



## BOARD OF POSTGRADUATE STUDIES

### **My Research Granary101 Series**

The Board of Postgraduate Studies (BPS) plays a critical role in the realization of the university's mandate through the provision of a supportive ecosystem that promotes postgraduate students' research excellence. *My Research Granary101* is a series of simplified write-ups by Dr. Jackson Ndolo, that seek to build research capacity among KCA university postgraduate students, however, the information may be of help to any researcher who wishes to improve their academic writing skills. The current write-up provides simplified stepwise (1-12) guidelines, a road map on the key milestones, for our graduate students in the dissertation and thesis journey.

1. **Crafting of a Research Title, Development of Concept Paper, Submission and Presentation:** It is desirable that our students research impacts on society and therefore students are advised to craft research titles around existing societal challenges as well as within the university thematic areas obtainable from the university website [www.kcau.ac.ke](http://www.kcau.ac.ke).
2. **Allocation of Supervisor/s:** Students will be allocated 1/2/3 supervisor/s by the respective schools upon completion of all coursework units.
3. **Development and Presentation of Research Proposal:** A student having successfully registered for dissertation or thesis is expected to develop the research proposal under the guidance of the supervisor/s. No student should submit the proposal without the approval of the supervisor/s as required in the proposal submission form. It is desirable that students should come up with novel research work that exhibits originality and zero plagiarism. No proposal will be scheduled for presentation if they don't meet the minimum plagiarism level.
4. **Ethical Review and Clearance:** All students undertaking their research must have their proposal reviewed and cleared for ethical consideration by the KCA University Scientific and Review Committee (KCAUSERC). An ethical Review certificate will be issued.
5. **Introduction letter from BPS:** All students undertaking their research must obtain an introduction letter from BPS.

6. **NACOSTI Research Permit.** All students undertaking research should obtain National Council of Science, Technology and Innovation (NACOSTI) research permit. The application can be done online on the website [www.nacosti.go.ke](http://www.nacosti.go.ke).
7. **Data Collection and Analysis:** A student must undertake data collection and analysis as per their stated methods. No data manipulation will be allowed. All students will be required to submit their real raw data to the BPS Postgraduate Research Liaison Officer for confirmation.
8. **Dissertation and Thesis Presentation:** All students are required to consult their supervisors before submitting the reports for consideration. A dissertation/thesis submission form will be signed by both student and supervisor/s accompanied by a plagiarism report. A student is also required to fill a intention to submit form.
9. **Student Research Progress Reports:** Masters students will be required to submit at least two and PhD students, four progress reports before being considered to present the final report.
10. **Article Publication:** PhD students must publish a minimum of two papers in peer reviewed journals preferably indexed in Scopus, Scimago, web of science etc or other journals as may be provided by the Research and Innovation and Outreach Division (RIO). It is desirable for students undertaking master studies to publish one journal paper.
11. **Postgraduate Research Dissemination:** All postgraduate undertaking research will be required to present their research findings in workshops, seminars, conferences, exhibitions etc as advised by their respective schools or departments.
12. **University Research Repository:** All students are required to sign an institutional repository deposit agreement for their dissertation/thesis.
13. **Research Funding:** Students are advised to be proactive in seeking funding opportunities for their studies as shared by RIO through BPS. BPS will guide all interested students on how to apply for the funds.
14. **BPS Capacity Building Workshops:** BPS organizes various specialized research capacity building workshops as shared through the website and student corporate emails. The training seminars range from: The Art of Scientific Writing, Crafting a Fundable Research Title, Literature Review, Research Methodology, Data Analysis etc.

**NOTE:** *My Research Granary101/02/2025 will present Why Undertake Research*

Dr. Jackson Ndolo

Director BPS@2025