

A HANDBOOK for POST GRADUATE STUDENTS



MACHAKOS UNIVERSITY IS
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OFFICE OF THE DEAN GRADUATE SCHOOL



MACHAKOS UNIVERSITY

GRADUATE SCHOOL

A HANDBOOK FOR POSTGRADUATE STUDENTS

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MESSAGE FROM THE VICE-CHANCELLOR



On behalf of the University council, Management Board, and the Senate, I would like to welcome all new and continuing postgraduate students to Machakos University. Machakos University has a strong background on character development and equipping its graduates with skills and competencies that are necessary for national development. This handbook for postgraduate students is in line with the need to equip students with virtues that facilitate holistic development as the university strives to remain true to its vision and mission.

This handbook provides a framework for postgraduate students to embrace harmonious co-existence as they pursue their academic goal. It outlines the various rules and regulations that guide the management of postgraduate programmes and ethical principles in scholarly research.

The development of this handbook underscores the University's commitment to provide holistic development among its graduates. The adherence to these rules and regulations by all postgraduate students will guarantee timely completion of their studies as stipulated in the University statutes and the Commission of University Education Standards and Guidelines.

Prof. Joyce Agalo, PhD.
VICE-CHANCELLOR

MESSAGE FROM THE DEPUTY VICE-CHANCELLOR, ACADEMIC AND STUDENTS' AFFAIRS



The Postgraduate Students' Handbook provides students with information on many facets of university life such as policies and procedures, code of ethics, community resources, organization/association and welfare services that regulate and govern postgraduate programmes. This handbook applies to all students pursuing postgraduate studies in Machakos University.

The Academic and Students' Affairs (ASA) division serves to ensure and protect all enrolled students' rights to participate in university life through various policies and the University statutes among other legal documents. In its endeavor to provide quality services, the university shall ensure access to relevant information from time to time. This handbook will provide postgraduate students with immediate information on cross cutting issues about their welfare as students of Machakos University. In retrospect, the university expects all postgraduate students to adhere to the set rules and regulations in this handbook.

Every postgraduate student is therefore requested to familiarize himself/herself with the contents of this handbook. The students are also encouraged to seek advice from other divisions in the university. Last but not the least, let me take this opportunity to welcome you to Machakos University and wish you the best as you pursue your studies.

Prof. James Muola, PhD

**DEPUTY VICE-CHANCELLOR, ACADEMICS AND STUDENT
AFFAIRS**

MESSAGE FROM THE DEAN, GRADUATE SCHOOL



The handbook for postgraduate students is a tool that aims at providing postgraduate students with information that will help them to have a smooth life as they pursue their studies in Machakos University. It contains policies and practices that allow students to collaboratively work alongside each other, respectfully resolve conflicts with one another, and redress the violations of code of conduct in ways that emphasize collegiality and personal accountability.

The handbook contains essential information that MksU postgraduate students are expected to familiarize with. I hope that you will find time to thoroughly read and understand the contents of this publication. It is imperative for you to adhere to the guidelines and in particular the supervision and examination procedures in order to ensure that you will be able to complete your studies within the stipulated time.

On behalf of the Graduate School, I would wish to take this opportunity to welcome you to MksU. I also wish you a smooth stay and success in your academic work at Machakos University. The School is always open for consultation in case of need.

Prof. Richard Kimiti, PhD
DEAN, GRADUATE SCHOOL

BACKGROUND INFORMATION

Machakos University (MksU) was Chartered on 7th October, 2016. It is the successor to Machakos University College which was established through a Legal Notice No. 130 of 5th September, 2011 as a Constituent College of Kenyatta University. The University is located one kilometer from Machakos town on Machakos-Wote road.

The Graduate School initially existed as the Board of Postgraduate Studies since October 2015. It was established after the award of charter in October 2016. The School is in charge of admission of postgraduate students and co-ordination of all postgraduate programmes in various schools in the University. Currently, the Graduate School offers twenty-nine post graduate programmes; six (6) PhDs, twenty-one (21) masters and two (2) postgraduate diploma.

As the University continues to develop more postgraduate programmes, the Graduate School shall put in place measures to ensure that high quality standards are maintained. The Handbook shall therefore, guide all the postgraduate students as they pursue their studies in Machakos University.

UNIVERSITY FUNDAMENTAL STATEMENTS

Vision Statement

Excellence in transformative scholarship and community service.

Mission Statement

To provide scholarship through Teaching, Training, Research and Innovation and Community Service for sustainable industrial and socio-economic transformation.

MksU Identity Statement

Machakos University is an academic institution committed in generating and transmitting knowledge, skills and attitude through Science, Technology, Research and Innovation for the benefit of humanity.

MksU Philosophy Statement

The Philosophy of Machakos University is: “Education for Industrial and Economic Transformation.”

Core Values

Creativity: to use imagination and original ideas to create value for our customers.

Agility: to embrace urgency and flexibility in responding to customer demands.

Meritocracy: to promote merit-based services.

Professionalism: to be committed to high standards of training, research and service delivery.

Integrity: to uphold honesty and high moral standards.

Inclusivity: to offer equitable access to opportunities and resources.

FUNDAMENTAL STATEMENTS OF THE GRADUATE SCHOOL

Vision Statement

To be a leading center of excellence in transforming society through quality research and academic zeal.

Mission Statement

To provide scholarly postgraduate education through training, research and innovation for industrial and socio-economic transformation of our communities.

Core Values

The Graduate School will join hands with other departments, schools and other divisions to promote the University's core values of:

- **Creativity**
- **Agility**
- **Meritocracy**
- **Professionalism**
- **Integrity**
- **Inclusivity**



TABLE OF CONTENTS

MESSAGE FROM THE VICE-CHANCELLOR -----	iii
MESSAGE FROM THE DEPUTY VICE-CHANCELOR, ACADEMIC AND STUDENTS’ AFFAIRS -----	iv
MESSAGE FROM THE DEAN, GRADUATE SCHOOL ---	v
BACKGROUND INFORMATION -----	vi
UNIVERSITY FUNDAMENTAL STATEMENTS -----	vii
Vision Statement -----	vii
Mission Statement -----	vii
MksU Identity Statement -----	vii
MksU Philosophy Statement -----	vii
Core Values -----	vii
FUNDAMENTAL STATEMENTS OF THE GRADUATE SCHOOL -----	vii
Vision Statement -----	vii
Mission Statement -----	vii
FUNCTIONS OF THE GRADUATE SCHOOL -----	viii
1.0 POST GRADUATE STUDENTS’ WELFARE ----	3
1.1 Introduction -----	3
1.2 Organization of Students’ Governance -----	3
1.3 Personal Biodata -----	3



1.4	Health -----	4
1.5	Recreation and Co-curricular activities -----	4
1.6	Accommodation -----	4
1.7	Catering -----	4
1.8	Funding of Postgraduate Students -----	5
1.9	General Conduct -----	5
2.0	APPLICATION AND ADMISSIONS PROCEDURE	6
2.1	Admission Requirements for Master’s Degree Programmes -----	7
2.2	Admission Requirements for PhD Degree Programmes -----	7
2.3	Admission -----	8
2.4	Registration -----	9
2.5	Deferment of Studies -----	9
2.6	Call off -----	9
2.7	Change of Programme -----	10
2.8	Change of Mode of Study -----	10
3.0	COURSE DURATION AND PATTERN OF MASTERS DEGREE PROGRAMMES -----	11
3.1	The Pattern of the Master’s Degree Programmes --	11



3.2	The Duration of the Master’s Degree Programmes	11
3.3	Extension of Duration of Study -----	11
3.4	Withdrawal and Re-Admission -----	12
4.0	COURSE DURATION AND PATTERN OF THE DOCTOR OF PHILOSOPHY (PhD) DEGREE PROGRAMMES -----	13
4.1	The Pattern of the PhD Degree Programmes -----	13
4.2	The Duration of Doctor of Philosophy Programmes	13
4.3	Extension of Duration of Study -----	13
5.0	COURSE EXAMINATION AND ISSUANCE OF EXAMINATION RESULTS -----	14
5.1	Examination Regulations -----	14
5.2	Examination Results -----	15
5.3	Academic Transcripts -----	15
6.0	PROJECT /THESIS SUPERVISION AND EXAMINATION -----	16
6.1	Supervision Guidelines for Thesis /Project -----	16
6.2	Procedure for Proposal and Project/Thesis Writing	18
6.3:	General Guidelines for Writing Research Proposals, Project/Thesis -----	21

6.4	Submission and Examination of Thesis -----	25
6.4.1	Submission of Thesis -----	25
6.4.2	Examination of a Thesis -----	25
6.5	Submission and Examination of Masters Projects	28
6.5.1	Submission of Master’s Project for Examination --	28
6.5.2	Examination of Masters Projects -----	28
6.6.	Requirements for Thesis /Projects Examinations --	30
7.0	POST GRADUATE SEMINARS -----	31
8.0	LIBRARY SERVICES -----	32
8.1	Information Services -----	32
8.2	Library Facilities -----	32
8.3	Library Orientation -----	33
9.0	PLAGIARISM -----	34
9.1	Validation of Plagiarism: -----	34
9.2	The threshold levels of plagiarism -----	34
10.0	ETHICAL CLEARANCE -----	35
11.0	INTELLECTUAL PROPERTY RIGHTS (IPR) ---	35
12.0	REQUIREMENTS FOR GRADUATION -----	35
13.0	DISCLAIMER -----	36
14.0	DECLARATION -----	37



FUNCTIONS OF THE GRADUATE SCHOOL

The Graduate School shall carry out the following as stipulated in MksU Statutes:

- i. Student welfare matters,
- ii. Administrative and
- iii. Advisory roles.

Specifically, the Graduate School;

- a) Organizes the Graduate School Board meetings and implements the decisions of the Board.
- b) Monitors supervision of postgraduate students through the Students' Progress Report Form (GSF001).
- c) Develops appropriate instruments for tracking of thesis examination process to ensure timely submission of examiners' reports.
- d) Schedules defenses and provide secretarial services for the Board of Examiners.
- e) Organizes orientation of postgraduate students.
- f) Processes postgraduate student scholarships.
- g) Keeps an updated record of postgraduate students including their progress reports.
- h) Advises students on academic matters including requirements for substantive registration and notice of submission of project / thesis.
- i) Ensures effective and regular supervision of postgraduate students through close coordination with various Schools and Departments which provide graduate courses.
- j) Organizes postgraduate students' seminars.

- k) Receives and considers any matter affecting the academic and social welfare of students and advice Senate accordingly.
- l) Solicits and allocates research and scholarship funds for postgraduate students in consultation with the relevant teaching and administrative units of the University.
- m) Organizes training seminars in liaison with other relevant departments to enhance research skills and exposure for postgraduate students.

1.0 POST GRADUATE STUDENTS' WELFARE

1.1 Introduction

The postgraduate students are generally mature and knowledgeable about University life. However, Machakos University has created various units to offer support for students in need of academic, spiritual, social, emotional and even economic assistance as need may demand. The Graduate School which, is under the Division of Academic and Students Affairs is charged with the responsibility of overall coordination of postgraduate students' welfare. The school either directly addresses some of the matters or provides referral to other more relevant divisions for further support.

1.2 Organization of Students' Governance

The University Governance Structure has a place for students' council, namely; the Students Association of Machakos University (SAMU). Membership of SAMU is open to all students registered with the University on payment of the prescribed fees by the students' Council. The council comprises of elected leaders as provided for in the Universities Act (2012) and revised in 2016. Graduate School is represented in the council by one member elected by all postgraduate students.

1.3 Personal Biodata

All postgraduate students should provide the University with current personal details/biodata for the University data base. The information must be authentic such that in case of an emergency, the University can easily contact family members, guardians or sponsors.

1.4 Health

Postgraduate students are entitled to seek health services for outpatient cases from the University Health Unit in main campus. However, all students are advised to register with Social Health Insurance Fund (SHIF) and other Medical insurance schemes (which are very helpful) for inpatient services whenever need arises. The student bears the responsibility for the costs incurred through inpatient medical services.

1.5 Recreation and Co-curricular activities

Postgraduate students are entitled to participate in the various co-curricular activities organized by the University's relevant departments. These involve participation in games, sports and religious activities. Participation in these activities should focus on development of the students' talents and promoting the image of the University. Postgraduate students must adhere to rules and regulations set by the University's sports department. The University has a counseling unit within the office of the Dean of Students. Postgraduate students are encouraged to seek counselling services in case of a need.

1.6 Accommodation

The University does not provide accommodation on campus for postgraduate students. However, the office of the Dean of Students has established a network of safe suitable hostels off the campus which they recommend to students. This is the case for especially international students who are recommended to specific hostels.

1.7 Catering

The University has a central mess and Le-technish restaurant which provide services at three star rated standards. The students are free to access food these units on "Pay As You Eat" basis.

1.8 Funding of Postgraduate Students

The postgraduate students shall take responsibility to meet the cost of their studies. However, the University has identified several agencies which can assist students to fund their studies through loans or scholarships. These include: - Higher Education Loan Board (HELB), National Commission for Science Technology and Innovation (NACOSTI), National Research Fund (NRF) and German Academic Exchange Service, or DAAD (German Deutscher Akademischer Austauschdienst). It is the responsibility of the students to apply for such opportunities.

1.9 General Conduct

All the postgraduate students shall conduct themselves with the highest standard of integrity, personal discipline and morality and, in particular, shall:

- a) Respect and adhere to the administrative and academic procedures and structures such as attending at least 75% of the lectures in all the registered units.
- b) Respect the rights and privileges of other students and the members of the University community at all times.
- c) Refrain from any conduct that might bring the University or any section or Programme thereof to disrepute or ridicule.
- d) Wear acceptable and appropriate attire at all times and in particular while attending lectures, practical sessions and other university functions.
- e) Desist from misuse or willful damage to or destruction of University property.
- f) Refrain from engaging in any unacceptable behaviour such drug abuse and criminal activities.

2.0 APPLICATION AND ADMISSIONS PROCEDURE

- a) Applications for admission shall be made through prescribed University forms and submitted to the Registrar (Academic and Student Affairs).
- b) All applications shall be processed in the first instance by the University's admission section. The applications shall be processed as follows:
 - i. By the relevant Departmental Postgraduate Studies Committee (DPSC) and
 - ii. Verified by the relevant School Postgraduate Studies Committee (SPSC). The School shall then forward all such applications with appropriate comments to the Graduate School.
- c) Before recommending a candidate for admission, the SPSC concerned shall satisfy itself that: -
 - i. The proposed field of study is academically sound and can profitably be pursued under the supervision of Machakos University academic staff.
 - ii. The student has adequate opportunities for consulting with supervisor(s) at least once a month.
 - iii. The student can obtain access to materials relevant to the field of study or research work.
 - iv. The student has adequate facilities for practical field work where this is applicable.
 - v. The student has all the pre-requisite qualifications as per Commission for University Education Standards and Guidelines.

2.1 Admission Requirements for Master's Degree Programmes

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

- a) A holder of a Bachelor degree with Second Class Honours - Upper Division or above of Machakos University or equivalent qualification from a recognized University. In addition, applicants must meet specific School requirements.
- b) A holder of a Bachelor degree with Second Class Honours - Lower Division of Machakos University or equivalent qualification from a recognized university with at least two years working or research experience. In addition, applicants must meet specific School requirements.
- c) 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.
- d) In addition to producing evidence of eligibility for admission, candidates for the Master's degree may be required to appear for an interview in the Department and/or School concerned, to determine their suitability.
- e) 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 Master programmes.

2.2 Admission Requirements for PhD Degree Programmes

The following shall be eligible for admission for the PhD degree programme:

- a) A holder of a Master's degree of Machakos University.

- b) A holder of a Master’s degree or equivalent qualifications from any other university or institution recognized by the Senate of Machakos University.
- c) 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.
- d) In addition to producing evidence of eligibility for admission, candidates for Doctor of Philosophy degree may be required to appear for an interview by the School or Department, to determine their suitability for admission.
- e) Subject to approval by the Senate, Schools may formulate regulations requiring applicants to have attained such academic or equivalent qualifications as consistent with the goals of their doctorate Programme.
- f) Candidates for the PhD. degree may apply for provisional admission by completing normal University admission application form which will be scrutinized and approved by the relevant Department and School. The form will then be submitted to the Registrar Academic Affairs (Admissions Office). If approved, provisional candidates will be allowed 12 months within which to prepare and successfully defend their proposals at the Departmental and School Boards.

2.3 Admission

Admitted applicants for postgraduate programmes are issued with a letter offering admission in to the program. The admission offer is valid for two academic years after which it elapses.

2.4 Registration

Admitted applicants must register during the period specified for the intake applied for. Registration after the dead line is not allowed.

Registration involves the following:

- i. Payment of fees.
- ii. Verification of the original copies during application.
- iii. Online registration (activation in the system).
- iv. Online registration of units (student must register for units before commencement of studies in a semester).
- v. Registration with the Graduate school.

2.5 Deferment of Studies

- a) All students admitted to MksU are expected to report as indicated on the admission letter.
- b) A student who is unable to report for any semester must inform the office of Registrar (Academics and Students' Affairs) in writing.
- c) The office of the Registrar (Academics and Students' Affairs) will communicate approval or disapproval.
- d) Deferment for more than two consecutive years is not allowed.

2.6 Call off

- a) Any registered student (has registered units for the semester) who is unable to continue with studies in a semester may request to call off the semester.
- b) Such request must be done formally (by writing) to the Registrar (Academics and Students' Affairs) within two weeks after the deadline for registration.
- c) It is the responsibility of a student to ensure the registered units are withdrawn from the system.

2.7 Change of Programme.

A postgraduate student who wishes to change the programme admitted to may apply for change of programme. Such 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 admission's section in the office of Registrar (Academic and Students' Affairs).

2.8 Change of Mode of Study.

A postgraduate student may be allowed to change mode of study from full time to part-time or vice versa only once. The request for change shall be made to the Registrar (Academics and Students' Affairs) in writing. A successful applicant must acknowledge acceptance by signing and returning a copy of the letter to admission's section in the office of Registrar (Academic and Students' Affairs).

3.0 COURSE DURATION AND PATTERN OF MASTERS DEGREE PROGRAMMES

3.1 The Pattern of the Master’s Degree Programmes

The Master’s Degree Programmes in all schools shall consist of:

- a) Coursework, examination and project conducted on full time or part time basis, **or**
- b) Coursework, examination and thesis conducted on full time or part time basis, **or**
- c) Coursework, examination, practicum and project conducted on full time or part time basis.

3.2 The Duration of the Master’s Degree Programmes

- a) The Master’s Programme in all schools shall extend over a period of at least eighteen months from the date of registration; and
- b) No student for the Master’s degree shall be registered as a full-time student for more than three years or as 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.

3.3 Extension of Duration of Study

- a) An 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 extension and a schedule for the activities to be carried out.
- b) Request for extension of study period should be made to the Graduate School two months before expiry of study period;
- c) Under special circumstances, a period of study may be extended for not longer than six months (6) and twelve (12) months for full-time and part-time candidates, respectively;

3.4 Withdrawal and Re-Admission

- a) 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; and
- b) A student who has officially withdrawn from a Programme while in good academic standing but is unable to continue studies within one academic year may be re-admitted on the basis of recommendations from the Department through the relevant School.

4.0 COURSE DURATION AND PATTERN OF THE DOCTOR OF PHILOSOPHY (PhD) DEGREE PROGRAMMES

4.1 The Pattern of the PhD Degree Programmes

The Doctor of Philosophy Degree Programme in any School shall consist of either:

- a) Coursework, examination and thesis conducted on full time or part time basis, or
- b) Coursework, examination, practicum and thesis conducted on full time or part time basis.

4.2 The Duration of Doctor of Philosophy Programmes

- a) 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 on full-time basis.
- b) 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 submit the thesis after three (3) years.

4.3 Extension of Duration of Study

- a) 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.
- b) The maximum period of study may be extended for not longer than nine (9) months and twelve (12) months for full-time and part-time PhD. candidates respectively, unless under special circumstances such as medical grounds.

5.0 COURSE EXAMINATION AND ISSUANCE OF EXAMINATION RESULTS

5.1 Examination Regulations

- a) A taught unit in all Schools is defined as the equivalent of 42 one-hour lectures.
- b) Two hours of tutorial or three hours of practical work are equivalent to a one-hour lecture for the purpose of the definition of a unit in these regulations.
- c) Students taking coursework, examination and project or coursework, examination and thesis shall be examined in all the units for which they have registered at the end of the semester.
- d) Both Masters and PhD students shall take a minimum of 10 and 6 units within the first academic year respectively.
- e) A Master's degree programme shall be equivalent to a minimum of sixteen (16) taught units.
- f) Assessment of each unit shall be done at the end of each semester comprising of; a written examination, which shall constitute 60% of the total marks and a Continuous Assessment Test constituting 40% of the total marks for master's programmes unless specified otherwise by the School regulations.
- g) Assessment for PhD. programmes shall comprise of written examination (50%) and Continuous Assessment Test (50%).
- h) The pass mark in all Schools for each unit shall be 50%.
- i) Each unit is marked out of 100%. These marks are translated into literal grades as follows:
 - i. 70 -100% = A
 - ii. 60-69 % = B
 - iii. 50-59% = C
 - iv. Below 50% = E (Fail)

- j) Students taking the first-year examinations shall be required to pass in all the units for which they are registered before they can proceed to the second academic year;
- k) Examination results for taught units shall be processed through the respective School Board of Examiners and presented directly to the University Board of Examiners’;
- l) Postgraduate students shall pay Ksh. 1500 for administration of supplementary examinations which is subject to review from time to time by the University;
- m) Supplementary examination, if any shall be governed by the University examination regulations;
- n) A candidate who fails in a supplementary examination shall be discontinued;
- o) A candidate who fails in more than two units in any academic year shall be discontinued; and
- p) Examination results for thesis will be processed and presented to Senate by the Graduate School.

5.2 Examination Results

Results shall be accessed at the students’ portal after approval by the University Board of Examiners.

5.3 Academic Transcripts

- a) Students upon application can be issued with provisional results by the Dean of the respective school.
- b) Students shall be issued with examination transcripts upon graduation by the Registrar (Academics and Students’ Affairs).

6.0 PROJECT /THESIS SUPERVISION AND EXAMINATION

6.1 Supervision Guidelines for Thesis /Project

- a) A student shall be required to pursue the topic of study under instruction or supervision of academic staff appointed in that capacity by the Senate on the recommendation of the School Board concerned.
- b) 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.
- c) 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.
- d) 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.
- e) Candidates shall be required to meet with their supervisors (s) at least once a month and enter the details of their meeting in the students' progress report form and Supervision Tracking Tool which are to be signed by both parties. Copies of the students' progress report and supervision Tracking Tool should be submitted on quarterly basis 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.

- f) The supervisor(s) shall be responsible for directing, guiding and supervising the work of the student. In particular, supervisors' responsibilities include:
- i. Conducting regular supervision meetings with the student that is, at least once per month.
 - ii. Responding promptly to any written work from their students within the shortest time possible but not later than fourteen (14) days.
 - iii. Guiding the students in the writing and development of research proposals, projects/thesis.
 - iv. Connecting students to researchers working in related fields.
 - v. Enhancing the quality of student's work.
 - vi. Checking plagiarism for the student's work using the University approved procedures.
 - vii. Ensuring that the student presents the research findings at defenses and seminars organized by the University.
 - viii. Ensuring the student submits the Student's Progress Report accordingly.
 - ix. Liaising with Graduate School on status of the student's thesis /project examination.
- g) The obligations of Postgraduate students shall be:
- i. Maintaining regular consultation with their supervisors that is, at least once per month.
 - ii. Completing the Supervision Tracking Tool after each supervision meeting and submitting a copy of the form on

- quarterly basis through their supervisors, Departmental BPS and School BPS to Graduate School.
- iii. Writing or developing research proposals, project/thesis in accordance with set guidelines by Schools /Department.
 - iv. Adhering to all the set academic requirements in the programme he/she has been admitted to.
 - v. Presenting or defending their research proposals, thesis or project during oral examination.
 - vi. Ensuring that they complete their studies within the set programme duration.

6.2 Procedure for Proposal and Project/Thesis Writing

Postgraduate students in all schools shall follow the procedure below when writing their Project or Thesis:

- i. Prepare concept paper as per guidelines given by department.
- ii. Present the concept in a seminar organized by the department.
- iii. Students to be assigned supervisors, who are nominated by the Departmental Board of Post Graduate Studies. The Chairman of Department shall forward the name of nominated supervisors to the School Board of Postgraduate Studies.
- iv. Dean of School shall forward names of the nominated supervisors to the Dean Graduate School.
- v. Students to receive communication of their supervisors from Dean of postgraduate school.
- vi. Students initiate communication with assigned supervisor(s) and develop a work plan for supervision.
- vii. Students to meet the supervisor/s to discuss and get feedback on regular basis (at least once in a month) as scheduled by the supervisors.

- viii. Students to fill the Projects/Thesis progress Report Form from Graduate School available in Graduate School website showing a record of meeting(s) with the supervisor.
- ix. The student shall submit at least four (4) spiral bound copies signed by the supervisor(s) to the Departmental Chair and wait scheduling of Department defense guided by the Graduate School ALMNAC (Schedule) for defenses.
- x. During the oral defense, the presentation shall be done on power point and will take only 15 minutes.
- xi. The research proposal shall be tested for anti-plagiarism and a similarity check report will be produced before the student is allowed to defend the proposal.
- xii. Students to present the proposal at the defense and receive corrections.
- xiii. Students to receive an official copy of the minutes of the correction from the Departmental Postgraduate Studies Committee Chair within a period of seven days from the date of oral defense.
- xiv. Students to make correction within the stipulated period given during the defense.
- xv. Once supervisor(s) are satisfied with the correction (and where applicable, a 3rd person who may have been assigned to oversee corrections is also satisfied), students shall submit anti-plagiarism report from supervisor), Fee statement, the Projects/Thesis progress Report Form, declaration of originality form, a plagiarism report together with two signed copies of the corrected proposal, to the Chairperson of the Department for forwarding to the Graduate School through the Dean of the relevant School.
- xvi. Student awaits approval of the proposal by the Graduate School Board.

- xvii. Students receives recommendation of the board and advise on ethical clearance requirements (where applicable) by means of letter sent through his /her respective department.
- xviii. If there are corrections recommended by the Graduate School Board, the student shall make the corrections and submit a corrected copy to the chairperson of Department for forwarding to Graduate School, through the Dean of relevant School and await approval.
- xix. The student receives the Research Authorization letter from Graduate School introducing him/her to the National Council for Science Technology and Innovation (NACOSTI) to be able to apply for a research permit.
- xx. If the student is required to seek ethical clearance for his/her study, then he/she applies to an Ethical Review Board.
- xxi. Student receives the research permit and letter of authorization and proceeds to conduct his/her study under guidance of the supervisors.
- xxii. Student develops the project/thesis under the guidance of the supervisors.
- xxiii. If the student is writing a project/thesis, he/she shall submit to Graduate School through the department, a three months' notice of his/her intention to submit the thesis for examination, using the template available at the department and attaching a zero-fee statement.
- xxiv. Student then submits four (4) signed spiral bound copies of the project/thesis together with plagiarism report to Graduate School for examination.
- xxv. Student receives communication from Graduate School on the thesis defense date.
- xxvi. Student prepares a 15 minutes' power point presentation and defends the project/thesis.

- xxvii. Student makes corrections as directed under the guidance of supervisors and overseer (where applicable), and ensures that the corrections are certified.
- xxviii. Student gets approval from Graduate School to submit the final document in hard bound form (8 copies) and also in soft copy (2CDs).
- xxix. Student to present the findings to the public in the Pre-graduation seminar organized by Graduate School.
- xxx. Student to initiate the graduation process by filling the graduation application forms after satisfying all the University requirements for graduation.
- xxxi. Student graduates.

6.3: General Guidelines for Writing Research Proposals, Project/ Thesis

The writing of research proposals, projects and thesis should conform to Machakos University format as stipulated by various Schools/Department guidelines. The general guidelines include the following requirements:

- a) **Typing-** A research proposal/ project/ thesis must be typed, written or printed on a high quality A4 (210×297mm) size paper. Any deviation from this standard paper size must be approved by the Graduate School Board. There must be consistency in the type face using Times New Roman font 12. The research proposals, projects and thesis shall be typed in double spacing.
- b) **Margination-** There shall be a 40mm margin on the left-hand side and 25mm on the right-hand side of the paper. Margins must be 25mm wide from the top and 25mm from the bottom of the page.
- c) **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 bottom margin of the page.

Preliminary pages such as declaration, acknowledgments, table of contents, list of tables and figures that precede the first page of the text shall be numbered using small roman numerals.

- d) **Title page-** The first page bears the title of the project/thesis in capital letters with the full names of the student below, the legend “A thesis submitted to (insert the name of school) in partial fulfilment for the degree of (insert the name of the degree and the area of specialization) of Machakos university” shall appear in the middle of the page. The date of submission shall appear below in the form of month and year.
- e) **Declaration page-** The second page must contain: A signed declaration by the student with the following statement; “This research proposal/ projects or 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(s) and any other supervisor(s) with the following statement: “I/we confirm that the work reported in this project/thesis was carried out by the student under my/our supervision”
- f) **Dedication-** A dedication statement not exceeding 25 words may follow the declaration, beginning on another page.
- g) **Acknowledgement-** Acknowledgement not exceeding 150 words should follow the dedication beginning on a separate page.
- h) **Table of contents-** A table of content should follow the acknowledgement, beginning on a new page. The table of content should assist a reader to know quickly and clearly how a research proposal, projects and thesis is organized. There must be consistency in the use of headlines and sub-headlines in both the table of contents and the text.

- i) **List of tables-** A list of tables should follow the table of contents and on a separate page (written using the latest APA referencing style).
- j) **List of figures-** A list of figures should be on a separate page immediately after the list of tables (written using the latest APA referencing style).
- k) **Tables, figures and plates-** Tables, figures, diagrams and plates shall be numbered in separate sequence and should be cited by a number in the text. In case the tables or figures are on separate pages, however, they should be placed near the text which refers to them (written using the latest APA referencing style). 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 the 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 a double adhesive mounting paper. A lamination process may also be used.
- l) **Abbreviations and acronyms-** All abbreviations and acronyms in a research proposal, project and thesis should be listed on this page and arranged alphabetically. They should be capitalized and separated from texts by two indentions of 5 point each; the corresponding text should be in title case and aligned to the left.
- m) **Abstract-** The abstract should be a summary of the entire research proposal, project and thesis not exceeding 500 words. It should be a single spaced, on block paragraph and contained in one page.

n) **Chapters and major sections-** All chapters and major sections such as Introduction, Literature review or Research methodology should each begin on a new page. All sub-sections may begin immediately after the preceding materials, except that sub-section headings should not be placed at the bottom of a page unless it is followed by two lines of text. Headings in a research proposal, project and thesis must be internally consistent. Partly filled pages of the 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. Apart from the preliminary pages, MksU;

1. **Research Proposals shall have Three chapters (i) Introduction (ii) Literature Review and (iii) Research Methodology.**
2. **Research Projects/Thesis shall have five chapters (i) Introduction (ii) Literature Review, (iii) Research Methodology, (iv)Data analysis, Interpretation and Discussion and (v) Summary, Conclusion and Recommendations.**

NB:

- i. The conceptual framework and Theoretical framework or models shall be in chapter two.
 - ii. The naming of the chapters in the project / thesis may change from school to school according to the interdisciplinary convectional standards
- o) **References-** All research proposals, projects and theses should be referenced using the latest APA referencing style. The referencing system and bibliographies must be consistent throughout, be clear and fully agree with each other both in text and list of reference.

Literature must be cited by authors and dated in the text, and a list of references must appear at the end of the research proposal, project and thesis.

- p) **List of appendices-** This includes but not limited to: research instruments, maps, graphics and other useful documents like research permits. Titles of appendices should be numbered using roman numbers.

6.4 Submission and Examination of Thesis

6.4.1 Submission of Thesis

- a) Candidates shall give three months' notice to the Dean, Graduate School on the University prescribed form that they intend to submit their thesis.
- b) Candidates who fail to submit their thesis at the expiry of three months shall be required to resubmit the notice afresh.
- c) 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.
- d) Alongside the thesis/project report, the candidate should attach an anti-plagiarism test report complying to MksU Anti-plagiarism policy.

6.4.2 Examination of a Thesis

- a) The Senate, on recommendation of the Graduate School, host Schools and the Department shall appoint a Board of Examiners comprising of; (i) The Chairman of the Board of Examiners shall normally be the Dean of the relevant school. (ii) An external examiner (one) (iii) two internal examiners of whom must not have supervised the candidate, (iv) two board members who

are competent persons and who must not be from the student's department and (v) a senate representative who is not a member of the school to which the student belongs as members of the candidate's Board of Examiners. (vi) In attendance; (a) Secretariat-Graduate school and (b) at least one candidate's supervisor.

- b) The external examiner and each of the internal examiners shall be required to submit within six (6) weeks of the receipt of the thesis, independent written assessments of the thesis. The assessment reports should be sent to the Dean, Graduate School and should indicate:
 - i. The strengths and weaknesses of each chapter.
 - ii. Whether the thesis conforms in presentation, to the regulations for writing of thesis of Machakos University.
 - iii. 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
 - iv. Whether the degree should be awarded.
 - v. The examiners should also point out and list separately any corrections they feel should be made to the thesis.
- c) 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.
- d) The Board of Examiners shall consider to the examiners' reports, the candidate's performance at the oral defense, and any other academic matters arising from the candidate's 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.

- e) 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.
- f) 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.
- g) Student must make corrections as recommended by the Board of Examiners and within the stipulated period.
- h) To ensure that the corrections as 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.
- i) The Student shall submit eight (8) hard bound copies of the thesis and a soft copy of the thesis in two (2) CDs to Graduate School through the Chairperson of the department and Dean of the relevant school.
- j) The Thesis shall be bound in **Black** for Master's degree and **Maroon** for PhD. 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. The title of the thesis and the initials and the name of the candidate, Machakos University and year, shall also appear in letters on the front cover.
- k) After receiving the final bound copies of the thesis, the Graduate School Board shall make recommendations to Senate for award of the degree.

- l) Five of the 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.
- m) A Thesis accepted by the University and subsequently published in part or in whole and in whatever form shall, bear the inscriptions: “Work forming part of the requirements for the degree of Master/ Doctor of Philosophy of Machakos University.”

6.5 Submission and Examination of Masters Projects

6.5.1 Submission of Master’s Project for Examination

- a) Candidate shall give three months’ notice to the Dean, Graduate School on the University prescribed form that he/she intends to submit the project/thesis.
- b) Candidates who fail to submit their project at the expiry of three months shall be required to resubmit the notice afresh.
- c) Four copies of spiral bound project, 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.
- d) Alongside the project report, the candidate should attach an anti-plagiarism test report complying to MksU anti-plagiarism policy.

6.5.2 Examination of Masters Projects

- a) Departmental Board of Postgraduate Studies will nominate two examiners; (1) internal (who is not the student’s supervisor) and (1) external in the candidate’s area of specialization.

- b) The following project examination guidelines shall apply:
- i. The Chairman of Department shall forward for examination, four (4) copies of the project with the names of the two (2) proposed examiners (an internal and external) or three (3) examiners (two internal and one external) for thesis respectively to Dean, Graduate School, through the Dean of the relevant school.
 - ii. After the examiners are approved by the Board of Graduate School, letters of appointment shall be issued and the projects dispatched to the examiners, with comprehensive guidelines for examinations and recommendations.
 - iii. The examiners shall be required to submit within Four weeks, an independent written assessment of the project to the Dean, Graduate School indicating:
 - a) The strengths and weaknesses of each chapter.
 - b) Whether or not the project is adequate in form and content.
 - c) Whether or not the project reflects an adequate understanding of the subject under investigation.
 - d) Whether or not the degree should be awarded.
 - iv. Once all the reports are received from the two (2) examiners, the Dean, Graduate School shall approve the reports and forward them to the Chairman of Department to facilitate an oral defense.
 - v. The Departmental Board of Examiners shall recommend the award of the degree or otherwise to the Senate, through the School Board of Examiners.
 - vi. The Department shall forward to Dean, Graduate School, eight (8) final bound copies of Project together with its soft copy (2CDs) and the fully signed Certificate of Correction.

- vii. Alongside the corrected project, the candidate should attach an anti-plagiarism test report complying to MksU Anti-plagiarism policy.
- viii. It is expected that all final projects shall be bound at the Machakos University Library.

6.6. Requirements for Thesis /Projects Examinations

- a) The postgraduate students shall be required to have cleared all University fees up to and when the defense is being conducted.
- b) The research project or thesis shall be tested for plagiarism check and a similarity report attached before it is sent to examiners.

7.0 POST GRADUATE SEMINARS

- a) The Graduate School shall organize seminars/workshops aimed at equipping the postgraduate students with research techniques and competences.
- b) The Graduate School shall organize an Annual Postgraduate Pre-Graduation Seminar in which all Masters and PhD candidates who have completed their projects or thesis shall present their research findings to the stakeholders. Supervisors are expected to be present during the presentations.
- c) The dates and venues of the seminars shall be communicated through the Graduate School website and students group emails.

8.0 LIBRARY SERVICES

The University has a section preserved for postgraduate students in the library. The library has enormous collections of both electronic and print information. These include current thesis, projects, journals, reference books and bound periodicals. In addition, the library subscribes to multi-disciplinary 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 people living with disabilities. Services range from Lending, Reference and Information Services, Information Literacy Training, Current Awareness Services, Selective Dissemination of Information (SDI), Bindery and Photocopy services.

8.2 Library Facilities

The library has a Research and Special Collection Section designated for students and staff. The section holds published and unpublished thesis and dissertations, Africana books (books by African authors and books about Africa), University and government publications, and research methods books. In the first floor, there is also a computer laboratory (e-Resource Centre) for use by postgraduate students and staff to access online resources.

On second 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

During the orientation week, all new postgraduate students shall be inducted on library services offered at MksU which includes the following:

- a) A tour to the library to acquaint students with library services and facilities.
- b) Address by the University Librarian.
- c) Registration as MksU library members.

9.0 PLAGIARISM

All students' research proposals, projects and thesis shall be tested for plagiarism and a similarity check report produced before presentation for examination at various levels. Each student shall be required to fill a declaration form affirming that the scholarly work is free from plagiarism and signed by the supervisors. The confirmed scholarly work together with the declaration form shall be forwarded to the supervisor(s) for further processing through the laid down procedures then to Graduate School. Postgraduate students are advised to acquaint themselves with the importance of ensuring that their work is free from plagiarism as laid out in the Machakos Anti-plagiarism policy.

9.1 Validation of Plagiarism

Machakos University staff and students shall test for plagiarism using any of the methods below:

- a) **Using anti-plagiarism software:** Machakos University has procured the Turn-it-in software which is available for use by students and staff.
- b) **Using one or more search engines:** Various Web Search engines are available for use to confirm plagiarism, such as Yahoo and Google. When using such engines, it's necessary to confirm the report by comparing them by using another Search Engine.

9.2 The threshold levels of plagiarism

Scholarly work such as research proposals, projects and thesis should have an overall similarity index of less or equal to (20%) and less or equal to two percent (2%) from individual articles or documents.

Any scholarly work that is found to have an overall similarity index of above twenty percent (20%) shall be rejected.

10.0 ETHICAL CLEARANCE

Machakos University has an ethical clearance committee where research proposals, projects and thesis requiring ethical clearance are submitted for advice. All the postgraduate research proposals requiring ethical clearance should be submitted to the committee after the approval by Graduate School Board. After the ethical clearance, research permit should be obtained from NACOSTI.

11.0 INTELLECTUAL PROPERTY RIGHTS (IPR)

Machakos University strives to protect staff and students' work from pirating by unscrupulous individuals and organizations. In this endeavour, the university has developed an Intellectual Property Rights (IPR) under the division of Research, Innovation and Linkages. Postgraduate students are encouraged to familiarize themselves with the IPR policy.

12.0 REQUIREMENTS FOR GRADUATION

The postgraduate student shall be required to:

- a) Have passed all units in course and project/thesis.
- b) Have at least two publications from a peer reviewed journal for masters' students.
- c) Have at least three publications from peer reviewed journals for PhD students.
- d) Have presented the research findings in the Annual Postgraduate Pre-graduation Seminar.
- e) Have cleared all the university fees.
- f) Fill in the graduation application form-online.

13.0 DISCLAIMER

- a) The University disclaims all responsibility for loss of or damage to any property belonging to students or guests while such property is on university premises.
- b) The University Council in consultation with the Senate reserves the right to change, add, amend or otherwise vary these regulations at any time without notice.



14.0 DECLARATION

I.....REG/NO.....
.....do hereby declare that I have read the regulations governing the organization, conduct and discipline of Postgraduate students at Machakos University, and understood their content and meaning, and undertake to abide by them.

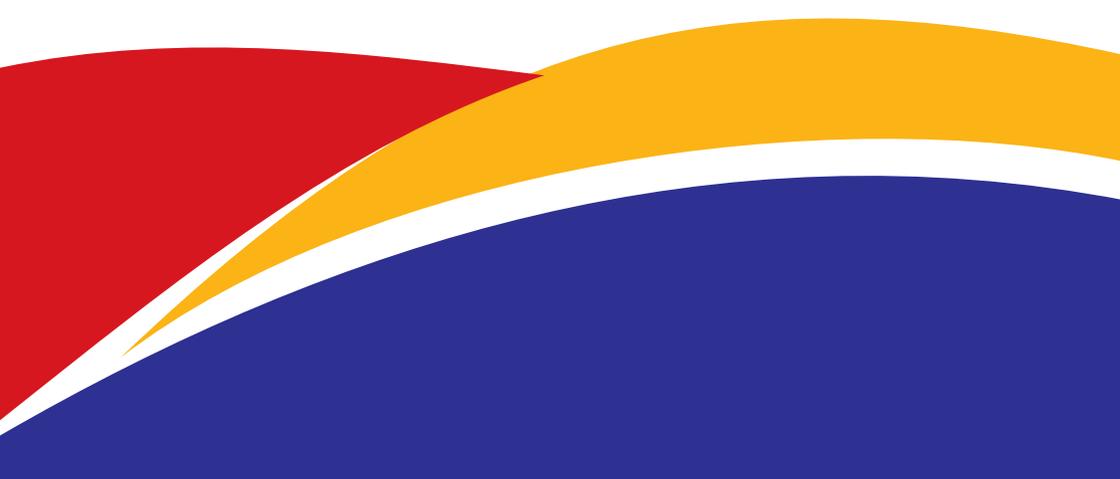
DEGREE PROGRAMME ADMITTED:

TO.....

SCHOOL

SIGNED

DATE



For more information, contact:
Office of the Dean, Graduate School
P.O. Box 136 - 90100, Machakos (KENYA)

Telephone: +254 735 24 7939, (0) 723 805.929
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