

- once a month based on a schedule to be worked out between the student and the Supervisors.
- iii) The **SGSC** shall be satisfied that a candidate has adequate opportunities for consulting his/her Supervisor(s) and that the candidate can obtain access to material relevant to his/her study and research.

11.3 Structure of a Master's Programme

- i) The Master's degree programme in any department shall consist of three (3) semesters of a minimum of six hundred and thirty(630) instructional hours of course work and examination. The thesis which shall normally be at least 20,000 (Twenty thousand) words (with exceptional provision for specific discipline).
- ii) Research shall constitute not less than one third (1/3) of the entire programme structure.

11.4 Conduct of Studies and Supervision

- i) A student registered in accordance with these regulations shall be required to pursue a programme of study and follow supervision by academic members of staff appointed in that capacity by Senate.
- ii) At the beginning of the second semester, each Masters student shall be assigned at least two supervisors by the **DGSC** drawn from among the staff constituting the Graduate Faculty. The supervisors shall advise the student on matters pertaining to the taught courses and the identification of a suitable research area.
- iii) Supervisor(s) for each candidate shall be appointed according to the procedure outlined in section 8.1 of these Rules and Regulations. The **SGSC** shall discuss and make recommendations to Senate through **BSGS** on the suitability of Supervisors and the proposed thesis topics.
- iv) Towards the end of the second semester, each student will be required to submit a research proposal to the **SGSC**. The proposal shall be accompanied by a single spaced, one page Abstract. Both the proposal and its abstract must be duly signed by the student and the proposed Supervisors.
- v) It shall be the duty of the thesis Supervisors to direct and supervise the student's fieldwork and research in so far as it relates to the student's programme of study. In particular a Supervisor shall be required to:
- Maintain regular and effective contact with the assigned candidate.
 - Present for discussion to the Departmental Graduate Studies Committee, progress report(s) of his/her student(s) at the end of every semester. The Head of the Department shall be present in such meetings.
 - Send progress reports, which have been discussed by the **DGSC** to the School Graduate Studies Committee Co-ordinator, through the respective Heads of Department. Such reports shall be copied to the Dean, **SGS** for tabling in **BSGS**.
- vi) The Dean shall present reports indicating the status of all graduate students to **BSGS** through the Dean, School of Graduate Studies.
- vii) Where the progress of a given student is unsatisfactory, resulting in the

possibility of the student being de-registered, the respective Chairman of the **DGSC**, through the Dean, shall write to the **SGS** outlining the problems pertaining to that candidate. On the basis of this, the Chairperson **BSGS** shall write a warning letter to the candidate, copied to the Head of Department and respective Dean.

- viii) A student affected by clause (vii) above shall be required to submit a report to the Chairperson, Board, School of Graduate Studies, through the respective Head of Department. This report must be copied to the Supervisor(s) and Chairman of the **SGSC**. The Chairperson, Board School of Graduate Studies Committee shall recommend appropriate action to be taken when the student's report is unsatisfactory.
- ix) There shall be contract signed between the supervisor and supervisee on how the supervision process shall be undertaken and it shall be binding.
- x) The procedure for Submission and Examination of Thesis shall be as outlined in Regulation 9.1 of this Rules and Regulations.

11.5 Registration

- i) Postgraduate students shall be required to sign the nominal roll at the beginning of every semester.
- ii) A student shall be required to pay a registration fee for any extra semester beyond the prescribed maximum duration.

11.6 De-registration of a Masters candidate

- a) For a Masters candidate to be de-registered the following procedure shall be followed:
 - i) The Supervisor and/or Programme Co-coordinator shall provide evidence of non-compliance with expectations for de-registration
 - ii) The **DGSC** will consider and submit the recommendation to de-register a student to the **SGSC** who will forward the recommendations to the Dean School of Graduate Studies through the Dean of the relevant school. The Dean **SGS** shall table the report in **BSGS** and its recommendations forwarded to Senate for ratification.
- b) A Masters student shall be de-registered if:
 - i) The student fails to live up to the academic requirements stipulated in regulations 7.3, 8.4 and 9.0
 - ii) The student's conduct is contrary to the University Rules and Regulations and professional ethics.
 - iii) The student or the student's sponsor fails to remit funds to the University for the conduct of studies.
 - iv) The student has not completed the prescribed studies after three years since the date of registration for full time candidates or after five years for part-time candidates.
 - v) The student has not submitted the final revised thesis after the prescribed time decided during the Oral Examination.

12.0 REGULATION FOR EXECUTIVE DEGREES

Executive degrees shall:-

- i) Only be offered at Masters level to applicants holding management positions in industry;
- ii) Be a terminal degree that does not qualify the holder to teach at the University or gain entry into a doctoral programme;
- iii) Be open only to candidates who meet the minimum entry requirements for a Master's degree;
- iv) All the requirements for a master's degree shall apply save for the thesis/dissertation which will be a project.

13.0 REGULATIONS FOR DOCTOR OF PHILOSOPHY DEGREE PROGRAMMES

13.1. Eligibility for Admission into Ph.D Programmes

To qualify for admission into a Ph.D. programme, a candidate shall be a:

- i) Holder of a Bachelors degree
- ii) Holder of a Master's degree of Moi University in the relevant field, or
- iii) Holder of a relevant Master's degree of any other University recognized by Moi university Senate, or
- iv) Holder of other qualifications considered by MU Senate as equivalent to a relevant Masters degree.

13.2 Submission and Processing of Applications for Registration

- i) Applications for admission into a Ph.D. programme shall be submitted to the Dean, of the teaching School on prescribed forms with appropriate application fees receipt. The candidate's original and certified copies of Bachelors and Masters degree certificates, plus all the relevant transcripts and testimonials must also be submitted for verification by a relevant body.
- ii) An applicant shall submit with the application forms a statement of intended research so as to demonstrate personal interest and insight regarding the research topic, and ability to undertake research independently through a provisional conceptualization and design of the research.
- iii) The Dean shall record all applications for statistical and monitoring purposes and then forward to the relevant departments for processing and short listing by the Departmental Graduate Studies Committees.
- iv) Before recommending a candidate for provisional registration, the SGSC shall satisfy itself that:
 - a) The candidate meets the minimum entry requirements;
 - b) The proposed field of study is appropriate for Ph.D and can scholarly be pursued under the supervision of the University;
 - c) The candidate has access to facilities for practical work where this is applicable and can obtain material relevant to the candidate's study or research.
- v) The Board School of Graduate Studies Committee shall scrutinize the applications of all short-listed candidates before making recommendations for provisional registration, and for onward transmission to Senate.

13.3 Structure of Ph.D Programmes

- i) Two kinds of doctoral level programmes exist, notably
 - a) Doctor of Philosophy degree which shall focus on producing scientist practitioners who are mainly engaged in generating knowledge through research and teaching.
 - b) Other doctoral degree programmes shall be practice-oriented and shall focus on producing practitioners, scholars who are engaged mainly in consuming knowledge, practice and active research.
- ii) Research shall form an integral part of a doctoral programme and shall constitute not less than two thirds (2/3) of the entire programme structure.

Ph.D programmes in any department shall normally consist of course work which will have a duration of Three (3) semesters, examination and thesis/dissertation which shall normally be at least 50,000 (fifty thousand) words (with exceptional provision for specific disciplines). The minimum units of coursework for a Ph.D programme shall be 21 units, and the maximum shall be 24 units, which will be made up of at least 12 units of level 9 courses (Ph.D level) and the rest from level 8 courses (Masters level). All coursework shall normally be done in the first academic year of study for both full-time and part-time students.

YEAR 1, SEMESTER 1 - At least 9 units of coursework and a maximum of 6 units of research.

YEAR 1, SEMESTER 2 - At least 12 units of coursework and a maximum of 3 units of research.

YEAR 2 THROUGHOUT - Research only (15 units).

YEAR 3 THROUGHOUT - Research/Thesis (15 units).

- iii) A candidate admitted into a Ph.D programme must submit to the Chairperson, **SGS**, through his/her respective **SGSC**, a research proposal normally within six months after provisional registration.
- iv) If a research proposal is found to be satisfactory, **BSGS** shall recommend to Senate that the candidate be registered. The date of registration shall be backdated to the date of provisional registration.
- v) The Board School of Graduate Studies shall on recommendations of the relevant school, decline to approve a research proposal if:
 - a) The research is unsuitable in itself.
 - b) The research cannot be conducted under the supervision of the University.
 - c) The conditions under which the candidate proposes to work are unsatisfactory or unavailable.
- vi) Registration for the Ph.D will not be recommended if a candidate fails to submit an unacceptable research proposal within the stipulated period. A candidate who does not qualify for registration at the material time shall normally be discontinued.
- vii) A candidate may be registered as a full-time student for the Ph.D

degree for a minimum of three years and a maximum of five years. A candidate may be registered as a part-time student for the Ph.D degree for a minimum of four years and a maximum of seven years. Registration will be reviewed from time to time by **SGSC**. Continuance of registration will depend on evidence of satisfactory progress.

- viii) Enrolment shall normally be done annually and in accordance to regulation 13.0

13.4 Conduct of Research and Supervision

- i) Each candidate shall normally have two supervisors who will be appointed by Moi University Senate on the recommendations of **BSGS** according to Regulation 8.0 at the time of registration. At least one of the Supervisors must be a staff member in the department where a candidate is registered. Unless otherwise stated, the procedure for the appointment of supervisors given in section 8.1 of this document shall apply.
- ii) A candidate registered in accordance with these regulations shall be required to carry out a research under the guidance of two supervisors approved by the Senate.
- iii) Supervisors shall submit to the Chair **SGSC**, either individually or jointly, academic reports on the progress of each candidate every three months. Each report shall be sent through the respective Dean to the Chairperson **SGSC** and shall be copied to Principal, and the respective Head of Department, the respective Chairman of the **DGSC** and Dean School of Graduate Studies.
- iv) Ph.D candidates shall be required to submit technical and academic progress reports every three months to the Coordinator, **SGSC** through the respective **HOD**. The reports shall be dated and signed by their Supervisors. The reports shall be forwarded to the Dean of the relevant School and copied to the Deputy Vice Chancellor (A. R & E) and Dean School of Graduate Studies for tabling in **BSGS**.
- v) Where the progress of a given candidate is found to be unsatisfactory, such a candidate shall be given a written warning by the Chairperson, Board School of Graduate Studies to the effect that unless the candidate shows signs of improvement within the following three months, the candidate shall be deregistered. The warning letter shall be copied to the respective Chairperson of the **DGSC** and **SGSC**, the Head of department, Dean of School, College Principal and Deputy Vice Chancellor (Academics, Research & Extension).
- vi) There shall be contract signed between the supervisor and supervisee on how the supervision process shall be undertaken and it shall be binding.
- vii) The procedure for Submission and Examination of Thesis shall be as outlined in Regulation 9.0 of these Rules and Regulations.

13.5 Recommendation for the award of the Ph.D. Degree

Names of candidates who have submitted theses shall be tabled in the **SGSC**, together with copies of the theses, proof of acceptance for publication of at least two (2) papers in refereed journals and minutes of the respective Oral examination. The Committee shall inspect the theses, and once satisfied, shall recommend the successful candidates to Senate for the award of the respective Ph.D Degrees taking into consideration other requirements in respect of coursework.

13.6 De-registration of Ph. D Candidate

A Ph.D candidate shall be de-registered if:

- i) The candidate fails to live up to the academic requirements in sections 9.0 and 13.0
- ii) The candidate's conduct is contrary to the University Rules and Regulations.
- iii) The candidate or candidate's sponsor fails to remit funds to the University for the Conduct of studies and research.
- iv) The candidate has not completed the prescribed studies after five years since the date of registration for full time candidates or seven years for part time candidates. The tuition and supervision fee beyond the regular time of registration must be paid.
- v) The candidate has not submitted the final revised thesis after the prescribed time decided during the oral examination.
- vi) The candidate acts contrary to the relevant professional code of conduct

Note: Recommendation for de-registration shall be made to Senate by the Dean only after the procedure given in 11.4 (vii and viii) has been complied with.

For a Ph.D candidate to be de-registered the following procedure shall be followed:

- a) The Supervisor and/or Programme Co-ordinator shall provide evidence of non-compliance with expectations for de-registration.
- b) The DGSC will consider and submit the recommendation to de-register a student to the SGSC who will forward the recommendations to School of Graduate Studies through the Dean. The Dean, School of Graduate Studies shall table the report in BSGS and its recommendations forwarded to Senate for ratification.

14.0 MASTERS OF MEDICINE (M.Med.) AND MASTER OF DENTAL SURGERY (MDS) DEGREE PROGRAMMES

14.1 Eligibility for the Master of Medicine (M.Med) and Master of Dental Surgery (MDS) Degree Programme

- i) The following shall be eligible:
 - a) Holders of the Bachelor of Medicine (**M.B.Ch.B**) / **Bachelor of Dental Surgery**(BDS) degree of Moi University.
 - b) Holders of the **M.B.Ch.B/BDS** degree or its equivalent from another University, recognized by Moi University Senate as being equivalent to the **M.B.Ch.B./BDS** degree of Moi University.
 - c) Such holders of the **M.B.Ch.B./BDS** degree or its equivalent must be registered or registerable by the Medical Practitioners and Dentists Board (**MPDB**) of Kenya.
- ii) Prospective candidates for the **M.Med/MDS** degree shall normally be required to appear for an interview by the Departmental Graduate Studies Committee (**DGSC**) so as to determine their suitability for registration for the programme.