

1.0 INTRODUCTION

This document stipulates Rules and Regulations governing graduate studies at Moi University covering areas of postgraduate admission procedures, coursework, appointments of supervisors, conduct of research, examinations procedures, theses defense, anti-plagiarism, ethical issues, complaints procedures and postgraduate students' graduations. The Rules and Regulations have been developed by Moi University's Board School of Graduate Studies (**BSGS**).

Note: Requirements for specific postgraduate degree programmes may be obtained from the relevant schools.

1.1 ESTABLISHMENT OF THE SCHOOL OF GRADUATE STUDIES

There shall be a School of Graduate Studies (**SGS**) which will be directed by a Dean and will operate through a Board, School of Graduate Studies which will constitute representatives from all the teaching schools for effective and efficient co-ordination of postgraduate academic programmes.

1.1.2 The mandate of the School shall include to:-

- a. Promote cutting-edge research to address local, national and international issues.
- b. Provide international links, scholarships and demonstrate its benefits to stakeholders.
- c. Disburse graduate and post-doctoral research funds in the University.
- d. Stimulate generation of new knowledge through research and debates of interdisciplinary studies.
- e. Address the problem of academic integrity, research ethics and academic malpractices.
- f. Resolve conflicts at all levels of graduate studies.

1.1.3 Responsibilities of the Dean School of Graduate Studies shall be:-

- i) Manage and co-ordinate the **SGS**
- ii) To control and manage the human resource functions of **SGS**
- iii) Exercise oversight over the finances of **SGS**
- iv) Offer acceptable levels of leadership across the **SGS**
- v) Meet the set performance contracting and quality criteria of Moi University

2.0 BOARD SCHOOL OF GRADUATE STUDIES COMMITTEE

The Board School of Graduate Studies (**BSGS**) shall be responsible to Senate on all matters pertaining to graduate and post-doctoral studies at Moi University. Matters pertaining to postgraduate studies which have been approved by Academic Boards of Constituent Colleges shall be submitted directly to Senate.

2.1 Objectives of the Board School of Graduate Studies

The objectives of the Board School of Graduate Studies are to:

- i) Co-ordinate the establishment and development of graduate programmes in fields and subjects of study along approved guidelines and in conformity with the general University regulations for postgraduate degrees.
- ii) Co-ordinate graduate syllabi and regulations relating to graduate studies.
- iii) Co-ordinate the admission, teaching, research and supervision and the conduct of graduate programmes including examinations, award of graduate degrees and maintaining academic records of all graduate students.
- iv) Co-ordinate matters pertaining to the welfare of graduate students and ensure that a conducive atmosphere exists for the conduct of their studies.
- v) Negotiate and co-ordinate the distribution of funds for graduate and post-doctoral research in the University.
- vi) Co-ordinate all research funding in liaison with Directorate of Research, respective Deans and Finance.
- vii) Encourage the publication of research findings and ensure protection of intellectual property in collaboration with Directorate of Research.
- viii) Ensure publication and dissemination of research findings and organize colloquiums, seminars, workshops and conferences
- ix) Ensure that regulations governing graduate studies are followed as stipulated in this document.

2.2 Membership of Board School of Graduate Studies

Membership of the Board School of Graduate Studies (**BSGS**) shall normally comprise the following:

- i) Deputy Vice Chancellor (Academics, Research & Extension) or his/her appointee (Chairperson)
- ii) Dean School of Graduate Studies
- iii) Director, Research
- iv) Director, Quality Assurance
- v) University Librarian
- ix) One Representative from each School
- x) Two Graduate Student Representatives

In-Attendance

- i) Secretariat provided by the Dean, School of Graduate Studies.

NOTE: The Board may co-opt any other person when need arises.

2.3 Meetings of Board School of Graduate Studies (BSGS)

- i) The Board School of Graduate Studies shall normally meet once a month or as otherwise stipulated in the University Calendar.
- ii) Notice of **BSGS** regular meetings shall be given at least 14 days in advance with a published Agenda.
- iii) A special meeting of the Board may be called following a written request to the Deputy Vice Chancellor (Academics, Research & Extension), by at least four members of the Board drawn from at least two Schools. The purpose of such a meeting shall be the only business of the day.
- iv) The quorum for the transaction of any business during regular meetings shall be at least 50% of the total membership of the **BSGS**.



- v) The **BSGS** may at its own discretion invite other persons to attend any of its meetings in an advisory capacity. Such persons shall be listed "in attendance" and shall not have the power to vote.

3.0 GRADUATE FACULTY

All members of full time academic staff who teach graduate courses or supervise graduate research constitute the "Graduate Faculty". Heads of teaching departments must submit to the Chairman, Board School of Graduate Studies Committee, through their respective Deans, lists of their Graduate Faculty which shall be in the schools' approved supervisors register in compliance with these regulations. These lists shall be updated from time to time and at the beginning of every academic year.

3.1 Membership of the Graduate Faculty

Membership of the Graduate Faculty (**GF**) shall normally comprise the following:

- i) Professors.
- ii) Associate Professors.
- iii) Senior Lecturers.
- iv) Lecturers who are Ph.D holders
- v) Holders of M.Med, MDS, Clinical Fellowships or equivalent

3.2. Functions of the Graduate Faculty

Functions of the Graduate Faculty (**GF**) shall normally include the following

- i) Teaching graduate programmes in their areas of expertise on a regular and continuous basis.
- ii) Supervision of graduate students' theses.
- iii) Serving as academic mentors & advisors to graduate students.
- iv) Serving on examination panels for graduate students.
- v) Holding School consultative meetings where necessary
- vi) Coordinating and promoting graduate research activities within the University.

4.0 SCHOOL GRADUATE STUDIES COMMITTEE

There shall be a School Graduate Studies Committee (**SGSC**) in each School to be in-charge of all graduate matters in the School with respect to admission, teaching, supervision, examination and certification.

4.1 Membership of SGSC

Membership of the (**SGSC**) shall normally comprise the following:

- i) All Chairpersons of Departmental Graduate Studies Committees in that School.
- ii) One representative of the Graduate Faculty from each Department.
- iii) The Dean of the school or his/her representative.
- iv) A Chairperson who shall be appointed by the Dean of the school.