

21.0 APPENDIX I: COMMITTEE MEMBERS

- | | |
|----------------------|---|
| 1. Prof.I. Kimengi | DVC (AR&E) |
| 2. Prof.C.J Odhiambo | Dean, School of Graduate studies |
| 3. Prof B. Gakinya | School of Medicine |
| 4. Prof .S. Mining | Director, research |
| 5. Prof. M Wahome | Ass Dean School of Arts and Social Sciences |
| 6. Prof. M. Korir | Director, Quality Assurance |
| 7. Dr. L. Rono | Ag. Dean School of Business &Economics |
| 8. Dr. T. Tanui | University Librarian |
| 9. Dr. C. Kibosia | School of Dentistry |
| 10. Mr. B. Onyancha | School of Graduate Studies |
| 11. Ms. A. Kirika | School of Graduate Studies |
| 12. Ms. P. Moraa | School of Graduate Studies |
| 13. Mr. J. Ngare | Directorate of Communication |

22.0 APPENDIX II: COMMON REGULATIONS FOR CLINICAL FELLOWSHIP PROGRAMMES

1. General Structure of the Clinical Fellowship (CFell) Programmes

1. Eligibility

The following shall be eligible:

- a) Holders of the Bachelor of Medicine and Bachelor of Surgery degrees (**MBChB**), and a relevant Master of Medicine (M.Med) degree in the relevant area of Moi University.
- b) Holders the Bachelor of Medicine and Bachelor of Surgery degrees (**MBChB**), and a relevant Master of Medicine (M.Med) degree or its equivalent from another University recognized by Moi University Senate as being equivalent to the M.Med degree of Moi University.
- c) Such holders of the relevant M.Med. degree or its equivalent must be registered or registerable for general practice by the Medical Practitioners and Dentists Board (**MPDB**) of Kenya.
- d) Such holders of the relevant M.Med. degree or its equivalent must be registered or registerable as a specialist by the Medical Practitioners and Dentists Board (**MPDB**) of Kenya.
- e) Must have a written concept for a study proposal to be pursued

1.1. Admission

- a) Prospective candidates for the **CFell**. 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.
- b) Subject to approval by Senate, departments, through **SOMGSC**, and with the recommendations of the Dean, may formulate regulations requiring applicants to have attained such academic or experiential qualifications which are consistent with the goals of their fellowship programmes.

1.3 Duration

The **CFell**. Programme shall consist of two academic years to be referred to as Year 1 and Year 2.

The **CFell** programme, for all disciplines, shall normally extend over a minimum period of two (2) years of full time attendance, and in any case up to a maximum period of four (4) academic years from the date of initial registration, including time taken out and repeating of years of study unless School Graduate Board of Examiners (**SGBE**) recommends and Senate approves otherwise.

1.4. Theoretical Courses and Clinical Rotations:

The student shall be required to pursue a programme of study facilitated and supervised by the graduate faculty of the core discipline. Graduate staff from other relevant disciplines will be enjoined as per academic needs.

1.5. Research Project

The SOMGSC shall discuss and make recommendations, through the Dean, and College Academic Board to Senate for approval, as to the suitability of the research topic and supervisors for the area of research.

1.6 Fellowship Assessment

The pass mark for all the examinations constituting year 1 and 2 shall be 60%, comprising of 60% from formative Continuous Assessment tests (CATS) and 40% from the summative (end of year) examination.

1.7 Processing of Examinations in the CFell. Programme

Unless otherwise stated, regulations for the conduct of Examinations as outlined in the common Rules and Regulations for Graduate Studies shall apply. The processing of the course work examination results shall be done according to the "Rules and Regulations" Governing Graduates Studies in the School of Medicine.

2. Conduct of Studies and Supervision: Year 1

2.1 Year 1 Courses:

- a) Theoretical courses including Epidemiology, ~~Biostatistics~~, Informatics, leadership and any other courses regarded as necessary by the individual discipline offering **CFell**.
- b) Applied courses including clinical rotations (apprenticeship) in which the fellow must achieve minimum core competencies in knowledge, skills and attitudes relevant to the fellowship in the delineated relevant curriculum. These competencies will be assigned high scores (See 1.6)
- c) Research proposal to be developed and submitted to **IREC**.
- d) The content of Year 1 shall normally be 42 units (maximum), and shall extend over a minimum period of one year.

2.2 Year 1 Examination

- a) A candidate shall not be allowed to sit Year 1 examination until the research project has been submitted to **IREC**.
- b) Because of the holistic nature of the clinical rotations (apprenticeship) and their supporting theoretical courses, Year 1 shall

be done and passed as one examination although it may consist of two or more examination formats.

- c) The results and recommendations arising from year 1 examinations shall be forwarded by the Dean, through College Academic Board to Senate) A candidate who passes year 1 examinations shall proceed to the second year of study.
- e) A candidate, who fails to obtain a pass mark in year 1 examinations, shall sit supplementary year 1 examinations after a full time supplementary study period of six (6) months, during which new continuous assessment shall be conducted.
- f) A candidate who fails to obtain a pass mark in the supplementary year 1 examinations shall repeat the first year of study.
- g) A candidate who fails to obtain a pass mark in the year 1 examinations after repeating the first year of study shall be discontinued from the program
- h) A candidate, who for understandable and verifiable reasons, such as sickness, fails to sit year 1 examinations, shall be allowed to sit a special examination. Medical grounds must be supported by documents from the University Chief Medical Officer or a registered Medical Practitioner.

3.0 Conduct of Studies and Supervision: Year 2

3.1. Year 2 Courses:

- a) Publishable manuscript should be submitted to Departmental Examiners' Board.
- b) Clinical rotations and their supporting theoretical courses, leading to Year 2 examination.
- c) The maximum content of Year 2 shall normally be 42 units and shall extend over a minimum period of one year.

3.2. Theoretical Courses and Clinical Rotations

These shall be conducted throughout the 2nd year of study according to the curriculum of the given CFell programmes.

3.3. The Research Project and Manuscript

- a) During the second year of study a research project shall be Implemented and a publishable manuscript submitted to the Departmental Board of Examiners (DBE).
- b) The DBE shall examine and assign a mark to the Research Project Report and submit to the SOMGSC.

- c) The manuscript should be presented for publication in a peer Reviewed journal. A letter of acknowledgement from the journal shall be required.
- d) It shall be the duty of the project Supervisor (s) to direct and supervise the student's programme of study. In particular a Supervisor shall be required to:
 - i) Maintain constant and effective contact with the assigned candidate.
 - ii) Present for discussion to the Departmental Graduate iStudies Committee progress report(s) of his/her student(s) at the end of every three months. The Head of the department shall be invited to such meetings.
 - iii) Send quarterly progress reports, which have been discussed by the **DGSC**, to the Dean, through the **SOMGSC**. Such reports shall be copied to the **DVC** Academics, Research and Extension.
 - iv) The Dean shall present reports indicating the status of all graduate students to Senate annually, through the College Academic Board.
 - v) Where the progress of a given student is unsatisfactory and likely to result in student de-registration, the respective Chairman of the **DGSC**, through the Chairman of **SOMGSC**, shall write to the Dean outlining the problems pertaining to that candidate. On the basis of this, the Dean shall write a warning letter to the candidate, copied to the Head of Department and the **DVC** Academics, research and extension.
 - vi) A student affected by the clause (f) above shall be required to submit a report to the Dean through the respective Head of Department. This report must be copied to the Supervisor(s) and Chairman of the **SOMGSC**. The Dean shall recommend appropriate action to be taken when the student's report is unsatisfactory.

4. Year 2 Examinations

- a) A candidate shall not be allowed to sit Year 2 examination until they have prepared and presented an acceptable manuscript to the Departmental Examiners Board.
- b) The student shall present the manuscript to the Department Board of Examiners for assessment. A mark and suitability for publication will be assigned to the manuscript.
- c) The Results will be communicated to the **SOMGSC**, Dean, and College

Academic Board and Senate.

- d) Because of the holistic nature of the clinical rotations (apprenticeship) and their supporting theoretical courses, year 2 shall be done and passed as one examination although it may consist of two or more examination formats.
- e) A candidate, who fails to obtain a pass mark in year 2 examinations, shall sit supplementary year 2 examinations after a full time supplementary study period of six (6) months, during which new continuous assessment shall be conducted.
- f) A candidate who fails to obtain a pass mark in the supplementary year 2 examinations shall repeat the second year of study.
- g) A candidate who fails to obtain a pass mark in the year 2 examinations after repeating the second year of study shall be discontinued from the program
- h) A candidate, who for understandable and verifiable reasons, such as sickness, fails to sit year 2 examinations, shall be allowed to sit a special examination. Medical grounds must be supported by documents from the University Chief Medical Officer or a registered Medical practitioner.
- i) The results and recommendations arising from year 2 examinations shall be forwarded by the Dean through the College Academic Board to Senate.

4.0 Grading System for CFell. Course Work

Percentage Marks	Letter Grade	Class
80 - 100	A	Distinction
70 - 79	B	Credit
60 - 69	C	Pass
59 or Less	D	Fail

5.0 Recommendation for the award of the CFell. Degree of Moi University

The School Graduate Board of Examiners shall deliberate on each candidate's results and once satisfied, shall recommend the successful candidate(s) to senate through College Academic Board for the award of the respective CFell.

School Graduate Board of Examiners shall also make appropriate recommendations to senate through College Academic Board in respect of the unsuccessful candidate(s).

The following shall be tabled in the SGS Board of Examiners meeting in respect of each candidate.

- (i) The year 2 examination results (consolidated mark sheet)



- (ii) A copy of the minutes containing the recommendations in respect of each candidate under discussion, of the meeting of the School Graduate Board of Examiners, as forwarded by the Dean of the Faculty.

6.0De-registration

An CFell student shall be de-registered if:

- a). His/Her conduct is such that it is contrary to the University rules and regulations.
- b). His/Her conduct is such that it is contrary to professional and ethical expectations.
- c). Funds to the University for the Conduct of the studies in respect of that student are not remitted.
- d). He/She has not fulfilled the requirements for the award of the CFell. degree four years after the first (initial) registration unless senate decides otherwise.
- e). He/She has absconded the programme for a period of at least 8 weeks

23.0. APPENDIX III: GUIDELINES FOR THESIS WRITING



Moi University

Board School of Graduate Studies Committee

THESIS FORMAT

Preamble

A thesis is a presentation of original research carried out by the author. The results and findings of thesis research may be of significance and in demand for many years after the thesis is written. It is important that the thesis be well presented and in a durable form.

Thesis presentation for examination should be in their final form, only awaiting binding. They are normally written in English. Requests for permission to write in some other language pertinent to their search can be granted upon justification to Senate, through Departmental or School Graduate Committees. It should indicate the availability of faculty members competent in the language and field, and who are willing to serve as supervisors and on the Examination Board. In these cases, the abstract, detailed summary and conclusion must be submitted with the thesis in English.

Introduction

Every scholarly field has its preferred citation style. This guide recommends the system devised by the American Psychological Association (APA) Referencing System.

Contents of the Thesis

Preceding the main contents of the thesis should be in the following sequential order:

1. Preliminaries
 - i) Cover page
 - ii) Title page
 - iii) Signatory/Declaration page
 - iv) Dedication
 - v) Abstract
 - vi) Table of Contents
 - vii) List of tables
 - viii) List of figures
 - ix) Acknowledgements
2. Main body of the Thesis
3. Bibliography/References
4. Appendices

Format of Thesis:

All these shall be typed in double spacing between lines on good quality paper (minimum 80 grams) of A4 size, and preferably in Microsoft Word New Times Roman font size 12.

Margins shall be of at least 35mm on the left-hand side, 25 mm on the right hand side and on the top and bottom of each page. Tables and figures must also conform to these margin requirements even when headings are taken into account. Text and graphics are to be kept together on the same page.

Each figure and its captions should appear on the same page. This also applies to tables, though they may be continued on subsequent pages.

Long tables and maps that do not fit two pages shall normally be confined to the appendices.

Page numbers should appear on the top right hand corner.

These shall be submitted in the first instance for the examination loosely bound (e.g. spiral binding). Subsequent to the examination and final acceptance, theses shall be bound in boards, covered in green buckram. The bound copies shall be lettered in gold on the spine with the following information; "Surname of author and initials, degree and year" in that order. On the outside front cover of the bound theses shall appear the following information: "Title of thesis, full name of author, and year" in that order.

Example:

1. Cover Title

**LANGUAGE ATTITUDES, USE AND PROFICIENCY: A SOCIAL
LINGUISTIC STUDY OF ENGLISH IN KENYA**

**BY
KEMBOSURE - EDWARD
1996**

**On the Spine
of Thesis:**

KEMBO-SURE, E. D.Phil

2. Title Page

**STUDIES OF MAIZE, KESSES DIVISION, UASIN
GISHU DISTRICT, KENYA**

MWANGI WA KAMAU B.Sc. MPhil



3. Declaration Page

Declaration by the Candidate

This thesis is my original work and has not been presented for a degree in any other University. No part of this thesis may be reproduced without the prior written permission of the author and/or Moi University.

Mwangi wa Kamau..... Date:.....

Declaration by Supervisors

This thesis has been submitted for examination with our approval as

University Supervisors

Name of Supervisor..... Date:.....

(Name of University, Place, Country)

Name of Supervisor..... Date:

Moi University, Eldoret,
Kenya

Dedication

The author of the thesis may wish to dedicate the thesis to person(s) of his/her choice that may have inspired directly or indirectly to the accomplishment of the thesis.

Abstract

The abstract should give a synopsis of the work carried out, the significant results obtained and the major conclusions of the thesis. The maximum length of the abstract should be 500 words in single space and normally unstructured.

Table of Contents

This indicates the pages in which the various chapters of the thesis as well as major subsections can be found.

List of Tables

This indicates the pages in which the various tables are to be found. The titles appearing here should be exactly the same as those in the text. The table number and its captions should be placed two spaces above the top line of the table.

List of Figures

This indicates the pages in which various figures are to be found in the main body of the thesis. The title appearing here should be exactly the same as the figure captions. The figure number and its caption should be placed two spaces below the last line or the bottom edge of the figure. All broad side material should be placed so that the top of the table is nearest to the binding. The placement of the table or figure either vertically or horizontally does not change the position of the page number.

Acknowledgements

Individuals and institutions that may have contributed to the execution of the work should be properly acknowledged.

Body of the Thesis

The detailed arrangement of this will vary from one field of research to another, although it would be expected that the thesis would contain:

- Introduction
- Methodology
- Results
- Discussion (or interpretation of the results)
- Summary(or conclusions)

AMERICAN PSYCHOLOGICAL ASSOCIATION (APA) REFERENCING SYSTEM

An Article in a Journal with Continuous Pagination

Ghosh,S.Improved Sludge Gasification by Two-Phase An aerobic Digestion
*Journal of Environmental Engineering*113,1265-1283.

Vickery,B., C (1997). Knowledge Discovery from Databases: An
Introductory Review. *Journal of Documentation*53, 107-122.

An Article with a Separate Pagination in Each Issue:

Nereida,C.,& Jarvis,H.(1993).The Challenge of Building an International
Union Catalog:The Vietnamese Experience *Asian Libraries*,3 (2),
36-43.

A Magazine Article

(1997,28 February).Steptowards the Digital Rep. Bookseller,p.16

A News paper Article

News Paper Article

i. No author's name provided

Mijikenda and Kiswahili.(1999,8-14Aug).*Herald*p.29

ii. Author's name provided

James, R.F. (1997,22,July). New Trends in Health *New York Times*, p.3+,

A Book by a Single Author

Adams, R. (1990). *Communication and Delivery Systems for Librarians*. Aldershot: Gower.

Richardson, W.C., & Dickinson, E. (Eds.). (1994). *Her Life and Poetry* (3rd Ed.). New York: Random.

Two or more books by the same Author

Smith, C.R. (Ed.). (1994). *Robert Frost's Poetry* (2nd ed.). New York: Random.

..... (1995). *Symbolism in Robert Frost's Poetry* New York: Harper.

..... (1997). Trans. *A Young Reader's Guide to the Poetry of Robert Frost*.

By John T. Collins, Edgewood Cliffs. New Jersey: .

A Book by two or More Authors

Harrison, S.W., & Wright, B. R. (1994). *Movie in the Twentieth Century* Cambridge, MA: Harvard UP.

Peabody, C. T., Robert, N. J. (Jr.), & Sylvia, W. S. (1993). *Ernest Hemingway: The early Years*. (Revd.). New York: St. Martin's.

An Essay in a Book Collection

Ginman M. (1992). Information Culture and Business Performance in B. Cronin (Ed.), *The Marketing of Library and Information Services* (2nd ed., pp. 103-116). London: Aslib.

Martin, S. A. (1992). Willy Loman: A Modern Tragic Hero in G. T. Richardson (Ed.), *Arthur Miller: A Collection of Essays* (pp. 72-84). Boston: Houghton.

A Book Published in a Second or Subsequent Edition

Robson, W. (1997). *Strategic Management and Information Systems: An Integrated Approach* 2nd ed.). London Pitman Publishing. Sydney, B.E. (1992). *A Study of James Joyce* (2nd ed.). Boston: Little.

A Book in a Series

Vickers, P., & Martyn, J. (eds.) (1994). The Impact of Electronic Publishing on Library Services and Resources in the UK: Report of the British Library Working Party on Electronic Publishing. In *Library and Information Research Report* (Vol. 102). London: British Library Board.

WWW Home Pages

The British Library Home Page (1997). Online British Library Board. Retrieved September 6, 1997 from <http://portico.bl.uk>

Website

McAllister, J. (2000). Nathaniel Hawthorne's Neighborhood. Salem, Massachusetts: Salem Tales. Retrieved February 11, 2000 from <<http://www.salemweb.com/tales/hawthorne1.htm>>.

An Online Scholarly Database or Project

Anderson, D. & Safran, M. (Eds.). (1996, 3 November) *Women of the Romantic Period*. University of Texas at Austin. Retrieved February 21, 2000 from <<http://www.cwrl.utexas.edu/-worp/ack.html>>.

A Book in Print and Online:

Sandburg, C. (1916) *Chicago Poems*. New York: Holt. Retrieved February 21, 2000 from <<http://www.bartleby.com/165/index.html>>.

An Article from a Journal (originally printed, but found on line)

Abdool Karim, S., & Abdool Karim, Q. (2007). HIV/AIDS in South Africa revisited [Electronic Version]. *South African Journal of Science* 103, 90

An Article from a Scholarly Journal (on line only)

DeShong, S. (1998). Sylvia Plath, Emmanuel Levinas, and the Aesthetics Of Pathos. *Postmodern Culture* 8, 3, 23 Retrieved June 25, 1998 from <http://www.iath.virginia.edu/pmc/current.issue/8.3deshong.html>

An Online Monthly or Bimonthly Magazine Article:

Kurzweil, R. (January, 2000) Live Forever: Uploading the Human Brain. *Psychology Today Online*. Retrieved January 30, 2000 from <<http://www.psychologytoday.com/features3.html>>.

A Newspaper Article Available Online:

Greenhouse S. (1998, June 28). Companies React Quickly to Court's Sexual Harassment Rulings. *New York Times of the Web*. Retrieved June 28, 1998. <<http://www.nytimes.com/yr/mo/day/news/washpol/scotus-harass.html>>.

An E-mail Message:

Stoker, D. (1997, January 20) Email to Tim Cullenre. Funding Proposal.

A Video cassette or Digital Video disc (DVD):

Roberts, J. & Gere, R. (Perf.) & Marshall, G. (Director). (1999). *Runaway Bride* [DVD film]. Paramount/Touchstone

An Online Photograph:

McAllister, J. (2000). *House of the Seven Gables* [Photograph]. Salem, Massachusetts: Salem Tales. Retrieved February 11, 2000 from <http://www.salemweb.com/tales/hawthorne1.htm>

An Online Map:

Salemin 1692: Townand Village (Map)(2000) *Images from the Salem Witch Trials*. Retrieved February 11,2000 from
<http://www.law.umkc.edu/faculty/projects/ftrials/salem/SAL_MAP.HTM>.

Down loaded Computer Software:

Adobe Inc. (1998). *Adobe Acrobat. Vers.3.01*.Retrieved June 25, 1998 from:
<http://cgil.adobe.com/acrobat/download6.cgi>

An Entry from an Encyclopedia on CD-ROM:

Frost, Robert Lee (1995) *Encarta '95* [CD-ROM]. Redmond, WA: Microsoft.

A Scholarly Journal Article from Educational Resources Information Centre (ERIC) on CD-ROM:

Kim, A. C. (1997) How College Faculty Evaluate Second Language Writing (Abstract). *Research and Teaching in Developmental Education* 14,1,35-48.[ERIC.CD-ROM] Silver Platter .EJ557280.

An Entry from an Online Encyclopedia:

Encyclopedia Britanica(1998). Dictinson, Emily. *Encyclopedia Britannica Online*. Retrieved February 21, 2000 from
<<http://members.eb.com/bol/topic?eu=3083&sctn=1&pm=1>>

A Definition from an Online Dictionary:

Deism (Definition) (1999). *Merriam-Webster Online* Retrieved February 21 ,2000 from:<<http://members.eb.com/cgi-bin/dictionary?va=Deism>>.

A Book by Corporate Author

World Bank. (1988). International Bank for Reconstruction and Development. In *Education in Sub-Saharan Africa: Policies for Adjustment, Revitalization and Expansion* Washington, D.C World Ban

Book Chapter

Baker, B.H.(1953). The Alkaline Complex of Jombo. In P.V.Caswell (Ed.), *Geology of the Mombasa- Kwale Area. Report No.24* (pp. 32-48). Nairobi Geological Survey of Kenya.

Crews, F. (1966). Psychological Romance. In *The Sins of the Fathers: Hawthorne's Psychological Themes* (pp.3-26). New York: Oxford UP.

Edens, W., & et al (Eds.). (1977). *Teaching Shakespeare*. Princeton: Princeton UP.

Hodges, J.C., & et al.(2001). *Hodges' Harbrace Handbook* (14thed.).Fort Worth: Harcourt.

Kenya Office of the Vice President and Ministry of Planning and National Development. (1997). *Kitui District Development Plan 1997-2000*. Nairobi: Government Printers.

Raitt, D., I. ,& Ben Jeapes. (December1994). *Online Information 94*. Paper presented at the 18th International Online Information Meeting, London: 608.

Conference Proceedings

Raitt, D.I. and Jeapes, B. (eds.) (1994, December) *Online Information 94*. In proceedings of the 18th International Online Information Meeting, London, 608, UK.

Unpublished Thesis

Walaba, A. A. (1998). *The Teaching of Christian Religious Education in Kenyan Teachers' Training Colleges and Secondary Schools from 1920 to 1989: A Historical Perspective*. Unpublished D.Phil. Thesis. Eldoret: Moi University, School of Education.

WWW HomePages

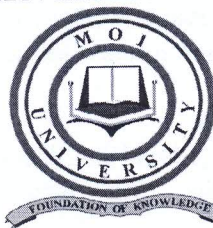
The British Library (1997). Online British Library Board. Retrieved September, 6th, 1997 from <http://portico.bl.uk>

Website

McAllister, J (2000). Nathaniel Hawthorne's Neighbourhood. Salem, Massachusetts: Salem Tales. Jan. 2000. 11 Feb. 2000.
<<http://www.salemweb.com/tales/hawthorne1.htm>>.

Published and Printed by the Deputy Vice Chancellor (Academics, Research & Extension), Board School of Graduate Studies (BSGS), Moi University P.O. Box 3900-0100 Eldoret, Kenya

24.0 APPENDIX IV: SUPERVISION PROGRESS FORM



MOI UNIVERSITY SCHOOL OF GRADUATE STUDIES

MASTERS/PhD STUDIES SUPERVISION PROGRESS REPORT

Record of supervision sessions (To be filled every 3 months and in quadruplicate*)

The purpose of this form is to periodically assess the progress of postgraduate student studies and his/her supervision process. Regular submission of progress reports is a requirement for postgraduate studies at Moi University. Failure to submit could lead to discontinuation of studies where applicable. This form is in three parts and is to be filled after every three months through the HOD/Dean of the school and a copy sent to the School of Graduate Studies (SGS). The SGS will use the form to monitor students' progress to ensure effective supervision for quality and timely completion of studies. The form must be signed by all the involved parties and electronically returned as email attachment or sent as hardcopy to the School of Graduate Studies.

PERIOD COVERED:

From.....To.....(dates)

PART A: TO BE COMPLETED BY STUDENT

- (1) Name of Student: _____ (2) Registration No: _____
(3) E-mail address: _____ (4) Phone No. _____
(5) Name of the Supervisor _____ (6) Year of Study _____
(7) Level of Study: Masters ☐ PhD ☐
(8) Department _____
(9) School _____ (10) Planned Date of Completion _____
(11) Nature of Programme: By Course-work and Thesis ☐ Course-work and Project ☐
(12) Indicate in the Table below your progress and achievements up to the last 3 months.

Progress		Extent of work done				
	Activities	less than 25%	26-50%	51-75%	76-100%	Completed
1	Coursework					
2.	University Examinations					
3.	Study Background					

4.	Literature review					
5.	Designing of Methodology					
6.	Research Proposal Submission					

(13) Have you obtained ethical approval for thesis research?
YES/NO

(14) I assess quality of my work in the last 3 months as:
(a) Very Good (b) Good (c) Satisfactory (d) Below expectations

(15) If (d) what steps have you taken to address this?

(16) In the past 3 months I have:
(a) Given a Departmental Seminar based on my research proposal?
YES/NO
(b) Attended Conference(s) based on my area of research?
YES/NO

(17) Outline in the Table below your research goals and activities for the next 3 months.

Progress		Extent of work to be done			
Activities		25%	50%	75%	Completed
1	Data Collections				
2.	Data Treatment and Processing				
3.	Data Analysis				
4.	Writing 1 st thesis draft				
5.	Writing 2 nd draft				
6.	Date of Thesis Submission				
7.	Date of paper Submission (PHD)				

(18) Have you received any written feedback
YES/NO

(19) If yes when did you receive the feedback? Date

(20) In the past 3 months I have had Research Output (s) sent for publication e.g. in journal
YES/NO

(21) State any challenges experienced during the programme if any.

NB: should you need to communicate any challenges in confidence then email to sgs@mu.ac.ke

Student's Signature _____ Date _____

PART B: TO BE COMPLETED BY SUPERVISOR

(22) Name of Supervisor _____

(23) Contacts of the Supervisor. _____

(24) Do you have a formal letter of appointment ? YES/NO

(25) If yes, when did you receive it? Date:

(26) Have you met with your student for the last 6 months . YES/NO

(27) If no give reason.....

(28) If yes, fill in the table below:-

Date of meeting	Nature of meeting (physical/ virtual) e.g Email communication	What issues were raised and what feedback was provided (very brief) e.g. raised issue on methodology and I clarified it

(29) In your opinion, what progress has the student made in his/her studies and research?

(a) In Studies _____
(b) In Research _____

(30) State any reason why the student may be held up in some area of research during the programme

(31) Is there any other comments you wish to make on the candidate? (use an additional sheet where necessary) _____

Signature of Supervisors: _____ Date: _____



PART C: TO BE COMPLETED BY HEAD OF DEPARTMENT

(32) Please provide general comments on the Student's Progress report:

(33) In your assessment, will the student need an extension? YES/NO How many months?

(34) Please provide general comments on the Supervisor's Progress report:

Name of Head of Department: _____

Signature of Head of Department: _____ Date: _____

PART D: TO BE COMPLETED BY DEAN OF SCHOOL

(35) Please provide general comments on the Student's Progress report:

(36) Please provide general comments on the Supervisor's Progress report:

(37) Has the student paid all/part/not paid his/her fees

Name of Dean of School: _____

Signature of Dean of School: _____ Date: _____

NB/ Original copy for the student, Duplicate for the supervisor, Triplicate for submission to the Head of Department, and quadruplicate to the School of Graduate Studies. Use an extra sheet where necessary. This form will also be used for payment for Masters and Ph.D



26.0 APPENDIX IV: ORAL DEFENSE SCORE SHEET

MOI UNIVERSITY SCHOOL OF GRADUATE STUDIES ORAL DEFENSE SCORE SHEET

Candidate's Registration No.:

Candidate's Name:

Level of Training: Masters ☐

PhD ☐

Title of Thesis:

S. No.	KEY ASSESSMENT AREAS	MARKS
1	Introduction/Background (Maximum 6 marks) <ul style="list-style-type: none"> • Demonstrate why the topic is important and why it should be studied $\frac{1}{2}$ • Literature relevant to the work has been critically appraised $\frac{1}{2}$ • Demonstrate familiarity with current evidence in the area of study $\frac{1}{2}$ • Gaps for further research identified (which is being studied by the candidate) $\frac{1}{2}$ • Clear and concise problem statement that include: $\frac{1}{2}$ <ul style="list-style-type: none"> - What an ideal situation (problem-free) should be - The negative points of the current situation - Consequences of not addressing the negative points - What the candidate intends to address • Objectives are specific, measureable, achievable, realistic and time-bound (SMART) $1\frac{1}{2}$ 	

2	Research Methodology (Maximum 4 marks - Will vary according to discipline Areas) <ul style="list-style-type: none"> • Study design is appropriate for answering research question • Detailed description of: <ul style="list-style-type: none"> - Study area - Study population - Sample size determination - Sampling procedure(s) - Data collection materials and procedures - Analysis technique(s) 	1.0 ½ ½ ½ ½ ½	
3	Results (Maximum 3 marks) <ul style="list-style-type: none"> • Results are relevant to the study question(s) • Presented in chronological order according the Study Objectives • Appropriate use of figures or tables to complement what is said; not repetitive (<i>Where Applicable</i>) • Summarize and interpret statistical results (e.g., P-values, β values) appropriately (<i>Where Applicable</i>) 	½ ½ 1.0 1.0	
4	Discussion (Maximum 3 marks) <ul style="list-style-type: none"> • Stating major findings (not a repetition of the results). • Meaning of the findings are explained and why are they important. • Relating findings to those of similar studies; alternative explanation of the results considered 	1.0 1.0 1.0	
5	Conclusion and recommendations (Maximum 2 marks) <ul style="list-style-type: none"> • The strongest and most important statement that can be made from the work is stated • Conclusion clearly answer the research questions • Recommendations emanate from the results 	½ ½ 1.0	
6	Overall performance (Maximum 2 marks) <ul style="list-style-type: none"> • Clear, audible and engages with the audience • Clear points (not full sentences), legible, appropriate font size, not overcrowded • Response to questions • Demonstration of good grasp of the study 	½ ½ ½ ½	
TOTAL MARKS		20	

Name of Examiner:

Sign:

Date:

