

the relevant examination paper(s). The examiner so appointed shall be someone who has not taught or examined the candidate in that particular semester.

- iv) The mark obtained after remarking any paper shall be the official mark. This mark shall be communicated by the examiner to the Dean copied to Board, School of Graduate Studies for processing and onward transmission to Senate for approval.

8.0. SUPERVISORS AND SUPERVISION OF RESEARCH & THESES

8.1 Appointment of Supervisors

It is the intention of Moi University to ensure that the ratio of postgraduate students to supervisors shall be as approved by Senate to ensure effective interaction and supervision of research at all stages.

- i) All internal supervisors must be members of the Graduate Faculty in accordance with regulation 3.1 of these rules.
- ii) The maximum load for a supervisor will normally be (3) three Ph.D and (5) five Masters candidates at any one time.
- iii) To qualify as supervisor for a Ph.D student, a member of staff must have a Ph.D or equivalent qualification, and shall normally be at the level of Senior Lecturer and above.
- iv) The DGSC shall appoint supervisors for the students not later than the middle of second semester.
- v) Recommendations on the appointment of supervisors shall be processed in the first instance by the Departmental & School Graduate Studies Committees and forwarded to SGS.
- vi) Before recommending the appointment of any supervisor, SGS shall certify that the proposed supervisor is competent in the subject area in which the candidate proposes to work. All internal supervisors must be members of the Graduate Faculty as defined in Regulation 3.1.
- vii) The list of approved supervisors shall be forwarded to Senate after **BSGS** by the Dean, School of Graduate Studies for Senate Consideration and approval.
 - a. After Senate, the Dean School of Graduate Studies shall prepare the letter appointing the Supervisor to supervise the particular candidate, copied to the Dean of the school.
 - b. A binding contract shall be signed between the student and the supervisor.
- ix) Each candidate shall normally have a minimum of two supervisors. At least one supervisor shall normally be a member of the teaching Department.

[Template provided at Appendix IV- SUPERVISION PROGRESS FORM]

- xi) Where an additional supervisor is recommended for appointment from outside the University, such a person shall show evidence of competence in the area of study through publications produced since obtaining his/her higher degrees. Such a person shall also submit current Curriculum Vitae to be approved by Senate before formal appointment.
- xii) A holder of a Master degree who is registered as a Ph.D candidate

shall not serve as a supervisor for any thesis until after successful defense of his/her Ph.D thesis.

8.2 Guiding Principles for Supervisors

- i) The supervisors shall be responsible for guiding the candidate in the conduct of the research.
- ii) In the absence of one of the supervisors for a period of up to two months, the relevant **HOD** and the other supervisor shall be responsible for ensuring the candidate's compliance with Moi University regulations and procedures.
- iii) If a supervisor ceases to supervise a candidate for a period exceeding three months, the **DGSC** shall immediately appoint a replacement.
- iv) A maximum period of one month shall be allowed for supervisors to attend to students' work (theses/chapters/proposals).
- v) If the research program is pursued at another approved organization, then another supervisor associated with the organization in which the research is carried out shall be appointed.
- vi) If the research program is pursued outside the country, then another supervisor who is a resident in that country in which the research is carried out shall be appointed.

8.3 Responsibilities of the Supervisors:

- i) Being the research advisors to the student
- ii) Facilitate the candidature by offering expert guidance, direction and constructive criticism at all stages and in particular:-
 - a) Guiding the student to develop a research proposal, conduct research, analyze data and write thesis.
 - b) Guide the student in maintaining progress of the work in accordance with the approved program.
 - c) Provide constructive feedback on drafts of the thesis promptly, with appropriate comments to allow the candidate to achieve and maintain a scholarly standard in the thesis within the period of official/normal registration.
 - d) Inspecting the raw data.
- iii) Mastery of Moi University Post Graduate Rules and Regulations and other relevant University policies and other regulatory policies.
- iv) Take the initiative in raising issues with the candidate, **HOD** or appropriate academic authority to ensure no circumstances hinders the progress of the student's work.
- v) Ensure the candidate complies with Moi University ethical requirements, (Regulation 17).
- vi) Prepare supervisors' reports on the candidate's progress and submit them to the Dean and a copy to the Dean, School of Graduate studies (after every three months).
- vii) In the event of acute or persistent deficiencies in the candidate's performance, advice the candidate and the **HOD** copied to Dean, SGS on the deficiencies.
- viii) Advice and assist as required on remedial action on the deficiencies.
- ix) Recommend to the **HOD** or appropriate academic authority that candidature be discontinued if the deficiencies persist.

- x) A supervisor shall not publish or use the student's research work without his/her consent and acknowledgment of the same.
- xi) A Supervisor(s) shall not engage in personal relationships with a student(s) be they male or female, in a manner that may contravene the staff - student relationship policy of Moi University.
- xii) A Graduate Faculty member shall not supervise his/her immediate family members.
- xiii) A Graduate Faculty member should declare conflict of interest.

8.4 Responsibility of the Student

- i) Upon passing the proposal stage the students shall enter into an agreement with the supervisors on the supervision plan for the research & thesis
- ii) It is the responsibility of the student to contact the supervisor detailing the supervisory plan.
- iii) A student shall prepare and submit regular progress report of their Work.
- iv) Each student shall present the progress of their research at departmental seminars/colloquium as required from time to time.
- v) Shall come up with original work and avoid plagiarism as provided for in regulation 17.0 of these rules and regulations and the Moi University anti-plagiarism policy and should submit the report of the software used when submitting the thesis.
- vi) Each PhD candidate shall normally be required to show evidence of Publication of two articles in peer reviewed journals.

8.5 Payment for Supervisors

Supervisors shall be paid as prescribed in the fee structure a honorarium in two installments, after successful defense of proposal and theses.

9.0 SUBMISSION AND EXAMINATION OF MASTERS AND DOCTOR OF PHILOSOPHY (Ph.D) THESES

9.1 Submission of Thesis for Examination

- i) (Masters or PhD), a candidate shall give a written Notice of Intent to submit a thesis to the Dean of the teaching School copied to Dean SGS, through the Supervisor(s) and Head of Department. The notice shall also be copied to the Chairperson of the Departmental and School Graduate Studies Committees. The Notice should include a signed Abstract not exceeding 500 words which has been signed by the candidate and countersigned and dated by the Supervisors.
- ii) Each candidate shall normally submit six spiral bound copies and a soft copy of his/her thesis to the Dean of the School with a signed fee statement with zero balance shall be attached.
- iii) The thesis must be prepared according to the guidelines and format approved by Senate and must be signed by the student and the Supervisors and bear the date of Submission. *(See Appendix III)*.
- iv) After notice of Intent to submit, a candidate shall present the findings