



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

DOCUMENT: POSTGRADUATE STUDENT APPLICATION, ADMISSION AND SUPERVISION

DOC. NO.: JOOUST/AA/BPS /OP 22

AUTHORIZED BY: DEPUTY VICE-CHANCELLOR ACADEMIC AFFAIRS

ISSUED BY: DIRECTOR BOARD OF
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0.2 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY
27/4/2012	Supervision procedure added	
29/4/2013	Timelines added Procedure reviewed to reflect the change of status from BUC to JOOUST	
30/4/2015	Procedure reviewed for adequacy	

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- 1.0 Purpose:** To ensure the efficient admission process of Postgraduate students into Postgraduate Diploma, Masters and PhD programmes.
- 2.0 Scope:** This procedure covers admission, registration and supervision of postgraduate students at JOOUST.
- 3.0 References:**
 - 3.1** ISO 9001:2008 Standard
 - 3.2** JOOUST University Quality Manual
 - 3.3** JOOUST Statutes
 - 3.4** JOOUST Strategic Plan 2010-2015

4.0 Terms and Definitions

- 4.1 Directorate** An agency usually headed by a Director, often a subdivision of a major government department
- 4.2 Faculty** Shall mean a faculty of the University established under the Statutes.
- 4.3 Publications** The distribution of copies or records of a work to the public by sale or other transfer of ownership, or by rental, lease, or lending. The offering to distribute copies or records to a group of persons for purposes of further distribution, public performance, or public display, constitutes publication. A public performance or display of a work does not of itself constitute publication
- 4.4 Proposal** Research ideas written in full with work plan, budgets, hypothesis objectives and research problem.
- 4.5 Abstract** Summary of a Proposal/thesis
- 4.6 Thesis** A formal, written original research that covers a subject in great detail substantiating a specific view and is submitted usually in the course of qualifying for a postgraduate degree
- 4.6 BUC** Bondo University College
- 4.7 JOOUST** Jaramogi Oginga Odinga University of Science and Technology

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4.8 VC	Vice Chancellor
4.7 QMR	Quality Management Representative
4.8 DVC,AA	Deputy Vice-chancellor, Academic Affairs
4.9 Senate:	Top Academic decision making organ of the University
4.10 BPS:	Board Postgraduate Studies

5.0 Responsibility:

The Director Board Postgraduate Studies shall be responsible for the effective implementation of this procedure.

6.0 Methods

6.1 Application and Admission

- 6.1.1 The Director, Board of Postgraduate studies shall issue application forms upon payment of a prescribed non-refundable application fee.
- 6.1.2 The relevant department in which registration is sought shall process all applications for registration in the first instance within two weeks
- 6.1.3 The relevant department shall then forward all such applications with appropriate comments to the School Board through the Dean of School concerned for approval within two weeks.
- 6.1.4 The Dean of School shall forward the approved applications to the Board of Postgraduate Studies within two weeks.
- 6.1.5 Deans of Schools shall formulate regulations requiring applicants to have attained required academic qualifications as may be consistent with the goals of their postgraduate programmes.
- 6.1.6 Director of Postgraduate Studies shall ensure that applicants are admitted in one degree programme at a time.
- 6.1.7 The Director, Board of Postgraduate Studies shall ensure that only applicants who meet the relevant qualifications as per Board of Postgraduate Rules & Regulations are admitted to pursue Postgraduate degree.

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6.1.8 The Director, Board of Postgraduate Studies shall write a letter of admission to admitted students within two weeks.

6.2 Supervision

6.2.1 The Director shall receive the name of recommended supervisor from the schools.

6.2.2 The Director shall convene a board meeting to approve the supervisors within none month.

6.2.3 The Director shall present the approved supervisors to the Senate for ratification within one month.

6.2.4 The Director shall confirm the approved supervisors to relevant faculties

6.2.5 The Director shall write to the Supervisors within six weeks.

6.2.6 The Director shall ensure that all the postgraduate students are supervised monthly and the monthly consultation form are filed and signed by the supervisors every month.

6.2.7 The Director shall ensure that all the postgraduate students' quarterly supervision forms are filled and received back in the office every four months.

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