



# MACHAKOS UNIVERSITY

## POSTDOCTORAL RESEARCH POLICY

MARCH, 2020





APPROVAL

Policy Title: Postdoctoral Research Policy

Policy Contact: Deputy Vice Chancellor (Research, Innovation and Linkages)

Approval Authority: The University Council

Category: Division of Research, Innovation and Linkages

Reference No:.....

Effective date:.....

Approved by the University council:

Sign: .....  
Date: 12.8.2020.....  
PROF. LUCY W. IRUNGU, Ph.D.  
VICE-CHANCELLOR & SECRETARY TO THE COUNCIL

Sign: .....  
Date: Aug. 13th 2020.....  
PROF. GIDEON HANJARI, Ph.D.  
CHAIRMAN MACHAKOS UNIVERSITY COUNCIL



## FOREWORD

Machakos University's endeavour to provide quality university training and to embody the aspirations of the Kenyan people and the global community through creation, preservation, integration, transmission and utilization of knowledge, recognizes the contribution that effective utilization of knowledge could make towards national development. To this end, in fulfilling its role in national development as envisaged by the national policy, legal and strategy documents as well as institutional strategy, the University purposes to entrench Postdoctoral Fellowship programmes within its academic and research training activities with an aim of strengthening research capacity and networks in the region and beyond.

Postdoctoral Fellowship is an integral part of postgraduate training with strong potential of developing a critical mass of well-trained academics and researchers. The programme is intended to support researchers who have only recently completed their PhD, in developing an independent, international research career. In this regard, Postdoctoral Research Policy has been developed.

This Postdoctoral Research Policy provides a framework for the management of Postdoctoral Fellowship Programmes at the Machakos University. The Policy is founded on the university's core mandate of generation, preservation and utilization of knowledge to promote socio-economic development in line with the country's development agenda. It is also anchored on our Strategic Plan 2013-2018 which emphasizes among other objectives, building our research capacity.

The management commits to the implementation of this policy and will subject it to periodic reviews to ensure its relevance in line with the changing circumstances and changing needs of our university and our country.

  
PROF. LUCY IRUNGU, Ph.D.

VICE CHANCELLOR & PROFESSOR OF ENTOMOLOGY





## LIST OF ABBREVIATIONS AND ACRONYMS

APF: Administration, Planning and Finance

ASA: Academic and students Affairs

DVC: Deputy Vice-Chancellor

PRF: Postdoctoral Research Fellow

RIT: Research Innovation and Technology

RIL: Research, Innovation and Linkages

MksU: Machakos University



## DEFINITION OF TERMS

<b>Evaluation:</b>	Systematic process of assessing every aspect of activities and work as detailed in the evaluation schedule. It includes both self-evaluation and external evaluation.
<b>Monitoring:</b>	The use of the systematic collection of data and information related to specified indicators to show the extent of progress and achievement of expected results in relation to the deployment of planned resources.
<b>Management:</b>	The day running of a programme with the framework of established strategies, policies, processes and procedures.
<b>Progress:</b>	Is the gains learners/ trainees may make in learning made between two points in time. Learners/ trainers may make very poor, poor, good or outstanding gains in relation to their starting points.
<b>Sustainability:</b>	The continuation of planned benefits after the end of a program of activities or interventions.
<b>Stakeholders:</b>	The parties who are interested in or affected by a programme of activities or interventions.





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## 1. INTRODUCTION

Postdoctoral Fellows (Post-doctoral Fellow) are individuals who seek to undertake additional advanced research (under the arrangement of postdoctoral training) after completing their doctorate or equivalent degrees. They normally do their research under a senior scholar/mentor. In some cases, they may be given additional responsibilities such as lecture hours, co-supervision of lower level degrees and participation in core university academic activities.

Postdoctoral Fellows are valued members of any university community, who contribute to the research and scholarly mission of universities, forming a pool of qualified staff who can take up positions in academic and research units within the university.

## 2. OBJECTIVES OF THE POSTDOCTORAL FELLOWSHIPS

The principle objectives of the Postdoctoral Fellowships are to;

- (1) Broaden research expertise of the fellow.
- (2) Develop skills that enables the fellow to become an independent scholar in academia, researcher or related areas.
- (3) Define the fellow's future career path in academia and research.
- (4) Build associations and networks with established careers.
- (5) Strengthen their publication record, thus enhancing the fellow's employment prospects.

## 3. PURPOSE

This policy provides a framework for researchers who have recently completed a doctorate or equivalent studies and are planning to undertake further research under the mentorship of senior scholars and researchers for a limited period of time.

## 4. SCOPE

This policy covers the eligibility criteria, application procedure, appointment, duration and management of postdoctoral fellowships including funding.

## 5. ELIGIBILITY CRITERIA

A candidate for consideration for appointment in the postdoctoral fellowship program shall be:



(1) Holders of; Doctor of Philosophy (Ph.D.), Doctor of science) or other equivalent qualifications recognized by Senate.

(2) Where necessary, applicants must demonstrate;

- a) Evidence of appropriate level of scholarship such as a relevant academic degree, recent contribution to relevant literatures or professional practice.
- b) Willingness and ability to contribute to the academic programs and research profile of the University.

## 6. APPLICATION PROCEDURE

(1) Applications shall be made on prescribed forms to the Department and School for recommendation.

(2) On recommendation by the Department and School, applications will be vetted by the Postdoctoral Fellowship Evaluation Committee.

(3) The Committee shall make the final recommendation to the Vice-chancellor for approval.

## 7. FUNDING

Postdoctoral fellowships may be funded through:

- (1) External body/ agency
- (2) Scholarship
- (3) Salary/ stipend from the university where an appointment has been mutually agreed upon
- (4) Self-funding
- (5) Research grant

## 8. DURATION FOR POSTDOCTORAL FELLOWSHIP

The duration of postdoctoral fellowship shall be for a period not less than one (1) year and not more than five (5) years. However, where the granting agencies impose a different time frame on Postdoctoral Fellow's whom they fund; the same shall be mutually agreed upon with the University.

## 9. REMUNERATION





There shall be no remuneration attached to Postdoctoral Fellowship appointments. However, compensation may be considered in the following exceptional cases:

- (1) Where remuneration is recommended as in the case of grants/ projects from where such remuneration is drawn shall be adhered to;
- (2) Where the fellow is assigned formal teaching responsibilities and a separate teaching appointment is made; or
- (3) Where an appointment, depending on skill or need, is converted to fixed-term part-time engagement with pay by mutual agreement.

## 10. REQUIREMENTS AND EXPECTATIONS FOR POSTDOCTORAL FELLOWSHIPS

Postdoctoral Fellowship is expected to fulfil the following requirements;

- (1) Attachment to a department and/or school/faculty.
- (2) Temporary appointment for the period as specified by the funding agency and the relevant agreements signed.
- (3) Undertake full time research.
- (4) Work under supervision of a senior academic scholar or mentor.
- (5) Should be free to publish his/ her works under the name of Machakos University.
- (6) Should comply with MksU and internationally good scholarly and research practice.

## 11. DUTIES AND RESPONSIBILITIES OF POSTDOCTORAL FELLOW'S SUPERVISOR/MENTOR

The supervisor/ mentor thus allocated to the Postgraduate Fellow shall have the following responsibilities:

- (1) Prepare the job description of the Postdoctoral Fellow.
- (2) Supervise and monitor the progress of the Postdoctoral Fellow.
- (3) Ensure that university policies are followed.
- (4) Have regular meetings with the Postdoctoral Fellow.
- (5) Ensure that Postdoctoral Fellow maintains a research notebook.
- (6) Ensure high quality of research by the Postdoctoral Fellow.



- (7) Mentor the Postdoctoral Fellow in all areas of development, such as grant writing, manuscript preparation and teaching skills.
- (8) The supervisor/ mentor shall issue a job description for each Postdoctoral Fellow being supervised/ mentored.

## 12. DUTIES AND RESPONSIBILITIES OF POSTDOCTORAL FELLOWS

Individuals appointed as Postdoctoral Fellows should:

- (1) Participate in academic activities, research projects and other intellectual activities.
- (2) Supervise/ advice on students' dissertations, projects or practicum.
- (3) Mentor and/ or supervise students where applicable and when requested to do so.
- (4) Acknowledge their affiliation with the university in all scholarly works resulting from Postdoctoral Fellowship.
- (5) Comply with all university policies and also as guided by the funding agency.
- (6) Enhance teaching and research profile of the University.
- (7) Collaborate and assist in the professional training of students.
- (8) Collaborate in research or teaching invited or sponsored by existing academic staff.
- (9) Attend the university at such times as necessary to meet commitments associated with the appointment.
- 10) Maintain the highest ethical standards when representing the university.
- 11) Ensure there's no conflict of interest between the Postdoctoral Fellow appointment and any other outside work.
- 12) Not commit University to any contractual or legally binding document.

## 13. WORK PERMIT

- (1) Applicable work permit shall be obtained by the Postdoctoral Fellow.
- (2) The Machakos University shall assist to obtain the same where necessary.

## 14. BENEFITS AND ENTITLEMENTS

The following benefits and entitlements shall apply:



- (1) Access to university services and support such as computers, email, library, laboratory, sports facilities among others.
- (2) Office space and incidental or reasonable overhead where necessary and applicable.
- (3) Use of the Postgraduate Fellow title in business cards, publications and correspondence.
- (4) Listing in University calendar or publication.
- (5) Reimbursement of pre-approved out-of-pocket expenses where such is provided.
- (6) Honoraria payment in exceptional cases as in the case of grants/ projects from where such is drawn.
- (7) For purposes of courtesy, official functions and ceremonies, Postdoctoral Fellows shall be regarded as staff.
- (8) Association with the University for Purposes of CVs or application for any relevant opportunities.
- (9) May apply for external research grants funding but such funds shall be administered by the university.
- (10) Accommodation (depending on the nature of agreement and availability of accommodation).
- (11) House to office commuting allowance (depending on the nature of agreement and source of funding).

## 15. TERMINATION

Termination of appointment shall be by mutual agreement or by either party initiating. In both cases, termination of appointment shall be by written notice of at least four (4) months to the other party. However, the University reserves the right to withdraw the appointment any time in cases of gross misconduct as guided by the University Code of conduct guidelines.

## 16. EFFECTIVE DATE

This Policy shall take effect from the date of approval by the Machakos University Council.

## 17. REVIEW OF THE POLICY

This policy shall be reviewed within a period not exceeding three years or as need arises.



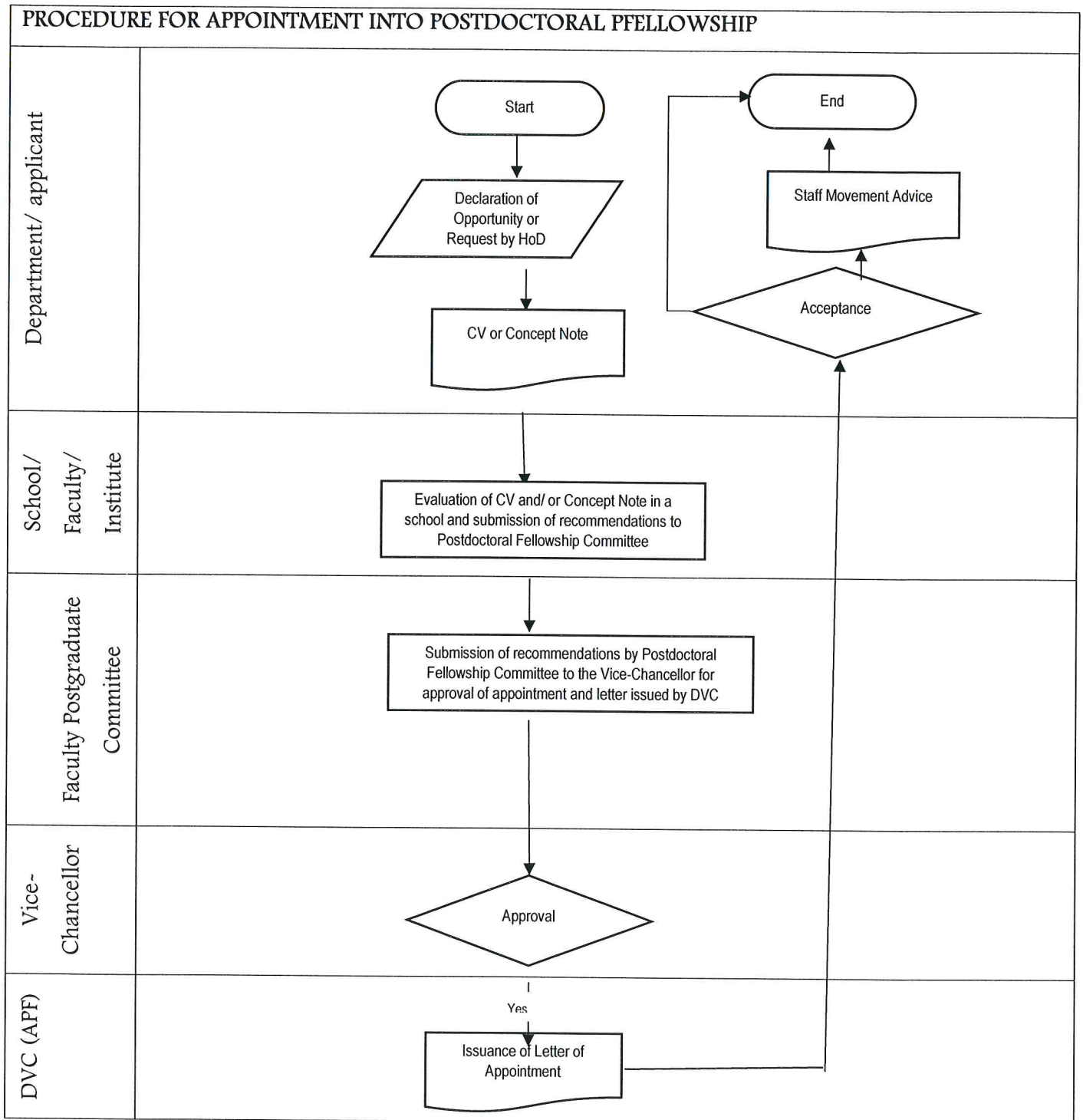
ANNEX A: PROCEDURE FOR APPOINTMENT INTO POSTDOCTORAL FELLOWSHIP

Steps	DETAILS	RESPONSIBILITY
1.	Declaration of opportunity in Postdoctoral Fellowship and advertisement made OR	Chairman of department
	Request for consideration for appointment as a Postdoctoral Fellow and submission of Curriculum Vitae and Concept note, in case of self-sponsorship	Applicant
2.	Evaluation of the Curriculum Vitae and concept note in a School and submission to the Dean of School	Chairman of Department
6.	Submission of the recommendations of the School to Postdoctoral Fellowship Committee	Dean of School
8.	Recommendation by Postdoctoral Fellowship Committee to the Vice Chancellor for approval of appointment and letter issued by DVC(APF)	Deputy Vice-Chancellor (Research, Innovation and Linkages)
10.	Indication of acceptance of terms of offer of appointment	Applicant
11.	Issuance of Staff Movement Advice (for information only) on assumption of duty	Head of department





ANNEX B: PROCESS MAP FOR APPOINTMENT INTO POSTDOCTORAL FELLOWSHIP



APPENDIX C: PROCESS MAP FOR POSTDOCTORAL RESEARCH POLICY IMPLEMENTATION

