

(ii) Should the need arise, availability of a thesis may be restricted for a period of up to three years from its receipt by the **BSGS** for reasons of commercial confidentiality or industrial security. In these circumstances, the **HOD** or appropriate academic authority must apply to **BSGS** before the thesis is examined, requesting that:

- a. The examiners be required to sign a confidentiality agreement approved by the Deputy Vice Chancellor (**A, R&E**) before examining the thesis/project.
- b. Each examiner shall be required to return his/her copy of the thesis/project after examination – one (1) month for Masters and two (2) months for Doctor of Philosophy.
- c. No examiner is permitted to copy or circulate the thesis.
- d. The bound copies of the thesis shall be held by Moi University for three years before release to the Library and first supervisor's department/academic unit.
- e. Any departure from this practice must be recommended by **BSGS** to Senate. In exceptional circumstances, the maximum three-year period may be extended by Moi University Senate or as stipulated in the Intellectual Property Right Policy of Moi University.

17.0 ETHICAL AND PLAGIARISM ISSUES

17.1 Ethical Issues

- i) The postgraduate program must conform to the ethics as stipulated by relevant policies of Moi University.
- ii) Research applications must be approved by the respective accredited Ethics Committees.

17.2 Plagiarism Issues

- i) Plagiarism is not acceptable. The use of another person's work or ideas must be acknowledged as per the Moi University Policy. Extracts from work (thesis, papers) presented to the University should be acknowledged.
- ii) Plagiarized work shall lead to discontinuation and withdrawal of certificate if already awarded.
- iii) Supervisors are prohibited from publishing work that they supervise without the student's written consent.
- iv) Examiners are prohibited from publishing work that they examine.

17.3 Anti-plagiarism

- i) The supervisor shall normally check his/her postgraduate students' theses for plagiarism at the proposal stage, thesis drafting and before the thesis is submitted for internal and external examination stage
- ii) The Chairperson of the School's Graduate Studies Committee (**SGSC**) will check the theses for plagiarism using the anti-plagiarism software Turn-It-In or any others as will be approved by Senate before the thesis is sent for internal and external examination.
- iii) The details of anti-plagiarism will be accompanied with the Plagiarism Similarity Index Report and Certificate stating that the thesis has been checked against the plagiarism and approved/cleared for submission if the Similarity Index (excluding bibliography) is below 30%. The report will be submitted to **BSGS** when the School is submitting the list of Board of Examiners and the student's abstract for approval.

- iv) The Board of Examiners will handle plagiarism cases and the Chairperson of the Board will send the decision of the Board to the Deputy Vice Chancellor, (A. R. & E) and Dean School of Graduate Studies for tabling in **BSGS** through proper channels such as through Dean of the School and/or the Principal of the College.

18.0 GRIEVANCES AND COMPLAINTS

Students and staff have the right to have grievances and disputes addressed and resolved within a reasonable time (normally five working days)

18.1 Informal Complaints

Students and supervisors shall attempt to resolve conflicts informally. Students and staff have the right to have a support person present at any time during this process. The involvement of other members, including the co-ordinator of the School's Graduate Studies Committee might also be appropriate. If the dispute is not resolved then formal procedures should be followed.

18.2 Students' Formal Complaints

- i) Students who have a reason to believe that the outcome of the informal process is not satisfactory, which may be detrimental to their candidature, should submit their complaints in writing to either the **HOD**, Dean, Principal or **DVC (A, R&E)** or the Vice Chancellor as may be deemed fit, copied to the Dean, School of Graduate Studies. The recipient of the complaint shall inform the student of the possible solutions and any further action that may assist to resolve the case.
- ii) A student may be allowed to propose change of supervisor to the **DGSC**. The final decision however, rests on the **DGSC**. In case a student is allowed to change a supervisor the same will have to be communicated to **BSGS** through the proper channels.
- iii) All postgraduate students' complaints should be resolved at the **DGSC** or **SGSC** level. If not, then they shall be forwarded to **BSGS** for further advice. All Schools shall formulate students' complaints policy.

18.3 Staff Formal Complaints

All staff complaints shall be dealt with at the **SGSC**. If not resolved then the Dean shall contact Deputy Vice Chancellor (A, R & E) and Dean, School of Graduate Studies for advice.

19.0 AMENDMENTS AND VARIATIONS TO REGULATIONS

Moi University shall amend and review these regulations as and when need arises.

20.0 COMPLIANCE WITH THESE RULES AND REGULATIONS.

These Rules and Regulations shall be read together with the Rules and Regulations Governing the Conduct of Examinations of Moi University

The University shall take appropriate action against any person who does not comply with any of these Rules and Regulations.