



THE TECHNICAL UNIVERSITY OF KENYA

SCHOOL OF GRADUATE AND ADVANCED STUDIES

Examination of Master's Dissertation

The following steps have been extracted from the 'Regulations for Postgraduate Studies' to be followed when examining a Master's dissertation:

Masters' Research Proposals

Research proposals for Master's by thesis / dissertation shall be defended at the School Academic Board, chaired by the Director of School;

The School of Graduate and Advanced Studies (SGAS) shall be represented;

After successful defence of the thesis/dissertation research proposal, each candidate shall forward six spiral bound copies of the revised proposal (in blue) signed by the supervisors to SGAS;

The Chairperson of the Department shall forward a list of names of the candidates, their thesis/dissertation titles and their appointed supervisors to SGAS, through the School and Faculty;

The TUK format for research proposal preparation will be used;

Other rules guiding postgraduate research as contained in the 'Regulations for Postgraduate Studies', such as supervision procedures, progress reports, ethical review, plagiarism etc shall apply;

On completion of the thesis/dissertation, a Master's thesis shall be examined and defended through SGAS as in the regulations;

A Master's dissertation shall be examined and defended before the School Board of Examiners as described in the following steps.



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Format of Dissertation

1. The dissertation shall be written using the Technical University of Kenya dissertation format and specifications.
2. The dissertation shall be tested for plagiarism by the Department before being submitted for examination. The plagiarism test certificate will be attached to the dissertation copy submitted for examination.
3. The dissertation shall be at least 20,000 words and will be edited for grammar, technical quality and presentation. (This is a CUE guideline and any exemption must be sought in writing from the Senate).

Intent of Submission

1. Two (2) weeks before submission of dissertation, the candidate gives a written notice of ***Intent to Submit Dissertation*** to the Director, SGAS through the supervisors, Chairperson of Department, Director of School, and Executive Dean.
2. The intent is accompanied by an abstract of the dissertation not exceeding 400 words signed and dated by the student and countersigned and dated by the supervisors.

Submission of Dissertations for Examination

1. Each candidate shall submit six (6) spiral bound copies of the dissertation to the Director SGAS through the Chairperson of Department, Director of School, and Executive Dean for examination.
2. Copies of the dissertation shall be distributed to the appointed internal examiners, supervisors, and Chairperson of Department. SGAS will retain one copy.

Assignment of Examiners

1. According to Article 4.2.3(xxv), a Master's dissertation is examined at the School level.



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2. According to Article 5.1(xxvi), a Master's dissertation is examined by two internal examiners identified by the Chairperson of the Department in consultation with the supervisors, departmental Postgraduate Studies Committee and School Postgraduate Studies Committee.
3. Within four (4) weeks after the notice of Intent to Submit Dissertation has been issued, the Chairperson of Department in consultation with the supervisors recommends to the Director SGAS two (2) internal examiners through the Director of School and Executive Dean.

Examination of Dissertation

1. The internal examiners are required to assess the dissertation and submit detailed reports to the Director SGAS within six (6) weeks from the date of the dispatch of the thesis.
2. Each examiner shall indicate within the report:
 - a) *Whether or not the dissertation is adequate in form and content;*
 - b) *Whether or not the dissertation reflects an adequate understanding of the subject, demonstrates original thought and adds new knowledge in the subject area;*
 - c) *Whether or not the dissertation needs corrections;*
 - d) *Whether the corrections are major or minor; and*
 - e) *Whether the candidate should be awarded the degree or not after corrections.*
3. Each examiner shall complete and return a marks-awarding form together with the examined dissertation.

Preparation for Oral Defence

1. Once the examination reports have been received from the examiners, the Director SGAS will forward the same to the Director of School of the candidate.
2. The Director of School shall convene a School Postgraduate Examination Board to consider the recommendations of the examiners.
3. The School Postgraduate Examination Board shall consist of the following:
 - a) *Director of respective School – Chairperson;*



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- b) *External examiner who shall be the same one appointed by the university for the department for undergraduate and postgraduate examinations (provided that external examiner need not attend);*
 - c) *Main Supervisor (Ex Officio);*
 - d) *Two internal examiners in the same thematic area in the Department/School/Faculty where the candidate is registered, of which one shall come from the candidate's department;*
 - e) *A School representative competent in the candidates' area of research;*
 - f) *Representative of Postgraduate Studies Committee;*
 - g) *A representative of Senate;*
 - h) *School Administrator - secretary.*
4. Where the board of examiners is unanimous for the award of the degree and where such unanimous recommendation is consistent in all respects with the reports of the internal examiners, the candidate shall be invited for oral defence in which the candidate shall be required to present himself/herself for oral examination. The Director of School shall inform the candidates of the date, time and venue of the oral defence at least two weeks before the event.
5. Where the board of examiners is unanimous against the award of the degree and where such unanimous recommendation is consistent in all respects with the reports of the internal examiners, the candidate shall not be invited for oral defence. In such a case, the candidate will be informed of the decision of the board of examiners and the recommendations therein.

Oral Defence

1. The oral defence of Master's dissertation shall be made before the School Postgraduate Examination Board.
2. The oral defence is open to members of the TUK community who will be allowed to ask questions which may NOT contribute to the assessment of the candidates.
3. The Board of Examiners shall then examine the candidate in the absence of the TUK community.



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4. In the oral defence, the supervisors' comments may be taken into consideration in arriving at a decision of the Board of Examiners.
5. The duration of the oral defence of Master's dissertation candidates shall normally be a maximum of one-and-a-half hours consisting of 30 minutes of the candidate's presentation followed by a question-and-answer session up to 45 minutes and private deliberations of the Board of Examiners up to 15 minutes.
6. At the conclusion of the oral defence, the Board of Examiners shall decide:
 - a) *Whether or not the candidate has passed forthright without any corrections to the dissertation and therefore recommended for the award of the degree; or*
 - b) *Whether the dissertation needs minor corrections and therefore recommended for resubmission of the final revised within one (1) month. The corrections shall be supervised by a designated member of the Board of Examiners who shall provide a certificate of corrections with a copy of the revised dissertation to the Director of School; or*
 - c) *Whether the dissertation needs major corrections and therefore recommended for resubmission of the final revised within three (3) months. The corrections shall be supervised by a designated member of the Board of Examiners who shall provide a certificate of corrections with a copy of the revised dissertation to the Director of School; or*
 - d) *Whether the candidate needs to re-submit a revised dissertation within three (3) months for re-assessment by the internal examiners and appear for a second oral defence; or*
 - e) *Whether the dissertation needs a complete overhaul, including collection of more data and/or change of methodology and subsequently recommend resubmission within six (6) months for fresh examination; or*
 - f) *Whether the dissertation and the oral defence do not merit the award of the respective degree, and therefore, declare the candidate to have failed outright.*
7. Provisional results shall be released to the candidate after the meeting only if the recommendation of the Board of Examiners is unanimous.



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8. After the oral defence, a consolidated report with appropriate recommendations shall be prepared by the Board of Examiners for submission to the Director, SGAS, within two weeks of the oral defence.
9. A dissertation shall not be defended more than twice.
10. A candidate who has failed shall be allowed to appeal if s/he so wishes. The appeal shall be made to the Senate through the Director, SGAS and shall be discussed in the Deans Committee before a recommendation is made to the Senate.

Submission of Final Dissertation

1. Once a candidate has revised the dissertation according to the recommendations of the Board of Examiners, normally one internal examiner shall be appointed by the Board to supervise the corrections as required by the Board of Examiners and check the revised dissertation and then write to the Director, SGAS, certifying that all corrections and amendments suggested by the examiners have indeed been incorporated and are acceptable according to the format approved by Senate;
2. This communication (as in [1]) shall be copied to the respective Chairperson of Department, the Director of School and the Executive Dean of Faculty;
3. The appointed internal examiner shall sign the certificate of correction;
4. Final hard cover bound copies of the dissertation shall be lettered in gold on the spine with the following information: Title of the dissertation, name of candidate and the year of final submission at the bottom, according to the format provided by SGAS;
5. The final dissertation shall be hard bound with green buckram for Master's by dissertation;
6. At least eight (8) copies of the hard bound dissertation and a soft copy/e-copy shall be submitted to the Director, SGAS;
7. The university librarian shall certify that the dissertation formatting and binding have been done to acceptable university requirements;
8. One copy each of the dissertation shall be given to the supervisor(s);



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9. One copy of the dissertation shall be deposited in the university library, one copy in the School of Graduate and Advanced Studies library and two (2) copies to the National library;
10. Distribution of the final copies shall be done after approval by PSC and Senate.