



KENYATTA UNIVERSITY

GRADUATE SCHOOL

A Handbook for Postgraduate Students

2018 - 2022

Published by Graduate School

Kenyatta University

P. O. Box 43844 – 00100

NAIROBI, KENYA

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A HANDBOOK FOR POSTGRADUATE STUDENTS

2018 - 2022

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UNIVERSITY FUNDAMENTAL STATEMENTS

The following statements are the guiding principles of Kenyatta University:

Our Vision Statement

A dynamic, inclusive and globally competitive centre of excellence in teaching, research and service to humanity

Our Mission

To provide quality education and training, and promote scholarship and community services for sustainable development.

Identity Statement

A community of scholars committed to the generation and dissemination of knowledge and cultivation of wisdom for the welfare of society.

Philosophy Statement

Sensitivity and responsiveness to societal needs and the right of every person to knowledge.

Objectives

The objectives of Kenyatta University are:

- i. Advancement of knowledge through quality teaching scholarly research and scientific investigations.
- ii. Promotion of learning in the student body and society in general
- iii. Promotion of cultural and social life of society
- iv. Support and contribution to the realization of national economic and social development goals
- v. Promotion of high standards in, and quality teaching and research
- vi. Education, training and re-training higher level of professional, technical and management personnel
- vii. Dissemination of research outcome conducted by the University for the general community
- viii. Facilitation of life-long learning through provision of adult and continuing education
- ix. Fostering of a capacity for independent critical thinking among its students
- x. Promotion of gender balance and equality of opportunity among students and employees
- xi. Promotion of equalization for person with disabilities, Minority and other marginalized groups

Guiding Principles

- i) **Good Corporate Governance:** Kenyatta University will enhance efficient and effective business principles. The University will enhance the corporate culture in the management of resources and in all decision-making processes.
- ii) **Academic Freedom:** Kenyatta University is a community of enquirers where intellectual liberty to pursue truth to its logical conclusion is upheld. The institution is committed to the enhancement of academic freedom.
- iii) **Respect for diversity:** Kenyatta University recognizes, respects and encourages diversities emanating from religion, race, culture, gender, ethnicity, politics and ideology, among others, as guided by the Kenyan law.
- iv) **Democratisation:** This will be enhanced through inclusive participation in decision-making and management. The principles of responsibility, accountability and academic freedom will be promoted at all levels.
- v) **Excellence:** Kenyatta University is determined to produce all-round graduates capable of making positive contribution to society.
- vi) **Creativity:** To cope with the constant change and challenges, the University will continue to cultivate creativity among staff and students. Creative people are flexible, adaptable and imaginative in anticipating and responding to situations as they unfold.
- vii) **Self-Reliance:** The University will continue to ensure that its graduates are well-grounded individuals who are independent thinkers, workers, job creators in line with vision 2030. In addition, the University will continue to enhance an independent financial base, as well as build a strong, innovative and well-motivated workforce.
- viii) **Innovation:** The heart of innovation is continuous renewal and betterment of existing situations. Innovation remains a key driver for institutional competitiveness and service. Kenyatta University will continue to use innovative approaches in teaching and learning, so as to transform learners into creative thinkers.
- ix) **Relevance:** Kenyatta University is determined to make its academic programmes relevant. The aim is to remain responsive to regional and global challenges and to play a significant role in national development, with specific reference to the Millennium Development Goals (MDGs) and Vision 2030 targets.
- x) **Equal Opportunity:** Kenyatta University will remain to be an equal opportunity institution where all persons are regarded equally in terms of student admission, resource allocation, staff-recruitment and promotion.

Our Core Values

The values to be enshrined and inculcated at the institutional and individual levels, respectively, will enable Kenyatta University community contribute to the promotion of institutional and national pride, Positive behavior and a strong work ethic and attitudes.

- (i) **Truth:** Kenyatta University will continue to encourage freedom of thought and expression of opinion. Intellectual and moral commitment to the pursuit of truth will continue to guide research, dissemination of knowledge and interpersonal relationships, both locally and internationally.
- (ii) **Professionalism:** Kenyatta University will enhance professionalism at all levels of its operations.
- (iii) **Moral Integrity:** Kenyatta University will strive to enhance interpersonal relations among staff and students. The key values that the institution will strengthen include integrity, honesty, tolerance and mutual respect.
- (iv) **Institutional Culture:** To distinguish itself as a world-class institution, Kenyatta University will enhance a culture in which staff and students are responsibly self-driven a consequence of internalizing self-prescribed institutional values.
- (v) **Competitiveness:** Kenyatta University aspiration remains to be a University of choice in terms of attracting quality staff, students and financial support.

TABLE OF CONTENTS

1.0	BACKGROUND INFORMATION	1
1.1	Introduction.....	1
1.2	Fundamental Statements of Graduate School.....	2
1.3	Functions of the Graduate School.....	3
2.0	APPLICATION AND ADMISSIONS PROCEDURE	3
2.1	Processing of Applications for Postgraduate Degree Programmes	3
2.2	Admission Requirements for Masters Programmes	4
2.3	Admission Requirements for Ph. D Degree Programmes.....	4
2.4	Admission	5
2.5	Registration	5
2.5.1	Registration for each Semester.....	5
2.5.2	Online Registration.....	5
2.6	Deferment of studies	6
2.7	Semester Off	6
2.8	Change of Programme	6
2.9	Change of Mode	6
2.10	Registration for continuing students	6
2.11	Auditing a unit.....	6
3.0	COURSE DURATION AND PATTERN OF MASTERS AND PH.D DEGREEE PROGRAMMES	7
3.1	Pattern of Master’s Degree Programmes.....	7
3.1.1	Duration of Master’s Degree Programmes	7
3.1.2	Extension of Study Period.....	7
3.1.3	Withdrawal and Re-admission	7
3.1.4	Change of Registration Status within the Same Programme	8
3.2	Course Duration and Pattern of the Doctor of Philosophy (Ph.D) Degree Programmes	8
3.2.1	Course Duration:	8
4.0	COURSE AND EXAMINATION REGULATIONS FOR MASTERS AND PH.D PROGRAMMES	9
5.0	TRANSCRIPTS	10
6.0	PROJECT/THESIS SUPERVISION AND EXAMINATION	10

6.1	Supervision Guidelines for thesis/project.....	10
6.2	Procedure for proposal and project/thesis writing.....	12
6.3	General Format for Writing project/ Thesis.....	14
6.4	Submission and Examination of a Thesis/Project.....	16
7.0	POSTGRADUATE SEMINARS.....	19
7.1	Postgraduate Seminars During Course of Study.....	19
7.2	Postgraduate Seminars Preceding Graduation.....	19
8.0	LIBRARY SERVICES.....	19
8.1	Information Services.....	19
8.2	Library Facilities.....	20
8.3	Library orientation.....	20
8.4	Information Literacy.....	20
9.0	PLAGIARISM.....	21
9.1	Definition of plagiarism:.....	21
9.2	Categories of plagiarism.....	21
9.3	Detection of plagiarism.....	23
9.4	Penalties for plagiarism.....	24
10.0	ETHICAL CLEARANCE.....	25
11.0	INTELLECTUAL PROPERTY RIGHTS (IPR).....	26
12.0	POSTGRADUATE STUDENTS' WELFARE.....	26
12.1	Introduction.....	26
12.2	Representation in Governance.....	26
12.3	Biodata.....	26
12.4	Medicare.....	27
12.5	Recreation and extra-curricular activities.....	27
12.6	Accommodation.....	27
12.7	Catering.....	27
12.8	Funding of postgraduate students.....	27

1.0 BACKGROUND INFORMATION

1.1 Introduction

Kenyatta University is located on the Nairobi-Thika Super Highway some 16 kilometres from Nairobi Central Business District. Kenyatta University was originally a British Colonial Templar Barracks which was converted to a teacher training college after independence. In 1970 the college was transformed by an Act of Parliament into a Constituent College of the University of Nairobi. On August 23rd, 1985 Kenyatta University attained full University status.

The University began on a small scale with three faculties namely: Faculty of Education, Faculty of Arts and Faculty of Science. The Faculties increased as new programmes were introduced. These came to be described as schools. Established in June 2004, the Graduate School is charged with the responsibility of coordinating all postgraduate programs in the University by ensuring efficiency in supervision and examination of projects and theses in masters and PhD programmes. In this respect, Graduate School services all the other schools as far as higher degrees are concerned.

Graduate School programmes at Kenyatta University have continued to grow, and now cover some of the most demand-driven courses in the country and beyond. Presently the University has eighteen (18) schools including the Graduate School, with formidable postgraduate research teams in several disciplines. All these work with the Graduate School in matters of admission, registration, supervision and examination of masters and PhD programmes. Currently the total number of students registered with Graduate School for higher degrees are approximately 19,952.

The post graduate programmes offered in the University are reviewed periodically to be responsive to the needs of the students, the nation and international clients. As a result of this, the University has registered a respectable portion of the students from different countries worldwide.

The University research component analyses societal needs and tailors research topics towards orientation with market demands in the country and region. Coupled with well-informed policies like Intellectual Property (IP) Policy and plagiarism policy, Postgraduate programmes are at the cutting edge of knowledge, with creativity and innovation given high premium.

1.2 Fundamental Statements of Graduate School

Mission Statement

To provide administrative support and professional advice to Kenyatta University Postgraduate Students and to create a conducive environment for learning and research.

Vision Statement

To be a leading centre for postgraduate education and research.

Identity statement

“A community of scholars committed to the generation and dissemination of knowledge and cultivation of wisdom for the welfare of society”

Broad Objectives

1. To advertise postgraduate programmes, process applications and facilitate admissions of postgraduate students.
2. To develop and administer policy guidelines that ensures high level of postgraduate education and research.
3. To institute quality assurance practices in the supervision and examination of the theses and projects.
4. To track theses examination process to ensure compliance with set deadlines
5. To promote the development of postgraduate students welfare system for attainment of academic excellence.
6. To solicit and co-ordinate postgraduate scholarships and awards.
7. To maintain an environment that nurtures excellence and high standards of professionalism in research.
8. To monitor postgraduate students progress in order to ensure timely completion of their studies.
9. To provide academic advisory services to postgraduate students.

Core values

Graduate School will endeavor to upgrade institutional work ethics that promote integrity at the work environment. The Values to be upheld at the School level are:

- i. Professionalism
- ii. Excellence in service
- iii. Confidentiality
- iv. Integrity
- v. Accountability
- vi. Customer focus
- vii. Transparency
- viii. Teamwork
- ix. Efficiency

1.3 Functions of the Graduate School

The Graduate School carries out the following Administrative and Advisory roles:

- i. To organize the Graduate School Board Meetings and implement the Board decisions.
- ii. To monitor supervision of postgraduate students through the tracking supervision form.
- iii. Develop appropriate instruments for tracking of thesis examination process to ensure timely submission of examiners reports.
- iv. Schedule defences and provide secretarial services for the Board of Examiners.
- v. Process payment of both Internal and External Theses Examiners.
- vi. Coordinate payment for Supervision of theses and projects.
- vii. Organize orientation of postgraduate students.
- viii. Process postgraduate student scholarships.
- ix. Keep updated records of postgraduate students including their progress reports.
 - x. To advise students on academic matters including requirements for substantive registration and Notice of Submission of thesis.
 - xi. To ensure effective and regular supervision of postgraduate students through close coordination with various Schools, Institutes and Departments which provide graduate courses.
 - xii. To organize postgraduate student seminars.
- xiii. To receive and consider any matters affecting the academic and social welfare of post-graduate students and advice Senate accordingly.
- xiv. To solicit and allocate research and scholarship funds for Graduate students in consultation with the relevant teaching and administrative units of the University.
- xv. To organize training seminars in liaison with other relevant departments to enhance research skills and exposure for postgraduate students.

2.0 APPLICATION AND ADMISSIONS PROCEDURE

2.1 Processing of Applications for Postgraduate Degree Programmes

- i. Applications shall be made through the prescribed forms and submitted to the admissions Section,
- ii. An applicant may also apply Online.
- iii. All applications for admission shall be processed in the first instance by Postgraduate Admission Section. The Chairman of the departmental on behalf of the Department shall verify and recommend applications for approval by the Deputy Vice Chancellor (Academic).).
- iv. Before recommending an applicant for admission, the Chairman of Department concerned shall ensure: -

- a. That the proposed field of study is academically sound and can successfully be pursued under the supervision of Kenyatta University Academic Staff
- b. That the student has adequate opportunities for consulting with supervisors at least once a month
- c. That the student can obtain access to materials relevant to the field of study or research work
- d. That the student has adequate facilities for practical fieldwork where this is applicable.
- e. That student is qualified as per the departmental requirements.

2.2 Admission Requirements for Masters Programmes

Eligibility for the Masters Degree Programme:

The following shall be eligible for registration into Master's degree programme in the University:

- i. A holder of a Bachelor's Degree with Second Class Lower Division of Kenyatta University, or a degree of equivalent qualification from a University recognized by the Senate of Kenyatta University. In addition, applicants must meet specific school requirements.
- ii. An intending candidate shall be required to produce evidence of competence to work for the degree. The Senate may decline to admit as a candidate for the degree, any person whose attainments are, in its opinion, not sufficiently high to warrant such admission.
- iii. Subject to the approval by the 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.

2.3 Admission Requirements for Ph. D Degree Programmes

Eligibility for Admission

The following shall be eligible for admission to Ph. D degree programme:

- i. A Master's degree in the relevant field from Kenyatta University.
- ii. A Master's degree or equivalent qualifications from any other University recognized by the Senate of Kenyatta University being an institution of comparable status to that of Kenyatta
- iii. In addition the applicant must have at least Second class Lower division in Bachelors and must have qualified for admission to University.
- iv. The Senate shall have overall authority to admit or decline to admit a candidate for the degree.

- v. Subject to approval by the Senate, Schools may formulate regulations requiring applicants to have attained such academic or equivalent qualifications as may be consistent with the goals of their doctorate programme.

2.4 Admission

Admitted applicants for postgraduate programmes are issued with a letter offering admission to the programme and intake applied for. The admission offer is valid for two academic years after which it lapses.

A set of joining instructions documents is sent to each admitted student. The documents duly completed by the student must be submitted to the office of the Registrar (Academic). A newly admitted student will, on written request, be allowed to postpone his /her reporting for a maximum of two academic years.

2.5 Registration

Admitted applicants must register during the period specified for the intake applied for. Registration after the set deadline is not allowed. Registration will be done at specified venue and students will be expected to provide the following documents for verification:

- i. Original copies of letters of admission into the University.
- ii. Original degree, transcripts and school certificates.
- iii. Original national identity card

A student's registration is activated through the proper submission of all required documents and payment of the required fees. A student admitted into a postgraduate degree programme of Kenyatta University is expected to remain registered in every semester until completing the programme. Anytime a student wishes to be away from the university for more than two weeks he/she must receive authority from the University. Once admitted, a student can only change his /her registration in course units within the first three (3) weeks of the semester.

2.5.1 Registration for each Semester

A student is required to register for a semester he/she is taking units.

Registration for each semester entails the following:

- a. Payment of fees
- b. Registration of units **online**

Registration for each semester must be completed within the first **three weeks of the semester**

NB Registration after the deadline is not allowed. Students are advised to ensure all units for the semester are registered online before expiry of the unit registration period.

2.5.2 Online Registration

Kenyatta University operates information management system that involves:

- Activation of fees payment
- Entering of units online

2.6 Deferment of studies

An admitted student is expected to report on the indicated on the admission letter. A student who is not in a position to report for in a semester must inform the Registrar (Academic) in writing who will communicate approval or disapproval. Deferment for more than two consecutive years is not allowed.

2.7 Semester Off

A registered student (registered units for the semester) who is not in a position to continue with studies in a semester may request to call off the semester. Such request must be made in writing to the Registrar Academic within weeks after the deadline for registration. Students are advised to ensure the registered units are withdrawn from the system.

2.8 Change of Programme

A candidate who wishes to change the programme admitted to may apply for change of programme. Such a request should be made to the Registrar (Academic). The request is processed like any other application.

A successful applicant is issued with a letter for change of programme. The student must acknowledge acceptance by signing a copy of the letter and returning it to Admissions section.

2.9 Change of Mode

A student may be allowed to change mode of study. The request for change shall be made to the Registrar in writing. A successful applicant must acknowledge acceptance by signing and returning a copy of the letter to Admissions office.

NB. Student is advised to note the fee difference for different modes of study.

2.10 Registration for continuing students

Each student must register for every semester within the time allocated for registration. Each student is expected to maintain registration until completing the programme unless she/ he applies for semester off. Registration will be considered complete after the student has fulfilled financial requirements and registered for units online within the set deadline. Students are advised to confirm their registration from student portal accounts.

2.11 Auditing a unit

A student may audit a unit with permission from the Registrar (Academic). An audited unit will not be examined but will be reflected in the transcript as: Audited- AS
An audited unit will not be converted to regular unit.

3.0 COURSE DURATION AND PATTERN OF MASTERS AND PH.D DEGREE PROGRAMMES

3.1 Pattern of Master's Degree Programmes

The Masters Programmes in any School comprises one of the following:

- a. Coursework, Examination and Project taken on full time or part time basis
- b. Coursework, Examination and Thesis taken on full time or part time basis
- c. Coursework, Examination, Practicum and Project taken on full time or part time basis

3.1.1 Duration of Master's Degree Programmes

- i. The Master's programme in all schools shall extend over a period of at least eighteen months from the date of registration.
- ii. No candidate for the Master's degree shall be registered as a full time student for more than three years or a part-time student for more than four years without completing the programme of study, or submitting a thesis as may be the case without the permission of Senate.

3.1.2 Extension of Study Period

Extension of a study period beyond the normal time limit may be granted on the basis of a recommendation from the Department through the relevant School specifying reasons for the extension and a schedule for the activities to be carried out.

- i. Request for extension of study period should be made to the Graduate School two months before expiry of study period.
- ii. Under special circumstances, a period of study may be extended for no longer than six months (6) and twelve (12) months for full-time and part-time candidates respectively.

3.1.3 Withdrawal and Re-admission

- i. For the entire study period, students may apply for permission to be away from the University for up to one academic year. Permission may be granted by Senate on the basis of recommendations from the Department and the relevant School specifying reasons for the permission.
- ii. A student who has officially withdrawn from a programme while in good academic standing but is unable to resume studies within one academic year may be re-admitted on the basis of recommendations from the Department through the relevant School.

3.1.4 Change of Registration Status within the Same Programme

Change of Programme

A candidate who is not satisfied with the programme applied and admitted to may apply for change the degree programme. Such a request should be made to the Registrar (Academic). The request is processed like any other application. A successful applicant is issued with a letter for change which must be signed to acknowledge acceptance and returned to Admissions section.

Change of Mode

A student may be allowed to change from one mode of study to another. Such a student must apply for the change to the Registrar (Academic). A successful applicant is issued with a change of a copy of which must signed and returned by the applicant as acknowledgement of acceptance

3.2 Course Duration and Pattern of the Doctor of Philosophy (Ph.D) Degree Programmes

The Doctor of Philosophy (Ph.D) degree in any School shall consist of either:

- Thesis Only **OR**
- Coursework, Examination and Thesis
- Coursework, Examination, Practicum and Thesis

3.2.1 Course Duration:

- i. The doctorate degree in all Schools shall extend over a period of at least three (3) years from the date of registration for a candidate studying full-time.
- ii. Part-time candidates shall be registered for a minimum of four (4) years, except that under special cases the Graduate School may recommend to Senate that the candidate may submit the thesis after three (3) years.
- iii. No candidate for PhD degree shall be registered as a full-time student for more than four years or a part-time student for more than six (6) years.
- iv. The maximum period of study may be extended for no longer than nine (9) months and twelve (12) months for full-time and part-time PhD candidates respectively, unless under special circumstances.

4.0 COURSE AND EXAMINATION REGULATIONS FOR MASTERS AND PH.D PROGRAMMES

- i. A taught unit in all Schools is defined as the equivalent of 35 one-hour lecture.
- ii. Two hours of tutorial or three hours of practical work are equivalent to one hour lecture.
- iii. Students taking coursework, examination and project or course work, examination and thesis shall be examined in all the taught units for which they have registered at the end of the semester.
- iv. Both Ph.D and Masters Students shall take a minimum of eight (8) units within the first academic year.
- v. Masters degree programmes shall be equivalent to a minimum of sixteen (16) taught units.
- vi. A written examination carries 60% and continuous assessment 40% of the total marks unless specified otherwise by the concerned Department and School.
- vii. The pass mark in all Schools for each unit shall be 50%.
- viii. Each unit is marked out of 100%. The marks are translated into literal grades as follows:

A	-	70% and above
B	-	60% - 69%
C	-	50% - 59%
E	-	(Fail 0- 49)
- ix. At the end of each semester students shall be given results slips showing literal grades.
- x. Students taking the first year examinations shall be required to pass in all the courses in order to proceed to the second academic year.
- xi. Any student who fails one or two units shall be required to take a supplementary examination.
- xii. Supplementary examination, shall be governed by School regulations.
- xiii. Postgraduate students shall pay Seven Thousand and Five Hundred shillings (Ksh.7,500) for administration of supplementary examinations.
- xiv. A student who fails in a supplementary examination shall be discontinued.
- xv. A student who fails in two units in any academic year shall be discontinued.
- xvi. Examination results shall be processed through the School Board of Examiners and will be approved by University Board of Examiners.
- xvii. Examination results for thesis will be processed and presented to Senate by the Graduate School.
- xviii. Results shall be accessed at the student's portal after approval by the University Board of Examiners

- xix. A student who is not able to sit for examinations in a particular semester for reasons acceptable to the Board of Examiners can apply for incomplete examinations.

5.0 TRANSCRIPTS

A transcript will be issued free of charge by the Registrar (Academic) upon graduation. Any additional transcripts shall be issued on request at a fee.

A transcript may be issued to a student before completion of the programme on request and at a fee.

6.0 PROJECT/THESIS SUPERVISION AND EXAMINATION

6.1 Supervision Guidelines for thesis/project

- i) A student shall be required to pursue the programme of study under instruction or supervision of academic staff appointed in that capacity by the Senate on the recommendation of the School Board concerned.
- ii) Recommendations on the appointment of supervisors shall be processed in the first instance through the relevant Department and School. The recommendations shall then be forwarded to the Graduate School for scrutiny and onward transmission to the Senate.
- iii) Before recommending the appointment of any supervisor, the Department concerned shall satisfy itself that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work.
- iv) At least two supervisors shall be appointed for each candidate undertaking a Masters/PhD thesis, one of whom shall be appointed from among the academic staff of the Department concerned. However, Senate may appoint additional or replacement of supervisor if necessary. Departmental Postgraduate Board Studies shall appoint one (1) supervisor from among the academic staff of the department concerned for supervision of masters' project
- v) Candidates shall be required to meet with their supervisors (s) at least once a month and enter the details of their meeting in the Supervision Tracking Tool which is to be signed by both parties. A copy of the Supervision Tracking Tool should be submitted at the end of every semester through the supervisors(s) to the relevant Departmental Boards of Postgraduate (BPS) for onward transmission to the relevant School of Board of Postgraduate Studies and to the Graduate School.
- vi) The supervisor(s) will be responsible for directing, guiding and supervising the work of the student. In particular, supervisors' responsibilities include:
 - a) Conducting regular supervision meetings with the student i.e. at least once per month.

- b) Responding promptly to any written materials from their students within the shortest time possible.
- c) Guiding the students to relevant literature and their sources.
- d) Linking the students to researchers working in related fields.
- e) Discussing and critically evaluating the student's findings and ideas.
- f) Advising the students on the form and structure of thesis.
- g) Training the students in the conventions of scholarly presentations.
- h) Enhancing the quality of student's work.
- i) Verifying the originality of the student's work using the university approved methods such as turn it in
- j) Ensure that the student presents the research findings at seminars as required by the University regulations.
- k) Ensuring the student submits the Supervision Tracking Tool.
- l) Informing the Graduate School through Departmental Board of Postgraduate Studies (DBPS) and School Board of Postgraduate Studies (SBPS) in the event that the student is not likely to reach the standard required for the award of a postgraduate degree.
- m) Following up with Graduate School on behalf of the student on thesis/project examination.

vii) Postgraduate Students shall be responsible for:

- a) Maintaining regular consultation with their supervisors i.e. at least once per month.
- b) Completing the Supervision Tracking Tool after each supervision meeting and submitting a copy of the Supervision Tracking Tool at the end of every semester through their supervisors, Departmental BPS and School BPS to Graduate School.
- c) Developing the project/thesis in accordance with the School/Department format/guidelines available on the university website.
- d) Editing the thesis/project for possible errors to enhance its quality.
- e) Presenting the Notice of Submission of thesis to the relevant Department as stipulated in the University Regulations.
- f) Observing the Kenyatta University Plagiarism Policy available on graduate school website.
- g) Defending all aspects of the thesis/project during oral examination.
- h) Making corrections on thesis/project based on the examination reports.

6.2 Procedure for proposal and project/thesis writing

- i. Students to prepare concept paper as per guidelines given by department.
- ii. Students to present the concept in a seminar organized by department.
- iii. Student to be assigned supervisors by the Department Postgraduate Board.
- iv. Students to receive communication on their assigned supervisors through chairman of departmental postgraduate committee
- v. Students to initiate contact with the assigned supervisor(s) and begin to work on draft proposal under their guidance
- vi. Student to meet the supervisor/s to discuss and get feedback on regular basis as scheduled by the supervisors
- vii. Student to fill the Supervision Tracking Tool from graduate school available in graduate school website recording each meeting with the supervisor.
- viii. When the proposal is ready and approved by the supervisor (s) for submission for defense the student to submit at least two (2) spiral bound copies signed by the supervisor(s) to the department chair and await scheduling of department defense.
- ix. Student to be informed of the date of the department defence by head of department/post graduate chair The student with the guidance of the supervisor to prepare a 15 minute PowerPoint presentation for the defense
- x. Student to present the proposal at the defense and receive corrections
- xi. Student to receive an official copy of the minutes of the corrections from the postgraduate chair
- xii. Student to make the corrections within the stipulated period given during the defense
- xiii. Once supervisor(s) are satisfied with the corrections (and where applicable, a 3rd person who may have been assigned to oversee corrections is also satisfied), student submits turn it in report(from supervisor), Fee Statement, the Supervision Tracking Tool, declaration of originality form, a plagiarism clearance certificate together with two signed copies of the corrected proposal, to the Chairperson of the department for forwarding to the Graduate school through the relevant school and awaits approval from the Graduate School Board.
- xiv. Student awaits the approval of the proposal by the Graduate School Board
- xv. Student receives the recommendation of the Board and advise on ethical clearance requirements (where applicable) by means of letter sent through his/her respective department.
- xvi. If there are corrections recommended by the Graduate school Board, the student makes the corrections and submits a corrected copy to the Chairperson for forwarding to Graduate school and awaits approval.
- xvii. The students receive the Research Authorization letter from Graduate School introducing them to the National Council for Science Technology and Innovation (NACOSTI) to be able to apply for a research permit

- xviii. If the student is required to seek ethical clearance for his/her study, then he/she applies to an ethical review board (such as the one of KU) as per Board expectations. There may be a fee to be paid for this review.
- xix. Student applies for a research permit to collect data. (N.B. The approval from the NACOSTI may take two weeks or more and there may be a fee to be paid to NACOSTI)
- xx. Student receives the research permit and letter of authorization and proceeds to conduct pilot study as well as collect field data under the guidance of the supervisors
- xxi. Student analyses the data and writes a draft of the report (chapter 4 and 5) under the guidance of the supervisors. The student revises the draft report up to the satisfaction of the supervisors.
- a) If the student is writing a project, they submit **three(3)** duly signed spiral bound copies of the project together with a turn it in report, declaration of originality form and a plagiarism clearance certificate to Chairperson of department for examination
- Student receives feedback from Graduate school through chairperson of department with corrections to be made on the project.
 - student makes the required corrections under guidance of the supervisor and under oversight of the chairperson
 - If the Chairperson is satisfied with the corrections, he signs the Certificate of Correction to authorize for final binding.
 - Student submits **four (4)** hard bound copies (black) of the project to the Chairperson with its soft copy (CD) and the fully signed Certificate of Correction.
 - The Chairperson forwards the average mark of the student to the Department Examination Coordinator.
 - The Departmental Board of Examiners shall recommend the award of the degree or otherwise to the Senate, through the School Board of Examiners.
 - The Department shall forward to Dean, Graduate School through the Dean of relevant School, **two (2) final bound copies** of project together with its soft copy (CD) and the fully signed Certificate of Correction.
 - Student is cleared for graduation
- b) If the student is writing a thesis, they write to Graduate School through the department giving a three months' notice of their intention to submit the thesis, using the template available at the department and attaching a zero- fee statement.
- xxii. Student then submits **four signed** spiral bound copies of the thesis together with the Plagiarism report, to graduate school for examining through the chairperson of the relevant department and awaits communication from Graduate School on oral examination/defense.

- xxiii. Student receives communication from graduate school on the thesis defense date
- xxiv. Student prepares a 15 minutes presentation of the thesis report
- xxv. Student presents himself/herself to defend the work as scheduled before the Board of Examiners.
- xxvi. Student does corrections as advised under the guidance of supervisors and overseer (where applicable), and the corrections are certified.
- xxvii. Student gets approval from graduate school to submit the final document in hard bound form (**4copies**) and also in soft copy (2CDs).
- xxviii. Graduate School shall recommend the award of the degree or otherwise to senate, through the School Board of examiners.
- xxix. Student is cleared for graduation and invited to present his/her findings in a post graduate seminar by organized by graduate school
- xxx. Student graduates

6.3 General Format for Writing project/ Thesis

Thesis/ project writing should conform to the Kenyatta University format as stipulated by the various School/Department project/thesis writing guidelines: The guidelines include the following requirements.

Typing -A thesis/project must be type-written or printed on an A4 size, 80 gram bond paper. Any deviation from this standard paper size must be approved by the Graduate School Board. Computer printed material must be of good quality. There must be consistency in the typeface using font 12. The thesis shall be typed with double spacing.

Margination-There must be a 50mm margin on the left hand side and a 25mm margin on the right hand side of the paper. Margins must be 40mm wide from the top and 25mm wide from the bottom of the page.

Pagination-Pages shall be numbered consecutively in Arabic numerals, starting with the first page of the text and the number shall appear in the centre of the upper margin of the page. Preliminary pages such as table of contents, list of tables and figures that precede the first page of the text shall be numbered using small roman numerals.

Title Page-The first page bears the title of the Thesis/project in Capital letters with the full names of the student below. The legend “A thesis submitted in partial fulfilment for the Degree of (Insert the name of the degree) of Kenyatta University” shall appear in the middle of the page. The date of submission shall appear below in the form of month and year.

Declaration Page-The second page must contain: A signed declaration by the student with the following statement: “This thesis is my original work and has not been presented for a degree in any other University or any other award”.A signed declaration by the University Supervisor and all other Supervisors with the following statement:

“I/We confirm that the work reported in this thesis was carried out by the student under my/our supervision”.

Dedication-A dedication statement not exceeding 25 words may follow the declaration, beginning on a separate page.

Acknowledgment-Acknowledgment not exceeding 150 words should follow dedication beginning on a separate page.

Table of Contents-A table of contents should follow the abstract, beginning on a new page. The table of contents should assist a reader know quickly and clearly how a thesis is organized. There must be consistency in the use of headings and sub-headings in both the tables of contents and the text.

List of Tables-A list of tables should follow the table of contents, beginning on a separate page.

List of Figures-A list of figures should be on a separate page immediately after the list of tables.

Tables, Figures and Plates-Tables, figures and plates may be included within the text or appear on separate pages. If on separate pages, however, they should be placed near the text which refers to them.

Each table, figure and plate shall have a full caption. Tables, figures and plates should be numbered in sequence and should be cited by a number in the text. A table, figure and a plate must fit within the margins previously mentioned.

A table that is oversized may be divided so that a portion appears on two pages which face each other. If this method is used, the entire title and footnotes, if any, appear on the left-hand side of a table.

Whenever possible, photographs should be printed directly on A4 photographic paper. However, in special cases, photographs may be mounted on 100% bond paper by use of double adhesive mounting paper. A lamination process may also be used.

Abbreviations and Acronyms-All abbreviation and acronyms in thesis/project should be listed on this page and arranged alphabetically. They abbreviations/acronyms should be capitalized and separated from text by 2 indentations of 5point each; the corresponding text should be in title case and aligned to the left.

Abstract-The abstract should be a summary of the entire thesis/project not exceeding 500 words. It should be single spaced, one block paragraph and be contained on one page.

Chapters and Major Sections-Chapters and major sections for example, Introduction, Literature Review, Materials and Methods, Results, Discussion e.t.c, should each begin on a new page. All sub-sections may begin immediately after preceding materials, except that sub-section heading should not be placed at the bottom of a page unless it is followed by two lines of text. Headings in a thesis must be internally consistent.

Partly filled pages of text are not permitted except at the end of a chapter or where there is no sufficient room to place four or five lines of text.

References-Most style manuals describe how literature is to be referenced and bibliographies constructed. Minimum requisites are that referencing system and bibliographies/references be consistent throughout, be clear and fully agree with each other both in the text and list of references. Literature must be cited by authors and dated or by number in the text, and a list of references must appear at the end of the thesis. Departments and Schools may vary in the way they cite Literature provided the citing is in accordance with accepted international conventions described in any style manual. Departments and Schools are therefore, required to declare the referencing style in their areas of discipline, on the School website.

List of Appendices-This includes but not limited to; research instruments, maps, graphics and other useful documents like research permits. Appendices should be numbered using roman numbers.

6.4 Submission and Examination of a Thesis/Project

6.4.1 Submission and Examination of a Thesis

- i. Candidates shall give three months' notice to the Dean, Graduate School on the University prescribed form that they intend to submit their thesis.
- ii. Candidates who fail to submit their thesis at the expiry of three months shall be required to resubmit the notice afresh.
- iii. Four copies of spiral bound thesis, duly signed by the student and all supervisors, shall be submitted to the Dean, Graduate School through the Chairperson of the relevant Department and the Dean of the relevant School along with a forwarding letter.
- iv. The Senate, on recommendation of the Graduate School, School and the Department shall appoint two internal examiners of whom must not have supervised the candidate, two board members who are competent persons and who must not be from the student's department and a Senate Representative who is not a member of the school to which the student belong as members of the candidate's Board of Examiners. The Chairman of the Board of Examiners shall normally be the Dean of the relevant School.
- v. The external examiner and each of the internal examiners shall be required to submit within six weeks of receipt of the thesis, independent written assessments of the thesis. The assessment reports should be sent to the Dean, Graduate School and should indicate:
 - a. The strengths and weaknesses of each chapter
 - b. Whether the thesis conforms in presentation, to the regulations for writing of thesis of Kenyatta University.

- c. Whether the thesis makes a distinct contribution to the knowledge and understanding of the subject and reflects evidence of the candidate's capacity for original thought and is worthy of publication.
 - d. Whether the degree should be awarded.
 - e. The examiners should also point out and list separately any corrections they feel should be made to the thesis.
- vi. Dean of the respective School shall set a date for the defense as soon as the Examiners' reports are received by graduate school. Dean, Graduate School shall convene a meeting of the Board of Examiners chaired by the Dean of the relevant School at which the candidate shall be present for oral examination. Subject to Senate's approval and only in the most exceptional circumstances, the degree may be awarded to the candidate without being orally examined.
 - vii. The Board of Examiners shall consider to the examiners' reports, the candidate's performance at the oral defence, and any other academic matters arising from the candidates programme and produce a report on the prescribed university form to be signed by all Board members present. The report shall recommend the award of the degree, or otherwise to the Senate through the Graduate School.
 - viii. Board of Examiners may recommend for the student to re-submit the thesis in a revised, extended or re-written form. The thesis shall then be re-examined by the same Board of Examiners within a period of six (6) to twelve (12) months from the original meeting of the Board of Examiners.
 - ix. A thesis may be presented for re-examination only once, unless under special circumstances as recommended by the Vice-Chancellor, on behalf of the senate.
 - x. Students must make corrections as recommended by the Board of Examiners and within the stipulated period.
 - xi. To ensure that the corrections recommended by the Board have been made in the bound copies, the student will submit a certificate of correction duly signed by the supervisors and any other Board Member as appointed by the Board of Examiners with four hard bound copies of the thesis and soft copy of the thesis in two (2) CDs to Graduate School through the Chairperson of the department and Dean of the relevant school.
 - xii. The thesis shall be bound in **black** for Master's degree and **Maroon** for Ph.D. degree. The spine of the thesis shall be embossed in gold with initials, surname of the student and the degree for which it has been submitted and the year.
 - xiii. After receiving the four (4) final bound copies of the theses, the Graduate School Board shall make recommendations to Senate for award of the degree.
 - xiv. All four copies submitted to the Dean, Graduate School through the Chairman of Department and Dean of relevant School shall remain the property of the University and shall be distributed to the relevant School, Department, Library and Graduate School.

- xv. A thesis accepted by the University and subsequently published in part or in whole and in whatever form shall, bear the inscription; “Work forming part of the requirements for the degree of Master/Doctor of Philosophy of Kenyatta University”.

6.4.2 Submission and Examination of Masters Projects

- i. All Masters degree programmes by Project shall be governed by the rules and regulations approved by the University Senate.
- ii. Only Departments that have Senate approval to offer Masters Degree programmes by Project shall be allowed to offer this option.
- iii. After the student and the supervisors are satisfied that the project is ready for examination, the three copies of the projects duly signed by the student and the supervisor shall be forwarded by the Chairman of the Department to Dean Graduate School through the Dean of the respective School.
- iv. Departmental Board of Postgraduate Studies will nominate two internal examiners (who are non-supervisor) in the candidates’ area of specialization.
- v. The following project examination guidelines will apply:
 - a. The Chairman of Department shall forward for examination, **three (3) copies** of the project with the names of the two (2) proposed internal examiners to Dean, Graduate School, through the Dean, of the relevant school.
 - b. After the examiners are approved by Graduate School, letters of appointment shall be issued and the projects dispatched to the examiners, with comprehensive guidelines for examinations and recommendations.
 - c. The internal examiners shall be required to submit within three weeks an independent written assessment of the project to the Dean, Graduate School indicating:
 - The strengths and weaknesses of each chapter
 - Whether or not the project is adequate in form and content
 - Whether or not the project reflects an adequate understanding of the subject, and inconsequence
 - Whether or not the degree should be awarded.
- vi. Once all the reports are received from the two examiners, the Dean, Graduate School shall approve the reports and forward them to the Chairman of Department to facilitate corrections on the project as advised by the examiners.

- vii. The Departmental Board of Examiners shall recommend the award of the degree or otherwise to the Senate, through the School Board of Examiners.
- viii. The Department shall forward to Dean, Graduate School through the Dean of relevant School, **two (2) final bound copies** of project together with its soft copy (CD) and the fully signed Certificate of Correction.
- ix. It is expected that all final projects shall be bound at the Kenyatta University Library.

7.0 POSTGRADUATE SEMINARS

7.1 Postgraduate Seminars During Course of Study

Students will be expected to attend postgraduate seminars from time to time by their respective departments, schools and graduate school

7.2 Postgraduate Seminars Preceding Graduation

Preceding each Graduation ceremony, Masters and Ph.D. candidates who have completed their theses or projects shall present their research findings at the Kenyatta University Annual Postgraduate Seminar organized by the Graduate School, for Ph.D. candidates and School Deans, for Masters candidates.

Supervisors are expected to be present during the presentations.

8.0 LIBRARY SERVICES

The University has a Postmodern Library which is situated on the far right side as one gets into the University from Thika Road, Gate A. The library has a seating capacity of over 6000 users. It is automated and networked to all University Campus libraries. The library holds a large collection of both print and electronic information. These include current journals and over 400,000 volumes of books and bound periodicals. In addition, the Library subscribes to over 50 electronic databases which offer users full text electronic scholarly journal articles and eBooks.

8.1 Information Services

The library offers various services to all users, including the visually impaired and physically challenged. Services range from Lending, Reference and Information Services, Information Literacy training, Current Awareness Services, Selective Dissemination of Information (SDI), Bindery and Photocopying services.

8.2 Library Facilities

The Library has a Research and Special Collection Section designated to Postgraduate students and staff. The section holds published and unpublished theses and dissertations, Africana books (books by African authors and books about Africa), University and government publications, and research methods books. Like in the other floors there is also a computer laboratory for use by postgraduate students and staff to access online resource.

Reading carrels are available to those who require a solitary study environment at minimal fee per day. The carrels are fitted with computers that have internet connectivity and can accommodate two persons. There is ample reading space at the 5th floor for post graduate students and staff.

On fifth floor there is a reading area reserved for postgraduate students and staff. The library has both cabled and wireless network and users can use their laptops to access the e-resources.

8.3 Library orientation

It is a requirement that new students undergo Library orientation which includes the following:

- Address by the Chief University Librarian
- A tour to the Library to familiarize with library services and facilities
- Students thereafter register as members.

8.4 Information Literacy

Information literacy training sessions are conducted regularly on schedule or on demand. This enhances maximum exploitation of resources, quality research and acquisition of knowledge. The training sessions are interactive and border on the following:

- Effective use of the library
- How to locate, evaluate and use information effectively to solve problems/create knowledge.
- How to access the print information resources
- Referencing methods which include:
 - APA & MLA Referencing Style Manual

- Reference management tools:
 - Zotero Reference Management Tool
- Academic integrity and copy right
 - Turnitin (Anti-Plagiarism Monitor)

For further information and clarification please contact the Library - library@ku.ac.ke

9.0 PLAGIARISM

- a. All postgraduate students wishing to present their research proposals for projects and thesis at the departmental level shall fill a **Declaration of Originality Form**; affirming that the scholarly work is free from plagiarism and signed by the supervisors. The scholarly work together with the declaration form shall be forwarded by the Chairman of Department for further processing through the laid down procedures to Graduate School.
- b. No proposals shall be presented to Graduate School Board for approval without the duly signed declaration of originality form.

9.1 Definition of plagiarism:

In this handbook, any of the following definitions of plagiarism shall apply:

- i. “The action or practice of taking someone else’s work, idea, etc. and passing it off as one’s own or literary theft” (*Oxford English Dictionary*).
- ii. Using someone else’s work (words, ideas, data, figure and intellectual or artistic creation) published or unpublished and presenting as your own.
- iii. Copying, copy pasting, reproducing or translating somebody else’s work in order to assume his/her identity as the author for the purpose of recognition and attribution.

9.2 Categories of plagiarism

There are three broad categories of plagiarism as follows:

- i. **Plagiarizing the work of another student**

Plagiarism in this category includes, but not limited to the following offences:

- a. Copying and submitting the work of a fellow student or staff with or without his/her permission;
 - b. Handing in the work of a student or staff who completed the course in previous years with or without permission;
 - c. Word-for-word repetition of sentences and/or paragraphs from another student or staff's work with or without permission;
 - d. Repetition with deliberate alteration of selected words, phrases, sentences and/or paragraphs from another student/staff's work, with or without permission;
 - e. Replication of the structure or argument of another student/staff's assignment with or without permission.
- ii. **Plagiarizing work from secondary sources without due acknowledgement**

Plagiarism in this category includes, but not limited to, the following offences:

- a. Handing in work gleaned from other sources, published or unpublished, without duly acknowledging these sources. This includes information taken from websites, published books, journal articles, conference papers or reviews, unpublished manuscript or conference papers, class notes and departmental handouts, or any other source.
- b. Handing in one's own original work or parts of work that has already been submitted for another module or programme without indicating where the material was originally used.
- c. Buying assignments or downloading them from the internet and submitting as ones original work.
- d. Creating a piece of work by cutting and pasting various sections of text or images found in the internet into a document without referencing the source.
- e. Borrowing facts, statistics, or illustrative material without acknowledging.
- f. Quoting directly from a source without using quotation marks and clearly acknowledging the source.
- g. Paraphrasing a source without acknowledging it.

- h. Submitting someone else's work as your own.
- i. Paying someone else to do your work, purchasing material, or translating from someone else's material (web-based or hard copy).
- j. Using your own past material or another person's material as a new idea without citation.

iii. Incomplete, incorrect or inconsistent referencing.

Plagiarism in this category includes careless or ignorant failure to reference correctly and includes, but not limited to, the following offences:

- a. Incomplete or inconsistent references to sources.
- b. Failure to provide a bibliography with every submitted assignment.
- c. Omitting the acknowledgement of sources in some parts of the assignment.
- d. Using direct quotations without the use of quotation marks.

9.3 Detection of plagiarism

9.3.1 Confirmation of Plagiarism:

The following are some of the methods Postgraduate Students and staff could use to check for plagiarism:

a) Using one or more Search Engines:

Various Web Search engines are available for use to confirm plagiarism, such as Google and Yahoo. When using a Search Engine to check plagiarism enter an unusual phrase or sentence in the Search Engine's search box, and see if a match is found. To confirm, repeat the search using another Search Engine and compare the results. When performing a phrase search in a Search Engine, always enclose it in quotation marks.

b) Using Anti-Plagiarism Software or an Online Service:

An example of Online Plagiarism Detection Service is Turnitin. Turnitin is a text matching Software available at Kenyatta University for use by Staff and Students. Being a web-based service, it is accessible online as long as one has internet access and login credentials.

c) **The Acceptable and Non Acceptable Levels of Plagiarism**

Scholarly work including research proposals, projects and theses should have an overall similarity index of **less than** twenty five percent (**25%**) and **less than** three percent (**3%**) from individual articles or documents.

Any scholarly work that is found to have an overall similarity index of **twenty five percent (25 %) or above** shall be subjected to further scrutiny. If the extended scrutiny shows three percent (**3%**) or more similarity index from a single article or single document and not unless the matching text is a block quotation which is acknowledged, then the work shall be deemed to have been plagiarized. It shall be dealt with in accordance with the University plagiarism policy obtaining.

9.4 Penalties for plagiarism

- i. Students will be expected to work closely with their supervisors/departments to ensure that their proposals/projects are checked for plagiarism before being submitted to their departments or presented elsewhere. If a student is found guilty of plagiarism at the departmental level, he/she will be required to either rectify the plagiarized proposal or write a fresh proposal on another topic, and shall not be allowed to present a proposal/project in the department for the next three months.
- ii. Any thesis found to have been plagiarized at the departmental level shall not be accepted at Graduate School for examination. The student will be required to remove the plagiarized parts/sections and shall not be allowed to submit the thesis for examination for the next six months.
- iii. In case the plagiarism is discovered at Graduate School in the process of examination, the degree shall not be awarded and the student shall not be allowed to present another thesis for examination in the next one year. If heavier penalties are preferred, Graduate School-Kenyatta University procedures for discontinuation shall be applied.
- iv. Upon successful removal of the plagiarized sections/parts and upon the expiry of one year, the student shall have to submit another notice of submission for clearance by the Department, the School and Graduate School Board.

- v. Where the thesis or the project shall be detected to have been plagiarized, the supervisors shall also be held responsible.

10.0 ETHICAL CLEARANCE

- i. While all research dealing with animal subjects requires Ethical Clearance, there are also those dealing with human subjects that require ethical clearance.
- ii. Kenyatta University has an Ethical Clearance Committee where research proposals requiring ethical clearance are submitted for advise.
- iii. Postgraduate research proposals requiring ethical clearance should be submitted to the Committee after the approval by Graduate School Board.
- iv. After the Ethical Clearance, research permit should be obtained from NACOSTI.
- v. Ethical Clearance is important in that it paves the way for future publishing of research work.
- vi. The process of seeking ethical approves include:
 - a. Students apply for ethical approval by submitting **three (3) copies** of the application forms to the Kenyatta Ethics Review Committee (KUERC). The application forms are available on the (DVC RIO) Website under Resources.
 - b. Payment of the required fee is made
 - c. The student submits the application forms together with the following documents; **there (3)** copies of Approval of Research Proposal from Graduate School, **three (3)** copies of Research Authorization to the Ministry of Higher Education, Science and Technology from Graduate School, **five (5)** copies of proposal duly stamped from Graduate school, Turn it in report from department, Official KU payment receipt and student's Curriculum Vitae.
 - d. The assembled protocols are sent to reviewers.
 - e. The reviewers submit their considered view based on KUERC policy guidelines
 - f. A committee meeting is held to deliberate on comments by the reviewers
 - g. Letters indicating the verdict of the committee are prepared
 - h. The students are notified.

11.0 INTELLECTUAL PROPERTY RIGHTS (IPR)

- i. Staff and Students' work occasionally result in innovations.
- ii. To protect individual creativity, the University has established an IPR office where advice is given on IPR.
- iii. The IPR Directorate have designed a form in which students are required to state the work they have done or are doing which they feel has yielded or will yield new knowledge that requires protection.
- iv. The Directorate guides students through legal processes to help them protect the innovation and claim any future benefits emanating from upscaling of the innovation.

12.0 POSTGRADUATE STUDENTS' WELFARE

12.1 Introduction

The Postgraduate Students are generally a little older and more informed than their undergraduate counterparts. Nevertheless, the Kenyatta University students' support system applies to both cadres. The University has established various entities to offer support for students in need of social psychological and even economical help as need may demand. The Directorate of Student Affairs is charged with the responsibility of overall coordination of students' welfare. This office either directly addresses some of the issues or provides referral to other more relevant units for further assistance.

12.2 Representation in Governance

The University Governance Structure has a place for the student government, namely; the Kenyatta University Students' Governing Council (SGC), and the Kenyatta University Student Congress. The Congress consists of elected representatives from various entities like schools, hostels, religious groupings and satellite campus. The Graduate School is represented in Congress by two persons, male and female, elected by all students in the school. Their role is to present issues affecting graduate students at congress for discussion. They also take up the issues with the other offices of the University.

12.3 Biodata

It is emphasized to graduate students that they provide the university with up-to-date personal details/biodata for the University data base. In the event of urgent need it is possible to contact them or their family because of the ready availability of these contacts.

12.4 Medicare

The graduate students are eligible to seek medicare for outpatient needs from the Directorate of University Health Services, on the main campus, and other campuses. However, all students are advised to register with National Health Insurance Fund (NHIF) for inpatient services, wherever they may be admitted when such need arises. The University does not take responsibility for the costs of such admission.

12.5 Recreation and extra-curricular activities

The graduate students are encouraged to get involved in the various social activities organized at the university, and which enrich student campus life. These include participation in recreational activities and even competition in some of them at national and international levels, which enhance the brand of the university and the identity of the student. The university has a wide range of such facilities and encourages the graduate students to take full advantage of them.

12.6 Accommodation

The University does not provide accommodation on campus for the graduate students; however the Directorate of Accommodation has identified several suitable off campus hostels which they recommend to the students. The Directorate Accommodation has assigned an officer in charge of off campus hostels to support the students who live in those hostels. This is especially the case with the **International Students** who are recommended to specific hostels.

12.7 Catering

The University has a set of catering units for students and staff. The students are free to access these units depending on their ability to afford. These units include; food in the kitchens (which is highly subsidized for students), eateries in various parts on campus, and restaurants which provide services that range up to 3-star hotel services.

12.8 Funding of postgraduate students

Graduate students are expected to meet the cost of their education, it is their responsibility to source for funding to cover the cost of their programs. However, several agencies have been identified to assist the needy ones in getting scholarships or loans. The Higher Education Loans Board (HELB) gives loans and a limited number of scholarships to postgraduate students who apply for the same.

The University also offers a limited number of scholarships to outstanding graduands with first-class honours. Here the offer is based solely on competitive criteria and the availability of the scholarships. In addition, the National

Commission for Science Technology and Innovation (NACOSTI) and DAAD have remained consistent partners of Kenyatta University in giving scholarships/grants for postgraduate students' research.

Funding of higher education in Kenya has been a national challenge. However, the establishment of National Research Fund (NRF) is bound to be a major boost for graduate student research in the country. It will help shape the research agenda and provide grants/scholarships for many deserving but disadvantaged students.

For All Enquiries, Contact:
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Website: www.ku.ac.ke

Transforming Higher Education... Enhancing Lives