

MASENO UNIVERSITY

SCHOOL OF GRADUATE STUDIES

**RULES AND REGULATIONS FOR
POSTGRADUATE STUDIES**

APRIL 2014

1.0 INTRODUCTION

The School of Graduate Studies (SGS) of Maseno University co-ordinates all postgraduate programmes in the University and reports on the same to Senate. The postgraduate programmes include postgraduate certificates, postgraduate diplomas and higher degrees (Masters/Doctoral).

The School of Graduate Studies is charged with the responsibility of ensuring that the postgraduate programmes are initiated and maintained: that qualified students are attracted into these programmes; that high level research at the postgraduate and post-doctoral level is maintained; that studies are completed in the stipulated time and that research findings are disseminated to the users so that they are of benefit to Kenya and generally to scholarship. The School of Graduate Studies Board shall make recommendations for award of Scholarships and Fellowships. It shall also administer the School of Graduate Studies Research Grant when such awards are available.

Teaching and research shall, however, be carried out in the various Schools.

2.0 OBJECTIVES

The objectives of the School of Graduate Studies are to:

- i. Co-ordinate Postgraduate academic programmes from Schools and ensure rules and regulations relating to postgraduate studies are strictly adhered to.
- ii. Co-ordinate the admission of postgraduate students, the conduct of postgraduate programmes including examinations and recommend to Senate awards of postgraduate certificates, diplomas and degrees.
- iii. Negotiate for funding and co-ordinate the distribution of funds for School of Graduate Studies Research Grant Scheme.
- iv. Organize and co-ordinate seminars, Inaugural and Public lecture series.
- v. Encourage the publication and dissemination of research findings and in conjunction with the Directorate of Research and Publications and the Directorate of Linkages, Outreach and Consultancies ensure that patents and other intellectual property rights are secured where appropriate.
- vi. Co-ordinate matters pertaining to the welfare of postgraduate students and ensure the existence of an environment that is conducive for the conduct of their studies.
- vii. Make recommendations for award of scholarships, fellowships, School of Graduate Studies Research Grant and assistantships when such awards are available.

3.0 THE BOARD OF THE SCHOOL OF GRADUATE STUDIES

The Board of the School of Graduate Studies shall be responsible to Senate for all matters pertaining to postgraduate studies at Maseno University.

3.1 Membership

- (i) Dean, School of Graduate Studies (Chairperson)
- (ii) Associate Deans, School of Graduate Studies
- (iii) Chairpersons of all School Postgraduate Studies Committees (SPGSC)
- (iv) Finance Officer
- (v) One representative from each School
- (vi) Two Senate representatives
- (vii) Two postgraduate students representatives

- (viii) University Librarian
- (ix) Registrar, Academic and Students Affairs
- (x) Director of Student Welfare Services
- (xi) Director, Research, Publications and Innovations
- (xii) Director, Linkages, Outreach and Consultancies

3.2 Meetings of the Board

The Board of the School of Graduate Studies shall normally meet once a month

- (i) Notice of regular Board meetings shall be given at least one week in advance with published agenda.
- (ii) The Dean, School of Graduate Studies, may call a special meeting of the Board and the agenda of such meeting shall be the only business of the day.
- (iii) The quorum for the transaction of any business during all meetings shall be one third or the nearest whole number above one third of the membership of the Board of the School of Graduate Studies.
- (iv) The School of Graduate Studies Board may at its own discretion invite other persons to attend any of its meetings in an advisory capacity. Such persons shall be listed as “in attendance” and shall not have the power to vote.

4.0 POSTGRADUATE FACULTY

All full time academic staff who are holders of a doctorate degree, teach postgraduate courses or supervise postgraduate research constitute the “Postgraduate Faculty”.

4.1 Membership

Members of the Postgraduate Faculty (PGF) are the following:

- (i) Professors
- (ii) Associate Professors.
- (iii) Senior Lecturers.
- (iv) Lecturers holding doctoral degrees with relevant teaching and/or research experience at postgraduate level and who are engaged in productive research.

4.2 Terms of Reference and Functions of Postgraduate Faculty

- (i) Teaching postgraduate programmes in their departments on a regular and continuing basis.
- (ii) Supervision of postgraduate students’ theses (proposal, research, writing, submission and examination)
- (iii) Serving as Academic Advisors of postgraduate students.
- (iv) Serving on examination panels for postgraduate students.
- (v) Holding consultative meetings under the Chair of the Dean of School where necessary.
- (vi) Coordinating and promoting postgraduate research activities within the University.

4.3 Restrictions on Supervision and Examination of Thesis

- (i) Postgraduate diploma candidates shall normally be supervised and examined by holders of Masters Degrees and above.
- (ii) Masters candidates shall normally be supervised and examined by holders of Doctoral Degrees.
- (iii) Doctoral candidates shall be supervised and examined by holders of Doctoral degrees with relevant research experience as evidenced by three (3) publications in refereed journals or one (1) University level academic books after graduation.
- (iv) A member of staff shall normally declare conflict of interest and is expected to observe professional ethics in the supervision and examination of students.

5.0 DEPARTMENTAL POSTGRADUATE STUDIES COMMITTEE (DPGSC)

5.1 Membership

- (i) All teaching staff in the Department who are designated members of Postgraduate Faculty.
- (ii) The Chairperson of Department
- (iii) A Chairperson, who shall normally not be Chairperson of Department, and who shall be elected by the academic members of the Department initially in a meeting to be convened by the Chairperson of Department. The Chairperson of the DPGSC shall normally be a Senior Lecturer or a higher grade.
- (iv) One representative of Postgraduate students

5.2 Terms of Reference and Functions of DPGSC

The Departmental Postgraduate Studies Committee shall:

- (i) Initiate and co-ordinate postgraduate programmes in the Department.
- (ii) Collaborate, whenever necessary, with other departments in the School and the University in general, in running inter-disciplinary higher degrees.
- (iii) Review applications for postgraduate admissions and make recommendations to the School Postgraduate Studies Committee.
- (iv) Recommend the appointment of Supervisors, Internal Examiners and External Examiners to the School Postgraduate Studies Committee.
- (v) The Chairperson of the DPGSC shall be the Academic Advisor for postgraduate students in the Department
- (vi) Carry out any other functions assigned to it by the Board of the School of Graduate Studies.
- (vii) At its discretion invite other persons to attend any of its meetings in an advisory capacity. Such persons shall be listed in attendance and shall have no power to vote.

When matters pertaining to examinations are presented for deliberation, the Chairperson shall ask the student representative not to attend such meetings.

6.0 SCHOOL POSTGRADUATE STUDIES COMMITTEE (SPGSC)

6.1 Membership

- (i) All Chairpersons of Departmental Postgraduate Studies Committee in that School.
- (ii) Two representatives of Postgraduate Students in the School. The registration of the Student Representative must remain valid during the academic year in which the student is a representative. (One Masters, one PhD)
- (iii) The Dean of the School or representative.
- (iv) A Chairperson, who shall normally not be the Dean of the School, shall be elected by the members of the SPGSC initially in a meeting to be convened by the Dean of that School.
- (v) At its discretion the committee shall invite other relevant persons to attend any of their meetings in advisory capacity. Such persons shall have no power to vote.

6.2 Terms of Reference and Functions of SPGSC

The School Postgraduate Studies Committee (SPGSC) is responsible to the School of Graduate Studies Board or to the relevant Academic Board of the Constituent College.

The School Postgraduate Studies Committee shall:

- (i) Recommend to the School of Graduate Studies Board, all postgraduate academic programmes in the School.
- (ii) Recommend to the School of Graduate Studies Board all candidates for admission to postgraduate studies.
- (iii) Recommend to the School of Graduate Studies Board the appointment of Supervisors, Internal Examiners and External Examiners.
- (iv) Recommend to the School of Graduate Studies Board candidates for the award of scholarships, and fellowships.
- (v) Communicate to the School of Graduate Studies Board all problems facing postgraduate students in the School.
- (vi) Recommend to the School of Graduate Studies Board the award of higher certificates, diplomas, and degrees to postgraduate students in their School.

When matters pertaining to examinations are presented for deliberation, the Chairperson shall ask the student representatives not to attend such meetings.

7.0 SUBMISSION AND PROCESSING OF APPLICATIONS FOR POSTGRADUATE STUDIES

7.1 Submission of Applications for Postgraduate Studies

- (i) Three sets of application forms for postgraduate studies shall be issued by the Dean of School of Graduate Studies after an applicant has paid the appropriate application fee. Applicants shall also use the online application form through University web site or any other relevant sub-domain. Application forms shall also be downloaded from the University web site or other relevant sub-domain.
- (ii) Completed application forms, plus copies of Secondary School Certificates, Degree Certificates, Official Degree Transcripts and any other relevant Testimonials shall be submitted to the Dean, School of Graduate Studies

who will record all the forms for statistical and monitoring purposes. Completed applications together with evidence of payment of application fee may also be received through the online application form, postal mail or dropped off in person at the Office of the Dean, School of Graduate Studies or any of the campuses of Maseno University.

- (iii) Doctoral applicants shall submit with application forms a concept paper of the intended research not exceeding 500 words.
- (iv) All applications shall be acknowledged by the Dean, School of Graduate Studies and forwarded to relevant Departments where the Departmental Postgraduate Studies Committee shall prepare a shortlist of candidates. Thereafter, the application, together with minutes of the DPGSC meeting, shall be tabled before the SPGSC meeting for further processing.
- (v) Chairpersons of School Postgraduate Studies Committee shall forward, through their respective Deans, names of short listed candidates, minutes of SPGSC meetings and all the processed application forms to the Dean, School of Graduate Studies.
- (vi) The School of Graduate Studies Board shall scrutinize all applications for postgraduate studies and if satisfied with an applicant's eligibility for registration, shall recommend to Senate that the applicant be registered.
- (vii) Before recommending a candidate to the Admissions Board for admission and registration, the School concerned shall satisfy itself that:
 - a. The candidate meets the minimum entry requirements for that programme.
 - b. The proposed field of study can be pursued under the supervision of the University Postgraduate Faculty.
 - c. The candidate has adequate opportunities for consulting his/her Supervisor(s) at least once a month.
 - d. The candidate has adequate facilities for practical work where applicable.
- (viii) A Department which does not have sufficient Postgraduate Faculty to teach, supervise and examine its own postgraduate students shall normally not admit/register students in that particular academic year. The recommended ratio of Postgraduate Faculty: Postgraduate students for supervision shall be 1:10 at any one given time.
- (ix) The Dean, School of Postgraduate Studies shall send letters of admission and/or registration to all successful candidates within one week of approval. Such letters shall be copied to the Registrar, Academic and Students Affairs, Head of teaching Department and the relevant Dean of School.
- (x) Admission into the current academic year for postgraduate candidates shall normally close on the date designated by Senate. The beginning of the academic year for Masters and Postgraduate Diploma students shall normally be synchronized with the university calendar. Doctoral students can join at any time of the year with approval of the relevant department.
- (xi) All students must present original certificates for verification at first registration. Students registered for eLearning programmes shall present their original certificates for verification at the examination centres when they take the first sit-in examinations or on their first mid-semester face-to-face meeting. No eLearning student shall be allowed to graduate before their original certificates are verified.

7.2 Change of Course/Programme

- (i) A candidate requesting for change of course/programme shall normally make a request to the Dean, School of Graduate Studies within one month of enrolment as a postgraduate student.
- (ii) Such requests shall be sent through the Chairpersons of the Postgraduate Departmental Committee of both the current department and the proposed new department.
- (iii) Students requesting for change of course/programme must meet admission requirements of the desired course/programme.
- (iv) The request for change of course/programme shall be discussed by the Board, School of Graduate Studies and if accepted be proposed to Senate for approval.

7.3 Deferment/Suspension of Studies

- (i) A candidate may in exceptional cases be allowed, for good academic and personal reasons, to suspend his/her studies for a specific period.
- (ii) Requests for deferment should be addressed to the Dean, School of Graduate Studies stating acceptable/justifiable grounds and the period of deferment.
- (iii) The School of Graduate Studies Board shall consider the request and recommend to Deans' Committee and Senate to approve deferment/suspension of studies for a period not exceeding one academic year.
- (iv) The letter granting deferment or otherwise shall be copied to the Dean of School, Chairperson of the Department and the Principal/Director of the campus where a student is registered.

7.4 Re-admission

- (i) At the expiry of an approved period of deferment/suspension of studies, the student shall request for re-admission. Requests for re-admission shall be addressed to the Dean, School of Graduate Studies.
- (ii) Upon approval of the School of Graduate Studies Board, the Registrar, Academic and Students Affairs shall re-admit or advise the student to resume studies. The re-admission shall be communicated as stated in 7.3 (iv) above.
- (iii) A student who suspends studies for a period exceeding one academic year may re-apply for fresh admission.

7.5 Extension of Studies

- (i) A candidate who is unable to submit a Masters or Doctoral degree thesis within the stipulated time in accordance with clause 9.2.3 and 9.2.4 may apply for extension of studies. Such application should be addressed to the Dean, School of Graduate Studies through the candidate's supervisors, Chairman of the Department, Dean of the School; clearly stating the reasons for extension and provide sufficient evidence.
- (ii) Extension of studies shall be granted for such a period as to enable the candidate complete studies within the maximum allowed duration as specified in clauses 9.2.3(i) and 9.2.4 (v) of these Rules and Regulations. A candidate that does not meet these conditions shall be deregistered as specified in Section 12.0

7.6 Registration of Admitted Students

- (i) All admitted students shall be required to register physically or online, with the Office of the Registrar, Academic and Students Affairs within the first three weeks of the Semester.
- (ii) Candidates admitted to eLearning programmes shall undertake a mandatory online Orientation to eLearning course before participating in the online course(s) in which they are registered.
- (iii) A candidate shall not be allowed to sit for a University Examination if she/he has not fulfilled the condition in (i) above
- (iv) A candidate shall be required to register for University Examinations at least four weeks before the start of Semester Examinations
- (v) All continuing postgraduate students shall sign the Nominal Roll at the School of Graduate Studies or the Principal's Office (for those enrolled outside the main campus) or online (for those enrolled for eLearning programmes). at the beginning of every semester. Students signing the Nominal Roll for the first time must produce original degree certificates for verification.

8.0 TITLES OF POSTGRADUATE QUALIFICATION

8.1 Degree Titles

The University offers the following degrees:

- (a). Master of Arts (MA)
- (b). Master of Business Administration (MBA)
- (c). Master of Education (MEd)
- (d). Master of Science (MSc)
- (e). Master of Public Health (MPH)
- (f). Doctor of Philosophy (PhD)
- (g). Doctor of Letters (DLitt)
- (h). Doctor of Science (DSc)

Departments/Schools may propose new degrees giving justification for consideration and approval by Senate.

8.2 Other Titles

- (a) Postgraduate Certificates
- (b) Postgraduate Diploma

9.0 CONDUCT OF STUDIES COMMON RULES AND REGULATIONS FOR POSTGRADUATE STUDIES

9.1 Eligibility

9.1.1 Postgraduate Certificate

To qualify for admission into the postgraduate certificate programme applicants shall be:

- (i) Holders of a degree of Maseno University or any other recognized University by the Commission for University Education
- (ii) In addition to the above, the applicant may be required to fulfil specific School requirements approved by Senate.

9.1.2 Postgraduate Diploma

To qualify for admission into the Postgraduate Diploma (PGD) an applicant shall be:

- (i) Holders of a degree of Maseno University or a degree from any other University recognized by the Commission for University Education.
- (ii) In addition to the above, the applicant may be required to fulfil specific School requirements as approved by Senate.

9.1.3 Masters Degree

To qualify for admission into the Masters degree an applicant shall be:

- (i). Holder of at least an upper second class honours degree of Maseno University or any other University recognized by the Commission for University Education.
- (ii) Holder of a lower second class degree of Maseno University or any other University recognized by the Commission for University Education. and Postgraduate Diploma of Maseno University or any other recognized University or evidence of at least two (2) years research experience as demonstrated by publication in peer reviewed journals.
- (iii) Holder of a pass degree of Maseno University or any other University recognized by the Commission for University Education. and a Postgraduate Diploma of Maseno University or any other recognized University and evidence of at least three (3) years research experience as demonstrated by publications in peer reviewed journals.
- (vi) In addition to the above, the applicant must meet the specific requirements of the Masters programme as approved by Senate

9.1.4. Doctoral Degree

To qualify for admission into a Doctoral programme, the applicant shall be:

- (i) Holders of a Masters degree of Maseno University in the relevant field, or
- (ii) Holders of a relevant Masters degree of any other University recognized by the Commission for University Education.
- (iii) In addition to the above, the applicant must meet the specific requirements of the Doctoral degree programme as approved by Senate.

9.2. Structure of Postgraduate Programmes

9.2.1 Postgraduate Certificate Programme

The duration of the Postgraduate Certificate programme shall be between 3 to 6 months

The programme shall be designed by the respective departments which shall submit it to the School of Graduate Studies Board through SPGSC. The School of Graduate Studies Board shall forward the proposed programme with recommendations to Senate for approval.

9.2.2 Postgraduate Diploma

- i. The Postgraduate Diploma (PGD) programme shall consist of a minimum of 9 units of course work, examination and project distributed over two consecutive semesters as follows:

FIRST SEMESTER	Coursework	4 units minimum
	Project	1 unit maximum
SECOND SEMESTER	Coursework	2 units minimum
	Project	2 units maximum

Students registered for Postgraduate Diploma programmes offered through eLearning shall normally enrol for a minimum of 2 units each semester or as determined by the respective schools.

- (ii) Students shall choose courses in consultation with Departmental Postgraduate Faculty where applicable. All candidates shall normally participate in the seminars arranged by their departments
- (iii) A candidate registered in accordance with these regulations shall be required to undertake a project under supervision by academic staff appointed in that capacity by Senate on the recommendation of the School Board concerned to the Board School of Graduate Studies.
- (iv) Each student shall choose a topic for his/her project in consultation with academic staff from the Departmental Faculty within one month of the first semester.
- (v) Only one supervisor will be appointed for each candidate from among the academic staff of the School concerned by Dean, School of Graduate Studies upon recommendation by the Department concerned and approval of the Board, School of Graduate Studies.
- (vi) The candidate shall submit and present a project proposal to the DPGSC within one month of the first semester. At an additional cost to be determined by the Board of the School of Graduate Studies, soft copy submission will be allowed in exceptional circumstances.
- (vii) The approved project proposal and minutes of the DPGSC that approved the proposal shall be submitted to the School of Graduate Studies, for processing and recommendation to Senate for final approval. Proposals not accompanied by minutes of DPGSC shall not be processed.
- (viii) The processing of the submitted project proposal from the DPGSC to School of Graduate Studies shall take a maximum of two (2) weeks.

9.2.3 Masters Degrees

- (i). The Masters Degree programme in all departments shall normally consist of coursework, examination and thesis/project normally extending over a period of two academic years distributed over four semesters of full time/part-time attendance provided that part-time attendance shall not exceed a period of four calendar years from the date of registration.

Masters Degree (Coursework and Thesis Option)

- (ii). The Masters degree programme (thesis option) in any department shall consist of a minimum of 14 units, and a maximum of 19 units of coursework, examination and thesis distributed over four semesters as below:

a) Masters by Coursework and Thesis

First Semester:	Coursework:	4 units minimum	6 units max
Second Semester:	Coursework:	3 units minimum	6 units max
	Research Proposal	1 unit	
Third Semester:		Research	3 units
Fourth Semester:		Research/Thesis submission	4 units

Students registered for Masters Degree (Coursework and Thesis) programmes offered through eLearning and other flexible modes shall normally enrol for a minimum of 2 units each semester or as determined by the respective schools.

- (iii). During the coursework semesters, students shall be encouraged to propose prospective supervisors to the Chairperson DPGSC, from amongst the Postgraduate Faculty in the Department.
- (iv). The candidate shall submit a thesis research proposal to the DPGSC within 4 weeks of the next semester following completion of coursework.
- (v). Within two days of proposal receipt, the DPGSC Chairperson shall forward the proposal to the Chairperson, SPGSC who will convene a proposal presentation seminar that must be attended by all Postgraduate Faculty of the Department concerned and chairpersons of DPGSC in the School or their representatives. All postgraduate studies faculty shall be invited to the presentations. The Chairperson, SPGSC/representative shall chair the presentations.
- (vi). The processing of the submitted thesis research proposal from the DPGSC to School of Graduate Studies shall take a maximum of four (4) weeks.

The approved thesis proposal and minutes of the SPGSC that approved the proposal shall be submitted to the School of Graduate Studies, for processing and recommendation to Senate for final approval. Proposals not accompanied by minutes of SPGSC shall not be processed.

Masters Degree (Coursework and Project Option)

- (vii). The Masters degree programme (project option) in any department shall normally consist of a minimum of 15 units, and a maximum of 22 units of course work, examination, and project research distributed over four semesters as below:

b) Masters by Coursework and Project

First Semester:	Coursework:	4 units minimum	6 units' max.
Second Semester:	Coursework:	3 units minimum	6 units' max
Third Semester:	Course work:	3 units minimum	6 units' max.
	Project Proposal	1 unit	
Fourth Semester:	Research/Project submission		3 units

Students registered for Masters Degree (Coursework and Project) programmes offered through eLearning and other flexible modes shall normally enrol for a minimum of 2 units each semester or as determined by the respective schools.

- (viii). Students shall choose topics for their projects in consultation with their supervisors from the Departmental Postgraduate Faculty.

- (ix). The candidate shall submit a project research proposal to the DPGSC within 2 weeks of the next semester following completion of coursework
- (x). The processing of the submitted project research proposal from the DPGSC to School of Graduate Studies shall take a maximum of four (4) weeks.
- (xi). The approved project proposal and minutes of the SPGSC that approved the proposal shall be submitted to the School of Graduate Studies, for processing and recommendation to Senate for final approval. Proposals not accompanied by minutes of SPGSC shall not be processed.
- (xii). Masters coursework shall normally include research methodology

9.2.4 Doctoral degrees

- (i) The Doctoral programme in any Department shall normally consist of 19 units of thesis only in the areas where the Masters programmes are in place:

First Semester:	Research proposal:	3 units
Second Semester:	Research proposal:	1 unit
	Research only	3 units
Third Semester:	Research only	3 units
Fourth Semester:	Research only:	3 units
Fifth and Sixth	Research/Thesis Submission	6 units

- (ii) **Deficiency**
 - a) Where a doctoral student is found deficient in areas necessary for PhD. research work as determined by the Department, the student shall be required to register for relevant courses from Masters/Undergraduate programmes.
 - b) Such students will be expected to register and pass examinations in the courses, particularly level 8 courses. Where the relevant courses are already available in eLearning mode, such students may join the online class.
- (iii) Once admission is recommended by School of Graduate Studies Board and approved by Senate, the candidate shall be issued with a provisional admission letter with a reference number valid for six (6) months within which to develop and submit a research proposal.
- (iv) A Doctoral student must submit to the Dean, School of Graduate Studies, through his/her respective SPGSC a full research proposal within six months after initial provisional registration and only be given full registration when the proposal is approved by School of Graduate Studies Board.
- (v) A candidate may be registered as a full-time student for the Doctoral degree for a minimum of three years and a maximum of five years. A candidate may be registered as a part-time student for the Doctoral degree for a minimum of four years and a maximum of seven years. The School of Graduate Studies Board will review registration from time to time. Continuance of registration will depend on evidence of satisfactory progress.

- (vi) A duly registered candidate shall be required to pursue his/her programme of study within the stipulated duration, under supervision of Postgraduate Faculty approved by Senate.

9.2.4 Flexible degree programmes

Postgraduate degree programmes offered by Maseno University shall be available in flexible three-semester-a-year/trisemester modes that will allow a student to complete their degree programme on an accelerated schedule. Students who prefer a flexible degree programme shall enrol in one or a combination of the following modes:

- (i) Evening study mode: Studying at any Maseno University campuses after work.
- (ii) Weekend mode: Attending classes during weekends.
- (iii) Sandwich mode: Attending intensive face-to-face classes during any of the three official school holidays in April, August and December.
- (iv) eLearning mode: Learning at the eCampus through the internet at one's own time.

Variations in the number and sequence of courses/modules by student per semester, as well as the pre-requisite order of taking core, required or elective courses, shall affect the time frame within which a specific degree may be obtained by each student.

10. SUPERVISION

10.1 General

- (i) A candidate registered in accordance with these regulations shall be required to pursue his/her programme of study under instruction or supervision by academic staff appointed in that capacity by Senate on the recommendation of the School Board concerned to the Board School of Graduate Studies.
- (ii) A meeting of the DPGSC shall be convened within the semester which students will complete coursework, to recommend supervisors for the students to the Dean, School of Graduate Studies.
- (iii) The Dean, School of Graduate Studies shall present the recommended supervisors to the Board, School of Graduate Studies for approval. All approved supervisors shall be issued with letters of appointment by the Dean, School of Graduate Studies.
- (iv) Normally, only two supervisors will be appointed for each candidate from among the Postgraduate Faculty of the School concerned for Masters by Coursework and Thesis or Doctoral students. However, in rare cases, School Boards may recommend to the Board, School of Graduate Studies appointment of additional supervisor(s) as they may deem necessary in individual cases. Such recommendation for additional supervisor(s) shall be accompanied by proper justification.
- (v) Normally, only one supervisor will be appointed for each candidate from among the Postgraduate Faculty of the Department concerned for Masters by Coursework and Project or among the academic staff for a Postgraduate Diploma student.
- (vi) At least one of the Supervisors must be a member of staff in the Department where the Masters by Coursework and Thesis or Doctoral candidate is registered.
- (vii) Supervisors shall submit to the Dean, School of Graduate Studies either individually or jointly, academic reports on the progress of each candidate every six months. Each report shall be sent through the respective

Chairpersons of the DPGSC and SPGSC Chairperson, and shall be copied to the Registrar, Academic and Students Affairs, and the Dean of School.

- (viii) Doctoral candidates (and Masters candidates who have completed course work) shall be required to consult their supervisor(s) at least once a month and to submit, every semester, a written progress report to the Dean, School of Graduate Studies through the Supervisors, the Chairman of the Department and the Dean of the School.
- (ix) Where the progress of a given candidate is unsatisfactory, such a candidate shall be given a written warning by the Dean, School of Graduate Studies to the effect that unless the candidate shows signs of improvement within the subsequent six months, the candidate will be de-registered. The warning letter shall be copied to the respective Chairpersons of the DPGSC and the SPGSC, the Supervisor(s), the Chairperson of Department, the Dean of School and Academic Registrar.
- (x) When the report of the student is adverse on supervisor(s), the Dean, School of Graduate Studies will constitute a committee comprising Deans of School/Chairpersons of Department and Academic Registrar to investigate and make recommendations.
- (xi) The Dean, School of Graduate Studies in consultation with Deans of Schools and Chairpersons of Departments shall ensure the effective supervision of the students.

10.2 Appointment of Supervisors

- (i) The concerned Departmental and School Postgraduate Studies Committees in consultation with the Dean, School of Graduate Studies, shall process recommendations on the appointment of Supervisors in the first instance.
- (ii) The School of Graduate Studies Board shall discuss and make recommendations to the Deans' Committee and Senate on the suitability of Supervisors, based on acceptable thesis/project research proposals from the candidate.
- (iii) Before recommending the appointment of any Supervisor, the School of Graduate Studies Board shall satisfy itself that the proposed Supervisor is competent in the subject area in which the candidate proposes to work. All Internal Supervisors for Masters and Doctoral programmes must be members of the Postgraduate Faculty as defined in section 4.1 and taking into consideration section 4.3 of these Rules and Regulations.
- (iv) Each candidate shall normally have two Supervisors. At least one supervisor shall normally be a member of the teaching Department in which the student is registered. The Supervisor whose specialty is closest to 'the student's field of research shall be designated as the Main Supervisor.
- (v) Where an additional Supervisor is recommended for appointment from outside the University, including the student's workplace, such a person shall show evidence of competence in the area of study through academic publications preferably produced in refereed journals. Such a person shall also submit a current CV to be approved by Senate before formal appointment.

- (vi) All students shall be required to consult their Supervisor(s) at least once a month based on a schedule to be worked out between the student and the Supervisor.
- (vii) Supervisors shall submit to the Dean, School of Graduate Studies, either individually or jointly, academic reports on the progress of each student every six months. The reports shall be copied to the respective SPGSC Chairperson, Registrar (Academic Affairs), the respective Dean, the Chairperson of Department and the respective Chairperson of the DPGSC.
- (viii) All Supervisors approved by Senate shall be informed in writing of their appointment by the Dean, School of Graduate Studies.

10.3 Replacement of Supervisors

- (i). Where the DPGSC is not satisfied that supervision of a particular candidate is effective, they shall recommend for a replacement to the School of Graduate Studies Board through SPGSC.
- (ii). Minutes of the DPGSC and SPGSC meetings specifying reasons or justification for the recommended replacement shall be attached to the letter of recommendation.
- (iii). Where a supervisor is deceased or incapacitated, another supervisor shall be appointed, if the research work had not progressed to an advanced stage. However, if the research work was at an advanced stage, the deceased supervisor shall be retained in the thesis/project report. The Department shall, however, recommend appointment of a thesis advisor who shall normally sign the thesis as an advisor.

11.0 PROCESSING OF EXAMINATIONS

11.1 Processing of Examinations in General

- (i) Unless otherwise stated, 'Regulations for the Conduct of Examinations' as outlined in the Common Rules and Regulations for Undergraduate Examinations shall normally apply.
- (ii) The teaching Department in which a student was taught shall process postgraduate coursework examination results. The Chairperson of the DPGSC shall submit fully moderated coursework examination results for all its registered candidates duly approved by the committee through the Chairperson of the Department to the School Postgraduate Board of Examiners for deliberations.
- (iii) The Chairperson of SPGSC shall chair postgraduate Board of Examiners meeting to deliberate on the coursework examination results.
- (iv) The Chairperson of the SPGSC shall submit coursework examination results and appropriate recommendations to the Dean of the School. The Dean of the School shall forward copies of approved coursework examination results to the School of Graduate Studies Board within two months after the end of the semester in which the courses were taught and examined.
- (v) The coursework examination results shall be processed through School Postgraduate Board of Examiners concerned and reported directly to Senate, with a copy to the Dean, School of Graduate Studies

- (vi) Processing procedure of examinations for programmes involving coursework and examination assessment at the second year of study shall be as stipulated in Clause 11.2.3 (ii).

11.2 Assessment and Examination of Postgraduate Programmes

11.2.1 Postgraduate Certificate

- (i) The Postgraduate Certificate Course shall be assessed through:
 - a) Written Examinations
 - b) Reports
 - c) Seminars
 - d) Any other appropriate mode of assessment approved by Senate.
- (ii) Departments shall specify the manner of assessment for approval by Senate.

(iii) Recommendations for the Award of Postgraduate Certificates

The Chairperson of the respective SPGSC shall forward names of candidates who have met their programme requirements to the School of Graduate Studies Board. The School of Graduate Studies Board shall deliberate on the results and recommend the successful candidates to Senate for the award of the respective Certificates.

11.2.2 Postgraduate Diploma

Examination of Courses and Projects for PGD

- (i) Candidates enrolled for PGD examinations shall be required to attain a pass grade 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 60% of the total marks in each course.
 - (b) Departments may prescribe laboratory assignments, continuous assessment based on essays, and such other tests administered face-to-face or online. This shall normally constitute 40% of the total marks.
- (iii) A candidate who fails a prescribed course shall be eligible to re-sit the examination when next scheduled.
- (iv) A candidate who fails more than 50% of the courses taken shall be discontinued.
- (v) The project report shall be submitted before the University examinations scheduled in the second semester of the academic year of study or before sitting exams in the last module of coursework if registered for an eLearning or any other flexible mode.
- (vi) The project report shall be marked by the student's Internal Examiner and presented for final assessment by the External Examiner for coursework examinations.
- (vii) The project report shall be assessed out of a maximum of 100 marks. A candidate who fails in the project shall be given opportunity to re-submit the project report.

- (viii) A candidate, who for valid reasons such as sickness, fails to sit for an examination, shall be allowed to sit for the examination when next scheduled.
- (ix) A candidate must pass both coursework and project to be awarded the PGD. The award of the Post Graduate Diploma, based on the mean mark obtained in coursework and project shall be graded as follows:

Grading System for Post Graduate Diploma Coursework

Percentage	Grade	Remarks
70-100	A	Distinction
60-69	B	Credit
50-59	C	Pass
Below 50	D	Fail

- (x) **Recommendations for the Award of the Postgraduate Diploma**
The Chairpersons of the respective SPGSC shall forward names of candidates who have met their coursework and projects requirements to the School of Graduate Studies Board. The School of Graduate Studies Board shall deliberate the results and recommend the successful candidates to Senate for the award of the respective Diplomas.

11.2.3 Masters Degrees

- (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 administered face-to-face or online as may be prescribed by the Department. This will normally constitute 40% of the total marks.
- (iii) A candidate who fails a prescribed course in the first year shall be eligible to re-sit the examination when next scheduled. Re-sits shall not be taken more than two times. Prescribed courses include core, pre-requisite or elective courses as specified in the academic programmes
- (iv) A candidate who fails more than 50% of the courses taken shall be discontinued.
- (v) Continuous assessment marks shall count towards a re-sit examination.
- (vi) A candidate who, for valid reasons such as sickness, fails to sit an examination shall be allowed to sit for the examination when next scheduled. Medical cases must be supported by documents from the University Medical Officer or accredited Medical Officer for eLearning students.
- (vii) Students are free to take extra courses over and above the prescribed number of units and shall be given a grade, which shall normally be reflected on their transcripts. Students are also free to audit courses face-to-face or online with the approval of the Lecturer concerned or Head of Department. Such courses shall not be examined.

- (viii) A candidate who fails an extra course shall not be penalized as long as the candidate passes the prescribed units.
- (ix) The procedure for submission and examination of Theses shall be as outlined in sections 11.3 of these Rules and Regulations.

Grading System for Masters Coursework

Percentage Marks	Grade	Remarks
70-100	A	Distinction
60-69	B	Credit
50-59	C	Pass
Below 50	D	Fail

(x) Recommendations for the Award of the Masters Degree

(a) Coursework and Thesis

Names of candidates who have submitted bound theses shall be tabled to the Board, School of Graduate Studies, together with 8 (eight) copies of the bound theses, electronic copies of the theses and minutes of the respective Oral Defence. The Board shall inspect and verify conformity to standards of 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.

(b) Coursework and Project

Names of candidates whose projects have been marked and graded shall be tabled to the School of Graduate Studies Board, together with eight (8) copies of the bound project reports, electronic copies of the project reports and minutes of the respective Oral Project Presentation. The Board shall inspect the bound project documents 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 coursework.

11.2.4 Recommendation for the award of the Doctoral Degree

Names of candidates who have submitted bound theses shall be tabled in the Board of the School of Graduate Studies, together with eight (8) copies of the bound theses, electronic copies of the theses and minutes of the respective Oral Defence. The Board shall inspect the bound theses, and once satisfied, shall recommend the successful candidates to Senate for the award of the respective Doctoral Degrees, after ensuring the candidate has published at least one paper in a refereed journal.

11.3 Examination of Masters Projects and Masters or Doctoral Theses

11.3.1 Submission and Examination of Projects

- (i) The project report shall be submitted before the regular University examinations scheduled in the semester of the year of study the student completes coursework. Notice of Intent to submit a project report to the Dean, School of Graduate Studies shall be given in writing through the

- Supervisor and copied to the Dean of the School, the Chairpersons of the Department and Departmental & School Postgraduate Studies Committees. The notice shall include a signed Abstract not exceeding 400 words signed by the student and countersigned and dated by the Supervisor.
- (ii) For each candidate, the DPGSC shall recommend to the Board, School of Graduate Studies a panel of two (2) Postgraduate Faculty and an external examiner to examine the Project Report.
 - (iii) A Project report shall be marked by the Project Panel and the external examiner appointed by Dean, School of Graduate Studies upon approval by Senate. The marking shall conform to an approved guideline provided by the School of Graduate Studies.
 - (iv) Senate shall on the recommendation of the School of Graduate Studies Board, appoint in respect of each candidate presenting a Project Report, a Panel of Examiners consisting of:
 - a. Chairperson, School Postgraduate Studies Committee or Dean, of the School/his representative as Chairperson,
 - b. The External Examiner,
 - c. Two Internal Examiners, at least one of whom shall be from the relevant Department,
 - d. The candidate's Supervisor, (who shall be in attendance during the oral defence)
 - e. Two School Representatives (one from the department and the other from outside the department).
 - f. Dean of the School or Representative
 - (v) The student shall make an oral 15 minutes project presentation followed by a 30 minutes oral examination by the Examining Panel, chaired by the Chairperson, School Postgraduate Studies Committee. The oral presentation shall be open to the public. Whereas all Postgraduate Faculty shall be invited, only the panel members shall award marks. In exceptional cases approved by the Board, School of Graduate Studies, eLearning students may be allowed to make their presentations via videoconference or other such technology.
 - (vi) Each Examiner shall indicate within his/her detailed report:
 - a. Whether or not the project is adequate in form and content;
 - b. Whether or not the project reflects an adequate understanding of the subject or adds new knowledge in the subject area and in consequence;
 - c. Whether or not the project report needs corrections; and
 - d. Whether the candidate should be awarded the degree or not.
 - (vii) The External Examiner shall not normally be invited to attend the oral presentation, unless she/he awarded a fail grade in the project examination.
 - (viii) After the completion of the Oral Defence, the Panel of Examiners shall decide:
 - (a) Whether the candidate defended the project report adequately and whether the candidate should be granted an outright pass, and recommend the award of the degree subject to the candidate fulfilling other University requirements in respect of the degree programme.

- (b) Whether the project report needs minor revision and/or corrections over and above the recommendations in the Examiners' Reports and recommend submission of the final revised project report within two weeks, duly certified by the Supervisor.
- (c) Whether the project report needs major revision and corrections and recommend re-submission of the project report within one month for assessment by one of the Internal Examiners. Should the project report still be inadequate/fail at this stage, the candidate must submit a revised project report within three months for fresh assessment by all three Examiners and appear for a second defence thereafter.
- (d) Whether the project report needs a thorough overhaul, including collection of more data and/or change of methodology, and recommend re-submission within four months for fresh assessment by three Examiners and a second defence thereafter.
- (e) Whether the project report is unacceptable for the award of the respective degree, and grant the candidate an outright fail.
- (ix) The Supervisor of the student shall be excluded from decision making during and after the oral defence.
- (x) The Chairperson, School Postgraduate Studies Committee shall forward project examinations results to Dean, School of Graduate Studies, within one week of the oral presentation for processing by the Board, School of Graduate Studies, and submission to Senate
- (xi) A candidate must pass both oral presentation and marked project and submit 8 hard copies and a soft copy of the final project report to the Dean, School of Graduate Studies. Pass marks shall be 50% of prescribed marks for each category
- (xii) Where these Rules and Regulations are silent, the regulations covering Examination of Masters Degree (Thesis Option) shall apply.

11.3.2 Submission of Thesis for Examination

- (i) At least twelve weeks before the end of the fourth and sixth semester for Masters and Doctoral theses respectively, a candidate shall give a written Notice of Intent to submit a thesis to the Dean, School of Graduate Studies, through the Supervisor(s). The notice shall be copied to the Dean of the School, the Chairpersons of the Department and Departmental & School Postgraduate Studies Committees. The notice should include an Abstract not exceeding 400 words signed by student and countersigned and dated by the Supervisor(s).
- (ii) A thesis submitted for the degree of Doctor of Philosophy must make a distinct contribution to knowledge and show an understanding of the subject and display originality of thought as evidenced by at least one publication in a refereed journal. It must also include a complete bibliography or references to the materials used in its preparation, whether published or otherwise; and it must also conform to the regulations for the submission of theses of Maseno University.
- (iii) In case a candidate is unable to submit a thesis within the stipulated time, then extension can be granted subject to 7.5 (i) of these rules and regulations.

- (iv) Within four weeks after the Notice of Intent to submit a thesis has been issued, the respective Departmental Postgraduate Studies Committee shall in consultation with the Supervisor(s), recommend to the School of Graduate Studies Board, through the respective SPGSC, one External Examiner, two Internal Examiners, and two School Representatives for the candidate's Board of Examiners. The CVs of examiners who are not staff of Maseno University must be submitted to Dean, School of Graduate Studies for approval by the School of Graduate Studies Board and Senate.
- (v) The School of Graduate Studies Board shall forward the list of Board of Examiners, with appropriate recommendations, to Senate.
- (vi) Senate shall on the recommendation of the School of Graduate Studies Board, appoint in respect of each candidate presenting a thesis, a Board of Examiners consisting of:
 - a. Dean, School of Graduate Studies or his representative as Chairperson,
 - b. The External Examiner,
 - c. Two Internal Examiners, at least one of whom shall be from the relevant Department,
 - d. Candidate's Supervisor(s), (who shall be in attendance during the oral defence)
 - e. Two School Representatives (one from the department and the other from outside the department).
 - f. Dean of the School or Representative
- (vii) Where the Department does not have adequate Postgraduate Faculty, the Internal Examiners shall be replaced by External Examiners.
- (viii) The School shall provide Secretariat for the oral defence and venue for the defence when the SGS Boardroom is in use. The minutes of the oral defence shall be submitted to the Dean, School of Graduate Studies, within one week of the defence.
- (ix) Each candidate shall normally submit eight (8) spiral bound copies of his/her thesis to the Dean, School of Graduate Studies. 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.
- (x) The Dean, School of Graduate Studies shall distribute copies of the thesis to the Internal and External Examiners. The two Internal Examiners and the External Examiner shall be required to assess the thesis and submit detailed reports to the Dean, School of Graduate Studies copied to the Registrar Academic Affairs, within four weeks from the date of dispatch of the thesis.
- (xi) The School Representatives shall normally be members of the Postgraduate Faculty from Maseno University. Normally one representative shall be from the department of the candidate and the other from outside the department. They shall not be required to read the thesis although they shall be encouraged to access a copy of an unmarked thesis at most a day before the defence and the written assessment reports during the defence. School Representatives shall give their assessment of the candidate's thesis only during the Oral Defence.

- (xii) Reports from the External and Internal Examiners shall normally be circulated to Senate approved members of Board of Examiners at the oral defence.
- (xiii) An honorarium shall be paid to the Examiners subject to the submission of a satisfactory report on time. The Internal Examiners shall attend the oral defence to qualify for the honorarium.
- (xiv) Each Examiner shall indicate within his/her detailed report:
 - a) Whether or not the thesis is adequate in form and content;
 - b) Whether or not the thesis reflects an adequate understanding of the subject or adds new knowledge in the subject area and in consequence;
 - c) Whether or not the thesis needs corrections; and
 - d) Whether or not the candidate should be awarded the degree.
- (xv) When an Examiner's report is delayed for more than two months, a new Examiner shall be appointed.

11.3.3 The Oral Defence

- (i) As soon as all the examiners' reports are received, the Dean (SGS) shall convene a meeting of the Board of Examiners at which the examiners' reports and other academic matters arising from the thesis shall be considered. Such a date shall normally be within one month of the date of receipt of the last report. A consolidated report and appropriate recommendations shall be prepared for submission to Senate through the Board, School of Graduate Studies within two weeks. Provisional results shall be released to the candidate after the meeting only where the recommendation of the Board of Examiners is unanimous. The External Examiner or Supervisors who are not employees of Maseno University shall normally not be required to attend the Oral Defence unless he/she has granted failed grade.
- (ii) The External Examiner shall not normally be invited to attend the Oral Defence, unless she/he awarded a fail grade in the thesis examination.
- (iii) Members of the Board of Examiners shall attend the oral defence in person and not send a representative. There shall be a penalty, in accordance with University Rules and Regulations on Examinations, for members of the Board of Examiners who fail to attend the oral defence or cause delay in the commencement of the defence without valid reason.
- (iv) The Oral Defence shall be open to the public. Examiners will be given opportunity to ask all their questions first before the public does. The public will be allowed to ask questions but these shall normally not contribute to assessment of the candidate.
- (v) The duration of the Oral Defence for Masters Candidates shall normally be a maximum of 2 (two) hours, consisting of 20 minutes of the candidate's presentation followed by questions and answers session. For Doctoral candidates, the duration shall normally be a maximum of 3 (three) hours, consisting of 40 minutes of the candidate's presentation, followed by a questions and answers session.
- (vi) After the completion of the Oral Defence, the Board of Examiners shall decide:
 - a. Whether the candidate defended the thesis adequately and whether the candidate should be granted outright pass and recommend the

- award of the degree subject to the candidate fulfilling other University requirements in respect of the degree programme.
- b. Whether the thesis needs minor revision and/or corrections over and above the recommendations in the Examiners' Reports and recommend submission of the final revised thesis within one month, duly certified by the Supervisors.
 - c. Whether the thesis needs major revision and corrections and recommend re-submission of the thesis within three months for assessment by one of the Internal Examiners. Should the candidate still fail at this stage, the candidate must submit a revised thesis within six months for fresh assessment by all the three Examiners and appear for a second defence thereafter.
 - d. Whether the thesis needs a thorough overhaul, including collection of more data and/or change of methodology, and recommend re-submission within nine months for fresh assessment by three Examiners and a second defence thereafter.
 - e. Whether the thesis is unacceptable for the award of the respective degree, and grant the candidate an outright fail.
- (vii) The supervisors of the students shall be excluded from decision making during and after the oral defence.
 - (viii) As long as less than 50% of the members of the Board of Examiners dissent, the decision of the rest of the members shall prevail.
 - (ix) A candidate must satisfy the Board of Examiners in both the Oral Defence and the Written Thesis to be declared pass overall.
 - (x) Where the recommendation of the Board of Examiners is unanimous for or against the award of the degree and where such unanimous recommendation is consistent in all respects with the reports of the examiners, and the results of an oral examination, the Dean, School of Graduate Studies shall forward such recommendation to the Vice Chancellor for approval on behalf of Senate.
 - (xi) Where the recommendation of the Board of Examiners is not unanimous, or the recommendation is not consistent in material respects with the matters referred to in regulation 11.3.3 (vi and ix) it shall be referred to the full Board of School of Postgraduate Studies for an appropriate recommendation to Senate.
 - (xii) The Dean, School of Graduate Studies/representative shall make a brief report on the conduct of the defence to the Board, School of Postgraduate Studies. Where the reports are adverse, the Board shall recommend to Chairman of Senate to take appropriate remedial action.
 - (xiii) An examiner that awarded a pass grade for a thesis that is not successfully defended shall be replaced before re-examination of the thesis.
 - (xiv) A thesis cannot be defended more than twice.
 - (xv) A thesis accepted by the University and subsequently published in part or in whole and in whatever form, shall bear the inscription, "work forming part of the requirements for the degree of Master (or Doctor of Philosophy) of Maseno University".

11.3.4 Final Submission of Thesis

- (i) Once a candidate has revised the thesis according to the recommendations of the Board of Examiners, normally the main supervisor shall check the thesis and then write to the Dean, SGS, certifying that all corrections and amendments suggested by the Examiners have indeed been incorporated. This communication shall be copied to the respective Dean of the School according to the format approved by Senate.
- (ii) An honorarium shall be paid to the supervisors subject to the student making all corrections and amendments suggested during the oral defence.
- (iii) In case of 11.3.3 (v) c above, the proposed Internal Examiner will sign the certificate of correction.
- (iv) Hard covered bound copies of the thesis shall be lettered in gold on the spine with the following information: Title of the thesis, name of candidate with the year of final submission at the bottom.
- (v) The final thesis shall be bound in boards with green buckram for Masters and navy blue buckram for Doctoral Degree.
- (vi) The final project report shall be bound in boards with red buckram for Masters Degree and orange buckram for Postgraduate Diploma.
- (vii) At least eight (8) copies of the hardbound thesis shall be submitted to the Dean, SGS together with a certificate from the University Librarian and one copy each shall be given to the Supervisor(s). One copy of the thesis shall be deposited in the University Library and one copy in the School of Graduate Studies Library. If plates are included in a thesis, original photographs, and not photocopies, shall be used in all the copies of thesis submitted.
- (viii) The candidate shall also submit a soft copy of the final thesis or project report to the School of Graduate Studies.
- (ix) Distribution of the final hard copies of thesis or project reports shall be done after approval by School of Graduate Studies Board and Senate.
- (x) Only candidates whose Certificates of Corrections and/or final examination results shall have reached the Dean, School of Graduate Studies one month before the set University Graduation Day shall be allowed to graduate.

12.0 DE-REGISTRATION

Senate shall de-register a postgraduate student if:

- (i) The student fails to live up to the academic requirements in Section 11.2 for Postgraduate Certificate, Postgraduate Diploma, Masters and Doctoral programmes
- (ii) The candidate's conduct is contrary to the University Rules and Regulations.
- (iii) The candidate has not signed the nominal roll for two consecutive semesters and has not deferred studies.
- (iv) The candidate or candidate's sponsor fails to remit funds to the University for the conduct of studies.
- (v) The candidate has not completed the prescribed studies after
 - (a) **three years for full-time or five years for part-time, studies since the date of registration in a Masters Degree programme.**

- (b) **five years for full-time or seven years for part-time, studies since the date of registration in a Doctoral degree programme.**
- (vi) The candidate has not submitted the final revised thesis after the prescribed time decided during the Oral Defence.

13.0 HIGHER DOCTORATES (HONARARY DEGREES)

The degree Doctor of Science (DSc) or Doctor of Letters (DLitt.) differs from the other postgraduate research degrees in that no specific course of study is required. The submission for the degrees shall consist of published work of high distinction resulting from research contribution to knowledge and which has established the candidate's authoritative standing in his or her subject. Applications for higher doctorates are considered from graduates of Maseno University or other recognized Universities who must have graduated with a PhD. not less than ten years prior to the application. The candidates should be associated with Maseno University and must have made significant and relevant contribution to the University.

Details of the application procedure and assessment shall be as approved by Senate.

a. HIGHER DOCTORATES (OTHER THAN HONARARY DEGREES)

Maseno University offers higher doctorates other than Doctor of Philosophy or Doctor of Medicine that include but are not limited to Doctor of Science (DSc), Doctor of Letters (DLL), and Doctor of Literature. These are the highest academic awards offered by the University and may be conferred upon graduates or close affiliates of Maseno University who shall be adjudged by Senate to have distinguished themselves by their substantial and original contributions to the advancement of learning, which have given them authoritative standing and international eminence in their respective fields. The higher doctorate is thus a recognition of real distinction in the candidate's area of study. It is awarded rarely and only after rigorous examination of a substantial and significant corpus of material by examiners of authoritative standing and international eminence in the field of the submitted work and who are themselves active in research.

The following regulations shall apply to all Schools of Maseno University and its constituent colleges.

1. The following shall be eligible for the award of a Higher Doctorate of Maseno University;
 - (a) A holder of the Doctor of Philosophy or Doctor of Medicine degree of the Maseno University of at least five years;
 - (b) A holder of the Doctor of Philosophy degree from any other recognized University of at least five years standing, provided that at the time of application, the candidate will have been either;
 - (i) A full-time or part-time member of the academic staff, or (ii) in research association with Maseno University and (iii) provided further that in both cases (i) and (ii) specified above, the association with the Maseno University shall constitute contribution to advancement of learning by the University.
 - (c) A holder of a degree of another University equivalent to the PhD degree of Maseno University, or a person whose attainment in qualification and scholarship is approved by Senate as equivalent to the PhD degree of Maseno University;

provided that in either case the applicant shall in addition fulfil the conditions specified in paragraph 2b (i), (ii) and (iii) above.

2. The Higher Doctorate shall be awarded only for the original published work such as would give a candidate authoritative international standing in his/her particular field of research. The application must be based wholly or substantially on original work of distinction carried out by the candidate. The term “published” shall mean printed in a referred journal, book or monograph which shall have been made available to the public.
3. A candidate for Higher Doctorate shall apply to the Board of the School of Graduate Studies, indicating the discipline in respect of which he/she wishes to be considered. However, Senate, on the recommendation of the Board, may approve the consideration of the application under a different discipline.
4. In the application the applicant shall include three sets of the following;
 - (i) Full curriculum vitae including a classified list of the submitted published work.
 - (ii) A concise statement (not exceeding 2,000) of the focus of the scholastic contribution of the work intended for submission.
 - (iii) A statement certifying either that the published work is that of the candidate or, in the case of collaborative work, that the candidate has made a substantial contribution to the work. The proportion of the collaborative work represented by the candidate’s effort must be clearly indicated;
 - (iv) A statement giving full details of any other degree or diploma for which the work, in whole or in part, may have been submitted;
5. Upon receiving the application, the Dean, School of Graduate Studies shall examine and determine if the candidate has met the initial requirements in paragraph 5. The Dean, School of Graduate Studies shall forward the documents to the Dean of the School wherein the discipline in question falls.
6. The Dean of the School shall appoint an Examination Committee of three senior academics who have a general understanding of the applicant’s field of research. At least two members of the Committee must be academic members of the University, one of whom will be nominated to chair the Examination Committee.
7. The Examination Committee will investigate the information provided, including the quality and nature of the submission for examination, will seek input from the Dean of the School, and will make a recommendation to the Dean, School of Graduate Studies within one month, that the School:
 - (a) will allow the applicant to be admitted to candidature for the higher doctorate or
 - (b) will not allow the applicant to be admitted to candidature for the higher doctorate.
8. The Dean of the School shall forward the Examination Committee’s recommendation to the Dean, School of Graduate Studies.
9. The Dean, School of Graduate Studies shall advise the applicant of the School’s decision and, if the application has been accepted, will request written notification of the applicant’s intention to proceed with candidature and submission. The submission of work to be examined must be received by the Dean, School of

Graduate Studies within three months of the notification that the application was accepted.

10. The sets of publication specified in paragraph 5 above, shall be accompanied by a three copies of the thesis of not more than 50,000 words, typed or printed double-space on A4 paper. The thesis shall be a unifying account of the works submitted, indicating their significance to the advancement of knowledge. Where a part of the work submitted has been published jointly with other collaborators, the candidate shall specify in the thesis his/her contribution. The thesis shall include a declaration by the candidate confirming that it has not been submitted for the degree in any other institution and that its contents are the original work of the candidate. The thesis shall comply with the "Regulations for Submission of Thesis for a Higher Degree of the Maseno University". All three sets of the published works and the thesis shall remain the property of the University.
11. The submission of the applicant's works, as specified in paragraph 5 and 11 above, shall be accompanied by evidence of payment of a non-refundable fee.
12. (a) Upon receipt of the documents specified in paragraphs 5 and 11 above, the Board, School of Graduate Studies shall, in consultation with the relevant School, propose to the Senate names of three examiners who are eminent scholars, at least two of whom shall be external examiners. The examiners will be requested to submit their signed confidential reports within two months from the date of their letter of invitation.
(b) The reports shall include an evaluation of the importance and originality of the candidate's contribution to the advancement of knowledge and the scholarly distinction which would entitle him/her to be regarded as an authority in his/her field of knowledge. The reports shall state whether or not, in the examiner's opinion, the degree should be awarded.
13. (a) Upon receipt of the reports of the three examiners, the Dean, School of Graduate Studies shall, within one month, arrange all the relevant documents in a discussable form and forward them to the Chairman of the Senate, who shall then convene a meeting of the Evaluation Panel to review the examiner's reports, evaluate the thesis defence and determine the outcome.
(b) The Evaluation Panel shall comprise:

(i) Chairman of Senate	-	Chairman
(ii) Deputy Vice-Chancellors	-	Members
(iii) Three Appointed Examiners	-	Members
(iv) Dean, School of Graduate Studies	-	Member
(v) Three Senior University Scholars		
One of whom shall be from the relevant discipline and appointed by Senate	-	Members
(vi) Not more than three members may be co-opted by Senate where appropriate	-	Members
(vii) The Registrar, Academic and Students Affairs	-	Secretary
(viii) Principal of the relevant College	-	(In attendance)

(ix) Dean of the relevant School - (In attendance)

14. A thesis for the Higher Doctorate degree shall be defended before a public audience provided that while members of the public shall be free to ask the candidate questions relevant to the subject of his/her thesis, only the Panel Members, shall participate in the final assessment of the thesis and the candidate's performance in defence of the same.
15. The decision of the Evaluation Panel shall be subject to approval by Senate.
16. The examiners' reports and the report of the Evaluation Panel shall be held in strict confidence.
17. An unsuccessful candidate for the award of the Higher Doctorate shall be permitted to re-apply only once after the expiration of a period of at least three years.

15.0 EXEMPTIONS FROM THESE RULES AND REGULATIONS

Request for exemptions from the application of these general Rules and Regulations may be submitted to the Board of the School of Graduate Studies by the Chairperson of a SPGSC, with reasons. The Board of the School of Graduate Studies shall discuss such request and make appropriate recommendations to Senate.

