



**ST. PAUL'S UNIVERSITY**

**POLICY ON SUPERVISION OF RESEARCH  
DOCTORATE DISSERTATIONS**

**ACADEMIC POLICY NO. 028 OF 2016**

**2016**

### 1. Preamble

The University's vision is "A Christian University for Global Service". This vision as adopted by all stakeholders, will guide St. Paul's University in her teachings to produce effective leaders who will transform and lead people in their environment towards eternal life. The University's mission "To develop servant leaders by imparting knowledge, skills and values through creative methods of education, research and spiritual formation" reflects the commitment of the university to academic development that integrates Biblical values and worldview. In consonance with its vision and mission, the philosophy of its charter, the spirit of its Strategic plan, St. Paul's shall set up guidelines to guide Doctorate students in their Dissertation Writing. This policy shall guide the supervision of the Writing of the Dissertation.

### 2. Name of the Policy

The name of the policy shall be "St. Paul's University Policy on Research Doctorate Dissertations"

### 3. Purpose of the Policy

The purpose of this supervision policy is to establish fundamental guidelines for the appointment and remuneration of Supervisors of Research Doctorate 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 Doctoral Programmes Dissertations Handbook which provides dissertation regulations for students and supervisors.

## 4.0 Supervision of Doctoral Research

4.1 A Research Doctorate student of St. Paul's University is required to undertake an independent research on a relevant academic topic and write a dissertation of at least 50,000 words in partial fulfillment for the award of a Doctoral degree.

4.2 Normally, two supervisors will be assigned to each candidate to guide the candidate in conducting research and writing the dissertation. One of the supervisors shall be the **Lead Supervisor** and the other one shall be the **Co-supervisor**.

4.3 The Lead Supervisor will be assigned to the student upon admission.

4.4 The Co-supervisor shall be assigned after a successful defense of the proposal.

**5.0 Qualifications of supervisors**

Lead and Co-supervisors shall have the following qualifications:

- 5.1 Have status of Senior Lecturer and above
- 5.2 Have a research Doctorate Degree in the candidate's area of research.
- 5.3 Be approved by the relevant faculty Board to supervise PhD students.

**6.0 Responsibilities of lead supervisors**

- 6.1 Approve the topic to be researched by the student
- 6.2 Provide professional, spiritual and academic mentorship to the student
- 6.3 Guide the candidate in the development of the research proposal
- 6.4 Liaise with the Co-Supervisor in helping the student during the research process
- 6.5 Approve the complete dissertation for examination and be present during its oral defense.

**7.0 Responsibilities of co-supervisors**

- 7.1 Serve as the Reader and moderator of the dissertation
- 7.2 Receive the student's work and make necessary comments.
- 7.3 Send comments to the student with a copy to the lead supervisor.
- 7.4 Append a signature to endorse the student's dissertation and be present during its defense.

**8.0 Process of appointing supervisors**

- 8.1 A candidate shall fill in a designated form to indicate the suggested topic and preferred supervisors.
- 8.2 Recommendations on the appointment of Supervisors and Co-supervisors shall be processed in the first instance by the relevant department and faculty boards.
- 8.3 The Board of Postgraduate studies shall approve nominated supervisors.
- 8.4 Names of approved Supervisors and Co-supervisors shall be presented to Senate through the Board of Postgraduate Studies for ratification.
- 8.5 The Board shall make a provision for External intervention if and when the need arises.

**9.0 Supervisor's workload**

- 9.1 A supervisor will be assigned a maximum of 5 PhD students at any given time.

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

### **10.0 Change of supervisor**

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

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

### **11.0 Appeals and Conflict resolution**

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

11.2 Appeals on conflicts among supervisors shall first be brought to the relevant Head of Department and Faculty Dean. If the conflict is not resolved, the Dean will forward the issue to be discussed as an agenda in the Board of Postgraduate Studies. The decision by the Board shall be final.

**REVIEW OF THE POLICY**

This policy shall be reviewed as and when need arises.

**REFERENCE OF THE MINUTES**

The Supervision Policy was adopted by the senate on 25<sup>th</sup> April 2016, the 79<sup>th</sup> University Senate Meeting.

**AUTHORIZATION**

Council Chairman:

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

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

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

Official Stamp