

- 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

of his/her research to the respective School Graduate Studies Committee in form of a seminar. The Chairperson of the SGSC shall prepare a report of the seminar of each candidate with appropriate recommendations.

9.2 Board of Examiners

- i) Within four weeks after the Notice of Intent to Submit a thesis has been issued, the Chairperson of the Departmental Graduate Studies Committee shall recommend to the Dean of the School, through the respective **SGSC**, the names of one External Examiner, two Internal Examiners (one who shall be from outside the department but from a related discipline from where the thesis is undertaken) and one School Representative for the candidate's Board of Examiners.
- ii) All examiners for Ph.D theses shall normally have an academic PhD. the list containing the Board of Examiners, a signed abstract and a signed copy of the fee statement shall be forwarded to Dean School of Graduate Studies.
- iii) The Dean School of Graduate Studies shall table the list of Board of Examiners and the student's abstract in **BSGS** for approval.
- iv) The **CV** of examiners who are not staff of Moi University shall also be submitted for consideration by the **BSGS**, if the examiners are being appointed for the first time.
- v) Senate shall, on the recommendation of the **BSGS** appoint in respect of each candidate presenting a thesis, a Board of Examiners for Oral Examination, consisting of:

9.2.1 Masters Board of Examiners

- a) Dean School of Graduate Studies or his/her nominee - (Chairperson)
- b) One External Examiner
- c) Two Internal Examiners
- d) One School Representative
- e) Candidate's supervisor(s)

NOTE: Internal Examiners and School representative will award a score

(In Attendance)

- a) Dean of the teaching School
- b) Board School of Graduate Studies member or representative
- c) Quality Assurance representative
- d) Chairperson SGSC
- e) Secretariat by the teaching School, Deans Office

9.2.2 Ph.D Board of Examiners

- a) Dean School of Graduate Studies or his/her nominee - (Chairperson)
- b) One External Examiner
- c) Two Internal Examiners
- d) One School Representative
- e) Candidate's supervisor(s)

NOTE: Internal Examiners and School representative will award a score

(In Attendance)

- a) Dean of the teaching School
- b) Board School of Graduate Studies member or representative
- c) Quality Assurance representative
- d) Chairperson SGSC
- e) Secretariat by the teaching School, Deans Office

- i) There shall normally be a representative of all the above categories for any defense to continue
- ii) Reports of all defenses from all Schools must be forwarded to the Dean School of Graduate Studies
- iii) A holder of a Master Degree who is registered as a Ph.D candidate may be appointed an Internal Examiner for Master's Thesis only after successful defense of his/her Ph.D thesis.

9.3 Examination of the thesis

- i) Each candidate shall normally submit six bound copies and a soft copy of his/her thesis to the Dean, School of Graduate Studies with evidence of fee payment for examination. The thesis must be prepared according to the format approved by Senate and must be signed by the student and the Supervisor(s) and bear the date of Submission.
- ii) Copies of the thesis shall be distributed by the Dean, School of Graduate Studies to the Internal and External Examiners and the Supervisor(s) after Senate approval by Priority Mail or soft copy according to the preference of the examiner.
- iii) The Internal Examiners and the External Examiner shall be required to assess the thesis and submit detailed reports to the Dean School of Graduate Studies and copies to DVC (A, R &E), and Director Quality Assurance within four weeks of receipt of the thesis.

- iv) Each Examiner shall indicate within his/her detailed report of at least 2000 words:
 - a) Whether or not the thesis is adequate in form and content as indicated in the guidelines for thesis writing.
 - b) Whether or not the thesis reflects an adequate understanding of the subject, and in consequence.
 - c) Whether or not the thesis needs revision or corrections; and the proposed period of correction.
 - d) The Mark to be assigned to the thesis and justification for the same in a prescribed mark/grading form.
- v) A maximum of four theses shall be given to an examiner which shall be examined within two months (8 weeks).
- vi) Examiner's report shall not be delayed for more than two months (8 weeks), should this be the case then a new Examiner shall be appointed.
- vii) A honorarium shall be paid to the Examiners subject to submission of satisfactory reports as referred in (iv) above.



9.4 The Oral Examination

Each Ph.D candidate shall normally be required to show evidence of publication of two articles in peer-reviewed journals.

- i) Subject to regulation 9.3 above, the Dean School of Graduate Studies in consultation with the Dean of the respective School shall set a date for the Oral Defense. The date shall normally be within three weeks of the date of receipt of the last report.
- ii) For Ph.D defense the External Examiner may be required to attend the Oral defense.
- iii) For the Masters defense the External Examiner shall normally not be required to attend the Oral defense, but the External Examiner's report and grade shall be taken into account.
- iv) The oral examination shall be open to the public and no video recording shall be allowed. The duration of the Oral examination for Masters Candidates shall normally be a maximum of 1 hour, consisting of 20 minutes of candidate's presentation, followed by a question and answer session. For Ph.D candidates, the duration shall normally be a maximum of 2 hours, consisting of 40 minutes of candidate's presentation, followed by a question and answer session.
Note: Not more than 2 Ph.D theses shall be held on a particular day.
- vi) Assessment after the Oral examination shall be conducted as follows:
 - a) The two internal examiners and one School representative shall each shall be required to assign a mark not exceeding **20%** to the Oral examination. The mean of all the scores shall be the final mark for that defense, and shall be designated mark Y.
 - b) The Chairman of the Board of Examiners shall calculate the mean score from the three examiners' reports and designate it as mark X. The Overall Mark for the thesis shall then be calculated from the following formula: **Thesis Mark = (0.8X + Y) %.**
- vii) A candidate must pass the Oral Presentation and the Written Thesis to be declared pass overall. The pass mark in either case shall be 50% and above to be declared passed.
- viii) The thesis should be given to the Board of Examiners prior to the defense. If the candidate fails the oral defense he/she shall be given a second chance to defend.
- ix) When the External Examiner fails a candidate, the External Examiner may be invited to attend the defense.
- x) Unless the work is plagiarized, an examiner must award a mark in either cases (pass or fail).
- xi) After the completion of the Oral examination, the Board of Examiners shall decide:
 - a) Whether the candidate demonstrates ownership of the work and whether the candidate should be graded.
 - b) If the candidate does not demonstrate ownership or found to have plagiarized, he/she should be discontinued.

- c) Whether the candidate defended the thesis adequately and whether the candidate should be declared pass outright, thus assigning a grade to the thesis, and recommending the award of the degree subject to the candidate fulfilling other requirements in respect of coursework.
- d) Whether the thesis needs minor corrections thus assigning a grade to the thesis and recommending submission of the final corrected thesis within one (1) month, duly certified by the Supervisors.
- e) Whether the thesis needs major revision and recommending re-submission after the lapse of three (3) months for assessment by one of the internal examiner who shall confirm that the recommended changes have been effected and submit a report to the Dean, of the respective School copied to the Dean, School of Graduate Studies.
- f) Should the candidate fail at this stage, the candidate must submit a revised thesis within six (6) months for fresh assessment by all the three Examiners and appear for a second defense thereafter.
- g) Whether the thesis needs a complete overhaul, including collection of more data and/or change of methodology and recommending resubmission within nine (9) months for fresh assessment by all the three examiners and a second defense thereafter.
- h) Whether the thesis is unacceptable for the award of the degree, and declaring the candidate having failed outright.

- xii) A candidate who fails oral defense shall be given a period of one (1) month to defend again. However a thesis cannot be presented more than twice and any re-examination fees should be paid by the student.
- xiii) If the candidate fails the oral defense again he/she is discontinued on academic grounds in accordance to Regulation 11.6 of these Rules and Regulations.
- xiv) Members of the Board of Examiners and the Secretariat shall be paid an honorarium immediately after a student's oral examination.

9.5 Final Submission of Thesis

- a) Once a candidate has incorporated into the thesis all the recommendations of the Board of Examiners, normally the two supervisors shall check the thesis and then write to the Dean and copy to the Head of Department certifying that all corrections and amendments suggested by the examiners have indeed been incorporated. The thesis should be prepared according to the format approved by Senate.
- ii) The Dean will then give the student authority to submit six hard copies of the thesis signed and dated by the student and supervisors for binding at the University Library.
- iii) The University Library shall ensure that the thesis is in the format approved by Senate before binding the work.
- iv) The copies shall be bound in boards with green buckram or other

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.