



# MAASAI MARA UNIVERSITY

## RULES AND REGULATIONS GOVERNING POST GRADUATE STUDIES

|                          |                               |
|--------------------------|-------------------------------|
| Policy No.               | MMU/RAA/R02                   |
| Version                  | 01                            |
| Principal Responsibility | Registrar Academic Affairs    |
| Effective Date           | 5 <sup>th</sup> January, 2018 |

## **Approval of Regulations**

This Regulations shall be known as the Rules & Regulations Governing University Examinations of Maasai Mara University (herein after referred to as “the Regulations”) which shall take effect on the date of approval by the University Council.

In exercise of the powers conferred by Statute 17 (2d) of Maasai Mara University, section 35(1) (a) (iii) of the Universities Act No. 42 of 2012 and section 19 of the Charter for Maasai Mara University 2013, Maasai Mara University Council affirms that these Regulations have been made in accordance with all relevant legislations.

Dated the ..... day of .....2018

Signed: .....

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## **Foreword**

In a society, institution or organization, standards for achieving customer requirements are agreed upon and generally documented to ensure reproducibility of results. Examination is a process and a key plank of any institution of learning intended to measure achievement of learning outcomes set out in a curriculum. Teaching precedes examinations and takes place in a predetermined manner set out in the rules and regulations governing the same, to avoid haphazardness and unpredictability of the outcomes. Therefore, regulations govern events before and after the examinations to secure the process from practices that may influence the integrity of the outcomes in an undesirable manner. Familiarity with the rules and regulations is therefore mandatory for both students and staff to ensure reliability of the examination process for the mutual benefit of both parties.

The Maasai Mara University Rules and Regulations governing Postgraduate studies is an integral part of the broader Examinations Policy that guides examination processes at the University and in institutions that offer the University's examinations. The rules and regulations cover among others, the following issues: teaching, types of examinations that are offered by the University, setting and moderation of examination question papers, examination irregularities and corresponding disciplinary measures, invigilation and conduct of examinations. Also, guidelines on handling of examination results and issuance of transcripts and certificates are provided to students. Similarly, academic staff are guided on what is expected from teaching, like timelines for the administration of Continuous Assessment Tests (CATs) are indicated and the importance of recording class attendance.

**Prof. Mary K. Walingo, PhD, MKNAS, EBS**

**Vice – Chancellor**

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## **1. Introduction**

The Board of Postgraduate Studies (BPS), which has developed these regulations is charged with the responsibility of ensuring that graduate programmes are initiated and maintained; that qualified students are attracted into these programmes; that high level research at the postgraduate and post-doctoral levels 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 the world.

**NB: Requirements for specific postgraduate degree programme may be obtained from the relevant school.**

### **1.1 Operational Definition of Terms**

The Board – Refers to The Board of Post Graduate Studies of Maasai Mara University

The University – Refers to Maasai Mara University

## **2. Objectives of the Board of Postgraduate Studies**

The objectives of the Board of Postgraduate Studies are to:

- i. Co-ordinate graduate syllabi and regulations relating to Postgraduate studies.
- ii. Co-ordinate admission of graduate students and conduct of graduate programmes including examinations and award of graduate degrees and maintain academic records of all graduate students.
- iii. Co-ordinate matters pertaining to the welfare of graduate students and ensure that conducive atmosphere exists for the conduct of their studies.
- iv. Administration of postgraduate scholarships.
- v. Administration and processing of postgraduate theses, projects or research papers.
- vi. The proper conduct and supervision of the postgraduate studies programmes.
- vii. The approval and ratification of internal and external examiners.

### **3. Structure and Operations of the Board of Postgraduate Studies**

The Board of Postgraduate Studies shall be responsible to Senate on all matters pertaining to graduate and post-doctoral studies at The University.

#### **3.1 Membership of the Board of Postgraduate Studies**

- i) The Director of the Board - Chairperson
- ii) Not more than three Deans of faculty/Schools nominated by senate.
- iii) Not more than three Directors nominated by senate
- iv) Two representatives of the Senate.
- v) The University Registrar responsible for Academic Affairs - Secretary

#### **3.2 Meetings of the Board of Postgraduate Studies**

- i) The Board shall normally meet once a month or as otherwise stipulated in the University Calendar.
- ii) Notice of regular meetings shall be given at least 14 days in advance with published agenda.
- iii) A special meeting of the Committee may be called by the Director/ Chair of the Board, and the agenda of such a meeting shall be the only business of the day.
- iv) An emergency meeting of the Board may be called following a written request to the Director of the Board 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.
- v) The quorum for the transaction of any business during regular meetings shall be at least 50% of the total membership of the BPS.
- vi) The BPS 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.

## **4. Graduate Faculty**

All full time academic staff that teach graduate courses or supervises students or research shall constitute the “Graduate Faculty”. Heads of teaching departments must submit to the Chairperson- BPS, through their respective Deans, lists of their Graduate Faculty which shall be the schools’ approved supervisors register (in compliance with Regulation 9.8). These lists shall be updated at the beginning of every academic year.

### **4.1 Membership of the Graduate Faculty**

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

- i) Professors.
- ii) Associate Professors.
- iii) Senior Lecturers
- iv) Lecturers with a minimum of three years relevant university teaching experience.
- v) Co-opted member with special skills.

### **4.2. Terms of Reference and Functions of the Graduate Faculty**

- i) Teaching graduate programmes in their departments
- ii) Supervision of graduate students’ theses.
- iii) Serving as academic advisors to graduate students.
- iv) Serving on examination panels for graduate students.
- v) Holding School consultative meetings where necessary.
- vi) Co-coordinating and promoting graduate research activities within the University.

NB: The graduate faculty shall be described according to belonging to departments or school

## **5. Departmental Postgraduate Studies Committee**

The departmental Postgraduate Studies Committee (DPC) shall consist of:

- i) The Chair of Department (COD).



- ii) Three teaching staff in the department who are designated members of Graduate Faculty.
- iii) The Chairman of the DPC shall normally be a Professor/senior lecturer or lecturer with a minimum of 3 years relevant university teaching experience

### **5.1 Functions of Departmental Graduate Studies Committee (DPC)**

The Departmental Graduate Studies Committee shall:

- i) Initiate and co-ordinate graduate programmes in the department.
- ii) Collaborate, whenever necessary, with other in the School and in the University in running inter-disciplinary higher degree Postgraduate Diploma.
- iii) Recommend the appointment of Supervisors, Internal Examiners and External Examiners to the Board of postgraduate Studies
- iv) The Departments appoints provisional supervisors
- v) Submit to Postgraduate Studies Board, through their respective Deans, names of members of their Departmental Postgraduate Studies Committees.
- vi) Carry out any other functions assigned to it by the Schools' Postgraduate Studies Committee. (SPC)

## **6. School Postgraduate Studies Committee**

### **6.1 Membership of the School Postgraduate Studies Committee (SPC)**

- i) The Dean of the respective school or his/her representative.
- ii) Chair of Department
- iii) Chairpersons of Departmental Postgraduate Studies Committees.
- iv) One representative of Graduate Students in the School. The registration of the Student Representative must remain valid during the academic year in which the student is a representative.

### **6.2 Terms of Reference and Functions of SPC**

The School Graduate Studies Committee (SPC) is responsible to the BPS.

The SPC shall:

- i) Recommend to BPS all graduate academic programmes in the School.
- ii) Recommend to BPS, all candidates for admission to graduate studies.
- iii) Recommend to BPS, the appointment of Supervisors, Internal Examiners and External Examiners.
- iv) Recommend to BPS candidates for the award of scholarships, fellowships and grants.
- v) Communicate to BPS problems facing graduate students in their School.
- vi) Recommend to BPS the award of higher degrees and diplomas to graduate students in their School.
- vii) Carry out any other functions assigned to it by BPS

#### **7. Submission and Processing of Applications for Graduate Studies**

- a) Three sets of application forms for graduate studies shall be processed after an applicant has paid the appropriate processing fee and upon receipt of the concept paper for the thesis only programme.
- b) Completed application forms, plus copies of Certificates, Degree Certificates, Degree Transcripts and any other relevant Testimonials shall be submitted to the Director BPS, who will record all the forms for statistical and monitoring purposes. The Director will then forward the application forms to the relevant Head of the Department concerned for short-listing.
- c) The short list of applicants, together with minutes of the DPC meeting, shall be forwarded to the Chairperson BPS by SPC through the Dean.
- d) BPS shall scrutinize all short lists of applicants for graduate studies and make appropriate recommendations to the Chairperson of Senate to approve the admissions on behalf of Senate and this will be ratified in the next meeting of Senate.

- e) Before recommending a **candidate to Senate for admission and registration**, the BPS shall satisfy itself that.
  - i) The candidate meets the minimum entry requirements for that program.
  - ii) The proposed field of study can be pursued under the supervision of the University academic staff.
  - iii) The candidate has adequate opportunities for consulting his/her Supervisor(s) at least once a month.
  - iv) The candidate has adequate facilities for practical work where applicable.
- f) A Department which does **NOT** have sufficient Graduate Faculty to teach, supervise and examine its own graduate students shall **NOT** be allowed to admit/register students in that particular year.
- g) **The Registrar Academic Affairs shall issue admission letters to successful applicants as per the service charter. The Registrar shall sign all letters of admission prepared by Director, BPS.**
- h) Thesis only students shall be given provisional letters of admission pending successful defense of their proposal
- i) Registration into a current academic year for both Masters and PhD shall normally close on the date designated by Senate as the beginning of the academic year for undergraduate/Postgraduate students.
- j) Admissions shall be on a continuous basis and teaching shall start at the beginning of the academic year for all the students who do course work.

## **8. Processing Examinations and Appointment of Supervisors**

### **8.1 Processing of Examinations**

- i) Unless otherwise stated, ‘Regulations for the Conduct of Examinations as outlined in chapter 8 of the Common Rules and Regulations for Postgraduate Examinations shall apply.

- ii) The teaching department in which a student was taught shall process graduate examination results. The Head of the department shall forward externalized coursework examination results for all its registered candidates to the School Board of Graduate Examiners for deliberations.
- iii) The School Board of Graduate Examiners under the Dean of that School shall meet to deliberate on coursework examination results for its graduate students.
- iv) The Dean of the respective Schools shall forward examination results and appropriate recommendations to the BPS/Deans Committee.
- v) The Dean of the respective School shall send a copy of the coursework examination results to Senate
- vi) The Dean of the respective Schools shall release provisional coursework examination results within seven days from the time the School Graduate Board of examiners deliberated on them.

## **8.2 Appeals for Assessment of Examinations**

- i) After the release of provisional coursework examinations results by the **Dean**, a candidate may appeal within a period of two weeks for remarking, giving reasons.
- ii) The letter of appeal shall be addressed to the Dean and be copied to the BPS, Registrar Academic and Head of teaching department. On making the appeal, a candidate will pay a non-refundable fee **to be determined from time to time by the University**
- iii) The Dean of the School, in consultation with the BPS shall appoint either 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 if the deviation is more by at least five (5) marks. This mark shall be communicated by the Examiner to the Dean copied to BPS for processing and onward transmission to Senate for approval.

### 8.3 Appointment of Supervisors

It is the intention of *The University* to ensure that: The ratio of postgraduate students to supervisors shall be small enough to ensure effective interaction, and supervision of research at all stages. The maximum number of students an academic staff shall supervise in a given academic year shall be as follows:

- 5Masters
  - 3 PhD or
  - Its equivalent( 1 Doctorate =2 masters, 1 Masters=2 Projects)
- i) The departments shall appoint supervisors for the students not later than the middle of second semester and for the thesis only students upon the receipt of the concept paper.
  - ii) Recommendations on the appointment of supervisors shall be processed in the first instance by the Departmental and School Postgraduate Studies Committee and forwarded to BPS.
  - iii) The BPS shall discuss and make recommendations to Senate on the suitability of Supervisors, based on acceptable research proposals from the candidates.
  - iv) Before recommending the appointment of any supervisor, BPS shall certify that the proposed Supervisor is specialist with a PhD Or equivalent in the subject area in which he candidate proposes to work. All internal supervisors must be members of the Graduate Faculty as defined in Section 4.1.
  - v) Each candidate shall be assigned at least two Supervisors or three. At least one Supervisor shall be a member of the teaching department in which the student is registered who shall normally be designated as the main / first supervisor.
  - vi) Where an additional Supervisor is recommended for appointment from outside the University, such a person shall show evidence of specialization and 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 the Senate before formal appointment.
- vii) The ranking of first/second to or more supervisors for a candidate is not necessarily determined by seniority in the University hierarchy.
- viii) Supervisors shall be replaced under the following circumstances:
- Health
  - Death
  - Lack of commitment and communication with the student for a consecutive period of four months
  - Insubordination
- ix) The university shall also require a member of staff who goes on study leave to other universities to take one supervisor from *The University* during their research.

## **9. Supervision of Research and Thesis**

- i. The supervisors shall be responsible for guiding the candidate in the conduct of the research.
- ii. In the absence of the first supervisor (at least 2 months) the second supervisor and/or relevant COD shall be responsible for ensuring the candidate's compliance with *The University* regulations and procedures, including those matters of supervision.
- iii. If the research program is pursued at another approved organization, then a second supervisor associated with the organization in which the research is carried out shall be appointed.
- iv. If a supervisor ceases to meet these requirements or cannot supervise a candidate for a period exceeding three months, the COD or appropriate academic authority shall immediately nominate a replacement supervisor for a specified period for approval under relevant School process.

v. A maximum period of one month shall be allowed for supervisors to attend to students work thesis/chapters/proposals.

vi. Responsibilities of a supervisor shall include: ( Supervisors Manual)

a. Facilitate the candidate by offering expert guidance, direction and constructive criticism at all stages and in particular:-

i) Guide towards development of a research proposal, conduct research, analyse data and write thesis at least as detailed as that required for approved by the School. Read and return drafts of the thesis promptly, with appropriate comments to allow the candidate to achieve and maintain a scholarly standard in the thesis within the period of official/normal registration.

b. Mastery of *The University* Post Graduate Rules and Regulations and other relevant University rules such as Student Discipline, Student Complaints, Discrimination and Sexual Harassment.

a. Take the initiative in raising problems or difficulties with the candidate to CoD or appropriate academic authority;

b. Ensure the candidate complies with *The University* ethics requirements, where appropriate (Regulation 17).

c. Fill postgraduate progress form; reports on the candidate's progress and submit them to the BPS/ COD (Quarterly basis).

d. In the event of acute or persistent deficiencies in the candidate's performance, such that the candidate is unlikely to meet the requirements of the degree by the end of the prescribed period. The supervisor shall:-

i) Advise the candidate and the COD copied to Dean on the deficiencies.

ii) Advise and assist as required on remedial action on the deficiencies.

iii) Recommend to the COD or appropriate academic authority that candidature be terminated if the deficiencies persist.

iv) Advise the candidate and the COD or appropriate academic authority on applications for leave of absence.

## **9.1 Restrictions on Supervision and Examination of Thesis.**

- i) Supervisor(s) shall not engage in personal relationships with a student(s) be they male or female. In a manner that may contravene staff student – relationship policy of *The University*.
- ii) A member of staff shall not supervise his/her immediate family members.
- iii) Supervisors shall be paid an honorarium in two installments, first payment after successful defense of the proposal and second after successful thesis defense. . Field work, supervision, computers, examination, activity and laboratory fees shall be remitted directly to Schools as running costs. As stipulated in appendix1.

## **10. Examination of Masters and PhD Theses**

### **10.1 Submission of Thesis for Examination**

- a) Notice of intention to submit a thesis shall be given to Director of Postgraduate Studies (BPS) through the Chair of Department (CoD) and Dean of the school on a prescribed form. The Notice should include a signed Abstract countersigned and dated by the supervisor (Refer to thesis manual) The notice shall expire after three months and the candidate shall be required to issue a fresh notice.
- b) A candidate shall present at least two seminars and a mock defence at the department before giving a notice of intent to submit. The Chairman shall communicate the recommendations of the DPSC to the candidate.
- c) A candidate shall present a seminar at the School Postgraduate Committee (SPC) within three weeks after submitting letter of intent to submit. The Chairman shall communicate the recommendations of the SPC to the candidate and prepare a report to the BPS.
- d) Within four weeks after the Notice of Intent to submit a thesis has been issued, the respective Chairman of the Department shall recommend to the BPS, through the Dean of the School, the names of one External Examiner, two Internal Examiners (one who shall be from outside the department) and two School Representatives for the candidate’s Board of Examiners. The CVs of Examiners University shall be



submitted for consideration by the BPS. The BPS shall recommend and forward the list of board of examiners to Senate for approval. The BPS shall thereafter issue letters of appointment and inform the candidate in writing to submit completed and duly signed thesis.

**e) Composition of Board of Examiners for Oral Examination**

- i) Dean of the teaching School or his/her representative – (Chairperson)
- ii) COD of the respective department
- iii) Senate representative (1)
- iv) The External Examiner (1)
- v) The Internal Examiners, (2)
- vi) The school representative(1)
- vii) Candidate’s supervisors (in attendance)
- viii) Director BPS (in attendance)**

**NB. External examiner may be invited if need arises.**

- f) Each candidate shall submit seven spiral bound copies of his/her thesis to the BPS through the department and School. 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.
- g) Copies of the thesis shall be distributed by the BPS to the Examiners for examination by **Priority Mail**. The Examiners shall assess the thesis and submit detailed reports to the BPS, within eight weeks of receipt of the thesis. Remaining copies of thesis shall be distributed to select members of Oral Examination board
- h) The BPS shall provide senate approved guidelines for thesis examination
- i) If an Examiner’s report is delayed for more than eight weeks, a reminder shall be sent giving a four week extension after which a new Examiner shall be appointed.

- j) The examiners reports shall be distributed to members of the oral examinations board.

## **10.2 The Oral Defense**

After the receipt of all the Examiners' reports, the BPS in consultation with the Dean of the relevant school shall set a date for the Oral defense. Such a date shall normally be within three weeks from the date of receipt of the last report. The External Examiner shall normally be required to attend the Oral defense. However they must attend in case of conflicting verdicts

- a) The duration of the Oral Defense for Masters. Candidates shall normally be given 2 hours, consisting of 20 minutes of candidates' presentation, followed by a question and answer session. For Doctoral Candidates, the duration shall normally be 3 hours, consisting of 40 minutes of candidate's presentation, followed by a question and answer session.
- b) Assessment after the Oral defense shall be conducted as follows:

After the completion of the oral examination and taking into consideration examiners reports and the oral presentations the board of examiners shall make one of the following decisions by majority vote:

- i) **Outright PASS:** If no correction is required and recommending the award of the degree subject to the candidate fulfilling other University requirements: **PASS with minor corrections:** If the thesis requires minor revisions and/or corrections and recommending submission of the final revised thesis duly certified by the Supervisors within one month., .
- ii) **PASS with major corrections:** If the thesis needs major revision and corrections, and recommending re-submission of the thesis within three months for fresh assessment by a qualified member of staff appointed by the board of oral examiners. Should the candidate still fail at this stage, the candidate must resubmit a revised thesis within six months for fresh assessment.

- iii) A certificate of correction must be issued by the BPS with regard to (i) and (ii) above after corrections supervisor has confirmed the corrections by signing a thesis correction form.
  - iv) COMPLETE OVERHAUL: If the thesis is deficient in content and/or methodology therefore recommending collection of data and/or change of methodology and re-submission within nine months for fresh assessment and pay requisite fees.
  - v) FAIL: If the thesis is mediocre and does not add any value to knowledge declaring the candidate having failed outright therefore recommending changing topic of research and pay requisite fees.
  - vi) A student who FAILS after resubmission shall be advised to change the thesis topic and start the thesis process afresh upon payment of requisite fees.
- h) Members of the Board of Examiners and the Secretariat shall be paid a honorarium that will be determined by senate.

### **10.3 Final Submission of Thesis**

- a) Once a candidate has incorporated into the thesis all the recommendations of the Board of Examiners, normally Supervisors shall check the thesis and then write to the BPS, certifying that all corrections and amendments suggested by the Examiners have indeed been incorporated by filling certificate of corrections. This communication shall be copied to the respective SPC and Chair of Department. The thesis should be prepared according to the format approved by Senate.
- b) Six A4 size hard copies and a soft copy of every thesis shall be submitted after revision.

The six A4 size hard copies shall be bound in boards with sky blue buckram for masters' thesis and dark brown buckram for PhD colours. The bound copies shall be lettered in gold on the spine with the following information: name of the candidate, degree and the year of final submission, in that order, in font 14 centered on the spine and soft copy in PDF format shall be submitted to the BPS library.

At least six hard bound copies signed by supervisors and electronic copies shall be submitted to BPS together with a certificate from the University Librarian indicating that the six bound thesis has been bound according to the format of *The University*.

- c) The six copies shall be distributed as follows; University Library, department, School, BPS and Supervisors.

## **11. Common Regulations for Post Graduate Diploma Programmes**

### **11.1 Eligibility for the Postgraduate Diploma Programmes**

Applicants for Postgraduate Diploma (PGD) must be:

- a) Holders of a first degree of *The University* or any other recognized University.
- b) Holders of qualifications considered by the Senate to be equivalent to a University degree.
- c) In addition to the above, applicants should normally have at least one year's experience in relevant government, private or non-governmental service.
- d) In exceptional cases, Senate may admit to the post-graduate diploma programme, holders of a Higher National Diploma (HND) or equivalent qualification, who have at least two years' working experience.

#### **11.1.1 Duration and structure of Postgraduate Diploma Programme**

The postgraduate diploma programme (PGD) shall normally take one academic year consisting of a minimum of 28 credit hours, a maximum of 30 credit hours of course work, examination and project distributed over two consecutive semesters as follows:

|                  |            |                         |
|------------------|------------|-------------------------|
| FIRST SEMESTER:  | Coursework | 12 credit hours minimum |
|                  | Project    | 2 credit hours maximum  |
| SECOND SEMESTER: | Coursework | 6 credit hours minimum  |
|                  | Project    | 8 credit hours maximum  |

Candidates shall choose courses and topics for their projects in consultation with staff of the department within the first semester. All candidates are required to participate in all the seminars arranged by their departments. For postgraduate diploma in education (PGDE) students shall be required to go for one semester teaching practice before graduation.

### **11.2 Examination of Courses and Projects for PGD**

- a) Candidates enrolled for PGD programmes will be required to pass in all courses they registered for and in their projects. The pass mark shall be 50%.
- b) Assessment at the end of a course shall consist of:
  - i) A written examination which shall normally constitute 60% of the total marks in each course.
  - ii) 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 a prescribed course in a given semester shall be eligible to resit the examination when next offered.
  - iv) **Resit** are those examinations which, after approval by Senate, are administered to candidates who have failed. A student is allowed to proceed to the next year of study but to resit the examinations when next offered during regular examination time.
    - i. A resit examination in any failed course must be cleared not later than the subsequent year of study. A candidate who fails one (1) course in an academic year may proceed to the next year of study and resit the failed courses in that year
    - ii. A candidate who fails two (2) or more courses in one academic year shall not proceed to the subsequent year of study before passing all the failed courses. The candidate shall be allowed to resit the examinations when next offered without attending classes. However, the candidate may be allowed to retake the course.

- iii. A candidate shall be allowed to resit a failed course twice after which he/she shall be required to retake.

The charges for resit examination shall be Kshs. 5000 per course. Or as determined from time to time by senate

### **OR RETAKE**

**Retake** are those examinations which, after approval by Senate, are administered to candidates who have failed. A student must register, attend classes and sit exams for the failed course(s) when next offered during regular examination time. A student shall not be allowed to proceed.

- i. A retake examination in any failed course must be cleared not later than the subsequent year of study.
  - ii. A candidate who fails up to two (2) courses in one academic year shall not be allowed to proceed to the next year of study but to retake the failed courses when next offered.
  - iii. A candidate who fails three (3) or more courses in one academic year shall not proceed to the subsequent year of study before passing all the failed courses by retaking the courses.
  - iv. The charges for retake examination shall be Ksh. 15,000 per course OR as determined from time to time by senate.
- c) The project shall be assessed by two examiners who are members of the given Faculty. One of the Examiners shall be the student's Supervisor in respect of the project. The mark to be assigned to the project shall be the arithmetic mean of the two scores from the Examiners. Scoring shall be guided by a standard marking key.
  - d) The maximum score in a project shall be 100 marks. A candidate who fails in a project shall be given four months to resubmit the project and pay the required fees. A student who FAILS after resubmission shall be advised to change the topic and start the process afresh upon payment of requisite fees.

- e) A candidate who fails to turn up for an examination shall be deemed to have failed that examination and shall be required to show cause why he or she should not be discontinued before being allowed to retake or resit the exam.
- f) 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:

| GRADE | CLASSIFICATION | PERCENTAGE MARKS |
|-------|----------------|------------------|
| A     | Distinction    | 75 to 100        |
| B     | Credit         | 65 to 74         |
| C     | Pass           | 50 to 64         |
| D     | Fail           | Below 50         |

Examination results for coursework shall be processed through the school board of examiners for approval by BPS/Deans Committee.

- Examination results for project shall be processed and presented to senate by BPS for approval.

### **11.3 Recommendations for the Award of the Postgraduate Diploma**

The CoD through the Dean of the respective school shall forward names of candidates who have met their coursework examination and projects requirements to the BPS. The BPS shall recommend the successful candidates to Senate for the award of the respective Diplomas.

## **12. Post Graduate Diploma Project**

12. 1 Respective schools may design Masters Programmes to be done by course work and project. The credit hours of each programme shall be in compliance with University regulations.

12.2 The outcome of a project include a more knowledgeable and skilled practitioner a contribution to professional and scholarly knowledge and some body of work or change in practice.

12.3 A postgraduate project will be presented by the candidate to a departmental examiners board as constituted by the CoD. The board shall document all its deliberations.

12.4. Information on the structure of the project shall be as provided in the postgraduate students' manual.

12.5 One supervisor shall be assigned to a student for a project.

### **13. Common Regulations for Masters Degree Programmes**

#### **13.1 Eligibility Masters Degree Programmes**

- a) The following shall normally be eligible to register for Masters degree:
  - i). Holders of at least Upper second class (honours) Bachelors degree of The University OR
  - ii). Holders of at least Upper second class (honours) Bachelors degree from any other accredited University and recognized by *The University* Senate as equivalent to (i) above. OR
  - (iii) Holders of a lower second class (honours) with at least two year working and/or research experience recognized by *The University* senate.
- b). Subject to the approval of Senate, departments, BPS, may formulate regulations requiring applicants to have attained such academic or equivalent qualifications, which are consistent with the goals of their Masters programmes.

#### **13.2 Duration and Structure of Master's Programme**

- a) The Masters programme shall normally extend for a period of two years distributed over four semesters of full time attendance or a maximum period of four years of part-time attendance from the date of registration.



- b) The master's programme in any department shall consist of a minimum of forty eight (48) credit hours, and a maximum of fifty four (54) credit hours of coursework, examination and thesis distributed over four semesters as follows:

**First Semester:** Coursework 16 credit hours min, 18 credit hours maximum

**Second Semester:** Coursework: 16 credit hours min. 18 credit hours maximum

**Third Semester:** Research only: 8 credit hours maximum 9

**Fourth Semester:** Research/Thesis: 8credit hours maximum 9

### **13.3 Supervision and progress report**

- a) A student registered in accordance with these regulations shall be required to pursue a programme of study and follow supervision by an academic member of staff appointed in that capacity by Senate.
- b) In the middle of the second semester, each Masters student shall be assigned a supervisor as per section 8.3 above.
- c) The Supervisor shall advise the student on matters pertaining to identification of a suitable research area and other functions as defined in section 9 above.
- d) Towards the end of the second semesters, each student will be required to submit a research proposal to the SPC.
- e) The SPC shall discuss and make recommendations to BPS on the suitability of Supervisors and proposed thesis topics. Supervisor(s) for each candidate shall be appointed according to the procedure outlined in section 8.3 of these Rule and Regulations.
- f) It shall be the duty of the thesis Supervisor(s) to direct and supervise the student's fieldwork and research in so far as it relates to the student's programme of study. In particular a Supervisor shall be required to:
- i). Maintain regular and effective contact with the assigned candidate by keeping a supervision record form.

- ii). Present for discussion to the Departmental Graduate Studies Committee, progress report(s) for his/her student(s) at the end of every semester. .
- iii). Send progress reports, which have been discussed by the DPSC to the SPC chair, through the respective Heads of department, to the Dean.BPS.
- g) The Dean shall present reports indicating the status of all graduate students to BPSBPS copied to the registrar academic affairs.
- h) Where the progress of a given student is unsatisfactory as to result in the possibility of the student being de-registered, the respective Chairman of the DPC, through the COD and Dean, shall write to the BPS outlining the problems pertaining to the candidate. On the basis of this, the Chairperson BPS shall write a warning letter to the candidate, copied to the supervisor(s), Chair DPC, COD, respective Dean and Registrar academic affairs.
- i) A student affected by clause (i) above shall be required to submit a report to the Chairperson, Postgraduate Studies, through the respective Head of department. This report must be copied to the supervisor(s), and Chairpersons of DPC, SPC, and Registrar academic affairs. The Chairperson, BPS shall recommend appropriate action to be taken when the student's report is unsatisfactory.

#### **13.4 Examination and Assessment of Courses for full-time and part-time Candidates.**

- a) Candidates shall be required to pass in all the prescribed courses in a given programme. The pass mark shall be 50%.
- b) Assessment at the end of the course work shall consist of:
  - i) A written examination which shall normally constitute 60% of the total marks in each course.
  - ii). 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.

- c) A candidate who fails a prescribed course in the first year shall be eligible to resit the examination when next offered.
- d) Resit are those examinations which, after approval by Senate, are administered to candidates who have failed. A student is allowed to proceed to the next year of study but to resit the examinations when next offered during regular examination time.
- e) A resit examination in any failed course must be cleared not later than the subsequent year of study.
- f) A candidate who fails one (1) course in an academic year may proceed to the next year of study and resit the failed courses in that year
- g) A candidate who fails two (2) or more courses in one academic year shall not proceed to the subsequent year of study before passing all the failed courses. The candidate shall be allowed to resit the examinations when next offered without attending classes. However, the candidate may be allowed to retake the course.
- h) A candidate shall be allowed to resit a failed course twice after which he/she shall be required to retake.
- i) The charges for resit examination shall be Kshs. 8000 per course. Or as determined from time to time by senate

**OR RETAKE**

- j) Retake are those examinations which, after approval by Senate, are administered to candidates who have failed. A student must register, attend classes and sit exams for the failed course(s) when next offered during regular examination time. A student shall not be allowed to proceed.
- k) A retake examination in any failed course must be cleared not later than the subsequent year of study.
- l) A candidate who fails up to two (2) courses in one academic year shall not be allowed to proceed to the next year of study but to retake the failed courses when next offered.

- m) A candidate who fails three (3) or more courses in one academic year shall not proceed to the subsequent year of study before passing all the failed courses by retaking the courses.
- n) The charges for retake examination shall be Ksh. 20,000 per course OR as determined from time to time by senate.
- o) Students are free to take extra courses over and above the required number of credit hours and shall be given a grade which shall normally be reflected on their transcripts. Students are also free to audit courses.
- p) A candidate who fails an extra course or an audited course shall not be penalized as long as the candidate has passed the minimum prescribed course credit hours.
- q) The procedure for Submission and Examination of Thesis shall be as outlined in chapter 9 of these Rules and Regulations.
- r) Penalties for delay in completion of the course.

### **13.5 Grading System for Masters Course work and Thesis**

| Percentage Marks | Letter Grade | Performance |
|------------------|--------------|-------------|
| 75 – 100         | A            | Excellent   |
| 65 – 74          | B            | Good        |
| 50 – 64          | C            | Average     |
| Below 50         | D            | Fail        |

### **13.6 Recommendation for the award of a Masters Degree**

Names of candidates who have submitted electronic copies shall be tabled in the BPS, together with copies of the bound theses 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.

### **13.7 Enrolment**

- i. Post graduate student shall be required to register twice every academic year.
- ii. Any extra semester beyond the prescribed maximum duration must be paid for. This charge is equivalent to the regular semester fee.

### **13.8 De-registration**

A Masters candidate shall be de-registered if:

- i). The candidate fails to live up to the academic requirements stipulated in regulations 10 and, 14.3.
- i) The candidate's conduct is in a manner that is contrary to the University Rules and Regulations.
- ii) If the candidate exceeds six years

## **14. Common Regulations for the Degree of Doctor Of Philosophy**

### **14.1 Eligibility for Admission into PhD Programmes**

To qualify for admission into a Doctor of Philosophy programme, a candidate shall be:

- i). Holder of a relevant Masters degree of *The University*. OR
- ii). Holder of a relevant Masters degree from any other accredited University recognized by *The University* Senate as equivalent to (i) above. OR
- iii) Holder of other qualifications considered by Senate as equivalent to a relevant Masters degree.
- iv) In addition to the Masters degree, the candidate shall normally have a Bachelors degree.
- v) In addition to the above, applicants must meet the specific requirements of the doctoral degree programme as approved by senate

### **14.2 Submission and Processing of Applications for Registration**

- (a) Applications for admission into a Doctoral programme shall be submitted to the BPS on prescribed forms and an appropriate fee shall be charged. The candidate's

Bachelors and Masters degree certificates, plus all the relevant transcripts and testimonials must also be submitted. The BPS shall record all applications for statistical and monitoring purposes.

- (b) An applicant for PhD programme by thesis only shall submit with the application forms a concept paper in the intended area of specialization and shall be given provisional registration. All applications received by the BPS shall be forwarded, through the Dean, to the relevant departments for processing and short listing by the DPC.
- (c) The DPC shall scrutinize the applications of all short-listed candidates before making recommendations for registration to BPS, through the Dean of the relevant School, for onward recommendation to Senate.
- (d) Before recommending a candidate for registration, the DPC shall satisfy itself that:
  - i) The candidate meets the minimum entry requirements:
  - ii) The proposed field of study is appropriate for PhD, and can scholarly be pursued under the supervision of the University;
  - iii) The candidate has access to facilities for practical work where this is applicable and can obtain material relevant to the candidate's study or relevant to the candidate's study or research.

### **14.3 Duration and Structure of a Doctor of Philosophy PhD Programme**

The Doctorate programme shall normally extend for a minimum period of three years distributed over six semesters of full time attendance and a maximum period of five years. Part time attendance shall normally extend over a minimum of four years and a maximum of seven years.

The Doctor of Philosophy programme in any department shall consist of:

- (a) Course work, examination and thesis OR (b) Course work, examination and dissertation OR
- (c) Thesis only.

#### **Course work, examination and thesis**

| SEMESTER | ACTIVITY    | CREDIT HOURS |         |
|----------|-------------|--------------|---------|
|          |             | MINIMUM      | MAXIMUM |
| FIRST    | Course Work | 12           | 16      |
| SECOND   | Course Work | 12           | 16      |
| THIRD    | Research    | 12           | 16      |
| FOURTH   | Research    | 12           | 16      |
| FIFTH    | Research    | 12           | 16      |
| SIXTH    | Research    | 12           | 16      |
|          |             |              |         |

### **Coursework, Examination and Dissertation**

| SEMESTER | ACTIVITY      | CREDIT HOURS |         |
|----------|---------------|--------------|---------|
|          |               | MINIMUM      | MAXIMUM |
| FIRST    | Course Work   | 9            | 12      |
| SECOND   | Course Work   | 9            | 12      |
| THIRD    | Course Work   | 6            | 9       |
| FOURTH   | Course Work   | 6            | 9       |
| FIFTH    | Comprehensive | 24           | 24      |

|         |               |    |    |
|---------|---------------|----|----|
|         | exam/Research |    |    |
| SIXTH   | Research      | 18 | 24 |
| SEVENTH | Research      | 12 | 18 |
| EIGHTH  | Research      | 12 | 18 |

**Thesis only**

| SEMESTER | ACTIVITY                             | CREDIT HOURS |         |
|----------|--------------------------------------|--------------|---------|
|          |                                      | MINIMUM      | MAXIMUM |
| FIRST    | Concept paper                        | 6            | 12      |
| SECOND   | Proposal writing & defense           | 6            | 12      |
| THIRD    | Preparation of research & pretesting | 12           | 18      |
| FOURTH   | Data collection & analysis           | 18           | 18      |
| FIFTH    | Thesis writing and compilation       | 18           | 18      |
| SIXTH    | Thesis submission and defense        | 12           | 12      |



#### **14.4 Registration for PhD programme by thesis only**

- (a) A candidate admitted into a PhD programme by thesis only must submit to, BPS, through his/her respective SPC, a research proposal within six months after provisional registration.
- (b) If a research proposal is found to be satisfactory, the BPS shall recommend to Senate that the candidate be registered. The date of registration shall be backdated to the date of provisional registration.
- (c) The DPC and/or SPC shall decline to approve a research proposal if:
  - i) The research is unsuitable in itself
  - ii) The department lacks capacity to supervise the research
  - (iii) The conditions under which the candidate proposes to work are unsatisfactory or unavailable.
- (d) Registration for the PhD shall not be recommended if a candidate fails to submit an acceptable research proposal within the stipulated period. A candidate who does not qualify for registration at the material time shall normally be discontinued.

#### **14.5 Examination of Courses for full-time and part-time Candidates**

- a) Candidates shall be required to pass in all the prescribed courses in a given programme. The pass mark shall be 50%.
- b) Assessment at the end of the course work shall consist of:
  - i). A written examination shall normally take 3 hours and constitute 60% of the total marks in each course.
  - ii). 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.
- c) A candidate who fails a prescribed course shall be eligible to resit the examination when next offered.

- d) Resit are those examinations which, after approval by Senate, are administered to candidates who have failed. A student is allowed to proceed to the next year of study but to resit the examinations when next offered during regular examination time.
- e) A resit examination in any failed course must be cleared not later than the subsequent year of study.
- f) A candidate who fails one (1) course in an academic year may proceed to the next year of study and resit the failed courses in that year
- g) A candidate who fails two (2) courses in one academic year shall not proceed to the subsequent year of study before passing all the failed courses. The candidate shall be allowed to resit the examinations when next offered without attending classes. However, the candidate may be allowed to retake the courses.
- h) A candidate who fails more than two (2) courses in one academic year shall be discontinued.
- i) The charges for resit examination shall be Kshs. 10000 per course or as determined from time to time by senate,
- j) Students are free to take optional courses over and above the required number of credit hours and shall be given a grade which shall normally be reflected on their transcripts. Students are also free to audit courses.
- k) A candidate who fails an extra course or an audited course shall not be penalized as long as the candidate has passed the minimum prescribed course credit hours.

#### OR RETAKE

- l) Retake are those examinations which, after approval by Senate, are administered to candidates who have failed. A student must register, attend classes and sit exams for the failed course(s) when next offered during regular examination time. A student shall not be allowed to proceed .
- m) A retake examination in any failed course must be cleared not later than the subsequent year of study.

- n) A candidate who fails up to two (2) courses in one academic year shall not be allowed to proceed to the next year of study but to retake the failed courses when next offered.
- o) A candidate who fails three (3) or more courses in one academic year shall be discontinued.
- p) The charges for retake examination shall be the unit cost of the course or as determined from time to time by senate.
- q) Students are free to take optional courses over and above the required number of credit hours and shall be given a grade which shall normally be reflected on their transcripts. Students are also free to audit courses.
- r) A candidate who fails an extra course or an audited course shall not be penalized as long as the candidate has passed the minimum prescribed course credit hours.

\*\*\*\*\* Audit course: A course which a student may choose from another department according to interest but should not register for it.

#### **14.6 Grading System for PhD Course work**

| Percentage Marks | Letter Grade | Performance |
|------------------|--------------|-------------|
| 75 – 100         | A            | Excellent   |
| 65 – 74          | B            | Good        |
| 50 – 64          | C            | Average     |
| Below 50         | D            | Fail        |

#### **14.7 Supervision and progress report**

- a) A student registered in accordance with these regulations shall be required to pursue a programme of study and follow supervision by an academic member of staff appointed in that capacity by Senate.
- b) In the middle of the second semester, each Masters student shall be assigned a supervisor as per section 8.3 above.

- c) The Supervisor shall advise the student on matters pertaining to identification of a suitable research area and other functions as defined in section 9 above.
- d) Towards the end of the second semesters, each student will be required to submit a research proposal to the SPC.
- e) The SPC shall discuss and make recommendations to BPS on the suitability of Supervisors and proposed thesis topics. Supervisor(s) for each candidate shall be appointed according to the procedure outlined in section 8.3 of these Rule and Regulations.
- f) It shall be the duty of the thesis Supervisor(s) to direct and supervise the student's fieldwork and research in so far as it relates to the student's programme of study. In particular a Supervisor shall be required to:
  - g). Maintain regular and effective contact with the assigned candidate by keeping a supervision record form.
  - h). Present for discussion to the Departmental Graduate Studies Committee, progress report(s) for his/her student(s) at the end of every semester. .
  - i). Send progress reports, which have been discussed by the DPSC to the SPC chair, through the respective Heads of department, to the Dean.BPS.
  - j) The Dean shall present reports indicating the status of all graduate students to BPS.
- k) Where the progress of a given student is unsatisfactory as to result in the possibility of the student being de-registered, the respective Chairman of the DPC, through the CoD and Dean, shall write to the BPS outlining the problems pertaining to the candidate. On the basis of this, the Chairperson BPS shall write a warning letter to the candidate, copied to the supervisor(s), Chair DPC, Head of Department, respective Dean and Registrar academic affairs.
- j) A student affected by clause (i) above shall be required to submit a report to the Chairperson, Postgraduate Studies, through the respective Head of department. This report must be copied to the supervisor(s), and Chairpersons of DPC, SPC, and Registrar

academic affairs. The Chairperson, BPS shall recommend appropriate action to be taken when the student's report is unsatisfactory.

- a) A student registered in accordance with these regulations shall be required to pursue research under the guidance of Supervisors appointed by the Senate.
- b) Each candidate shall normally have two Supervisors who will be appointed by Senate on the Recommendations of the SPC at the time of registration. At least one of the Supervisors must be a staff member in *The University* unless otherwise stated; the procedure for the appointment of Supervisors given in section 8.3 of this document shall apply.
- c) Supervisors shall submit to the SPC chair, either individually or jointly, academic reports on the progress of each candidate every four months. Each report shall be sent through the respective SPC Chairman, Head of department and to and shall be copied to BPS.
- d) Where the progress of a given student is unsatisfactory as to result in the possibility of the student being de-registered, the respective Chairman of the DPC, through the CoD and Dean, shall write to the BPS outlining the problems pertaining to the candidate. On the basis of this, the Chairperson BPS shall write a warning letter to the candidate, copied to the supervisor(s), Chair DPC, Head of Department, respective Dean and Registrar academic affairs.
- e) A student affected by clause (i) above shall be required to submit a report to the Chairperson, Postgraduate Studies, through the respective Head of department. This report must be copied to the supervisor(s), and Chairpersons of DPC, SPC, and Registrar academic affairs. The Chairperson, BPS shall recommend appropriate action to be taken when the student's report is unsatisfactory.
- f) The procedure for Submission and Examination of Thesis shall be as outlined in Clause 9 of these Rules and Regulations.

#### **14.8 Recommendation for the award of the PhD Degree**

Names of candidates who have submitted electronic copies shall be tabled in the BPS, together with copies of the bound theses 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 PhD Degrees, taking into consideration other requirements.

#### **14.9 De-registration**

A PhD candidate shall be de-registered if:

- i). The candidate fails to live up to the academic requirements stipulated in regulations 10 and, 14.3.
- iii) The candidate's conduct is in a manner that is contrary to the University Rules and Regulations.
  - i) The candidate has not completed the prescribed studies within the stipulated maximum period of ten years
  - ii) The candidate has not submitted the final revised thesis after the prescribed time decided during the Oral Presentation.

#### **15. Publications**

The students should be guided on writing and publishing and are expected to present papers and publish in refereed journals before graduation as per the Commission for University Education requirement.

The publications should be as follows:

- a) Masters – at least one paper in refereed journal
- b) Doctor of Philosophy – at least two papers in refereed journal
- c) A student shall not be allowed to graduate without publishing two articles from the thesis in refereed journals for PhD and one for Masters Degree.

## **16. Exemptions from these Rules And Regulations**

Only Senate, on the recommendations of the Board of Postgraduate Studies, may grant exemptions from these Rules and Regulations there in.

## **17. Amendments and Variations to Regulations**

*The University* shall amend these Regulations from time to time. However at the discretion of Senate, candidates may complete their degrees under the Regulations in force at the time of first enrolment.

## **18. Non-Compliance with these Rules And Regulations**

Senate shall take appropriate action against any person who does not comply with any of these Rules and Regulations.

## **19. Research Ethics**

All students are expected to observe strictly ethical issues pertaining to research. Plagiarism is part of ethics to be observed and the university will employ all means to ensure that these rules are adhered to.