



UNIVERSITY OF NAIROBI

GRADUATE SCHOOL

THE PROCESS OF SUPERVISION OF GRADUATE STUDENTS

Supervision of postgraduate research starts with proposal writing. Once proposal is approved, the student embarks on the actual research. The following are the guidelines for supervisors which supervisors and students should familiarize and adhere to:

- (a) Graduate students (both Masters and PhD students) are required to consult their supervisors at least once a month and to submit every semester a written progress report to the Dean/Director of the Faculty/Institute/School, through the Supervisor and the Chairman of the department with a copy to the Graduate School.
- (b) Normally, only one supervisor shall be appointed for each masters' student pursuing the degree programme by Coursework and project report. However, two supervisors shall be appointed for those pursuing the degree programme by Coursework and thesis and three supervisors for PhD students, one of whom must be from the academic staff in the Department. However, Faculties/Institutes/Schools may appoint additional supervisor(s) as they may deem necessary in individual cases.
- (c) The supervisors shall be appointed by the Department in consultation with the Faculty/Institute/School postgraduate studies committee and the Dean and approved by GS.
- (d) It shall be the duty of the supervisor to direct and supervise the work of the student in so far as it relates to the programme of study. In particular, the supervisor shall be required to:-

- (i) Maintain constant and effective contact with students assigned to him/her.
 - (ii) Submit individually or jointly with other supervisors, academic reports through the Chairman of Department and the relevant Faculty/School Boards to the GS on the progress of each student at the end of every semester.
 - (iii) Certify at the end of every semester that the student has received adequate supervision. The student should also certify that he/she has received adequate supervision.
 - (iv) To inform the Dean through the Department and the Faculty/School postgraduate studies committee at once if in his/her opinion, the student's work is unsatisfactory and unlikely to reach the standard required for the award of the degree.
- (e) Where the performance of a student is considered unsatisfactory as shown by:- either
- (i) Failure to consult the supervisor as required, or
 - (ii) The receipt of an unsatisfactory report from the supervisor(s) as under (d)(iv), such a student shall be given written warning by the Dean/Director of the Faculty/School to the effect that unless the student shows signs of improvement within three months, he/she would be considered for de-registration. A recommendation for de-registration shall be made to the Senate through the Graduate School after two consecutive negative reports have been made following the warning.