify, determine/investigate.

1.4 Research Questions or Research Hypotheses

- The decision to use research questions or hypotheses should be guided by the purpose of the study, the nature of the research design and the methodology, and the audience of the research.

Questions

- Should naturally and creatively be derived from the specific objectives.
- Should not be stated in a manner that elicits yes/no response.

Hypotheses

- They should be relevant to the purpose of the study.

1.5 Significance of the study/ Rationale

- What has the study revealed? To whom is it of use and how?)
- Researcher must point out the relevance of the findings to academic, practitioner and policy makers.

1.6 Scope/Delimitation

- Researcher to address how the study will be narrowed in scope.
- Researcher to explain the issues that will not be addressed in the research and justify.
- Researcher to explain the possible implications of the delimitations for the study.
- Scope to be expressed in terms of content, methodology/ materials, geographical, theoretical, conceptual, temporal ...).

1.7 Limitations (if any)

- Should focus potential weaknesses/shortcomings of the study, both in data collection, analysis and interpretation.
- Researcher to explain the manner he/she intends to address the limitations cited.

1.8 Assumptions

- Assumptions foreground the question as to what the researcher is taking for granted in the conduct of the study and why.
- They must be clearly stated if any e.g. variables should be precisely stated; explained why they may or may not influence the findings.
- If any control measures will be taken, there should be succinct description of the measure, how they will be done and why?

1.9 Operational Definition of terms

Researcher must define any term whose meaning depart from the common or ordinary usage.

CHAPTER TWO LITERATURE REVIEW

2.1 Introduction

Structure of this chapter should be in line with objectives in Chapter One

- Researcher should use relevant headings developed from the research objectives to guide the structure of this chapter – (**creatively -not direct copy-and-paste**).
- Highlight the already existing knowledge in relation to the study problem.

- Indicate the knowledge gaps about the study problem.
- Demonstrate evidence of having a good understanding on the current research relating the study.
- Precise definition of variables (independent and dependent) and their inter-relationship.
- Chapter summary on key knowledge issues, controversies in literature and the actual gap(s) that the study seeks to address.
- Conclusion-course of actions to be taken by the researcher to solve the problem. This should be consistent with the knowledge revealed in the literature review.

Theoretical and Conceptual framework

Where applicable.

Theoretical framework

- Highlight theories to be used
- Cite the main points emphasized in the theory/theories
- Support their exposition of the theory/theories by ideas from other experts and own interpretation;
- Demonstrate the link of theoretical proposition and the proposed study.

Conceptual framework

This is the researcher's own perception of the problem and how variables operate in influencing each other. Framework to be characterized by:

- Original visualization by the researcher or adaptation of an existing model used in previous studies.
- Direction of interactions of variables of study.
- Diagrammatic format (graphic presentation)
- Brief explanation of the conceptual framework for clarification of the flow.

CHAPTER THREE RESEARCH DESIGN AND METHODOLOGY

This is a chapter in which the researcher justifies every choice/action to be made in implementing the proposed study. It must highlight methodological details appropriate to the study in an explicitly convincing manner, making scholarly references of research authorities as much as possible.

3.1 Research design

- State the designs adopted and provide reasons for the choice.
- Relevant to the topic, research questions or hypotheses.
- Indicate the scope (coverage) of the study.

3.3 Location of the study

- State the location of the study and actual sites where research will be conducted,
- Justify the choice of that location, and
- Discuss the characteristics unique to the site that are relevant to the study problem.

3.4 Target Population/Materials

- Where target/accessible population will be required, the researcher should provide, give figures where appropriate and adequate justification.

3.5 Sample Size and Sampling Techniques

Sample Size

- Give the proportion of the sample size in relation to the accessible population.
- The choice of the sample size, the procedure used to get it and the sampling techniques applied must be sufficiently justified.

3.6 Data Collection Techniques

Researcher should be clear on the research procedures (what data will be needed, how it will be collected? By who? From who? When and where?)

- Describe each instrument that will be used in the study.
- In a situation where two or more instruments will be used over the same area the research will need to justify why and how the data collected by each instrument will supplement or compliment that from the other(s).
- Ensure that instruments are linked to objectives and questions to ensure that data is generated for each objective to be achieved and to guide your findings chapter.
- Describe how the research instruments will be pre-tested to ensure the quality of data.
- Techniques used to test validity and reliability of data. If using standardized test, quote test and existing reliability levels and demonstrate how these will be attained practically in the research process.

3.7 Data Analysis

- Instruments and software used to analyze data must be relevant to the study objectives. Features of each instrument and software must be described and justification given against the choice of each instrument.
- Explain the methods that will be applied in analyzing the data based on each objective stated.
- Clarify the methods of analysis of each research question/ hypothesis e.g. State the null hypothesis and indicate statistics used to analyze the hypothesis.
- For non-numerical data indicate the method of thematizing, coding, and indicate questions software used.
- Explain how data will be presented after analysis is complete (e.g. in text, tabular, graphic etc.)

3.8 Logistical and Ethical Considerations

Logistical considerations (where applicable)

- Researcher to explain how logistical requirements of the research will be managed (e.g. various levels of authorizations that include the various procedures of ensuring successful field access)

Ethical considerations

- Ethical considerations (researcher should point out any ethical problem that is likely to arise from the methodology used; explained its specific source and how it will be managed).
- Researcher to demonstrate understanding of research ethics and show how they will observe ethical issues related to researching human subjects (e.g. confidentiality, anonymity and protection of human rights of the research subjects/participants and ensuring they suffer no harm from the research process and outputs/outcomes).

REFERENCES

[Use APA ... at least 6th Edition and above - as advised in the concept paper section]

APPENDICES

The following points must be considered while including appendices for the proposal.

Number appendix using Roman numbers

Appendix I- should be a research instrument

Appendix II- Work plan

Appendix III- Budget

Appendix IV-Maps and other graphics where applicable

Any other useful notes/documents e.g. copy of research permit/authorization

Evaluation of the Proposal

- Proposal must be duly signed by the student and the supervisors
- Proposal shall be evaluated and approved at the Departmental and School/Institute level and names of successful candidates together with presentation (defense) minutes submitted to the School of Graduate Studies and Research.

Students are encouraged to seek guidance from their respective supervisors regarding appropriate books on Proposal writing. Some useful materials include and not limited to:-

American Psychological Association, (2010), *Publication Manual of the American Psychological Association*. Washington DC: American Psychological Association
 Becker C and Denicolo P. (Eds), (2012), *Publishing Journal Articles*. Los Angeles: SAGE.
 Kombo D.K and Tromp D.L.A., (2009), *Proposal and Thesis Writing. An Introduction*. Nairobi: Paulines Publications Africa.
 Oso Yuko W and Onen D., (2011), *A General Guide To Writing Research Proposal and Report. A handbook for Beginning Researchers* (Revised Edition). Nairobi: Jomo Kenyatta Foundation.

5.4 THESIS WRITING FORMAT

This section is dedicated to assisting the student write the thesis after data collection and analysis. A thesis follows similar format as a research proposal but the language used now is in past tense, i.e., what was done, what was obtained and conclusions drawn. A thesis will have extra chapters, dwelling on Findings, Conclusions and Recommendations.

PRESENTATION FORMAT FOR THESIS WRITING

- a) Abstract
- b) Introduction
- c) Literature review
- d) Methodology
- e) Presentation of results /findings
- f) Discussions and conclusions
- g) References
- h) Appendices

COVER PAGE (*Top of final thesis*) **Hardcover-Student should not repeat this page inside the thesis).**

(As recommended in the proposal section)

STUDENT'S DECLARATION

Caption

This thesis is my original work and has not been presented in any University/institution for a degree or for consideration of any certification.

Signature.....**Date**.....

Student's Name.....

First, Second, Surname (Lowercase, bold **and** font 12).

Student's Registration No.

Supervisors' declaration:

We/I confirm that the work reported in this thesis was carried out by the candidate under my/our supervision as University supervisor(s)

Signature.....**Date**.....

Prof/Dr & at least two names.....

Department:.....

Institution:.....

Signature.....**Date**.....

Prof/Dr & at least two names.....

Department:.....

Institution:.....

DEDICATION (*As recommended in the proposal section*)

ACKNOWLEDGEMENTS *(As recommended in the proposal section)*

TABLE OF CONTENTS (maximum 3 levels allowed)

(As recommended in the proposal section)

LIST OF TABLES *(As recommended in the proposal section)*

LIST OF FIGURES *(As recommended in the proposal section)*

LIST OF DIAGRAMS *(As recommended in the proposal section)*

LIST OF PLATES *(As recommended in the proposal section)*

ABBREVIATIONS AND ACRONYMS *(As recommended in the proposal section)*

ABSTRACT

- Summary of the entire thesis.
- Should **not exceed 500 words**.
- Should **not have in-text referencing**.
- Should be **single spaced, one block paragraph** and not more than one page.
- Should be written in **past tense**.

It should focus on the following areas:-

- Background of the study and problem studied in a summarized context.
- Purpose of the study in tandem with the title... [Why was the study done].
- Study objectives in a summarized form, not listing.
- Theories that guided the study framework.
- Research design and locale.
- Population and sampling.
- Research methodology and methods used [**instrument** types, validity and reliability]
- Data collection and analysis.
- Key findings.
- Major conclusions.
- Major recommendations.

**CHAPTER ONE
INTRODUCTION**

1.0. Introduction *(As recommended in the proposal section).*

To focus on the content of the chapter (structure of chapter)

1.1. Background to the Study

- *The problem needs to be introduced from the International, regional, national, and local context. [Use reported speech, cite where necessary and discuss in relation to the completed study].*
- Background -Demonstrate and support the need for the study.

1.2 Statement of the Problem *(Ideally should not exceed 350 words)*

(As recommended in the proposal section)

- Problem statement (the ‘why’ of the study)-gaps to be filled must be precisely and concisely stated.
- Be concise and not more than one page... preferably less.
- No intra-text references.
- End with an interrogative or exclamation statement that captures the entire study concerns

1.3 Purpose of Study (As recommended in the proposal section)

1.4 Specific Objectives of the Study (As recommended in the proposal section)

1.5 Research Questions or Research Hypotheses

(As recommended in the proposal section)

1.6 Significance of the Study/ Rationale

(As recommended in the proposal section)

1.7 Scope/Delimitations

(As recommended in the proposal section)

- Did anything change from what had been proposed

1.8 Limitations (if any)

(As recommended in the proposal section)

- How did you deal with these from proposal stage?

1.9 Assumptions of the Study

(As recommended in the proposal section)

- What assumptions were realistic and which were not? This should therefore demonstrate a reflection of what had been stated in the proposal).

1.10. The theoretical Framework and the Conceptual Framework

Where applicable.

Theoretical framework

- The candidate should demonstrate how the theories proposed in the proposal helped in the research. It is advised that students retain only the key theory and possibly two. Keeping more than two theories often creates confusion in application and hence should be avoided as much as possible.

Conceptual Framework

- The conceptual framework should be drawn in such a way that it shows the interactions between the independent and dependent variables. In statistical studies, the composite variables constituting the independent and dependent variables should include measurable indicators derived from the objectives of the study. If need be the intervening variables should be included. In qualitative studies, clear links between variables should be demonstrated thematically.

1.11 Operational definitions of key terms

(As recommended in the proposal section)

CHAPTER TWO

REVIEW OF RELATED LITERATURE

Should be as recommended in the proposal section in addition to the following

Literature must be cited by author and year of publication in the text. A list of all cited references must appear at the end of the thesis. The literature, especially from research should be as current as possible. Use of internet to source on-line current references is highly encouraged. Old literature may be used to stress historical significance especially where important theorists are being cited.

- The citation style should be in line with the latest APA referencing approach.
- Date/years in citations must correspond with authors appropriately.
- Where direct quotes which are more than three lines, the text should be indented without quotation marks. *The author, year and page number should be included.*
- The tense used should be in present continuous or past depending on circumstances.

The review should be done critically as per the objectives of the study and organized as indicated below.

2.0. Introduction

2.1. Literature Related to the Main Concepts

2.2. Review by Objective One

2.3. Review by Objective Two

2.4. Review by Objective Three

2.7. Summary and gap identification must be included at the end of this chapter.

CHAPTER THREE

RESEARCH DESIGN AND METHODOLOGY

- The chapter should be written in past tense and organized as recommended in the proposal section. The subheadings of this chapter may vary from discipline to discipline. The student should therefore consult his/her respective school/Institute for clarity, for example, some discipline may use just METHODOLOGY as a header for this chapter.

(As recommended in the proposal section)

CHAPTER FOUR PRESENTATION OF FINDINGS, ANALYSIS AND INTERPRETATION

4.1 Introduction (provide structure of chapter)

- The chapter should present the findings, interpretations and discussion according to the objectives, research questions and/or hypotheses.
- Discussion of the findings should relate to the literature reviewed. Provide a plausible explanation to the deviation, if any. Researcher should discuss possible reasons why the results occurred.
- In the introduction the candidate should re-cast the objectives, research questions and/ or hypotheses as presented in Chapter One.
- Results should concisely reflect the objectives and aims of the study. In case the expected results are not supported by the data, this needs to be pointed out.
- The type of data (quantitative or qualitative) should be appropriate to the presentation style adopted.
- Tables, figures and diagrams should be clear and of reasonable size, having appropriate captions and must be appropriately referenced in accordance to the **APA style**, both in the text and reference list.
- Data related to each objective should be presented and interpreted under a relevant sub-heading that reflects the concerned **objective**.
- Student must be consistent and use appropriate graphics consistently when presenting data. Explain findings in the graphics rather than leaving findings hanging.

CHAPTER FIVE SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

5.1 Introduction

Introduce the chapter structure as exemplified in previous similar sections

5.2 Summary

- Provide succinct summary of the main findings. The summary should not include a repeat of the detailed figures presented by objective in Chapter Four. There should be no graphics or further discussions of the findings.
- Clear summary of the main findings relating to the study objectives and their implications on hypotheses, practice, theory, context and concept.
- Findings must make significant contribution to the existing knowledge (practice, theory, context and concept).

5.3 Conclusions

- Must be in prose and based on the findings and organized by objective.
- Conclusions should relate to the main research questions or hypotheses. Were the objectives met? If not, why?

5.4 Recommendations

- Recommendations should be presented in short, precise and self contained paragraphs, each reflecting to a specific objective.
- Recommendation should be in tandem with the findings and/conclusions.
- They should also be dichotomized into those related to policy, practice and those related to further research.
- For quantitative studies, the recommendations should be based on negative findings with the aim of soliciting viable interventions – otherwise qualitative studies may include positive findings that are key to inform on good practices and lessons that may need scaling up.
- Recommendations should be realistic and directly linked to the research findings as per the objectives and conclusions.

REFERENCES

[Use APA ... at least 6th Edition and above-as advised in the concept paper section]

APPENDICES/ANNEXES

Must be sequenced in the order they appear in the text.

- Appendix i
- Appendix ii
- Appendix iii

NB. PhD dissertation should have six chapters instead of five.

- Chapter four: **Presentation of data**
- Chapter five: **Data analysis and interpretation**
- Chapter six: **Summary, Conclusion and Recommendations**

SAMPLE OF HARDCOVER PAGE

Insert title here. SHOULD BE WRITTEN IN CAPS AND CENTERED, NOT LONGER THAN 20 WORDS), FONT 16, (all writings on cover page should be in gold)

First, Second, Surname (in Caps);
Text orientation **on the Spine of the Hardcover bound thesis** (Top-Bottom), Surname followed by initial then middle; The Degree (e.g. MBA/Msc.), Year (**font 14**).

A Thesis Submitted in Partial Fulfillment for the award of the degree of *{insert name of the degree e.g. Master of Business Administration and Management}*, in the *{insert name of the School/Institute where registered e.g. School of Business Management & Economics}*, **Dedan Kimathi University of Technology (font 14)**

Month, Year (font 14)

6.0 SUBMISSION AND EXAMINATION

STUDENT MUST COMPLY OR MUST HAVE COMPLIED WITH THE FOLLOWING REGULATIONS RELATING REGARDING SUBMISSION AND EXAMINATION

6.1 COMMON REGULATIONS FOR THE MASTERS DEGREES

-of DeKUT Statutes particularly:-

- a) CONDUCT OF STUDIES AND SUPERVISION
- b) SUBMISSION AND EXAMINATION OF THESIS

6.2 COMMON REGULATIONS FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

-of DeKUT Statutes particularly:-

- a) CONDUCT OF STUDIES AND SUPERVISION
- b) SUBMISSION OF THE THESIS AND EXAMINATION OF THE CANDIDATE

7.0 ORAL PRESENTATION

- a) Student shall have paid all requisite fees to the University.
- b) The presentation's aim shall be to test the student's understanding of the subject matter of the study.
- c) Therefore, the student shall be expected to use communication technology, usually the PowerPoint projection to present and defend key findings of the study before the DeKUT's Senate appointed Board of Examiners.
- d) Oral examination (presentation and questions time) shall take at least one hour (1) to three hours (3), depending on degree programme and the clarification sought by the examiners.
- e) Oral examination shall be conducted as per the schedule figure 1, generated as per the regulations guiding submission and examination of thesis (**REFER TO SECTION 3.0 AND 4.0**).
 - i. Before submitting thesis for examination to graduate school, candidate gives NOTICE OF SUBMISSION to SGSR 1 month before intended date of thesis submission. **This will allow for timely identification and appointment of suitable external and internal examiners for the thesis.**
 - ii. Examination of the thesis by external and internal assessors shall take **Two (2) Months**.
 - iii. Therefore, the earliest time **ORAL EXAMINATION** can be conducted is the **THIRD MONTH FROM THE DATE OF SUBMISSION**. This explains the origin of three months between the time of thesis submission and oral exam in the schedule.
- f) After oral examination, a student should understand that there are various recommendations that can be given by the Board of Examiners. Each recommendation has specific timelines that must be adhered to.

Where there is a conflict, refer to Graduate School Policy.

Table 1: Oral examination recommendations and correction timelines

Verdict	Correction Timelines for Masters	Correction Timelines for Ph.D
Accepted without correction	<i>Candidate allowed to binds and submit final hard-bound six copies of thesis</i>	
Accepted with minor correction	Within 3 months	Within 4 months
Accepted with major corrections	3-6 months	4-8 months
Resubmission	6-12 months (Re-examination)	8-12 months (Re-examination)
Not acceptable for a DeKUT degree	Discontinuation	

Dates For Defenses	January	March	May	July	September	November
<i>November/December Submission</i>	Oral Exam					
<i>January/February Submission</i>		Oral Exam				
<i>March/April Submission</i>			Oral Exam			
<i>May/June Submission</i>				Oral Exam		
<i>July/August Submission</i>					Oral Exam	
<i>September/October Submission</i>						Oral Exam

Figure 1: Thesis Oral Examination Schedule.

8.0 FINAL THESIS

- Final thesis shall be submitted in the appropriate format and colour of the School/Institute.
- Requisite hardcover bound copies of thesis duly signed by student and supervisors submitted together with a duly signed correction certificate.
- Properly signed Anti-plagiarism Declaration form by the student.
- Requisite publications from the thesis (as per the demands of the curriculum).
- The thesis should be accompanied by a CD and a soft copy.

9.0 AWARD OF THE DEGREE

- Student should consult with his/her respective Department /Institute to get acquainted with the publication requirements of the programme he/she has been admitted into and registered in.
- Before award of a degree, a Masters student must show proof of Submission of at least one paper from the thesis in a peer refereed journal. PhD student must show proof of Publication of At least Two papers in a peer refereed journal.
- The DeKUT Senate shall only approve Award of the Degree after the student has fulfilled all the requirements relating to the Degree admitted into.

10.0. GRADUATION

- a) DeKUT graduation is usually held in April every year. A student wishing to graduate should have handed in **the requisite six hard bound copies latest THREE WEEKS to the graduation date.** This will coincide with the **LAST SENATE BOARD OF EXAMINERS** that approves the **Final Graduation Booklet.**
- b) **DEFENDING NEAR GRADUATION DOES NOT GUARANTEE A STUDENT TO AUTOMATICALLY PARTICIPATE IN A GRADUATION CEREMONY.**
- c) Student should note that the BOARD OF EXAMINERS' recommendation and the **TIME OF DEFENSE**, might lead to one not graduating immediately after oral examination.
- d) It is therefore advisable that supervisors and students must take into account the graduation month (April) as they work.

**COMMENTS, QUERIES AND SUGGESTIONS SHOULD BE
ADDRESSED TO DEAN, SCHOOL OF GRADUATE STUDIES AND
RESEARCH.**

Email: graduateschool@dkut.ac.ke

Office Phone: 0700 648 860.

OR

**DEAN OF THE SCHOOL/DIRECTOR OF THE INSTITUTE/CHAIR OF THE
DEPARTMENT THE PURSUED PROGRAMME IS OFFERD.**

**ALL GRADUATE STUDENTS MUST ACQUAINT THEMSELVES WITH THE
DeKUT ANTI-PLAGIARISM POLICY**