



# **ST. PAUL'S UNIVERSITY**

## **POLICY ON SUPERVISION FOR MASTERS DISSERTATION**

**ACADEMIC POLICY NO. 024 OF 2015**

**2015**

## 1.0 Introduction

The purpose of this supervision policy is to establish fundamental guidelines for the appointment of Supervisors for Masters Dissertations at St. Paul's University. The Board of Postgraduate Studies, in consultation with relevant Departments and Faculties, shall implement the policy on behalf of Senate. The policy complements the Masters Dissertations handbook which provides dissertation regulations for students and supervisors.

## 2.0 Student's dissertation committee

A Masters student of St. Paul's University is required to undertake an independent research on a relevant academic topic and write a dissertation of 20,000 words in partial fulfillment for the award of a Masters degree. Normally, two supervisors will be assigned to each student to guide the student in the process of writing the dissertation. One of the supervisors shall be the **lead supervisor** and the other one shall be the **co-supervisor**. The two supervisors, together with the relevant HOD/departmental research co-coordinator shall be the student's dissertation committee.

## 3.0 Qualifications of supervisors

- 2.1 A Supervisor must be a PhD holder in the relevant field.
- 2.2 Supervisors with a Master's degree must have at least five years teaching experience at post graduate level.
- 2.3 All lead supervisors must be fulltime members of the faculty or employees of the university
- 2.4 A co-supervisor must be a full or part-time member of faculty or employee of the university.

## 4.0 Responsibilities of lead supervisors

- 3.1 Approve the topic to be researched by the student
- 3.2 Be the main advisor of the student and provide guidance at every stage in the research process
- 3.3 Pass the student's work (preferably at the end of every chapter) to the co-supervisor for moderation.
- 3.4 Receive feedback from the co-supervisor and inform the student.
- 3.5 Convene a dissertation's committee meeting together with the student and co-supervisor before defense of proposal.
- 3.6 Approve the student's proposal and be present during its defense.

3.7 Approve the complete dissertation and be present during its defense.

## **5.0 Responsibilities of co-supervisors**

4.1 Serve as the Reader and moderator of the dissertation

4.2 Receive the student's work through the lead supervisor and make necessary comments.

4.2 Send comments to the student through the lead supervisor.

3.3 Attend a dissertations committee meeting together with the student and the lead supervisor before defense of the proposal.

4.4 Append a signature to endorse the student's proposal and be present during its defense.

4.5 Append a signature to endorse the complete dissertation and be present during its defense.

## **6.0 Process of appointing supervisors**

5.1 Recommendations on the appointment of Supervisors and Readers shall be processed in the first instance by the relevant department and faculty boards.

5.2 The Board of Postgraduate studies shall approve nominated supervisors.

5.3 Names of approved Supervisors and Readers shall be presented to Senate through the Board of Postgraduate Studies for ratification.

## **7.0 Supervisor's workload**

7.1 A supervisor will be assigned a maximum of nine Master's students at any given time.

7.2 A supervisor will be assigned a maximum of 9 candidates

6.3 Students who would have made no progress by the expected date of their graduation will be removed from the respective supervisor's load as it will give a false impression of the supervisor's true load.

## **8.0 Compensation of supervisors**

7.1. Lead supervisors for Masters Dissertations shall be paid Ksh. 30 000 per candidate

7.2 Co-supervisors for Masters Dissertations shall be paid Ksh. 15 000 per candidate

7.3 Payment to supervisors shall be made after successful defense of the dissertation.

## **9.0 Change of supervisor**

8.1 Requests for change of supervisor will be processed at the departmental and faculty levels and forwarded to the Board of Postgraduate studies for approval.

8.2 The Board of Postgraduate Studies shall inform Senate about change of supervisors for ratification.

## **10.0 Appeals and Conflict resolution**

9.1 Appeals on issues between students and supervisors will be addressed in accordance with the stipulations laid down in the dissertations handbook.

9.2 Appeals on conflicts among supervisors should be addressed to the Director of Postgraduate Studies through the relevant Head of Department and Faculty Dean.

## **11.0. Review of the policy**

This policy will take effect from June 2015 and will be reviewed after every two years.

**REVIEW OF THE POLICY**

This policy shall be reviewed after every two (2) years.

**REFERENCE OF THE MINUTES**

The policy was adopted by the senate on 29<sup>th</sup> June 2015, the 71<sup>st</sup> University Senate Meeting.

**AUTHORIZATION**

Council Chairman:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Official Stamp