



## DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

Nyeri - Mweiga Road  
P O Box 657-10100, Nyeri - Kenya  
Web: [www.dkut.ac.ke](http://www.dkut.ac.ke)

Tel: 061-2050000  
Cell: 0700-64 88 60,  
Email: [graduateschool@dkut.ac.ke](mailto:graduateschool@dkut.ac.ke)

*Office of the Dean - School of Graduate Studies and Research*

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DeKUT/SGSR/15/2

Date: 25<sup>th</sup> January, 2017

**To: Postgraduate Students**

**From: Dean, SGSR.**

**Ref: Postgraduate Studies Research Process for Masters & PhD Theses.**

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The above subject refers.

STEP	TASK
1	Upon successful completion of coursework, the development of the research proposal starts with the guidance of the supervisors allocated at the department.
2.	Names of allocated supervisors are sent to the School of Graduate Studies & Research by the respective Schools and Institutes.
3.	Student defends the proposal at the department. Corrections suggested are effected within the timeframe prescribed at the department.
4.	The student submits a signed spiral bound copy to SGSR through the School/Institute together with certificate of corrections form duly filled and signed as per the minutes of the proposal presentation meeting at the Department/School/Institute.
5.	SGSR gives the student authorization letter to collect, analyze data and report the research findings. (The whole research process should take <b>Two</b> years for PhD thesis and <b>One</b> year for Master's thesis).
6.	The supervisors who signed the proposal are appointed by SGSR.
7.	The student submits periodic progress reports to SGSR after every four months. These should be on the prescribed format. (Forms available on the website). The progress reports should be duly signed by the supervisors, the CoD and the Dean/Director.
8.	The research findings are presented at the department/School/Institute and the student

	makes recommended corrections after which they submit a Notice of Submission to SGSR using the prescribed format. Notice of Submission should be sent to SGSR one month before submission of the final thesis for examination (Forms available on the website). <b>Student to attach a zero fee balance statement on the form.</b>
9.	After one month, the candidate submits six spiral bound copies of the thesis to Graduate School together with the final progress report.
10.	Examiners are appointed by the Board of Postgraduate Studies & Research and the thesis is sent to External and Internal Examiners who are given one month to submit their reports.
11.	Candidate submits a soft copy of thesis to SGSR for Plagiarism check. Upon receipt of the examiners' reports, SGSR calls for an oral examination as per SGSR Policy and examination schedule.
12.	The candidate effects corrections within the timeframe given in the policy, submits the document to the correction supervisor who on verification, signs the Certificate of Corrections.
13.	Candidate submits six copies of the final hard bound thesis to SGSR through the respective School/Institute. A soft copy of the final thesis is also sent to SGSR in Pdf format.
14.	In preparation for graduation, SGSR tables the Award List in Senate and a candidate's name included in the graduation booklet pending conferment of the degree. Where necessary, SGSR can issue a letter of completion to the candidate before graduation.

In case of any clarification, kindly contact SGSR through;-

Email – [graduateschool@dkut.ac.ke](mailto:graduateschool@dkut.ac.ke)

Office Phone – 0700 648 860

Thank you.

Prof. Beatrice Mugendi, PhD.

**Dean, SGSR**

Cc:

Vice Chancellor  
DVC AA  
Registrar AA  
Deans & Directors  
CoDs