



KENYATTA UNIVERSITY
OFFICE OF THE DEAN
SCHOOL OF AGRICULTURE AND ENTERPRISE DEVELOPMENT

GUIDELINES FOR POSTGRADUATE STUDIES

**SUPERVISION, FORMAT & PROCESSING OF PROPOSALS
AND THESES**



MARCH 2011

1.0 PREAMBLE

The School of Agriculture and Enterprise Development (SAED) which was established in December 2007 is one of the academic Schools in the University. It was established to offer unique training and research opportunities in the theory and practice of Agriculture in preparation of competent future leaders in agricultural related sectors. The focus of our training is to produce socially responsible and highly motivated and responsive professionals able to re-engineer agriculture in this country. Students joining the SAED postgraduate studies receive broad and strong grounding in the major perspectives and paradigms which underlie the specific programs. The programs enable the graduates to assume leadership roles in the agricultural sector and work in a variety of environments including applied research settings.

1.1. Departments and programs

Currently, the School has fourteen (14) postgraduate programmes in (3) three Departments as indicated below:

Agricultural Resources Management	Agricultural Science and Technology	Agribusiness Management and Trade
M.Sc. programmes i. Land and Water Management ii. Integrated Soil Fertility Management Ph.D. Programmes i. Integrated Soil Fertility Management	M.Sc. programmes i. Agronomy (Crop production and Crop Protection options) ii. Plant breeding Ph.D. Programmes i. Plant breeding ii. Plant Pathology iii. Entomology iv. Seed science v. Agronomy	M.Sc. programmes i. Agribusiness Management ii. Agricultural Economics Ph.D. Programmes i. Agribusiness Management ii. Agricultural Economics (Marketing, Policy Analysis and Production options)

1.2 Modes of delivery

The M.Sc. are offered by course work and thesis while the PhDs are by thesis alone. Plans are underway to offer PhD by course work and thesis. The programmes are delivered through Residential (Regular), Institution Based (IBP) and Open, Distance and e-Learning (ODeL) modes mainly in the main Campus. Plans are underway to roll out the programs in other Campuses and PhD by course work and thesis.

1.3 Need for the guidelines

In an effort to streamline the postgraduate training in the School, the School has developed these guidelines which explicitly spell out the expectations of all postgraduate students enrolled in the School. The guidelines clearly define the roles of each party, and provide crucial information about supervision, preparation, processing and submission of research proposals and theses. In developing these guidelines, the requirements as stipulated by the University and the Graduate School have been taken into account. The students are therefore strongly advised to familiarize themselves thoroughly with these requirements and guidelines.

It's our hope that these guidelines will enrich your training in our School and make your experience a truly memorable one.

2.0 GENERAL INFORMATION

2.1 Application and admission procedures and requirements

As per Kenyatta University, Graduate School and School of Agriculture and Enterprise Development requirements and guidelines.

2.2. Induction and Orientation

- 2.2.1 Orientation and induction of post graduate students to be done by the respective departments during the first week after registration.
- 2.2.2 Students to be availed with guidelines, expectations and requirements at this stage.
- 2.2.3 Hold discussions between academic staff and students on potential areas of research interest.

3.0 SUPERVISION

3.1 General information

- 3.1.1 A candidate enrolled in the School shall be required to pursue the program under supervision of academic staff appointed by Senate on recommendation by the School Board. For specialization of staff currently in the School see Annex 3.
- 3.1.2 Every department shall formulate and execute its own policy on the identification, allocation and recommendation of supervisors. In principle, the departments will match students with staff competent in the subject area or field of research in which the candidate proposes to work. In case the staff has the student in his/her project, s/he automatically becomes one of the supervisors.
- 3.1.3 Every student shall have a minimum of 2 and a maximum of 3 supervisors. The need for the third supervisor for MSc needs to be clearly justified. In exceptional cases, more than 3 supervisors may be allowed for PhD provided there is proper justification
- 3.1.4 The lead supervisor shall be from the department where the student is registered
- 3.1.5 A supervisor may be drawn from outside the department, school or even university, in which case the Department concerned must satisfy itself that the proposed supervisor is competent in the subject area and field of research in which the candidate proposes to work. The Department shall submit the CV of the external supervisor if s/he is being engaged for the first time for approval by the Senate.
- 3.1.6 In the absence of a supervisor for over six (6) months, arrangements must be made by the Chairman of department to ensure continuity in supervision.

3.2 Responsibilities of Supervisors

As principle resource persons to the department, supervisors shall:

- 3.2.1 Support the student from the proposal development stage until the submission of final thesis
- 3.2.2 Direct and supervise the work of the student by maintaining regular and effective contact with the student at least once a month
- 3.2.3 Respond to any written material from the student within at most 2 weeks
- 3.2.4 Guide students to relevant literature and their sources
- 3.2.5 Link students with researchers working in similar/related fields
- 3.2.6 Advise students on the form and structure of the proposal /thesis
- 3.2.7 Enhance the quality of students' work by discussing and critically evaluating findings and ideas
- 3.2.8 Train students on scholarly presentations, scientific writing and publishing.
- 3.2.9 Ensure research findings are presented at seminars as per University regulations

- 3.2.10 Together with students, submit academic progress report on the students to the Graduate School through Departmental Board of Postgraduate Studies (DBPS), Chairman of Department, School Board of Postgraduate Studies (SBPS) and Dean of the School.
- 3.2.11 By placing his/her signature on the declaration page of the proposal/thesis, a supervisor is certifying that the proposal is ready for defense at School level and that the thesis represents the work of the candidate that was carried out under his/her supervision and is ready for submission and examination.

3.3 Role of Departmental Board of Postgraduate Studies

The Role of DBPS is as defined by the Chairman of the Department and endorsed by the Departmental Board in accordance to the University Statutes and Graduate School requirements & guidelines.

3.4 Role of the Department

- 3.4.1 Formulate and execute policy governing the identification and allocation of supervisors.
- 3.4.2 Recommend supervisors through SBPS and Dean of the School, to Graduate School for approval by the Senate.
- 3.4.3 Ensure submission of high quality proposals and theses. The department must be satisfied that the proposals or theses are of highest quality and conform with the Graduate School and SAED's guidelines.
- 3.4.4 Recommend through SBPS and Dean of the School to Graduate School, the Board of Examiners for approval and appointment by Senate.

3.5 Role of School Board of Postgraduate Studies

- 3.5.1 Clearing and forwarding of proposals to the Graduate School through the Dean of the School, strictly adhering to the School's agreed format.
- 3.5.2 Receive and forward progress reports
- 3.5.3 Receive notices of submission, scrutinize and recommend external examiners and Examination Board members for appointment by Senate.
- 3.5.4 Attend to other matters that have a bearing on postgraduate studies and that lie within its mandate.

4.0 PREPARATION AND PROCESSING OF PROPOSALS

4.1 Preparation of Concept Papers (Pre-proposal)

- 4.1.1 The DBPS to encourage students to prepare concept notes at start of second semester for MSc students
- 4.1.2 Students are required to prepare and submit a concept note or pre-proposal before they complete their course work (MSc) and before admission (PhD)

4.2 Preparation of Full Proposals

- 4.2.1 Students prepare a full proposal under the supervision of assigned academic staff.
- 4.2.2 The proposal should not exceed fifteen (15) pages for MSc and twenty (20) pages for PhD excluding references and appendices.
- 4.2.3 The proposal shall conform to the SAED guidelines (Annex 1)
- 4.2.4 When both the student and supervisors are satisfied, the proposal is submitted to DBPS.
- 4.2.5 The DBPS reviews the proposal and topic of research, selects three (3) other staff members (non-supervisors) from the School to read and provide a written feedback on the proposal in two weeks to the DBPS.

- 4.2.6 The three reviewers shall be expected to attend the proposal defense seminar at the School level.
- 4.2.7 Students with supervisor's guidance analyze feedback and appropriately implement the corrections and/or the amendments in two weeks.
- 4.2.8 The evaluation tool developed by SBPS will be useful to bring in objectivity and exhaustive evaluation of the proposals by the three (3) reviewers (annex 2)
- 4.2.9 Once supervisor is satisfied with the corrections, the Chair DBPS writes to the SBPS on intention to defend the proposal.

4.3 Proposal Defense

- 4.3.1 All candidates shall defend their proposal at the School seminar convened by SBPS.
- 4.3.2 A notice of intention to defend the proposal at the School level will be given at least two weeks before the defense date by chair of the Department to chair SBPS.
- 4.3.3 The notice of intention to defend the proposal must indicate the title of the proposal, the supervisors and sponsors if any.
- 4.3.4 Seven copies of a loosely bound proposal duly signed by the candidate and all supervisors shall be submitted to the chairman SBPS by the Chairman of the Department.
- 4.3.5 The proposal should be circulated to the SAED staff via email at least a week prior to the defense date by the DBPS.
- 4.3.6 The proposal defense seminar will be held on the last Thursday of each month with a minimum of two proposals per session
- 4.3.7 Chair SBPS communicates to supervisors through Chairmen of Department recommended corrections/amendments within one week after the defense
- 4.3.8 Students in consultation with supervisors must make corrections as recommended and resubmit within 2 weeks after defense to the SBPS through Chairman of the Department.
- 4.3.9 Once satisfied, the SBPS writes to the Chairman of the Department confirming the same and advice that the proposal can be submitted to Graduate School through the Dean.
- 4.3.10 The Chair of department in conjunction with the DBPS once satisfied that the corrections have been made, forwards the proposal to the Dean Graduate School through the chair SBPS and Dean of the School.
- 4.3.11 Five duly signed copies of the proposal, student fees statement, and minutes of the School defense seminar shall be submitted by the Chair of the department to the Graduate school through the Dean.

4.4 Registration of Proposal by the Graduate School

- 4.4.1 The proposal is submitted to Graduate School for registration as per the Graduate School regulations.
- 4.4.2 The student may be deregistered after laps of stipulated study time.

4.5 Research

- 4.5.1 The Student carries out a supervised research /data collection and comes up with the first draft.
- 4.5.2 Students to adhere to University timelines as given by the Graduate School.

4.6 Progress Reports

Candidates will submit quarterly progress reports from start of program through their Supervisors, Departmental BPS, Chairman of the Departments and School BPS, Dean SAED to Dean Graduate School in a prescribed form (annex 4)

4.7 Research Progress Seminars

Oral presentation every six (6) months; the Masters students shall be required to give at least two (2) research progress seminars in the Department before submission of a thesis for examination while a PhD candidate shall be required to give at least four (4) seminars.

4.8 Deregistration

4.8.1 If the student does not submit two subsequent quarterly progress reports, the supervisor informs the Dean through the Departmental Chair on the same.

4.8.2 Students shall be given a written warning by the Dean of the School if they show unsatisfactory Research progress.

4.8.3 If a student does not show signs of improvement within three months after receiving the written warning from the Dean of the School, then the student will be recommended to the senate through Dean, Graduate School for deregistration.

5.0 PREPARATION AND PROCESSING OF THESIS

5.1 Preparation of thesis

For the preparation of thesis, the general guidelines and the School format should be adhered to (Annex 5). You will note that the format for introduction, literature review, methodology and references is the same as that of the proposal. Special attention should however be paid to the preliminary pages

5.2 Processing of thesis

The processing of the thesis in the School will follow that same procedure as outlined for proposal processing

5.2 Submission and examination of thesis

The submission and examination guidelines and procedures are as outlined by Graduate School and the students are advised to follow these guidelines (Annex 6)