



POSTGRADUATE POLICIES, RULES AND GUIDELINES

2019

ADMISSION REQUIREMENTS

1.0 Admissions Requirements

The University shall admit for study for degrees, diplomas, certificates or other awards of the University, such applicants shall have been accepted by the Senate as being academically qualified, and who accept the University's Christian mission and philosophy as provided under Sections 4 to 7 of the university Charter, without regard or preference to gender, ethnic origin, race or physical disability being imposed as a condition for admission.

Applicants must fulfill the spiritual requirements that apply to the admission of all Daystar University students.

A student is admitted into a programme when he or she meets entry requirements into that programme and level. Admission into a programme is done before the beginning of each semester. Admissions to Daystar University shall be conducted under the guidance and approval of the senate. Other conditions for admission are given here below.

1.1 General Entry Requirements for Masters Programmes

The applicants to this program must satisfy any of the following minimum admission requirements

- i) Be a holder of a Bachelor's degree in the relevant field of study or area of discipline.
- ii) The degrees attained must have been awarded from accredited institutions of higher learning, with a cumulative Grade Point Average (GPA) of at least 2.50 on a 4.0 scale, or a degree awarded with a First Class honors or an Upper Second Class Honours or lower second class honors with experience of not less than 3 years in relevant field after graduation.
- iii) Evidence of devotion to Christ.
- iv) **Language requirement:** The student must exhibit sufficient mastery of the English language as demonstrated by a score of 500 or higher on the Test of English as a Foreign Language (TOEFL), or an equivalent score on the British English language examination (International English Language Test), or an examination set by Daystar University. Students from Anglophone countries will be exempted from the test although the

University may request any student to sit for a diagnostic English examination if the academic staff believes that the student's mastery of English is insufficient.

2.0 Entry Requirements for PhD Programmes

The applicants to this program must satisfy any of the following minimum admission requirements:

- i. Be a holder of an academic Master's Degree in a relevant area from a recognized institution/University.
- ii. Possess both academic Bachelors and Masters degrees.
- iii. The applicant should attach official transcripts and certificate for Bachelor and Master's Degree.
- iv. Attach copies of KCSE certificate with a minimum grade of C+ or C Plain with Diploma from a recognized Institution.
- v. Holders of any other relevant master's degree in other fields not provided will ensure that clearance has been done or addressed by the concerned department to avoid deficiencies in the area concerned.
- vi. For students whose medium of instruction is not English, and who have not earned an earlier degree at a college or university at which the teaching language is English, a score of 250 out of 300 (computer assisted)/ 500 out of 677 (manual) on the Test of English as a Foreign Language (TOEFL) is required.

2.1 Other Admission Requirements

- i. Three letters of recommendation attesting to the applicant's academic preparedness and ability to successfully undertake doctoral studies. At least two of those letters must be from the applicant's previous graduate instructors.
- ii. Appear in person for an oral interview in order to determine their suitability for admission to a rigorous doctoral program.
- iii. Evidence of devotion to Christ and good standing with their churches as stipulated in Daystar University's Charter Section 5(1).

3.0 Duration & Course assessment

3.1 Masters programme :

A Master's Degree is expected to take a minimum of two (2) academic years (or 4 semesters). The maximum period allowed is three (3) academic years or (or 6 semesters) after which a student shall be discontinued from the University.

3.2 PhD programme :

A Doctor of Philosophy degree is expected to take a minimum of three (3) academic years (or 6 semesters). The maximum period allowed is six (6) academic years or (or 12 semesters) after which a student shall be discontinued from the University

4.0 The Academic Year

- (a) The University Academic Year consists of two semesters. The first semester begins in *August and ends in December*. The second semester begins in *January ends in May*. However during the *June/July semester* break the University offers a *Block semester* which is optional for students wishing to study during the period.
- (b) Year of Study of a student is the academic level attained by the student in a programme. The level is measured in terms of the cumulative number of credit hours successfully completed. The year of study is thus determined by the sum of credit hours obtained irrespective of the calendar duration of stay at the University. One academic year is equivalent to 32 credit hours.

4.1 Failure to complete a programme

Any student who takes an academic break beyond the required period of study may be forced to apply for readmission afresh or seek approval from the University Senate for Extension of the study period.

An enrolled student who cannot complete a programme within the stipulated time due to circumstances beyond his/her control must inform the University Registrar in writing and if it is discontinuation he/she can clear from the University.

4.2 Change of Academic Majors

- i. Students who wish to change a major area of study must meet the minimum entry requirements for the new major as specified in the University Catalogue.

- ii. Applications for change of major must be submitted to the University Registrar, with a copy to the Head of Department in which the student is registered.
- iii. The student must have completed a minimum of 16 credit hours. Applications must be signed by the Head of Department for the major the student is transferring to, and must be accompanied by a receipt for a nonrefundable fee of Kshs 500.

Approval of change of major will be communicated to the applicant by the University Registrar in writing with copies to the two heads of the concerned departments. Likewise, adding a second major will be charged at Ksh 500.

4.3 Deferral of Initial Admission:

Applicants who wish to change the entry date specified in their letters of acceptance must request for permission to do so from through the office of the University Registrar on or before the designated deadline for reporting.

The Applicant is only allowed to differ for a maximum of one academic year, failure to which he/she will be required to make a fresh application.

5.0 Summary

The Department of Admissions and Records is prepared, at all times, to answer queries and explain current regulations.

This Admission policy is expected to promote professionalism, accuracy and integrity, as well as to enhance efficiency and uphold professional ethics in the University.

This document should be read hand-in-hand with other relevant existing university policy documents.

6.0 REGISTRATION

Registration involves selection of courses online, obtaining an invoice and submitting to finance for confirmation and payment of fees, kindly note that this is done within the 1st two weeks of the semester.

All students are expected to register in person for their next semester courses at a period of time designated/communicated by the university.

Postgraduates take a maximum of 15 credit hours in Jan & Aug semesters and 9 credit hours in May semester.

6.1 Registration – course load – Postgraduate programs

The normal course load for full-time postgraduate students is between 12 (MA) and 15 (MBA) credit hours per semester.

No student is permitted to enroll for more than 15 credit hours (exclusive of thesis) of course work in any semester.

A student whose CUM GPA falls below 3.00 will be required to enroll for fewer credits than normal until his/her CUM GPA rises to the minimum of 3.00.

6.2 Add, Drop & Withdrawal of unit

Student may add or drop a unit from their schedule without any financial penalty during the first two weeks after the start of the semester (this is the last day of the second week after reporting)

If a student must for some personal emergency withdraw from a course after the deadline for routine changes has expired, he/she may do so only after two thirds of the course has passed.

And it will be noted with a letter ‘W’ in the portal. If the two thirds has passed the student will not be allowed to withdraw. (please note that the fees will still be charged.

6.3 Class Attendance

Class attendance is **mandatory** in Daystar University. There are no “excused” absences for any reason including sickness or student activities.

Any student who misses more than 25% of the scheduled classes (including the first week of each semester) will receive a grade E (failure due to poor attendance) for the course. Please note that informing the lecturer, or anyone else, of your intended absence does not exempt you from this rule. The 25% is to allow for sickness, emergencies, or student activities that could not have been planned for.

It is the responsibility of the student to ensure that they sign the attendance register each time. Your signature will be the only evidence of your attendance.

Signing the attendance record on behalf of another person is an offence and will result in disciplinary action. This is the case even if it is the lecturer who has asked you to sign for a day that the class didn’t meet

Attend the class that you select in the online registration. Pay special attention to the class sections: A, B, C.. X, Y, Z..., T, U, V

If you attend a wrong class the lecturer will not be able to enter your grade in the system so you will miss your grade.

minimum of 75% attendance is needed.

Withdrawal is allowed before two thirds of the semester is over. However one still pays in full if the request is made after the second week of semester.

6.4 Probation and Discontinuation – Postgraduate programs

All postgraduate students must maintain a minimum CUM GPA of 3.00 throughout the student program.

A Student must have achieved a final minimum GPA of 3.00 in order for him/her to begin **thesis/dissertation**.

He/she must have achieved a final cumulative GPA of 3.00 to graduate.

Probation -A student is placed on academic probation at the end of any semester in which his/her CUM GPA falls below 3.00.

Dean's List: Postgraduates require GPA from 3.75 with minimum 12 hours.

1.0 Transfer and Exemption Policy

1.1 Exemptions and Transfers

Daystar University recognizes training that students have acquired prior to entering the University and therefore exemptions may be offered for specific courses upon application. Students are advised to apply for credit transfer or exemption in writing through the University Registrar upon admission.

1.2 Documentation for Credit Transfer and Exemption

It is the applicant's responsibility to provide sufficient evidence to assist the assessor in making a judgment. Applications for credit transfer must be accompanied by full original documentary evidence which includes:

1. Relevant course syllabus (syllabi) to show the content covered.
2. Certified transcript showing the units completed and official academic certificates.
3. Application/exemption fees where applicable

The University Registrar shall review the application and any supporting documentation that has been submitted, and shall consult with the HoD of the concerned department. The University Registrar shall then inform the applicant in writing of the decision.

1.3. Definitions

1.3.1 Credit transfer: Denotes the recognition and assumption by an institution of grades attained by a student in studies in a unit or units undertaken in other institutions and the use thereof in the aggregation of the final grade. Daystar University grants credit transfers up to a **maximum 49%** of the core course or units for similar programmes at the same level.

1.3.2 Exemption: Means the exemption of a student from undertaking studies in a unit or units offered by an institution, the content of the unit or units having been covered in studies in another institution, although the grades attained in the latter institution shall not be used in the aggregation of the student's final grade.

1.3.3 Exemption of credits in Daystar is when a student is exempted from a course and the credit hours for the exempted course will be counted toward the total hours for graduation. The exempted course will be counted as having fulfilled the relevant course requirement toward the degree. The requirements for exemption are specified within the relevant departments and for specific programs. Any grade assigned will not contribute to the grade point average (GPA).

2.0 Postgraduate programs

2.1 Transfer and Exemption from other Institutions

Daystar will accept credits of B or better or its equivalent for relevant Masters and Doctoral level courses from recognized accredited universities recognized by Commission for University Education (CUE), up to a maximum of **49%** of the total core courses at the same level. No credit for thesis or dissertation may be transferred or exempted.

3.0 Assessment of Applications for Credit Transfer and Exemption

The course credit granted will vary in each case and will depend on the type and level of courses previously studied, and when study commenced or was completed.

The credits granted to students must be in line with the existing qualification frameworks, credit transfers and exemptions shall only be accepted from accredited institutions and programmes.

Daystar University grants credit transfers and exemptions up to a **maximum 49%** of the core course or units for similar programmes at the same level. The requirements for credit transfer and exemption are specified within the relevant departments and for specific programs.

Credits shall only be awarded to courses of equivalent levels. Applications for course credit will adopt the following criteria and process: Diploma to Diploma; Degree to Degree; Masters to Masters (case of transfer students who have completed course work or still on-going from previous institutions and met the Daystar entry requirement); and Doctorate to Doctorate (case of transfer students who have completed course work from previous institutions, however Daystar will satisfy entry requirement and confirm relevance of units taken).

4.0 Appealing Decisions

If an applicant is not satisfied with the outcome of their application for credit transfer or exemption, the student may appeal using the following process:

- a. The student shall submit a written appeal to the University Registrar whose decision of the matter shall be final.
- b. Appeal applications shall attract a fee as determined by the University Management from time to time.

2.0 EXAMINATIONS GUIDE AND REGULATIONS

2. GENERAL REGULATIONS

- 2.1 Only candidates who are officially enrolled for courses at Daystar University and have attained the attendance requirement of at least 75% are eligible to sit for the appropriate examinations for their courses.
- 2.2 It is an offence to do examinations before clearing all the fees. All cleared candidates must produce an examination card to be allowed to do the examinations.
- 2.3 Candidates who absent themselves from the examination at the appointed time will be deemed absent from the examination and will be graded X.

- 2.4 On entering the examination room the candidates becomes subject to the authority of the Invigilator.
- 2.5 Silence must be observed for the duration of the examination.
- 2.6 Candidates who cause disturbance during the examination period will be required to leave the examination rooms (Action: Lecturer/Invigilator).
- 2.7 Candidates should not use unauthorized books, manuscripts or other extraneous aids, or communicate with any person other than the invigilator, or attempt to complete their scripts by any other unfair means.
- 2.8 Candidates must only use the official stationery provided and unused stationery must be returned to the Examination Office.
- 2.9 All answers must be in English unless instructed in the question paper particularly where foreign languages are concerned.
- 2.10 Candidates may not remove from the examination room any examination aids provided by the University.
- 2.11 Candidates should not open the examination paper before the invigilator instructs them.
- 2.12 A candidate must not present any other person's work as his own work or present a piece of unauthorized group work as the work of a single candidate.
- 2.13 Where the supervisor or Invigilator considers a candidate is in breach of regulations, he or she shall inform the DVC Academic through the HOD.
- 2.14 If an examination paper has leaked, the paper shall be cancelled and replaced with another paper of the same standard.
- 2.15 Cheating and other examination irregularities shall lead to disqualification of a candidate in the whole examination and candidate will get a grade F in the course.
- 2.16 Candidates should be seated in the examination room 15 minutes before the start of the examination.
- 2.17 Candidates shall not be admitted into the examination room 30 minutes after the examination has begun without valid reason acceptable to the Senate. Such candidates will miss the examination paper in question.
- 2.18 Candidates should bring with them all necessary instruments required by the course Instructor for the examination.

- 2.19 Candidates may use their own calculators provided that they are not specifically forbidden in the question paper.
- 2.20 Personal belongings such as briefcases, handbags, and pencil-cases must not be carried into the examination room. All mobile telephones must be switched off (Action: Invigilator).
- 2.21 Writing paper for the examination shall be provided. No extra paper from candidates will be acceptable.
- 2.22 Instructions on how to use the answer booklets will appear on the booklets' cover:
- 2.22.1 Write your student number, course code, semester and date on the booklet
- 2.22.2 Write on both sides of the paper
- 2.22.3 Begin each question on a fresh page
- 2.22.4 All rough work must be done in the answer booklet and then crossed through
- 2.22.5 If supplementary pages are used, they must be fastened all together at the end of the booklet and inside the cover. If additional paper is required it will be provided by the invigilator and it must be stapled to the booklet.
- 2.22.6 Enter in the space provided, the number of the questions attempted (with sub-sections where necessary).
- 2.22.7 Write the number of the question only in the margin.
- 2.22.8 It is a serious offence to remove answer books, used or unused, from the examination room by a candidate.
- 2.23 Candidates should not leave their seats during the administration of the examination, when assistance is required, raising of a hand should attract the Invigilator's attention.
- 2.24 Candidates must make sure that he/she has signed, on the student examination list, before and after taking the examination to indicate that a) he/she was present and b) submitted the examination paper to the invigilator.

3. EXAMINATION TIMETABLE

- 3.1 The Senior Assistant Registrar (Examinations) will prepare the draft examination timetable at least two months before the commencement of the examinations for each semester. The timetable will also serve as a guide in booking and preparing the

examination rooms. It is the responsibility of each candidate to check the relevant notice boards and E-mails regularly for information regarding the timetable.

- 3.2 The draft and final timetable will be displayed on notice boards and E-Mailed to students and copies given to the Deans of Faculties, HODs and department Examinations Officers who should ensure lecturers in their department have a copy.
- 3.3 Students and lecturers will have one week to report conflicts to the Examination office.
- 3.4 The Examination office will produce the final timetable two weeks before the examinations begin.
- 3.5 Under no circumstances will changes be made on the Time-table after the final timetable has been prepared.
- 3.6 Any other timetable clashes will be dealt with on individual basis within one week of the production of the final timetable.
- 3.7 The list of candidates with clashes will be prepared and submitted to the Deans of Faculties, Heads of Departments and the concerned lecturer one week before the commencement of the examinations.

4. GRADES IN DAYSTAR UNIVERSITY SHALL COMPRISE ANY OF THE FOLLOWING

- 4.1 The grade achieved for each course based on all of the assessment items, papers, final examination, and any other requirements as stated in the course outline. This is calculated in the UMS from the raw marks on the assessment items as entered by the lecturer, and it is done following the rules as stated in the Catalogue.

Non-calculated grades, which will be shown as follows:

AU – Audit : The student attends class but did not sit for the final examination and may not have done any of the assessment items

I – Incomplete: when the lack of a grade is not the fault of the student.

E – Failure due to attendance (did not attend 75% of the classes).

R – Practicum grade not yet in

T – Thesis still in progress

W – Withdrew -

WP – Withdrew passing

WF – Withdrew failing

X – Student attended class throughout but failed to sit for the final examinations for unknown reasons

Z – There is no record of student’s attendance in the registered class.

Grades marked E will change to an F grade six weeks after the release of the results if no action is taken by the student or no explanation is forthcoming.

Grades X will be changed to an F after one academic year.

Grade Z will remain on the transcript.

Grade R remains until the grade for the practicum is submitted and approved by Senate.

Grade T remains on the transcript and the student must register for the thesis course each semester until he/she completes the thesis.

5. THESIS AND PRACTICUM

5.1. Thesis and dissertation will be examined in accordance with the Thesis and Dissertation Policy of the University.

6. SPECIAL EXAMINATIONS

6.1 Reasons for sitting examinations

6.2 Special examinations will be done by students who fail to sit for the semester examinations for any of the following reasons:

Bereavement of a member of the nuclear family; grandparent, parent, child, brother or sister or legal guardian.

Sickness – proof mandatory by copy of a doctor’s written letter and prescription.

Travelling outside the country for students who are working provided the information reaches the Registrar's office in writing (and with proof) at least two weeks before the commencement of the examination.

Registered fee defaulters who have met the requirements as stated in section 9.3 below. -

6.2.1 The following reasons will not be admissible for special examinations:

- a) Misreading the timetable
- b) Lateness due to transport
- c) Such candidates will be expected to retake the course.

6.3 Timing

- a) Special examinations will be done together with the subsequent semester examinations within one academic year, provided that the courses are offered. Thereafter, the student will be required to repeat the course irrespective of the reason for not having done the examination at the right time.
- b) For courses that have been deleted the department can be allowed to set a special examination.

6.4 Regulations for special examinations: For candidates to be allowed to sit for special examinations, he or she will be expected to:

- a. Clear all the fees for the preceding semester for which the special examination is being sought.
- b. Have done the continuous assessment tests (CATS) and assignments for the course and has class attendance of at least 75%, i.e. would be able to pass the course if they obtain a satisfactory grade on the special exam.
- c. Pay a special examination fee as will be set by the Management Board from time to time.
- d. Fill a special examination request form and submit to the University Registrar for approval.
- e. The student will then take the form and have it processed by the relevant examination officers, HODs, and the Finance Manager. Both the examination officer's and the HOD's signatures certify that the student has met all of the other

requirements for the course and has a possibility of passing the course if he/she takes the examination. The signature by the Finance Manager indicates that all fees have been paid.

- f. The student will present a copy of a letter from the University Registrar to the invigilator/lecturer authorizing him or her to sit for the examination.

6.5 Challenged grades (see Catalogue).

7. APPEALS BY STUDENTS AGAINST EXAMINATION RESULTS

7.1 If a candidate disputes his/her examination results, he/she may appeal in writing within two weeks of the release of the results to the University Registrar who will forward the same to the relevant department and copy the dean of the school

7.2 The following regulations shall prevail:

7.3 The HOD and members of the department shall review the case and recommend the most appropriate action to take.

7.4 When a remark is granted for the candidate, the candidate will accept the final grade after remark whether higher or lower than the original mark.

7.5 Once the grade is approved by the Senate, the University Registrar will make the outcome of the appeal known to the candidate in writing.

7.6 Only the paper(s) in the dispute will be remarked.

7.7 Candidates shall pay a non-refundable fee as set by the Management Board

8. BREACH OF EXAMINATION REGULATIONS/CHEATING

8.1 Candidates who breach the examination regulations will be referred to the Disciplinary Committee for disciplinary action. This may lead to disciplinary action as listed in the following table:

	<i>OFFENCE</i>	<i>PENALTY</i>
1	Stealing Examination papers	Grade F for the course, one year suspension, counseling by Daystar counselor or Daystar approved Counselor required. A

		second offense results in discontinuation
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2.	<p>Academic dishonesty (cheating or attempting to cheat), including, but not limited, to the following:</p> <ul style="list-style-type: none"> a. Copying from others during an examination including CATs or the final examination. b. Presenting papers or material other than your own to fulfill class requirements c. Giving your paper to someone else to submit as their own or allowing someone to copy your work whether in an exam or other assignment d. Using mobile phones or other unapproved technology during the exam e. Bringing unauthorized books or notes into the exam room in any form 	<p>CAT: Grade 'F' for the course and withdraw from the course. Counseling by Daystar Counselor or Daystar approved Counselor</p> <p>Final Exam: Grade 'F', and a suspension for one year, Counseling by Daystar Counselor or Daystar approved Counselor</p> <p>A second offence results in discontinuation</p>
3.	<p>Academic dishonesty (plagiarism): Presenting material copied from published literature (books, papers, newspapers, the internet, etc) without acknowledging the source of information</p>	<p>First offence: warning letter.</p> <p>Second offence: Grade 'F' for the Thesis and start the thesis process over on a new topic.</p>
4.	<p>Attempting to attend classes or sitting for exams after being suspended from Daystar University</p>	<p>Refer to student Discipline Committee</p>
5.	<p>Assisting others or covering for others in their attempts to commit academic offences e.g impersonating another</p>	<p>Grade F for the course and a one year suspension for both. A</p>

	student in a classroom or an exam room.	second offence results in discontinuation
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6.	<p>Class attendance</p> <p>a. Signing the attendance record for another student</p> <p>b. Signing the attendance record for a class that one did not attend.</p>	<p>Grade F, and a suspension for one year, Counseling by Daystar Counselor or Daystar approved Counselor.</p> <p>A second offence results in discontinuation</p>
7.	Bribing or attempting to bribe, threatening, or blackmailing teachers for exams, good marks, or changes in marks	<p>If found guilty in Discipline Committee, Grade 'F' and a suspension for one year, Counseling by Daystar Counselor or Daystar approved Counselor.</p> <p>A second offence results in discontinuation</p>
8.	Attempting to sit for an exam without an exam card and student identification card or another authenticated form of identification	Students will not be allowed to sit for the exam without a valid exam card and identification
9.	Attending classes or sitting for exams without having officially registered and paid for it is a non-academic offence	Results in disciplinary action

8.2 Candidates are advised to observe the following in order to avoid actions that may lead to disqualification:

- a) A candidate should not leave a sheet of paper he/she has written on in such a position that

another candidate can read it. Attempting to give or obtain assistance may lead to disqualification.

b) Candidates are not allowed to communicate with each other during the examination.

8.3 Unethical practices or unprofessional conduct of academic and administration staff will not be allowed. Examples of such practices include:

a) Leakage of the examination.

b) Attempting to coach or coaching in the examination

9.0 Time Limit for Post-Graduate Degree

All Postgraduate programme studies e.g. Master of Arts, MSC, MBA etc. degree **MUST** be completed within **five (5)** years from the time of admission into the program.

Extensions of time may be granted by the University Senate for good reason, but this is done upon application by the affected student through the University Registrar.

However note that **NO** extensions can be granted beyond **seven (7)** years from the beginning of course work for the postgraduate degree.

10.0 Graduation requirements

For a student to graduate they will be required to satisfy the requirements specified in the department for his/her degree program or major.

11.1 Conclusion

This policy should be read hand in hand with other relevant existing university policies and documents. The University shall from time and again revise and review this policy to keep up with changes in the university rules and regulations spelt out by the Commission for University Education (CUE).

“Until the day dawn, and the daystar arise in your hearts (2 Peter 1:19 – KJV).”

For enquiries contact: registrar@daystar.ac.ke or visit www.daystar.ac.ke