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Edition

THE Catholic University of Eastern Africa

POSTGRADUATE STUDENTS POLICY HANDBOOK

Directorate Research, Innovation
& Graduate Training

The Catholic University of Eastern Africa
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TABLE OF CONTENTS

List of Abbreviations and Synonyms

PART I: GENERAL

BACKGROUND.....3

1.0 Introduction.....

2.0 Governance of postgraduate Studies.....

3.0 Postgraduate Studies Strategic

Planning.....

PART II: ECCLESTICAL DEGREE PROGRAMMES.....

2.0 Admission Requirements 8

3.0. Tuition Payment and Financing Policy 20

4.0 Course Duration and Structure..... 22

5.0 Teaching and Learning Guidelines 24

6.0 Examinations Regulations/Policy 27

7.0 Common Project/Thesis/Dissertation Policies/Seminar Participation Guidelines 33

8. 0 Graduation Requirements/Policy 43

9.0 Services For Graduate Students (Non-Academic)..... 47

Appendices..... 51

List of Abbreviations and Acronyms

AMECEA	Association of Member Episcopal Conferences of Eastern Africa
CUEA	The Catholic University of Eastern Africa
DBA	Doctorate in Business Administration
HOD	Head of Department
MA	Master of Arts
MBA	Master of Business Administration
MEd	Master of Education
PhD	Doctor of Philosophy
PSC	Postgraduate Studies Committee
STD	Doctorate in Theology
STL	Licentia in Sacra Theologia (Licence in Sacred Theology)

PART I: GENERAL BACKGROUND

1.0 Introduction

This handbook provides a comprehensive review of the 2013 edition of the CUEA *Postgraduate Policy Manual*. Like the previous editions, this handbook aims to provide policies, guidelines, and regulations to facilitate students working to complete their graduate programmes and staff engaged in postgraduate training. The review has largely been necessitated by emerging changes in both national and internal best practices in research and publication. It reflects the requirements by the NACOSTI and CUE for ethical review of all proposals involving humans. Second, the handbook reflects the CUE's publication requirements for master's and doctoral students to graduate.

Finally, it reflects the need to promote the University growing niche in quality graduate training. The University's traditional niche of diploma and undergraduate studies seems unsustainable with current trends showing the establishment of independent Catholic Universities in almost all the AMECEA member countries to offer similar diploma and undergraduate programmes. While this development may be justified, it clearly undercuts the University's traditional niche. It is imperative therefore for CUEA to shift to a new niche of postgraduate training, offering a diversified range of innovative programmes to meet capacity development needs of the newly established institutions. The niche has high regional demand for capacity building for the emerging institutions.

The handbook organized into two parts. Part one will cover ecclesiastical programmes while part two will focus on civil programmes. The former type of programs are offered in the Faculty of Theology and are governed by the Holy See and the provisions of *Sapientia Christiana* and *Ex Corde Ecclesiae*. The latter (civil) category of degree programmes are governed by civil charter of accreditation by the Commission for University Education (CUE). The programmes in either of these categories are delivered flexibly using various modes including day (full-time), evening, weekend, holiday programme, online modules and blended modules.

The Handbook is expected to provide practical guidance to postgraduate students and teaching staff. Students will draw from it to meet the postgraduate study expectations at the time of admission into the programmes, to graduation.

The postgraduate training policies, procedures and guidelines of the of the ecclesiastical postgraduate programmes, under the faculty of Theology, have been presented in part one of the Handbook. Attempt was made to harmonize policies, procedures and guidelines of the civil postgraduate programs. These have been presented in part two of the Handbook. However, the Handbook should be read together with the regulations governing the award of postgraduate degrees which are set in various programmes.

2.0 Governance of Postgraduate Studies

Reporting to the Senate through the Deputy Vice Chancellor in charge of Academic Affairs and Research (DVC/AA&R), DRIGT coordinates the University's research, innovation and graduate training mandates. It is currently organized into the Research Division (RD) and the Graduate Training Division (GTD). RD is charged with coordinating all operational research activities across faculties, schools, institutes and centres. GTD, on the other hand, is charged with coordinating all graduate training activities across faculties, schools, institutes and centres.

The activities of GTD are facilitate by the Doctoral Committee (DC) (for ecclestical master's and doctoral degree programmes under the faculty of Theology) and Graduate Training Committee (GTC) (for civil master's and doctora degree programs under the civil faculties, schools, institutes and centres). The membership and functions of both DC and GTC are presented below:

2.1 Doctoral Committee

2.1.1 Membership

- i) Dean, Faculty of Theology – ex officio
- ii) Deputy Vice Chancellor/Academic Affairs & Research-ex-officio
- iii) Registrar-Secretary
- iv) Heads of Departments or their representative for a term of three years.
- v) Two selected representatives from other faculties for a term of three years
- vi) All professors of the faculty of Theology
- vii) One representative of doctoral candidates. However he/she shall leave sessions dealing with any of his/her colleagues
- viii) The committee shall choose the chairman from among the three members elected by the Faculty Academic Board

2.1.2 Functions

- i) to evaluate doctoral students' proposals
- ii) to conduct public oral defence on the proposals and dissertations.

2.2. Graduate Training Committee (GTC)

2.2.1 Membership

- i) Deputy Vice Chancellor/Academic Affairs & Research-Chairman
- ii) Director/ Research, Innovation and Graduate Training (RIGT) or his representative
- iii) Faculty/School/Centre Postgraduate Coordinators or their representatives
- iv) Invited Professors
- v) Registrar- Secretary
- vi) A student's representative when general matters are being discussed

2.2.2 Functions of GTC

The Graduate Training Committee shall serve as the equivalent of both the Faculty Academic Board (FAB) and Faculty Examination Board (FEB), providing operational oversight for the postgraduate graduate training. Hence, its functions shall include:

- i) To propose to the Senate, partial or comprehensive review of of postgraduate training policies, gulations and guidelines;
- ii) To consider and recommend to the Senate postgraduate students for admission to the University;
- iii) To recommend to the Senate supervisors and examiners for postgraduate theses and dissertations;
- iv) To recommend names of external examiners for appointment by the Senate;
- v) To assess and approve semester/trimester results presented by academic departments, pending approval by the Senate;
- vi) To assess and approve thesis/dissertation proposals presented by academic departments;
- vii) To assess examiners' reports and award final mark for the thesis/dissertation, pending approval by the Senate
- viii) To propose to the Senate, partial or comprehensive review of of postgraduate training curriculum;
- ix) To provide advice to Senate on any matters relating to postgraduate that are referred to it from within the University;
- x) Keeping abreast of new externally-driven developments, policies and regulations concerning postgraduate training and, where appropriate, ensuring that the University meets all necessary requirements;

3.0 Research Strategic Planning

DRIGT research and publication activities are based on a five-year strategic, derived from the University's 2011-2022 strategic plan. Key elements of DRIGT's strategic plan include mission statement, vision and objectives.

3.1 Mission Statement

In line with the University mission *To promote excellence in Research, Teaching and Community Service by preparing morally upright leaders based on the intellectual tradition of the Catholic Church*, the mission of DRIGT is To promote excellence in research, innovation and graduate training based on the intellectual tradition of the Catholic Church.

3.2 Vision

Consistent with the University's vision *To be a world class University producing transformative leaders for Church and Society*, the vision of DRIGT is To become a centre of excellence in (academic and applied)research, innovation and graduate training.

3.3 Postgraduate Training Objectives

3.3.1 General Objective

The general objective of the DRIGT is to establish and maintain the highest quality postgraduate training, in keeping with local and international best practices.

3.3.2 Specific Objectives

Consistent with the overall objective, the specific postgraduate training objectives shall include:

- i) Ensure provision of high quality research gaps trainings for both postgraduate students and staff;
- ii) Ensure highest quality facilitation for postgraduate students to publish their theses or dissertations in accredited journals;
- iii) Disseminate information about postgraduate training opportunities in the University;
- iv) Establish and maintain postgraduate training information management system management;
- v) Ensure adherence of thesis and dissertation proposals to the highest ethical standards, in keeping with local and internal best practices.
- vi) Co-ordinate the preparation of harmonized guidelines concept papers, proposals theses and dissertations.

- vii) To establish research links/collaboration/networking with both local and international institutions.

PART I: ECCLESIASTICAL POSTGRADUATE PROGRAMMES

4.0 Second Cycle-Licentiate

4.1 Admission Requirements

1. The following shall be eligible for admission to the Licentiate in Theology:
 - a) A holder of a Baccalaureate in Theology with at least a Magna cum Laude or a comparable academic degree.
 - b) In exceptional cases, a holder of a Baccalaureate in Theology with Cum Laude provided he/she can produce evidence of proven research ability.
 - c) Applicants without a Baccalaureate, but who have completed an undergraduate theology programme in an ecclesiastical institution, will be admitted subject to a special admission exam.
 - d) Applicants shall present a letter of recommendation from the ordinary, superior and/or employer. In addition, they shall present a letter of financial assurance from the sponsor.
2. Languages
 - a) Candidates must have proficiency in English and the capacity to read and understand another modern international language.
 - b) Candidates must be able to read and understand Latin, and have basic knowledge of biblical Hebrew and Greek.
3. Computer Literacy: Students are expected to have sufficient knowledge and good aptitude in using the computer for their academic works. Those who are in need of computer literacy skills, shall take the courses offered by the Faculty.

4.2 Duration and Pattern of Courses

The second cycle programme in Theology shall extend over a period of two academic years. That is, each trimester will extend over 15 weeks: 14 weeks for academic in-put and 1 week for examinations.

An exception is made for the Department of Biblical Theology, which has a programme of 2½ years.

The ordinary student may be registered as a full-time student for not more than two years, or as a part-time student for not more than four years, except by permission of the Faculty Academic Board.

4.3 Examination/Assessment

1. The pass mark in each course shall be 50.
2. Examinations shall consist of course work, which will amount to 30% (24 marks) and a semester exam which will amount to 70% (54 marks) for each course. A course that consists solely of practical work may be examined by continuous assessment.
3. Faculty examinations shall be written or oral covering each course completed. The time allowed shall be three hours per 3 credits course, and two hours per 2 credits course. The duration of oral exams shall be approximately of 15-20 minutes for 3 credits courses and 10-15 minutes for 2 credits courses. Each course shall be marked out of 78.

4. The assessment of course work and Semester Examinations will be made according to the following:

70 - 78 (A - *Summa cum Laude*)
60 - 69 (B - *Magna cum Laude*)
55 - 59 (C - *Cum Laude*)
50 - 54 (D - *Bene Probatus*)
49 and below: fail (F - *Non Probatus*)

4.3.1 Award of Degree

5. To be considered for the award of the degree, a candidate must obtain the required credits approved by the Department a student must have passed all the examinations, done the comprehensive examination and submitted the Thesis.

The thesis shall constitute 30% of the final grade; seminars, examinations and course work shall constitute 50%.

There shall be a comprehensive examination at the end of the programme. It will constitute 20% of the final grade.

4.3.2 Degree Classification

6. Classification shall be based on 61 credits. The total marks of the two years plus the marks of the thesis shall be calibrated to arrive at the following classification of the degree:

70-78 (A) - *Summa cum Laude*
60-69 (B) - *Magna cum Laude*
55-59 (C) - *Cum Laude Probatus*
50-54 (D) - *Bene Probatus*
49 and below: fail (F) - *Non Probatus*

4.3.3 Subjects and Course Structure

1. The Faculty of Theology offers some courses common to all the departments. Each department offers specialised or core courses. Each student must take a prescribed minimum number of courses in the department in which he or she has registered. Common and core courses will sometimes take the form of seminars. However, each student must do three seminars during the two academic years. In addition, each department offers optional or elective courses.

Students may choose common and elective courses offered by other departments, provided they are judged qualified to do so by the Head of the Department concerned. Once a year, there shall be an Interdisciplinary Session in which all the students of the Faculty shall take part.

2. Common and core courses carry 2 or 3 credits, seminars 3 credits, elective courses 2 credits, and the Interdisciplinary Session carries 1 credit.

3. Licentiate Thesis

A thesis is the fruit of scientific knowledge acquired and applied to a topic within a student's field of specialisation. It should show a high standard of methodology and make a significant contribution in the field.

The thesis is written under the guidance of two supervisors. It should be not less than 25,000 words and not more than 40,000 words.

4.3.4 Rules and Regulations of Licentiate Committee

Licentiate Committee is an organ of the Faculty Academic Board that deals with the execution of the resolutions of the Faculty.

It is appointed by the Faculty Academic Board, which elects a Chairperson, and has a duration of three years in office.

4.3.4.1. Membership

Licentiate Committee shall be constituted by (1) The Dean, (2) Heads of Departments (3) all

or some Professors in the Faculty and (4) student's representative when general issues are being discussed. At times, the Coordinator of the First Cycle and others can be co-opted, even from outside the Faculty because of their expertise.

4.3.4.2. Functions

Licentiate Committee will fulfil the following functions:

Assess and approve Theses Proposals presented by the students;

Suggest names of the University Supervisors to the Faculty Academic Board for appointment;

Assess the examiners' reports and give a final mark for the thesis, pending approval of the Faculty Examination Board.

See to it that each Department has a clear methodology which students use when they write their Licentiate/Masters Theses.

Assess the results of Admission Examinations and of students' theses and present them, through the Chairperson of the committee, to the FEB for the approval.

4.4. Licentiate/Master Theses

A thesis is the fruit of a scientific knowledge acquired and applied to a topic within a student's field of specialisation:

- a) It has to reflect a high standard of methodology and make an original contribution in the academic field.
- b) A thesis will be written under the guidance of two university supervisors.
- c) It should not be less than 25,000 words and not more than 40,000 words.
- d) In the second semester of the first year, all students, except those in Biblical Theology Department, will prepare their proposals in the respective departments and suggest two supervisors to the Licentiate Committee.
- e) The Faculty Academic Board appoints two supervisors for each candidate.

4.5. Format of Thesis Proposal

The format of the Licentiate/Masters Degree will comprise the following aspects:

- a) *The Aim/Purpose:* In this section, a student will briefly indicate what his/her thesis will be about.
- b) *The Rationale:* In this section, a student will give reasons why he/she has chosen the topic of the Thesis.
- c) *The Central Question of Investigation:* This section will deal with the exact issue of the problem a student is studying.
- d) *Hypothesis:* Here, the student will anticipate what might be solutions to the problems he/she researches about and express them in sentences. Normally, hypotheses may be two or three. More than those, it might be hard to verify.
- e) *Methodological Considerations:* Any research is done according to some appropriate methods. Besides methods that are generally applicable to all theological disciplines, it is expected that each Department has a specific methodology which students will use. In conjunction to this, there is a need to present problems one foresees that will interfere with the smooth/quick progress of the writing of the theses. Solutions are also to be presented.
- f) *Structure:* This will be a short description of the content of the whole work according to foreseen chapters with an introduction and a conclusion.
- g) *Table of Contents:* This, in fact, is tentative as in the course of the work, one may have a reason to change or to modify it.

4.6. Supervisors

To safeguard rights and duties of both supervisors and students, the following regulations are to be observed:

- a) Supervisors will have to meet the students at least once every two weeks (or a month).
- b) Both supervisors are required to submit reports of the regular progress to the Dean's Office with copies to the Chairperson of the Licentiate Committee.

- c) Supervisors should exchange copies of comments and observations.

4.7. Students

- a) Students are required to present typed work to the supervisors with a covering letter indicating the date of submission.
- b) The supervision of theses ends on the last day of the lectures of the second semester of the final year.
- c) Thesis is to be submitted to the Dean of Faculty with approval signatures (signed) by the supervisors.
- d) Thesis is to be submitted either at the end of the academic year or one month after. In case a student fails to meet both deadlines, he/she may submit it within a period of one year.
- e) A student is required to submit five (5) copies of the thesis together with an abstract of not more than 500 words.

4.8. Reading and Assessing the Theses

- a) The Dean will appoint three readers: the two supervisors and another person as an external examiner.
- b) The supervisors and the external examiner will submit individual written reports to the Dean of the Faculty.
- c) The written reports will provide basis for the Licentiate Committee and the Faculty Examination Board to grade and award the marks for the thesis.
- d) The Chairperson will compile all the results according to students' registration numbers only and present them to Licentiate Committee.
- e) In case, the members of the Committee are not satisfied with some results, the Dean will make arrangement for remarking.

4.9. Preserving the Material

- a) When all the processes are completed, the Chairperson of the Licentiate Committee will take all copies to the Dean of Faculty for preservation.
- b) Like all documents at CUEA, these copies will be kept for five years only.

4.10. Thesis Proposals

- a) The students under the guidance of staff members prepare proposal of theses. A thesis has to be approved by the student's department before one comes to propose it before the Licentiate Committee.
- b) The thesis has to indicate the following elements:
 - Aim of purpose of the thesis
 - The rationale of the thesis
 - The central question of investigation
 - The working hypotheses: two or three as can be verified
 - Methodological considerations, including general methods applicable in theological disciplines and those specific to an individual discipline
 - Foresight of some problem that can impede or delay the work together with attempt to their solutions
 - A description of the thesis indicating contents of each chapter with their general introduction and conclusion of the work
 - A table of contents: this is tentative because in the course of the work one might change or modify one or more items
 - Sufficient bibliography to warrant the possibility of the thesis.

- c) On the “out” page, the student’s proposal will show the following:
 Mention the name of the institution thus The Catholic University of Eastern Africa
 Name of the Department
 A clear, short and an unambiguous, title of the thesis
 A statement “A thesis submitted to the Faculty of Theology in partial fulfilment of the requirements for a licentiate/masters degree in Theology with a specialisation in ...”
 Name of the student and his/her registration number, and
 Proposal of two names of intended to supervisors.

4.11. Course Load

In the first trimester, students shall take a minimum of 14 credits, 15 credits in the second trimester, 12 in the third trimester and 9 in the fourth trimester. During the duration of the programme, each student shall take 50 credits plus a thesis of 11 credits.

5.0. Third Cycle-Doctorate

5.1 Admission Requirements

The requirements for admission are:

- a) The Licentiate degree graded at least *MagnaCum Laude*;
- b) An interview with the Head of Department and the Departmental Board;
- c) A minimum knowledge of Latin, Biblical Greek and Hebrew. In addition, a candidate must have sufficient knowledge of at least one modern language besides English;
- d) Computer Literacy: Students are expected to have sufficient knowledge and good aptitude in using the computer for their academic work.

5.2 Course-Proposal Formulation-Public Lecture

- a) The student shall follow courses of a minimum of 9 (nine) credit hours in his/her area of specialisation under departmental supervision and one interdisciplinary seminar under the supervision of the Doctoral Committee and all the departments. Courses may take the form of seminars, tutorials or lectures. Appropriate course units may be chosen from the Second Cycle of Theology.
- b) In the proposal formulation, the student shall be assisted by an adviser of his/her choice and approved by the Department.
- c) The student shall deliver a public lecture on a proposed topic within his/her area of research before a panel of examiners, under the direction of the Doctoral Committee.

5.3 Candidacy

The requirements for declaration as a doctoral candidate are:

- a) Completion of required course work and delivery of public lecture
- b) Recommendation by the Department to the Doctoral Committee
- c) Defence of the Dissertation proposal before the Doctoral Committee
- d) Approval of candidacy by the Faculty Academic Board.

5.4. Duration

- a) The doctoral student may be registered as a full-time student for not more than four years, or as a part-time student for not more than six years, except by permission of the Faculty Academic Board.
- b) Registration shall be reviewed from time to time by the Doctoral Committee. Continuance of the candidacy shall be dependent on satisfactory progress.

5.5. Rules and Regulations of Doctoral Committee

5.5.1 Membership

1. The Dean of the Faculty of Theology - ex officio
2. The Registrar – Secretary to the Committee
3. All Heads of Departments of the Faculty of Theology or their respective representatives for

a term of three years

4. All full time professors in the Faculty of Theology
5. One representative of the doctoral candidates. However, the doctoral candidates' representative shall leave the session dealing with any of his/her colleagues.
6. The Chairperson of the Committee shall be elected by the FAB for a term of three years.

5.5.2 Standard

I The Aim of Dissertation

A dissertation shall:

1. Manifest an appropriate methodology of research;
2. Make a distinct contribution to the knowledge of the subject and exhibit original thought;
3. Show familiarity with the most recent research in the same and related fields;
4. Demonstrate relevance of the findings to the African and universal contexts;
5. Be written in clear and contemporary language and style.
6. Drafts and the final text shall conform to the general methodology approved by the faculty.
7. The dissertation shall have a minimum of 80,000 words and a maximum of 110,000 words, exclusive of footnotes/endnotes, bibliography, etc.

II Format of Writing

A student shall be guided to write in the following style:

- Title of the dissertation
- Background of the study
- Statement of the problem
- The purpose
- Rationale/Objective of the study
- Central question of investigation
- The working hypothesis
- Scope
- Structure
- Bibliography

III Method of Citation

The Method of citation will be:

- Footnotes and Bibliographies
- Footnotes references allow a paper to be read from beginning to the end without the reader having to search for references at the back of the paper.

5.5.3. Candidacy

The requirements for declaration as a doctoral candidate are:

1. The completion of required course work and a successful delivery of Public Lecture;
2. The defense of the dissertation proposal before the Doctoral Committee;
3. The recommendation to the FAB by the Doctoral Committee and the approval for candidacy by the FAB.

5.5.4. Duration

The doctoral student shall be registered as a full-time student for not more than four years, or as a part-time student for not more than six years, except with the permission of the FAB.

Registration shall be reviewed at the end of each semester by the Doctoral Committee and a report given to the FAB for action if need be.

Continuance of the candidacy shall be dependent on satisfactory progress.

5.6 Stages

5.6.1 Stage 1 - Course Work

1. A student shall follow courses of a minimum of 9 (nine) credits in his/her area of specialization and at least 1 seminar related to his/her topic, under supervision of the department.

2. Courses may take the form of seminars, tutorials or lectures. Appropriate course units may be chosen from the Second Cycle of Theology.

5.6.2 Stage 2 - Choice of the Topic for Public Lecture

1. After completing stage 1, the student proposes his/her topic for Public Lecture.
2. In the proposal formulation, the student shall be assisted by the department.
3. The HOD organizes and gives the student time to present his/her proposed topic to the Academic Departmental Board. This Board acts as a panel of examiners to help the student to articulate well the proposal.
4. When they are satisfied, the HOD shall write a letter to the Chairperson of the Doctoral Committee informing him/her that the student is ready for a Public Lecture.

5.6.3 Stage 3 - Public Lecture

1. Upon receipt of the letter from the HOD, the Chairperson convenes the Committee meeting to fix the date for the Public Lecture.
2. The Registrar being a Secretary to the Committee, will communicate the date and place to the student. He/She will still put up notices announcing the event to all the CUEA community.
3. The HOD makes sure that the student prepares enough copies for all the members of the Committee and these copies are given to the Chairperson who will send them to the members and those who will constitute the panel of examiners.
4. A student shall deliver a Public Lecture on a proposed topic before a panel of examiners, under the direction of the Chairperson of the Doctoral Committee.
5. The Chairperson of the Doctoral Committee moderates the public lecture.
6. The examiners shall compile their observations and results and present them to the Chairperson.
7. The Doctoral Committee through the Chairperson shall present the results to FEB after which the Registrar will transmit the same to the student.
8. After the Public Lecture, the student shall receive all the observations of the panel through the Chairperson of the Committee. The student shall take into account the observations of the panel and make the necessary corrections and adjustments. He/She does these with the help of the departmental academic board.

5.6.4 Stage 4 - Presentation and Defense of the Proposal before the Doctoral Committee

1. After the Public Lecture the student shall propose his/her topic (different from the one of Public Lecture) for the Doctoral Dissertation. In the proposal formulation, he/she will be assisted by the department.
2. The HOD shall write to the Chairperson of the Doctoral Committee informing him/her that the student is ready for the presentation and defense of the Dissertation Proposal.
3. The HOD makes sure that the student prepares enough copies for all the members of the Committee and these copies are given to the Chairperson of the Doctoral Committee who will send them to the members.
4. Upon receipt of the letter of the HOD, the Chairperson convenes the Committee meeting to fix the date for the presentation and Defense of the Proposal.
5. The Registrar will communicate the date and place to the student.
6. The student shall present the proposal before the Doctoral Committee. All the members of the committee are examiners.
7. The Chairperson moderates the presentation.
8. The Committee shall compile their observations, which must be taken into account by those who will be supervising the candidate.
9. a) If the candidate satisfies the Committee, he/she is approved and asked to go ahead to write the dissertation.
b) If the Committee is not satisfied, the student is sent back to the De

- partment for more help and then back to the Committee.
10. The Committee through the Chairperson will present the candidate's proposed supervisors for approval.
 11. The FAB through the Dean appoints the supervisors. The Dean writes official appointment letters.
 12. The student is required to publish at least one (1) article in referred journals or university level textbooks before the Public Defense of his/her Doctoral Dissertation.

5.6.5 Stage 5-Appointment and Change of Supervisors

5.6.5.1 Appointment and Role of Supervisors

1. The First and Second Supervisors shall be appointed by the FAB on the recommendation of the Doctoral Committee.
2. The First Supervisor shall be the main adviser of the candidate.
3. The Supervisors shall regularly discuss the candidate's progress. Their written comments on submitted drafts shall be mutually exchanged. Copies shall be sent to the Dean and to the Chairperson of the Doctoral Committee.
4. Evaluation of a candidate's drafts shall be returned within a period not exceeding one month.

5.6.5.2. Change of Supervisor and Appeals

1. Change of Supervisor

A doctoral candidate wishing to change a supervisor shall make a formal application to the Dean, who will forward it to the Doctoral Committee for consideration. When the committee favourably considers the change, No. **9.b)** and **10** of **Stage 4** shall be followed.

2. Appeals

Where and if the candidate feels treated unjustly he/she may appeal to:

- i) HOD in case of those assisting in the formulation of the topic at the departmental level.
- ii) If a student is already a doctoral candidate then the appeal will be made to the Doctoral Committee. An appeal cannot be made to the Dean because he is a member of the Doctoral Committee.
- iii) If the Committee is the problem, then the appeal should be directed to the FAB.
- iv) The final appeal is to the University Council.

5.6.6 Stage 6: Submission and Evaluation of Dissertation

1. Three months before the dissertation is to be orally defended, the candidate with the knowledge of his/her supervisors shall give notice to the Dean, submitting at the same time the proposed title, an outline, and the general scope of the work.
2. A dissertation shall be submitted in quintuplicate and be accompanied by a declaration on the part of the candidate that the dissertation has not been submitted for a degree to any other university and that the contents of the dissertation are the original work of the candidate. All five copies shall remain the property of the Faculty.
3. The period between the submission and the defense shall not exceed three months.
4. The Dean, in consultation with the HOD, shall appoint an External Reader.
5. Each of the three readers shall submit their independent evaluations to the Dean and suggest the grade it deserves.
6. The Doctoral Committee shall study the reports and give a final mark for the written dissertation, *pending approval by the Faculty Examination Board (FEB)*.
7. If a supervisor is a member of the Doctoral Committee, the FAB shall appoint an ad-hoc member to replace him/her.

5.6.7 Stage 7: Public Defense

1. A month before the Public Defense, the two internal examiners and the external examiner shall submit a written comprehensive assessment, detailed evaluation and the grade of the dissertation to the Dean.
2. At the invitation of the Doctoral Committee through the Chairperson, the candidate shall defend his/her dissertation in public.
3. The panel shall consist of:
 - The Chairperson of the Doctoral Committee – Moderator
 - The two Supervisors – examiners
 - The External Reader – examiner
4. The Chairperson may invite the public to contribute actively in the exercise through comments or questions.
5. The three examiners shall give a joint evaluation judgment of the public defense after the defense exercise.
6. Grading of Doctorate

The final grade of the doctorate shall be calculated as follows:

- Course work 20%
- Public Lecture 10%
- Written dissertation 60%
- Public defense 10%. To graduate, the candidate must have passed all the above levels.
- The Chairperson shall present the final grade to the Dean for approval before it is forwarded to the Registrar's office.

5.6.7 Stage 8: Procedures for Doctoral Dissertation Publication

1. After a successful defense, the candidate shall be required to publish either a part or the whole dissertation before being issued with the Doctoral Certificate.
2. Taking into account the remarks of the Supervisors and the external reader, the candidate shall correct his/her dissertation before publishing.
3. The excerpts or the whole dissertation will get a '*Nihil Obstat*' and '*Imprimatur*' from the relevant ecclesiastical authority before it is published.
4. The candidate shall submit 20 published copies to the Dean of the Faculty before he/she receives a certificate from the Registrar's Office.

6.0 Tuition Payment and Financing Policy

6.1 Zero Tuition Fee Balance Policy

ALL new and continuing students shall be required to pay their tuition fee in full by the close of the registration period; failure to which they shall not be allowed to attend classes.

6.2 Tuition Fee Financing Sources

ALL new and continuing students shall finance their tuition fee primarily from their parents, guardians, sponsors, and loans from the HELB (www.helb.co.ke). However, limited financial grants and discounts may be available to support staff and needy students.

6.2.1 University Tuition Grant

One year, partial grants for needy students whose mean grade at CUEA is B and above.

6.2.2 St. Peter The Apostle Tuition Grants

Exclusively for needy Diocesan priests, religious men and women in any programme.

6.2.3 Missio Grant

Partial tuition grants for needy students (strictly for priests and religious men and women who are both Religious studies department and the faculty of theology). Consideration may also be given to students in education and social work programmes who after graduating would work with the church or church institutions.

6.2.4. The Founders of Cuea Award

This is a scholarship in honour of the Founding Fathers of the Catholic University of Eastern Africa, that is, Cardinals Otunga, Nsubuga, Rugambwa, Tzadua and Karlowiski and other bishops of the AMECEA. This award shall be maintained by the Planning and Development Department, and the Fund raising office, which organize events to collect funds for the scholarship. It is awarded by the scholarship committee and approved by the Vice Chancellor before being forwarded to the Chief Finance Officer (CFO). It is a partial scholarship awarded annually. It is awarded to intellectually gifted, needy candidates who are committed to community service. The award requires the recommendation of the chaplain, dean of students, dean of faculty, club patron and parish priest.

6.2.4. Faculty of Theology Scholarship Fund

6.3 Scholarship Application Procedures

The scholarship forms are to be picked latest 14th February of every year. The deadline for submission of completed applications accompanied by recommendations from a member of the faculty, department head, religious leader, club patron and sports tutor is 28th February of each year.

The scholarship committee shall review the applications and awards shall be announced in September of each year.

PART III CIVIL POSTGRADUATE PROGRAMMES

7.0 Admission Requirements

7.1 Postgraduate Diploma

- i) One shall be required to apply for admission to the programme to the University Registrar, Admissions Office.
- ii) Minimum entry requirements in a bachelor's degree in CUEA or its equivalent shall apply.

7.2 Master's Degrees

- i) One shall be required to apply for the programme to the University Registrar, Admissions Office.
- ii) An applicant shall be a holder of a Bachelor's degree with a minimum of Second Class Honours Upper division from, CUEA or its equivalent from a recognized university.
- iii) Holders of Second Class Honours Lower Division degree with two years of relevant working experience related to the first degree qualification may be considered for admission.
- iv) An applicant shall show evidence of competence to do rigorous research work.
- v) An applicant shall satisfy specific admission requirements of the relevant Faculty/Department/School/Centre or Institute.
- vi) For the Religious, an application for admissions shall be accompanied by a letter of recommendation and financial assurance from the applicant's superior, employer or sponsor.
- vii) Applicants from non-English speaking countries shall present evidence of proficiency in written and spoken English as a foreign language. Applicants who do not satisfy the language requirements will be expected to do preliminary one semester or a year to satisfy those requirements.

7.3 Doctoral Degrees

- i) One shall be required to apply for the programme to the University Registrar, Admissions Office.
- ii) An applicant shall be a holder of a Masters Degree in a subject area relevant to his/her proposed area of study or an equivalent qualification from CUEA or a recognized university.

- iii) An applicant must satisfy specific requirements of the relevant faculty/department.
- iv) An applicant shall appear for an interview before the Faculty concerned to determine his/her suitability for registration, unless an exception is granted by the Senate.
- v) Before registration, an applicant shall submit for approval by the faculty academic board concerned a statement of the study or research which he/she proposes to pursue. Faculty academic board may decline to approve the proposed research concept study if:
 - a) It is unsuitable in itself
 - b) It cannot be studied under the supervision of the University or external supervision which is acceptable to the Senate.
 - c) The conditions under which the applicant proposes to work are unsatisfactory.
 - d) The department does not have an internal supervisor with the relevant specialization as the main mentor to the candidate.
- vi) An application for admission shall be accompanied by a letter of recommendation and financial assurance from the applicant's Superior, employer, sponsor, or scholarship fund, if not self-sponsored.
- viii) An applicant must arrange to submit to the University three confidential letters from academic referees on his/her competence.
- ix) An applicant may be required to appear for an interview and/or aptitude test.
- x) A candidate from a non-English speaking country, or who did not pursue previous studies in English shall pass a special entrance examination set by CUEA and demonstrate proficiency in written and spoken English or have acquired a TOEFL score of 550 (paper based test) or 213 (computer based test) or a minimum score of 7.0 on the International English Test System or their equivalents.

8.0 Tuition Payment and Financing Policy

8.1 Zero Tuition Fee Balance Policy

ALL new and continuing students shall be required to pay their tuition fee in full by the close of the registration period; failure to which they shall not be allowed to attend classes.

8.2 Tuition Fee Financing Sources

ALL new and continuing students shall finance their tuition fee primarily from their parents, guardians, sponsors, and loans from the HELB (www.helb.co.ke). However, limited financial grants and discounts may be available to support staff and needy students.

8.2.1 University Tuition Grant

One year, partial grants for needy students whose mean grade at CUEA is B and above.

8.2.2. The Founders of Cuea Award

This is a scholarship in honour of the Founding Fathers of the Catholic University of Eastern Africa, that is, Cardinals Otunga, Nsubuga, Rugambwa, Tzadua and Karlowiski and other bishops of the AMECEA. This award shall be maintained by the Planning and Development Department, and the Fund raising office, which organize events to collect funds for the scholarship. It is awarded by the scholarship committee and approved by the Vice Chancellor before being forwarded to the Chief Finance Officer (CFO). It is a partial scholarship awarded annually. It is awarded to intellectually gifted, needy candidates who are committed to community service. The award requires the recommendation of the chaplain, dean of students, dean of faculty, club patron and parish priest.

8.2.3 Family Discount

Thus is a waiver on tuition that applies where the students are members of the same family and are in full time study. Two siblings, or a parent and a child, all in full time study will benefit. The older student is awarded 25% of the tuition waiver on the units registered in each semester. The students are supposed to fill an application form and attach the required documentation.

8.2.4 Graduate Assistantship Policy

This policy complements CUEA'S Staff Development Policy. Under this policy, Graduate Assistants refers to Faculty-support for PhD and DBA students in the University. They are normally competitively selected to support faculties in various capacities, including teaching (Graduate Teaching Assistants); research (Graduate Research Assistants); or administration (Graduate Administrative Assistants). Whenever practicable, the support assignment is closely

related to the student's program of study. Their work is mostly supervised by senior Academic/Administrative Staff in the respective disciplines.

Graduate Assistants provide much needed experience and a specific area of competency, aiding the graduate student in his or her search for a future career. Graduate programs are designed to enhance the student's scholarly and professional development. An Assistantship should serve as an instrument to facilitate this academic development. As faculty-support, they play the dual role of student and support staff. As a student, they are expected to maintain high academic standards to retain the assistantship. As faculty-support staff, they are expected to complete teaching and research responsibilities in a timely and efficient manner.

8.3 Scholarship Application Procedures

The scholarship forms are to be picked latest 14th February of every year. The deadline for submission of completed applications accompanied by recommendations from a member of the faculty, department head, religious leader, club patron and sports tutor is 28th February of each year.

The scholarship committee shall review the applications and awards shall be announced in September of each year.

9.0 Course Duration and Structure

9.1 Postgraduate Diploma

The minimum duration of study shall be one academic year. A course shall have 45 credit Hours, that is, 3 hours of lectures, tutorials and seminars per course per week for a 15 week trimester. The student shall be required to take a minimum of 14 courses i.e. 7 courses per Trimester plus internship or teaching practice, where applicable.

9.2 Masters Degrees

The duration of study for the master's degrees shall extend over a period of not less than two years (that is, four trimesters of 15 weeks each) and not more than four academic years for full time students and not more than six years for part time students, except by permission of the Faculty Academic Board.

An academic year is equivalent to two trimesters. A trimester is made up of 15 weeks, 14 weeks of teaching and one week of examinations. However, there is a third trimester which is optional.

The Masters degree programmes shall be offered in terms of the credit system. A credit constitutes one contact hour per week for 15 weeks: thus 45 contact hours per unit course. In terms of structure;

- i) Students enrolled for Masters programmes shall be offered an approved combination of Common, Core and Elective courses
- ii) Common courses are compulsory for all students in the programme.
- iii) Core courses are compulsory courses offered in areas of specialization, dealing with specific topics.
- iv) Elective courses are those taken by students to complement the candidate's interests in areas of specialization.
- v) Each student must not take more than eight unit courses per trimester.
- vi) Each student is encouraged to do some courses for certificate /diploma/degree, in another subject area than the area of his/her specialization (Joint degree). This being a specific program, it should be advised in consultation with DRIGT and the targeted departments.

9.3 Doctoral Degrees

The duration of study for the doctoral degrees shall extend over a period of not less than three and not more than four academic years for full time students and not more than six years for part time students, except by permission of the Faculty Academic Board.

- b) Registration shall be reviewed from time to time by the Postgraduate Studies Committee. Continuance of candidacy shall be dependent on satisfactory academic performance.
- c) In the Faculties of Arts and Social Sciences, Commerce and Science, a student shall take a minimum of 7 courses and write a dissertation. In the Faculty of Education a student shall take a minimum of 10 courses and write a dissertation.

An academic year is equivalent to two trimesters. A trimester is made up of 15 weeks-14 weeks of teaching and one week of examinations. However, there is a third trimester which is optional.

The doctoral degrees shall be offered in terms of the credit system. A credit is defined as one contact hour per week, for 15 weeks; thus 45 contact hours per unit course per trimester. In terms of structure;

- a) Students enrolled for doctoral degrees shall be offered an approved combination of Core and Elective courses.
- b) Core Courses are compulsory courses offered in areas of specialization, dealing with specific topics.
- c) The prescribed core courses shall include Research Seminar and Independent Paper courses. PhD and DBA courses should lay emphasis on acquisition of practical and analytical research skills.
- d) Elective courses are those taken by students to cater for their different needs and interests in areas of specialization. This could be units for building up a specific program in another area than the one of his/her specialization (joined degree) for certificate/diploma/degree. This being a specific program, it should be advised in consultation with RIGT and the targeted departments.

10.0 Teaching and Learning Guidelines

The teaching and learning shall be participatory drawing on key learning and teaching aims, strategies and practices in each module. The teaching and learning policy will be reviewed continually to incorporate best practices.

10.1 Course Syllabus

All classes should have a syllabus. A course syllabus should indicate office consultation hours, attendance and grading policies and score distributions. Review of the course syllabus should be a continuous process taking cognizance of new ideas, values, competencies, emerging technologies and publications.

10.2 Teaching and teaching methodology

Teaching at the post graduate level must emphasize advanced critical and analytical skills and development of analytical reasoning. This should include development of aptitude for logical

thinking and arguments. Course participants will be encouraged to contribute to the creation and application of new knowledge. Teaching must include informed tutorials, online discussions and seminar presentations.

10.3 Classroom behavior and behavioral standards

Students and faculty each have a responsibility for maintaining an appropriate learning environment. Students who fail to adhere to acceptable behavioral standards may be subject to discipline. All deadlines for class tasks, assignments, and other assessments will be adhered to. Faculty members have the professional responsibility to treat students with understanding, dignity and respect, to guide classroom/online discussions, and to set reasonable limits on the manner in which students express opinions.

10.4 Professionalism

Professional courtesy and sensitivity are especially important with respect to differences of race, culture, religion, politics, gender, and nationalities.

10.5 Plagiarism, Academic Ethics and integrity

All students and faculty of the University are responsible for knowing and adhering to the academic integrity policy of the Catholic University of Eastern Africa. Violations of this policy may include cheating, plagiarism, academic dishonesty, fabrication, lying, bribery, and threatening behavior. All incidents of academic misconduct must be reported and subject to both academic and non-academic sanctions- including but not limited to probation, suspension, or expulsion. Thesis and desertations shall be subjected to the antiplagiarism software (e.g. Turnitin, antiplagiarism software). Any desertation that registers more than 14 % plagiarism/ similarity will result in rejection of the final thesis submitted. In this case, the candidate will be required to either rework the thesis/document or repeat the work and subject it to re-examination.

10.6 Discrimination and sexual harassment

This applies to all students, staff and faculty and should be reported to the DRIGTand/ or PSC or any other appropriate authority.

10.7 Evaluation of course work

The university uses a standardized grading system for all Departments. Each instructor should adhere to the requirements for a course and for assigning grades on the basis of those requirements. Faculty members and instructors are required to provide substantial written evaluation of all student work, explaining what is right about it, what is wrong, and what the student needs to do to improve.

10.8 Office/consultation hours

All teaching faculty and staff are expected to schedule at least three office consultation hours per week, regardless of course load. Consultation must be held in a university office or evidence of online facilitation shall be produced.

10.9 Class Cancellations

In the case of sudden illness or unavoidable delay to commence a class, the HOD should be notified. Students must be notified early enough about the cancellation of next day classes by email or SMS through class representatives. Faculty members and instructors are expected to compensate for missed classes by rescheduling and signing prescribed forms that are authenticated by class representatives. Lecturers shall also set up online classes in case of such instances.

10.10 Class Enrollment Limits

Class sizes for Masters should have an upper limit of thirty and a lower limit of five students. The PhD classes should have an upper limit of twenty and a lower limit of three students. This shall also apply for online classes.

10.11 Attendance of lectures

Attendance of classes is mandatory. Failure to attend up to 7 sessions by a student may result to being barred from sitting for examinations or discontinued from that particular class unless certified medical reasons are provided. Students, who, for illness or other legitimate reason, miss a final examination or classes must notify the instructor or HOD in writing..

10.12 Religious and PublicHolidays

Faculty members and students are required by the university to observe religious holidays or prayer hour or public holidays as specified by the university.

10.13 Teaching Venues/time allocation and time tables

To be maintained as scheduled and incase of change, relevant offices to be notified except for online classes that shall be accessible at all times.

10.14 Duplication of Course Materials

Students shall bear the cost of teaching materials such as handouts and course outlines etc.

10.15 Guest/Visiting/Adjunct Lecturers/Professors

The University shall from time use solicit the services of Guest/Visiting/Adjunct Lecturers/Professors to augment the teaching and research capacity. The staff in these categories include:

1. Faculty members who normally teach in other institutions and appointed to give instruction for a stated term of one year or less on a full time basis.

2. Professor emeritus from another institution who is appointed to teach for a stated period of time on a full time basis.
3. Professor/Lecturer who is not attached to any institution and who is appointed to teach for a stated period of time on a full time basis.
4. The candidate must have established a research and scholarly record in his or her field of specialization.
5. Appointees are expected to comply with all University policies pertaining to full-time positions unless otherwise clearly indicated in the letter of appointment.
6. Appointees should be persons of high moral integrity.
7. Appointees should be mature, reliable, responsible and highly committed to teaching and research

10.16 PhD or Doctoral students

Use of PhD or doctoral students for undergraduate teaching, tutorials and marking assignments shall be allowed under specified terms in the University's Graduate Assistantship Policy.

11.0 Examinations'Regulations/Policy

Examinations are held in all courses to assess the work done by students. These may take the form of written final examinations (online or paper-based examination) under invigilation conditions (summative/end of semester assessment), class tests, and other forms of assessment (formative assessment). All tests that contribute to the final result in the course are defined as examinations for the purpose of this procedures manual. As used in this document final (ordinary) examination describes the single (summative assessment) examination for each course that is scheduled to be held during the November, April and July examination periods (or at such other times as the board, Senate decides).

11.1 Types of Examinations

There are four types of examinations: Ordinary, Comprehensive, Supplementary and Special.

11.1.1 Ordinary Examinations:

All courses are examined at the end of the semester in which they are taken.

11.1.2 Comprehensive Examinations:

The Comprehensive Examination is taken at the end of the first semester of the second year. It is based on central themes in research methodology and the individual student's area of specialization. The examination is both written and oral. An oral examination is given immediately following the written one.

Students who fail the Comprehensive Examination are given a second opportunity to take it at the discretion of the Head of Department and a third opportunity by the Postgraduate Studies Committee. Students who have been allowed to retake the Comprehensive Examination shall do so at a scheduled sitting.

11.1.3 Supplementary Examinations

These examinations shall be taken by students who fail End of Semester examination. Such students shall retake the examinations when next offered. The maximum possible score in a Supplementary Examination shall be 50%. In the student's final year of study, the Dean of Faculty may exercise his/her discretion and grant Supplementary Examinations.

However, a student who has failed an End of Semester Examination can choose to repeat the failed unit instead of sitting for a Supplementary. Such a student shall register for the course(s), pay the requisite tuition fees, and attend lecturers in accordance with University policy. The grade attained in a re-taken course shall be recorded along with previous grade(s).

11.1.4 Special Examinations:

Candidates who are unable to sit end of semester examinations due to acceptable unavoidable circumstances may, on the recommendation of the Departmental Examinations Board to the Postgraduate Studies Committee and Senate, be allowed to take Special Examinations, which will be marked and graded as Ordinary Examinations.

Examinations are both written and oral. The written examination does not exceed three hours and the oral examination does not exceed 45 minutes.

11.2 Common General Regulations

11.2.1 Remarking

In both Ordinary and Supplementary examinations, aggrieved candidates can apply for a re-mark two weeks after release of examinations and it will be marked by an independent examiner.

11.2.2 Academic Offences

A candidate who commits an academic offence, other than cheating in an examination, shall be given a written warning clearly specifying the offence. Depending on the seriousness of the offence, he/she shall be suspended from the University for one academic year or expelled. On re-admission, he will be required to repeat the year in which the offence was committed.

11.2.3 Repeating

- i) A student who fails the Supplementary Examination will repeat the course(s) failed. No student shall be allowed to repeat a course more than once.
- iii) A student who fails half of the courses registered for will, at the end of the semester, receive an academic warning. A student who receives two such warnings in a given academic year shall repeat the year.

11.2.4 Mode of Appeal

In all examinations, dissatisfied students can apply for a remark which will be done by an independent examiner. Students who have been recommended discontinuation and others who are not satisfied with the decision of the disciplinary committees shall have the right to appeal to the Senate.

11.3 Student Course Assessment Policy/Guidelines Post Graduate Diploma Programmes

11.3.1 Assessment

- a) In the Faculty of Arts and Social Sciences (FASSC), assessment of the Postgraduate Diploma in Project Planning will consist of course work for two semesters, written examinations, and fieldwork
- b) In the Faculty of Education, assessment of the Postgraduate Diploma in Education will consist of course work for two semesters, written examinations, and teaching practice
- c) A candidate must attend all core courses as well as the required elective courses (if any) to be allowed to sit for End of Semester Examinations.
- d)
 - (i) All courses shall be graded out of a maximum score of 100% and shall include marks from Continuous Assessment Tests (CATs).
 - (ii) Continuous assessment shall constitute 30% for each course, while written examinations shall constitute 70% of the total marks for each course.
 - (iii) External examiners shall participate in the final assessment for the award of the diploma.
- d) All examination drafts will be moderated by the external examiners who will also peruse marked scripts.
- e) A student must be attached to a development agency (public sector, church, NGOs, etc) or a recognized school for teaching practice.

g) Field attachment will be compulsory on concurrent basis, one day per week, within the working hours of the agency, during the first semester and for one month after the end of the second semester.

h) The field attachment will constitute two (2) courses of 3 credit hours each.

i) A student will compile a field attachment/teaching practice/judicial attachment report at the end of the first semester of the third year and submit it to the Departmental Examinations Board.

j) A candidate who fails to satisfy the examiners on field attachment/teaching practice will repeat it in the subsequent semester.

11.3.3 Research Project

i) A student will, before the end of the first semester, formulate a research proposal on a field of his/her choice and submit it to the Departmental Examination Board for approval.

ii) After approval of the proposal, the student will be assigned supervisor(s) by the Departmental Examination Board.

iii) The student will design, collect data (in place of attachment), analyse, interpret and compile report in close collaboration with the supervisor(s).

iv) The research project should not be less than 50 and not more than 70 pages, double spaced typing, and bound in hard cover.

11.3.2 Grading System

Each course shall be marked out of 100%. Numerical scores shall have letter grade equivalents as indicated below:

<u>Letter Grade*</u>		
• 70% - 100	A	Excellent
• 60% - 69.94%	B	Good
• 55% - 59.94	C	Satisfactory
• 50% - 54.94%	D	Pass
• Below 50%	F	Fail

*Fomular for conversion of the letter grades to GPA approved by the Senate in 2002 (see . CUEA document entitled *Academic policies and regulations*)

11.4 Student Course Assessment Policy/Guidelines Master's Degree Programmes

11.4.1 Assessment

a). Students are assessed continuously during the semester. The following modes of assessment are used: Continuous Assessment, End-of-Semester Examinations, Practicals, Comprehensive Examination and Thesis:

- (i) Continuous Assessment – Continuous assessment is done throughout the semester and constitutes 40% of the total mark.
- (ii) End of Semester Examinations – Each student is required to take an end of semester examination. This constitutes 60% of the total mark for each course.
- (ii) Practicals - Practicals are part of Continuous Assessment and/or End of Semester examinations.
- (iii) The pass mark for all courses is 50% of the full mark
- (iv) Comprehensive Examinations – Comprehensive Examinations, both oral and written, are done by each student. It constitutes 20% of the final grade
- (v) Thesis – Each student is required to conduct research and write a thesis. The thesis is written under the guidance of at least two supervisors. It is assessed by two internal examiners and an external examiner. This constitutes 30% of the final grade.
- vi) Fieldwork is compulsory for students undertaking Social Work, Development Studies and in Project Planning, after completion of coursework.
- vii) Practicum is compulsory for students undertaking Counselling Psychology, after completion of coursework.

NOTE: The distribution of marks between continuous Assessment and End-of-Semester Examination may vary to meet special requirement of individual programmes subject to approval by the Senate.

11.4.2 Grading System

Examinations are marked and the marks translated into the following letter grades:

	<u>Letter Grade*</u>	
• 70% - 100	A	Excellent
• 60% - 69.94%	B	Good
• 55% - 59.94%	C	Satisfactory

- 50% - 54.94% D Pass
- Below 50 % F Failure

*Fomular for conversion of the letter grades to GPA approved by the Senate in 2002 (see .
CUEA document entitled *Academic policies and regulations*)

11.5 Student Course Assessment and Grading Policy/Guidelines for Doctoral DegreeProgrammes

11.5.1 Assessment

(a) Students are assessed continuously during the semester. The following modes of assessment are used: Continuous Assessment, End-of-Semester Examinations, Practicals, Dissertation and Comprehensive Examinations.

- i) Continuous Assessment: Continuous assessment is done throughout the semester and constitutes 60% of the total mark.
- ii) Semester Examinations: Each student is required to take an end of semester examination. This constitutes 40% of the total mark for each course.
- iii) Practicals are part of Continuous Assessment and/or End of Semester Examinations.
- iv) Dissertation: Each student is required to conduct research and write a dissertation. The dissertation is written under the guidance of two supervisors and assessed by two internal examiners and an external examiner. This constitutes 30% of the final grade.
- v) Comprehensive Examinations: Each student does a Comprehensive Examination, both oral and written. Comprehensive Examinations constitute 10% of the final grade.
 - (a) The pass-mark for all courses is 50% of the full marks.
 - (b) To proceed to the next semester of study, a candidate must pass in all courses taken in a given semester, either by an Ordinary, Supplementary or Special Examination.

vi) Fieldwork is compulsory for students undertaking Social Work, Development Studies and in Project Planning, after completion of coursework.

vii) Practicum is compulsory for students undertaking Counselling Psychology, after completion of coursework

11.5.2 Grading System

Examinations are marked and the marks translated into the following letter grades:

Letter Grade *

- 70% - 100 A Excellent

• 60% - 69.94%	B	Good
• 55% - 59.94%	C	Satisfactory
• 50% - 54.94%	D	Pass
• Below 50 %	F	Fail

*Fomular for conversion of the letter grades to GPA approved by the Senate in 2002 (see .
CUEA document entitled *Academic policies and regulations*)

12.0 Project/Thesis/Dissertation Policies/Seminar Participation Guidelines

All the postgraduate programmes are offered by coursework and thesis/dissertationThe PSC shall be responsible for ensuring that requisite research environment exists for all postgraduate students. Such research environment shall, among other things, include adequate research infrastructure (sufficient library with appropriate, relevant and current research materials); computing (both hardware and software) resources; the more specific administrative coordination of masters and doctoral research process. Students should keep in mind the duration allowable for each research output and ensure they complete this process within the stipulated timeframe.

12.1 Plagiarism and Dishonesty

The DRIGT shall ensure that all research ethics, Plagiarism and Dishonesty rules are adhered to by all postgraduate students in the University. Plagiarism is defined as the submission or presentation of work, in any form, which is not one's own without acknowledgement of the sources.

The University procedures and guidelines for dealing with possible instances of academic dishonesty shall be followed in all cases of alleged academic dishonesty. The DRIGT shall ensure that appropriate communication takes place with the student/doctoral candidate regarding the allegations and possible subsequent actions and outcomes. The student/doctoral candidate must be afforded appropriate opportunity to discuss the matter and intimate any mitigating circumstances.

12.2 Supervision policies/guidelines

12.2.1 Identification of supervisors

- a) As a student develops a concept paper he or she shall be assisted by a departmental academic board. After developing the concept paper and defending it at the departmental level, a candidate shall forward the name of at least one principal supervisor under whose guidance a proposal, thesis, project or dissertation shall be completed. Depending on the requirements of the program, the principal supervisor

shall be an expert in the subject area while the second supervisor (where applicable) shall be expected to have expertise in research methodology.

- b) The student shall research on potential supervisors in order to determine their interests, capabilities, availability, willingness, compatibility and expectations. He or she shall then propose the names of the preferred supervisors through their respective Heads of departments; the department then shall select both or one of the two supervisors and forward their names through the Dean of the Faculty to the office of the the Chairman of PSC. The PSC shall be responsible for appointing supervisors and shall at any time initiate or approve a change of supervisor.
- c) Where a student selects a supervisor from a different institution, the appointment of the supervisor shall have to be approved by the department/faculty/school and PSC. Such a supervisor can only be a second supervisor; the first supervisor has to be from CUEA.
- d) Once approved, the supervisor shall sign a Supervision Agreement Form with the student. This will specify, among others, the duties, obligations, modes and frequencies of communications, and expectations of both parties (see Appendix 1 for a sample of the Supervision Agreement Form).
- e) The candidate shall pursue the research under the immediate direction of the supervisor, or supervisors, appointed by PSC. The candidate shall, according to the requirements of the supervisor, submit drafts of major sections of the thesis, project or dissertation and shall submit to their supervisors a final draft of the written work for comments and advice before it is submitted for final examination.
- f) The candidate shall, through their supervisors, submit in the prescribed format at the prescribed times progress reports to the PSC. This Committee shall monitor the progress of the graduate students, manage/mitigate conflicts between students and supervisors, and approve the written work for defense and examination.

12.2.2 Expectations, roles and responsibilities of the graduate student

- a) It is the duty of the student to manage his or her graduate studies. In this regard, the student shall be responsible for knowing and conforming to the various policies and procedures that may concern academic and research conduct, intellectual property, human subjects, animal welfare, health and safety, as well as degree and program requirements and timelines. The student shall commit time and efforts to his or her studies.

- b) The candidate shall be proactive and responsible for ensuring regular, pre-arranged and good communication with the supervisors, in meeting timelines and other program requirements, and in seeking and accepting effective advice on academic and other matters.
- c) The student shall be responsible for the final quality of all his or her academic work submitted; the advice and guidance of the supervisor shall carry no guarantee of success at examination, nor will encouragement or the approval of a piece of work by a supervisor constitute grounds for complaint in the event of failure in the examination.
- d) The candidate shall inform his or her program director and supervisor promptly if he or she ceases to attend through ill health or other grave cause, or withdraws from the course.
- e) If problems arise in the supervisory relationship, the student shall take action and seek advice and remedy from the program director or from the Director of the School of Graduate Studies.
- f) The student shall be expected to participate in the research culture of their program by keeping in touch with the program and being aware of and attending appropriate seminars by staff and visiting speakers. Faculties are responsible for organizing seminars and workshops.

12.2.3 Expectations, roles and responsibilities of supervisors

- a) Each candidate shall be allocated at least two supervisors, the main supervisor and the second supervisor. While the duties of the second Supervisor shall be similar to those of the principal supervisor, the main supervisor shall be considered responsible for the supervision.
- b) The supervisor, or supervisors, shall be readily available to the candidate and shall ensure regular monitoring and provision of timely feedback. Frequent meetings with graduate students to address academic, research and other issues, review progress, provide evaluation, and identify future activities will be considered extremely important for the success of the students. The frequency of meetings and the turnaround time for drafts shall be agreed between the student and the supervisors.
- c) In situations where the supervisor is to be absent from the university for extended periods of time (e.g. field seasons, sabbatical leaves), steps shall be taken to ensure

continuation of quality supervision during these absences. In these instances, the second supervisor shall proceed with the candidate or the PSC.

- d) The supervisor, or supervisors, shall maintain a professional and academic relationship with the candidate. Unprofessional relationships shall be unacceptable between supervisors and students. The supervisor should display the highest ethical standards of behavior at all times. If a substantial conflict of interest arises the PSC shall initiate a change of supervisor.
- e) Given that intellectual debate and challenge is a fundamental component of university activities, every effort shall be made by both the student and the supervisor to recognize and acknowledge that a robust element of academic challenge and questioning is a normal, and indeed, healthy aspect of the student-supervisor relationship.
- f) The supervisors shall have a duty to ensure the research topic is meaningful, appropriate and can be completed within the time limit set for the program using the appropriate methodologies. The supervisors shall develop with their students an overall plan/timetable for the research.
- g) Supervisors shall be mentors. The mentoring role will depend on the needs of the individual student. The supervisors shall be responsible for mentoring students in such areas as, but not limited to, the development of appropriate professional skills, applications for funding, networking opportunities with colleagues in academia and beyond, assistance with publications, and career development.
- h) The supervisors shall ensure the student's research proposal receives approval from the relevant authorities (e.g. those dealing with Ethics) before it is implemented
- i) The supervisors shall inform the students about university policies that govern intellectual property, and about any specific intellectual property issues arising from their research. The student shall be considered to be the core author in any publication arising from the research. In a multi-authored publication, the main supervisor shall be the second author while the second supervisor shall become the third author. Any data arising from the research shall be deemed to be the property of the student.
- j) In situations where the supervision cannot be continued due to circumstances beyond the control of the student (e.g. temporary or permanent absence of supervisor, conflict of interest, poor relations between the supervisor and the student), the student shall report the matter to the Head of the department in a written form and copies send to the faculty dean and to the Chairman, PSC. The School of Graduate Studies Committee

shall, where applicable, allocate an alternative supervisor in a timely manner to ensure that the student's completion is not delayed.

- k) When the thesis, project or dissertation shall be completed to the expectation and satisfaction of the supervisor, or supervisors, it shall be examined internally and externally in accordance with the examination requirements of the School of Graduate Studies.

12.2.4 Conflict resolution guidelines

- a) Conflicts between the supervisor and the student shall be resolved as close as to the source of the problem as possible (i.e., at the lowest level of administration). If the student and supervisor shall not find a solution after discussing the problem, they shall then involve the Head of the department. If no satisfactory resolution is found at the departmental level, the problem shall be referred to the Dean of the faculty. In the event that the problem is not resolved by the Dean of the faculty, it shall be referred to the Chairman of the PSC and, if not yet resolved, to the Senate.
- b) Continuity of supervision is an integral component of the student-supervisor relationship as it provides (or should provide) stability, security, an opportunity to establish sufficient mutual knowledge and trust to facilitate effective intellectual debate, and generally an environment that allows optimal focus on the goals of the graduate program. Consequently, a change in supervisor shall be made only for strong and compelling reasons such as a mutually agreed major shift in academic direction of the research, major academic disagreements and/or irreconcilable interpersonal conflicts.

12.3 Ethical Approval of Proposals for Theses and Dissertations

In line with both its motto *consecrate them in the truth* and international best practices; CUEA has established a Research Ethical Review Committee (RERC) to promote ethical research among its staff, students and collaborators. The proposed ERC will be charged with promoting, reviewing and regulating research within CUEA and Nairobi region. Approval of submitted research proposals will be evaluated against fundamental ethical principles of:

- Informed Consent
- Participant Safety and Wellbeing
- Anonymity, Confidentiality and Data Protection

12.3.1 Submitting Applications

The Investigator responsible to the ethical and scientific conduct of the research should submit a typed application for the review of the ethics of the proposed research to the Chairman of the RERC

12.3.2 Review Process

1. Submitted proposals will be received by the secretary of the ERC.
2. The ERC will acknowledge receipt of submitted proposal to the applicants or research bodies.
3. Each proposal will be assigned two reviewers whose recommendations will be discussed in an ERC general meeting.
4. The reviewed proposals will be documented in a database of records (soft and hard copies).
5. The general meeting will procedurally adopt the recommendations and approve. The ERC decisions will be under seal and authenticated by the Chairperson, Secretary and lay member appending their signatures.
6. The reviewed proposals shall be sent back with ERC recommendations to the applicants or research bodies within the stipulated time frame.
7. The decisions of the ERC will not be made public.

12.3.3 Elements of Review

The research proposal should conform to the ethical and clearance requirements specified by NACOSTI, CUEA-RERC or any other accredited body. The elements of review will include but are not limited to the following:

- Detection of plagiarism, level of originality, innovativeness, and scientific misconduct;
- Use and misuse of data;
- Management of privileged information;
- Scientific design and conduct of the Study;
- Recruitment of research participants;
- Care and protection of research participants;
- Informed Consent Process
- Protection of research participants' safety, integrity, privacy and confidentiality
- Community considerations

12.3.4 Approval Conditions

Approval shall be given for a specified period and if the project takes longer than the specified period, then a request for an extension of the ethics clearance shall be sought.

Approval shall be given on conditions that any alterations proposed to the approved protocol are submitted to the committee for approval prior to alterations being effected. Approval shall be given on condition, that a copy of research project final report will be submitted to RERC for its information.

Approval shall be given subject to researchers notifying the ERC if and when the project is curtailed, terminated or completed. Approval shall be given for therapeutic trials subject to the Principal Investigator (PI) notifying ERC within 7 days (A week) of any adverse events or occurrence that takes place during that trial. Research may be audited by CUEA–RERC during research period to ensure compliance with guidelines.

12.3.5 Appeals and Appeal Decisions

The decisions of the CUEA-RERC are subject to information available at the time of approval. The RERC reserves the right to review its decision on grounds of discovery of new and important information which was not within its knowledge at the time of approval or on account of mistake or error apparent on the face of the record or for any other sufficient reason. Any decision of the RERC may be appealed to the RERC secretariat which shall hear such appeals within fourteen (14) days of notification of the appeal, unless requested in writing by the Appellant to delay such hearing or unless the Chair of the Appeals Panel determines that a hearing should not be held and denies the appeal.

The Appeals Panel shall render a written decision within fourteen (14) days following the conclusion of a hearing and shall deliver a copy of the same to the Appellant, to the secretariat and to any other parties granted status in the matter.

12.4 Theses and Dissertations Writing Policies/Guidelines

12.4.1 Structure of Theses and Dissertations

i) A student's thesis or dissertation shall be structured into three broad parts (see Appendix 2):

- a) Preliminary pages
- b) Main text (organized in terms of chapters and a Reference section)
- c) Annexes/appendices

12.4.2 Line and Paragraph Spacing of Theses and Dissertations

- a) A4 size paper shall be used for writing
- b) Line spacing shall be 1.5 (i.e. one and half spacing)
- c) Paragraph spacing shall be 2.0 (i.e double spacing)

d) Standard left, right, top and bottom margins shall be used

12.4.3 Referencing in Theses and Dissertations

Students shall apply the latest version of APA format of referencing.

12.5.0 Submission of Thesis/ Dissertation for Examination

Candidates intending to graduate in May shall submit a letter of intent to submit a thesis or dissertation for examination latest 30th of November to allow sufficient for processing the thesis or dissertation.

Candidates intending to graduate in October shall submit a letter of intent to submit a thesis or dissertation for examination latest 30th of April to allow sufficient for processing the thesis or dissertation.

Within two weeks of receipt of a letter of intent of submission of a thesis or dissertation for examination, the Vice Chancellor (or delegate) shall, on behalf of Senate and at the recommendation of the Faculty/School/Centre, constitute an examination board including at least one external examiner and two internal examiners.

Before a candidate's thesis or dissertation is presented to the the examiners, s/he shall produce a written certification signed by all his/her supervisors to show that the research work has been satisfactorily completed.

The examiners shall submit the examination reports with clear verdict and oral examination questions and grading forms to the Director –DRIGT within six weeks from the time the invitation to the examination board is made.

The examiners shall read the thesis or dissertation and provide detailed written and non-biased assessment indicating:

- a) Whether or not the thesis or dissertation is adequate in form and content
- b) Whether or not the thesis or dissertation reflects adequate understanding of the subject
- c) Whether or not the thesis or dissertation makes significant contribution to existing knowledge and in consequence
- d) Whether or not the the candidate should proceed to the final defence
- e) Whether or not the degree should be awarded

The examiners report for each candidate must categorize errors and all corrections, if any as major or minor and present them by chapter or page for ease of reference. Markings in thesis or dissertation are acceptable but shall not serve in of a detailed report.

The examiners shall submit a copy of each thesis or dissertation together with the report to DRIGT within thirty (30) days from the of receipt of the thesis or dissertation.

The University shall request the presence of the external examiner during the oral defense.

12.5 Conduct of Thesis and Dissertation Defense

- 1) The Examiners shall send their reports on the draft thesis to the DVC/AA&R who shall constitute a panel of three examiners for oral examination, only if the External Examiner and one internal Examiner certify that the thesis or dissertation has merit. The internal and external examiners shall constitute the oral defence examination panel.
- 2) Each student shall have an Examination Panel, which shall be appointed on behalf of Senate by the Vice Chancellor (or delegate) on the recommendation of the GTC. The composition shall be:
 - a. Chairperson who shall be the Dean/Director/Senior scholar in the Faculty/School/Centre (within scope of the study theme)
 - b. External Examiner
 - c. One Internal Examiner from within the Department (within scope of the study theme)
 - d. One Internal Examiner from a related discipline in the Department or outside the Department
- 3) The examination proceedings and verdict shall be minuted, signed by the chair person as well as the members of the examination panel. The examination verdict will be verified and communicated to the candidate officially by the Director, Directorate of Research, Innovation and Graduate Training.
- 4) Soon after the completion of the oral examination, a report on the examination written on the appropriate report form shall be submitted through the Head of Department/Director, RIGT to the Deputy Vice Chancellor (Academic Affairs & Research) for processing (with copy of covering letter to the Dean of the appropriate school/faculty/institute).
- 5) At the end of the oral examination, the examiners shall **explicitly**
 - (i) Indicate the strengths of the thesis and specify contributions made to knowledge or potential impact of the study
And
 - (ii) Recommend any of the following as may be appropriate.
 - a. That the degree be awarded without further amendments to the thesis.
 - b. That the degree be awarded after specified minor corrections or amendments have been made (and shall list those items to be corrected/amended).

NB: When minor corrections are recommended, one internal examiners and the two supervisors shall be expected to go through the revised copy and shall certify the satisfactory completion of the recommended corrections.

- c. That the thesis be accepted with Major corrections and be re-examined after corrections/revisions would have been carried out ((referred) and they specify the defects.

Depending on the extent of revisions to be made, the examination panel shall specify the minimum and maximum duration of time within which the corrections should be made and submitted for verification. After this the candidate may be recalled for an oral examination when this is agreed upon by the examination panel. The recommended corrections should be completed in not less than 3 months and not more than 12 months. The certificate of award pending graduation shall be issued by DRIGT and signed by the Director or Acting Director.

- d. That the degree be not awarded ((failed) and they shall give detailed reasons for not meeting the threshold for the award of the degree in the discipline for which the candidate has applied for qualification. The student shall be recommended to redo the thesis or dissertation to the required threshold and re-submit it afresh for examination and oral defence.
- 6) If the candidate is successful in his/her examination, s/he shall be required to make the necessary corrections/amendments as recommended by the Examination Panel within three months, to the satisfaction of the internal examiners, before the final copies are then printed and appropriately bound and distributed as follows:
- One copy for the student
 - One copy each for the two supervisors
 - One copy for the respective department
 - One copy for the Library and an E-copy for the Repository.
- 7) If the thesis is not considered to be of sufficient merit for the specified degree, the candidate shall have three to twelve months within which to bring the work to the quality expected.
- 8) If the candidate fails the oral examination, he shall have a repeat examination within three to twelve months of the first attempt depending on the case as specified in section 4 above.
- 9) A candidate shall not be qualified for the award of a or Doctorate Degree until he has passed all the prescribed courses, submitted a satisfactory thesis or dissertation, passed

his/her oral examination. In addition, s/he shall not have enrolled in less than the minimum number nor more than the maximum number of semesters as stipulated for the programme. The effective date of the award of the degree shall be the date the corrected thesis or dissertation is certified by both supervisors.

12.6 Publication Policy/Guidelines

Master's and doctoral students will be required to present and publish a given number of papers in peer-reviewed journals as determined by CUE for eligibility for graduation.

A thesis/dissertation accepted by the University may be published in full as a dissertation, a book or as papers in refereed journals.

Papers may also be published jointly under the names of the candidates and the supervisors, where the candidate shall be the first author in view of academic integrity requirements.

All theses/dissertations accepted by the University shall be deposited at the University Repository under the University library in digital form. Access to the Repository shall be guided by appropriate policies.

Publications in predatory journals (see Beal's List of Predatory Publishers) will **not** be eligible for graduation.

12.7 Participation in Research Seminars, Workshops and Forums

Postgraduate students shall attend regular Departmental Research seminars, workshops and postgraduate research forums organized by DRIGT. The DRIGT will provide opportunities for all postgraduate students to access research capacity development skills training in order to impart proper understanding of the importance of academic honesty in the conduct of research; an awareness of what constitutes academic dishonesty and how to avoid it; and knowledge of the appropriate standards for academic writing in their field of study.

The DRIGT shall organize a forum once a year to showcase graduate students and faculty research/creative activities. In such a forum, a selection of Best Papers from various categories such as Thesis Paper (Masters); Dissertation Papers (Doctoral); Conference Paper (Masters or PhD) and Published Article (Masters or PhD) shall be done and various awards given in terms of Cash tokens, Certificate of Recognition or Research Grants.

13.0 Graduation Requirements/Policy

13.1. Requirements for Award of Postgraduate Diplomas and Degrees

13.1.1 Award of Postgraduate Diplomas

- i) The names of candidates who have passed all their examinations shall be forwarded to the Senate through the PSC for approval.
- ii) Graduation shall apply to all candidates who fulfill the coursework, examination, field practice or research project.
- iii) The graduand shall be conferred his/her Postgraduate Diploma in the University at the University graduation ceremony.

The issuance of certificates to the graduand shall be subject to presentation of a letter from departments to the Registrar confirming that he/she has cleared with all the relevant departments.

13.1.2 Award of Master's Degrees

- i) The thesis in soft copy shall be subjected to the language centre where editing of English shall be done before a student is allowed to bind his/her work. This can only be done after the student has defended his/her thesis and the editing shall not include alteration of the content and structure of the thesis..
- ii) The final thesis shall be bound in hard copy and signed by both the supervisors and the candidate. It shall then be submitted to the PSC in five copies with the declaration by the candidate confirming that the thesis has not been submitted to any other university for a degree, and that its content are the original work of the candidate. Submission of thesis shall only be done after a student has cleared all his/her fees.
- iii) The PSC of the Senate shall organize a postgraduate seminar where the Masters graduand shall present his/her research findings. Information about the seminar shall be given a month before the due date. The seminar shall be open to members of the public.
- iv) The graduand shall collect a clearance form and a graduation application form from the Registrar. He/she shall have the clearance form duly filled by HoDs of all the relevant departments and return it to the Registrar. The filled graduation form shall also be returned to the Registrar. He/she shall be required to submit the Student Identity card to the Registrar so as to be issued with a clearance note.
- v) The names of the graduating students shall be presented to the Senate for approval and they shall receive an invitation for graduation.
- vi) The graduand shall be conferred his/her Masters degree at the University graduation ceremony.
- vii) The PSC shall distribute the graduate's thesis to the following:

1. One copy for the student
 - 2.. One copy each for the two supervisors
 3. One copy for the respective department
 4. One copy for the Library and an E-copy for the Repository.
- viii) The effective date of the award of the degree shall be the date the corrected thesis is certified by the Department and Graduate School.
- ix) The issuance of certificates to the graduand shall be subject to presentation of a letter from the Department to the Registrar confirming that he/she has submitted bound copies of the theses.

13.1.3 Award of Doctoral Degrees

- i) The graduand shall have published at least one article from a refereed journal or a book chapter or a book from a recognized publisher.
- ii) The dissertation in soft copy shall be subjected to the language centre where editing shall be done before a student is allowed to bind his/her work. This can only be done after the student has defended his/her dissertation.
- iii) The final dissertation shall be hard bound and signed by both the supervisors and the candidate. It shall then be submitted to the PSC in five copies with the declaration by the candidate confirming that the dissertation has not been submitted to any other university for a degree, and that its contents are the original work of the candidate.
- iv) The PSC of the Senate shall organize a postgraduate seminar where the doctoral graduand shall present his/her research findings. Information about the seminar shall be given a month before the due date. The seminar shall be open to members of the public.
- v) The graduand shall collect a clearance form and a graduation application form from the Registrar. He/she shall have the clearance form duly filled by HoDs of all the relevant departments and return it to the Registrar. The filled graduation form shall also be returned to the Registrar. The student shall be required to submit the Student Identity card to the Registrar so as to be issued with a clearance note.
- vi) The names of the graduating students shall be presented to the Senate for approval and students shall receive an invitation for graduation.
- vii) The graduand shall be conferred his/her Doctoral degree in the University graduation ceremony.
- viii) The PSC shall distribute the graduate's dissertation to the following offices:
 1. One copy for the student

2. One copy each for the two supervisors
3. One for the respective department
4. One for the Library and an E-copy for the Repository

ix) In the Faculty of Theology, the title of ‘Doctor’ shall only be used by graduating students when they publish their dissertations. Each shall also be required to produce 20 copies of his/her dissertation.

x) The issuance of certificates to the graduand shall be subject to presentation of a letter from departments to the Registrar through the PSC confirming that he/she has submitted bound copies of the dissertation.

x) The effective date of the award of the degree shall be the date the corrected thesis is certified by the Department and PSC.

13.2 Overall Grading System for Award of Master’s and Doctoral Degrees

The final grade for the award of the master’s or doctoral degree is weighed as follows:

- | | |
|----------------------------------|-----|
| • Ordinary examinations | 30% |
| • Comprehensive examination | 20% |
| • Written thesis/dissertation | 30% |
| • Defense of thesis/dissertation | 20% |

13.3 Classification of Diplomas and Degrees

13.3.1 Postgraduate Diploma Programmes

All candidates who fulfill the Coursework, Examination, Field Practice or Research Project requirements of the programme shall be awarded the Post-Graduate Diploma classified as follows:

- | | |
|---------------|-------------|
| • 70% - 100% | Distinction |
| • 60 – 69.94% | Credit |
| • 50 – 59.94% | Pass |

13.3.2 Master’s Degree Programmes

The Master’s degrees shall bear uniformity as MA and MBA awards and shall not therefore be demarcated by any variation in classification. The Master’s degree in the specified discipline shall be awarded on the research and dissertation themes. However the University shall develop an award scheme for the best thesis.

13.3.3 Doctoral Degree Programmes

The doctoral degrees shall bear uniformity as Doctor of Philosophy (Ph.D) and Doctor of Business Administration (DBA) awards and shall not therefore be demarcated by any variation in classification. The doctoral degree in the specified discipline shall be awarded on the research and dissertation themes. However, the University shall develop an award scheme for the best dissertation.

14.0 Services For Graduate Students (Non-Academic)

14.1 Introduction

In every academic Institution students have different needs depending on their level of academics i.e. both undergraduate and postgraduate students should be handled separately. The Catholic University of Eastern Africa is committed to providing high quality service to graduate students .

- 1) The student services include but are not limited to sports facilities, counseling services, indoor games, dispensary, space for worship and student canteen.
- 2) There exist two hired or outsourced student services – cafeteria and Housing services.

14.2 Graduate Student Organizations

Graduate student organizations play an important role at CUEA. To this effect the DRIGT encourages students to propose ideas for new services and resources that support graduate students' academic progress, professional readiness, or personal development. It also encourages them to form organizations that can bring together Arts and Social Sciences, Sciences, Education, Theology and Commerce graduate students from the different disciplines for events and other activities that unite the CUEA graduate student body. These organizations can be formed with the help of the Dean of Students' office in collaboration with concerned faculties and Departments to address current areas in research.

14.3 Graduate Student Council (GSC)

The Catholic University of Eastern Africa Postgraduate Students Association (CUEAPSA) is the representative body of all postgraduate students studying at CUEA. The Graduate Student Council (GSC) serves Postgraduate students by providing social, cultural, and educational opportunities.

14.3.1 CUEAPSA is committed to:

- Represent the interests of the CUEA postgraduate students community both within the University and externally,
- Promote the common interests of postgraduate student,
- Ensure quality within postgraduate education and research,

- Encourage a sense of community for postgraduate students by offering various events and useful forums.

The Association offers a variety of activities and services that aim to foster a collegial atmosphere in which postgraduate students from all disciplines can interact, network and socialize.

14.3.2 Representation

CUEAPSA represents all postgraduate students and is always concerned to know about the postgraduate experience at DRIGT. Several senior governing committees sit in GUEPSA and are in regular contact with key senior staff in the University. Any issues affecting the postgraduate students can be raised with them.

14.4 Student Life

Graduate school is more than just life inside a classroom, library, or laboratory. Incoming graduate students learn about campus and community resources at a resource fair during the new students convocation.

A separate new students' convocation is organized for Graduate students and this is indicated in the academic calendar for the University in every trimester.

14.5 Counseling Services

The University Counselling Service serve both the students and the staff. Many people's personal decisions are made and problems solved through discussions with friends or family, College Lecturers or Director of Studies, Dean of faculties, a Nurse, Chaplain, colleague, or a Doctor. However, at times it is good to seek help away from one's familiar daily environment. The University Counselling Service exists to meet such a need. Seeking counselling is about making a positive choice to get help by talking confidentially with a professionally trained listener who has no other role in your life.

The counseling services are open from Mondays to Friday: 8.00 – 5.00pm. The Service is open throughout the year except for vacation closures during Christmas and Easter. Reception hours remain the same as indicated by the timing above.

The Service is staffed by a team of trained and accredited counsellors and therapists. The counsellors are all experienced in helping people from multicultural backgrounds and with a wide range of personal, academic and work related challenges.

14.6 Spiritual Life

The CUEA Chaplaincy offers to staff and students sound spiritual and moral formation and guidance through liturgical, doctrinal, social and charitable outreach programmes. Its purpose is to build on Campus a living and witnessing Christian community. Major spiritual and liturgical activities are included in the University Calendar.

14.7 University Health Services

There is an Infirmary located next to Gate A and IBM. The University's health services are available to serve the primary healthcare needs of students on presentation of the University identity card or any other form of identification prescribed by the institution.

14.8 Graduate student Housing/Hostel

The Catholic University of Eastern Africa has limited accommodation facilities to cater for the population of current students. Due to this the University has outsourced and collaborated with private developers in providing accommodation to the students. The hostels are closely monitored by our quality management system ISO-9001 that has all the guidelines which spell control mechanisms of the privately owned hostels.

14.9 International Students Center

All foreign students need a Pupil's Pass to study in Kenya. This document is granted by the Ministry of Immigration in Nairobi. Therefore, upon arrival to the Catholic University at the commencement of their courses, students should get in touch with the office of the Dean of Students for assistance on how to acquire a pupil's pass. They are facilitated by International Students Representative. The International Students Center shall Facilitate international students' welfare in the organisation in the following areas:

- a) reception and orientation of new students.
- b) Collaborate with the University's Immigration's Office for efficient processing of relevant student documents.
- c) In conjunction with other international students and the relevant University authority, promote CUEA in the respective countries.

14.10 Communications

Research and Publication is a student committee that ensures communication of vital information to students on campus and runs the student magazine. It also serves as a link with the outside world through research. Its members consist of editorial board members of the student magazine. The Postgraduate students take charge of the magazine or make their Bulletin run by postgraduate students and CUEAPSA, aiming to keep students in the loop with all the happenings at CUEA. Postgraduate students at CUEA should receive these newsletters via their email, providing them with up to date information about events, social and academic

networking opportunities, news on CUEA and our community as well as interesting articles by students!

14.11 Card Services Office

The Card Services Office is responsible for issuing identification cards to students, faculty, staff and visiting scholars, and administering access to services via the card system. The Card Office also administers a debit account, accessed via the ID card.

14.12 The Academic Resource Center

There is a need for an Academic Resource Center to facilitate student learning beyond the classroom by offering one-on-one and group sessions in many course subjects, as well as in time management, study skills, writing, and public speaking. Through the Academic Resource Center, students develop the skills they need to become effective independent learners able to thrive at CUEA and beyond.

APPENDICES

Appendix B: Examination Incidence Form



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

P.O. Box 62157
00200 Nairobi - KENYA
Telephone: 891601-6
Fax: 254-20-891084
email:academics@cuea.edu

EXAMINATION INCIDENT FORM

Date:.....

To: Name of Student:..... Reg. No:.....

Course Code:.....

Title:

Examination Venue:.....

Time of Incident:.....

Brief description of the incident by Chief Invigilator:

.....
.....

Any other relevant remarks/observations:

.....
.....

Signatures:

Chief Invigilator:..... Student:.....

Invigilators:

- 1)
- 2)
- 3)

CUEADVC ACD/EXM/01/fm 01

Appendix B: Examination Proofreading Form
THE CATHOLIC UNIVERSITY OF EASTERN AFRICA



A. M. E. C. E. A

P.O. Box 62157

00200 Nairobi - KENYA

Telephone: 891601-6

Examinations Office

Date: _____

Faculty: _____

Department: _____

Name of the Lecturer: _____

RE: PERMISSION TO PROOFREAD

The above named lecturer has been authorized to proofread the following examination(s):

#	Course Code	Course Title
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Thanking you in advance.

Name of the HOD: _____

Signature and Stamp: _____

CUEA/DVC ACD/EXM/01/fm 03

Appendix C: Invigilation Guidelines
THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

INVIGILATION GUIDELINES

APPROVED BY THE SENATE MEETING OF 14TH MARCH 1997(MIN. NO. 7/14/3/97)

1. Examinations will only be given to the Heads of Departments unless the Examination Office is directed otherwise.
2. Question papers should be collected from Examination Office at least 30 minutes before the start of examination
3. Afternoon questions will not be given out before 12.30 p.m.
4. The invigilator must go round the examination room at least 30 minutes before starting time and ensure that the examination room is properly arranged, that there are no charts on the walls, that there is enough ventilation and light.
5. If the invigilator thinks that something is not clear, he/she will note such problems and point them out to the student soon after they have taken their seats. Where more than one room is being used, corrected copies will be given to those in other rooms.
6. No candidate will be allowed to sit for any examination unless he/she has an Examination/Registration card and a student's identification card.
7. At the beginning of every examination all candidates must sign in.
8. Candidates will be asked to write: Date of Examination, Registration Number and to read the instructions on top of each Answer Book. Candidates will not be required to write their names.
9. Question paper will have been placed beneath the Answer Books UPSIDE DOWN. Candidates will then be asked to turn the question papers and be told to start.
10. Time of starting and time of ending are to be written on the blackboard/wall. Remaining time should also be written on the board.
11. As the examination is in progress, invigilators walk around the examination room quietly.
12. Draw the attention of candidates on the seriousness of cheating in an examination, and that the penalty approved by the Senate for those proven to have cheated is expulsion from the University.
13. In case an examination irregularity is detected the invigilator should bring it to the attention of the other invigilators. If they are more than one they should stop it from going on without disrupting the examination progress for the other candidates. Two investigators will sign an exam incident form provided by the examination office. The invigilators should then report the case to the Head of the Department after the examination and take statements from the student(s) involved. The case(s) should then be reported to the Faculty Dean immediately and then to the Departmental board of Examiners.

14. Any candidate wanting to attend to the call of nature should obtain permission from the invigilator.
15. No candidates are allowed in after exam has started and no candidate should be allowed to leave the room (even if they have finished) before 30 minutes to time.
16. When a candidate has finished and it is then the right time for him/her to leave the exam room, he/she must hand in the Answer book(s) to the invigilator personally and sign out.
17. The invigilators should then collect the scripts and check/reconcile the number of candidates that sat the examination with the number of scripts collected.
18. The attendance sheet should be given to the examination office, another copy to the Registrar for record and another to the Head of Department.
19. From the number expected to sit for the exam and from the signatures on the attendance sheet it should be determined whether there are any cases of people who missed the exam. These should be listed and sent to the Registrar (Examination) together with the attendance sheet. If there are no people who missed the exam, then this should be declared on the attendance sheet.
20. Once all scripts are collected, all un-used Answer books must be returned to the Examination office.
21. The scripts must be handed over to the Head of Department who will give them to the person or persons responsible for marking.
22. During this handing over the head should make examiners collect the scripts on signature. This should be done very clearly and number of scripts, date of collection etc., must be indicated.

CUEA/DVC ACD/EXM/01/WI/01

Appendix D: Examination Rules



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

P.O. Box 62157

00200 Nairobi - KENYA

Telephone: 891601-6

EXAMINATION RULES

REVISED DURING DEPARTMENTAL RETREAT HELD ON 4TH – 7TH AUGUST 2011

1. It is the duty of every candidate to find out the room and time allocated for his/her exam. The Head of Department will not be held responsible for any candidate who fails to consult the timetable for any changes.
2. All candidates must be seated 15 minutes before the starting time. No candidate will be allowed in after the exam has started. Candidates who are late will take the paper the following semester/trimester and it will be marked as supplementary.
3. Silence must be observed throughout the exam time.
4. Candidates are only allowed to carry pens, pencils and calculators, Canon law Vatican II document, Mathematical tables or Bibles (if allowed). No handbags, purses, pencil pouch (unless transparent) overcoats, papers, magazines, mobile phones are allowed in the examination room. Everything else is to be left in the designated area. Programmable calculators are **NOT** allowed.
5. No food and/or drinks are allowed in the exam room.
6. All candidates should bring with them the required items. (CF 4 above). Borrowing from one another is not allowed.
7. All candidates **must** sign in at the beginning of every examination.
8. No candidates should leave the examination room before 30 minutes to finishing time. Any candidate answering to the call of nature must obtain permission from the invigilator.
9. Walking out of an examination in protest disqualifies a student for that given paper.
10. Candidates eligible for Semester/Trimester exam must have sat for C.A.Ts and have attended all lectures as stipulated by the University.
11. No candidates will be allowed to sit for any examination unless he/she proves that he/she is registered: therefore every candidate will be required to produce her/his Student's Identification card; their names must appear on examination attendance register. For Kisumu and Gaba Campus, Students will be required to have Examination/Registration card.
12. Candidates should write on both sides of the paper (except in mathematics).

13. Each answer should begin on a fresh page.
14. All rough work must be done in the Answer Booklet and crossed through.
15. It is an offense to take out an Answer Booklet or a piece of it from the examination room.
16. Candidates are warned that cheating in any exam leads to expulsion from the University. In case of cheating, the candidate and two or more invigilators will be required to sign an Examination Incident Form. Destroying of evidence is a **Gross Misconduct**.
17. The invigilator is free to change the sitting arrangement in exam room if he/she deems it necessary.
18. All candidates must hand in the Answer Booklet to the Invigilator and sign out.
19. Special exam will only be provided to candidates strictly on medical reasons or on very extraordinary circumstances as approved by the Faculty Examination Board.

NB: Failure to abide by the above Rules may lead to disqualification from the exam or the University as the case may be.

CUEA/DVC ACD/EXM/01/W2/03



Appendix E: Examination Results Release Schedule

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

P.O. Box 62157

00200 Nairobi - KENYA

Telephone: 891601-6

Examinations Office

Date:

To: All Academic staff

ISP Manager

Registrar

Re: Schedule of Activities Towards Release of ____ (date) ____ Exam Results

Date	Activity	Comment
	Entry of marks into the AMIS by lecturers.	Jubilee lower lab will be available. ISP office to facilitate
	Moderation of exam marks by DEBs and FEBs. Any adjustments to be effected into the AMIS.	Moderation in DEBs to include confirmation that the AMS generated mark sheet contains the correct grades. ISP office to facilitate the adjustments in AMIS
	Lock lecturers module & generate data	ISP office must signal Registry when generation of data is complete
	Printing, verification and Signing of Transcripts	Any anomalies noted to be communicated to ISP office immediately
	Release of exam results by registry	Students to collect their transcripts from the faculties

(Official's Comments).....
.....

Examinations Officer

CUEA/DVC ACD/EXM/01/scd 01

Appendix F: Examination Setting & Administration Schedule
THE CATHOLIC UNIVERSITY OF EASTERN AFRICA



A. M. E. C. E. A

P.O. Box 62157
00200 Nairobi - KENYA
Telephone: 891601-6
Fax: 254-20-891084

Examinations Office

Date:.....

To: All HoDs/Coordinators

Re: Schedule of Activities Towards ____ (date) ____ Examinations Setting and Administration

Date	Activity	Comment
	Submission of units on offer to exam office by HODs/ Coordinators	Include any specials/supp exams that you may have approved.
	Submission of examination drafts to examination office by HODs/Coordinators.	19th Oct is the deadline for submission of exam drafts.
	Tentative examination time table released	Any collisions or omissions noted and acted upon by 19th Oct.
	Final examination timetable released	The final timetable to be posted on the CUEA website.
	Proofreading of the exams	Departments to ensure all their exams are proof read.
	End of trimester Examinations begin	No timetable change during the examination period.

Examinations Officer

Signature:

Date:

.....

CUEA/DVC ACD/EXM/01/scd 02

Appendix G: Examination Draft Submission Form

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA



A. M. E. C. E. A

P.O. Box 62157

00200 Nairobi - KENYA

Telephone: 891601-6

Examinations Office

FACULTY:

DEPARTMENT:.....

...

#	Code	Title
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Submitted by: Signature:..... Date:

Head of Department

Received by: Signature: Date:

APPENDIX H: SCHOLARSHIP APPLICATION FORM
THE CATHOLIC UNIVERSITY OF EASTERN AFRICA



A. M. E. C. E. A

P.O. Box 62157
00200 Nairobi - KENYA
Telephone: 891601-6
Fax: 254-20-891084

SCHOLARSHIPS APPLICATION FORM

SERIAL NO. _____

INSTRUCTIONS

- | | |
|---|---|
| <ol style="list-style-type: none">1. Return the forms to the Financial Aid Office by 28th February 20112. Fill all the sections in the form3. Late and/or incomplete forms shall not be processed | <ol style="list-style-type: none">4. Attach copies of:-<ol style="list-style-type: none">a) The last semesters transcriptsb) University Identity Cardc) Current Statement of Account (Not Invoice)d) At least two Recommendations from a Lecturer and an official who knows you as a CUEA Studente) A recommendation from Club Patrons/Sports Tutor |
|---|---|
-

A: PERSONAL INFORMATION

1. Full Name (Name used on National Identity Card or Passport)

Fr./Sr./Br./Mr./Mrs./Miss (Must tick appropriately)

Last First Middle

CUEA A/CNo. _____ Faculty _____ Reg.No. _____ Tel. _____

Name used at CUEA (if not as above)

Last First Middle

2. Date of Birth _____ Place of Birth _____

3. Religion _____
(Specify) _____

4. Marital Status:

a) Single (); Married (); Widowed (); Divorced (); Separated ()

b) Are you a single parent? Yes () No ()

c) If married, the name of the spouse _____

d) Number of Children _____

e) Do you have any other dependants? _____ If so, how many? _____

5. Address:

Current area of residence: (District) _____

(Diocese) _____

6. Have you been/are you on an academic leave? Yes () No ()

(If yes, attach a copy of the leave letter from the Registrar)

1. Number of children in your family (for lay students) _____

2. Are any of these attending colleges or universities? _____

3. If so, please give the details: _____

4. Are your parents living or deceased? Living () Deceased () If deceased, who?

a) Both () b) Mother () c) Father ()

(If deceased attach death certificate/s)

5. If deceased, who has been paying for your education?

Name of sponsor/guardian: _____

Relationship to you: _____

6. Are your parents/sponsors/guardians employed? Yes () No ()

(If yes, indicate employer and place of work and attach a copy of latest pay slip)

If no, how do they earn a living?

B: EDUCATIONAL BACKGROUND

7. Programme _____ of _____ Study: _____ e.g. BA/BED _____
8. Programme Duration: 1 Year () 2 Years () 3 Years ()
9. Average mark for the previous semester's results. _____
- I certify that the information given above is true.

Registrar

Signature & Official Stamp

Date

C: FINANCIAL ARRANGEMENTS

10. Expected costs of your tuition and academic fees next year: KShs _____
11. Other expenditures:
- a) Food _____ b) Rent _____
- TOTAL EXPENSES: KShs _____

EXPECTED REVENUES

12. What amount do you expect to raise from your own family/community? _____
13. What amount do you expect to receive from other sources/sponsor? _____
14. Who is responsible for paying your fees at the University? _____
15. 21. Have you received a scholarship/grant/bursary, etc in the past? Yes () No ()
- If yes, state the amount. Kshs. _____ and source _____
16. As of this date, do you currently have a balance due to the University? Yes () No ()
- If so, how much? _____. *PLEASE attach a copy of your current statement of account.*
17. Do you/your sponsors have any debts to others for your education fees? Yes () No ()
- If _____ YES, _____ how _____ much?
18. Please indicate other sources of assistance/income. (*Attach last month's pay slip*)
- a) Salary _____

b) HELB Loan _____

c) HELB Scholarship _____

d) MOE Bursary _____

f) CDF _____

g) CUEA Scholarship: UTG (), Missio (), St. Peter (),

Founders (), Rattansi () (*_Tick appropriately*).

Amount _____

h) Others _____

TOTAL = _____

D: DECLARATIONS

19. Applicant's Declaration

I declare that to the best of my knowledge and belief the information I have given in this form is correct.

Applicant's full name (inblockletters) Signature

Date

20. Parent's/Guardian's/Sponsor's Declaration (*Guardian must sign*)

a) Employment

I parent/guardian/sponsor am employed at _____ -

b) Address of Parent/Guardian/Sponsor/Employer

P.O. Box Tel. No.

(Home)

(Office)

E-mail: _____

c) Assets

We presently have assets that can be used as a guarantee for loan purposes. These are in the form of

Full name (in block letters)	Signature	Date
------------------------------	-----------	------

E: COMMISSIONER FOR OATHS/DISTRICT OFFICER/MAGISTRATE/CHIEF
/PARISH PRIEST/FOREIGN EMBASSY OFFICIAL

27. The above named appeared before me and made the solemn declaration

Official Rubber Stamp	Signature	Date
-----------------------	-----------	------

End

(CUEA/DVC ADM/DOS/04/fm2

APPENDIX I: LECTURERS' RECOMMENDATION FORM

Date: _____

The Scholarship Committee

Catholic University of Eastern Africa

P. O Box 62157

NAIROBI

Dear Committee,

RE: RECOMMENDATION FOR AWARD OF SCHOLARSHIP

Student's Name: _____ Reg.No. _____

Course: _____ Faculty/Year: _____

I have known this student for _____ year/s. I am glad to give the following information which might assist you in assessing his/her eligibility for scholarship award:

Academic Performance/Commitment to studies

Economic Need

Character/Leadership/Extra-Curricular Activities

Active commitment to faith

Full-time study/Part-time Study

General comment

Yours sincerely,

Lecturer

DEPARTMENT OF _____

*(NB: Seal and return form to applicant)

(CUEA/DVC ADM/DOS/04/fm3)

**APPENDIX K: SPORTS' TUTOR/CLUB'S PATRON/MATRON'S
RECOMMENDATION FORM**

Date: _____

The Scholarship Committee

The Catholic University of Eastern Africa

P. O Box 62157

NAIROBI

Dear Committee,

**RE: RECOMMENDATION FROM THE CLUB PATRON/SPORT TUTOR/OTHER
ASSOCIATIONS**

Student's Name: _____ Reg.No. _____

Course: _____ Faculty/Year: _____

This student is a member/official/player/captain of:

She/her has been an active member for (duration):

Comment on his/her participation and whether he/she should be considered for
assistance _____

Yours sincerely,

Patron/Sports Tutor/Adviser

DEPARTMENT OF _____

*(NB: Seal and return form to applicant)

(CUEA/DVC ADM/DOS/04/fm4)

Appendix L Thesis Examination Reporting Form



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

P.O. Box 62157

00200 Nairobi - KENYA

Telephone: 891601-6

Examinations Office

Date: _____

Faculty: _____

Department: _____

Name of Candidate:: _____

Examiners Comment

1. General
2. Indicate Strength/Weakness of Thesis
3. Specify Contributions to Knowledge and/or Impact of Study
4. Recommend any of the following:
 - a. That the degree be awarded without further amendments to the thesis
 - b. *That the degree be awarded after minor corrections or amendments have been made (and shall list those items to be corrected/amended)*
 - c. *That the thesis be re-examined after major corrections/revisions would have been carried out (referred) and they specify the defects).*
 - d. *That the degree be not awarded ((failed) and they shall give detailed reasons).*

Names and signatures of Examiners

Appendix M

Candidate – Supervisor Agreement Form:

Supervisor and Candidate should retain a copy and send original to:

The Director,

DRIGT

Catholic University of Eastern Africa

P.o Box 62157- 00200 Nairobi

In the space below, after preliminary discussion with the candidate, the Supervisor should detail his or her expectations of the candidate. When completed, the contents should be discussed with the candidate and the document signed by both parties.

In discussion of expectations, the following matters should be resolved by an explicit statement in each item below of requirements to the satisfaction of both parties:

- (a) **Arrangements for Regular Communication Between the Supervisor and the Candidate.** Specify the mode and frequency of the proposed communication (e.g. face-to-face meetings once per week; fortnightly telephone calls) and who is to generally initiate the contact.

.....
.....
.....

- (b) **Arrangements for Attendance at seminars and workshops**

.....
.....
.....

- (c) **Support/facilities to be provided to the candidate:**

.....
.....
.....
.....

- (d) **Advice that the supervisor has provided to the student**

.....
.....
.....

(e) **Publication Arrangements:** Agreement on Authorship on Publications arising from the research (to be consistent with University Policy).

.....
.....
.....

(f) **Intellectual Property Arrangements and Confidentiality Agreements:** (IP Agreement; to be consistent with University Policy)

.....
.....
.....

(g) **Additional Arrangements Between Principal Supervisor and Candidate:**

.....
.....
.....

Candidate's Name: Supervisor's Name:

Candidate's Signature: Supervisor's Signature:

Date: Date:

Director, School of Graduate Studies: Date:

.....
.....
.....

Appendix N: Structure of Theses and Dissertations

Preliminary Pages

Title page

Declaration/Approval page

Copyright (optional)

Dedication (optional)

Acknowledgements

Preface (optional)

Table of Contents

Abstract

List of Tables(optional)

List of Figures(optional)

List of Abbreviations, Symbols and Acronyms (optional)

Definition of Terms (optional)

Organization

CHAPTER ONE INTRODUCTION

- 1.1 Introduction
- 1.2 Background of the Study
- 1.3 Statement of the Problem
- 1.4 Research Questions
- 1.5 Significance of the Study
- 1.6 Scope and Delimitations of the Study
- 1.7 Conceptual Framework
- 1.8 Organization of the Study

CHAPTER TWO LITERATURE REVIEW

- 2.1 Introduction
- 2.2 Theoretical and Empirical Literature focusing on the key themes in the study objectives and questions
- 2.3 synthesis of the literature and critical analysis
- 2.4 Discussion of the research Gap

CHAPTER THREE RESEARCH METHODOLOGY

- 3.1 Introduction
- 3.2 Research Design
- 3.3 Target Population
- 3.4 Sampling Procedures
- 3.5 Data Collection Instruments and Procedures
- 3.6 Data Presentation and Analysis
- 3.7 Constraints to the study
- 3.8 Ethical considerations

CHAPTER FOUR PRESENTATION, DISCUSSION AND INTERPRETATION OF EMPIRICAL FINDINGS

- 4.1 Introduction
- 4.2 Subtopic 1
- 4.3 Subtopic 2
- 4.4 Subtopic 3
- 4.5 Subtopic 4

CHAPTER FIVE SUMMARY, DISCUSSION AND CONCLUSION(S)

- 5.1 Introduction
- 5.2 Summary of Key Findings
- 5.3. Discussion
- 5.3 Conclusion(s)
- 5.4 Recommendations
- 5.5 Limitations of the Study and Suggested Areas for Further Research

REFERENCES (APA)

APPENDICES

Appendix 1: Letter of Introduction

Appendix 2: Survey Questionnaire

APPENDIX O: SAMPLE LETTER FOR APPOINTMENT OF EXTERNAL EXAMINERS



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A.M.E.C.E.A

Department of Research, Innovation & Graduate Training

OUR Ref: RIGT/Acad/Supervisors/2016

27th October 2016

Prof. Aloys Ayako

CUEA.

Dear Prof. Ayako,

RE: APPOINTMENT OF PHD DISSERTATION EXTERNAL EXAMINER

I am pleased to offer you a position at the Catholic University of Eastern Africa as stipulated below:

Position: Thesis External Examiner
Period: Two (2) years
Program: Doctor of Philosophy in Business Administration & Management Studies
School/Faculty: School of Business

In discharging responsibilities, you are advised to liaise with the following University Officers for direction and regulations: Dean of School, the Graduate Training Coordinator and the Director of Research, Innovation & Graduate Training.

Your assignment shall be to read the theses/dissertations and provide a detailed, written and non-biased assessment indicating:

- a) Whether or not the thesis is adequate in form and content

- b) Whether or not the thesis reflects adequate understanding of the subject
- c) Whether or not the thesis makes a significant contribution to existing knowledge, and in consequence
- d) Whether or not the candidate should proceed to the final oral defense
- e) Whether or not the degree should be awarded.

It is recommended that, in your report for each candidate, you present and categorize errors or/corrections, if any as a major and present them by chapter or page for ease of reference. Markings in the documents are acceptable but shall not serve in place of a detailed report.

You will be expected to submit a copy of each thesis together with the report, to the Director of Research, Innovation & Graduate Training. You will be paid a total honorarium of KESper thesis examined.

The University may request your presence in person during the oral defense.

If the terms of this appointment are acceptable to you, please sign a copy of this letter and return it to the office of the Vice Chancellor as soon as possible. The University reserves the rights not to pay for services not rendered in accordance with the terms in this contract.

We look forward to further working with you.

Yours sincerely,

.....
Vice Chancellor

I, the undersigned confirm acceptance of this offer and the conditions stated herein.

Signed
 Date.....

11. Grading

The following grades are used to reflect a student's level of performance.

70 – 100	A - Excellent
60 – 69	B - Good
50 – 59	C - Fair or Average
40 – 49	D - Poor
39 and below	F – Failure

For purposes of GPA marks will be assigned letter grades and grade points as follows

Marks	Grade	Grade Point
75 – 100	A	- 4.00
70 – 74	A-	- 3.70
65 – 69	B+	- 3.30
60 – 64	B	- 3.00
55 - 60	B-	- 2.70
53 – 54	C+	- 2.30
50 – 52	C	- 2.00
47 – 49	C-	- 1.70
43 - 46	D+	- 1.30
40 – 42	D	- 1.00
39 - 35	D-	- 0.00
34 and below	E	- 0.00

How to Calculate your Grade Point Average (GPA)

Multiply the number of **credit hours** for the course by the **point value** of the letter grade earned in the course. The product of this multiplication will be the **total grade points** for the course.

course	credit hours	times	point value	equals	total grade points
ENGL 111	4 credits	x	A grade (value is 4.0)	=	16

The total credit hours calculated into the GPA is called **total GPA hours**. Within the NMSU system, total GPA hours consist of the total credits in which grades of A+ through F have been earned. To determine the **GPA**, divide the total GPA hours into the total grade points. A **semester GPA** is a GPA calculation of courses taken in one particular semester. The **cumulative GPA** is simply an overall GPA of all courses taken.

In the following example, 17 **total GPA hours** divided into 36.7 **total grade points** equals a **GPA** of 2.15.

course	credit hours	times	point value	equals	total grade points
ENGL 111	4	x	A (4.0)	=	16.0
CCDM 114N	4	x	B- (2.7)	=	10.8
C S 110	3	x	C+ (2.3)	=	6.9
THTR 101	3	x	D+ (1.0)	=	3.0
COLL 101	3	x	F (0)	=	0
Totals	17 total GPA Hours		36.7 total grade points	2.158 GPA	

APPENDIX VI: RESEARCH ETHICAL REVIEW APPLICATION FORM



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A.M.E.C.E.A

Directorate of Research, Innovation & Graduate Training

RESEARCH ETHICAL REVIEW COMMITTEE

APPLICATION FORM

(INFORMATION SHOULD BE TYPED)

This form should be used for all research carried out by students, staff at the Catholic University of Eastern Africa (CUEA) and other researchers seeking affiliation to the university. A four-tier system of ethical approval has been developed to be administered by the RERC. The levels within the system are explained below. Please tick the appropriate box to indicate which level applies to your research. The form applies to research involving human participants, personal data, and human tissue.

All applications should be submitted well in advance of a required date of approval, particularly in case of level 4. Applications will normally be reviewed within 2-6 weeks, but this cannot be guaranteed for all the applications submitted.

Level 1: Your research project is completely desk-based (i.e. does not involve field participants) and does not use information about living, identifiable individuals ('data subjects').

Level 2: Applies to non-intervention research where you have the consent of the participants and data subjects. This may include, for example, analysis of archived data, classroom observation, or questionnaires on topics that are not generally considered ‘sensitive’. This research can involve children or young people, if the likelihood of risk to them is minimal.

Level 3: Applies to novel procedures, research without consent, sensitive personal data, or the use of atypical participant groups. Also projects in which ethical issues might require more detailed consideration but are unlikely to prove problematic.

Level 4: Applies to research which is potentially problematic in that it may incorporate an inherent physical or emotional risk to researchers or participants; involve covert surveillance or covert data collection; or includes research studies involving humans, their tissue and/or data.

Applicants must indicate their commitment to following ethical guidelines appropriate to their research.

Name.....Date.....Department.....

Has your Head of Department/Supervisor approved this application? YES/NO

SECTION 1: DETAILS OF APPLICANT/PRINCIPAL INVESTIGATOR		
1.1 Title, First name, Surname:	Staff/Student number:	PROJECT ID NUMBER
1.2 Professional Status:		
1.3 University DIVISION:		
1.4 University DEPARTMENT:		
1.5 Complete Postal Address:		

1.6 Telephone No:		1.7 E-mail address: <i>Please provide your email address as registered with the University**</i>	
SECTION 2: PROJECT DETAILS			
2.1 Title of Research Project:			
2.2 Proposed Start Date			
2.3 Duration of the Project			
2.4. Is this a sub-study (new research question) linked to an existing/main study? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, RERC #:			
SECTION3: DETAILS OF CO-INVESTIGATORS			
Name and Title	Contact Details	If investigator is a student, please indicate whether postgraduate or undergraduate	Division AND Department
1.			
2.			
3.			
4.			
Is this a sub-study (new research question) linked to an existing/main study? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, RERC #:
SECTION 4: STUDY FOR DEGREE PURPOSES		<input type="checkbox"/> Yes <input type="checkbox"/> No	Undergraduate <input type="checkbox"/> Postgraduate <input type="checkbox"/>
Name of Degree:		Supervisor:	
Division:		Contact No:	
Department:		E-mail:	
Is this a group student project? (if yes, please list names of all students in group under Section 4) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Students Names: 1		2	
3)		4	
SECTION 5: SPONSORSHIP/FUNDING			

5.1 Is funding necessary to proceed with this study, has it been secured?	YES/NO	
5.2 If YES to 5.1, give details of the agency/agencies supporting the project. If a funding submission is planned, give details of the agency/agencies to which a funding application (s) has been made.		
5.3 Does the project require the approval of any other institution and/or ethics committee?		
5.4 If YES to 5.3, give details and indicate the status of the application at each other institutions or ethics committee (i.e. submitted, approved, deferred, rejected)		
5.5 If application was rejected, state the reason given		
SECTION 6: DESCRIPTION SYNOPSIS) OF THE RESEARCH (About 500 words)		
<p>Please provide a protocol synopsis or summary of the proposed research, in addition to the full protocol, no longer than 2 pages. The Protocol Synopsis or summary on separate sheets of paper should contain the following:</p> <ul style="list-style-type: none"> ▪ Title ▪ A short introduction, motivation and literature overview (1 paragraph only) ▪ Research question or hypothesis ▪ Aims and Objectives ▪ A concise summary of the methodology ▪ Description of subject population including characteristics, age range and number of subjects ▪ If the research will require blood draws, bone marrow biopsy samples, other biopsies or the collection of tissues, etc., performed solely because of participation in the research, please indicate the exact amounts and frequency with which the samples will be taken. ▪ Anticipated risks as well as the precautions taken to minimize risk ▪ Anticipated benefits ▪ Ethical Considerations 		
SECTION 7: POTENTIAL RISKS TO PARTICIPANTS		
7.1 Could the research induce any psychological stress or discomfort in the participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.2 If YES to 7.1, state the nature of the risk and what measures will be taken to deal with such problems Research involve Human Subjects who are Alive?		
7.3 Does the research require any physically invasive or potentially physically harmful procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.4 If YES to 7.3, give details and outline procedures to put in place to deal with potential problems		
7.5 Does the research involve investigation of illegal behaviours?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.6 If YES to 7.5, give details		
7.7 Is it possible that this research will lead to disclosure of information about child abuse or neglect?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
7.8 If YES to 7.7, indicate the likelihood of such disclosure and your proposed response to this. If there is a real risk of such a disclosure triggering an obligation to make a report to police, Social Work or other authorities, a warning to this effect must be included in the Information and Consent documents		
7.9 Is there any purpose to which the research findings could be put that could adversely affect the participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

7.10 If YES to 7.9, describe the potential risk for participants of this use of the data. Outline any steps that will be taken to protect the participants	
7.11 Could the research affect the participants in any other way?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.12 If YES to 7.11, give details and outline procedures to put in place to deal with the problems	
7.13 Could this research adversely affect members of particular groups of people?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.14 If YES to 7.13, describe these possible adverse effects and the protection to be put in place against them	
7.15 Is this research expected to benefit the participants directly or indirectly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.16 If YES to 7.15 , give details	
7.17 Will the true purpose of the research be concealed from the participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.18 If YES to 7.17, explain what information be concealed and why. Will participants be debriefed at the conclusion of the study? If not, why not?	
7.19 At any stage in this research could researcher's safety be compromised or could the research induce emotional stress in the researchers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.20 If YES to 7.19, to either or both, give details and outline procedures to be put in place to deal with the potential problems.	

SECTION 8: HUMAN SUBJECTS RESEARCH PROTECTION	
8.1 Does the Research involve Human Subjects who are Alive?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.2 Does the Research involve Human Subjects who are dead (includes identifiable tissues specimens)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.3 How many participants is it hoped to include in the research?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.4 Are any of the participants in 8.3 likely to be under 16 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.5 Are any of the participants in 8.3 likely to be children under the care of local authority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.6 Are any of the participants in 8.3 likely to have a special need?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.7 Are any of the participants in 8.3 likely to be physically or mentally ill?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.8 Are any of the participants in 8.3 likely to be vulnerable in other ways?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.9 Are any of the participants in 8.3 likely to be members of a racial or ethnic minority?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.10 Are any of the participants in 8.3 unlikely to be proficient in English?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.11 Are any of the participants in 8.3 likely to be in a client or professional relationship with the researchers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.12 Are any of the participants in 8.3 likely to be in a student-teacher relationship with the researchers?	<input type="checkbox"/> Yes <input type="checkbox"/> No

8.13 Are any of the participants in 8.3 likely to be in any other a depedent relationship with the researchers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.14 Are any of the participants in 8.3 likely to be in any other a depedent relationship with the researchers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.15 Are any of the participants in 8.3 likely to have difficult in reading and/or comprehending any printed material distributed as part of the study?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.16 If YES to any of 8.4-8.15, explain and describe the measures that will be used to protect and/or inform participants	
8.17 Will participants receive any financial and/or material benefits because of participation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.18 If YES to 8.17, what benefits will be offered to participants and why?	<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION 9: CONFIDENTIALITY AND HANDLING DATA	
9.1 Will the study require the collection of personal data, e.g. from universities, schools,, employers or other agencies about individuals with their direct consent?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.2 If YES to 9.1, state what information will be sought and why written consent for access to this information will not be obtained from the participants themselves	
9.3 Will any part of the research involving be audio/film/video taped or recorded using any other electronic media?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.4 If YES to 9.2, what medium is to used and how will theb recording be used (e.g. digital audio recording to create interview transcripts/summaries)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.5 Who will have access to the raw data (e.g. myself as researcher)?	
9.6 How will confidentiality of the data, including identity of participants be ensured? E.g. by anonymization, keeping codes separately, and making sure all information is stored securely.	
9.7 Specify where the data files/audio/video tapes, etc. will be retained after the study, how long they will be retained and how they will eventually bd disposed off. Data to be retained only as long as writing up and reporting on the project are underway, with a maximum time of three years from the formal end of the project being placed on the retention of data.	
9.8 How do you intend for results of the research to be used?	
9.9 Will feedback of findings be given to participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.10 If YES to 9.9, how and when will this feedback be provided? E.g. All participants will be provided with summary feedback on the main findings	
SECTION 10: PARTICIPANT INFORMATION AND CONSENT	
10.1 Will written consent be obtained from participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.2 If YES to 10.1, attach a copy of information sheet and consent forms (covering project details, confidentiality, freedom to withdraw at any stage of the project). <i>E.g. YES, in relation to any participants I wish to involvein the project, I will provide a written information sheet outlining the nature of the project and the potential contribution, plus a formal consent request which makes it clear</i>	
10.3 If NO to 9.1, explain why not. <i>E.g. Not necessary formally to members of staff with whom the project will be pursued on colleagial basis. At the same time it will be made clear to staff how the confidentiality of data will be handled and they will also be assured standard good research practice will be followed</i>	

10.4 Administrative may be deemed sufficient:		
10.4a for studies where the data collection involves aggregated (not individual) statistical information and where the collection of data presents i) no invasion of privacy and ii) no potential social or emotional stress		
10.4b for studies which focus on development and evaluation of curriculum materials, resources, guidelines, test items, or programme evaluations rather than the study observation, and evaluation of individuals.		
10.5 Will administrative consent (e.g. from head teacher) be obtained in lieu of participants consent?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.6 If YES to 10.5, explain why individual consent is not necessary		
10.6 In the case of of minors participating in the research on an individualn basis, will consent or assent of parents be obtained?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10.7 If YES to 10.6, explain how this consent or assent will be obtained		
11. CONFLICT OF INTEREST-COMPROMISING RESEARCH OBJECTIVITY OR INDEPENDENCE IN RETURN FOR FINANCIAL OR NON _FINANCIAL BENEFIT HIM/HERSELF OR FOR RELATIVE OR FRIEND		
11.1 Does your research involve a conflict of interest as defined in 11?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
11.2 If YES to 11.1, give details		

SECTION 12: SIGNING OF APPLICATION		
Applicant	Supervisor <i>(only for student research)</i>	Head of Division
..... Print name Signature Print name Signature Print name Signature

..... Date Date Date
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