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School of Graduate Studies and Research

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 or project 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 his thesis, except by permission of 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 specialised 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:-

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 Department/Institute where registered e.g. Department of Business Administration}, Dedan Kimathi University of Technology.

UPGRADING OF REGISTRATION STATUS

39. Any candidate who devises 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.

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. Are 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 there 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".