



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

**DOCUMENT:** POSTGRADUATE STUDENT APPLICATION, ADMISSION AND SUPERVISION

**DOC. NO.:** JOOUST/AA/BPS /OP 07

**AUTHORIZED BY:** DEPUTY VICE-CHANCELLOR  
ACADEMIC AFFAIRS

**SIGNATURE:**

**ISSUED BY:** DIRECTOR BOARD OF  
POSTGRADUATE STUDIES

**SIGNATURE:**

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**0.2 DOCUMENT CHANGES**

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- 1.0 Purpose:** To ensure 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:**
- i. ISO 9001:2015 Standard
  - ii. JOOUST University Quality Manual
  - iii. JOOUST Statutes
  - iv. JOOUST Strategic Plan 2016/17-2020/21
  - v. Statutory & Regulatory Requirements
  - vi. JOOUST Student Rules & Regulations
  - vii. JOOUST Board of Postgraduate Rules & Regulations

#### **4.0 Abbreviations /Acronyms and Definitions**

- i. **Abstract:** Summary of a Proposal/thesis
- ii. **BPS:** Board of Postgraduate Studies
- iii. **DVC (AA):** Deputy Vice-chancellor (Academic Affairs)
- iv. **JOOUST:** Jaramogi Oginga Odinga University of Science and Technology
- v. **QMR:** Quality Management Representative
- vi. **VC:** Vice Chancellor

#### **5.0 Responsibility:**

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

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## **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 school/department in which registration is sought shall process all applications for registration in the first instance within two weeks
- 6.1.3 The relevant school/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 Board 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.
- 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, Board of Postgraduate Studies shall receive the names of recommended supervisors from the schools.
- 6.2.2 The Director shall convene a Board of Postgraduate Studies meeting to approve the supervisors within one month.
- 6.2.3 The Director shall present the approved supervisors to the Senate for ratification within one month.

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- 6.2.4 The Director shall confirm the approved supervisors to relevant Schools
- 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 forms 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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