

REQUIREMENTS FOR POSTGRADUATE STUDENTS

	MSC	PHD
Admission		Students should submit their application forms to the Board of Postgraduate Studies through the Institute of Energy and Environmental Technology for six months provisional admission when they should develop their proposals and defend them
Before students starts to conduct their research, they should submit the following documents to the Board of Postgraduate Studies through the Institute of Energy and Environmental Technology		
Copies of proposal	3	6
Plagiarism status report of the proposal which should be less than 20%	1	1
Before students submits thesis for marking, they should forward the following documents to the Board of Postgraduate Studies through the Institute of Energy and Environmental Technology		
An intention to submit letter signed by all supervisors	1	1
Publication/s from thesis being submitted. Students should consult their supervisors to identify the high impact journals to publish their papers	1	2
Admission letter	1	1
1 st year transcript	1	-
Clearing letter from University	1	1
Students should submit the following documents to the Board of Postgraduate Studies through the Institute of Energy and Environmental Technology for thesis examination		
Copies of thesis	6	6
Plagiarism status report of thesis which should be less than 20%	1	1

NB// Students should be checking with IEET in case of any change in the above requirements.



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY**

INSTITUTE OF ENERGY AND ENVIRONMENTAL TECHNOLOGY
P.O. BOX 62000, NAIROBI, KENYA. Tel: (067) 52251/52711/52181-4, Fax:
(067) 52164 Thika, Email: director@ieet.jkuat.ac.ke

Dear all,

Please note the following with regard to your research work.

POST GRADUATE DIPLOMA (PGD) AND MASTER OF SCIENCE (MSc)

- a. PGD students should develop their project proposals using IEET proposal format and submit hard copies to the IEET Secretary by **28th February 2019** and sign submission book. (NB: include your mobile phone number and email on front page of the proposal)
- b. All PGD students will give two seminar presentations at IEET in the course of their research as follows:
 1. To present project proposal
 2. To present final project report
- c. Their project work will have to be approved by their supervisor/s before final project report seminar presentation (find the supervision monitoring form to be used for clearance attached)
- d. Master of Science students should develop their concept papers using IEET proposal format and submit hard copies to the IEET Secretary by 28th February 2019 and sign submission book. (NB: include your mobile phone number and email on front page of the concept paper)
- e. All PhD and Master of Science students will give four seminar presentations at IEET in the course of their research as follows:
 1. After completing the proposal
 2. When all data is analyzed
 3. After compiling draft thesis
 4. When final thesis is ready
- f. Their research work will have to be approved by their supervisor/s before seminar presentation (find the supervision monitoring form to be used for clearance attached)

- g. All students should submit a copy of the supervision and correction monitoring form signed by the supervisor/s to the Director IEET one week before the seminar dates indicated below to confirm their availability to make the presentation. Registration during seminar days for the confirmed presenters will be closing at 9.30 am.

7th and 8th March 2019 (MSc, PGD - project proposal presentation)

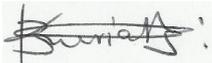
31st May 2019 (PhD)

25th and 26th July 2019 (MSc, PGD - final project report presentation)

26th and 27th September (MSc, PGD - final project report presentation)

25th October 2019 (PhD)

For



PROF. G. MANG'URIU

DIRECTOR, INSTITUTE OF ENERGY AND ENVIRONMENTAL TECHNOLOGY



JKUAT is ISO 9001:2008 CERTIFIED
Setting trends in Higher Education, Research and Innovation



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IEET POSTGRADUATE THESIS SUPERVISION MONITORING FORM

Name of Student.....

Reg. No.....

Degree Programme.....

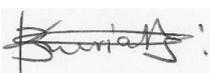
Research Title.....

**IEET POSTGRADUATE THESIS/PROJECT CORRECTIONS MONITORING
FORM**

Date	Suggested corrections	page	Effectuated corrections	Page	Supervisors name, date and signature

NB//

- i. Supervisors to sign against the effected corrections when students consult them
- ii. When booking for any presentation, students should submit a copy of the signed form to IEET secretary and sign the submission book
- iii. The original corrections monitoring form should be retained by the student

For 

PROF. G. MANG'URIU
DIRECTOR, INSTITUTE OF ENERGY AND ENVIRONMENTAL TECHNOLOGY



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IEET POSTGRADUATE THESIS SUPERVISION MONITORING FORM

Name of Student.....

Reg. No.....

Degree Programme.....

Research Title.....

I have read the students work and all the suggested corrections have been effected. Consequently I hereby append my signature clearing the candidate to present against the stage indicated.

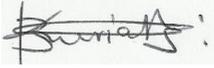
Date	Name of supervisor/s	RESEARCH STAGE			
		Proposal	Data analysis	Draft project report/thesis	Final thesis

NB//

- iv. Supervisors to sign below the stage for which they are clearing the candidate
- v. Plagiarism report should be submitted when booking to present the proposal or final thesis

- vi. Students should have their proposals registered online through JKUAT main library after they are approved at IEET
- vii. When booking for any presentation, students should submit a copy of the signed form to IEET secretary and sign the submission book
- viii. The original supervision monitoring form should be retained by the student.
- ix. Only students accompanied by at least one of their supervisor/s will be allowed to present

For



PROF. G. MANG'URIU
DIRECTOR, INSTITUTE OF ENERGY AND ENVIRONMENTAL TECHNOLOGY



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MSc. Proposals and Theses format guidelines for all Programmes under IEET.

Introduction

Writing a proposal or a thesis can sometimes be tricky especially if there is no explicit outline of the procedures and/or on how the organisation of the document should look like. Many a times, candidates and supervisors alike tend to mimic what has been done elsewhere but this is usually not uniform for different Institutions.

The Institute of Energy and Environmental Technology of JKUAT has noted this with concern and further realised that most candidates experience enormous challenges when compiling their thesis due to the diverse backgrounds of supervisors as well as the available literature on writing proposals or theses.

This document will attempt to give some insights into writing of both the proposal and thesis documents to be submitted for examination by Board of Postgraduate Studies. The content may appear a bit biased to the MSc programmes but also applies to other postgraduate programmes. Readers should however bear in mind that thesis projects differ from each other a lot and therefore a general description of the process will never meet all specific cases. There are a lot of questions that must be answered by your supervisors as well as colleagues and friends.

In this regard, the Institute shall henceforth use and/or expect candidates to use the summary guidelines outlined below in all her Postgraduate programmes.

General notes

- a) Font size **12** should be used throughout the document
- b) The font type should be '**New Times Roman**' throughout the document
- c) **Double spacing** should be applied between lines
- d) New chapters must start on a **new page**
- e) Printing should be done on '**single-side printing**' and not on both sides
- f) All paragraphs within the main chapters must be '**justified**' to make the document smart
- g) Figures/plates and tables must be **centred**
- h) **NB.**For the thesis document, the margins shall comply with the BPS guidelines. (i.e. 40mm [1.56'''] top and left, 25mm [0.975'''] right and bottom)

1. Proposal format

The following format shall apply to all proposals submitted to BPS through IEET

1.1 Cover page

Title (DEVELOPMENT OF GREEN ROOFING TECHNOLOGY IN KENYA)in CAPs

Name (HARNADES MWOCA KIMEMIA)

A Research proposal submitted in the partial fulfilment of the requirements for the award of a Master of Science Degree inabc.....of the Jomo Kenyatta University of Agriculture and Technology

Year (2019)

1.2 Declaration statement/page

DECLARATION

This research proposal is my original work and has not been submitted for the award of a degree in any other University.

.....

Signature

Name (Harnades Mwoca Kimemia)

.....

Date

Supervisors

This research proposal has been submitted with our approval as University Supervisors

.....

Signature

1. Prof./Dr./Mr./Eng. KQR

Institute of Energy and Environmental Technology (IEET), JKUAT

.....

Date

.....

Signature

2. Prof./Dr./Mr./Eng. BCF

Ministry of Energy and Petroleum (MoEP)

.....

Date

.....

Signature

3. Prof./Dr./Mr./Eng. XYE

Chemistry Department, UoN

.....

Date

1.3 Others

- i. Table of Contents
- ii. Nomenclature and abbreviations
- iii. List of Tables
- iv. List of Figures
- v. List of Plates
- vi. Abstract

.....*end italics section*

1.4 Main body

Chapter 1: Introduction

What to highlight?

- 1.1 Background to the study
- 1.2 Study area and population
- 1.3 Statement of the problem
- 1.4 Justification
- 1.5 Hypothesis
- 1.6 Objectives
 - Main Objective
 - Specific Objectives (*Usually 3 for master's level*)
- 1.7 Research questions
- 1.8 Research scope
- 1.9 Conceptual framework

Chapter 2: Literature Review

- 2.1 Theoretical principles/background
- 2.2 Previous works relevant to study

Chapter 3: Materials and Methods

- 3.1 Study design
- 3.2. Sampling method
- 3.3 Sample size determination
- 3.4 Research instruments
- 3.5 Data processing and analysis

Chapter 4: Work plan and Budget

4.1 Work plan/schedule

4.2 Budget

References*(see comments and examples at the end of the document)*

Appendices

2. Thesis format

The format below shall apply to all Thesis documents submitted to BPS through IEET for examination.

2.1 Cover page

Title (DEVELOPMENT OF GREEN ROOFING TECHNOLOGY IN KENYA)*in CAPs*

Name (HARNADES MWOCA KIMEMIA)

MASTER OF SCIENCE
(e.g. Energy Technology)

JOMO KENYATTA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY

Year (2019)

2.2 Declaration statement/page

DECLARATION

This thesis is my original work and has not been submitted for a degree in any other University.

.....

Signature

Name (Harnades Mwoca Kimemia)

.....

Date

Supervisors

This thesis has been submitted with our approval as University Supervisors

.....

Signature

4. Prof./Dr./Mr./Eng. KQR
Institute of Energy and Environmental Technology (IEET), JKUAT

.....

Date

.....

Signature

5. Prof./Dr./Mr./Eng. BCF
Ministry of Energy and Petroleum (MoEP)

.....

Date

.....

Signature

6. Prof./Dr./Mr./Eng. XYE
Chemistry Department, UoN

.....

Date

2.3 Others

- i. Dedication
- ii. Acknowledgements
- iii. Table of Contents
- iv. Nomenclature and abbreviations
- v. List of Tables
- vi. List of Figures
- vii. List of Plates
- viii. List of Appendices
- ix. Abstract(*Last thing to write*)

.....*end italics section*

2.4 Main body

Chapter 1: Introduction

What to highlight?

- 1.1 Background to the study
- 1.2 Study area and population
- 1.3 Justification
- 1.4 Hypothesis
- 1.5 Objectives
 - Main Objective
 - Specific Objectives (*Usually 3 for master's level*)
- 1.6 Conceptual framework
- 1.7 Scope of the study
- 1.8 Study limitations
- 1.9 Study area and population

Chapter 2: Literature Review

- 2.1 Theoretical principles/background
- 2.2 Previous works relevant to study

Chapter 3: Material and Methods

- 3.1 Study design
- 3.2 Sampling method

- 3.3 Sample size determination
- 3.5 Research instruments
- 3.6 Data processing and analysis

Chapter 4: Results and Discussions

Chapter 5: Conclusions and Recommendations

- 5.1 Conclusions
- 5.2 Recommendations

References(see examples below)

Appendices(data, tables, graphs, plates, copies of approvals or sample questionnaires that are useful but not absolutely necessary in the body of the text)

Comments on References

Referencing shall be arranged alphabetically with respect to the name of the first author as given in the example below;

Bartlett, J. E., Kotrlik, J. W. and Higgins, C.C., (2001). Determining appropriate sample size in survey research. *Information Technology, Learning and Performance Journal*, **19**: 43-50

Clesceri, L. S., Greenberg, A. E. and Eaton, A. D., (1995). Standard Methods for the Examination of Water and Wastewater. 19TH Edition. Washington D.C.: American Public Health Association

Cohen, J., (1979).*Statistical power analysis for the behavioural sciences* (revised edition). New York: Academic Press

Dingsdag, D., Biggs, H., Sheahan, V. L. and Cipolla, D. J., (2006). A construction safety competency framework: Improving OH&S performance by creating and maintaining a safety culture. Cooperative Research Centre for Construction Innovation. Research report. <http://www.safetyperformance.com> 12/05/2014

Dittmer, J. C. and Lester, R. L. (1964). A Simple, specific spray for the detection of phospholipids on thin-layer chromatograms. *Journal of Lipid Research*, **5**: 126-127

GOK, (1989). The Universities (Establishment of Universities Standardization, Accreditation and Supervision) Rules, 1989

**Citation in the document looks like [Cohen, (1979) or Dittmer and Lester, (1964) or Bartlett, et. al. (2001)]