



KABARAK UNIVERSITY

INSTITUTE OF POSTGRADUATE STUDIES

**MONITORING AND EVALUATION TOOL FOR INTERNAL/EXTERNAL  
SUPERVISORS**

2020

The Director, Institute of Postgraduate Studies

P.O Private Bag-20152- Kabarak, Kenya

Tel 254-0773265999

Email:directorpostgraduate@kabarak.ac.ke

Website: <http://kabarak.ac.ke/institute-postgraduate-studies/>

**Preamble**

Supervision of research work is a critical part in doctoral studies that enables students to write and complete their studies within timelines set by the institution of higher learning. This policy documents key principles in monitoring and evaluating all appointed internal and external supervisors and external readers or examiners. With an increase in student enrolment for postgraduate programmes, complex career expectations, delayed submission of projects due to lack of supervisor commitment, and a sense of faster completion rates, there is need to provide quality control in supervision of students in this changing learning and teaching environment that is marked by great demands in the market and student expectations.

**Purpose**

The purpose of this policy is to ensure that all internally and externally appointed supervisors and examiners for both Masters and PhD students deliver their supervisory and defense engagements in a consistent, transparent, **timely** and **effective** manner. Secondly, the policy ensures the maintenance of quality control in postgraduate supervision and external reading of it, thus providing quality research output.

**KABARAK UNIVERSITY**

**EVALUATION OF POSTGRADUATE SUPERVISION**

**Introduction**

You are kindly requested to provide feedback on the quality of the supervision you are receiving using the form below. To preserve your anonymity, please e mail your responses to the Director, Institute of Postgraduate Studies ([directorpostgraduate@kabarak.ac.ke](mailto:directorpostgraduate@kabarak.ac.ke)) who will use the information to further improve supervisory practice. Your honest and frank responses will be treated with utmost confidentiality.

This form should be completed once a semester.

**PART 1**

<b>Name</b>	
<b>Student number</b>	
<b>School / Department</b>	
<b>Supervisor</b>	
<b>Year of study (1,2,etc.)</b>	

**PART 11**

	<b>Strongly Disagree 1</b>	<b>Disagree 2</b>	<b>Not sure 3</b>	<b>Agree 4</b>	<b>Strongly Agree 5</b>
<b>Punctual in attendance of supervision</b>					
<b>Provides support( is encouraging, mentoring, understanding)</b>					
<b>Is available (regular meetings, contactable on email, phone or other media)</b>					
<b>Has good Communication skills</b>					
<b>Makes adequate preparation for supervision</b>					
<b>Provides direction and structure</b>					
<b>Is approachable</b>					
<b>Has interest and enthusiasm for the research project</b>					
<b>Provides written constructive feedback</b>					
<b>Knowledge and expertise in their fields</b>					
<b>Always punctual in providing comments</b>					
<b>Makes appropriate arrangements when unavailable</b>					
<b>Maintains clear and open lines of communication with student</b>					
<b>Collaborates with student in writing joint progress reports at the end of every semester</b>					
<b>Observes moral ethics in supervision</b>					
<b>Provides direction on publishing students work</b>					

**Kabarak University Moral Code**

*As members of Kabarak University family, we purpose at all times and in all place to set apart in one's heart, Jesus as Lord. (1 Peter 3:15)*



Kabarak University is ISO 9001:2015 Certified