

suitable green binding fabric. The bound copies shall be lettered in gold on the spine with the following information: Name of the candidate, degree and the year of final submission, in that order. The hard cover shall be lettered in gold with the following information: Title of the thesis, name of candidate with the year of final submission at the bottom.

- v) The six bound copies and three soft copies shall be submitted to the Dean School of Graduate Studies together with a certificate from the University Librarian indicating that they have bound according to the format recommended by Moi University.
- vi) The soft copies shall be in the **PDF** format (Portable Document Format) and saved on **CDs or DVDs**. One copy will be deposited with the University Library, one with the School and the final one at the School of Graduate Studies.
- vii) The bound copies of the thesis shall be distributed as follows: One copy shall be deposited in the University Library; one in the relevant Department/School; two with the supervisors and one with the student. The final bound thesis must be deposit with the National Commission for Science, Technology and Innovation.
- viii) Failure to adhere to the above rules and regulations, shall lead to disciplinary action.

10.0 REGULATIONS FOR POST GRADUATE DIPLOMA PROGRAMMES

10.1 Eligibility for the Postgraduate Diploma Programmes

Applicants for the Postgraduate Diploma (**PGD**) must be:

- i) Holders of a degree of Moi University or any other recognized University.
- ii) Holders of qualifications considered by the Senate to be equivalent to a university degree.
- iii) In addition to the above, applicants should normally have at least one year of experience in relevant government, private or non-governmental service.

10.2 Structure of the Postgraduate Diploma Programme

The Postgraduate Diploma programme (**PGD**) shall carry a minimum of 360 (three hundred and sixty) instructional hours of course work, examination and project and shall extend over a period of not less than one academic year. Candidates shall choose courses and topics for their projects in consultation with staff of the department. All candidates are required to participate in all the seminars arranged by their departments.

10.3 Postgraduate Project/Practicum

10.3.1 Respective schools may design **PGD** programmes to be done by coursework and Project/practicum. The units of each programme shall be in compliance with university regulations.

10.3.2 The outcome of a project/practicum include a more knowledgeable and skilled practitioner, a contribution to professional and scholarly knowledge, and some body of work or change in practice.

10.3.3 A postgraduate project/practicum report will be presented by the candidate to either individual examiners or to a panel as may be determined by the particular schools together with:

- a) An appropriate durable record of the project/practicum;
- b) Such documentation as may be appropriate; and

i) A declaration signed by the candidate certifying that the project:

- a) Represents the work of the candidate alone except where due acknowledgement has been made.
- b) Has not been submitted, either in whole or in part, for any other academic award. (Regulation 17.3)
- c) Represents work undertaken during the period of candidature.

10.3.4 Specific information and advice shall be obtained from the Supervisor or the Postgraduate Coordinator of the appropriate school.

11.0 REGULATIONS FOR MASTERS DEGREE PROGRAMMES

11.1 Eligibility for the Master Degree

i) The following shall be eligible to register for the Masters degree:

- a) Holders of at least second class Bachelors degree
- b) Holders of a first degree from an accredited university and recognized by Moi University Senate as equivalent to (a) above.
- c) Holders of a first degree with a 'PASS' shall normally be admitted if they have a postgraduate diploma in the relevant field.

xiv) In addition to producing evidence of eligibility for registration, candidates for the Masters degree shall normally be required to appear for an interview by the various Schools so as to determine their suitability for registration. A written test might also be given, at the discretion of the Department.

xv) Subject to the approval of Senate, Departments, through their respective School Committees, and with the recommendations of BSGS, may formulate regulations requiring applicants to have attained certain academic or equivalent qualifications, which are consistent with the goals of their Masters programmes.

11.2 Duration of the Master's Programme

i) The Master's programme in all departments shall consist of coursework, examinations and thesis. The Programmes shall normally run into a period of two years distributed over four semesters of full time attendance, or a maximum period of four years of part-time attendance from the date of registration. An exception of this shall be the School of Medicine which has Masters degrees running for four years at a full time basis.

ii) All students shall be required to consult their Supervisor(s) at least