

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

Examiners shall be chaired by the Dean of that School and its function shall be to consider coursework examination and results copied to SGS for its graduate students.

- iii) The Dean of the School shall forward examination results and appropriate recommendations to Senate within one month after the end of the academic year in which the courses were taught and examined. A copy of this shall be forwarded to Dean School of Graduate Studies for record purposes.
- iv) In the case of Colleges, the Dean of the School shall send a copy of the coursework examination results to Senate through the Principal and copy to the Dean School of Graduate Studies for record purposes.
- v) The Deans shall release provisional coursework examination results within seven days from the time the School Graduate Board of examiners approve them.
- vi) The official academic transcripts shall be released after Senate has approved the examination results

7.2 Examination of Courses and Projects for Post Graduate Diploma

- i) Candidates enrolled for Post Graduate Diploma (PGD) programmes will be required to pass in all courses they registered for and in their projects. The pass mark shall be 50%.
- ii) Assessment at the end of a course shall consist of:
 - a) A written examination which shall normally constitute 70% of the total mark in each course.
 - b) Continuous assessment based on essays, laboratory assignments and such other tests as may be prescribed by the department. This will normally constitute 30% of the total mark.
- iii) A candidate who fails up to 25% of the prescribed course units in a given semester shall be eligible to do a supplementary examination at the end of that semester. A candidate who fails a supplementary examination shall be discontinued.
- iv) A candidate who fails more than 25% of the prescribed course units in any semester shall be discontinued.
- v) The project shall be assessed by two examiners who are members of the teaching School. Appointed by the Head of Department through the recommendation of the Departmental Graduate Committee. The mark to be assigned to the project shall be the arithmetic mean of the two scores from the examiners.
- vi) The project will be assessed out of 100 percent. A candidate who fails in a project shall be given four months to resubmit the project, failure to which the candidate shall be discontinued.
- vii) A candidate, who for reasons such as sickness or bereavement, fails to sit for an examination, shall be allowed to sit for a Special Examination. Medical cases must be supported by written documents from the University Chief Medical Officer.
- viii) A candidate must pass both Coursework and Project to be awarded the PGD. The Postgraduate Diploma, based on the mean mark obtained in Coursework and Project, shall be graded as follows:

1) A - Distinction (75% to 100%)

2)	B	-	Credit	(65% to 74%)
3)	C	-	Pass	(50% to 64%)
4)	D	-	Fail	(Below 50%)

7.2.1 Recommendations for the Award of the Postgraduate Diploma

The SGSC shall deliberate on the coursework examination results and project requirements and recommend the successful candidates to Senate for the award of the respective Diplomas. The Postgraduate Co-coordinator of the respective SGSC through the Dean shall also forward names of candidates who have met their requirements to the Board, School of Graduate Studies (BSGS).

7.3 Examination and Assessment of Courses and Theses for Masters Candidates

- i) Candidates shall be required to pass in all the prescribed courses in a given programme. The pass mark shall be 50%.
- ii) Assessment at the end of the course work shall consist of:
 - a) A written examination which shall normally constitute 60% of the total marks in each course.
 - b) Continuous assessment based on essays, laboratory assignments and such other tests as may be prescribed by the department. This will normally constitute 40% of the total marks.
- iii) A candidate who fails one or two course in the first year shall be eligible to take a Supplementary Examination. The CAT marks shall not count towards supplementary
- iv) A candidate who fails the supplementary exam shall then repeat the courses.
- v) A candidate who fails more than two courses shall repeat the whole year.
- vi) A candidate who repeats the year and fails shall be discontinued on academics grounds in accordance with Regulation 11.6 of these Rules and Regulations.
- vii) A candidate who, for reasons such as sickness or bereavement, fails to sit an examination shall be allowed to sit a Special Examination. Medical cases must be supported by documents from the University Chief Medical Officer.
- viii) Students are free to take extra courses on offer, over and above the required number of units and shall normally be given a grade that shall reflect on their transcripts.
- ix) The procedure for Submission and Examination of Thesis shall be as outlined in Regulation 9.0 of these Rules and Regulations.

7.3.1 Grading System for Masters Coursework & Thesis

<u>Percentage Marks</u>	<u>Letter Grade</u>	
75 - 100	A	Distinction
65 - 74	B	Credit
50 - 64	C	Pass
Below 50	D	Fail

7.3.2 Recommendation for the award of the Masters Degree

Names of candidates who have submitted soft copies of theses shall be tabled in the SGSC, together with copies of the bound theses, evidence of raw data and minutes of the respective Oral Presentation. The Board shall inspect the bound theses, and once satisfied, shall recommend the successful candidates to Senate for the award of the respective Masters Degrees, taking into consideration other requirements in respect of course work with copies to BSGS.

7.4 Examination and Assessment of Courses for Ph.D. Candidates

- i) Candidates shall be required to pass in all the courses for which they are registered.
- ii) The pass mark shall be 50%.
- iii) Assessment at the end of the coursework shall consist of:
 - a) A written examination which shall normally constitute 60% of the total mark in a course.
 - b) Continuous assessment based on essays, laboratory assignments and such other tests as prescribed by a department. This will normally constitute 40% of the total mark.
- iv) A candidate who fails more than one prescribed course in a given semester shall be discontinued.
- v) A candidate who fails one semester course shall be eligible to take a Supplementary Examination provided that the mark obtained in the failed course is not below 40%.
- vi) Continuous assessment marks shall not count towards Supplementary Examinations.
- vii) A candidate who fails in any Supplementary Examination shall be discontinued.
- viii) A candidate, reasons of sickness or bereavement, fails to sit an examination, shall be allowed to sit a Special Examination. Medical cases must be supported by documents from the University Chief Medical Officer.

7.4.1 Grading System for Ph.D. Coursework

<u>Percentage</u>	<u>Grade</u>
75 - 100	A Distinction
65 - 74	B Credit
50 - 64	C Pass
Below 50	D Fail

7.5 Appeals against Examination Results

- i) After the release of provisional coursework examination results by the Dean, a candidate may appeal within one month for remarking, giving sound reasons.
- ii) The letter of appeal shall be addressed to the Deputy Vice Chancellor (A,R&E) and copied to the Dean School of Graduate Studies. On making the appeal, a candidate will pay a non-refundable fee to be determined from time to time by Senate. (See Common regulations on Examinations)
- iii) The Dean of the School recommends, in consultation with the Board, School of Graduate Studies, an internal or external examiner to remark

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