



BOARD OF POSTGRADUATE STUDIES

GRADUATE SUPERVISION POLICY

For Students, Supervisors, and Coordinators of Graduate Programs

© Board of Postgraduate Studies
KCA University
P.O. Box 56808 – 00200
Nairobi, Kenya

First Edition

INTRODUCTION

This document has been prepared by the Board of Postgraduate Studies as a University-wide policy to guide the supervision of graduate level research. It clarifies the mutual obligations of all parties involved in the graduate supervision process, i.e. graduate students, supervisors, coordinators of graduate programs in the various Schools and Faculties, and the Board of Postgraduate Studies. The guidelines contained in this document are intended to help all participants fulfill their roles and to ensure that supervision of graduate students at KCA University is of the highest caliber. Supervision of graduate students contributes to the achievement of the University's core mandate. The work performed by graduate students forms a vital part of our research effort; good supervisory practices help students fulfill their potential and contribute to the University's research profile.

Some students, uncertain about the extent of supervision they should expect, are hesitant to approach their supervisors for help or to make clear their own plans and objectives; while some supervisors occasionally neglect to maintain communication with their students or to assess work in progress adequately. A lack of clarity between students and supervisors with regard to each other's expectations and responsibilities can adversely affect progress towards degree completion. By providing this document to help clarify expectations and responsibilities, we hope both to reduce conflicts between the various entities in the graduate supervision process and to facilitate the creative process of graduate research.

The success of graduate supervision is a shared responsibility. It depends on both the student and supervisor communicating well, being tolerant, understanding each other, and mutually committing themselves to high standards. The Schools/Faculties offering graduate programs also play a role in; providing clarity and consistency of expectations, upholding academic standards, administering programs fairly & effectively, and intervening where necessary to help resolve problems.

Procedures for dealing with conflict and otherwise problematic circumstances in the supervision of graduate research are also outlined in this document. Finally, we provide guidance on the publication process for papers derived from students' dissertations or theses.

In the appendices, we have provided forms used in various graduate research operations and flowcharts of common graduate research processes.

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CHAPTER ONE

ENGAGEMENT OF GRADUATE SUPERVISORS

1.1 Introduction

After completing their coursework, graduate students at KCA University are expected to commence their research projects. In this phase of graduate study, students are expected to carry out independent research on topics relevant to their areas of specialization under the guidance of their supervisors. Graduate supervisors are faculty members who guide students and provide crucial input in all phases of graduate research to ensure that the eventual completed work exceeds the required caliber. Consequently, any person involved in supervision of graduate students should have a complete command of the subject matter of the students' research work. In addition to their (main) supervisor, a graduate student can as well be assigned to other auxiliary supervisors, i.e. a co-supervisors and/or a joint supervisor, if their research so demands. A student who is admitted to a research-only graduate program must have a supervisor (in case of PhD students two supervisors), a co-supervisor, and a joint supervisor appointed out rightly to initiate and guide their research. However, appointment of the latter two is done on a case by case basis and is contingent on individual students' research requirements.

1.2: Types of Supervisors

Below is a discussion of each of the three types of supervisors:

1.2.1: Supervisor

The supervisor is a person who is appointed by the university to advise and assist the student in completing an original and feasible research program. He also monitors the quality of the research being conducted periodically, advises the student on any additional skills training they may require, and supports the student in timely completion of the research. Supervisors are usually matched to students with whom they share an academic background. Because supervisors are required to have a complete mastery of their (and by extension their supervisees') area of study, KCA University only appoints Ph. D holders as graduate supervisors.

1.2.2: Co-Supervisor

The co-supervisor mainly provides expertise and supports research student(s) in instances when the supervisor is temporarily unavailable or when a student is spending planned time in another country or location. Since they have the mandate to act in place of the main supervisor, cosupervisors should be drawn from the same area of specialization as the supervisor. Additionally, co supervisors should meet the qualifications for appointment as main supervisors.

1.2.3: Joint Supervisor

Joint supervision applies in cases of a multi-disciplinary research that require expertise from different fields, for example a finance student researching in an area leaning heavily on economics. It also applies in research based on an area in which no faculty member has a full mastery of content and methodology. As such, one supervisor can provide guidance on content while the other one focuses on methodology.

In joint supervision agreements, the supervisor from the Student's faculty/department will be deemed the main supervisor and is the one who will present the student during defense and graduation.

1.3: Assigning of Supervisors, Co-Supervisors, and Joint Supervisors

The first step in the graduate research process is the selection of possible research topics by registered research students. Students should register for the Research Methodology unit in the last semester of their coursework. As part of the coursework of this unit, they should develop a concept paper on which they will base their proposal in their following semester after completing coursework.

The Deans of the various Schools/Faculties will use the concept papers in supervisor allocation. In assigning supervisors, co-supervisors (if necessary), and joint supervisors (if necessary) the Deans endeavor to ensure that each supervisor/co-supervisor/joint supervisor's area of specialization is either similar or significantly related to the student's areas of specialization. Deans also have the mandate of nominating members of supervisory panels.

1.4: Appointment of Supervisors, Co-Supervisors, and Joint Supervisors

After assigning of supervisors, the names of the various supervisors and their assigned students are forwarded to the Dean, Board of Postgraduate Studies for formal appointment. The Dean, Board of Postgraduate Studies or his nominee, appoints supervisors, cosupervisors, joint supervisors, and members of supervisory panels on recommendations from the Board of Graduate Studies and Research. Any changes to supervisory arrangements are also subject to the approval of the Dean, Board of Postgraduate Studies. If a change of a student's supervisor is required, then either the co-supervisor (if he/she meets the criteria for appointment as a supervisor) or an alternate eligible person should be appointed as the supervisor. The suitability of the co-supervisor or other proposed person to be appointed as supervisor must be discussed with the student.

1.5: Requirements for Appointment for Supervisors, Co-Supervisors, and Joint Supervisors

1.5.1: Supervisors

A person is eligible to be appointed as a supervisor of a Graduate Students if they meet the following criteria:

- a. They hold a Ph.D or a Doctorate degree.
- b. They are a full-time or fractional full-time employee of KCA University as a member of the academic staff or of any other University as authorised by the KCA University Board of Graduate Studies and Research.
- c. They are research-active, i.e. there is evidence of their continued participation in research as evidenced by scholarly paper authorship, participation in conferences, contributing to book chapters, etc
- d. They are able to fulfil the roles and responsibilities of supervisors outlined in the roles and responsibilities of the supervisor section of this document.
- e. Additionally, in order to be appointment to supervise a PhD student, one should have successfully supervised at least thirty Masters' students and published at least seven publications in peer reviewed journals.

A person is not eligible to be appointed as supervisor if they: a.

Do not hold a Ph. D or Doctorate degree.

- b. Hold a demanding non-academic appointment such that they are not able to provide the sustained commitment required to support research at the graduate level.

1.5.2: Co-Supervisor

A person is eligible to be appointed as a co-supervisor if they:

- a. Hold an appointment that satisfies the eligibility conditions for the appointment as supervisor, or
- b. Are current full-time faculty members of KCA University who at least are making satisfactory progress toward earning their PhD or
- c. Are an Emeritus Professor or;
- d. Hold a visiting or honorary position or;
- e. Are a retired Professor who has remained active in research.

1.5.3: Joint Supervisor

Appointment of joint supervisors requires that:

- a. Each joint supervisor satisfies the conditions for appointment as supervisor or,
- b. Where one joint supervisor is external to KCA University, the Internal KCA University supervisor satisfies the conditions for appointment as a supervisor.

In exceptional circumstances (e.g. where there is a new subject/specialization etc. requiring expertise not available under normal circumstances), KCA University's Board of the Board of

Postgraduate Studies may recommend the appointment of a joint supervisor who does not meet the specified eligibility criteria provided that a compelling reason is provided in writing by the Dean of the pertinent Faculty/School and the appointment is endorsed by the Dean of the Board of Postgraduate Studies; but only after the approval of the Board of Graduate Studies and Research.

1.6: Team Supervision

In Team supervision, the responsibility of supervising a graduate student is shared by members of a supervisory team. Such teams should be constituted on the basis of members' research interests. These teams should be platforms for common supervision of students and students can only present their work for examination after clearance by the panel. Additionally, faculty members can utilize these research teams as platforms for collaboration in development of research proposals and implementation of won grants.

Members of a supervision panel should possess the same qualifications for appointment as supervisors. Nevertheless, an exception can be allowed for non-faculty members, such as members of industry and other external persons who have deep knowledge in the research area. The process of appointment of panel members is the same as that of main supervisors. Before formal commencement of their task, panel members should elect a chair who will be presiding over its sessions together with a vice chair who will act when the substantive chair is not available. To avoid voting ties on decisions where there is no consensus, the number of the members of a supervision panel should be an odd number. The minimum number of members of a supervision panel is three while the maximum number is seven.

1.7: Supervision Load Limits

A supervisor shall be allocated a maximum of ten students as the main supervisor, a maximum of ten students as a co-supervisor and a maximum of ten students as a joint supervisor. Additionally, a person cannot be a member of more than five supervision panels at a time. These appointments are contingent to a graduate school assessment to evaluate whether there is:

- a. Evidence of adequate time for supervision taking into account their teaching, research, administrative and consultancy responsibilities.
- b. A track record of successful completions. Each year, the supervisor should be able to graduate at least 75% of his/her eligible supervisees.

Supervisors will file a monthly log with the School of Graduate and Research indicating the level of progress of students under their care.

1.8: Supervisory Committees

The role of supervisory committees is to assist supervisors in their monitoring function and to provide guidance and advice on students' research; essentially complementing the expertise of supervisors. Supervisory committees may also be called upon to take a more active role in cases

where supervisors are absent for an extended duration or when there are disputes between a student and his/her supervisor.

Depending on the degree program, discipline and the research undertaken, the form of supervisory committees may vary. For example, a faculty supervisory committee could be appointed to oversee and guide all Master's and PhD students who are yet to commence their research work. For all PhD students involved in the research component of their programs, it is recommended that either individual committees (with memberships selected in consultation with the student, supervisor and graduate coordinator) be appointed or that an additional member be added to the departmental supervisory committee to share its responsibilities with respect to PhD students.

Nevertheless, the main responsibility of supervisory committees is to meet as required and review students' progress and provide advice. Meetings should be arranged at least once, and preferably twice, a year at which time reports on the progress of the students towards completion of the degree requirements should be submitted for discussion.

Students should be informed in writing of the results of these meetings, in terms of satisfactory/unsatisfactory levels of research progress, in a timely manner. Supervisory committees should also meet at the request of students or supervisors. Supervisory committees should be reasonably accessible to students when called upon for discussion of the students' academic progress, for consultation on issues related to the research project, and for general guidance.

CHAPTER TWO

ROLE AND RESPONSIBILITIES SUPERVISION PROCESS

2.1: Introduction

Successful graduate supervision requires teamwork. Synergy, synchronization, and general effectiveness of the various players in the graduate supervision process enhances the timeliness and quality of the output of the research process. In this backdrop therefore, it is absolutely essential to specify the roles and responsibilities of the various entities involved in graduate supervision. In this section, we outline the roles and responsibilities of supervisors, graduate students, the various Schools/Faculties offering graduate programs, and the Board of Postgraduate Studies.

KCA University expects that every participant in graduate supervision will do his duty.

2.2: Role and Responsibilities of Supervisors

The role of supervisors is threefold: to advice students, monitor their progress, and to act as their mentors. Supervisors not only provide guidance, instruction, and encouragement in the research activities of their students but they also take part in the continual evaluation of students' progress and performance. Such evaluation helps them guide the overall direction of research projects and alert students when their projects are veering off course. Supervisors have an obligation to foster the intellectual growth of their students so that they can become competent contributors to their

areas of specialization. They also play an important role in providing assistance and advice to their students as they plan career steps after the completion of their degree.

Below are some key responsibilities of graduate supervisors at KCA University. This list is not exhaustive and additional responsibilities not listed here may arise.

- Checking all submissions by the student for plagiarism to ensure that the requirement of originality and academic honesty is not violated. Additionally, the supervisor should validate the student's data analysis to prevent falsification of data and/or results. This should be done before final submission to the graduate school.
- Being well versed with all Faculty/School, Board of Postgraduate Studies, and KCA University regulations and procedures governing the graduate programs that their supervisees are taking.
- Ensuring that their supervisees understand their rights and obligations under the KCA University Research Policy, the KCA University Code of Conduct, and the KCA University Intellectual Property Policy.
- Being mindful of the availability of resources needed to pursue the proposed study when helping supervisees in developing their research proposals.
- Clearly indicating to their supervisees the required level of performance which is consistent with satisfactory progress in the research project. The methodology of measuring the level of performance should also be articulated.
- Ensuring that regular contact and communication with their supervisees is maintained through a mutually agreed and documented mechanism over the period of supervision. The supervisor should be available to meet each of the active students under their supervision at least twice per month.
- Being physically present during the proposal and dissertation/thesis defense of their supervisees.
- Assisting supervisees in setting timelines for attainment of crucial milestones of their research to ensure timely completion. Supervisors should also follow up with supervisees if these milestones are not met in order to identify and deal with any obstacles early.
- Examining thoroughly and providing constructive feedback, preferably in writing, in a timely manner (usually within 2 weeks) to written work submitted by supervisees in relation to their dissertation/thesis. Supervisors should also outline any problems for rectification as soon as they are identified.

- Ensuring continuity of supervision during times of continued absence from the university. If a supervisor is planning to be absent for a duration not exceeding four weeks or for an unspecified (but prospectively long) duration, he should suggest the appointment of cosupervisors or a different supervisor for his supervisees respectively.
- Identifying supervisees' research training needs and encouraging their participation in research workshops, seminars, colloquia, and other professional development forums.
- Attending research seminars and participating in research affinity groups whenever called upon to do so.
- Being accessible to supervisees for consultation. The frequency of consultation meetings should depend on the field of study, the type of program, the stage of the research project and the independence of the student. At a minimum, formal meetings should be arranged every month. Best practice, however, suggests that more frequent contact is valuable in supporting and motivating students in their work.
- Informing supervisees, in a timely and courteous manner, any unforeseen developments which may make it impossible for them to honor planned meetings. After cancelling planned meetings, supervisors should immediately plan make-up meetings to discuss the agenda of the cancelled meetings.
- Discussing with students as early as feasible any potential joint authorship which they might propose in dissemination of research results (e.g. by publication in scholarly/research journals or presentation at conferences/seminars) and filing a written version of any understanding reached on this matter with the Board of Postgraduate Studies. Any written agreement must acknowledge the supervisee as a co-author of the publication. If applicable, supervisors should also encourage their supervisees to legally protect any qualifying outcome or process of their research through application for patent(s) and/or copyright(s).
- Conforming to KCA University's policies on intellectual property, scholarly integrity, and any other policies applicable to the research environment.
- Indicating to their supervisees when a draft dissertation/thesis is in an acceptable condition for examination and if it is clear that the dissertation/thesis will not be examinable, advising them in a timely manner. In the case of disagreement between the supervisor and the student as to whether the dissertation/thesis should move to defense, the student has no right to proceed to defense without the supervisor's support.

- In cases where financial assistance is provided from research grants or contracts under their responsibility, supervisors should communicate clearly and in writing, through the Board of Postgraduate Studies, to contracted supervisees the terms - amounts, length of time, conditions - of the financial commitment. The terms governing the research grant/contract must always be honored by all parties.
- Informing the graduate coordinator and the Dean, Board of Postgraduate Studies when, in exceptional circumstances, such as personal or professional conflicts, illness, emigration, prolonged leave, etc., withdrawal from their supervisory role is necessary and is in the best interest of the supervisees. In such cases, supervisors should co-operate to help arrange for continuity of supervision.
- Proving students with advice about post-graduation career prospects

2.3: Code of ethics for supervisors

Supervisors are expected to abide by the following code of ethics.

- Maintain the highest standards of rigor and integrity in all aspects of research.
- Ensure that research is conducted according to appropriate ethical, legal and professional frameworks, obligations and standards
- Avoid engagement in personal or business relationships with the supervisee which may lead to conflict of interest. Additionally, supervisors should declare conflicts of interest (e.g. in case of family and/or blood relations)
- Support a research environment that is underpinned by a culture of integrity and based on good governance, best practice and support for the development of researchers
- Use transparent, robust and fair processes to deal with allegations of research misconduct should they arise.
- Work with partners to strengthen the integrity of research and to review progress regularly and openly.
- The supervisor must not abuse the supervisory relationship financially, emotionally, socially or in any other way.
- Appropriate boundaries to the supervisory relationship must be made, understood and maintained both during and after the supervisory relationship has ended.

- Appropriate professional care of the Supervisee and his or her Clients must be maintained in the supervisory relationship and in all interactions between the Supervisor and the Supervisee.
- The supervisor is not expected to engage sexual or/and personal; and business relations with the supervisee; and publishing the student's work without their consent

2.4: Role and Responsibilities of Students

By embarking on a program of studies at the graduate level, students make a commitment to strive for the highest levels of academic achievement and contribute fully to the intellectual life of the University. Their prime responsibility is to meet the requirements of their degree programs in a timely manner. It is also the responsibility of students to adhere and comply with the University policies, procedures and regulations.

By agreeing to work with supervisors, students enter a partnership that will succeed if it is built on mutual trust and respect. Students should acknowledge the senior role played by their supervisors; who are experienced researchers and academics. It is expected that students will seek their supervisors' advice and give it serious consideration. Students can also seek advice and guidance from their supervisory committee members and graduate coordinators. They are as well expected to be well versed with the help lines, advisory offices, and counseling services available at KCA University regarding sexual harassment, race relations and special needs. The responsibilities of graduate students include, but are not limited to:

- Complying with all School/Faculty, Board of Postgraduate Studies, and KCA University policies, procedures, and regulations governing their graduate degree programs.
- Meeting all deadlines set by the University, their School/Faculty and the Board of Postgraduate Studies regarding tasks which they are required to execute in pursuit of their graduate degree.
- Agreeing with their supervisors on reasonable schedules for the completion of each portion of their dissertations or theses.
- Proactively, and in agreement with the supervisors, setting dates for meetings and availing themselves for such meetings. Students are expected to be well prepared for meetings with supervisors.
- Informing their graduate coordinators, the Board of Postgraduate Studies, and their supervisors of any prolonged absences from the University, including absences due to workplace transfers, and keeping the three parties above informed of how they can be contacted.

- Becoming aware of, and adhering to, the KCA University Policy on ownership of Intellectual Property and retention of any relevant information from their research by the University for educational and research purposes.
- Meeting the terms and conditions of any contractual agreements (e.g. research grants, teaching assistantships, research assistantships, etc.) which are supporting their research.
- Conducting research with the highest standards of ethical and scientific practices and with relevant approvals where, and when, required.
- Discussing with their supervisors the roles and responsibilities of each other in the supervisor-student relationship and communicating expectations of this relationship. These expectations should be defined early to prevent misunderstanding in the future.
- Providing reasonable evidence of satisfactory research progress, as requested by their supervisors or supervisory committees in adherence with established timelines. If the research evolves in an unexpected direction, the graduate student should meet with his/her supervisor to discuss the issue, determine how to proceed, and revise goals/objectives/timelines appropriately and as soon as possible.
- Giving serious consideration to the advice, criticism, and feedback offered by supervisors regarding academic & research work and discussing differences of opinion or viewpoints.
- Submitting their dissertations/theses for oral examination via the procedures specified and abiding by verdicts of defense committees. However, if dissatisfied with such decisions, students can lodge formal appeals¹.
- Ensuring that the contact information with the supervisors, their School/Faculty, the School of Graduate Studies & Research, and the Registrar's office is always current.
- Realizing that supervisors have other duties and commitments which might slow down the return of drafts, delay access, or cause planned meetings to be cancelled.
- Producing dissertations/theses which meet the specifications and standards of the Board of Postgraduate Studies and the School/Faculty hosting the program.
- Respecting copyright laws and regulations when reproducing copyrighted material in their work.

¹ Please see section 3.2: Procedure for Appealing Verdicts of Defense Committees

- Bringing to the attention of their supervisors other responsibilities, time commitments, and special circumstances which may affect their progress in research.
- Acknowledging the contribution of their supervisors and others in presentations and published material.
- Invoking the dispute resolution mechanism in case any conflict arises between them and their supervisors².
- Submitting progress log forms, duly signed by themselves and by their supervisors, to the Board of Postgraduate Studies after each and every meeting.

2.5: Role and Responsibilities of the School or Faculty offering the Graduate Program

The heart of graduate studies is in the Schools and Faculties hosting graduate programs. Indeed for most graduate students, the main link with the University is through their School/Faculty. The School/Faculty, through the graduate coordinator, plays a central role in creating a positive environment in which graduate students can pursue their scholarly work and intellectual growth. Students should become acquainted with the coordinators of their graduate programs and stay informed about activities and events organized for them by their School/Faculty.

Enumerated below are key responsibilities of the Faculties/Schools offering graduate programs, through the graduate coordinators. This list is not exhaustive and other duties of Faculties/Schools might arise:

- Providing current and complete information to all graduate students, both incoming and continuing, on each and every aspect of graduate programs offered by their respective School/Faculty.
- Posting information on the help lines, advisory offices, and counseling services available at KCA University regarding sexual harassment, race relations, and special needs.
- Ensuring that all Faculty/School & Board of Postgraduate Studies's administrative procedures concerning research are adhered to.
- Ensuring that all important dates and deadlines in the graduate research process are clearly articulated.
- Ensuring that there are departmental regulations governing the assigning of supervisors and informing potential supervisors and students of these regulations.

² Please see Section 4.0: Resolving of Disputes Between Students And Supervisors

- Subject to submission of prospective research topics by students, ensuring that all graduate students have supervisors by the end of the first month following their completion of coursework. Students in research-only programs should be assigned supervisors immediately after their enrolment.
- Ensuring that prompt and satisfactory arrangements for continuity of supervision are made in cases where a supervisor is going to be absent for a prolonged or unspecified period of time.
- Being accessible to students when called upon for discussion, consultation, or advice relating to their academic progress, research, and/or other matters of concern.
- Establishing an effective means of communicating with graduate research students about important events and opportunities such as colloquia, seminars, funding chances, conferences etc
- Facilitating resolution of disputes between students and supervisors. This may involve changing supervisors or other reasonable actions which would enable students' progress toward degree completion.
- Ensuring that the graduate program environment is free from harassment and discrimination and that the policies and procedures governing graduate programs accommodate diverse student needs and special circumstances.
- Providing a feedback mechanism through which students can inform the Faculties/Schools on how they can improve their graduate programs.

2.6: Role and Responsibilities of the Board of Postgraduate Studies

The Board of Postgraduate Studies oversees and coordinates all graduate programs offered at KCA University. The School works closely with students, Schools, and Faculties to promote excellence and foster an enriched and collegial environment for the pursuit of graduate education.

Responsibilities of the Board of Postgraduate Studies in relation to graduate supervision include, but are not limited to:

- Providing technical support to new and continuing faculty supervisors on graduate supervision (e.g. through training workshops) and informing them of relevant professional development opportunities facilitated by either KCA University or other parties.
- Ensuring that Faculties/Schools and students adhere to the policies and procedures governing graduate research.

- Working with Faculties/Schools to ensure that milestones, degree level expectations, and learning outcomes are identified and disseminated.
- Offering mechanisms for the resolution of student-supervisor disputes and other supervisory problems which cannot be settled at the Faculty/School level.
- Availing to the university fraternity a graduate student handbook that covers; general information for graduate students, graduate programs on offer, program requirements, procedures for progress & completion of graduate programs, and other information relevant to Graduate Studies and Research.
- Providing guidance on issues relating to intellectual property, publication of materials, scholarly integrity, and other relevant policies and procedures at KCA University.
- Monitoring students' research progress through analysis of progress log forms. Students should ensure that they fill progress log forms every time they meet with their supervisors. Duly signed progress log forms should be forwarded by students to the Board of Postgraduate Studies after every meeting.
- Liaising with Faculties/Schools and other arms of the University on all matters relevant to Graduate Studies and Research.

CHAPTER THREE

EXAMINATION OF GRADUATE RESEARCH WORK

3.1: Introduction

Graduate students' research projects are examined differently from other academic work: Students are required to subject their work to oral examination (defense) at two levels, i.e. after preparing their research proposals and after completion of the first draft of their final dissertations/theses. In addition, the first draft of the final dissertation/thesis is submitted for grading by the university's examiners.

3.2: Policy on Plagiarism

KCA University is keen on maintaining high standards of quality and plagiarism is not tolerated at all. In line with this, stiff penalties are meted on those who engage in plagiarism and related forms of academic dishonesty.

3.3: Examination Procedures of Graduate Research Work

Research projects usually have three examination procedures: proposal presentation, examination of the completed thesis/dissertation, and defense of the completed thesis/dissertation. These examination procedures and the processes leading to them are outlined in detail below:

3.3.1: Proposal Development and Examination

Development

Once graduate students complete the coursework part of their programs, they should commence work on their graduate research projects in the succeeding trimester. (Students in research-only programs embark on graduate research immediately after enrollment). After registration for the research project module, students should send their proposed research topics to the graduate coordinators of their respective Schools/Faculties for supervisor allocation. Assigning of supervisors is done by the Faculty/School Deans, while formal appointment is done by the Dean, Board of Postgraduate Studies. Once appointment is done, students are notified of their supervisors by the Board of Postgraduate Studies.

As early as feasible, students should set up an initial meeting with their supervisors and come up with a work plan. Under the guidance of their supervisors, students should settle on their final research topics and develop their research proposals. Proposals should be written in future tense to indicate students' intention to carry out the proposed research if they get the authorization of the proposal defense panel.

Examination

On finalizing the research proposal, each student should seek the approval of his/her supervisor to submit his/her proposal for oral examination by requesting them to sign the *Submission of*

Research Proposal Form. Students should then submit two spiral-bound copies of the research proposal and the signed *Submission of Research Proposal Form* to the Dean of their School/Faculty. A copy of the *Submission of Research Proposal Form* should be sent to the Dean, Board of Postgraduate Studies.

Graduate coordinators usually prepare in advance schedules of dates in which defense of proposals will be conducted in the various Schools/Faculties. Students are expected to choose their preferred proposal presentation date and submit their proposals by or on the deadline specified for their chosen date.

As soon as possible, after the student has submitted two copies of their proposal, the Dean, Board of Postgraduate Studies, on advice from the Graduate Coordinator of the student's respective Faculty/School appoints two examiners for each proposal: an internal examiner and an external examiner. Examiners are assigned proposals that match their respective areas of specialization. Both examiners are required to return the graded proposals, together with their grading rubrics, to the Board of Postgraduate Studies within seven days.

In cases where there are fundamental flaws with the Problem statement, research objectives, and methodology, the student must not be given a "*pass with minor changes*" verdict regardless of the marks that were awarded by the examiners.

When there is a big disparity in the marks awarded by the two examiners, the Dean, School of Graduate Studies and Research, on advice from the Dean of the student's respective Faculty/School shall appoint a third evaluator of the dissertation. The final marks shall be determined by the independent evaluator's marks and those that were awarded by the initial examiner who has a higher level of concordance with the independent evaluator.

Attendance of a student's oral examination by their supervisor is mandatory and students are requested to inform their supervisors of their proposal presentation date and remind them to attend the event as the date approaches.

Oral Presentation

The actual oral examination takes place before a viva-voce panel – usually consisting of faculty members whose area of specialization is similar or related to the student's area. The minimum quorum should be five members: the chair, secretary, two discussants and the supervisor. Two members of the panel evaluate the student's oral presentation and award marks using a standard rubric. The supervisor is not qualified to evaluate their student's oral presentation.

Possible Verdicts

There are three possible decisions that can be made concerning a student's proposal: a.

Accept with minor revisions

b. Accept with major revisions

c. Reject

Decisions are based on a majority vote of the defense panel. In issuing a verdict, the panelists consider the marks awarded to the proposal by the two examiners, the marks awarded by the two oral evaluators and other emergent factors. Below is a brief description of what each decision means and the process that follows thereafter.

Accept with minor revisions: This decision means that the work presented is satisfactorily good, but minor revisions are required before the student can be allowed to proceed to the field to collect data. Such minor corrections should be completed within a two week duration. The process of doing the revisions and getting clearance to collect data is as follows:

- a. The student receives a written report of the required revisions from the graduate coordinator of his/her School/Faculty.
- b. The student makes corrections to the proposal and submits it to the supervisor for verification. If the supervisor is satisfied that the student has made the required revisions, he signs a copy of the *proposal correction form* for the student.
- c. The student submits a spiral-bound copy of the proposal together with the signed proposal correction form to the Board of Postgraduate Studies.
- d. The graduate school issues a letter confirming that the student has been cleared to collect data.
- e. The student proceeds to the field to collect data and thereafter writes the dissertation.

Accept with major changes: The panel issues this verdict when it is not satisfied the presented work meets the required threshold and rigor. As such, the student is required to overhaul his work and re-present it before a future panel. The rework should be completed within one month. A student who receives this verdict should progress as follows:

- a. The student receives a written list of the required revisions from his/her graduate coordinator.
- b. The Student makes all required corrections to the proposal and forwards it to his/her supervisor.
- c. The supervisor checks and verifies that the required revisions have been made. If satisfied with the corrections, he should sign a copy of the *proposal correction form* for the student.
- d. The student prepares a list entitled “*Response to panelists’ comments*” of the revisions he has made in response to the panelists’ concerns. The responses should clearly explain how each of the concerns raised by the panel was addressed and the pages in the proposal in which the revisions are found.
- e. The student submits two spiral bound copies of his revised proposal to the Board of Postgraduate Studies and gets booked to present his proposal.
- f. In the re-defense, the student only elucidates how the required corrections were done in the revised proposal. The student thus does not present the whole proposal but only the revisions.
- g. The panel deliberates on whether the previous panelists’ concerns have been adequately addressed and decides whether to accept or reject the proposal. When a student re-defends his proposal, there are only two possible verdicts: the proposal can either be accepted or rejected

Resubmit: A defense panel issues a “resubmit” verdict if the student’s work is fatally flawed. If a student is given this verdict by the defense panel, he/she should proceed as follows. a. Write the proposal afresh, even on a fresh topic if need be.

b. The student should present the new proposal within a six-month duration from the date of initial presentation.

c. Pay a re-submission fee as determined by the University’s finance department.

PLEASE NOTE: Students are allowed to re-start their graduate research only once. If a student’s proposal is rejected for a second time, they are discontinued from KCA University.

3.3.2: Dissertation/Thesis Development Examination

Development

After proposal presentation, students with “accept” verdicts are expected to work on their dissertation/thesis after following the applicable proposal corrections steps for their verdict. Students whose proposals were rejected should write fresh proposals, present them, earn an “accept” verdict, and do applicable corrections before they proceed to work on their dissertations. The Board of Postgraduate Studies establishes and posts a schedule of dissertation/thesis defense dates, complete with a corresponding submission deadline for each defense date. Students should choose a date for their dissertation/thesis defense and submit their dissertation/thesis to the Board of Postgraduate Studies at least 30 days before their chosen defense date. Before submitting their dissertations for defense, students are expected to seek the authorization of their supervisors by requesting them to sign the *Submission of Dissertation* form. Two spiral-bound copies of the first draft of the final dissertation/thesis together with the signed *Submission of Dissertation* form should be submitted to the Board of Postgraduate Studies at least one month before the defense date.

Examination

As soon as possible, after the student has submitted two copies of their dissertation or thesis and it is certified that the copies are in the correct format for examination, the Dean, School of Graduate Studies and Research, on advice from the Dean of the student’s respective Faculty/School appoints two examiners for each dissertation/thesis: an internal examiner and an external examiner. Examiners are assigned dissertations/theses which match their respective areas of specialization. Both examiners are required to return the graded dissertations/theses, together with their grading rubrics, to the Board of Postgraduate Studies within fourteen days.

In case there is a big disparity in the marks awarded by the two examiners, the Dean, School of Graduate Studies and Research, on advice from the Dean of the student’s respective Faculty/School shall appoint a third evaluator of the dissertation. The final marks shall be determined by the independent evaluator’s marks and those that were awarded by the initial examiner who has a higher level of concordance with the independent evaluator.

Oral Defense

After receipt of graded dissertations/theses from the examiners, the next step in examination of graduate research is oral examination of students' completed research work. Just like in oral examination of proposals, the actual oral examination takes place before viva-voce panels. Each panel consists of faculty members and experts whose area of specialization is similar or related to that of students appearing before it. In dissertation/thesis defense, panel members are appointed by the Dean of the Board of Postgraduate Studies on advice from the Board of Graduate Studies and Research.

Attendance of a student's dissertation/thesis defense by their supervisor is mandatory and students are requested to inform and continually remind their supervisors of their defense dates. Supervisors shall provide no input over the course of their students' defense. However, they are free to offer clarifications and their views to the panelists after the defense and in absence of the student before the verdict is communicated.

The dissertation/thesis oral examination procedure entails students' presentation of their entire research work in a comprehensive manner and responding to pertinent questions by the panelists and audience.

Possible verdicts

The panel, after listening to the viva voce and taking into account the examiners' reports, decides whether to:

- a. Pass the dissertation with minor revisions
- b. Pass the dissertation with major revisions
- c. Reject the dissertation

The final decision is based on a majority vote of the defense panel. The implication of each of the following decisions is outlined below.

Pass with minor Changes: This verdict is issued when the student's work is satisfactorily good but minor revisions are required before the student can be allowed to graduate. The revision process is as follows:

- a. The student receives a written report of the required revisions from the Board of Postgraduate Studies.
- b. Corrections to the dissertation are made and the corrected dissertation/thesis is submitted to the supervisor.
- c. The supervisor verifies whether indeed the required revisions have been made. If he is satisfied with the revision, he signs the *Dissertation Correction Form* for the student.
- d. The student prepares a report of revisions titled "*Response to the Panel*". This response clearly explains how all concerns raised by the panel were addressed and the pages in the Dissertation where the revisions are found.
- e. The student submits a spiral-bound copy of the revised dissertation and the "*Response to the Panel*" to the Board of Postgraduate Studies.

- f. The revised dissertation and the “*Response to the Panel*” are sent to an examiner for examination. The examiner must have been a member of defense panel.
- g. A report is sent to the Board of Postgraduate Studies by the examiner stating whether the raised issues were adequately addressed. If the examiner is of the opinion there are some issues that need additional input, the student is requested to re-do the revisions and re-submit the dissertation to the Board of Postgraduate Studies.
- h. After the examiner is satisfied that all issues raised by the panel are adequately addressed, the student is requested to submit the final dissertation in accordance with the Graduate Studies and Research’s submission procedure.
- i. After submission of the dissertation, the student is issued with a letter of completion by the Board of Postgraduate Studies while awaiting graduation.

Pass with major changes: The panel issues this verdict when it is not satisfied the presented work meets the required threshold and rigor. The student is required to implement suggested corrections to the dissertation and present it before a future panel. Progress for a student who has received this verdict should proceed as follows:

- a. Within one working day after the defense, the student receives a written list of the required revisions from the Board of Postgraduate Studies
- b. The student makes the required corrections under the guidance of the dissertation supervisor
- c. The dissertation supervisor verifies whether the required revisions have been made. If he is satisfied with the corrections, he signs the *Dissertation Correction Form* for the student.
- d. The student prepares a list of revisions titled “*Response to the Panel*”. The response should clearly explain how the concerns raised by the panel were addressed and the pages in which the revisions are found.
- e. At least two weeks before the scheduled date for re-defense, the student should submit the revised dissertation to the Board of Postgraduate Studies.
- f. The revised dissertation and the “*Response to the Panel*” are forwarded to at least two examiners for evaluation.
- g. The student presents his “*Response to the Panel*” before a defense panel. The student basically presents to the panel a report of the corrections that were required and how each is addressed in the revised dissertation/thesis. When a student re-defends his dissertation, there are only two possible verdicts: the dissertation is either accepted or rejected.

Rejection: The dissertation/thesis is rejected when it is fatally flawed. A student whose dissertation is rejected will be required to repeat their research afresh from the proposal stage. The implication here is the student pays a full fee for the research unit.

NB: In cases where there are fundamental flaws with data analysis, the student must be not be given a “*pass with minor changes*” verdict regardless of the marks that were awarded by the examiners.

3.4: Submission of the Final Dissertation/Thesis and Processing of Results

After passing the dissertation/thesis defense, students should format the soft copy of their dissertations/theses according to the Board of Postgraduate Studies's formatting guidelines and submit two hardcover-bound copies of the document to the Board of Postgraduate Studies. Duly filled and signed copies of *Form A-6: Submission of Dissertation Form* and *Form A-5: Dissertation Correction Form*³ should be filed with the Board of Postgraduate Studies when submitting copies of the hardcover bound dissertation/thesis. After stamping and documentation, one copy of the dissertation/thesis is then returned to the student for their records. Finally, the scores awarded to the dissertation/thesis by the internal & external examiners and the defense panel are collated and used to compute a final score for the research project, which is communicated to students after approval of results by the Boards of the Respective Schools/Faculties, the Board of Graduate Studies and Research, & the University Senate.

3.5: Procedure for Appealing Verdicts of Defense Committees

If a student is not satisfied with the verdict of a Viva-Voce committee, whether at the proposal stage or at the dissertation/thesis stage, he/she might want to appeal the unsatisfactory verdict.

The appeal procedure is articulated below:

- a. The student starts by writing to the Dean, Board of Postgraduate Studies appending reasons why he/she thinks that the decision of his defense panel was not fair.
- b. The Dean, School of Graduate Studies & Research writes to the Chair of the student's defense panel and the Dean of the student's School/Faculty informing them of the student's request.
- c. The Dean of the Board of Postgraduate Studies, the Dean of the student's School/Faculty, and the Chair of the panel which facilitated the student's oral examination jointly evaluate the panelists' evaluation forms and other relevant evidence before making a joint decision on whether the student's request is admissible.
- d. The joint decision of the Dean of the Board of Postgraduate Studies, the Dean of the student's School/Faculty and the Chair of the panel is communicated in writing to the student. If the request for a review is allowed, the student is permitted to defend their work in a future panel; otherwise, he/she is informed that the disputed verdict is deemed fair.

³ Dissertation correction forms are submitted only when corrections have been made to the initial dissertation.

CHAPTER FOUR

RESOLVING OF DISPUTES BETWEEN STUDENTS AND SUPERVISORS

4.1: Introduction

In normal human relationships, differences are bound to arise. This part discusses the resolution of conflicts between graduate students and their supervisors. The procedures outlined in this part only pertain to conflicts which do not arise as a result of students' academic or exam misconduct. Cases of misconduct (e.g. plagiarism, falsification etc) are handled expressly by the Disciplinary Committee of the KCA University Senate⁴.

In this part, we have outlined several suggestions which can prevent and assist in resolving disputes between the supervisor and the student. Also discussed are the formal procedures to be followed in conflict resolution.

4.2: Possible Sources of Conflict

Conflicts between supervisors and students arise due to many factors. Some of the possible sources of conflict are:

- Personality differences (e.g., insecurity, arrogance, condescending attitude etc)
- Absenteeism by either the Supervisor or Student
- Emotional attraction (e.g., sexual harassment and attraction)
- Bribery
- Students being not up to the challenge
- Contradictory instructions by a supervisor or co-supervisor
- Poor or delayed feedback by the supervisor

4.3: Preventing and Resolving Disputes

Some of the notions which need to be kept in mind and actions which can be taken to prevent and/or resolve problems include:

- Taking action at the earliest possible opportunity. Though this is obvious, it is all too easy to avoid confronting difficult situations and hope things will get better. Solutions are usually simpler and easier to effect before problems escalate and positions harden.
- All parties should remain objective and rational without allowing any undue influence to tamper with their position. This might also entail trying to find the root cause of the problem because in many cases, it may not necessarily be what is obviously being presented.
- Problems are rarely completely one-sided, and solutions often need compromise and flexibility. Each party should carefully listen and pay attention to other party.

⁴ Please see section 4.6.3 of the KCA University Graduate Handbook for a complete description of actions which constitute misconduct and the penalties meted for each.

- Since someone else has undoubtedly had a similar problem, the aggrieved party needn't feel alone. They should communicate, seek advice, and take lessons from others' experiences.
- Resolution should be sought starting from the lowest level possible. Every time an issue goes higher in the chain of command of the conflict resolution procedure, there is additional delay, prospective increase in the complexity of the situation, and an increment in the overall intrinsic cost of the situation.
- All conflict is not necessarily to be avoided. Conflict can result in creative solutions and when the conflict involves ideas, it can advance knowledge.
- Inasmuch as there is a significant power differential in the student/supervisor relationship, the very nature of this relationship and the academic enterprise requires that ideas and assumptions may be challenged. As such, other the parties should be open to constructive criticisms.
- At the inception of the supervisory relationship, expectations by the two parties of each other should be clear, commonly understood on both sides, and put in writing if necessary.
- Not all conflict can be resolved informally. If the warring parties have tried to solve the conflict informally unsuccessfully, they should use the formal channel of solving conflicts.

4.4: Formal Procedure for Conflict Resolution

If a dispute or concern arises between a graduate student and a supervisor with respect to the supervisory relationship, the student and supervisor should try first to resolve any difficulties amicably between themselves. If informal discussion does not resolve the problem, the impasse can be resolved using the methodology outlined below:

- The party invoking the conflict resolution mechanism shall start by writing a formal letter, addressed to the Graduate Coordinator of his school/faculty. The Graduate Coordinator should try to solve the conflict between student and supervisor by mediating. If that fails then the aggrieved party write a formal letter reporting the nature of conflict to the Dean of their Faculty/School.
In instances where the Graduate Coordinator is the pertinent supervisor, this process will be adjudicated by another member of faculty, appointed by the dean of faculty.
- The Dean of faculty will try to resolve the conflict between the student and the supervisor. If he the conflict is not resolved at the stage, the dean of faculty will bring the matter to the attention of the Dean, Graduate School who will appoint an ad-hoc committee to resolve the dispute. If the dispute still remains outstanding, the Dean, Graduate School will bring the matter to the attention of the Deputy Vice Chancellor, Academic Affairs.

In instances where the pertinent supervisor is the dean of either of the schools, this process will be adjudicated by the respective associate dean.

- The Deputy Vice Chancellor, Academic Affairs will consider all facts and evidence that are central to the dispute and then issue a verdict on the matter without prejudice to the right of appealing the decision to the University Senate.
- If the aggrieved party will not be satisfied with the verdict Deputy Vice Chancellor, he can write an appeal to the Vice Chancellor in his capacity as the Chairman of the University Senate. On receipt of the written appeal, the Senate, or any of its Committees to which hearing of such appeals is delegated, will deliberate on the appeal and pass a verdict. The decision of the Senate, or its responsible Committee, will be communicated to the appellant in writing and will be final.

4.5: Changing Supervisors and Disengaging Supervisees

It is expected that graduate students will be able to work cordially with their supervisors until they complete their research projects. However, differences which might strain the supervisory relationship adversely - to the level of necessitating a change of supervisor may arise.

Circumstances which are not necessarily adversarial (e.g. development of a non-professional/personal relationship between the supervisor and the student) might also arise and necessitate dissolution of a supervisory relationship.

4.5.1: Changing Supervisors

If a student feels that he/she should be reallocated to a different supervisor, he/she should provide appropriate reasons to support his/her request. The student should file a “*Change of Supervisor*” Form with the graduate coordinator outlining the aforementioned reasons. If approval is granted at the student’s Faculty/School and at the Board of Postgraduate Studies, the Dean of the student’s respective School/Faculty reassigns the student to a new supervisor and advises the Dean, Board of Postgraduate Studies who formally appoints the new supervisor. The Board of Postgraduate Studies then informs the student and the new supervisor of the appointment.

Supervisors can also be dropped from supervision on grounds of conflict of interest and nonperformance. Disengagement on such grounds can be initiated by either the graduate coordinator, Deans of faculty or SGS&R.

4.5.2 Disengaging Supervisees

Sometimes, supervisors might find themselves in circumstances which make it impossible for them to continue working with one, some, or all of their current supervisees. Such circumstances could include conflicts in the supervisory relationship, health issues, transfer to a far-flung place of work,

emigration, development of a new non-academic relationship (which might lead to a conflict of interest situation) with a student, etc

If a supervisor would like to disengage any or all of their supervisees before completion of their graduate research work, he/she should write to the Dean, Board of Postgraduate Studies, detailing the situation at hand. The Dean, Board of Postgraduate Studies should then forward the request to the Dean of the respective School or Faculty who reallocates the affected students to a new supervisor. The Dean of the Board of Postgraduate Studies formally appoints the new supervisor and facilitates communication of the new supervisory relationship to the affected students and the new supervisor. Students should be reassigned to a supervisor whose area of specialization is similar, or related, to theirs. Once a change of supervisor has been effected, the Graduate School will notify the outgoing supervisor, the incoming supervisor and the student. The records on supervision will then be updated.

CHAPTER FIVE

GUIDELINES FOR PUBLICATION OF GRADUATE RESEARCH WORK

Dissemination of research results through publication in scholarly journals or by presentation at conferences enhances the body of knowledge in the student's area of specialization. It is recognized that graduate research in most disciplines is a collaborative effort and all who have made a significant intellectual contribution to the research activity should be included as authors of the publication. In this part, we outline the KCA University guidelines which should be followed when publishing or otherwise disseminating research derived from dissertations/theses of KCA University graduate students. Graduate students and their supervisors are advised to familiarize themselves with faculty/school-specific guidelines pertaining publication of theses/dissertations. Journals also have guidelines for authorship that must be considered.

Enumerated below are some of the guidelines pertinent to publication of graduate research:

- The intellectual content is co-owned by the student and the supervisor. However, when publishing the work, the student should be the 1st author provided that the work is published within 2 years after graduation. If not published within 2 years after graduation the supervisor may publish the work with consent from the student as the first author.
- If the student is not interested in publishing the dissertation, the supervisor can seek the consent of the student to publish the document singly. No publication shall take place without the student's consent. Additionally, a third party shall not be included as an author of a paper that is based on a student's dissertation without their consent.
- All authors must have contributed to developing the manuscript and have read and understood the entire contents of the publication.
- All authors must be sufficiently familiar with the conduct and at least the general interpretation of the research to accept responsibility for its integrity and credibility.
- It is the responsibility of the author corresponding with the journal or conference, or his/her proxy, to ensure that authorship decisions conform to KCA University guidelines and ensure that all authors approve the final submission before publication.
- It should be recognized that, in accordance with KCA University policy, intellectual property is owned by the creators. However, the University retains a royalty-free irrevocable right to use for educational and research purposes any intellectual property created by a student in relation to her/his research activities.

- Supervisors are urged to discuss issues regarding publication with their students at an early stage of their program and are encouraged to have a written agreement to protect their own interests and the interests of the student. A written agreement serves to clarify responsibilities and expectations and can prevent problems from developing later on.
- Each author should be able to vouch for the quality and integrity of his/her contribution to the work.
- Supervisors should make sure that their students are aware of implications and/or obligations, with regard to intellectual property, of research conducted under contracts.
- Prior to the submission of a dissertation/thesis-derived paper, which is co-authored with their supervisor for publication, the student should discuss a draft of the paper with the supervisor. Additionally, he should honor any request by the supervisor to review original data associated with the submission.

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SCHOOL OF GRADUATE STUDIES AND RESEARCH

FORM A1 GRADUATE RESEARCH SUPERVISION PROGRESS LOG FORM

This progress log is for you, the student and your supervisor(s) to fill every time you meet. You are required to meet with your supervisor(s) at least once fortnight. The student should be required to submit a copy of the completed form, signed by the supervisor(s), to the School of Graduate Studies & Research after each meeting. The form shall be used in tracking the student's progress. The Log form should be kept up to date and is to be used as evidence that meetings between the student and the supervisor have actually taken place. If the student is away doing fieldwork, the form should be filled and indication made accordingly.

Name of Student:	_____
Name of Supervisor:	_____
Name of Co-Supervisor:	_____
(if applicable)	
Faculty/School:	_____
Program:	_____
(e.g. MBA - Corporate Management)	
Current Research Topic:	_____

Meeting Date:	_____
Meeting Venue:	_____

Issues Discussed (Please List):

Date for next Meeting: _____

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Co-Supervisor's Signature: _____ Date: _____

SGS Coordinator's Name _____

Signature: _____

Date Submitted: _____

KCAU/SGS/AA/002



SCHOOL OF GRADUATE STUDIES AND RESEARCH

FORM A-2 SUBMISSION OF RESEARCH PROPOSAL

I hereby submit my research proposal prepared in partial fulfillment of the requirements for the award of Master's degree in _____.

Title of Research
Dissertation: _____

Student Name: _____

Student Number: _____

Faculty/School: _____

Student's Signature: _____

Submission
Approved by
Supervisor: Name: _____
Signature: _____ Date: _____

Submission
Approved by
Dean, Board of
Postgraduate
Studies: Name: _____
Signature: _____ Date: _____

KCAU/SGS/AA/003



SCHOOL OF GRADUATE STUDIES AND RESEARCH

FORM A-3 SUPERVISION PROGRESS REPORT

This report is for you, the supervisor, to log the progress of research students under your supervision. A filled and signed copy of the Supervision Progress Log Form should be filed with the Board of Postgraduate Studies on a Monthly basis to enable the school to keep track of student's progression.

Student's Name:
Month, Year:

Date	Issues for Student's Action	Comments on implementation of tasks from the last meeting	Supervisor's Signature

SIGNED

Dean, School of Graduate Name: _____

Studies and Research Sign _____ Date: _____

KCA/SGS/AA/004



SCHOOL OF GRADUATE STUDIES AND RESEARCH

FORM A-4 PROPOSAL CORRECTION FORM

Student's name: _____

Student Number: _____

Faculty/School: _____

Supervisor's Name: _____

I confirm that the above named student has made the necessary corrections to his/her proposal as required by the proposal Defense Panel. I have approved these corrections as the student's supervisor.

The corrected Proposal must be submitted to the Board of Postgraduate Studies. For major revisions, this form should be at least seven days before the schedule re-defense date.

SIGNED

Supervisor: _____

Date: _____

KCA/SGS/AA/005



SCHOOL OF GRADUATE STUDIES AND RESEARCH

FORM A-5 DISSERTATION CORRECTION FORM

Student's name: _____

Student Number: _____

Faculty/School: _____

Supervisor's Name: _____

I confirm that the above named student has made the necessary corrections to his/her Dissertation as required by the Dissertation Defense Panel. I have approved these corrections as the student's supervisor.

The corrected Dissertation must be submitted to the Board of Postgraduate Studies. For major revisions, this form should be at least seven days before the schedule re-defense date.

SIGNED

Supervisor: _____ Date: _____

KCA/SGS/AA/006



SCHOOL OF GRADUATE STUDIES AND RESEARCH

FORM A-6 PHD DISSERTATION CORRECTION FORM

Student's name: _____

Student Number: _____

Faculty/School: _____

Supervisor's Name: _____

I confirm that the above named student has made the necessary corrections to his/her Dissertation as required by the Dissertation Defense Panel. I have approved these corrections as the student's supervisor.

The corrected Dissertation must be submitted to the Board of Postgraduate Studies. For major revisions, this form should be at least seven days before the schedule re-defense date.

APPROVALS

Chair of Name: _____

Dissertation

Panel Signature: _____ Date: _____

Name: _____

Examiner 1

Signature: _____ Date: _____

Name: _____

Examiner 2

Signature: _____ Date: _____

Examiner 3

Name: _____

Signature: _____ Date: _____

KCAU/SGS/AA/006



SCHOOL OF GRADUATE STUDIES AND RESEARCH

FORM A-7 SUBMISSION OF DISSERTATION

NB: *This form should be submitted to the School of Graduate Studies & Research*

I hereby submit my Dissertation prepared in partial fulfillment of the requirements for the award of a Master's degree in _____

Title of Research Dissertation: _____

Name: _____

Student Number: _____

Faculty/School: _____

Student's Signature: _____

Supervisor's Name: _____

Submission approved by Signature: _____

Supervisor:

Date: _____ KCAU/SGS/AA/007



SCHOOL OF GRADUATE STUDIES AND RESEARCH

FORM A-8 SUBMISSION OF FINAL VERSION OF MASTERS DISSERTATION

NB: You should submit to the Board of Postgraduate Studies a soft copy and two hardbound copies of the dissertation's final version. This should be done at least three weeks before the projected graduation date

PART A (Student's Details)

Student Name:

Surname

Last Name

Middle

Student Number: _____

Cohort: _____ (e.g. Sept. 2011)

E-mail: _____

Cell Phone: _____

Dissertation Title: _____

Submission Date: _____

Signature: _____

Faculty/School: _____

Program: _____

(e.g. MBA – Corporate Management, MSC – Data Communications, etc.)

Projected Graduation Date: _____

PART B: Clearance by Dissertation Copyeditor

I, the undersigned, certify that this final version of the dissertation is written in the required APA format

Name of Copyeditor: _____

Signature: _____ Date: _____

PART C: Clearance by the Faculty/School

We, the undersigned, do declare that this is the final version of this dissertation and certify that no further revisions, amendments or alterations are required. We further declare that the dissertation meets all the program's requirements of a Masters' dissertation.

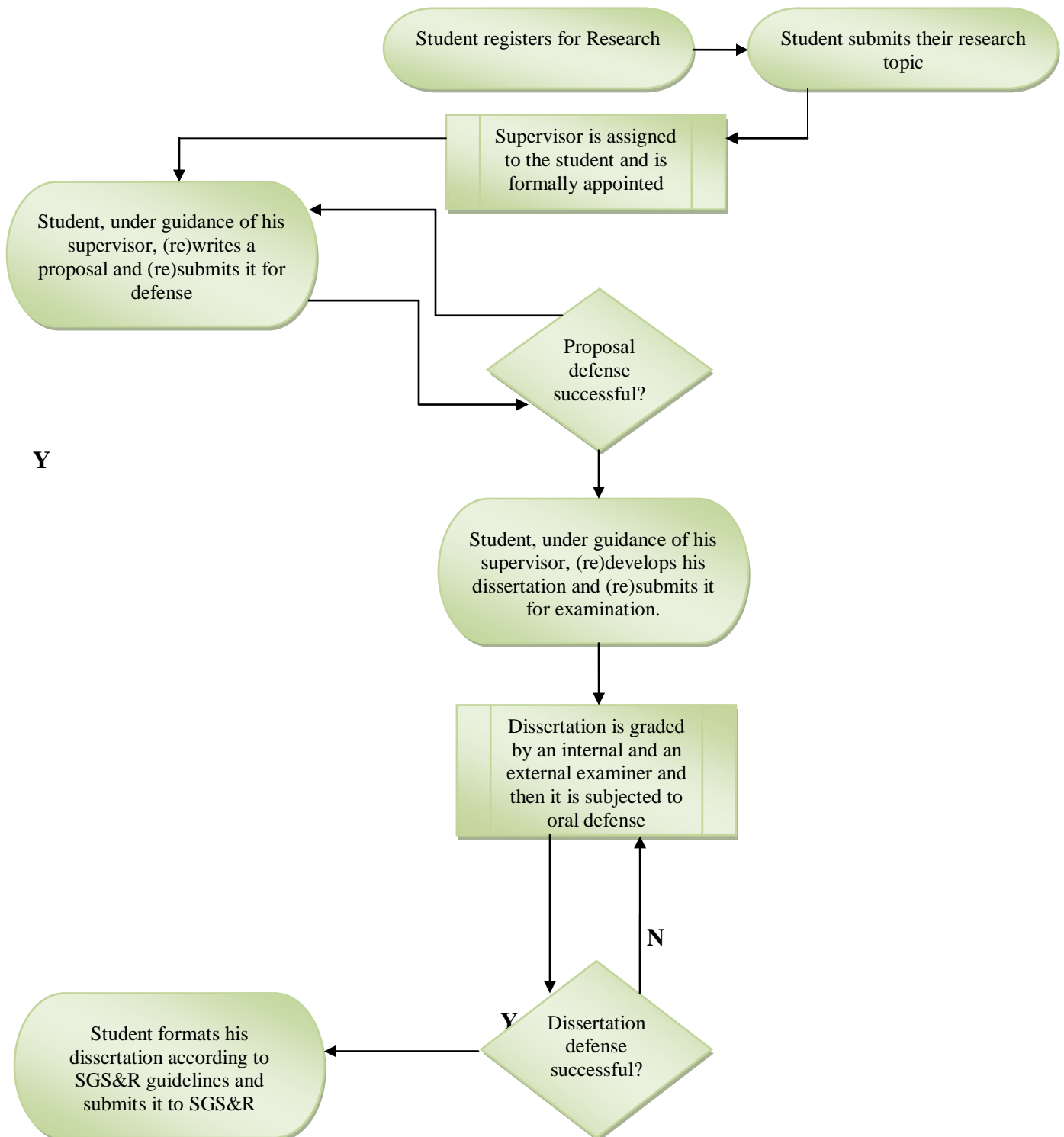
Approved by Dean Name: _____ of
Faculty/School: Signature: _____ Date: _____

APPENDIX II

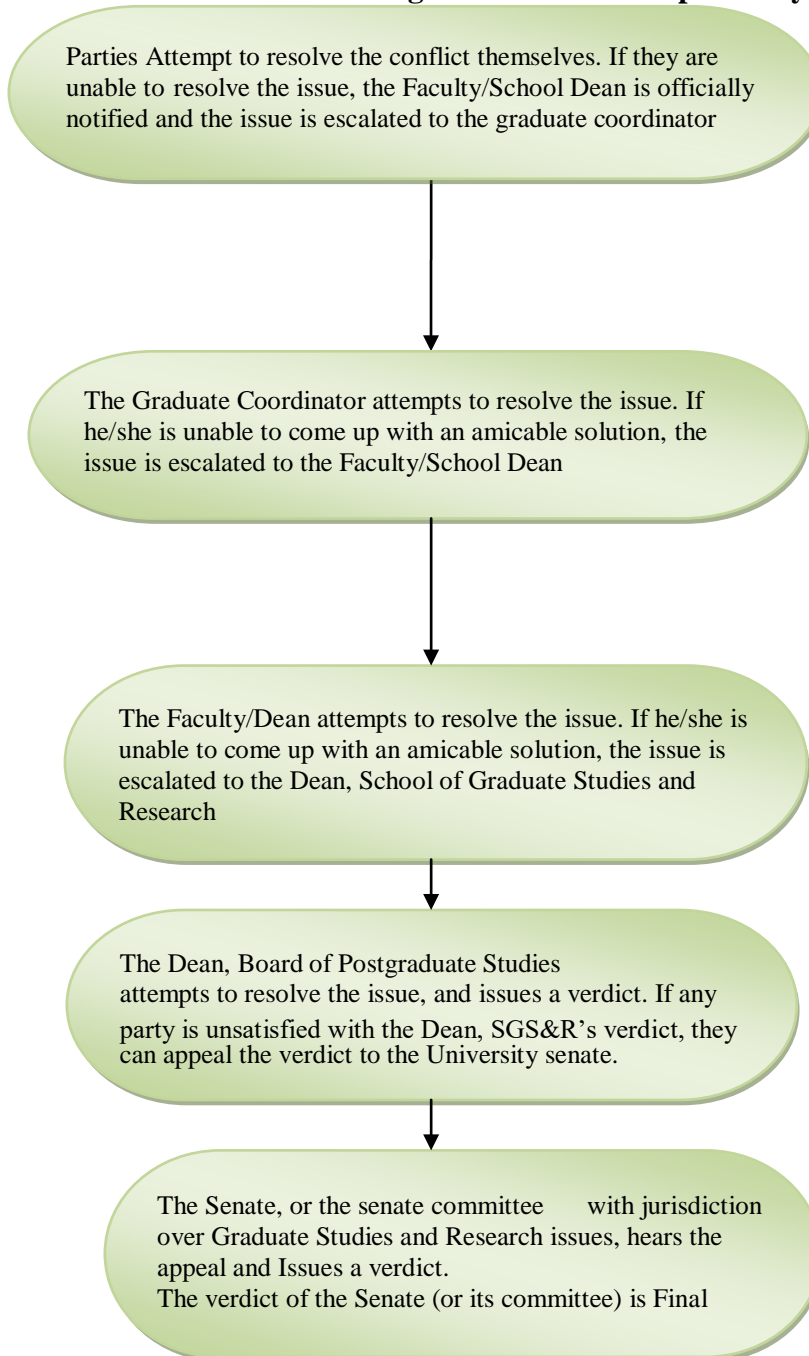
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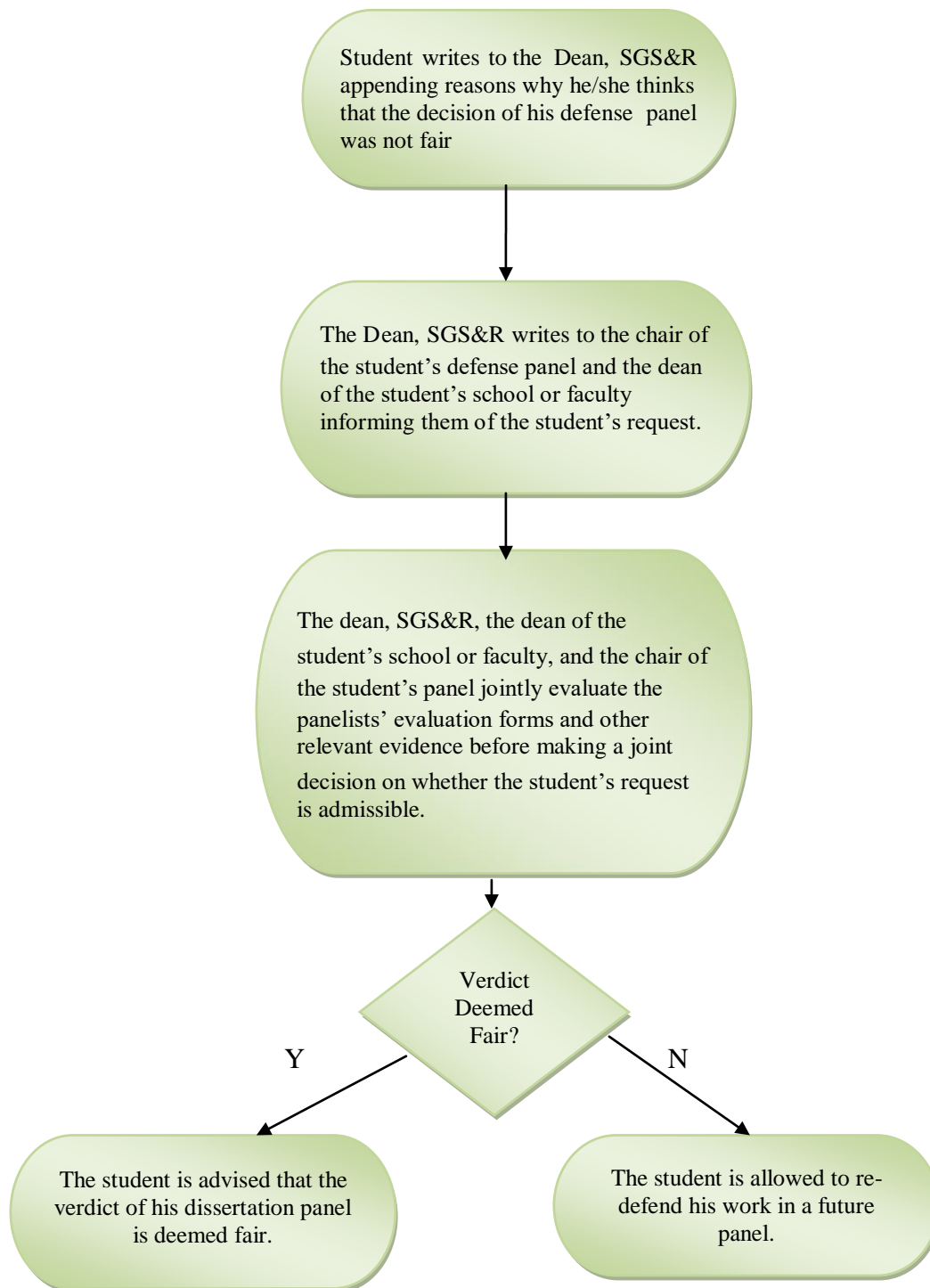
Graduate Research Process



Formal Procedure for resolving Conflicts in the supervisory Relationship



Procedure for Appealing Verdicts of Defense Committees



APPENDIX III

Milestones in Graduate Research

1. Supervisor Allocation
2. Topic Submission
3. Initial Student-Supervisor Meeting
4. Meeting to Discuss Chapter One
5. Completion of Chapter One
6. Meeting to Discuss Chapter Two
7. Completion of Chapter Two
8. Meeting to Discuss Chapter Three
9. Completion of Chapter Three
10. Development of data collection instrument & abstract
11. Submission of proposal for examination
12. presentation of proposal
13. Meeting to Discuss panel verdict and suggested corrections
14. Implementation of corrections
15. Supervisor's approval of corrections
16. Collection of data collection letter
17. Data collection
18. Meeting to Discuss Chapter Four
19. Completion of Chapter Four
20. Meeting to Discuss Chapter Five
21. Completion of Chapter Five
22. Compilation of final dissertation document (including the front and back matter)
23. Submission of dissertation for defense
24. Defense of Dissertation
25. Meeting to Discuss panel verdict and suggested corrections
26. Implementation of corrections
27. Supervisor's approval of corrections
28. Submission of the Dissertation to Graduate School for copy-editing
29. Submission of hard bound copies & soft copy of the Final Document to Graduate School
30. Approval of grades by the boards of respective Schools/Faculties, the SGS&R board, and University Senate.
31. Issuance of Transcripts to Students