



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY**

SCHOOL FOR HUMAN RESOURCE DEVELOPMENT

**GUIDELINES FOR PREPARATION, SUBMISSION AND EXAMINATION OF
MASTER PROJECT/THESIS**

1. Masters Coursework

- a) All students registered for masters by course work and project will undertake three semesters of coursework after which they undertake eight weeks of industrial attachment and a final research project;
- b) All those registered for masters by coursework and thesis will undertake one academic year of course work and the second year shall be devoted to research and thesis;
- c) All coursework units will be governed by the University and School Examination Rules and Regulations; MSHRD 5; MSHRD 7; MSHRD 8; MSHRD10; MSHRD 11; MSHRD 12.
- d) Students who do not successfully complete the course work will be discontinued from the programme in accordance with MSHRD 9.
- e) Students who successfully complete course work in the case of masters by project will proceed to project stage comprising of preparation and supervision of project and submission and examination of candidate while those on masters by thesis will proceed to the thesis stage comprising of, preparation and supervision of thesis and submission of thesis and examination of candidate;

2. Preparation and Supervision of Research Project (MSHRD 13)

- a) Each candidate shall be required to prepare and submit, in the prescribed SHRD format, eight (8) copies of a research proposal developed in consultation with the supervisor(s) and duly signed by the candidate and supervisor(s). These will be presented to the Chairperson of the Department concerned within one month from the date of notification of successful completion of course work.

- b) On receipt of the proposal, COD shall convene the Departmental Post-graduate Studies Committee (DPSC) within two weeks which will consider and approve the proposals found suitable with the Departmental and School requirements for Masters Project. The candidate can only commence fieldwork after the approval of the proposal.
- c) Candidates shall be required to consult with their supervisors at least once every month and it shall be the duty of the candidate to complete their research projects on time. In particular the candidate shall be required to:-
 - i) Maintain constant and effective contact with his/her supervisor.
 - ii) Submit an academic progress report on a monthly basis to the supervisor.
- d) It shall be the responsibility of the supervisor(s) to direct and supervise the work of the student in so far as it relates to his/her programme of study. In particular, a supervisor shall be required to:-
 - i) Maintain constant and effective contact with candidates assigned to him/her.
 - ii) Submit an academic report on the progress of each candidate at the end of each month
 - iii) Certify to COD at the end of each month that the candidate has received supervision.
 - iv) Inform the Chairperson of the Department if the candidate is unlikely to attain the required standard for the award of a master's degree.
- e) Conduct of the students and supervisors will be governed by relevant SHRD Regulations.

3. Submission and Examination of Project Reports (MSHRD 14)

- a) All research project reports, prepared in the prescribed SHRD format and duly signed by the supervisor and candidate shall be submitted not later than the last day of the second semester of the second year to the relevant department or as advised;
- b) A candidate who fails to submit, a research project report within the stipulated time in (a) above shall be deemed to have failed.
- c) For every research project report submitted for examination, four (4) copies in spiral-binding will be required and prepared as in (a) above.
- d) An internal examiner will first mark the research project before being forwarded to an external examiner for external examination.

- e) A candidate who fails the research project report may be allowed a maximum of three months to revise and re-submit the research project report. No candidate will be allowed to re-submit the research project report more than once. Re-submitted research project report is equivalent to a supplementary.
- f) A research project report accepted by the university and subsequently published in part or in whole and in whatever form, shall bear the inscription, "... work forming part of the requirements for the Master's degree of the Jomo Kenyatta University of Agriculture and Technology."
- g) Candidates shall be required to present their research project reports at a Dissemination forum convened by the School and it is only then that the candidate will be deemed to have passed at this stage.

4. Preparation and Supervision of Thesis (MSHRD 15)

- a) A student who registers for course work and thesis will be required to prepare and submit a written thesis proposal within two months from the date of registration for the second year of study.
- b) The Chairperson acting on the recommendation of the supervisors may at his/her discretion extend the time for submission of a proposal for thesis research. Such extension of time shall not normally exceed one month. The SHRD Director shall be notified of such an extension.
- c) All candidates shall submit five copies of research proposal prepared in the prescribed SHRD format, duly signed by the supervisor to the Chairperson of Department (COD), who shall immediately distribute the copies to members of the Departmental Postgraduate Studies Committee to study and make comments and return to Chairperson within 2 weeks. Where necessary the COD may seek expert opinion from outside the department.
- d) The COD shall within the two weeks in (c) above schedule a presentation forum for each candidate where experts and School staff members are invited. In particular, members of the School Postgraduate Studies Committee shall be invited. The experts and School staff members have a duty to make comments that will add value to the proposal. A summary of comments from the audience shall be passed to the COD within three days after the presentation.
- e) The Departmental Postgraduate Studies Committee shall be convened within a week after the presentation to discuss comments from the individual reviewers and those

emanating from the seminar. The DPSC shall also appoint supervisors for corrections from among themselves and/ or the project supervisors.

- f) A summary of the comments shall then be passed to the candidate through the supervisor within three days
- g) The candidate shall then act on the comments and re-submit a revised proposal. The supervisor shall ensure that all comments have been addressed and six copies re-submitted to the COD within one week. In addition, the supervisor for corrections shall attach a certificate of corrections duly signed
- h) The COD shall immediately submit the proposal to the Director, SHRD office together with a comprehensive report indicating the comments that needed to be acted have been addressed. This report may be in form of DPSC minutes and a certificate of correction
- i) Once the proposal is received by The Director, a SPSC meeting shall be convened within two weeks to certify that the proposal complies with School requirements. The proposal need not be circulated to members of the SPSC.
- j) Once the SPSC is satisfied that the proposal is of good standard and format, the director shall immediately forward the same to the University's Board of Post-Graduate Studies (BPS)
- k) Candidates shall be required to consult with their supervisors at least monthly and to submit a written progress report on a monthly basis to the Director of the School through the supervisor, chair of department and a copy to the Director BPS.
- l) It shall be the duty of the candidate to complete their research projects on time. In particular, the candidate shall be required to:-
 - i. Maintain constant and effective contact with his/her supervisor.
 - ii. Submit an academic progress report on a through the supervisor, chairman of department and director of the School to the director, Board of postgraduate studies.
- m) It shall be the responsibility of the supervisor(s) to direct and supervise the work of the student in so far as it relates to his/her programme of study. In particular, a supervisor shall be required to:-
 - iii. Maintain constant and effective contact with candidates assigned to him/her.

- iv. Certify at the end of each quarter that the candidate has received supervision.
- v. Inform the Director of SHRD if the candidate is unlikely to attain the required standard for the award of a master's degree.

Conduct of candidates and supervisors will be governed by the relevant SHRD Regulations.

5. Submission and Examination of Masters Thesis (MSHRD 16)

- a) A candidate who intends to submit a thesis shall give notice in writing with an abstract of the work to the Director, Board of Postgraduate Studies, at least three months before the intended date of submission with copies to the Director School of Human Resources Development and the Chairperson of the Department concerned.
- b) Every thesis submitted for examination shall be submitted in six (6) copies in loose binding, and must include a declaration by the candidate confirming that the thesis has not been submitted for a degree in any other institution, and that the contents of the thesis are the original work of the candidate. Every thesis shall bear the signature of the supervisors' as an indication that the thesis has been submitted "with the knowledge of supervisors".
- c) A thesis submitted for the Master degree must be adequate in form and content. It must also include full bibliography of the materials used in its preparation whether published or otherwise, and it must also conform to the regulations for the submission of the thesis of Jomo Kenyatta University of Agriculture and Technology.
- d) The Senate shall, on the recommendation of the Board of Post Graduate Studies, appoint in respect of each candidate presenting a thesis, a board of Examiners consisting of:-
 - i Director, School of Human Resources Development as the Chairperson.
 - ii An external examiner.

- iii Chairperson of the Department concerned.
 - iv Two internal examiners one of whom must not have supervised the candidate,
and
 - v Two other persons competent in the discipline related to the candidate's area
of research, at least one of whom should be external to the Department.
- e) The external examiner and each of the internal examiners shall be required, within two months of the submission or re-submission of the thesis, give an independent written assessment of the thesis direct to the Director of the Board of Postgraduate Studies indication:
- (i) Whether or not the thesis is adequate in form and content,
 - (ii) Whether or not the thesis reflects an adequate understanding of the subject,
and in consequence,
 - (iii) Whether or not the degree should be awarded.
 - (iv) Any corrections to be made before the award of the degree.
- f) A candidate who undertakes thesis research and who is required to re-submit the thesis may be called on to undergo a second oral examination, within three months of the date of re-submission, before the Board of Examiners, as in SHRD Masters 15

6. Award of Masters Degree (MSHRD 17)

- a) In order to qualify for the award of the degree, a candidate must pass in each or the required units in each of the first and second years of post graduate study by regular or supplementary examinations. MSHRD 3 (a), MSHRD 3 (b) and MSHRD 3 (f).
- b) On completion of examination of the thesis, submitted by a candidate undertaking thesis research in the second year of study, the examiners shall make one of the following recommendations to the Director board of Postgraduate Studies:

- i Award the degree.
 - ii Award the degree subject to minor corrections being made within three months from the date of notification of the result the supervisors shall certify that corrections have been made,
 - iii For major corrections, the thesis to be revised in accordance with the recommendations of the Board of Examiners and to be submitted to the supervisors within six months from the date of notification of the result: the examiners shall then make one of the recommendations i, ii, or v,
 - iv For the overhauled thesis, the thesis to be revised in accordance with the recommendations of the board of Examiners and to be re-submitted to the supervisors within twelve months from the date of notification of the result: the examiners shall then make one of recommendations i, ii, or v.
 - v The degree not to be awarded.
- c) A candidate who undertakes thesis research and who even after re-submission fails to satisfy the Board of Examiners shall not be awarded a degree.

ADDENDUM**1: RESPONSIBILITIES AND CONDUCT OF CANDIDATES**

- a) To acknowledge the fact that the primary responsibility for his / her studies rests with oneself;
- b) To demonstrate a reasonable work ethic and to make sure and commit every effort to meet the normal completion period of 2 years;
- c) To share ideas and to work collegially with the supervisor and other people in the department, the University and other stakeholders involved in way in the studies;
- d) To refrain from any form of conflict and to treat the supervisor with respect and politeness;
- e) To participate in the academic life and research activities of the department as far as possible;
- f) To commit to joint publication with the supervisor(s). It is expected that a masters candidate is will show evidence that at least one paper from the study has been submitted for publication;
- g) To accept and implement constructive feedback during and at the end of the programme;
- h) To familiarize and adhere him/herself with all university rules on student conduct, particularly with regard to plagiarism among others;
- i) To consult the supervisor regularly and make him / herself available for discussion at the University if and when required on all matters relating to studies;

2: RESPONSIBILITY AND CONDUCT OF SUPERVISORS

- a) To provide quality supervision on a regular basis and to meet the candidate at least once a month. The output of these meetings should form the basis for assessment and progress report;
- b) To respond promptly to the submission of written work and thesis/project and feedback.
- c) To arrange for a suitable replacement if the supervisor(s) has to be absent for a lengthy period of time if he has to be away for a period of more than three months;

- d) To submit individually or jointly with candidate/other supervisors, academic reports through the relevant chairmen of departments and the Director, SHRD to the BPS on the progress of the candidate every three months.
- e) To inform the BPS through the departmental and School heads if in his/her opinion a given candidate is unlikely to reach the standard required for the submission of thesis/project and award of the degree.
- f) To refrain from any form of conflict and to treat the candidate with respect and politeness.
- g) To integrate the candidate with the academic and social life of the department, the university and the community. This should include the following:
 - i. Whenever possible providing an opportunity for the candidate to teach diploma/undergraduate students in the candidate's area of expertise. This is to be done with caution and should not result in overloading the candidate to the detriment of his / her postgraduate work.
 - ii. To organize a seminar by the candidate, involving staff and senior students in the department. As a guideline each candidate should give at least two seminars per academic year with the first seminar delivered once the student's research proposal has been developed to the satisfaction of the supervisor.
 - iii. To participate in community work organized by the University;

3: SELECTION OF SUPERVISORS

A. Selection

- i) The candidate shall make effort to identify appropriate supervisor(s) in consultation with the departmental head
- ii) Recommendations on the appointment of the supervisor shall be processed in the first instance by the department through the SPSC. The recommendations shall be forwarded to the School Board for approval and onward transmission to senate through the BPS;
- iii) Before recommending the appointment of any supervisor the School Board shall satisfy itself that the proposed supervisors are competent in the subject area and field of research in which the candidate proposes to pursue;
- iv) Both the supervisor and the candidate should enter into mutual understanding where the expectation for either party are clearly separated;

- v) Both candidate and supervisor shall maintain a relationship which is purely academic and ethically sound

B. Dispute Resolution

Where the relationship between supervisor and the postgraduate candidate is unsatisfactory and may significantly and negatively impact on academic and professionalism, the following shall apply:

- i) Raise the matters with supervisor/s or seek to solve the matter personally
- ii) If the matter between the two is not resolved personally the problem should be referred to the chairman of department. The chairman may discuss the matter with the affected supervisor and candidate or appoint a committee to discuss the matter and advise accordingly
- iii) If the supervisor is the chairman, the problem or matter shall be referred to the Director of the School who may appoint a subcommittee to discuss the matter and advise accordingly
- iv) Investigate and arbitrate between the supervisor and candidate to normality
- v) Allow a change of supervisor or allow supervisor to exit if the relationship is severed beyond redemption. The reasons for change should be purely academic and professional
- vi) The process of change will be initiated by identifying a suitable replacement and by ensuring the current supervisor signs relevant forms to facilitate the process;
- vii) The senate, acting on the recommendation of the School concerned shall appoint, terminate and /or replace the supervisor (s) of projects as it may deem necessary.