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Document Title: <b>STANDARD OPERATING PROCEDURE FOR POSTGRADUATE STUDIES &amp; RESEARCH</b>		

# CHUKA UNIVERSITY

## Standard Operating Procedure


For

### Postgraduate Studies & Research (CU/SOP/BPSR/13)

#### Document Review Sheet

The signatures below certify that this Standard Operating Procedure has been reviewed and accepted, and demonstrate that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

	Name & Signature	Position	Date
Prepared by	Dr. Mwenda Mukuthuria	Director, BPSR	25.6.2012
Reviewed by	Prof. D. K. Isutsa	Deputy Vice-Chancellor (AA)/MR	01.3.2013
Approved by	Prof. E. N. Njoka	Vice-Chancellor	25.3.2013

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### 1.0 AMENDMENT RECORD SHEET

This Standard Operating Procedure is reviewed regularly to ensure relevance to the systems and process that it defines. A record of contextual additions or omissions is given below.

DATE	ISSUE NO.	REVISION NO.	PAGE NO.	SUBJECT OF REVIEW /MODIFICATION	REVISED BY HOD	APPROVED BY MR
1.3. 13	02	00	ALL	Changed Quality Management Representative to Management Representative	Director, BPSR	Prof. Isutsa
1.3. 13	02	00	ALL	Changed Deputy Principal to Deputy Vice-Chancellor	SAME	Prof. Isutsa
1.3. 13	02	00	ALL	Changed procedures to processes	SAME	Prof. Isutsa

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## 2.0 GENERAL

### 2.1 Purpose

The purpose of this procedure is to ensure that all Postgraduate Students' processes and activities are managed effectively to ensure compliance with this International Standard and the University's and Government's statutory policies, procedures and regulations.

### 2.2 Scope

This procedure applies to and defines all the activities carried out by the BPSR.

### 2.3 References


- CU Catalogue, 2013
- CU Charter, 2013
- CU Statutes, 2013
- CU Guidelines to Writing Theses/Reports
- Egerton University Catalogue
- Graduate Students' Handbook (Current)
- ISO 9001:2008 Standard, Clauses 7.1, 7.2, 7.3, 7.5, 7.6, 8.0
- Quality Manual

### 2.4 List of Abbreviations

BPSR	=	Board of Postgraduate Studies and Research
COD	=	Chairman of Department
CU	=	Chuka University
DVC (AA)	=	Deputy Vice-Chancellor (Academic Affairs)
ID	=	Identity Card
M.Ed.	=	Masters of Education
M.Sc.	=	Master of Science
MA	=	Masters of Arts
MBA	=	Masters of Business Administration
NCST	=	National Council of Science and Technology
PGDE	=	Postgraduate Diploma in Education
Ph.D.	=	Doctor of Philosophy
SAA	=	Senior Administrative Assistant
SMS	=	Short Message Services

### 2.5 Definition of Terms

- Applicant:** A person who in writing expresses his/her interest to be considered for admission into a CU programme of study.
- Director:** Refers to the appointed Director of Board of Postgraduate Studies and Research.
- Officer:** Any person employed by CU and mandated to offer approved services.
- Dean:** Means Dean of Faculty.

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**Proposal:** Refers to a document written to guide a student/author in carrying out research for the purpose of advancement of knowledge.

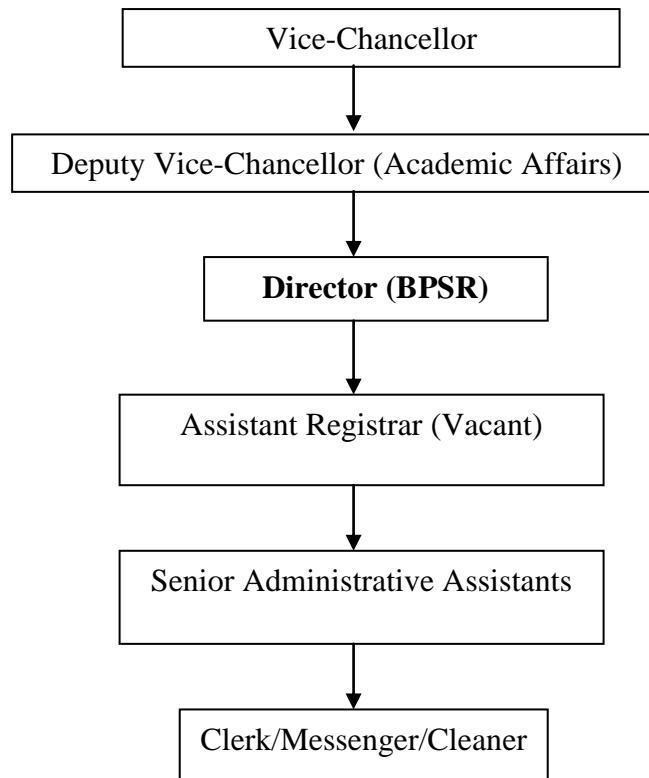
**Student:** Refers to a person registered by CU for the purposes of obtaining a qualification or any other person who is determined by the Senate to be such.


### 2.6 Responsibility

The Director has the primary responsibility of ensuring that this procedure is implemented and remains adequate for its intended purpose. The Director has the primary responsibility for providing the information from which the documentation for its processes can be compiled and for initiating action to keep them up to date. However, all departmental staff members are responsible for implementing and ensuring that these procedures are followed.

### 3.0 ADMINISTRATIVE STRUCTURE

The BPSR is one of the Directorates within CU. The current administrative structure for the Directorate is as follows:



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## **4.0 PROCESSES**


### **4.1 Overview**

The Director is responsible for the activities related to Postgraduate Studies and Research. The core activities of the Board include:


- (i) Admission of postgraduate students
- (ii) Registration of postgraduate students
- (iii) Postgraduate students' guidance and counseling
- (iv) Archiving postgraduate research proposals
- (v) Organizing oral examination of theses/project reports
- (vi) Initiating payment for theses examination service providers
- (vii) Appointing external supervisors/examiners

### **4.2 Process for Admission of Postgraduate Students**

- (i) Postgraduate applicants make direct inquiries at CU, on Website or refer to adverts placed in the electronic or print media for applications into various Postgraduate degree or diploma programmes.
- (ii) Applicants dully fill and submit official forms (CU/BPSR/FORM/01) in duplicate and return to the Director (BPSR), alongside academic testimonials, latest 2 weeks to the beginning of the semester. The testimonials include:
  - (a) Two certified copies of all the academic certificates
  - (b) Two certified copies of all the academic transcripts
  - (c) Two copies of curriculum vitae
  - (d) Two certified copies of national ID card
  - (e) Two recent coloured passport size photographs
  - (f) A CU original receipt from the cash office as evidence of payment of a non-refundable application fee of KSh. 2,000.
  - (g) For Ph.D. programmes two loosely bound copies of a research concept note or a proposal are submitted as part of the testimonial.
  - (h) Candidates applying for Ph.D. programmes must have a Masters degree in the relevant area.
  - (i) Candidates applying for PGDE/Masters programmes must have a Bachelor's degree upper division or lower division plus two year's work experience in the relevant area.
- (iii) The applications are submitted to the Director (BPSR) at P. O. Box 109-60400, Chuka. Alternatively, applications are hand-delivered to the Director (BPSR)'s Office.
- (iv) Applications are stamped "RECEIVED" using the Graduate School stamp and listed/filed among other applications received earlier in that discipline.
- (v) Applications are verified for completeness in terms of compliance with the basic requirements for admission into the programme.
- (vi) Where the application forms are not completed properly or are lacking mandatory attachments the following is done:
  - (a) In case the application was hand-delivered, the applicant is notified of the non-conformity and the corrective action before leaving the Director's Office.

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- (b) If the application was delivered through postal mail, non-conformity is notified to the applicant via emailing, telephoning, SMSing or through writing a letter.
- (vii) The non-conforming applications are listed and the shortcoming is noted on top of each non-conforming application.
  - (vii) If the applicant of a non-conforming application becomes responsive, then the non-conforming application is listed for further processing among those that have conformed.
  - (viii) The application forms, whose owners are not responsive, are put in a labeled separate file which is shelved in the Graduate School Registry for future reference.
  - (ix) Applications verified to be compliant and have all the attachments required are keyed into the computer.
  - (x) Thereafter each application is organized into a folder (respective application files).
  - (xi) The application files are listed in the delivery book and forwarded to the CODs and Deans for further consideration by the subject experts (CU/SOP/DEPT/16-21 and CU/SOP/FACU/6-10) before returning back to the Director (BPSR).
  - (xii) The Director convenes a Board meeting to consider and admit the qualified students.
  - (xiii) The Director signs the section of approval for each candidate, indicating whether that candidate is qualified or not. In both cases, reasons are given.
  - (xiv) Candidates who qualify are notified in 2 weeks from application time that they have been admitted through a letter that is signed by the Director (BPSR) on behalf of the Senate and Vice-Chancellor. The letter of admission bears admission number obtained from the admissions office and it indicates the reporting date, mode of study, course duration and above all it is accompanied with the fees structure of the respective programme. This letter is copied and delivered to the respective COD and Dean of Faculty.
  - (xv) For candidates who do not qualify, they are served with a regret letter declining admission and citing the reasons why they did not qualify.
  - (xvi) Letters are posted officially to the candidates through the address provided in their application forms. Besides, candidates may be informed of the status of their application through the official email of the Graduate School, or SMS.
  - (xvii) One copy of the application form and student's admission letter is used to open a student's personal file, which is kept in the Graduate School Registry. The remaining form is also handed over to the respective COD for the same.
  - (xviii) Teaching through the Department commences if the class attains a quorum.
    - (a) A class is deemed to have a quorum if it attains a minimum of six qualified applicants for PGDE, and art-based postgraduate programmes including MA, M.Ed. and MBA.
    - (b) A class is deemed to have a quorum if it attains a minimum of three applicants for M.Sc. programmes.
    - (c) Intake for Ph.D. candidates is continuous subject to availability of qualified supervisors in a given area of interest.
  - (xix) In the case of Ph.D. applicants, the same procedure as above is followed and the form is forwarded to the department and faculty from where it is returned with board minutes and the reviewed concept note for further consideration by the BPSR.
  - (xx) For applicants whose proposals are rejected completely, candidates are advised to re-write their proposals or even to make changes to the topic.

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- (xxi) For applicants whose concept notes require improvement, candidates are advised to revise them and resubmit for further consideration.
- (xxii) Qualified Ph.D. applicants are admitted on probation of 6 months from the date the letter of probation admission is issued.
- (xxiii) For candidates who qualify, one copy of the application form, concept note and student's admission letter are used to open the student's personal file which is kept in the Graduate School registry. The remaining form is handed over to the respective COD for the same.


#### **4.3 Process for Registration of Postgraduate Students**

- (i) Masters and PGDE students report on Campus at the beginning of the semester. They are registered in specified locations as indicated on their admission letter. Registration of Ph.D. students is done at the Graduate School offices.
- (ii) Students are expected to identify themselves by producing their original admission letters and national ID cards.
- (iii) After identification, each student is issued with registration 4 forms. The form is meant to capture details on, but not limited to, the student's name, registration number, contact address, semester/block and year for which the student is registering and the gender.
- (iv) The completed form is handed back to the registration officer for confirmation.
- (v) The student signs the class list and is directed to go and submit bank slips for receipting in the Finance Department.
- (vi) The student then seeks housing in the University hostels through the Halls Officer.
- (vii) Students who clear with given departments sign the nominal roll at the registration desk.
- (viii) Students who do not clear with all departments/sections do not sign the Nominal Roll, meaning that they are not *bona fide* students.
- (ix) The registration officer signs and stamps the registration forms.
- (x) The duly signed forms are distributed as follows:
  - (a) Original to the student
  - (b) Duplicate to the Graduate School
  - (c) Triplicate to the Faculty
  - (d) Quadruplicate to the Halls Officer

#### **4.4 Process for Supervision of Postgraduate Students**

- (i) Once a Master's degree student completes coursework, the COD nominates and recommends to the Director BPSR two supervisors, who are specialists in the area of interest, to work with the candidate.
- (ii) Ph.D. candidates report to the respective CODs for assignment of provisional supervisors once their concept notes have been approved by respective departments.
- (iii) Once the COD allocates supervisors, official communication is done requesting the Director to appoint the supervisors officially.
- (iv) The Director (BPSR) officially appoints the recommended supervisors to work with students as they develop their proposals and on other matters of research.
- (v) The supervisors work with the candidate perfecting the proposal until when it is ready for examination at Departmental and Faculty levels.




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- (vi) While the supervisors are guiding the student in research and proposal writing, they ask the student to fill Quarterly Progress Reports and Monthly Records forms of consultation as a proof of commitment to their studies.
  - (a) Quarterly Progress Reports and Monthly Records of Consultation Forms are available in the Graduate School and are also delivered to the students via email.
- (vii) The Supervisor, COD and Dean of Faculty sign Quarterly Progress Report Forms before forwarding to the Graduate School for filing.
- (viii) The Supervisor only signs on Monthly Record of Consultation Forms before forwarding to the Graduate School.
- (ix) The Director (BPSR) evaluates the reports and records to determine the progress of each registered candidate.

#### **4.5 Process for Processing of Postgraduate Proposals**


- (i) A proposal is ready once it has been successfully examined at the Department and Faculty levels and corrected.
- (ii) The student submits the proposal for registration in 2 days through the supervisor, COD, and Dean of Faculty to the Graduate School together with the following:
  - (a) A certificate of proposal correction signed by the supervisor(s).
  - (b) A duly filled proposal forwarding form.
  - (c) A signed copy of the Faculty's oral examination minutes.
  - (d) Six loosely bound duly signed copies of the student's proposal for distribution to:
    - obtain a research permit (2 copies); a copy each is given to the BPSR, COD and the two supervisors.
- (iii) The proposal is received at BPSR, stamped 'RECEIVED' and vetted to confirm that the candidate has complied with all the requirements.
- (iv) In case some requirements are not met, the student is notified at this stage.
- (v) The proposal is scrutinized in the Graduate School to ascertain that formatting and other issues of the structure are meeting the standards.
- (vi) The Director (BPSR) then approves the proposal meeting the standards for registration.
- (vii) A letter to inform the candidate of the outcome is written within 24 hours and posted. A copy is also given to the COD and the Dean of the respective Faculty.
- (viii) In case a proposal is not meeting the standard, according to the Graduate School Administrator or Director, a letter to inform the candidate is also written and delivered within 24 hours through the Dean and COD, copied to the supervisors.
- (ix) Candidates use registered proposals to seek research permit from the National Council of Science and Technology (NCST).
- (x) The proposal forwarding form, certificate of correction, a copy of the Faculty minutes, a copy of the proposal and the letter informing the candidate about registration of their proposal are kept in the student's personal file.
- (xi) After registration of the proposal, a formal appointment letter in triplicate is issued to the supervisor(s) who had been working with the student. This letter of appointment stipulates the terms of engaging the supervisor.

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- (xii) Two copies alongside the proposal are forwarded to the respective supervisor(s) who in turn are expected to acknowledge the appointment by signing acceptance of the responsibility in a section of the letter.
- (xiii) In the event a supervisor declines the offer of appointment, the Director liaises with the COD to appoint another competent person to work with the student in the area of interest.
- (xiv) The consenting supervisor keeps a copy of the letter together with the accompanying proposal and returns a copy of the letter to the Graduate School.
- (xv) The letter returned to the Graduate School is used to make claims of payment once the student completes researching and successfully submits hard and soft copies of the research report/thesis.


#### **4.6 Process for Examination of a Thesis/Project Report**

- (i) The student files intention to submit a thesis/project report for examination through the COD and Dean by filling a “Notice of Intent to Submit Form” (reference) together with an abstract of the thesis/project report, three months in advance.
- (ii) After the three months, 5 loosely bound copies of the thesis/project report are submitted through the COD and Dean to the Director (BPSR), who stamps them ‘RECEIVED’.
- (iii) Within 24 hours, the Director (BPSR) dispatches a letter of acknowledgement to the student and copies to the respective COD and Dean.
- (iv) A letter and proposal/project report, Report Evaluation Form (reference) and a claim form are forwarded to supervisors and internal and external examiners to give examination reports within 2 months.
- (v) In case of delay, the Director (BPSR) writes a reminder letter to them.  
All the examiners are required to indicate whether:
  - a) The thesis/project report is adequate in form and content, or not.
  - b) The thesis/project report reflects an adequate understanding of the subject matter and shows display of original thought.
  - c) The thesis/project report makes significant contribution to the existing knowledge.
  - d) The strength and weaknesses of each chapter; and in consequence whether or not the degree should be awarded.
- (vi) Examiners’ reports and the examined thesis/project are stamped RECEIVED, forwarded to the Director (BPSR) for perusal and filed in an examination file marked **confidential**.
- (vii) The thesis/project report is marked EXAMINED with a pen on the cover page and kept in a safe cabinet designated for that purpose.
- (viii) The Director (BPSR) drafts a letter of acknowledgement within 24 hours to the examiner stating that the report has been received.
- (ix) For entitled examiners, claim forms are forwarded for processing to respective departments and faculties and approval by the Director, BPSR.
- (x) Claims are then forwarded for authorization by the Deputy Vice-Chancellor (AA) and payment by the Finance Department.
- (xi) Postage expenses incurred by the examiners while submitting back examined thesis are reimbursed using Graduate School’s petty cash.

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#### **4.7 Process for Organization of Oral Examination**

- (i) Preparation for oral examination begins once the 4<sup>th</sup> thesis examination report is received in the Graduate School. The candidate is informed through SMS, followed with an official letter or an email to start preparing for the oral examination.
- (ii) The Director (BPSR) in liaison with the Dean of Faculty sets an examination date.
- (iii) Oral examination date is communicated to the candidate 2 weeks in advance using either a phone call, SMS, or email before an official letter is posted as well, indicating date, time and venue for the oral examination.
- (iv) Candidates clear with Finance Department and submit clearance to the Graduate School before sitting the oral examination.
- (v) The Board of Examiners for every student is constituted by the Director, BPSR in consultation with the Dean of the respective Faculty.
- (vi) Blind copies of four confidential examiners' reports are made in the Graduate School and delivered to the Faculty Board of Examiners of each candidate alongside the letter inviting them to attend the oral examination at a given venue, time, date and indicating the name of the candidate, and capacity in which the examiner is appointed.
- (vii) Copies of the theses/project reports of respective candidates are submitted to their respective faculties for perusal prior to the date of the examination.
- (viii) A Dean Chairs the Faculty Board of Examiners, makes sure that the Board is well constituted and guides members on other procedural matters.
- (ix) The candidate is invited into the room for oral examination by the secretary.
- (x) For masters students, oral presentation takes 20 – 25 minutes; for Ph.D. students it takes 30 – 35 minutes.
- (xi) The members then question/interrogate and interact with the candidate. The student's supervisors are always the last before the Chair, wraps up the examination session.
- (xii) The candidate steps out of the room to allow the Board of Examiners to deliberate on the outcome of the examination.
- (xiii) Each examiner evaluates the student's presentation and gives an impressionistic opinion in a score sheet (reference) provided in the examination room to indicate whether the student's thesis/project report:
  - (a) Passes with no corrections – in this case, a candidate proceeds to bind the report/thesis and submits to the Graduate School.
  - (b) Passes with minor corrections – a candidate is given 30 days to correct.
  - (c) Passes with major corrections – a candidate is given 30 days to correct.
  - (d) Defers – a candidate is given 3 to 6 months to perfect key areas found to be wanting.
  - (e) Fails – a candidate's work is of no significant academic worth and must be redone.
- (xiv) Opinions represented in the score sheet are consolidated by all the members and a verdict given based on scholarship and academic concerns.
- (xv) Issues raised before and after presentation are captured in minutes signed by all the examiners present.
- (xvi) The candidate is invited back to the room and the verdict is communicated by the Chair.

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- (xvii) A successful candidate is issued with a set of anonymous examination reports from all the examiners; all copies of the examined thesis; and a signed copy of the oral examination minutes to use in effecting corrections suggested.

#### **4.8 Process for Submission of Hardbound and Soft Copies of Theses/Project Reports**


- (i) A successful candidate submits within 30 days a draft of the corrected thesis to the BPSR together with a Certificate of Correction (reference) signed by the supervisor(s).
- (ii) The Director (BPSR) inspects to ascertain the quality of the work about to be bound.
- (iii) The student is given directions and instructions on how to bind the final copies of a satisfactory thesis /project report.
- (iv) The student submits five hardbound copies of the thesis and two pdf soft copies on compact disks to the Graduate School through the respective department and faculty.
- (v) The student is immediately issued with a letter of acknowledgement of receipt of the thesis/project report.
- (vi) The Director BPSR notifies the student through writing that he/she has fulfilled the requirement for the award of the degree and should wait to graduate in the next graduation ceremony.
- (vii) The Director signs the Oral Examination Forms (in duplicate) with the date when the student hands in copies of the thesis/project report.
- (viii) The forms are forwarded to the Vice-Chancellor for approval via a delivery book.
- (ix) A copy is retained in the Graduate School and the other is forwarded to the Dean.
- (x) A Student's personal file is updated with the original copies of the examination reports, a copy of the oral examination minutes and the Certificate of Correction.
- (xi) The file is then separated from others and stored safely in the Graduate School archives among other files of students who have completed their graduate studies.
- (xii) Copies of the thesis/project report are distributed by the Graduate School Administrator as follows: A hard copy each to the COD; Dean of the Faculty; Graduate School; and two copies to the Library. A soft copy on CD is also forwarded to the Library.
- (xiii) The copies in the Graduate School are spine marked to ease retrieval.

#### **4.9 Process for Initiation of Payment of Service Providers**

- (i) A claim form together with an appointment letter is filled to indicate service rendered and signature and submitted to the Director (BPRS) through the department and faculty.
- (ii) The Director verifies the claim, approves, and submits to the DVC (AA) for authorization and forwarding to the Finance Department for payment.
- (iii) When the payment is processed, Graduate School Administrator collects it for further submission to the service provider either by depositing it to the owners account, or sending it to the owner through postage.

#### **4.10 Process for Appointment of External Supervisors/Theses Examiners**

- (i) A COD or member of the academic staff or candidate identifies a relevant supervisor in a given area of specialization.
- (ii) The external supervisor is requested to submit a curriculum vitae to the COD.

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- (a) If a candidate is doing research at masters level, the external supervisor identified should be a Ph.D. holder and of the rank of a lecturer and above.
- (b) If the candidate is pursuing a Ph.D. degree, the external examiner should be a holder of a Ph.D. of the rank of a senior lecturer and above.
- (iii) The COD forwards testimonials to the Director (BPSR) for perusal.
- (iv) Once found qualified, the Director (BPSR) makes official communication, requesting to confirm in writing willingness to work with the candidate.
- (v) The Director (BPSR) appoints the supervisor provisionally to take charge of the student in the course of developing a proposal and fully when the proposal passes all examinations at departmental and faculty levels, and attaches terms governing supervision and examination of postgraduate students at Chuka University.

## 5.0 RECORDS

- (i) Postgraduate Courses Brochure
- (ii) Admission Letters
- (iii) Letter Admitting Students Transferring from other Universities
- (iv) Student Registration Form
- (v) Ph.D. Provisional Admission Letter
- (vi) Ph.D. Final Admission Letter
- (vii) Regret Letter for unqualified students
- (viii) Certificate of Proposal Correction
- (ix) Proposal Forwarding Form
- (x) Letter of Proposal Registration
- (xi) Progress Record Form
- (xii) Monthly Consultation Form
- (xiii) Letter of Submission of Thesis for Examination
- (xiv) Thesis/Project Report Evaluation Form
- (xv) Letter of Acknowledging Submission of Hardbound and Soft Copies of Thesis
- (xvi) Oral Examination Form
- (xvii) Board of Examiners' Voting Card
- (xviii) Certificate of Thesis Correction


## 6.0 KEY PERFORMANCE INDICATORS/OBJECTIVES

### a) Indicators

- (i) Number of registered Masters and Ph.D. proposals
- (ii) Number of students who have defended their thesis/project report
- (iii) Number of proposals funded
- (iv) Number of students graduating


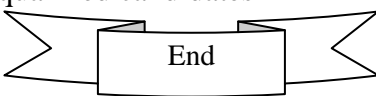
### b) Objectives

- (i) To coordinate postgraduate studies following standard procedures.
- (ii) To increase enrollment and fast-track completion rates of postgraduate students.
- (iii) To produce postgraduates that will help realize Vision 2030 objectives.


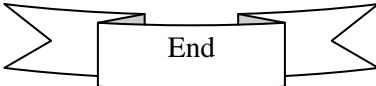
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## APPENDIX 1: PROCESS MAPS

### i. Admission of Postgraduate Students

RESPONSIBILITY	ACTION
	 Start
VICE-CHANCELLOR/ DEPUTY VICE-CHANCELLOR (AA)/ ACADEMIC REGISTRAR/ DIRECTOR, BPSR	Preparation and publication of advert inviting application by suitably qualified candidates
CANDIDATES	Application for admission on official forms
DIRECTOR, BPSR	Reception and acknowledgement of application
SAA/COPY TYPIST	Keying applicants' details into the computer
DIRECTOR, BPSR	Submission of the applications to respective departments and faculties
CODS / DEANS	Processing of applicants by departmental and faculty boards and forwarding of recommendation (Qualified or Not) to the Director, BPSR. NO/YES
DIRECTOR, BPSR	Approval or Rejection of Application. NO/YES
DIRECTOR, BPSR	Admission of qualified candidates or writing of regret letters to unqualified candidates
	 End

### ii. Registration of Postgraduate Students

RESPONSIBILITY	ACTION
	 Start
VICE-CHANCELLOR SENATE	Approval of the reporting date
STUDENTS	Reporting on campus
DIRECTOR (BPSR)/SAA	Registration of students
SENIOR ACCOUNTANT	Receipting of payments from students
IN-CHARGE ACCOMMODATION	Assignment of students rooms if available
STUDENTS	Signing of nominal roll
	 End



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**iii. Supervision of Postgraduate Students**

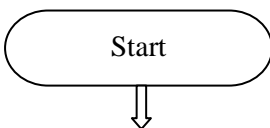
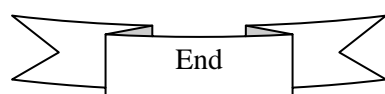
RESPONSIBILITY	ACTION
STUDENT	
COD	Recommendation of two supervisors to work with students
DIRECTOR (BPSR)	Official appointment of the supervisors to guide students in writing proposals and conducting research
STUDENTS	Filling and submitting to the Graduate School Monthly Records of Consultation and Progress Reports
SUPERVISOR	Guidance of student in development of thesis/project proposal
COD/DEAN	Approval of submission of thesis/project proposal. NO/YES
COD/DEAN/DIRECTOR (BPSR)/VICE-CHANCELLOR	Substantive appointment of supervisors to work with student until when ready to graduate

**iv. Processing of Postgraduate Students' Proposals**

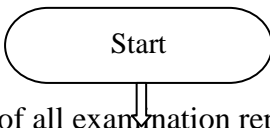
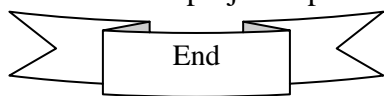
RESPONSIBILITY	ACTION
SUPERVISOR	
COD/DEANS/DIRECTOR (BPSR)	Constitution of departmental and faculty Boards of Examiners
STUDENT	Taking of examination at Faculty and Departmental levels
DEPARTMENTAL EXAMINERS/ FACULTY BOARD OF EXAMINERS	Proposal verdict
STUDENT AND SUPERVISORS	Submission of proposal to the Graduate School
DIRECTOR (BPSR)	Registration of a successful proposal
VICE-CHANCELLOR/ BPSR / DIRECTOR	Final official appointment of supervisors to work with the student

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### v. Submission of a Draft Thesis/Project Report

RESPONSIBILITY	ACTION
STUDENT	 Filing of intention to submit a thesis/project report
DIRECTOR	Communication to all examiners, recommended by the COD and the Dean, notifying them about the research report/thesis about to be submitted for examination
SUPERVISOR	Approval of the student to submit loosely bound thesis/project report to go to the Graduate School through the COD and Dean
DIRECTOR, BPSR	Acknowledgement of receipt of loosely bound thesis/ project report and forwarding of the copies to the examiners
EXAMINERS (SUPERVISORS, INTERNAL & EXTERNAL)	Examination of the thesis or project and submission back to the Director, BPSR
DIRECTOR, BPSR	Receiving of examined reports and acknowledgement to the examiners 


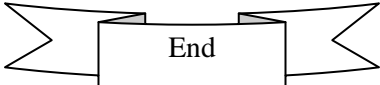
### vi. Organisation of Oral Examination

RESPONSIBILITY	ACTION
DIRECTOR, BPSR	 Receiving of all examination reports from examiners
DIRECTOR, BPSR/ DEAN	Notification of the candidate that all reports have been received and examination will be scheduled within 2 weeks (14 days)
DIRECTOR, BPSR/ DEAN	Consultation to appoint Faculty Board of Examiners
DEAN	Convening of the Faculty Board of Examiners
FACULTY BOARD OF EXAMINERS	Orally examination of the candidate. Passing of a verdict on oral examination (pass, defer, fail)
DEAN	Announces verdict to the candidate
DIRECTOR, BPSR	Official communication through writing to the candidate specifying the period required to effect corrections before submission of final thesis/project report. 


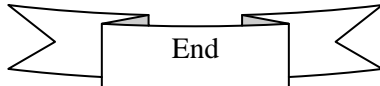



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**vii. Submission of Hardbound and Soft Copies of Theses/Project Reports**



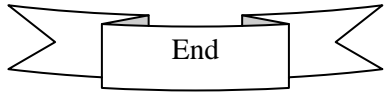
RESPONSIBILITY	ACTION
SUPERVISOR	<p style="text-align: center;">             ↓            Issuance of the certificate of correction to the student.         </p>
STUDENT	Submission of a sample of one thesis or project report to the Director (BPSR) for inspection of quality
DIRECTOR, BPSR	Cross-checking of the corrections as per the Graduate School minutes and when satisfactory, guidance of the student on thesis or project report binding procedures
STUDENT	Submission of 6 hard bound copies and 2 soft copies of the thesis or project report to the Director (BPSR) through the COD and Dean of Faculty.
DIRECTOR, BPSR	<p>Acknowledgement of receipt of the copies. Clearance of the student by issuing with a letter of proof.</p> <p style="text-align: center;">  </p>

**viii. Initiation of Payment of Service Providers**

RESPONSIBILITY	ACTION
	<p style="text-align: center;">             ↓         </p>
EXTERNAL EXAMINER/ INTERNAL/SUPERVISOR	Filling of claim forms provided and submission together with an appointment letter to the Director (BPSR) through the COD and respective Dean
COD/ DEAN/ DIRECTOR, BPSR	Recommendation of payment and forwarding of the claim to the DVC (AA) for authorization of payment.
DVC (AA)	Authorization of the payment of the claim
SENIOR ACCOUNTANT	<p>Processing of the payment of the claimant</p> <p style="text-align: center;">  </p>

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**ix. Appointment of external supervisors/thesis examiners**

<b>RESPONSIBILITY</b>	<b>ACTION</b>
COD/ MEMBER OF ACADEMIC STAFF	<p style="text-align: center;">   ↓  Identification of a relevant supervisor or External Examiner in a given discipline </p>
EXTERNAL EXAMINER/ SUPERVISOR	Submission of Curriculum Vitae to the respective Department for verification of qualifications
COD	Scrutinizing of the credentials of the identified External Examiner or Supervisor
DIRECTOR, BPSR	Ratification of the person or person(s) submitted for appointment as examiners 
DIRECTOR, BPSR	<p>Official appointment of the External Examiner or Supervisor, notification of COD, Dean of Faculty and the respective student by issuing them letters</p> <p style="text-align: center;">  </p>