



**Technical University of Kenya**

**SCHOOL OF GRADUATE AND ADVANCED STUDIES**

**Regulations for Postgraduate Studies**

<b>Table of Contents</b>	<b>Page</b>
Eligibility	4
A Pre-requisite Postgraduate Certificate Course in Research Methods	6
Mode of Study	6
Duration and Structure of Postgraduate Programmes	6
Syllabi for Postgraduate Certificates, Postgraduate Diploma, Master's and Doctoral degree programmes	11
Deficiency	12
Academic Supervision	12
Appointment of Supervisors	13
Replacement of Supervisors	14
Deferment/Suspension of Studies	14
Re-admission	14
Extension of Studies	14
Registration of Admitted Students	15
Examinations	15
Processing Examinations in General	15
Assessment and Examination of Postgraduate Programmes	16
Submission of Thesis for Examination	21
Oral Defense	22
Final Submission of Thesis	24
De-registration	25
Examination Irregularities, Disciplinary Procedures and Penalties for Postgraduate Students	25
Awarding of Degrees	27
Higher Doctorates	28
Honorary Doctorates	30
Description of Specialized Postgraduate Degree Programmes	31
Master of Technology	31
Doctor of Technology	32
Master of Engineering	32
Doctor of Engineering	32
Faculties offering Postgraduate Courses	32
Exemption from the Rules and Regulations	33
Admission Requirements	33

## **ABBREVIATIONS AND DEFINITION USED**

TU-K	Technical University of Kenya
SGAS	School of Graduate and Advanced Studies
PSC	Postgraduate Studies Committee
PGF	Postgraduate Faculty
FPGSC	Faculty Postgraduate Studies Committee
SPGSC	School Postgraduate Studies Committee
DPGSC	Departmental Postgraduate Studies Committee
PGCert	Postgraduate Certificate
PGD	Postgraduate Diploma
MTech	Master of Technology
MSc	Master of Science
MPhil	Master of Philosophy
MEng	Master of Engineering
PhD	Doctor of Philosophy
DTech	Doctor of Technology
DEng	Doctor of Engineering
DSc	Doctor of Science
D.Litt.	Doctor of Letters

A course unit: TUK course unit (1 unit = 48 hrs)

# COMMON REGULATIONS FOR THE POSTGRADUATE DEGREE, DIPLOMA AND CERTIFICATE PROGRAMMES

## 1. Eligibility

### 1.1 Postgraduate Certificate programmes

To qualify for admission into the postgraduate certificate programme, a candidate shall be:

- (i) A holder of a degree of the Technical University of Kenya (TU-K) or any other qualifications recognized by Senate.
- (ii) In addition to the above, applicants may be required to fulfill specific departmental, school and faculty requirements as approved by Senate.
- (iii) Applicants shall be admitted to only one postgraduate certificate programme at any time.
- (iv) Admission shall be confirmed by a letter from the Director, School of Graduate and Advanced Studies (SGAS).

### 1.2 Postgraduate Diploma programmes

To qualify for admission into the postgraduate diploma programme, a candidate shall be:

- (i) A holder of at least a first degree of TU-K or a degree from any other recognized institution.
- (ii) In addition to the above, applicants may be required to fulfill specific departmental, school and faculty requirements as approved by Senate.
- (iii) Applicants shall be admitted to only one postgraduate diploma programme at a time.
- (iv) Admission shall be confirmed by letter from the Director, School of Graduate and Advanced Studies (SGAS).

### 1.3 Master's degree programmes

To qualify for admission into the Master's degree programme, a candidate shall be:

- (i) A holder of at least an upper second honours Bachelor's degree of TU-K; or equivalent from another university recognized by Senate;
- (ii) A holder of a lower second class honours Bachelor's degree of TU-K, or equivalent from another university recognized by Senate with at least **one (1) year** relevant experience;
- (iii) A holder of a pass Bachelor's degree and postgraduate diploma or equivalent from TU-K or another university recognized by Senate;

- (iv) A holder of a pass Bachelor's degree from TU-K or another university recognized by Senate with at least **three (3)** years relevant experience;
- (v) A candidate who has obtained a degree or an equivalent qualification from other institutions recognized by Postgraduate Studies Committee (PSC) and Senate as of comparable academic status;
- (vi) A prospective candidate may be required to produce evidence of his/her competence to work for the degree. The PSC and Senate retain the sole discretion to reject or approve the admission of such candidates.
- (vii) In addition to producing evidence of eligibility for registration, a candidate for the Master's degree may be required to appear for interview by the Faculty/School/Department concerned to determine their suitability for registration;
- (viii) A prospective candidate shall be required to fulfill specific requirements as maybe stipulated by respective department, school and/or faculty and approved by Senate with regard to field of study;
- (ix) A postgraduate diploma holder with credit and above admitted to Master's degree programmes may qualify for credit transfer in Master's level courses already taken in their postgraduate diploma programmes. Applications for credit transfers shall be channeled through the Chairperson of Department for consultation with Departmental Postgraduate Studies Committee (DPGSC), the School Postgraduate Studies Committee (SPGSC) and the Faculty Postgraduate Studies Committee (FPGSC) and forwarded to the Director, School of Graduate and Advanced Studies (SGAS) with recommendation for Senate approval;
- (x) Admission shall be confirmed by a letter from the Director, School of Graduate and Advanced Studies (SGAS).

#### **1.4 Doctoral degree programmes**

To qualify for admission into a Doctoral degree programme, a candidate shall be:

- (i) A holder of a Master's degree of TU-K in the relevant field, or
- (ii) A holder of a relevant Master's degree from another recognized institution.
- (iii) A candidate enrolled for a Master's Degree in TU-K for at least one year who has to the satisfaction of the Senate shown exceptional progress in the research work to merit upgrading.
- (iv) A holder of a Bachelor's Degree whom the Senate has specially exempted from the Master's Programme.
- (v) A prospective candidate shall be required to fulfill specific requirements as maybe stipulated by respective department, school and/or faculty and approved by Senate with regard to field of study.
- (vi) Admission shall be confirmed by letter from the Director, School of Graduate and Advanced Studies (SGAS).

## **1.5 A Pre-requisite Postgraduate Certificate Course in Research Methods**

All **Master's by coursework and thesis** and doctoral candidates shall be required to take and pass 4 units of a post graduate certificate course **before they can embark on the research / thesis part of their study**. On successful completion of the Research Methodology course, candidates shall be awarded **a certificate**. **Candidates** who can show evidence of having already undergone training in research methodology may be exempted. Such exemption shall be given by the Director, School of Graduate and Advanced Studies (SGAS), based on a recommendation given by the Postgraduate Studies Committee.

## **1.6 Mode of study**

The programmes are either regular (full-time taken during the day / part-time taken during the evenings and weekends) or sandwich. Distance-learning and virtual programmes can also be developed and offered in specified schools and faculties. The sandwich programmes are those into which significant period(s) of work experience is/are built and alternate with periods of course work such that the programmes are extended beyond the normal length of similar programmes without the sandwich element. The practical work experience can be taken in a workplace or in organizations and institutions outside the university typically in a work-based setting.

## **2. Duration and Structure of Postgraduate Programmes**

### **2.1 Postgraduate certificate programmes**

- (i) The duration of the postgraduate certificate programmes shall be between **1 to 2 semesters** for full time students and a maximum of twelve (12) months for part time students.
- (ii) The postgraduate certificate programmes shall be designed by the respective departments which shall submit them to the Director, School of Graduate and Advanced Studies (SGAS) through the Director of School and Executive Dean of Faculty, for tabling in Postgraduate Studies Committee.
- (iii) The Director, School of Graduate and Advanced Studies (SGAS), shall forward the proposed programmes, with recommendations of the PSC, to the Senate for approval.

### **2.2 Postgraduate diploma programmes**

- (i) The postgraduate diploma programmes shall last a minimum of **two (2) semesters**.
- (ii) The postgraduate diploma programmes shall consist of a minimum 18 units and a maximum of 22 units of course work, examination and project, distributed over two consecutive semesters as follows:

## FIRST SEMESTER

Coursework: 6 units minimum, 8 units maximum  
Project: 2 units

## SECOND SEMESTER

Coursework: 6 units minimum, 8 units maximum  
Project: 4 units

- (iii) Students shall choose courses and topics for their projects in consultation with Departmental Postgraduate Faculty. All candidates are required to participate in all seminars arranged by their departments.
- (iv) The postgraduate diploma programmes shall be designed by the respective departments which shall then submit them to the Director, School of Graduate and Advanced Studies, through the Director of School and Executive Dean of Faculty for tabling in the PSC.
- (v) The Director, School of Graduate and Advanced Studies shall forward the proposed programmes, with recommendations of the PSC, to the Senate for approval.

### 2.3 Master's degree programmes

The Master's degree programmes in all departments shall normally consist of coursework, examination and thesis/ project, extending over a period of two academic years distributed over four semesters of full time or part-time attendance. Sandwich programmes shall not exceed a period of four academic years from the date of registration.

There shall be three (3) options for the Master's degree:

#### (i) Master's degree by Coursework, Examination and Thesis

The Master's degree (thesis option) in any department shall **covered by two (2) semesters of coursework and two (2) semesters of thesis**. It shall consist of a minimum of twenty (20) units, and a maximum of twenty four (24) units of coursework, examination and thesis, distributed over four semesters as below:

#### **First year:**

First Semester: Coursework:- 4 units minimum, 6 units maximum.

Second Semester: Coursework:- 4 units minimum, 6 units maximum.  
Research proposal: 2 units

#### **Second Year:**

First Semester: Research: 5 units.

Second Semester: Research and thesis submission: 5 units

**(ii) Master's degree by Coursework, Examination and Project/Dissertation**

The Master's degree (project option) in any department shall be covered by three (3) semesters of coursework and one (1) semester of project. It shall consist of a minimum of twenty two (22) units, and a maximum of twenty nine (29) units of coursework, examination and project dissertation distributed over four semesters as below:

**First Year:**

First Semester: Coursework: 6 units minimum, 8 units maximum

Second Semester: Coursework: 6 units minimum, 8 units maximum

**Second Year:**

First Semester: Coursework: 5 units minimum, 8 units maximum.

Second Semester: Research and dissertation (project) submission: 5 units

**(iii) Master's degree by Coursework, Examination and Industry-based project**

The Master's degree (with industrial attachment and thesis) in any department shall consist of a minimum of twenty five (25) units and a maximum of twenty nine (29) units of coursework, examination, industrial attachment and thesis distributed over five semesters as below:

**First Year:**

First Semester: Coursework:- 4 units minimum, 6 units maximum.

Second Semester: Coursework:- 4 units minimum, 6 units maximum.

Third Semester: Industry-based project: 5 Units

Research proposal: 2 units

**Second Year:**

First Semester: Research: 5 units.

Second Semester: Research and dissertation / thesis: 5 units



**Note:** Candidates taking a Master's degree programme by course work, examination and thesis or course work, examination, industry-based project and thesis, will be required to take the TUK certificate course in Research Methods. The other Master's degree programmes offered by coursework, examination, industry-based project and dissertation shall normally include at least one (1) unit on research methodology, structure for the specific programme.

The programmes shall be designed by the respective departments which shall submit them to the Director, School of Graduate and Advanced Studies, through the Director of School and the Executive Dean of Faculty, after approval by the School Academic Board and Faculty Academic Board. The Director, School of Graduate and Advanced Studies (SGAS), shall forward the proposed programmes with recommendations of the PSC to the Senate for approval (See Section 2.5).

The research proposal for all Master's degree projects/theses shall be presented and defended by the candidates in the respective departments.

### **2.3.1 Master of Technology (M.Tech.), Master of Engineering (M. Eng.) and other professional Master's degree programmes.**

The Master of Technology and Master of Engineering degree programmes shall take two academic years and shall normally consist of coursework, examination, industrial attachment/industry-based project and thesis or coursework, examination, industrial attachment/industry-based project and dissertation as in the third (iii) option above. See also Section 2.5 of this document.

**Other professional Master's degree programmes shall also offered and shall be designed to fit into the three options explained above.**

### **2.4 Doctoral degree programmes**

- (i) A doctoral programme shall take a minimum of three (3) and a maximum of five (5) academic years for full time and part time candidates, and seven (7) years for those studying on a sandwich programme except by special permission from Senate.
- (ii) On recommendation of the PSC and the faculty/school/department postgraduate board, the Senate may permit a candidate to change registration status from full-time to part-time/sandwich or *vice versa*.
- (iii) Continuation of registration shall be dependent upon evidence of satisfactory progress.
- (iv) Doctoral degree programmes shall be offered either by research and thesis alone or by coursework, research and thesis (see also Section 2.5).
- (v) **Doctor of Philosophy (PhD) degree programmes shall be offered by research and thesis only.**

- (vi) Professional doctorates, including but not limited to Doctor of Engineering (DEng), Doctor of Technology (DTech) and Doctor of Business Administration (DBA), shall be offered by course work (CW), research and thesis/dissertation, whereby CW is covered in 2 semesters and research and thesis/dissertation in 4 semesters.
- (vii) Doctoral degree programmes by course work, research and thesis/dissertation shall be developed by departments/schools/faculties and respective departments/schools/faculties shall specify the manner of course assessment, including retake and supplementary examinations.
- (viii) The programmes shall be designed by the respective departments which shall submit them to the Director, School of Graduate and Advanced Studies, through the Director of School and Executive Dean of Faculty after approval by the School Academic Board and Faculty Academic Board.
- (ix) The Director, School of Graduate and Advanced Studies (SGAS), shall forward the proposed programmes with recommendations of the PSC to the Senate for approval.
- (x) Doctoral degree programmes by research and thesis shall normally consist of 35 units of research and thesis only, distributed as follows:

FIRST SEMESTER: Research proposal: 3 units (extending to second semester)  
 Research methodology course: 4 units

SECOND SEMESTER: Research only: 4 units

THIRD SEMESTER: Research only: 6 units

FOURTH SEMESTER: Research only: 6 units

FIFTH SEMESTER: Research only: 6 units

SIXTH SEMESTER: Thesis preparation and submission: 6 units

The first semester postgraduate certificate course shall consist of 4 units in research methods which shall include a unit on relevant statistics/statistical packages.

- (xi) Doctoral degree programmes offered by coursework, research and thesis, shall normally consist of a minimum of thirty three (33) units and a maximum of thirty seven (37) units distributed as follows:

FIRST SEMESTER: Coursework: 1 unit minimum, 3 units maximum  
 Research methods course: 4 units.  
 Research proposal: 3 units (continuing to second semester).

SECOND SEMESTER: Coursework: 1 unit minimum 3 units maximum

THIRD SEMESTER: Research only: 6 units

FOURTH SEMESTER: Research only: 6 units

FIFTH SEMESTER: Research only: 6 units

SIXTH SEMESTER: Research and thesis submission: 6 units.

The first semester postgraduate certificate course in research methods shall normally consist of 4 units which shall include a unit on relevant statistics/statistical packages.

- (xii) Where a candidate is to pursue the programme by research and thesis only, the candidate shall be required to submit a brief summary of intended area of study together with the completed Application Forms and shall present a research proposal six months after registration to the Director, School of Graduate and Advanced Studies, through his/her respective Chairperson of Department, Director of School and Executive Dean of Faculty.
- (xiii) Where a candidate is to pursue the programme by Coursework, Examination and Thesis, the candidate shall be required to submit a brief summary of intended area of study together with the completed Application Forms and a research proposal one year after registration, to the Director, School of Graduate and Advanced Studies, through his/her respective Chairperson of Department, Director of School and Executive Dean of Faculty.
- (xiv) All applications for registration shall be processed in the first instance through the relevant department in which registration is sought. The department shall then forward all such applications with appropriate comments to the Director, School of Graduate and Advanced Studies for approval, through the School/Faculty concerned.
- (xv) Before recommending a candidate for registration, the department and the School/Faculty shall ensure that:
  - (a) The proposed field of study is academically sound and can successfully be pursued and supervised.
  - (b) There exist adequate facilities and resources for effective research.
  - (c) The application fees have been paid.
  - (d) The research topic contributes new knowledge.
- (xvi) All Doctoral degree research proposals shall be presented and defended by the candidates in the respective departments.
- (xvii) Doctor of Technology (D.Tech.) and Doctor of Engineering (D.Eng.) degree programmes by coursework, examination, industrial attachment and project dissertation/thesis shall be developed as explained in Section 2.5 of this document.

## **2.5 Syllabi for Postgraduate Certificate, Postgraduate Diploma, Master's degree and Doctoral degree programmes**

The syllabi for specific postgraduate course programmes shall be developed by the relevant departments, discussed in the relevant Schools and Faculties and submitted to the Director, School of Graduate and Advanced Studies, for further discussion by the PSC, before submission to Senate for approval. Each syllabus shall include an introduction section, stating the objectives and any rules and regulations governing the conduct, examination and assessment of the course, course content, facilities potential employment opportunities and course evaluation, according to the regulations of the Commission for Higher Education (CUE). Specialized postgraduate programmes such as Master of Technology, Master of Engineering, Doctor of Technology and/or Doctor of Engineering, which may require extended practical / industrial experience, innovation and industry-based problem solving shall be developed to give an appropriate balance between course work, industrial attachment and project / thesis preparation to meet the requisite programme objective(s). For such specialized programmes, industrial attachment / project work and dissertation / thesis shall normally constitute at least 50% of the total time allocated for the entire degree course programme.

## **2.6 Deficiency**

- (i) Where a doctoral applicant is deficient in areas necessary for his/her doctoral research work, as determined by the supervisor/department concerned, the student shall be required to register for relevant course(s) from the Master's/undergraduate programmes.
- (ii) Such students shall be expected to register and pass examinations in the relevant Master's/undergraduate courses he/she has registered for.

## **3 Academic Supervision**

### **3.1 General**

- (i) A student registered in accordance with these regulations shall be required to pursue research under the guidance of academic supervisors appointed by Senate.
- (ii) At least one of the supervisors must be a staff member in the Department where the candidate is registered.
- (iii) The candidate shall submit, through his/her Supervisor and Chairperson of the Department, academic reports on his/her academic progress every six months, to the Director, School of Graduate and Advanced Studies. Each report shall be copied to the Academic Registrar, the Executive Dean of the respective Faculty and Director of respective School.
- (iv) Where the progress of a candidate is found to be unsatisfactory, such a candidate shall be given a written warning by the Director, School of Graduate and Advanced Studies, to the effect that unless the candidate shows signs of improvement within the following three months, the candidate shall be de-registered. The warning letter shall

be copied to the respective supervisor(s), the Chairperson of the Department, Director of School, Executive Dean of Faculty and the Academic Registrar.

- (v) When a report by the candidate is adverse on the supervisor(s), the Director, School of Graduate and Advanced Studies, shall constitute a committee comprising of the respective Executive Dean, Director of School, Chairperson of Department and Academic Registrar, to investigate and make recommendations.
- (vi) The Director, School of Graduate and Advanced Studies, shall in consultation with respective Executive Dean, Director of School and Chairperson of Department, ensure the effective supervision of the student.

### **3.2 Appointment of Supervisors**

- (i) The students shall be encouraged to choose their own research topics and initiate the appointment of their project Supervisor(s) and shall be assisted by the Postgraduate Faculty to choose if necessary.
- (ii) The Departmental, School and Faculty Postgraduate Programmes Committees in consultation with the departmental Postgraduate Faculty shall process recommendations on the appointment of Supervisors.
- (iii) The Chairperson of the relevant Department shall forward the names of the proposed supervisors to the Director, School of Graduate and Advanced Studies.
- (iv) The Postgraduate Studies Committee (PSC) shall discuss and make recommendations to the Senate on the suitability of Supervisors, based on the nature of the research proposal of the candidate.
- (v) Before recommending the appointment of any supervisor, the PSC shall satisfy itself that the proposed supervisor is competent in the subject area in which the candidate proposes to work. All internal supervisors must be members of the Postgraduate Faculty as defined in the Postgraduate Studies Policy and Structure, taking into consideration other Rules and Regulations of the university.
- (vi) Each candidate shall normally have at least two supervisors. At least one supervisor shall normally be a member of the teaching department in which the student is registered. The supervisor whose specialization is closest to the student's field of research shall be designated as the main supervisor.
- (vii) Where an additional supervisor is recommended for appointment from outside the university, such a person shall show evidence of competence in the area of study through academic publications in refereed journals. Such a person shall also submit a Curriculum Vitae (CV) to the Director, School of Graduate and Advanced Studies through the Chairperson of the relevant department, the

Director of School and the Executive Dean of Faculty, for forwarding to Senate for approval.

- (viii) All students shall be required to consult their supervisor(s) at least once a month based on a schedule to be worked out between the student and the supervisor.
- (ix) Supervisors shall submit to the Director, School of Graduate and Advanced Studies, either individually or jointly, academic reports on the progress of each student every three months. The reports shall be copied to the Academic Registrar, the respective Executive Dean, Director of School and Chairperson of Department.
- (x) All staff approved by Senate as supervisors shall be informed in writing of their appointments by the Director, School of Graduate and Advanced Studies.

### **3.3 Replacement of Supervisors**

- (i) Where the Chairperson of Department/DPGSC is not satisfied that supervision of a particular candidate is effective, he/she shall recommend a replacement to the Director, School of Graduate and Advanced Studies, through the respective Director of School/SPGSC and respective Executive Dean/FPGSC.
- (ii) Minutes of the DPGSC, the SPGSC and FPGDC meetings specifying reasons/justifications for the recommended replacement shall be attached.
- (iii) Where a supervisor is deceased or incapacitated, another supervisor shall be appointed, if the supervision has not been done to an advanced stage; however, if the supervision was at an advanced stage, the department shall recommend appointment of a thesis advisor who shall normally sign the thesis.

### **3.4 Deferment/Suspension of studies**

- (i) A candidate may in exceptional cases be allowed, for good academic and personal reasons, to suspend his/her studies for a specific period.
- (ii) Requests for deferment/suspension shall be addressed to the Director, School of Graduate and Advanced Studies, stating acceptable/justifiable grounds and the period of deferment.
- (iii) The Postgraduate Studies Committee (PSC) shall consider the request and recommend to the Senate to approve deferment/ suspension of studies for a period not exceeding one academic year.

### **3.5 Re-admission**

- (i) At the expiry of an approved period of deferment/ suspension of studies, the Registrar - Academic Affairs shall re-admit or advise the student to resume studies.
- (ii) A student who suspends studies for a period exceeding one academic year may re-apply for fresh admission.

### **3.6 Extension of Studies**

- (i) A candidate who is unable to submit a Master's or Doctoral degree thesis within the stipulated time in accordance with Section 5.1 clause may apply for extension of studies. Such application shall be addressed to the Director, School of Graduate and Advanced Studies, for consideration and approval by the PSC, through the candidate's supervisors, clearly stating the reasons for extension and providing sufficient evidence.
- (ii) Extension of studies shall be granted for such a period as to enable the candidate to complete studies within the maximum allowed duration as specified in Sections 2.1, 2.2, 2.3 and 2.4 of these Common Regulations.

### **3.7 Registration of Admitted Students**

- (i) All admitted postgraduate students shall be required to register with the Admissions Office within the first three weeks of the Semester.
- (ii) A candidate shall not be allowed to sit for a university examination for a given unit, if she/he has not fulfilled the condition in (i) above.
- (iii) A candidate shall be required to register for university examinations at least four weeks before the start of Semester Examinations.

## **4. Examinations**

### **4.1 Processing of Examinations in general**

- (i) Unless otherwise stated, 'Regulations for the Conduct of Examinations' as outlined in the Common Rules and Regulations for Undergraduate Examinations shall normally apply.
- (ii) The teaching department in which a student was taught shall process postgraduate examination results. The Chairperson of the Department/DPGSC shall forward fully moderated coursework examination results for all its registered candidates duly approved by the committee through the Director of School and Executive Dean of Faculty to the Director, School of Graduate and Advanced Studies.

(iii) The Executive Dean of Faculty/Chairperson of Faculty Academic Board shall chair Faculty Postgraduate Board of Examiners meeting to deliberate on the coursework examination results.

(iv) The Executive Dean of Faculty/Chairperson of Faculty Academic Board shall forward examination results and appropriate recommendations to the Director, School of Graduate and Advanced Studies, through the Executive Dean of the Faculty within one month after the end of the academic year in which the courses were taught and examined.

(v) Director, School of Graduate and Advanced Studies, on behalf of the PSC shall forward examination results with appropriate recommendations to the Senate for final approval.

(vi) Copies of the Examination results shall be kept by the respective departments, Schools and Faculties.

## **4.2 Assessment and Examination of Postgraduate Programmes**

### **4.2.1 Postgraduate certificate**

- (i) The Postgraduate Certificate Course shall be assessed through:
  - (a) Written examinations
  - (b) Reports
  - (c) Seminars
  - (d) Any other appropriate mode of assessment approved by Senate.
- (ii) The respective departments shall specify the manner of assessment for approval by Senate.
- (iii) The Executive Dean/Chairperson of the respective Faculty Board of Examiners shall recommend and forward names of candidates who have met their programme requirements to the Director, School of Graduate and Advanced Studies. The PSC shall deliberate on the results and recommend the successful candidates to Senate for the award of the respective certificates.

### **4.2.2 Postgraduate Diploma (PGD)**

- (i) Candidates enrolled for PGD examinations shall be required to pass in all courses they registered for and in their projects. The pass mark shall be 50%.
- (ii) Assessment at the end of a course shall consist of:



- (a) A written examination, which will normally constitute 60% of the total marks in each course.
- (b) Departments shall prescribe laboratory assignments/continuous assessment based on essays, take away tests and any other such tests. These, in total, shall normally constitute 40% of the total marks.
- (iii) A candidate who fails a prescribed course shall be eligible for a supplementary examination when next scheduled.
- (iv) The same continuous assessment marks shall count towards a supplementary examination result but the overall grade for the unit course taken as a supplementary shall only be a pass (i.e. 50%).
- (v) The project report shall be submitted before the university examinations scheduled in the second semester of the academic year of study.
- (vi) The project report shall be marked by the student's supervisors and presented for final assessment by the External Examiner with other coursework examinations.
- (vii) The project report shall be assessed out of a maximum of 100 marks. A candidate who fails in the project shall be given an opportunity to re-submit the project report in not more than six months.
- (viii) A candidate, who, for valid reasons such as sickness, fails to sit for an examination, shall be allowed to sit for a special examination. Medical cases must be supported by documents from the university medical officer.
- (ix) A candidate must pass both Coursework and Project to be awarded the PGD. The award of the Postgraduate Diploma, based on the mean mark obtained in Coursework and Project shall be graded as follows:

Percentage	Grade	Remarks
75-100	A	Distinction
65-74	B	Credit
50-64	C	Pass
Below 50	D	Fail

- (x) For the Award of the Postgraduate Diploma, the Executive Dean/Chairperson of the respective Faculty Postgraduate Board of Examiners shall forward names of candidates who have met their coursework and project requirements to the Director, School of Graduate and Advanced Studies. The PSC shall deliberate on the results and

recommend the successful candidates to Senate for the award of the respective Postgraduate Diplomas.

#### **4.2.3 Master's degrees**

- (i) The respective departments/schools/faculties shall specify the manner of course assessment, including retake and supplementary examinations, subject to approval by Senate.
- (ii) Candidates shall be required to pass in all the prescribed courses in a given programme. The pass mark shall be 50%.
- (iii) Assessment at the end of the coursework shall consist of:
  - (a) A written examination which shall normally constitute 60% of the total marks in each course.
  - (b) A continuous assessment based on examinations, essays, laboratory assignments and such other tests as may be prescribed by the Department. These, in total, will normally constitute 40% of the total marks.
- (iv) The percentage marks awarded for coursework and continuous assessment work as in (ii) may vary depending on the discipline, subject to approval by senate.
- (v) A candidate who fails a prescribed course in the first year shall be eligible to a supplementary examination. A prescribed course includes core, pre-requisite or elective course as specified in the academic programmes.
- (vi) A candidate shall be allowed to take supplementary examinations only when he/she fails in not more than two units in each semester.
- (vii) The same continuous assessment marks shall count towards a supplementary examination result but the overall grade for the unit course taken as a supplementary shall only be a pass (i.e. 50%).
- (viii) A candidate who, for valid reasons such as sickness, fails to sit an examination shall be allowed to sit for a special examination. Medical cases must be supported by documents from the university medical officer.
- (ix) Students are free to take extra courses over and above the prescribed number of units and shall be given a grade, which shall normally be reflected on their transcripts. Students are also free to audit courses with the approval of the lecturer concerned or head of department. Such courses shall be examined. Relevant fees shall be paid for these extra units.
- (x) The grading of marks shall only be based on the prescribed courses offered for the particular Master's degree programme.
- (xi) A candidate who fails in any of the extra courses shall not be penalized as long as the candidate passes the prescribed units.
- (xii) No student shall be allowed to proceed to the next year of study without having satisfied all examination requirements.
- (xiii) Examination results shall be processed and approved by the Faculty Board of Examiners and submitted to the Director, School of Graduate and

Advanced Studies. The PSC shall deliberate on the results and recommend the successful candidates to Senate for the award of the respective Master's degree.

Grading system for Master's degree Coursework.

Percentage	Grade
75-100	A
65-74	B
50-64	C
Below 50	Fail

*Note:* Although the transcripts shall show these grades, the certificates for Master's degrees shall not bear Pass, Credit, or Distinction remarks.

- (xiv) The procedure for Submission and Examination of Thesis shall be as outlined in sections 5.1, 5.2, and 5.3 of these Regulations.
- (xv) The thesis/project report shall be written according to the university format and specifications to be found in the university library.
- (xvi) At least one month before a thesis or project is submitted, a candidate shall, with the consent of the Supervisor(s) give notice in writing to the Director, School of Graduate and Advanced Studies, indicating intention to submit thesis/project. The notice must be accompanied by the abstract of the thesis/project in both soft and hard copies.
- (xvii) Upon receipt of the Notice of Intent to submit, the Chairperson of the Department shall identify and forward names of the External examiner and two internal examiners to the Director, School of Graduate and Advanced Studies, through the Director of School and Executive Dean of the Faculty.
- (xviii) On recommendation of the PSC, the Senate shall appoint Internal Examiners who did not supervise the student but are in a related discipline to examine the thesis and write reports on the thesis indicating:
  - (a) Whether or not the thesis/project report is adequate in form and content
  - (b) Whether or not the thesis/project report reflects an adequate understanding of the subject.
  - (c) Whether or not the thesis/project report displays original thought and significant contribution to knowledge.
  - (d) Whether or not the degree should be awarded
- (xix) The thesis shall be defended before a Board of Examiners appointed by Senate (see section 5.2).
- (xx) Thesis/project report shall be loosely bound and submitted in six copies and shall be accompanied by a signed declaration by the candidate

confirming that *the Thesis/Project has not been previously submitted for a Degree in any other university/university college/institution and that the Thesis/Project is the original work of the candidate.*

- (xxi) One copy of the thesis/project dissertation shall be sent to the Executive Dean's office for access by the members of the respective Faculty Board of Examiners.
- (xxii) The thesis/project shall bear the signatures(s) of the supervisor(s) indicating approval to submit.
- (xxiii) Upon receipt of the thesis/project, the Director, School of Graduate and Advanced Studies, shall forward the same to the Examiners within two weeks.
- (xxiv) Thesis defense shall follow as described in section 5.3.
- (xxv) Recommendation for the Masters Degree:  
Names of candidates who have submitted the final bound theses shall be tabled in the PSC, together with copies of the bound theses and minutes of the respective Oral Defense. The PSC shall inspect the bound thesis, and once satisfied, shall recommend the successful candidates to Senate for the award of the respective Masters degrees, taking into consideration other requirements in respect of coursework.

#### **4.2.4 Doctoral degrees**

- (i) To complete the doctoral degree programme, a candidate shall be required to submit a thesis embodying the results of original research. The thesis shall be written according to the university format to be found in the university library.
- (ii) At least one month before a thesis or project is submitted, a candidate shall, with the consent of the Supervisor(s) give notice in writing to the Director, School of Graduate and Advanced Studies, indicating intention to submit thesis/project report. The notice must be accompanied by the abstract of the thesis/project in both soft and hard copies.
- (iii) The thesis shall be submitted in six copies and in loose binding and must include a declaration by the candidate that the thesis has not been submitted for a degree in any other institution/university/university college and that it is the original work of the candidate.
- (iv) The thesis shall bear the signature of the supervisors indicating approval to submit.
- (v) Upon receipt of the Notice of Intent to submit, the Chairperson of the Department shall identify the external examiner and two internal examiners to the Director, School of Graduate and Advanced Studies, through the Director of School and Executive Dean of the Faculty.

- (vi) On recommendation of the PSC, the Senate shall appoint Internal Examiners who did not supervise the student but in a related discipline to examine the thesis and write reports on the thesis indicating:
  - (a) Whether or not the thesis/project report is adequate in form and content.
  - (b) Whether or not the thesis/project report reflects an adequate understanding of the subject.
  - (c) Whether or not the thesis/project report displays original thought and significant contribution to knowledge.
  - (d) Whether or not the degree should be awarded.
- (vii) The thesis shall be defended before a Board of Examiners appointed by the Senate as in section 5.1 (v).
- (viii) Recommendation for the award of the Doctoral Degree:

Names of candidates who have submitted bound theses/project reports shall be tabled in the PSC, together with copies of the bound theses/project reports and minutes of the respective Oral Defense. The PSC shall inspect the bound theses/project reports, and once satisfied, shall recommend the successful candidates to Senate for the award of the respective Doctoral Degrees, taking into consideration other requirements.

## **5 Examination of Master's and Doctoral Theses**

### **5.1 Submission of Thesis for Examination**

- (i) At least four weeks before the end of the fourth and sixth semester, normally, for Masters' and Doctoral theses, respectively, a candidate shall give a written Notice of *Intent to Submit* a thesis to the Director, School of Graduate and Advanced Studies, through the supervisor(s) and the Chairperson of the Department/DPGSC. The notice shall be copied to the Executive Dean of the Faculty and Director of School. The notice shall include an Abstract not exceeding 400 words signed and dated by the student and countersigned and dated by the supervisor(s).
- (ii) In case a candidate is unable to submit within the stipulated time, extension can be granted subject to section 3.6 of these Regulations.
- (iii) Within four weeks after the Notice of *Intent to Submit* a thesis has been issued, the respective Department/DPGSC shall, in consultation with the supervisor(s), recommend to the PSC, through the Director of respective School/SPGSC and Executive Dean of respective Faculty/FPGSC, one External Examiner and two Internal Examiners. The curriculum vitae of the examiners who are not staff of TU-K must be submitted for approval.

- (iv) The PSC shall forward the list of Board of Examiners, with appropriate recommendations, to the Senate.
- (v) The Board of Examiners for each candidate shall be constituted as follows:
  - (a) Executive Dean of respective Faculty – Chairperson
  - (b) Director of respective School
  - (c) The Director for the time being in charge of School of Graduate and Advanced Studies.
  - (d) The Director for the time being in charge of School of Research and Knowledge Exchange
  - (e) The External Examiner (if necessary)
  - (f) At least one of the candidate’s supervisors
  - (g) An Internal Examiner from the same thematic discipline in the department where the candidate is registered in.
  - (h) One Faculty representative.
  - (i) One School representative
  - (j) Faculty Administrative Registrar (Secretary).
- (vi) The Chairperson of the Board of Examiners can vote in case an odd number for the quorum cannot be met.
- (vii) The Faculty and School representatives shall normally be members of the Postgraduate Faculty of TU-K but preferably not from the same department as the candidate. They shall have access to the candidate’s thesis and the written assessment reports of the External and Internal Examiners.
- (viii) Each candidate shall normally submit six spiral bound copies of his/her thesis to the Director, School of Graduate and Advanced Studies. The thesis must be prepared according to the format approved by Senate and must be signed by the student and the supervisor(s) and bear the date of submission.
- (ix) Copies of the thesis shall be distributed to the Internal and External examiners and the Supervisor(s). The two Internal Examiners (one being the main supervisor of the candidate) and one External Examiner shall be required to assess the thesis and submit detailed reports to the Director, School of Graduate and Advanced Studies, within four weeks from the date of dispatch of the thesis.
- (x) Reports from the External and Internal examiners shall normally be circulated to members of Board of Examiners at least one week before the Oral Defense.
- (xi) Each Examiner shall indicate within his/her detailed report:
  - (a) Whether or not the thesis is adequate in form and content;
  - (b) Whether or not the thesis reflects an adequate understanding of the subject or adds new knowledge in the subject area and in consequence;

- (c) Whether or not the thesis needs corrections; and
  - (d) Whether the candidate should be awarded the degree or not.
- (xii) When an Examiner's report is delayed with no communication from him/her for more than two months since the dispatch of the thesis to him/her, he/she shall be reminded in writing. A new external examiner shall be appointed when there is still no communication from him/her for more than two weeks and this decision shall be communicated to him/her.
  - (xiii) An honorarium shall be paid to the External and Internal examiners subject to submission of satisfactory report on time, and the requisite attendance of the Oral Defense (See Annex I for Honoraria for thesis examination).
  - (xiv) An honorarium shall be paid to the supervisors subject to the student making all corrections and amendments suggested during the Oral Defense and submission of the revised thesis/dissertation.

## 5.2 The Oral Defense

- (i) After receipt of all Examiners' reports, the Director, School of Graduate and Advanced Studies, in consultation with the relevant Faculty, School and Department, shall set a date for the Oral Defense. Such a date shall normally be within three weeks of the date of receipt of the last report from the examiners. The External Examiner shall normally not be required to attend the Oral Defense unless he/she has failed the candidate.
- (ii) The Oral Defense shall be open to members of **TUK community with prior notification**, subject to availability of adequate space and dependent upon the discretion of the Board of Examiners. Examiners shall be given the opportunity to ask all their questions first before the others. **Members of TUK community** shall be allowed to ask questions but these shall normally not contribute to the assessment of the candidate.
- (iii) The duration of the Oral Defense for Master's candidates shall normally be a maximum of 2 (two) hours, consisting of 30 minutes for the candidate's presentation followed by questions-and-answers session (up to 1 hr 15 min) and private deliberations by the Board of Examiners (up to 15 minutes). For doctoral candidates, the duration shall normally be a maximum of 3 (three) hours, consisting of 50 minutes of the candidate's presentation, followed by a question-and-answers session (up to 1hr 55 min) and private deliberations by the Board of Examiners (up to 15 min).
- (iv) After the completion of the Oral Defense, the Board of Examiners shall decide:

- (a) Whether the candidate defended the thesis adequately and whether the candidate should be declared pass outright, and recommending the award of the degree subject to the candidate fulfilling other requirements in respect of the degree.
- (b) Whether the thesis needs minor revision and corrections over and above the recommendations contained in the Examiners' reports and recommending re-submission of the final revised thesis.
- (c) Whether the thesis needs major revision and corrections and recommending a re-submission of the revised thesis within three months or six months, respectively, for fresh assessment by one of the Internal Examiners or re-examination by the internal and external examiners. Should the candidate still fail at this stage, the candidate must submit a revised thesis within another six months for fresh assessment by all the three Examiners and appear for the second defense thereafter.
- (d) Whether the thesis needs a thorough overhaul, including collection of more data and/or change of methodology, and recommending re-submission within nine months for fresh assessment by all the three examiners and second defense thereafter.
- (e) Whether the thesis is unacceptable for the award of the respective degree, and declaring the candidate having failed outright.
- (f) To appoint one of the Internal Examiners to certify that the recommended corrections have been done sufficiently.
- (v) As long as less than 50% of the members of the Board of Examiners dissent, the decision of the rest of the members shall prevail.
- (vi) A candidate must satisfy the Board of Examiners in both the Oral Defense and the Written Thesis to be declared pass overall.
- (vii) A thesis cannot be defended more than twice.

### **5.3 Final Submission of Thesis**

- (i) Once a candidate has revised the thesis according to the recommendations of the Board of Examiners, normally the Main Supervisor and one Internal Examiner shall check the thesis and then write to the Director, School of Graduate and Advanced Studies, certifying that all corrections and amendments suggested by the examiners have indeed been incorporated and are acceptable according to the format approved by Senate. This



communication shall be copied to the respective Director of School and Executive Dean of Faculty.

- (ii) The proposed Internal Examiner shall sign the certificate of correction.
- (iii) Hard cover bound copies of the thesis shall be lettered in gold on the spine with the following information: Title of the thesis, name of candidate and the year of final submission at the bottom.
- (iv) The final thesis should be hard bound with green buckram for Master's and navy blue buckram for Doctoral degree, respectively.
- (v) At least six (6) copies of the hard bound thesis shall be submitted to the Director, School of Graduate and Advanced Studies, together with a certificate from the university Librarian and one copy each shall be given to the supervisor(s). One copy of the thesis shall be deposited in the university library and one copy in the School of Graduate and Advanced Studies library. If plates are included in a thesis, original photographs, and not photocopies, shall be used in all the copies of the thesis submitted.
- (vi) The University Librarian shall certify that the thesis formatting and binding have been done to acceptable university requirements.
- (vii) Distribution of the final copies shall be done after approval by PSC and Senate.

## **6. De-registration**

Senate shall de-register a postgraduate student if:

- (i) The student or the student's sponsor fails to remit funds to the university for conduct of studies (See Appendix II Postgraduate fees).
- (ii) The student fails to satisfy examination requirements for respective Postgraduate Certificate, Postgraduate Diploma, Master's and Doctoral degree programmes.
- (iii) The student's conduct contravenes the university Rules and Regulations.
- (iv) The candidate has not completed the prescribed studies after:
  - (a) Four years for full time, or five years for part-time, studies since the date of registration in a Master's degree programme.
  - (b) Six years for a full time, or seven years for part-time, studies since the date of registration in a Doctoral degree programme.

- (c) The candidate has not submitted the final revised thesis after the prescribed time decided during the Oral Defense, if applicable.

## **7. Examination Irregularities, Disciplinary Procedures and Penalties for Postgraduate Students.**

### **7.1 Examination and Research Malpractices**

The following academic malpractices are considered serious and any student found guilty of committing any of them shall be liable to discontinuation or expulsion from the University:

- (i) Copying or reading from another candidate's script or from any other unauthorized source.
- ii) Bringing into the Examination Room any unauthorized materials relevant to the Examination, e.g. books, notes, electronic devices with pre-set formulae, mobile phones, pre-written answers, etc.
  - (i) Abetting, aiding or covering up an examination malpractice.
  - (ii) Seeking or obtaining a deferment of examination on false pretence.
  - (iii) Plagiarism
- (i) Giving of false or forged research data and/or results and purporting them to be true.
- (ii) Any deviation from the research/project procedures as prescribed in the approved research proposal without consent of the designated supervisors.
- (iii) Any other misconduct relating to Research/Examination.

### **7.2 Disciplinary Procedures and Penalties**

- (i) Any examination malpractice shall be reported within 24 hours or the next day in writing by the invigilators through the Chairperson of the Department to the Director of School and Executive Dean of Faculty, where the course is taught. The report shall include statements by the student involved, invigilators and examiners.
- (ii) On receiving the report of examination malpractice, the Executive Dean of the Faculty shall convene, not later than two (2) weeks after the examinations period or after the malpractice was reported, a Faculty student's disciplinary committee to deliberate on the case.
- (iii) The membership of the sub-committee of the student's Disciplinary Committee shall be as follows:
  - (a) The Executive Dean of Faculty – Chairperson.
  - (b) The Director of School where the course is offered.
  - (c) The Dean of Students.
  - (d) Two (2) Chairpersons of Departments (the department where the course was taught and the student was registered and another chairman from another department from the same Faculty/School where the student is registered).

- (e) Two (2) staff representatives of the rank of Senior Lecturer and above within the Faculty where the course was offered.
  - (f) A representative from the School of Graduate and Advanced Studies.
  - (g) A representative from the School of Research and Knowledge Exchange.
- (iv) The sub-committee shall conduct its procedures, in accordance with protocols stipulated by the Faculty Students' Disciplinary Committee.
  - (v) The recommendations of the sub-committee shall be reported to the Faculty Board of Examiners and the Senate as soon as possible, but before the Senate deliberation on the relevant Examination results.
  - (vi) After Senate deliberation, the recommendation shall be forwarded to the Vice Chancellor for consideration.
  - (vii) Discontinued or suspended students may appeal to the Senate through its chairman within a period of thirty days from the date of the letter discontinuing/suspending him/her. An appeal not submitted within the period shall not be considered.
  - (viii) The university may rescind any Degree, Diploma or Certificate awarded to any person who, while registered in a particular programme, committed an academic offence which, if it had been detected before graduation, would have resulted in expulsion. Notification of a rescinded Degree, Diploma or Certificate shall be communicated to all relevant parties.

## **8. Awarding of degrees**

### **8.1 Master's Degree**

A candidate shall be awarded a Master's degree in any School/Faculty, if:

- (a) He/she has been registered for the degree as a student of the university, for a period of at least 12 months.
- (b) He/she has pursued such advanced study or research or both, as may be approved by Senate,
- (c) He/she has performed such other work and complied with such other conditions as may be stipulated, or after satisfying the requirements for the award of the Bachelor's degree, in the School/Faculty concerned after being admitted as a research student.
- (d) Senate may extend the period of study, as stated in 3.6, only on special circumstances as Senate may from time to time determine.

## **8.2 Doctoral Degree**

A candidate shall be awarded a Doctoral degree in any Faculty if:

- (a) He/she has been registered for the degree, as a student of the university for a period of not less than three academic years.
- (b) He/she pursued a subject of special study approved by Senate.
- (c) He/she has performed such other work and complied with such other conditions as may be stipulated, or after satisfying the requirements for the award of a Master's degree in the School/Faculty concerned after admission as a research student.
- (d) He/she has worked in such association with a supervisor or supervisors as Senate may direct.
- (e) He/she has submitted a thesis which makes a distinct contribution to knowledge and understanding of the subject and affords evidence of ability to carry out original research.
- (f) He/she has made at least one publication from his work in an internationally refereed journal.
- (g) Senate may extend the period of study, as stated in 3.6, only on special circumstances as Senate may from time to time determine.
- (h) Doctoral theses of TUK registered candidates shall be published in several copies through TUK library / press.

## **8.3 Higher Doctorates**

The degree of Doctor of Science (D.Sc.) or Doctor of Letters (D.Litt.) differs from the other postgraduate research degrees in that no specific course of study is required. The submission for these degrees should consist of published work of high distinction, which results from research, contributes new knowledge and establishes the candidate's authoritative standing in his or her subject. Applications for higher doctorates are considered from graduates of TU-K or other recognized universities/university colleges who must have graduated with a Doctoral degree not less than ten years prior to the application. The candidates should be associated with TU-K and must have made significant and relevant contribution to the university. Details of the application procedure and of assessment shall be as approved by Senate.

The following regulations shall apply to all Schools, Institutes and Faculties of Technical University of Kenya.

1. The following shall be eligible for the award of a higher Doctorate of TU-K:
  - (a) A holder of Doctor of Philosophy, Doctor of Technology or Doctor of Engineering of TU-K.
  - (b) A holder of a Doctor of Philosophy, Doctor of Technology or Doctor of Engineering degree from another recognized university/university college of at least five years' standing, provided that at the time of application, the candidate shall have been either:
    - (i) a full time or part-time member of the academic staff, or
    - (ii) in research association with TU-K and provided that in case (i) the association with TU-K shall have been for at least five years, such that a part of the work submitted shall have been contributed at the university during the said period.
  - (c) A holder of a degree of another university equivalent to the Doctoral degree of TUK, or a person whose attainment in qualification and scholarship is approved by Senate as equivalent to Doctoral degree of TUK, provided that in either case the applicant shall in addition fulfill the conditions specified in paragraph 1b above.
2. A candidate for a higher Doctorate shall apply to the Director, School of Graduate and Advanced Studies, indicating the discipline in respect of which he/she wishes to be considered. However, the Senate, on recommendation of the PSC, may approve the consideration of the application under a different discipline.
3. In his/her application the applicant shall include the following:
  - (i) his/her curriculum vitae
  - (ii) a concise statement (not exceeding 2,000 words) of the focus of the scholastic contribution of the work intended for submission.
4. Upon receiving the application, the Director, School of Graduate and Advanced Studies, shall make a consultation with the School of Research and Knowledge Exchange as well as the Faculty/School/Institute where-in the discipline in question falls, and if satisfied with the merits of the intended application, shall invite the applicant to place together the published contribution which must strongly support the application and to submit copies of the same in three sets.
5. The sets of publication specified in paragraph 4 above, shall be accompanied by a thesis of not more than 50,000 words, typed or printed double-spaced on a A4 paper. The thesis shall be a unifying account of the works submitted, indicating their significance to the advancement of knowledge. Where a part of the work submitted has been published jointly with other collaborators, the candidate shall specify in the thesis his/her contribution. The thesis shall include a declaration by the candidate confirming that it has

not been submitted for the degree in any other institution and that its contents are the original work of the candidate. The thesis shall comply with the 'Regulations for Submission of Thesis' for a higher Degree of TUK. All three sets of the published works and the thesis shall remain the property of the University.

6. The submission of the applicant's works, as specified in paragraph 4 above, shall be accompanied by evidence of payment of a non-refundable fee.
7. (a) Upon receipt of the documents specified in paragraphs 5 and 6 above the Director, School of Graduate and Advanced Studies, shall, in consultation with the School of Research and Knowledge Exchange, as well as the relevant Faculty/School/Institute, propose to the Senate the names of three examiners, at least two of whom shall be external examiners. The examiners shall be requested to submit their signed confidential reports within two months from the date of their letters of invitation.  
  
(b) The reports shall include an evaluation of the importance and originality of the candidate's contribution to the advancement of knowledge and the scholarly distinction which would entitle him/her to be regarded as an authority in his/her field of knowledge. The reports shall state whether or not, in the examiners opinion, the degree should be awarded.
8. Upon receipt of the reports, the Director, School of Graduate and Advanced Studies, shall, within one month, arrange all the relevant documents in a discussable format and forward them to the Chairman of the Senate, who shall then convene a meeting of the Evaluation Panel to review the examiner's reports and determine outcome.

The Evaluation Panel shall comprise:

- (i) Vice-Chancellor- Chairperson
  - (ii) The Deputy Vice-Chancellors - members
  - (iii) The Executive Dean of the relevant Faculty – member
  - (iv) Director for the time being in charge of the School of Graduate and Advanced Studies - member
  - (v) Director for the time being in charge of School of Research and Knowledge Exchange - member
  - (vi) Three senior university scholars, one of whom shall be from the relevant discipline and appointed by the Senate.
  - (vii) Academic Registrar – secretary.
9. A thesis for the higher Doctorate degree shall be defended before a public audience provided that while members of the public shall be free to ask the candidate questions relevant to the subject of his/her thesis, only the Panel of Examiners, shall participate in the final assessment of the thesis and the candidate's performance in defense of the same.
  10. The decision of the Evaluation Panel shall be subject to approval by the Senate.

11. The examiner's reports and the report of the Evaluation Panel shall be held in strict confidence.
12. An unsuccessful candidate for the award of the Higher Doctorate shall be permitted to re-apply only once after the expiration of a period of three months.

#### **8.4 Honorary Degrees**

1. (i) A proposal to grant an honorary degree may be made by a member of the university Council, or a member of the Senate and shall be communicated in writing to the Vice-Chancellor.  
(ii) Every such proposal shall be accompanied by a statement setting forth the degree recommended and the detailed grounds on which the recommendations are based.
2. The Principal shall refer such a proposal to an Honorary Degrees Committee, whose membership is set out in the schedules of the university provided that the Committee shall have the power to co-opt any person or persons to assist in the due assessment of the credentials of the nominee.
3. Any recommendations made by this Honorary Degrees Committee for the conferment of this degree or otherwise of any degree shall be subject to Senate approval and confirmation by the Council.
4. The conferment of an honorary degree upon any person shall be preceded by a proclamation of such a person's Citation.

### **9. DESIGNATION OF DEGREES**

Students of the Technical University of Kenya shall be registered to study for various postgraduate degrees, including the following:

- (a) Master of Arts (MA)
- (b) Master of Business Administration (MBA)
- (c) Master of Science (MSc)
- (d) Master of Technology (MTech)
- (e) Master of Philosophy (MPhil)
- (f) Master of Engineering (MEng)
- (g) Doctor of Philosophy (PhD)
- (h) Doctor of Technology (DTech)
- (i) Doctor of Engineering (DEng)
- (j) Doctor of Letters (DLitt)
- (k) Doctor of Science (DSc)
- (l) Others as approved by Senate from time to time.

Other titles:

- (i) Postgraduate Certificate (PGCert)
- (ii) Postgraduate Diploma (PGD)

Departments/Schools/Faculties may propose new degrees giving justification for consideration for approval by Senate.

The Senate shall have power, on recommendation of the Faculties, Schools or Institutes, to award certificates, postgraduate diplomas, Master's, Doctoral degrees and other awards.

## **9.1 Description of Specialized Postgraduate Degree Programmes**

### **9.1.1 Master of Technology (MTech)**

MTech is aimed at providing comprehensive knowledge and training suitable for the workplace to students in a specialized discipline. It allows the student to have technical skills, adapt and apply technical methods and systems to a variety of technologically oriented projects. It is also aimed at responding to the current demand for technologists in various sectors in the rapidly changing work environment. It is a combination of research-based training in the discipline with actual hands-on experience in the area of specialization. On completion, the candidate can pursue research or research & development career, enroll into a DTech or PhD programme or get employment in sales, project management, manufacturing, technology development or entrepreneurship. MTech is offered by coursework and practicals (50%) and project work, done through relevant industrial attachment (50%).

### **9.1.2 Doctor of Technology (DTech)**

DTech is conferred after completing a course of study in a technology-based discipline followed by a project and dissertation. It is an academic degree of highest level like other doctorates. It enables graduates to acquire an advanced level of knowledge in specialized technical disciplines and aims at producing graduates capable of advancing research and knowledge within their technical disciplines. The degree focuses on developing practical solutions in the workplace, critical analysis, synthesis, and innovation. On completion the graduates can pursue a career in research, research & development, management or university teaching and research. The DTech is offered by coursework/research, industrial attachment and thesis/dissertation.

### **9.1.3 Master of Engineering (MEng)**

MEng is recommended for students interested in enhancing their practical engineering skills and it helps students build on their technical skills and knowledge acquired at undergraduate engineering studies. It is aimed more at advancing an individual's professional credentials for employment apart from building a foundation for a career in research and academics. It lays emphasis on design and applications of engineering. It is offered by coursework and laboratory work (50%) and industry-based research/project and thesis/dissertation in various engineering specializations (50%). It takes a little longer than MSc as it emphasizes both coursework and



practical exposure through attachment in a relevant industry. On completion of the programme, the graduates can pursue careers in industry, research, research & development, enroll into DEng of PhD programmes or join an academic career in the university.

#### **9.1.4 Doctor of Engineering (DEng)**

DEng enables graduates to obtain an advanced level of knowledge and skills in specialized disciplines. It aims at producing graduates capable of advancing knowledge and research within their specialized disciplines. The degree focuses on developing practical skills in design and applications of engineering that are useful for finding solutions to practical problems in the workplace or industry. It is offered by coursework/research, laboratory/industry practical research work/project and thesis/dissertation. Unlike the PhD programme, it requires industry-based research/project (50%). It prepares the graduates for careers in engineering, management, design, research, entrepreneurship or academic career in the university.

### **9.2 Faculties offering Postgraduate Courses**

#### **9.2.1 Faculty of Applied Sciences and Technology (FAST)**

School of Health Sciences and Technology (SHST)  
School of Physical Sciences and Technology (SPST)  
School of Computing and Information Technologies (SCIT)  
School of Mathematics and Statistics (SMAS)

#### **9.2.2 Faculty of Engineering Sciences and Technology (FEST)**

School of Architecture and the Built Environment (SABE)  
School of Electrical and Electronic Engineering (SEEE)  
School of Infrastructure and Resource Engineering (SIRE)  
School of Mechanical and Process Engineering (SMPE)  
School of Surveying and geospatial Sciences (SSGS)

#### **9.2.3 Faculty of Social Sciences and Technology (FSST)**

School of Business and Management Studies (SBMS)  
School of Hospitality and Tourism Studies (SHTS)  
School of Social and Development Studies (SSDS)  
School of Creative Arts and Technologies (SCAT)  
School of Information and Communication Studies (SICS)

## **10. EXEMPTIONS FROM ANY OF THESE RULES AND REGULATIONS**

Request for exemption from the application of the general Rules and Regulations shall be submitted to the PSC / Director, School of Graduate and Advanced Studies, through the

Executive Dean of Faculty/Chairperson of a FPGSC, with reasons. The PSC shall discuss such request and make appropriate recommendations to Senate.

## **11. ADMISSION REQUIREMENTS**

### **11.1 Submission and Processing of Applications for Postgraduate Studies**

- (i) Applications **MUST** be submitted to the Director, School of Graduate and Advanced Studies on the prescribed forms.
- (ii) The prescribed forms shall be obtained from the Director, School of Graduate and Advanced Studies, or downloaded from the university website. A non-refundable application fee will be charged on application (see Annex III: Application form).
- (iii) Three sets of application forms for postgraduate studies shall be issued by the Director, School of Graduate and Advanced Studies, after an applicant has paid the appropriate application fee.
- (iv) Application fees must be paid to the Finance Officer and completed application forms, with copies of certificates, transcripts, passport size photographs (all in triplicate), letters of recommendation and receipt for application fee **MUST** be returned to the Director, School of Graduate and Advanced Studies, who will receive all the forms for records purposes.
- (v) Incomplete application will not be processed.
- (vi) Applications which do not meet the minimum requirements will not be acknowledged.
- (vii) Doctoral applicants shall be required to submit a concept note with the application form and a complete research proposal of the intended research three months after registration.
- (viii) All applications shall be forwarded by the Director, School of Graduate and Advanced Studies, to the relevant departments where the Departmental Postgraduate Studies Committees shall vet and prepare shortlists of candidates. Thereafter, the applications, together with minutes of the DPGSC meetings, shall be tabled in the School Academic Board and passed to the Faculty Academic Board for forwarding to the Director, School of Graduate and Advanced Studies.
- (ix) Executive Dean of Faculty/Chairpersons of the Faculty Postgraduate Studies Committees shall forward names of shortlisted candidates, minutes of Faculty Academic Board meetings and all the processed application forms to the Director, School of Graduate and Advanced Studies.
- (x) The PSC shall scrutinize all shortlisted applications and make appropriate recommendations to the Admissions Board through the Academic Registrar.
- (xi) The PSC shall also make recommendations for award of scholarships, fellowships, grants and assistantships whenever such awards are available.
- (xii) Before recommending a candidate to the Admissions Board for admission and registration, the PSC shall certify that:
  - (a) The candidate meets the minimum entry requirements for that programme.

- (b) The proposed field of study can be pursued under the supervision of the university college postgraduate faculty.
  - (c) The candidate has adequate opportunities for consulting his/her Supervisor(s) at least once a month.
  - (d) The candidate has adequate facilities for practical work where applicable.
  - (e) That, for Doctoral degree programmes, the candidate has submitted the application form together with the concept note signed by the proposed supervisors.
- (xiii) A department which does not have sufficient Postgraduate Faculty to teach, supervise and examine its own postgraduate students, shall normally not admit/register students in that particular academic year. The recommended ratio of postgraduate faculty: postgraduate students for supervision shall normally be 1:5 at any one given time, subject to change by Senate, depending on the circumstances.
  - (xiv) Admission into the current academic year for postgraduate candidates shall normally close on the date designated by Senate. The beginning of the academic year for postgraduate students shall normally be synchronized with the undergraduate semesters.