

LAIKIPIA

P.O. Box 1100-20300,  
 NYAHURURU,  
 KENYA



UNIVERSITY

TEL: +254-(0) 20 2671779, 20-2671771;  
 Cell: +254 0729285902, 0729281902  
 bpgs@laikipia.ac.ke; [www.laikipia.ac.ke](http://www.laikipia.ac.ke)

## **OFFICE OF THE DIRECTOR GRADUATE SCHOOL**

### **MOVEMENT OF STUDENTS' PROPOSALS AND OTHER DOCUMENTS**

#### **1.0 SUBMISSION AND EXAMINATION OF RESEARCH PROPOSALS**

- a) This procedure shall begin with the respective CoD convening a departmental meeting within two (2) weeks after the beginning of the semester to nominate and assign an academic supervisor(s) to work with each postgraduate student.
  - i) For the master's students, upon submission of a concept paper after completion of course work, they shall be assigned supervisors on the basis of their proposed area of interest.
  - ii) For the PhD students, upon submission of the concept paper on admission, they shall be assisted to get supervisors.
- b) After the departmental meeting, the CoD shall submit the names of the assigned supervisors through the Dean of School to the Director Graduate School to officially appoint the supervisor(s) in writing.
- c) The CoD shall:
  - i) Prepare a schedule for departmental defences for those students whose concepts/proposals have been received and communicate the same to the supervisors and the students; two (2) weeks after the beginning of the semester.
  - ii) Hold at least one (1) departmental oral examination of proposals every month within the semester, depending on the number of students ready for the oral examination(s).
- d) Students shall submit to the relevant Department or Centre, six (6) copies of their proposals (duly signed) within three (3) months after assignment of supervisor(s).
- e) The department shall organise a proposal oral examination after submission.

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- f) Upon successful oral examination of the work, the student will submit six (6) copies of the revised proposal (duly signed) to the Chairperson of the department. The Chairperson shall in turn forward:
- i) these copies of the proposal together with the minutes of the oral examination to the School for oral examinations;
  - ii) A correction matrix generated by the student on what was recommended and what has been done; and
  - iii) a copy of the departmental minutes to the Director Graduate School.

**NB:** In the event that a proposal does not meet the requirement of the Departmental Board of Examiners, the student(s) shall be asked to resubmit and present again at the next departmental oral examination meeting. The Department shall ensure the submission of the proposal is undertaken successfully and conforms with the guidelines for proposal preparations.

- g) The Dean shall hold at least one (1) School oral examination every month within the semester depending on the number of students ready for the oral examination(s).
- h) Upon receipt of students' documents from the department,
- i) The Dean of the School shall schedule an oral examination meeting, constitute the School Board of Examiners, and invite academic staff and respective postgraduate student(s).
  - ii) The oral examination panel at the School shall examine the student(s) and make recommendations.
  - iii) The School Board of Examiners shall ensure the submission of the proposal is undertaken successfully and conforms with the guidelines for proposal preparations.
- i) Upon successful oral examination at the School level, the Dean through the CoD shall receive:
- i) Six (6) loosely bound hard copies of the corrected proposal duly signed by the student and supervisors;
  - ii) One CD containing both a Word document and PDF document of the proposal;
  - iii) A correction matrix generated by the student on what was recommended and what has been done;
  - iv) the school certificate of correction duly filled in and signed;
  - v) the proposal forwarding form duly filled in and signed;
  - vi) a copy of the abstract, work plan and budget; and

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- vii) A Fee statement.
- j) The Dean shall in turn forward these documents together with the minutes of the School oral examination to the Director Graduate School.
- k) Upon receipt of the proposal and accompanying documents, the Director Graduate School shall prepare the documents for discussion, verification and approval in the next Board meeting, which takes place at least once every month depending on the number of students.
- l) Once the monthly Board meeting is convened and a verdict is arrived at in as far as compliance with the Graduate School Policy is concerned, the Director Graduate School shall communicate officially and in writing within ten (10) days to the student(s), the supervisors, the department and the School the results of the process as well as attach minutes for the student to effect corrections and recommendations if any.
  - i) In the event that a proposal does not meet the Board requirements and is not approved, the Board shall within ten (10) days return it to the student for correction.
  - ii) The student shall in turn re-submit through the CoD and the Dean within 30 days.
  - iii) The Board shall ensure the submission of the final proposal is undertaken successfully and conforms to the guidelines for proposal preparations.
- m) Upon receipt of the corrected proposal from the student and verification that the recommendations of the Board have been effected, the Director Graduate School on behalf of the Board shall give clearance to the student to proceed with the research and seek a research permit and any other requirements from relevant bodies.

## 2.0 SUBMISSION AND EXAMINATION OF THESES/PROJECTS

- a) At least three (3) months before a Project or Thesis is submitted, a candidate shall, with the consent of the supervisor(s) and through the relevant department and the School, give notice in writing to the Director Graduate School indicating intention to submit the Project/Thesis. The Notice of Intention to Submit must be accompanied by an Abstract of the Project/Thesis and a Fee Statement as proof that ALL Fees has been paid.
- b) The Thesis/Project must be submitted immediately upon expiry of the three (3) months notice which must correspond to the date Graduate School received the Notice of Intention to Submit form.

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- c) Upon elapse of this period, the Director Graduate School shall confirm that the student has uploaded a soft copy of the Project/Thesis for plagiarism check. In the event that the soft copy is not uploaded, a reminder shall be done to the student to do so.
- d) The Anti-Plagiarism task shall be done on the student's soft copy of the Project/Thesis. Upon production of a positive Anti-Plagiarism result, the student shall submit nine (9) spiral bound hard copies of the Project/Thesis Report to the Director Graduate School. In the event that the Anti-Plagiarism process produces a negative result of above 15 percent for the Master's project/Thesis report and above 12 percent for the Doctoral Thesis report, the student shall be asked to rework the Project/Thesis and do a re-submission to the Director Graduate School.
- e) The Director Graduate School shall ensure the submission of student's Log Book duly filled in and signed, together with the copies of the Project/Thesis to the Director Graduate School through the Dean of the relevant School. This condition is a prerequisite to the candidate's attendance of the oral examination.
- f) Upon receipt of copies of the Project/Thesis, the Director Graduate School shall forward the same to the Examiners for examination.
- g) The Director Graduate School shall, within a period of thirty (30) days, receive the Examiners' Reports and examined Project/Thesis.
- h) The Director Graduate School shall, in consultation with the respective Dean, set an Oral Examination date and constitute a Board of Examiners' Panel and convene an Oral Examination meeting within a stipulated period of receiving ALL the Examiners' reports.
- i) The Board of Examiners chaired by the respective Dean of School to examine the candidate and make recommendations shall be constituted, and Oral Examination undertaken.
- j) The decision of the Board of Examiners shall be communicated verbally to the candidate immediately after the Oral Examination by the Chairperson of the Board of the Examiners.
- k) The Director Graduate School shall communicate the decision in (j) above as well as comments from both the thesis/project examination and the oral examinations. This shall be done in writing to the candidate, the supervisors, the CoD and the respective Dean within two (2) weeks after the Oral Examination.
- l) The Director Graduate School shall after the stipulated time, depending on whether a candidate passed with minor corrections, major corrections or a deferment case, receive a draft of the corrected Project/Thesis (both in soft copy and hard copy, spiral bound) together with a Graduate School Certificate of Correction duly signed by the supervisor(s).

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In the event that this is not done within the stipulated time, the Director Graduate School shall within 14 days write a reminder to the student to do so.

- m) Upon reception of the draft Project/Thesis, verification of all corrections suggested by the Board of Examiners shall be done and the candidate advised accordingly.
- n) The Director Graduate School shall ensure the submission of the final Project/Thesis is undertaken successfully and conforms to the guidelines for project/Thesis preparations.
- o) Acceptance of Final Project/Thesis is subject to the following:
  - i) Submission of student's Log Book duly filled in and signed, which should have been done together with submission of final Project/Thesis.
  - ii) Proof of publication(s) emanating from the Project/Thesis and subsequently filled in form of the same.
  - iii) Proof of the Project/Thesis having been edited by providing a Language Editor Certificate from a qualified Language Editor.
- p) Once a successful submission is done, the student can now participate in the next Graduation ceremony provided they conform with all the requirements given for participation in the Laikipia University Graduation Ceremony.

**PROF FELICIA YIEKE**

**DIRECTOR**

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