

5.2 Functions of DGSC

The Departmental Graduate Studies Committee shall:

- i) Initiate and co-ordinate graduate programmes in the Department.
- ii) Collaborate, whenever necessary, with other Departments in the School and in the University in running inter-disciplinary postgraduate programmes.
- i) Consider applications for graduate admissions and make recommendations to the School Graduate Studies Committee.
- ii) Vet and approve research concepts and topics
- iii) Recommend the appointment of Supervisors, Internal Examiners and External Examiners to the School Graduate Studies Committee.
- iv) Carry out any other functions assigned to it by the School Graduate Studies Committee.

6.0 APPLICATIONS AND ADMISSIONS FOR GRADUATE STUDIES

6.1 Processing of Applications

- i) Advertisements for graduate studies shall be done at least twice a year by the Dean, School of Graduate Studies in consultation with the Deans of Schools and in collaboration with the Deputy Vice Chancellor (Academics, Research & Extension) before the beginning of an academic year.
- ii) Three sets of application forms for graduate studies shall be issued to the applicant or downloaded from the University website.
- v) Completed application forms, plus copies of high school certificates, degree certificates, official degree transcripts and any other relevant testimonials shall be submitted to the Dean of relevant teaching School with requisite application fee receipts who will record all the forms for statistical and monitoring purposes.
- vi) The Dean of the relevant teaching School will then forward the application forms to the Head of the Department concerned for short-listing. The Chairperson of the **DGSC** shall acknowledge receipt of the application forms.
- vii) Three sets of application forms shall be received by the **DGSC** for short listing. One copy shall be submitted to the Dean School of Graduate Studies after short listing.
- viii) The short list of applicants, together with minutes of the **DGSC** meeting, shall be forwarded to the Dean of the teaching School who will forward the same to the School Graduate Studies Committee (**SGSC**).
- ix) The **SGSC** will process and send shortlists together with minutes to **SGS**.
- x) The Board School of Graduate Studies shall scrutinize all short lists of applicants for graduate studies and make appropriate recommendations to the Senate for approval.

6.2 Admission Process

- i) The Dean of the teaching School shall prepare and sign provisional letters of admission for all successful applicants
- ii) The Deputy Vice Chancellor (Academics, Research and Extension) shall sign all letters of admission prepared by Dean of the teaching School. The Deputy Vice Chancellor (A, R&E) shall send out all letters of admission after Senate's approval.
- iii) Registration into the current academic year for all graduate students, shall normally close on the date designated by Senate.
- iv) Admissions shall be on a continuous basis and teaching shall start at the beginning of the academic year as determined by Senate.
- v) Before recommending a candidate to Senate for admission and registration, the Board School of Graduate Studies shall satisfy itself that:
 - a) The candidate meets the minimum entry requirements for that program.
 - b) The proposed field of study can be pursued under the supervision of the University graduate faculty.
 - c) The candidate has adequate opportunities for consulting his/her supervisor(s) at least once a month.
 - d) The candidate can gain access to materials & equipment relevant to the area of study or research.
 - d) The candidate has adequate facilities for practical work where applicable.

6.3 International Students

- i) Moi University admits students from internationally accredited Universities.
- ii) International students shall usually apply for admission in the relevant Schools in liaison with Moi University Directorate of International Linkages.
- iii) Admission will normally be granted subject to the candidate fulfilling Moi University Rules and Regulations governing Graduate Studies and meeting the Commission for University Education and Kenya's Ministry of Education and professional bodies' guidelines.

6.4 Credit Transfers

Credit transfers are not allowed.

7.0 PROCESSING EXAMINATIONS

7.1 Processing of Examinations

- i) The teaching department in which a student was taught shall process graduate examination results. The Head of the Department shall forward externalize coursework examination results for all its registered candidates to the School Graduate Board of Examiners for deliberations.
- ii) The School Graduate Board of Examiners shall consist of all members of Graduate Faculty in the School. The School Graduate Board of