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ABOUT MASENO UNIVERSITY

Maseno University is a premier public university located 25km to the north-west of the city of Kisumu along Kisumu-Busia highway. It lies at the borders of Kisumu and Vihiga counties serving a diverse population.

It started in October 1990 as a constituent college of Moi University and became a fully fledged University 11 years later in 2001.

It is now chartered by the Commission of University Education (C.U.E) under the Education Act 2012.

The University has expanded steadily from two campuses to four campuses currently. The campuses are namely: College campus, Siriba campus, Kisumu campus, and eCampus.

The University boasts of thirteen (13) Schools and an Institute offering various degrees, diplomas and certificates.

Maseno University has established collaborations with Universities and research institutions in Kenya and abroad in the following areas: exchange of staff, visiting professorships, fellowships, student exchange programmes, establishing centers of excellence and research, innovation and technology.

The Chancellor is Dr. Michael Joseph and the Chair of University Council is Professor Abdalla Naji Said.

The current Vice -Chancellor is Professor Julius Omondi Nyabundi.

Dear Student,

May I take this opportunity to welcome you to Maseno University. I wish to congratulate you for achieving grades that enabled you to join this institution. This affirms the fact that you are among the best in the society. As a student of Maseno University, you are now an esteemed member of one of the best universities in Kenya.

While at this university, you will have at your disposal several opportunities. Besides, there will also be challenges. All these are meant to help you grow wholesomely and to have you exercise some responsibility. Please note that the opportunities and challenges that you will have are anchored on the knowledge that you will now be your own keeper. There will be no bells to signal activities, teachers to check on your discipline or parents to surveil on your whereabouts.

Part of what the university will offer is an environment for socialization and mooting of associations. As you enter into these associations and meet and make new friends, be keen on those that will add value to your life both in the short term and in the long term.

As an institution of higher learning, academics is our core business. Take your studies seriously by attending all your classes and sitting for all your CAT's and examinations. Further to this, shun the temptation to cheat in examinations. Always keep referring to the rules here in for further guidance in your day to day engagements at this university.

Remember that the Directorate of students Affairs is there for your welfare. Do not keep any disturbing issues to yourself. Share with staff and more so the Counselors. Remember no problem is too big to be tackled.

Finally, in the spirit of comradeship, I urge you to be each other's keeper and to report anything which in your opinion is contrary to the expectation.

May the Almighty God bless you during your stay here at Maseno University.

Kweya J. Opande

Deputy Director, Students Affairs



CHAIR OF COUNCIL



**PROFESSOR ABDALLA NAJI SAID,
PhD,**

VICE-CHANCELLOR



**PROFESSOR JULIUS OMONDI NYABUNDI,
Ph.D, OGW,**

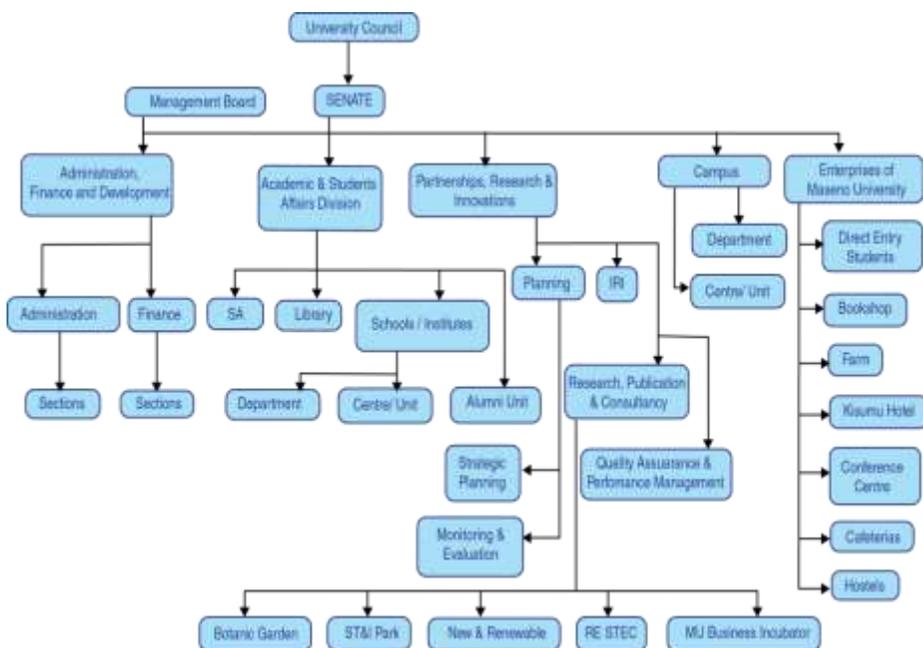
The broad university objectives are to:

- Evolve an efficient administration and proficient faculty able to determine who may teach, what may be taught and how it may be taught in the University.
- Conduct examinations for and to grant such academic awards as may be, from time to time, provided for in the statutes.
- Provide directly, or in collaboration with other institutions of higher learning, facilities for University education and research in technological, scientific and professional fields.
- Participate in the discovery, creation, transmission, preservation and enhancement of knowledge to stimulate the intellectual participation of students and staff in economic, social cultural, scientific and technological development.
- Play an effective role in the development and expansion of opportunities for University education.
- Harness acquired knowledge of the natural, applied, artistic and social sciences to manage the environment and to maintain bio-diversity.

THE UNIVERSITY STRUCTURE

The student is the focal point of all the major activities of the University. With the end result in mind, the various units, departments, sections, schools and divisions of the University ask themselves this question: What are we doing to produce a holistically educated graduate? The administrative structure of the University is therefore designed in a web-like network that places emphasis on the core mission of the institution.

Reflected right through the structure from the top to the bottom and across the structure is a dovetail of responsibilities that gives Maseno its unique character.



SCHOOLS

School of Education	School of Computing & Informatics
School of Arts & Social Sciences	School of Development & Strategic Studies
School of Business & Economics	School of Environment & Earth Sciences
School of Physical & Biological Sciences	School of Mathematics, Statistics & Actuarial Science
School of Planning & Architecture	School of Public Health & Community Development
School of Agriculture & Food Security	School of Medicine
Institute for Gender Studies	School of Graduate Studies
School of Nursing	

PROGRAMMES OFFERED

SCHOOL OF ARTS AND SOCIAL SCIENCES

Departments:

- Arts & Design
- History and Archeology
- French & other languages
- Swahili & other African languages
- Linguistics
- Psychology
- Communication & Media Technology
- Theology and Philosophy
- Sociology & Anthropology
- Literacy studies
- Music & Theater studies

Certificate Programmes in:

- Theology
- Religion
- Journalism and Mass Media
- Social Work
- Public Relations
- Theatre Development
- French

Diploma Programmes in:

- French
- Public Relations
- Theology, Religion
- Journalism and Mass Media
- Social Work
- Literature
- Conflict Resolution
- Peace Building
- Film Studies

Under-Graduate Programmes:

- Bachelor of Arts (with IT)
- Bachelor of Arts (Drama & Theatre Studies, with IT)
- Bachelor of Arts (Sociology & Anthropology, with IT)
- Bachelor of Arts (Communication & Media Technology, with IT)
- Bachelor of Arts (Music, with IT)
- Bachelor of Arts (Textile, Apparel Design & Fashion Merchandising, with IT)
- Bachelor of Arts (Interior Design, with IT)
- Bachelor of Arts (Criminology, with IT)
- Bachelor of Arts (Theology, with IT)
- Bachelor of Arts (Religion, with IT)
- Bachelor of Psychology (with IT)
- Bachelor of Arts (Fine Arts, with IT)
- Bachelor of Arts (French, with IT)
- Bachelor of Arts (Philosophy, with IT)
- Bachelor of Arts (Kiswahili, with IT)
- Bachelor of Arts (History & Archeology, with IT)
- Bachelor of Arts (Language & Communication, with IT)
- Bachelor of Arts (Literature, with IT)

Post-Graduate Programmes:

| Post-Graduate Diploma in Journalism and Mass Media

Master of Arts in:

- Linguistics
- Kiswahili
- Literature
- History
- Women in History
- Religion
- Theology
- Philosophy
- Music
- Fashion merchandising
- Textile and Apparel Design
- Social Development and Management
- Anthropology
- Communication & Media Studies

Doctor of Philosophy [PhD] in:

- Linguistics
- Literature
- Film & Theater Studies
- Comparative Literature
- History
- Religion Philosophy
- Music
- French
- Communication & Media Studies
- Anthropology
- Sociology

SCHOOL OF EDUCATION

Departments:

- Educational Foundation and Management
- Education Psychology
- Educational Communication, Technology & Curriculum Studies
- Special Needs Education & Rehabilitation
- Early Childhood Education

Certificate Programmes in:

- Guidance and Counseling
- Disability Studies
- Special Needs Education
- School Administration
- Sign Language
- Braille
- Special and Inclusive Education
- Gender and Development in Education
- Adult Education
- Entrepreneurship Education

Diploma Programmes in:

- Entrepreneurship Education
- Environmental Education
- Disability
- Early Childhood Education
- Sign Language
- Special Needs Education
- Guidance and Counseling
- School Administration
- Educational Administration

Under-Graduate Programmes:

- Bachelor of Education (Arts, with IT)
- Bachelor of Education (Science, with IT)
- Bachelor of Education (Special Needs Education with IT)
(Regular/School Based)
- Bachelor of Education (Early Childhood Education, with IT)
- Bachelor of Education (Primary Option, with IT)
- Bachelor of Education (French, with IT)
- Bachelor of Education (Music, with IT)

Post-Graduate Programmes:

Post-Graduate Certificate in:

- Pedagogical Skills
- Educational Evaluation
- ICT Application in Education

Post-graduate Diploma in Education (PGDE)

Master of Education in:

- Special Needs Education
- Curriculum Studies
- Pedagogy
- Planning and Economics of Education
- Educational Administration
- Educational Technology
- Social Science Education
- Language Education
- Creative Arts Education
- Educational Psychology
- Guidance and Counseling

Doctor of Philosophy [PhD] in:

- Special Needs Education
- Curriculum Studies
- Educational Technology
- Planning and Economics of Education
- Educational Psychology
- Educational Administration

SCHOOL OF PHYSICAL AND BIOLOGICAL SCIENCES

Certificate Programme in Hospitality and Tourism

Departments:

- Chemistry
- Botany
- Zoology
- Physics & Materials Science
- SBE

Diploma Programmes in:

- SBE

Under-Graduate Programmes:

- Bachelor of Science (Basic Science, with IT)
- SBE
- SAFS
- Bachelor of Science (Industrial Chemistry, with IT)
- Bachelor of Science (Analytical Chemistry, with IT)
- Bachelor of Science (Physics with IT)
- Bachelor of Science (Botany with IT)

Post-Graduate Programmes

Master of Science in:

- Applied Parasitology & Vector Biology
- Conservation Biology
- Aquatic Sciences
- Molecular Microbiology & Biotechnology
- Applied Entomology
- Cell & Molecular Biology
- Chemistry
- Physics

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- SBE
 - Plant Physiology & Biochemistry
 - Plant Ecology
 - Genetics
 - Microbiology
 - Developmental Botany
 - Plant Taxonomy & Economic Botany
 - Plant Pathology & Agro forestry
 - Plant Pathology

Doctor of Philosophy [PhD] in:

- Cell and Molecular Biology
- Chemistry
- SBE
- Physics
- Applied Parasitology & Vector Biology
- Applied Entomology
- Aquatic Sciences
- Botany

SCHOOL OF AGRICULTURE AND FOOD SECURITY

The school having been established this year is one of the latest additions to the academic diversity of Maseno University. The nuclear of the School has been provided with the Horticulture degree programs that have been offered at the University for the last 14 years under School of Science.

The school is comprised of the following departments:

- Department of Applied Plant Sciences
- Department of Soil Sciences
- Department of Animal Sciences
- Department of Agriculture Economics and Rural Developments
- Department of Fisheries & Natural Resources

The School offers the following programmes:

Under-Graduate Programmes:

Bachelor of Science (Horticulture, with IT)
Bachelor of Science (Agribusiness Management, with IT)
Bachelor of Science (Animal Science, with IT)
Bachelor of Science (Soil Science, with IT)
Bachelor of Science (Fisheries & Aquaculture, with IT)
Bachelor of Science (Agronomy, with IT)
Bachelor of Science (Agricultural Economics and Extension, with IT)
Bachelor of Science (Agricultural Education, with IT)

Post-Graduate Programmes

Master of Science in:

- Horticulture
- Genetics and Plant Breeding
- Agronomy
- Soil Science
- Animal Science
- Fisheries and Aquaculture
- Agricultural Extension

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- Agri-business Management
 - Agricultural Economics

Doctor of Philosophy (PhD) in:

- Horticulture
- Genetics and Breeding
- Irrigation and Soil Management
- Soil Science
- Animal Science
- Fisheries and Aquaculture
- Agricultural Extension
- Agribusiness Management
- Agricultural Economics
- Agronomy

Post Graduate Diploma

- Agribusiness Management
- Crop Research
- Seed Science and Technology
- Soil and Water Management
- Biodiversity and Genetic Resource Conservation

SCHOOL OF BUSINESS AND ECONOMICS (SBE)

The school of Business and Economics is an offshoot from the department of Economics and Business Studies, which started in 1991 as department of Economics. It later expanded its programmes and incorporated Business Administration in 1998. Today, the school has programmes running in Main campus, Kisumu Campus, Homa-Bay Campus, Regional Institute of Business Management (RIBM), and Institute of Advanced Technology (IAT) Nairobi.

The School offers the following programmes:

Departments:

- Marketing & Management
- Economics
- Accounting & Finance
- Management Science

Certificate Programmes in:

- Business Administration
- Micro Economics
- Macro Economics
- Small Enterprise Finance
- Management
- Enterprise Development and Management
- e-Commerce & e-Business Systems
- Entrepreneurship
- Sales and Marketing
- Project Design and Implementation
- Human Resource Management
- Strategic Purchasing and Supply Management
- Youth and Women Group Programmes Management
- Management of Transport Systems

Diploma Programmes in:

- Business Administration
- Economics
- Small Enterprise Finance
- Management
- Strategic Purchasing and Supply Management
- Sales and Marketing
- Youth and Women Groups Programmes Management
- Project Design and Implementation
- Human Resource Management
- e-Commerce and e-Business Systems
- Enterprise Development and Management
- Management of Transport Systems
- Strategic Management
- County Management
- Management of NGO's
- Entrepreneurship
- Health Care Economics
- Project Management

Short Courses

- Finance for No-Finance Managers
- Accounts for Non-Accountants
- County Management
- Entrepreneurship
- Project Management
- Writing Proposals
- Leadership & Management
- Financial Analysis
- Trading at NSE
- Export for Small Businesses
- Project Feasibility Analysis

Under-Graduate Programmes:

- Bachelor of Business Administration (with IT)
(Regular/Evening)
- Bachelor of Arts (Business Studies, with IT)
- Bachelor of Arts (Economics, with IT)

Post-Graduate Programmes:

Master of Business Administration [MBA]

Doctor of Philosophy [PhD] Programmes in:

Business Administration and Economics

SCHOOL OF COMPUTING AND INFORMATICS

Computing, information and electronic communication technologies form the engine that powers the most competitive economies of the world. This important consideration drove Maseno University into incorporating the teaching of information technology (IT) into all her undergraduate degree programmes about five years ago. The University currently produces graduates who are much sought-after and are playing leading roles in virtually all the sectors of the Kenyan economy and beyond.

The School has the following departments:

- Department of Computer Science
- Department of Information Technology
- Department of Information Systems
- Department of Computer Engineering
- Department of Software Engineering
- Information Technology Enterprise Centre (ITEC)

The School offers the following programmes:

Certificate Programme in:

Information & Communication Technology (CICT)

Diploma Programme in:

Information & Communication Technology (DICT)

Under-Graduate Programmes:

- Bachelor of Science (Information Technology)
- Bachelor of Science (Computer Technology)
- Bachelor of Science (Computer Science)

SCHOOL OF DEVELOPMENT AND STRATEGIC STUDIES

The prevalence of poverty in developing countries, especially in rising level in Africa has put development firmly on the agenda of the state, non-governmental organizations, academic and research institutions, and international organizations. Consequently, these organizations continue to be preoccupied with the challenge of improving living conditions of people and making the improved livelihood sustainable. To enhance its contribution to meeting this challenge, Maseno University established the School of Development and Strategic Studies to serve as a multidisciplinary coordinating unit for development research, teaching, learning and community outreach activities.

The School has the following departments:

- Department of Development Studies
- Department of International Relations and Diplomacy
- Department of Political Science
- Department of Peace and Security Studies

The School offers the following programmes:

Certificate Programmes in:

- Public Administration
- Community Development
- Diplomacy
- Peace and Security Studies

Diploma Programmes in:

- Public Administration
- Community Development
- Diplomacy
- Peace and Security Studies

Under-Graduate Programmes:

- Bachelor of Arts (Political Science, with IT)
- Bachelor of Arts (International Relations & Diplomacy, with IT)
- Bachelor of Arts (Development Studies, with IT)

Post-Graduate Programmes:

Master of Arts in:

Political Science and International Relations

Doctor of Philosophy [PhD] in:

- Political Science
- Development Studies

SCHOOL OF ENVIRONMENT AND EARTH SCIENCES

Environmental issues such as climate change; pollution, urban planning and waste management are the current focus of the Environmentalists and Planners world over. As a result, Maseno University realized the need to train specialists to address these global problems, through the establishment of the School of Environment and Earth Sciences (SEES).

Departments:

- Environmental Science
- Hydrology & Water Resource Management
- Meteorology, Climate Change & Development
- Mineral Exploration and Mining
- Environmental Economics

Under-Graduate Programmes:

- Bachelor Science (Environmental Science, with IT)
- Bachelor Science (Environmental Science and Technology, with IT)
- Bachelor Science (Hydrology and Water Resource Management, with IT)
- Bachelor Science (Mineral Exploration and Mining, with IT)
- Bachelor Science (Earth Sciences, with IT)
- Bachelor Science (Climate Change & Development, with IT)

Masters Programmes in:

- Urban Environmental Planning and Management
- Environmental Science

Doctor of Philosophy [PhD] in:

- Environmental Science

SCHOOL OF MATHEMATICS, STATISTICS AND ACTUARIAL SCIENCE

The School offers comprehensive and diverse range of programs that are responsive to emerging needs in local, national and global contexts. We

collaborate with educators and other stakeholders and provide leadership across the full range of mathematics, Statistic and Actuarial Science Professions. The School provides innovative educational opportunities for learners within the global society and develops new models for enhancing teaching and learning of mathematics, Statistics and Actuarial Science.

The School has the following departments:

- Pure and Applied Mathematics
- Statistics and Actuarial Science

The School offers the following programmes:

Certificate Programmes in:

- Bridging Mathematics
- University Entrance Course

Diploma Programme in:

Actuarial Science

Under-Graduate Programmes:

- Bachelor of Science (Mathematical Sciences, with IT)
- Bachelor of Science (Actuarial Science, with IT)
- Bachelor of Science (Applied Statistics, with IT)
- Bachelor of Science (Mathematics & Computer Science)
- Bachelor of Science (Mathematics & Economics, with IT)
- Bachelor of Science (Mathematics & Business Studies, with IT)

Post-Graduate Programmes:

Master of Science in:

- Applied Mathematics
- Applied Statistics
- Actuarial Science
- Quantitative Research Methods
- Pure Mathematics

Doctor of Philosophy [PhD] in:

- Pure Mathematics

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- Applied Mathematics
 - Applied Statistics

SCHOOL OF MEDICINE

The School of Medicine is the youngest School at Maseno University and thereby the pioneer School of Medicine in the whole Kenya's Western Region. It was started to boost training of medical doctors alongside other public Medical Schools in Kenya like the University of Nairobi and Moi University.

The School has the following departments:

- Anatomy
- Biochemistry
- Behavioral Sciences
- Gynecology and Obstetrics
- Internal Medicine
- Medical Microbiology
- Nursing Sciences
- Pediatrics and Child Health
- Pharmacology
- Human Pathology
- Physiology
- Radiology Medical Imaging
- Surgery
- Family and Emergency Medicine

The School offers the following programmes:

- Bachelor of Medicine and Bachelor of Surgery (MB.ChB), with IT
- Bachelor of Sciences (Nursing with IT)
- Master of Medicine (MMed) in the various clinical or subclinical disciplines already mentioned for the undergraduate degree.
- Master of Science (M.Sc.) in the various basic Science disciplines mentioned for the undergraduate programmes.
- Doctor of Philosophy (Ph.D.) degree of the candidate's choice in any of the above fields of Medicine.

SCHOOL OF PLANNING AND ARCHITECTURE

The School was established to respond to the challenges of built environment emerging concerns. The School takes pride in extending new frontiers of knowledge through a new model of integrated knowledge the digital age.

The school has the following departments:

- Urban and Regional Planning
- Architecture and Environmental Design
- Urban Management

The School offers the following programmes:

Certificate Programmes in:

- Monitoring & Evaluation
- Results Based Management

Diploma Programmes in:

- Urban Management
- Monitoring & Evaluation

Under-Graduate Programme:

- Bachelor of Arts (Urban & Regional Planning, with IT)
- Bachelor of Science (Disaster Management, with IT)

Post-Graduate Programmes:

Post-Graduate Diploma in Project Planning and Management

Master of Arts in:

- Project Planning and Management
- Urban Management
- Monitoring and Evaluation

Doctor of Philosophy [PhD] in:

Planning

SCHOOL OF PUBLIC HEALTH AND COMMUNITY DEVELOPMENT

An explosion in information, advanced technology and the increased movement of people and cultures, characterizes today's world. As a result, a niche has been created in the public health/community nexus. It is this gap that Maseno University has filled with the establishment of the School of Public Health and Community Development to address the prevailing problems and challenges for the Great Lakes region and beyond.

Departments:

- Nutrition & Health
- Public Health
- Biomedical Science and Technology

The School offers the following programmes:

Diploma Programmes in:

- HIV & AIDS Determinants
- Prevention & Management
- Health Economics
- Medical Laboratory and Community Health

Under-Graduate Programmes:

- Bachelor of Science (Medical Laboratory Science, with IT)
- Bachelor of Science (Nutrition & Dietetics, with IT)
- Bachelor of Science (Medical Biotechnology, with IT)
- Bachelor of Science (Pharmaceutical Sciences, with IT)
- Bachelor of Science (Public Health, with IT)

Post-Graduate Programmes:

Master of Science in:

- Community Nutrition and Development
- Nutritional Science
- Family Development and Technology
- Biomedical Science and Technology

-
- Public Health [MPH]

Doctor of Philosophy [PhD] in:

- Biomedical Science & Technology
- Public Health
- Community Nutrition & Development

INSTITUTE FOR GENDER STUDIES

The Institute for Gender Studies at Maseno University is one of the academic Institutes established to offer interdisciplinary programs leading to undergraduate and Post-graduate degrees in Gender Studies.

These programs will enable students to analyze the historical, political, economic, and cultural structures that have contributed to discriminatory or libratory practices regarding gender, sexuality, and intersecting systems of oppression such as class, race, ethnicity, and national identity. Students will interrogate the social construction of gender roles and masculinity and how stereotypes develop, operate, and affect society at large. The Institute will also offer specialized Diploma and Certificate courses in Gender and Development Studies.

The IGS is mandated to provide staff and students with the following services under Constitutional and Legal Provisions:

- Continuous gender training and sensitization of students and employees on gender mainstreaming
- Baseline and benchmark on compliance level with the 2/3 gender representation policy on appointments, employment and proportions in the public services as per the constitution
- Collection and analysis of sex disaggregated data indicating compliance with statutory regulations
- Baseline and benchmarks measuring progress of the number women-led, youth-led and PWDs-led enterprises accessing 30% public procurement tender opportunities.

-
- Development and implementation of Maseno University Gender Policy to guide gender mainstreaming activities, including prevention of Gender based violence.
 - Support and guidance for students who are victims of all forms of GBV and are encouraged to report any incidences to the Director.

Post-Graduate Programmes:

Doctor of Philosophy (PhD) in:

- Gender and Development
- Gender and Public Policy

Masters of Arts in:

- Masters of Arts (Gender and Development, with IT)

Under-Graduate Programmes:

- Bachelor of Arts in Gender Studies (with IT)

SCHOOL OF GRADUATE STUDIES

RESPONSIBILITIES

- Sourcing and processing scholarships for Postgraduate Studies
- Processing of applications for Postgraduate Studies
- Follow-up of Postgraduate Studies
- Organization of public, Inaugural lectures and general seminars
- Organization of thesis defense.
- The Research section of the SGS concentrates on sponsoring and coordinating individual research programmes and administering funds from within the University and other external sources through the school.

POSTGRADUATE ADMISSION REQUIREMENTS

Applicants for Master of Arts, Master of Science and Master of Education programmes should have a First Class, Upper Second Class or Lower Second Class Honours degree in the relevant discipline from Maseno University or its equivalent from recognized Universities.

The Master of Arts, Master of Science and Master of Education degree programmes are offered by course work, examination and thesis over a period of two years.

Applicants for the M.P.H. Programmes should be holders of Surgery, Bachelor of Medicine, Bachelor degree in Science or Social Sciences related discipline or Higher National Diploma in Health related sciences.

Prospective applicants for Doctoral degree programmes should be holders of a Masters degree from Maseno University in the relevant field, or holders of a relevant Masters degree of any other recognized University, or holders of other qualifications considered by Senate as equivalent to a relevant Master's degree.

Applicants for Postgraduate Diplomas should have Bachelor's Degree of Maseno University or any other recognized University or holders of qualifications considered by Senate to be equivalent to University degree.

For Postgraduate Diploma in Education (Sandwich programmes) applicants should be attached to a school.

In addition to the tuition fees, students must provide for their own living and medical expenses.

Applicants are advised to make personal arrangements to finance their studies by seeking sponsorship from donors or from their employers and research fellowships to help them carry out their project research.

All applications **MUST** be submitted on prescribed forms, which can be obtained from the Director, School of Graduate Studies, Maseno University. A non-refundable application fee of Kshs.1, 500/= (Kenyans) and US\$50(non-citizens) will be charged.

Application fees must be paid to the Finance Officer, Maseno University, and completed application forms, with copies of certificates, transcripts, passport size photographs (all in triplicate), letters of recommendation and receipt for application **MUST** be returned to:

**Director, School of Graduate Studies,
Maseno University
Private Bag, 40105
Maseno**

Incomplete forms will not be processed. Applications which do not meet the minimum requirements will not be acknowledged.

KISUMU CAMPUS



Varsity Plaza, home to Kisumu Campus

The Kisumu Campus has a unique setting in the heart of the beautiful Kisumu City. It operates within a secure and conducive environment with easy access to the internet, postal, medical, recreational, banking and transport services. The scenic Lake Victoria shores and the Kisumu Museum, both useful for social and academic tours are within a few minutes' walk. The library services, enhanced by Internet, are supplemented by the nearby Kenya National Library Services (Kisumu Branch).

Kisumu Campus offers market driven academic and professional programmes including the latest in IT and Computer Applications at certificate, undergraduate and postgraduate levels. The flexible schemes provided for are:

- Full time:** day release; evening;
- Part time:** day release; evening; holidays; online; tuition according to the needs of the individual students.

There are also options for accelerated study schemes.

eCampus

The eCampus of Maseno University is one of the latest innovations by Maseno University to facilitate online delivery of high quality certificate, diploma and degree programmes to learners in various parts of the country, the East African Region and beyond. Maseno University has indeed successfully pioneered the use of modern technology to not only realize equitable access to higher education through eLearning, but also improve the quality of educational experience for our learners.

eLearning Programmes

Masters Programmes:

- Master of Public Health (MPH)
- Master of Arts (Project Planning and Management)
- Master of Arts (Monitoring and Evaluation)
- Master of Arts (Social Development and Management)
- Master of Education (Educational Administration)
- Master of Education (Guidance and Counseling)
- Master of Education (Educational Psychology)
- Master of Science (Research Methods (eRM))

Post-Graduate Diploma Programmes:

- Post Graduate Diploma in Education (PGDE)

Under-Graduate Programmes:

- Bachelor of Science (Mathematics and Business Studies, With IT)
- Bachelor of Science (Actuarial Science, With IT)
- Bachelor of Science (Applied Statistics, With IT)
- Bachelor of Science (Mathematical Sciences, With IT)
- Bachelor of Business Administration (BBA, With IT)

Certificate Programmes:

- Basic Statistics (eStats)
- Bridging Mathematics

MASENO UNIVERSITY ON SOCIAL MEDIA

You may reach us on our official social media pages as follows:

Our Facebook Pages

- Maseno University:
<http://www.facebook.com/MasenoUniversity>
- eCampus of Maseno University:
<http://www.facebook.com/MSU.eCampus>

Our Twitter Handles

@Maseno_Uni
@maseno_ecampus

LIBRARY SERVICES

1. The University Library system is comprised of **College Campus Library, SiribaCampus Library, Resource Center Library, School of Graduate Studies Library, Kisumu Campus Library** and **Homa-Bay Campus Library**.
2. The library service has a combined book stock of approximately 140,000 volumes, journals and other reading materials. In addition the library subscribes to over 40,000 ejournals and ebooks for access by registered members through the elibrary at <http://elibrary.maseno.ac.ke>.

Membership

Membership is open to both registered students of Maseno University and' all categories of staff. However, the University Librarian can, on special request, register visiting scholars and any other user.

Facilities and Services of Library

The undergraduate libraries are broadly based on subjects as follows:

Kisumu Campus Library

This library houses the administrative offices, technical services, periodicals section and the bindery unit. The collection here is mainly on humanities with specific reference to the following disciplines: **Philosophy, Religion, Psychology, History, Languages, Literature, Journalism, Media and Technology**, etc.

Siriba Campus Library

The Library mainly stocks books on science & technology in the following subject areas:-

Physics, Chemistry, Botany, Zoology, Mathematics, Statistics, ComputerScience, Engineering, HomeScience and Technology, Agriculture, Horticulture, Medicare, Medicine, Biotechnology, Design and Architecture, etc.

Resource Center Library

This Library is situated at Siriba Campus. It stocks collections mainly on Education and Social Sciences, which includes the following subject areas:

Education, Economics, Geography, Urban and Regional Planning, Sociology, Law, Management Science, Commerce, Audio-Visual materials.

There is also a small Africana Collection, whose use is strictly limited within the Library premises.

Other libraries are:

School of Graduate Studies Library

The collection comprises materials meant for Research and Postgraduate studies. It also has a special collection on dissertations/thesis, and tertiary level publications on various academic fields and internet services

Kisumu Campus Library

This library is mainly meant for students undertaking programmes in our Kisumu Campus.

The collection comprises materials in all subjects offered at the campus college.

Jaramogi Oginga Odinga Training & Referral (JOOTR) Hospital Library

This library serves medical students taking their programme at the hospital at Kisumu.

Circulations

Borrowing of library materials for various categories are as below.

Academic Staff	- 5 books at a time.
Non-Academic Staff	- 2 Books for a month.
Postgraduate/ undergraduate students	- 4 Books for two weeks
and 1 Reserved Short loan book for a specified period.	

Renewal

Borrowed materials may be renewed for a further period provided they have not been requested for or booked by another user. Renewals can be done either in person, by post, telephone, fax or email.

Reserved/Short loan materials.

Reserved/Short loan materials may be borrowed for use within the library for a maximum of 1 hour and may be renewed.

Bindery

The Maseno University Bindery is housed in the college campus library. It provides the following services:

- Thesis/Dissertation and Project Binding
- Project Printing
- Hard Cover Binding
- Soft Cover Binding
- Spiral Binding
- Paper Trimming

All these services are offered at a fee.

Opening Hours

During Semester:

College Campus Library, Siriba Campus Library, Resource Centre Library and SGS Library

- 8:00am – 10:00pm (Weekdays)
- 8:00am – 5:00pm (Saturdays)

Kisumu Campus Library

- 8:00am – 8:00pm (Weekdays)
- 8:00am – 5:00pm (Saturdays)

JOOTR Hospital Library

- 8:00am – 6:00pm (Weekdays only)

Vacation: 8am – 5pm (Weekdays only)
Closed: Sundays and Public Holidays



UNIVERSITY BOOKSHOP

Maseno University Bookshop is in Kisumu, located opposite Maseno University's Kisumu Hotel, at Varsity Plaza off the Jomo Kenyatta Avenue, along Bank Road. The Bookshop offers a wide range of reading material, including fiction, non-fiction, business, science, media, IT, medicine and children's books, tailored to meet the needs of the individual and institutional requirements. The Stationary and Souvenirs section of the Bookshop ensures that not only your office requirements are catered for, but that you acquire a piece of Maseno University. In addition, the Bookshop provides a search and order service for the more discerning customer, seeking to access that hard-to-find item. Our market niche includes pre-primary and primary schools, secondary schools, polytechnics, middle-level colleges, TIVET institutions, medical colleges, universities, as well as the general public.

Maseno University Bookshop certainly is a must-visit stop, as it aims to make a significant impact on access to knowledge in the City of Kisumu, its environs, and beyond. The bookshop is now the Largest Bookshop in Western Kenya Region and established with an aim of promoting academic, professional aspirations and advancements as well as enhancements of the reading culture amongst the general public.

STUDENTS' AFFAIRS

Student Affairs is headed by the office of the Director and comprises two main sections namely:

- i) Directorate of Students Affairs
- ii) Accommodation and Catering Services for students

Through its various professional services and programmes, the Directorate aims at ensuring that students have an enabling social and physical environment in which to learn and develop into responsible citizens, and ultimately achieve academic excellence and career goals.

The Directorate advocates for dialogue and appreciate students as resourceful persons in all matters pertaining to their welfare. It is conscious of students' diverse backgrounds and individual differences. Urges all our students to take advantage of the available professional services in the department in order to minimize the various conflicts that may hinder their academic progress and career goals. In exercise of its various duties, the Students' Affairs basically serves as a link between the university administration and the student fraternity. In addition the office liaises with the general public on matters affecting individual or groups of students and supports student's participation in community services.

DIRECTORATE OF STUDENTS AFFAIRS

The office of the Deputy Director, Students Affairs is directly responsible for the management of student's general welfare activities, right from orientation to graduation. In conjunction with relevant organs of the University, the office coordinates activities that affect students' health, residence, sports and games, guidance and counseling, career and, placement services. It also liaises with the students' government, Student Organization of Maseno University (SOMU) and oversees activities of students' clubs, societies and associations. The office coordinates students' loans and bursaries, and work study scheme for students among others.

Guidance & Counseling

This section offers free professional services available for individual or groups of students with personal concerns.

Counseling Services

Counseling center is located in college campus next to transport department.

Counseling center working under the Office of the director Students Affairs offers counseling, psychological support services and psycho education programs to enhance students' emotional, behavioral and social wellness. Students who want to build their strengths or are experiencing difficulties, or worries are encouraged to seek necessary assistance from the counseling center.

Students facing crisis, or trying to cope with major emotional difficulties or seeking to make positive adjustments in life have access to our team of experienced staff of counseling psychologists to offer required professional support, guidance, counseling and psycho education on a wide variety of issues and not limited to the following:

- Adjustment to University life
- Academic related issues
- Alcohol, drug abuse and other addictions
- Bereavement, grief and loss
- Trauma response and management

- Disaster response and management
- Career guidance and counseling
- Students with special needs (disability concerns)
- Relationship management and resolutions
- Family conflicts and communications
- Personality concern
- Sex and gender based conflicts
- Stress and crisis management
- Spirituality issues
- Reproductive health counseling and support
- Health concerns
- Empowerment programs
- Psychological support groups

Note: These services are offered to individuals, groups, couples and families.

The office of the Director Students Affairs through counseling center organizes workshops and trainings, for students on the following:

- Students' leadership and governance training
- Peer counselors training
- Mentorship training
- Peace ambassadors training
- Champions against alcohol and drugs training
- Disaster response team training

Campaigns, sensitizations, talks, outreaches and other open forums are organized by the counseling center from time to time on topical issues affecting students.

Classes, clubs, associations, societies, faculties, halls of residence, religious and regional groups are used for outreaches or can request for workshops on time management, assertiveness training, relationship management, any of the above topics and other areas.

Counseling services adhere to the principle of confidentiality apart from offering face to face sessions it has embraced technological platforms to serve its clientele so we use; WhatsApp, e-mail, facebook and <http://www.facebook.com/MasenoUniversity>.

Games and Sports

Games and Sports section organizes various games and sports activities for students and provides both indoor and outdoor games and sports facilities. Students are facilitated to take active part in these activities for purposes of recreation and physical well being.

Accommodation and Catering Services

The location of Maseno in a rural environment makes provision of accommodation a critical component of Student Welfare. In this regard the University has been quite focused in increasing the number of accommodation facilities to allow as many students as possible to have an opportunity to stay on campus. The type of accommodation varies from single room to shared rooms with catering facilities. The rooms are allocated on a first come first serve basis and charged per semester at rates that are competitive and affordable to students. There is no prior booking or reservations. However, first years are guaranteed room allocation on full payment of fees.

The University provides meals to students in the Students' Cafeterias. The meals are at subsidized rates on pay as you eat basis. There is a cafeteria at College Campus, Siriba Campus and Kisumu Campus. They provide breakfast, lunch and supper from 7am to 8pm (College Campus and Siriba Campus) and 7am to 7pm (Kisumu Campus).

The Accommodation and Catering Services department endeavors to provide and maintain the student accommodation services with the necessary amenities required e.g. housekeeping, electricity and water. The department staffs are on duty 24 hrs to oversee these services adequately and effectively. The students' body has Hall Representatives that provide a link between the resident students and the Accommodation and Catering staff for the smooth running of these services.

Work Study Program

A work-study program has been put in place to boost the meager finances of needy students. SOMU has set up a task force whose

mandate is to scout, evaluate and recommend such needy students to the University administration.

Philanthropic bodies like The **Joe Wanjui, Doshi** and **Rattansi Trust** Funds have also sponsored many needy students.

Unity is strength

Many Public Universities have experienced a catalogue of strikes, demonstrations and even unrest from one time to another. This has become a common malady in the universities. At Maseno though, there is symbiotic coexistence between the students and the administration.

This is drawn from the SOMU motto as an organization" **UNITY IS STRENGTH**", through this, efforts are put to solve issues before they get out of hand. The Machinery for addressing grievances is well defined, from SOMU to Dean of Students and then the Director of Students Affairs.

STUDENTS ORGANIZATION OF MASENO UNIVERSITY (SOMU)

Maseno University recognizes the importance of a students' organization. Maseno University Students Organization (SOMU) was established to serve as an important link between University Administration and students.

Membership to SOMU

Membership to SOMU is open to all students. A subscription fee to the organization is charged yearly. The SOMU office is constitutionally elected by students once every academic year and consists of the Chairman, Vice-Chairman, Secretary General, Treasurer, Secretary for Sports and Entertainment, Secretary for Gender, Culture Heritage and PLWD and Secretary in charge of campuses in accordance with the Amended Universities Act 2016.

The students' organization involves itself in many activities to ensure that the students' interests are taken care of, be it academic, social,

physical and spiritual. SOMU acts as the hub of all mini-organizations, associations, unions and societies of the students community which are expected to be all inclusive. SOMU in conjunction with the leaders of various organizations draws a calendar of activities for the whole semester.

Roles and Responsibilities of Students Council

- a. The Students' Council of SOMU shall perform such functions as provided under Section 41(2) of the Act in addition to the following.
 - i. Make subject to the approval of the University Council its Constitution, rules governing the day to day conduct of the affairs of the Students' Organization, its procedures and the conduct of the members thereof and the consequences of any breach of such rules;
 - ii. Draw the attention of management to threats to peace and order among students;
 - iii. Make proposal to enhance corporate social responsibilities;
 - iv. Provide leadership that would promote a positive image of the University.

Governance of SOMU

- a. Membership of the Council shall be prescribed in the Constitution of SOMU.
- b. The election of members of the Council, powers and function shall be prescribed in the Constitution of the Association.
- c. The regulations may authorize the Students' Organization to provide or assist in the provision of services for the general welfare of the student body.
- d. Subject to the Act, Charter and University Statutes, all matters affecting the education, welfare and discipline of students shall be governed by the Students Rules and Regulations as provided for in the hand book.

Affiliate Organizations of SOMU

Among the associations are **Maseno University Association of Business Students (MUABS)** which draws membership of the student community who do Business related courses.

Maseno University Peer Counseling (MUPEC), which has membership for all students who are ready to take up the challenge of

counseling fellow students and even extend their services to the neighboring institutions;

Red Cross Society of Maseno University, which is a microcosm of the International Red Cross Society, has a strong membership at Maseno University.

Other organizations are **Maseno University Aids Control Unit (MUACU)**, which conducts awareness campaigns on HIV / AIDS.

Maseno University Environment Students Association (MUESA) which involves itself in environmental conservation, not to mention numerous other spiritual Societies like: **Christian Union, Catholic Students Association, SDS, Muslim Student Association** etc.

Students Publication

SOMU runs a students' Magazine called "ORACLE" which is published annually. It chronicles events happening in Maseno University. The publications committee is chaired by a Director of publications. The committee solicits stories, commentaries and ideas from the student community. Each copy is modestly charged.

HEALTH SERVICES IN MASENO UNIVERSITY

Maseno University Health Services provides quality health care inclusive of promotive, preventive, diagnostic, curative, palliative and rehabilitative services to the staff, their dependants and the students.

The University has put up a 42 bed hospital in Siriba Campus. This will enable the institution to provide quality health services both to students and staff and also enabling the diversification of health services offered in maternal, child health and Family Planning. The University also has a clinic in Kisumu City next to Kisumu Hotel.

Maseno prides itself as the first public university that has provided a comprehensive HIV/AIDS intervention program which includes VCT and availing of Anti-Retrovirals (ARVs) to the staff and students at no cost.

Linkage with the Ministry of Health now has resulted in Maseno University being recognized countrywide as one of the Patient Support Centers (PSCs) and Anti-Retroviral drugs are also being sourced from the Ministry free of charge.

The students' role in health care includes:

- Seek medical attention at the University Health Centre as soon as possible if you fall ill.
- Take heed of advice provided by health care personnel and take your medications as prescribed and for the number of days given.
- Abstain from sex and concentrate on your studies.
- Buy a mosquito net and ensure you sleep under it to prevent mosquito bites hence exposing yourself to malaria. Kisumu region is a malaria endemic zone.
- Avoid indulging in alcohol and other drugs. They can derail your academic journey and ruin your future in spite of your parents and guardians investing heavily in you.

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- Voluntarily know your HIV status and live positively if found sero-positive. Voluntarily Counseling Centre (VCT) is available within the university and feel free to utilize the services.

This new academic year (2020-2021) is starting under very unusual circumstances due to COVID-19 pandemic. The COVID-19 virus is transmitted mainly through close physical contact and respiratory droplets, while airborne transmission is possible during aerosol generating procedures. The disease is severe especially in people with pre-existing medical conditions such as diabetes mellitus, hypertension, asthma, cardiac lesions, kidney disease, hypothyroidism, cancer and immune-suppression. Hence all students joining the University are encouraged to avoid contracting the disease by strictly observing the following measures:

- Correctly and consistently use face masks once out of hostel room
- Frequently hand wash with soap and water (or use alcohol based sanitizer if available) for at least 30 seconds. The University has provided several hand washing points at the hostels, gates, lecture halls, offices and laboratories.
- Keep social distance (at least 1.5 metres) while in lecture rooms, social places, cafeteria, hostels etc
- Cover mouth and nose with a tissue or into flexed elbow (not hands) when coughing or sneezing.
- Put used tissues in the bin immediately and wash hands with soap and water.
- Avoid unnecessary travelling to other places once settled at the University

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- Avoid social gatherings such as in bars, funerals and weddings.
 - At the University gates and other entry points, your body temperature shall be taken by security guards hence your cooperation is needed.
 - Avoid shaking hands, hugging or kissing.
 - Dispose off any old face masks in the designated waste bins for later incineration
 - Maintain a distance of at least 2 metres (6 feet) between yourself and anyone who is coughing or sneezing.
 - Stay at home and avoid travelling when you have flu-like symptoms.

Maseno University Aids Control Unit (MUACU)

Maseno University AIDS Control Unit was established in the year 2000 as a branch of the Commission for Higher Education (CHE) AIDS Control Unit. The aim of establishing the unit was to offer HIV/AIDS prevention and care services to the University students, staff, dependants and the surrounding communities. Specifically the unit offers the following services:

- Voluntary Counseling and Testing (VCT) in a modern VCT facility.
- Home based care to the infected and affected people
- Prevention of Mother to Child Transmission of HIV (PMTCT)
- Youth peer education program in collaboration with I CHOOSE LIFE (ICL)
- Provision of antiretroviral drugs
- Research in HIV/AIDS

The unit is located in Siriba Campus, and is coordinated by the School of Public Health and Community Development under the guidance of multidisciplinary steering committee whose members are drawn from all

the faculties, Schools, centers, sections and student body within the University. Implementation of the HIV/AIDs prevention and care activities is guided by a policy document that was developed by the steering committee

SECURITY DEPARTMENT

Education requires safe, secure and serene environment for success. Maseno University is strongly committed in ensuring crime prevention and safety of students, staff and visitors. Your cooperation is essential in minimizing criminal activity and creating a safer community for all.

Like other institutions, universities are not without occasional crimes. Every individual is required to obey both the law of the land and, rules and regulations of the university. Being aware of these rules and taking personal responsibility for your own conduct and safety improves the quality of life for everyone at the university.

To help ensure the safety of university community, the university has a designated security department that is supplemented by contracted security services and responsible within the university for maintenance of law and order, preservation of peace, crime investigation, protection of life and property and enforcement of all laws, rules and regulations of the university. The department works hand in hand with the police and other law enforcement agencies.

Organization

The department is headed by Chief Security Officer (CSO) who is assisted by Assistant Security Officers.

Functions of the Department

The department, among other functions, is charged with:

- ✓ Protection of life and property.
- ✓ Maintenance of law and order within the University premises.
- ✓ Detection and prevention of crime and other misdemeanours within the University.
- ✓ Investigation of security incidents.
- ✓ Apprehension of offenders within the university premises.
- ✓ Enforcement of the University rules and regulations.
- ✓ Preservation of peace within the University premises.
- ✓ Collection and dissemination of intelligence on matters touching on the University as need may arise.
- ✓ Coordinating information on security investigations.
- ✓ Providing strategic and technical guidance and assistance in the design and implementation of security processes and programs to ensure the security of the physical and information environment of the university.

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- ✓ Risk management, compliance, information security operations, and general security awareness of the university and its satellite campuses.
 - ✓ Ensuring development of strategic programs and overall coordination of all aspects of security within the university.
 - ✓ Developing requirements for preventive measures.
 - ✓ Ensuring development and implementation of institutional compliance with applicable laws, regulations and requirements relating to security issues

Whereas reasonable security is provided, students and are advised to ensure the safety of their personal property and those entrusted to them by the university. The University will not be liable for any loss or damage occasioned by negligence on the side of the students.

The department operates round the clock and there is always officer on duty to attend to your security need, including the contracted security personnel who are posted across the campus. In case you need any assistance, do not hesitate to report or seek for help.

OFFICE OF THE REGISTRAR. ACADEMIC AND STUDENT AFFAIRS SERVICE DELIVERY CHARTER

Students admission	A completed application form Receiving lists of admitted candidate from KUCCPS	Specified fees	SSP within 1 week GSS within a month
Student Disciplinary/ Examination irregularity cases	Communication of the decision of the committee	1200/-	5 working days
Appeals Board	Communication to the students	Free	5 working days
Issuance of Certificate	Gown Hiring form, original ID, Certificate of clearance	Free	2 month after graduation
Certification of University documents	Original and copies of certificates and Transcripts	100/-	Within 1 day
Storage charges: Degree certificates	Gown hiring form, Original ID, Certificate of clearance	1200 p.a	Within 1 day
Remarking of examinations	Answer scripts and marking scheme	Specified fee	Within 2 weeks
Graduation Ceremony	Upon successful completion of studies and meeting all other requirements	Specified fee	To be held every November
Issuance of University Official Transcripts	Original ID and certificate of clearance	free	1 week upon request
Issuance of additional Transcripts	Request form	200/- per copy	1 week upon request
Late return of gown	Gown hiring form	500 per day	Upon return
Registration	A duly completed course registration form	Specified fee	3 weeks upon return into the semester
Resit fees	Resit card and receipt of payment	500/- per paper	On Semester basis

Security Charter

SERVICES OFFERED	REQUIREMENTS	COST	TIMELINE
Provision of security and safety	<ul style="list-style-type: none"> • Cooperation • Giving sufficient information • Production of student/staff ID 	Free	Continuous
Recording of complaint	<ul style="list-style-type: none"> • Production of student/staff ID • Giving proper details of complain • Recording statement • Cooperation 	Free	15 Minutes
Responding and giving feedback to complain	<ul style="list-style-type: none"> • Production of student/staff ID 	Free	1 day
Responding to a distress call	<ul style="list-style-type: none"> • Alerting security personnel and giving sufficient information 	Free	Immediately
Investigation of cases	<ul style="list-style-type: none"> • Production of student ID • Giving sufficient information • Cooperation 	Free	2 days
Collection of evidence and presentation before disciplinary committee	<ul style="list-style-type: none"> • Giving sufficient information 	Free	1 week
Access control and registration.	<ul style="list-style-type: none"> • Cooperation • Production of ID 	Free	2 Minutes
Guarding, patrolling, detection and prevention of crime.	<ul style="list-style-type: none"> • Cooperation • Giving sufficient information 	Free	Continuous
Provision of first aid and evacuation	<ul style="list-style-type: none"> • Reporting the incident 	Free	When need arises
Traffic control/parking within the university	<ul style="list-style-type: none"> • Cooperation 	Free	When need arises
Liaising with external security organs	<ul style="list-style-type: none"> • Cooperation 	Free	Continuous

COMMON RULES AND REGULATIONS FOR UNDERGRADUATE EXAMINATIONS

1.0 PREAMBLE:

1.1 Act and Statutes.

Subject to the Act and the Statutes, all matters concerning University Examinations shall be supervised by the Deputy Vice-Chancellor, Academic and Students Affairs under the general direction of Senate.

1.2 Overall Authority

Senate shall have the overall authority in all matters concerning and affecting examinations, including the setting, moderating, conducting, marking, processing and declaration of results. Senate decision in all these matters shall be final.

1.3 Definitions

For the purpose of these Regulations:

1.3.1 *University Examinations* are all those examinations, assessments or evaluations that are considered in determining whether or not a student shall proceed to the following year of study or qualifies to graduate.

1.3.2 *Regular University Examinations* are those scheduled examinations held at the end of each semester or as determined by Senate.

1.3.3 A *resit* constitutes a failed course, which a candidate must resit during the regular examination time.

1.3.3.1 A resit examination in any failed unit must be cleared not later than the subsequent year of study.

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- 1.3.3.2 A candidate who fails upto three (3) units in one academic year may proceed to the next year of study and resit the failed units in that year.
- 1.3.3.3 A candidate who fails in four (4) or more units in one academic year shall not proceed to the subsequent year of study before passing all the failed units while out of the University.
- 1.3.3.4 The charges for resit examinations be Kshs. 200 per unit, the normal unit examination fee.
- 1.3.3.5 After the normal minimum four year study period, a resit may be carried over for a maximum of four years, failing which a student should be deregistered.
- 1.3.4 **Continuous Assessment** is any form of evaluation made during the course of the semester such as tests, graded practicals, projects and other assignments.
- 1.3.5 A **semester** is a period of study of normally 16 (sixteen) weeks or any period as may be determined by Senate for any current academic year.
- 1.3.6 **An academic year** shall normally consist of two semesters.
- 1.3.7 A **course** is that part of a subject described by a coherent syllabus and taught normally over a period of a semester. It is designated as one or more units of study.
- 1.3.8 A **unit** is that part of a subject described by a coherent syllabus and taught normally over a period of a semester. It is designated to be covered in a total of 42 contact hours within the semester, where a contact hour is one (1) hour of lecture or two (2) hours of tutorials or three (3) hours of practicals.

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- 1.3.9 A **semester** load is normally between 7 and 8 units unless otherwise approved by Senate. Industrial Attachment and Teaching Practice shall be considered to constitute a number of prescribed units.
- 1.3.10 **School/Institute** comprises specified teaching Departments /Programmes.
- 1.3.11 **Core unit** is a unit which is central to the discipline of study.
- 1.3.12 **Required unit** is a unit which is supportive or beneficial to a discipline/programme as stipulated in the academic syllabi.
- 1.3.13 **Pre-requisite unit** is a unit which must be successfully completed before one can register in a subsequent one.
- 1.3.14 **Elective unit** is a unit which may not necessarily be central to the discipline of study and which the student selects according to his/her interest subject to prior approval by the department.
- 1.3.15 **Prescribed units** include core, required, prerequisite or elective unit as specified in the academic programmes.
- 1.3.16 A **Common unit** is an elective unit which must be taken collectively by all the students within School/Institute

1.4 Exemptions

- 1.4.1 Senate may grant a School /Institute exemption from any of the requirements of these rules and regulations.
- 1.4.2 Senate, on the recommendation of the School /Institute/ Boards may grant any student(s) exemption from any of the requirements of these rules and regulations.

1.5 Registration of students and courses

- 1.5.1 All students must sign the nominal roll online within first week of every semester. The system will automatically lock this capability after the period lapses. Those students who do not sign nominal roll will be considered to have automatically absconded studies for the semester in consideration.
- 1.5.2 All students **must** register for the courses/units that they are expected to do examinations at the end of that semester, within first month of every semester, upon payment of at least 50% of the total fees for that semester. The system will automatically lock this stage after the stated period lapses[01].
- 1.5.3 All students must have an authentic examination card before sitting for any examinations. Only students with no fee balance will be able to print their examination cards.

2.0 GENERAL RULES

- 2.1 A candidate must attend 80% of lectures before being allowed to sit for examinations.
- 2.2 School/Institute Examination Regulations shall be presented through their respective Boards and Deans Committee for approval by Senate.
- 2.3 Unless approved by Senate, all units shall be examined within the semester in which they are taken.
- 2.4 A candidate shall be required to register for University Examinations at least four weeks before the start of semester examinations.

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- 2.5 A candidate may not be allowed to sit for University Examinations, if he/she fails to register for courses within the first month of the semester.
- 2.6 To be eligible to sit for University Examinations, a candidate should have taken all the Continuous Assessments in the respective courses. The results of the continuous assessment shall normally be availed to students at least one (1) week prior to sitting their final examination.
- 2.7 The final mark for any one unit shall normally be made up of marks obtained from Continuous Assessments and the end of semester Examinations.
- 2.8 Unless Senate decides otherwise, Continuous Assessments shall normally constitute 30% of the final marks while end of semester examinations shall constitute 70%.
- 2.9 School/Institute/Departments shall be required to indicate Core, Required, Pre-requisite and Elective units for approval by Senate.
- 2.10 Schools/Institutes shall be required to spell out the distribution of Continuous Assessment (CAT) marks for approval by Senate.

3.0 GRADING SYSTEM AND OTHER REQUIREMENTS

3.1 Grading system

- 3.1.1 The performance of candidates in University Examinations shall normally be determined by grades based on both Continuous Assessments and end of Semester examinations.
- 3.1.2 Unless otherwise approved by Senate, each unit shall be graded out of a maximum of 100 marks.

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- 3.1.3 The final mark for each unit shall be rounded off to the nearest whole number.
 - 3.1.4 Unless otherwise approved by Senate, the pass mark for all units shall be 40%.
 - 3.1.5 A candidate shall be allowed to resit a failed unit twice after which he/she shall be required to retake the course by paying and registering for the failed unit.
 - 3.1.6 Continuous Assessment marks shall count towards resit examinations while for retake the students shall be expected to sit for 60thCAT 4 end of semester exams unless otherwise approved by Senate.
 - 3.1.7 A maximum of 8 years of study is allowed for a regular Bachelor's degree. A candidate who fails to qualify for the award of the degree after the allowed 8 years shall normally be deregistered.
 - 3.1.8 A candidate must pass all prescribed units before he/she graduates.
 - 3.1.9 Unless otherwise specified by Senate, the Examination grading system shall be as follows:

PERCENTAGE MARKS	GRADES	REMARKS
70 - 100	A	Excellent
60 - 69	B	Good
50 - 59	C	Average
40 - 49	D	Pass
39 and below	E	Fail

3.2 Regulations for Bachelor of Medicine and Bachelor of Surgery (MBChB) with IT, Bbc Pharmacy with IT and Bbc Nursing with IT

The following exemptions shall apply for the MBChB degree programme:

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- 3.2.1 End of semester examinations shall constitute 60% and continuous Assessment Tests (CATs) 40% of the final marks.
 - 3.2.2 End of semester examinations shall comprise of a written paper, laboratory practicals for pre-clinical courses, and clinical examination for clinical courses.
 - 3.2.3 The pass mark for each course shall be 50%.
 - 3.2.4 The final mark for each course shall be rounded off to the nearest whole number.
 - 3.2.5 A candidate who fails to satisfy examiners in the clinical component of a given subject, shall be deemed to have failed the overall examination in that subject even if he/she will have obtained a final mark of 50% or higher.
 - 3.2.6 The Examination grading system for each course shall be as follows:

<u>Percentage marks</u>	<u>Grade</u>
75% -100%	A (Distinction)
65% - 75%	B (Credit)
50% - 64%	C (Pass)
0% - 49%	D (Fail)

- 3.2.7 A candidate who sits examinations for the first time and fails in not more than 25% of the total Units of courses in the academic year shall, on recommendation of the board of examiners and approval of the senate, be allowed to sit a supplementary examination in the failed course(s), taken within one month from date provisional results are released. If the candidate attains a pass in the supplementary examination he/she shall be deemed to have passed the respective university examination for the year. A candidate who fails a supplementary examination shall repeat the year.
- 3.2.8 A candidate who sits examinations for the first time and fails in between 25% and 50% of the total Units in the academic year shall, on recommendation of the Board of Examiners and approval of senate, repeat the year. No candidate shall be allowed to repeat on academic grounds any one year more than once.

3.2.9 A candidate who sits examinations for the first time and fails in more than 50% of the total Units in the year shall, on recommendation of the board of Examiners and approval of senate, be discontinued.

3.3 **Award of the MBChB Degree with IT**

3.3.1 A candidate who satisfies examiners in the final year, shall on recommendation of the board of examiners and approval of Senate, be awarded the degree of Bachelor of Medicine and Bachelor of Surgery (MBChB) with Information Technology (IT).

3.3.2 Award of degree shall be subject to candidates having passed all the prescribed courses of the programme.

3.3.3 The MBChB degree shall not be classified.

3.4 **Appeal for Remarking.**

3.4.1 After the release of provisional results, a candidate may appeal to the Dean in writing within a period of three weeks for remarking, and copy to the Registrar Academic Affairs giving reasons.

3.4.2 A candidate who requests for a remark shall pay a non-refundable fee of Five Thousand Kenya Shillings (Ksh.5000) per paper or such other amounts as may be determined by Senate from time to time.

3.4.3 The Dean shall propose an independent examiner to mark the script(s) and forward the name to the Chairperson of Senate for consideration.

3.4.4 The Chairperson of Senate, upon receiving a request for remarking from the Dean, shall appoint or reject the proposed examiner to mark the script(s) and report to senate. If the Chairperson rejects the internal examiner proposed by the Dean, he/she shall inform the Dean giving reasons and request him/her to nominate another examiner.

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- 3.4.5 An independent Examiner, as appointed by Senate, refers to an Internal or an External Examiner who has not taught or examined the candidate in the particular course.
 - 3.4.6 The independent examiner appointed by Senate shall release the marks within two (2) weeks and report to the School Board.
 - 3.4.7 The score obtained on remarking a script shall be the accepted provisional mark, which shall be forwarded to Senate for approval.

3.5 Transfers of students to other academic programmes

- 3.5.1 A candidate who has been recommended to proceed to the subsequent year of study may be allowed by Senate to transfer to the programme of his/her choice provided he/she meets the entry requirements of that programme.
- 3.5.2 A candidate who has failed more than 60% of the course may be allowed by Senate to transfer to a programme of his/her choice provided he/she meets the entry requirements of that programme.
- 3.4.3 A candidate who is approved in 3.5.1 and 3.5.2 above may be given credit transfer(s) for the passed units in the new programme of his/her choice.

4.0 EXAMINATIONS RESULTS

- 4.1 Unless Senate decides otherwise, examination results shall be considered first by Departmental/ Programme Boards of Examiners and then by the Faculty/ School/Institute Boards of Examiners at the end of each semester. The Departmental/Programme Boards of

Examiners shall normally consider the results after they have been moderated by External Examiners.

- 4.2 Chairpersons/Coordinators of Departments/ Programmes shall forward results to relevant School/Institute Boards of Examiners after Departmental/ Programme Board of Examiners' meetings.
- 4.3 All Examination Results are confidential until the School/Institute Boards of Examiners consider them, and are not official until approved by Senate.
- 4.4 Deans/Directors after a meeting of the School /Institute Board of Examiners shall release provisional Examination results to candidates indicating pass and fail. The results will be posted on Notice Boards within three months after the semester examinations.
- 4.5 After a meeting of School/Institute Board of Examiners, the Dean/Director shall forward the provisional results to the Deans' Committee for recommendation to Senate for final decision and approval.
- 4.6 Official results shall be released to the candidates by the Deputy Vice-Chancellor, Academic and Students Affairs soon after approval by Senate.
- 4.7 The onus of obtaining the examination results is the responsibility of the candidate.

5.0 TRANSCRIPTS

- 5.1 The results for candidates shall be presented in transcript form indicating letter grading in accordance with the grading system and classification approved by Senate.
- 5.2 Deans/Directors of Schools/Institute shall release provisional transcripts after the results are approved by

their respective Faculty/School/Institute Boards of Examiners.

- 5.3 Official transcripts shall be issued by the Registrar Academic and Students Affairs at the end of the programme as approved by Senate.
- 5.4 Additional transcripts will be issued at a fee of **one hundred shillings (KShs.100)** per copy per academic year of study. This amount may be reviewed by Senate from time to time.
- 5.5 A candidate shall be allowed to retain a fail mark in an optional/elective unit if the units are not required for graduation.
- 5.6 Certificates shall be collected by the successful candidates after meeting all graduation requirements.
- 5.7 The first two copies of transcripts and certificates shall be certified at no cost to the successful candidate. Thereafter all other copies shall be certified at a fee of One hundred (Ksh.100) per copy or as may be determined by Senate from time to time.
- 5.8 Once a certificate has been collected, it shall not be accepted back for rectification or alteration.
- 5.9 Certificates not collected after graduation shall attract a storage fee of One thousand two hundred (KSh.1,200) per annum or such amount as may be determined by Senate from time to time.

6.0 CLASSIFICATION OF DEGREES

- 6.1 For the purpose of degree classification, all marks for 42 units in the last three years shall be considered unless otherwise approved by Senate.
- 6.2 All core units shall be counted towards classification of the degree followed by required units and the best electives to obtain the total of forty two (42) units required for classification of the degree.

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- 6.3 The final percentage mark shall be the average of all marks scored in the 42 considered units.

Final Percentage = (%marks scored in 42 considered units, including all core, required plus the best electives) ÷ units 42

- 6.4 Subject to exemptions by Senate, degrees shall be classified into First Class Honours, Second Class Honours (Upper Division), Second Class Honours (Lower Division) and Pass. The Degree shall be graded as follows.

	Percentage marks
First Class Honours	70 - 100
Second Class Honours (Upper Division)	60 - 69
Second Class Honours (Lower Division)	50 - 59
Pass	40 - 49

Marks for degree classification shall not be rounded off to the nearest whole number.

7.0 GRADUATION

- 7.1 A candidate shall qualify for the award of a degree only after passing a minimum of 42 units (including all core and required units) in each year of study.
- 7.2 A candidate who retains a failed mark in an optional/elective unit as in 5.5 may qualify for the award of a degree provided he/she satisfies the requirement 7.1.

8.0 REGULATIONS FOR CONDUCT OF EXAMINATIONS

8.1 Continuous Assessment

- 8.1.1 CAT marks should be availed to the students prior to sitting their final examinations.

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- 8.1.2 Departments/Schools/Institutes/ shall maintain a record of marks of Continuous Assessments, assignments, and question papers.
 - 8.1.3 The records shall be made available to the External Examiners.
 - 8.1.4 There shall be a minimum of two Continuous Assessments per course per semester.
 - 8.1.5 Continuous Assessments should be spread evenly throughout the semester and the last one at least two weeks before the beginning of the Semester Examinations.
 - 8.1.6 The results of the Continuous Assessments should be submitted to the Head of Department/Director of School /Institute before the beginning of the Semester Examinations.

8.2 Examination/Timetable Co-ordinators

- 8.2.1 There shall be Departmental/Programme Examination Co-ordinators appointed by Deputy Vice-Chancellor, Academic and Students Affairs on recommendation of Chairpersons of Departments/Directors of Schools/Institutes.
- 8.2.2 There shall be School/Institute/Centre Examination/Timetable Co-ordinator appointed by the Dean/Director. The School/Centre/Institute Examination/Time-table Co-ordinator shall work under the direction of the Dean/Director on all matters related to the University Examinations within the School/Institute.

8.3 Examination Time-tables

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- 8.3.1 Each School/Institute shall set up a Timetabling Committee, comprised of Departmental/Programme Examination/Time-table Co-ordinators. The Timetabling Committee shall prepare a draft examination timetable.
- 8.3.2 There shall be a University Timetabling committee drawing its membership from School/Institute Timetabling committees. The committee shall be chaired by the Deputy Vice-Chancellor, Academic and Students Affairs.
- 8.3.3 Any changes in the timetable must be authorized by the chairperson of timetabling committee
- 8.3.4 The Final Academic Examinations Time-table shall be presented to the Senate for approval before the beginning of examinations.

8.4 Registration for Examinations

- 8.4.1 All candidates for examinations resits shall be required to register for each paper they intend to sit for and pay the required fees and the University dues, at least four weeks before the beginning of the University Examinations.
No candidate shall be allowed to sit for a paper for which she/he has not completed payment of fees.
- 8.4.2 A candidate shall not be allowed to sit for a paper for which he/she has not registered.
- 8.4.3 The Office of the Registrar Academic and Students Affairs shall prepare a list of candidates registered for examinations at least two weeks before the beginning of the examinations and shall issue each candidate with an examination card.
The lists should be made available to the chairpersons of Department/Director of Schools/Institutes accordingly.

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- 8.4.4 Chief Invigilators must ensure that they have registration lists for candidates registered for each paper in the room in which the examination is being taken.
 - 8.4.5 All students who have resit examination shall register for them Four (4) weeks before the beginning of the semester / Term examination.
 - 8.4.6 Departmental examination coordinators shall prepare lists of students registered for resit examination and forward the lists to examination office.

8.5 Setting and Moderation of Examinations

- 8.5.1 Examination papers, including marking schemes where applicable, shall be set within the **first month of each semester** by the Lecturer responsible for the course who shall also be the Internal Examiner for the unit.
- 8.5.2 Examination papers shall be internally moderated by the Departmental/Programme Moderation Committee(s) before being sent to External Examiners.
- 8.5.3 The Chairpersons of Departments/Programme Coordinators shall ensure that comments on examination papers from External Examiners are discussed by the Departmental/Programme Moderation Committee(s) and minutes of the meeting taken.
- 8.5.4 The moderated examination papers shall be sent to the Registrar, Academic and Students Affairs for processing and safe keeping **five weeks** before the start of the Semester Examination. The minutes of the departmental meeting that discussed the External Examiner comments before processing examination questions must accompany moderated examination papers.
- 8.5.5 The chairpersons of Departments/Programme Coordinators/Directors of Schools/Institutes shall ensure that typed examination question papers are proof-read by appropriate Internal Examiners before reproduction and sealing.

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- 8.5.6 External Examiners shall be provided with a copy of the examination question papers together with detailed marking schemes, course outlines and other relevant information to enable them moderate the examination papers.

8.6 Appointment of External Examiners

- 8.6.1 An External Examiner is normally a renowned academician at the level of a Senior Lecturer and above.
- 8.6.2 Senate shall appoint External Examiners on the recommendation of School/Institute Boards and Deans Committee.
- 8.6.3 External Examiners shall normally be appointed within the first month of the first semester unless otherwise approved by Senate.
- 8.6.4 If the current External Examiners are being invited for the last time, Department/School/Institutes shall start searching for new External Examiners to ensure their appointment within the first month of the following academic year.
- 8.6.5 External Examiners shall not have taught the subject to the candidates to be examined either as full time or part-time staff members of the University during the previous four years.
- 8.6.6 External Examiners shall normally be appointed continually for not more than four academic years, renewable annually.

8.7 Functions of External Examiners

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- 8.7.1 All External Examiners will carry out the moderation exercise at designated venues approved by the University Senate.
- 8.7.2 The External Examiner shall provide a general overview of candidates' performance.
- 8.7.3 The External Examiner shall be expected to review extreme cases, i.e. candidates who are failing, candidates who are passing exceptionally and candidates who are on borderlines.
- 8.7.4 The External Examiner shall indicate alternative marks where there are disagreements with the marks awarded by the Internal Examiners. The Departmental/Programme Boards of Examiners shall agree on the final mark.
- 8.7.5 The External Examiners will be expected to attend the Departmental Board of Examiners' Meeting to present their reports.
- 8.7.6 The External Examiners shall submit written reports to Senate and the Vice-Chancellor and give copies to the Deans/Directors of Faculty/School and the Chairmen/Chairpersons of Departments on the conditions in which teaching/learning was done and the general standard of examination papers and the candidates' performance in them, structure and choice of the curriculum, marking schemes and any other related examination matters before they leave the University. External Examiners shall send copies of the report to the Chairpersons of Departments/Programme Co-ordinators and the Dean of the Director of School/Institute.

8.8 Processing of External Examiner's Reports

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- 8.8.1 Departments/Programmes Examination Boards shall discuss the External Examiner's report within one month of receiving it.
- 8.8.2 Departmental/Programmes' response to the External Examiner's report shall be sent to the Dean/Director of School /Institute with copies to the Vice-Chancellor and the Deputy Vice-Chancellor, Academic and Students Affairs.
- 8.8.3 The Deans/Directors of Schools /Institutes shall call Special Board meetings to discuss consolidated External Examiners reports and Departmental/Programme responses, within two weeks after receiving reports from Chairpersons of Department/Programme Co-ordinators.
- 8.8.4 The Vice-Chancellor shall call a Special Senate Meeting to consider Consolidated University External Examiners' and School/Institute and Departmental/Programme reports within two weeks of receiving the last External Examiners' reports.

8.9 Functions of Internal Examiners

- 8.9.1 An Internal Examiner is normally an academic member of staff, at the level of a Lecturer and above who has taught the course he/she is examining.
- 8.92 Internal Examiners shall mark every script following a proper marking scheme.
- 8.9.3 After marking all the scripts, Internal Examiners shall enter Continuous Assessment marks and end of Semester Examination marks on the individual mark sheets and School Consolidated Mark Sheets.

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- 8.9.4 The Internal Examiner for any particular examination paper shall normally be one of the invigilators.
- 8.9.5 In cases where the Internal Examiner is unable to be present at the start of the examination, he/she shall inform the Chairperson of Department/ Programme Co-ordinator or Director of School /Institute who shall then nominate a replacement from the Department / School /Institute concerned.
- 8.9.6 Internal Examiners shall certify the total number of scripts received from the Record of candidates who have taken the examination.
- 8.9.7 An Internal Examiner, who in the course of marking examination scripts, suspects that an examination irregularity has taken place shall consult the Chairperson of Department/ Programme Co-ordinator. If the Chairperson of Department/ Programme Co-ordinator considers that an examination irregularity has occurred, he/she shall make a full report to the Deputy Vice-Chancellor, Academic and Students Affairs through the Dean/Director in accordance with Article 8.13 of these regulations.
- 8.9.8 After marking has been done, all the relevant examination mark-sheets shall be accurately completed, checked and signed by the Internal Examiner, the Chairperson of department/ Programme Co-ordinator, the Dean/Director and the External Examiner(s).
- 8.9.9 Internal Examiners and External Examiners shall not divulge marks to candidates. All documents tabled during Departmental/Programme and Faculty/School/ Institute Board of Examiners Meetings shall be reclaimed from members of the Board at the end of the meeting.

8.10 Processing of Examination Results

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- 8.10.1 All Internal Examiners shall normally be required to enter the examination results into MIS at the end of the semester and must meet the Senate set deadline, thereafter the online examination entry platform will automatically lock itself and no lecturer will be able to access the system unless with written permission from the Vice-Chancellor. The individual mark sheets, examination scripts, project reports and other assessment materials and records must be submitted to the Chairperson of Departments/Programme Coordinators within two weeks after the end of the examination.
- 8.10.2 Course lecturers who fail to completely enter the results of the courses they taught at the end of the each semester will be taken through a disciplinary process as may be determined from time to time by the Vice-Chancellor.
- 8.10.3 A meeting of the Departmental/Programme Board of Examiners shall consider the results and make recommendations to the relevant School/Institute Board of Examiners. The School/Centre/Institute Board of Examiners shall consider the results within two (2) weeks and make their recommendations to Senate.
- 8.10.4 The Head of Department/Programme shall only forward results to the School Board for consideration after accounting for all students registered in the department/programme and fully account for all the examinations conducted in the academic year under consideration including declaring cases of under registered students.
- 8.10.5 All examination results shall be presented to Senate only after the School /Institute Board of Examiners meeting.

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- 8.10.6 Senate may accept, reject, vary or modify results from the School /Institute Board of Examiners.
- 8.10.7 No Department/Programme or School/Institute have the authority to alter Examination Marks/Results once these have been approved by Senate.
- 8.10.8 The results for Self-Sponsored students based in Kisumu Campus and at the eCampus will be released on a semester basis as provisional after being approved by the School Boards.
- 8.10.9 All Department or School/Institute shall maintain easily retrievable examination records both in soft and hard copies for back up, accounting for all their students and course loads in each academic year.

8.11 Invigilation and Conduct of Examination

- 8.11.1 Instructions to candidates and Invigilators shall be published annually by the Deputy Vice-Chancellor, Academic and Students Affairs, setting out details of procedures to be followed in the conduct of Examinations. (See Appendix)
- 8.11.2 Invigilators who are normally academic members of staff shall be appointed and briefed by the Chairperson of Department/Programme ~~Co-ordinator~~coordinator who is the Chief Internal Examiner before the beginning of end of semester examination.
- 8.11.3 Names of all invigilators for various examination papers and Examination Time-tables shall be sent to the Deputy Vice-Chancellor, Academic and Students Affairs and the Director Quality Assurance and Performance Management one month before the start of the Examinations.

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- 8.11.4 At least two invigilators shall be allocated to each examination room. At least one must be in the Examination room at all times.
- 8.11.5 The Deputy Vice-Chancellor, Academic and Students Affairs, shall appoint one of the Chief Invigilators to co-ordinate invigilation in each examination room where several examinations are taking place.
- 8.11.6 Invigilators, under the direction of the Chief Invigilator, shall be responsible for the Security and laying out of the examination papers and for such other duties specified in the instructions to invigilators.
- 8.11.7 The Deputy Vice-Chancellor, Academic and Students Affairs shall ensure the uniformity in colour and appropriate stamping of examination answer booklets.
- 8.11.8 The Chief invigilator shall collect all examination papers and related materials from the Deputy Vice-Chancellor, Academic and Students Affairs, at least, half an hour before the start of all respective examinations. Furthermore, the invigilators shall be required to report to the examination venue at least one hour before the start of examinations for more than 100 candidates and at least 30 minutes for less than 100 candidates.
- 8.11.9 The Chief invigilator shall ensure that all examinations start and end on time.
- 8.11.10 Invigilators who fail to invigilate examinations and those who disappear before examinations are concluded shall face disciplinary action.
- 8.11.11 The Chief Invigilator shall ensure that all the unused examination booklets and other examination materials are returned to the Registrar, Academic and Students Affairs normally not later than 24 hours after the examination.

8.12 Irregularities in University Examinations

In this context, irregularities include:

- 8.12.1 Being in possession of unauthorized material in an examination room.
- 8.12.2 Attempting to copy from unauthorized material in the examination room.
- 8.12.3 Making reference to the unauthorized material in the examination room.
- 8.12.4 Reading another candidate's answer scripts
- 8.12.5 Conspired any other candidate to copy from or use one's scripts
- 8.12.6 Obtaining or airing assistance to any other candidate directly or indirectly or endeavoring to obtain/give assistance to any other candidate except through the invigilator(s).
- 8.12.7 Destroying evidence pertaining to the irregularity.
- 8.12.8 Disrupting the conduct of examinations.
- 8.12.9 Committing a breach of any other examination rules or regulations which may be communicated to the candidates from time to time by the invigilators.
- 8.12.10 Any other action that may be construed to constitute breach of examination regulations including use of mobile handsets.
- 8.12.11 Stretching out the neck as far as possible to spy and see what a fellow candidate has written down for a given question.

8.12.12 Prior arrangement where a Lecturer or an official handling examination materials leaks examination questions to the intended candidates.

8.12.13 Student doing work for another student or copying another students' work and submitting as assignment for online courses

8.13 Procedure for Dealing with Irregularities

8.13.1 Prior to the beginning of each examination, Invigilators shall draw to the attention of candidates the seriousness of irregularities in examination.

8. 13.2 When an Invigilator suspects a candidate to have committed an irregularity in an examination, the Invigilator, after consulting and confirming with other Invigilators, shall inform the candidate that a report will be made to the Deputy Vice-Chancellor, Academic and Students Affairs.

8. 13.3 The Invigilator shall, whenever possible, confiscate the material that is being used for irregularity, but the candidate shall be permitted to finish the paper.

8. 13.4 At the end of the examination the candidate shall be asked to make a written statement to be submitted to the Deputy Vice-Chancellor, Academic and Students Affairs by the Chief Invigilator. In the event that a student refuses to write a statement, this shall be considered as contempt of Senate.

8. 13.5 The Invigilator and the Chairperson of Department/Programme Co-ordinator shall make a full report of the incident to the Deputy Vice-Chancellor, Academic and Students Affairs through the Dean/Director of Faculty/School/Institute immediately after the examination.

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8. 13.6 The Invigilator's report and the candidate's statement shall be considered by the investigating committee appointed by the Deputy Vice-Chancellor, Academic and Students Affairs.
8. 13.7 The Investigating Committee shall normally be composed of the following or their representative:
- Four Members of the Senate (one of whom shall be the Chairperson).
 - Dean/Director of School /Institute where the candidate is registered.
 - Director, SA
 - Chairperson of the Department/Programme Co-ordinator giving the course.
 - Dean of Students
 - Registrar Academic and Students Affairs – (Secretary)
8. 13.8 The Investigating Committee should meet within two weeks after end of examinations of the reported case and shall make a report to the Special meeting of Senate convened to consider the results of the examination.
8. 13.9 If the evidence establishes that a candidate committed an irregularity, such a candidate shall be liable to any one or a combination of the following penalties:
- Expulsion
 - Suspension and cancellation of examination results of the candidate.
 - Issuance of a final stern warning letter.

8.14: EXAMINATION IRREGULARITIES AND PENALTIES

ARTICLE	IRREGULARITY	PENALTY
8.14.1	Having unauthorized material in an examination venue	Cancellation of examination results for the course & suspension for one (1) Academic Year
8.14.2	Making reference to unauthorized material in an examination venue during an examination.	Cancellation of the examination results for the course and suspension from the University for two (2) academic years .
8.14.3	Making reference to another candidate's booklet.	Cancellation of the examination results for the course and suspension from the University for two (2) academic years
8.14.4	Obtaining any assistance or aiding another candidate directly or indirectly, or endeavoring to obtain/give assistance to any other candidate.	Cancellation of the examination results for the course and suspension from the University for two (2) academic years
8.14.5	Forcefully taking examination scripts away from the examination venue	Expulsion of the candidate from the University

ARTICLE	IRREGULARITY	PENALTY
8.14.6	Assisting or attempting to give assistance to another candidate by impersonation	Expulsion from the University of both the impersonator and the candidate receiving assistance. If the imposter is not a student of Maseno University, the University shall be at liberty to file a criminal charge of impersonation in a court of law, against the person
8.14.7	Sitting for examinations with a fee balance	Cancellation of all examinations sat without fee payment and suspension for two (2) academic years
8.14.8	Gaining access to an examination question paper or examination questions prior to the scheduled examination date	Cancellation of all examinations for the semester and suspension from the University for three (3) academic years
8.14.9	Being in possession of a written or unwritten examination script other than that issued officially by an invigilator at the examination venue	Cancellation of the examination results for the course and suspension from the University for three (3) academic years
8.14.10	Presenting for examination, answer scripts with answers written outside the examination venue	Cancellation of the examination results for the course and suspension from the University for three (3) academic years

ARTICLE	IRREGULARITY	PENALTY
8.14.11	Destroying evidence pertaining to an examination irregularity.	Cancellation of the examination results for the course and suspension from the University for three (3) academic years
8.14.12	Disrupting the conduct of an examination in any way including but not limited to: <ul style="list-style-type: none"> i) Being rowdy during conduct of an examination ii) Threatening an invigilator/invigilators iii) Obstructing an invigilator/invigilators from carrying out their duties 	Expulsion of the candidate from the University
8.14.13	Assaulting an invigilator with or without bodily harm	Expulsion of the candidate from the University
8.14.14	Presenting for examination the works of another person (s) without acknowledgement and with intent to deceive. Plagiarism/ unacknowledged copying of another person's work <u>Impersonating a student in the online platform and submitting assignments for them</u>	Cancellation of the examination results for the course and suspension from the University for three (3) academic years. <u>And where a former student impersonates a current student, the current students' results are cancelled for the course and the student student suspended for 3 academic years. The former student is charged with trespass in a court of law</u>
8.14.15	Committing a subsequent irregularity after receiving a	Cancellation of examination results for the course and suspension from the University for three (3)

ARTICLE	IRREGULARITY	PENALTY
	stern warning or following re-admission after suspension for one (1) or two (2) or three (3)	academic years Expulsion where the previous offense attracted a suspension of three (3) academic years
8.14.16	Sitting for examinations when on suspension	Expulsion of the candidate from the University
8.14.17	Deliberately failing to appear before the Examination Irregularities Committee after being summoned to do so following a suspected examination irregularity	Cancellation of the examination results in question and suspension from the University for three (3) academic years
8.14.18	Any evidence of cheating in an examination that may be detected during marking	Cancellation of the examination results for the course and suspension for two (2) academic years
8.14.19	Carrying chairs around during examinations and disrupting pre-arranged examination venues.	Cancellation of the examination results for the course and suspension for one (1) academic year.
8.14.20	Deliberately sitting for examinations in venues that are not designated for the candidate.	Cancellation of the examination results for the course and suspension for two (2) academic years

ARTICLE	IRREGULARITY	PENALTY
8.14.21	Any emerging evidence of cheating, falsification, of examination results or any other breach of examination regulations after the student has graduated	Withdrawal or cancellation of the degree/diploma/certificate conferred on or awarded to the candidate upon establishing that the offense did indeed occur
8.14.22	No alteration	Any or all of the following; <ul style="list-style-type: none"> • Cancellation of examination results for the course. • Warning letter. • Suspension of the candidate from the University for a minimum of one (1) Academic Year and to a maximum of three (3) Academic Years.
8.14.23	Where there is no clear evidence that an irregularity was committed but cannot be ruled out	Stern warning letter

8.15 Leakage of Examination

8.15.1 Definition

Any act which results in a candidate or a person having unauthorized access to, or knowledge of examination questions or of any materials related to the examinations, before the scheduled date and time of the examination shall amount to leakage of examinations.

8.15.2 Procedure to be followed where leakage of examination is suspected

- 8.15.2.1 Any person suspecting leakage shall immediately report to the Deputy Vice-Chancellor, Academic and Students Affairs.
- 8.15.2.2 An Investigating Committee shall be set up by Senate to investigate circumstances surrounding the suspected leakage of examinations. The committee shall be constituted as in Clause 8.13.7 above, provided that the committee co-opts any other member deemed to be useful to the investigations.
- 8.15.2.3 The Deputy Vice-Chancellor, Academic and Students Affairs may, by powers conferred by Senate appoint such a committee to carry out an investigation provided it is ratified by Senate as soon as possible.
- 8.15.2.4 The Investigating Committee shall make a report of their findings to Senate within two (2) weeks.
- 8.15.2.5 Where leakage has been established, Senate shall cancel/withdraw the examination and order a fresh examination to be set and administered.
- 8.15.2.6 Senate shall take appropriate disciplinary action against those found to be responsible for the leakage.

8.16 Loss of Scripts

- 8.16.1 Loss of scripts shall apply to situations in which scripts, which have been certified as having been handed in by

the candidates at the end of an examination paper, are misplaced or found to be missing at the time of processing the examinations.

8. 16.2 The Chief Internal Examiner in the affected examination shall report cases of loss of scripts to the Deputy Vice-Chancellor, Academic and Students Affairs through the Dean /Director of School/Institute immediately.
8. 16.3 The relevant Senate Investigating Committee constituted as in 8.13.7 shall investigate such loss of scripts and report to Senate.
8. 16.4 Following the report of the investigating committee, Senate shall decide how to determine assessment of candidates whose marks are missing as a result of lost scripts and to determine the nature of action to be taken against those found to be responsible for the loss of the scripts.

8.17 Disposal of Scripts

- 8.16.1 The Deputy Vice-Chancellor, Academic and Students Affairs shall be the custodian of examination scripts.
8. 17.2 Examination scripts shall not be disposed of prior to the passing of normally four (4) years after the candidate completes the programme.

8.18 Non-Compliance of Examination Regulations

Council Disciplinary committee shall take disciplinary action against any person who does not comply with these regulations.

8.19 SECURITY OF THE UNIVERSITY EXAMINATIONS' PROCESS

The University Examinations' process starts with draft questions prepared by Internal Examiners and terminates with the publication of results approved by Senate. The entire process presupposes responsibility, integrity and confidentiality on the part of all University Personnel involved. Specific provisions of these Rules and Regulations draw attention to these standards of conduct and institute that disciplinary action shall be taken against any person(s) found, upon investigation, to have either deliberately or unwittingly, neglected these standards in the performance of their Examination duties. In addition, a number of practical measures (e.g. the destruction of all copies of draft examination papers except the moderated one which goes for typing) should be taken.



APPENDIX

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

1. Candidates will be admitted into the examination room ten minutes before the examination starts. Questions and papers will be placed upside down on the desks before they enter the examination room. Candidates must not turn over the question papers.
2. Candidates are not allowed to write on examination question papers.
3. Candidates should acquaint themselves with the instructions on the front page of the answer books.
4. Candidates should ensure that they write their registration numbers, course titles and the course code on the answer books including the continuation sheets.
5. No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination. If a candidate is excluded from the examination room under this Regulation he/she should in his/her own interest report to Registrar Academic and Students Affairs office.
6. However, if a candidate arrives before the first half hour has passed, the invigilator may use his/her discretion in extending the time limit for the candidate provided no candidate has already left the room.
7. No candidate will be permitted to leave the examination room until thirty minutes have expired from the start of the examination. In addition, candidates will not be allowed to leave the examination room during the last ten minutes except in cases of emergency in order to avoid disturbing other candidates who are completing their papers.
8. Candidates without University Identification and Examination Cards will not be allowed to sit for the examinations. Each



candidate is therefore required to carry with him/her into the examination room, his/her University Identification and Examination Card for each paper he/she is taking.

9. Except when prevented by illness or other sufficient cause, a candidate who fails to present himself/herself for examination will be deemed to have failed in that part of the examination. If, for any reason a candidate is unable to attend an examination he/she should report the circumstances to the Academic Registrar's Office at the earliest possible moment. Misreading of the examination timetable will not be regarded as 'sufficient cause' for missing an examination.
10. To assist the Invigilators in taking the roll for those present and absent from examination, the University Identification and Examination Cards should be conspicuously placed on the desks.
11. No books, bags, notes, rough papers and any other paraphernalia should be taken by candidates into the examination rooms. Candidates are not allowed to bring their own log tables and calculators in the examination rooms unless there is an express provision otherwise in the case of a particular paper. Any unauthorized materials should be handed over to the Chief Invigilator before examinations start.
12. Invigilators shall have power to confiscate any unauthorized material on aid brought into the examination room, and expel from the examination room any candidate who creates a disturbance in the examination room.
13. Eating, Drinking and Smoking is not allowed in the examination room.
14. At the end of the examination, and on the instruction from the Chief Invigilator, candidates must stop writing and assemble their scripts. The scripts should be handed over at designated points.
15. Candidates must not enter the examination rooms with mobile phones and smart watches.
16. All students are advised to dress decently during examinations
17. Students who present themselves in a different examination venue other than the one designated for him/her will taken for disciplinary.

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18. Students who are found to disrupt pre-arranged examination venues will be taken to disciplinary for disrupting a pre-arranged examination venue.
 19. Large examination classes shall be divided into no more than groups of 400 candidates in a single venue and invigilated by not less than four invigilators who will be in the examination venue throughout the examination session.
 20. Where more than 400 students are expected to sit for a single examination, the Head of Department/programme will divide such students into manageable groups and designate examination venues based on such students' registration numbers. In such cases, the affected students will be informed two weeks to the date of the examination.
 21. Chairs in all the examination venues will be spaced at an interval of at least 60 centimeters from one another for large classes and wider spaces for smaller classes depending on the size of the venue and the number of students. Invigilators who conduct examinations in venues where the examination spacing rules are violated will take responsibility.
 23. Each examination venue will be invigilated at the ratio of one invigilator to fifty students (1:50) for effective invigilation.

STUDENTS RULES AND REGULATIONS

1. INTRODUCTION

1.1 These Rules and Regulations are constituted by the powers conferred upon the University by the Maseno University Act 2000.

The following Rules and Regulations shall apply to all students of Maseno University, its constituent colleges and campuses subject to any necessary changes there in. All students shall be required to read and abide by these

regulations together with the statutes in general and particularly statutes XVI.

- 1.2 These Rules and Regulations shall not preclude the University from requiring a student to execute any bond, assurance or undertaking to be of good behavior through his/her stay at the University.
- 1.3 Such bond, assurance or undertaking when required and executed shall have the same effect as if it were part of these Rules and Regulations.
- 1.4 Senate shall have the final responsibility in the interpretation of Rules and Regulations.

2. DEFINITIONS:

2.1 STUDENTS

In these regulations, the term “Student” means a person who is registered to study for a first or higher degree, diploma, certificate or such other qualification or courses of the University as may be approved by Senate from time to time. This definition also applies to a student of an affiliated Institution who is registered for examinations leading to the Degree, Diploma, Certificate and other academic awards of the University.

2.2 RULES

These are stated principles to which actions/behavior of students must conform.

2.3 REGULATIONS

These are authoritative provisions directing students conduct within and outside the University.

2.4 CONDUCT

Acceptable behavior which conforms to the rules and regulations herein and to the laws of the land.

2.5 SUSPENSIONS

Exclusion from University programmes for a specified period.

2.6 EXPULSION

Total and permanent exclusion of a student from the University and relieving him/her of the status of student as defined in 2.1 above.

3. THE CONDUCT OF STUDENTS

3.1 The following provisions shall apply with respect to the conduct of students within and outside the University.

3.1.1 General Conduct

All students shall conduct themselves in accordance with the highest standards of integrity, personal discipline and morality and in particular shall:

- a) Respect and adhere to the Administrative and Academic rules, procedure and structure established by the Maseno University Act for the control, governance and operations of the University.
- b) Respect the rights and privileges of the members of the University community and the general public at all times.
- c) Refrain from any conduct that might bring the University or any section of programme thereof into disrepute or public odium.
- d) Carry themselves in all public places with humility and dignity as benefits their status as mature and responsible citizens.
- e) Wear acceptable and appropriate attire at all times.

3.1.2 Channels of Communication

For efficient communication and good management, students shall be expected to go through the laid down channels and procedures as follows:

- a) Academic matters: Class representatives, Chairperson of Department, Dean of Schools, Registrar Academic and Students Affairs, Deputy Director, Students Affairs and Deputy Vice-chancellor, Academic and Students Affairs in that order.
- b) Welfare matters
 - (i) Residents: (Hostel Representative) Housekeepers, Cateresses/Caterers, Hostel/Catering Officers, and Dean of Students in that order.
 - (ii) Non Residents: Student Representative, Dean of Students.
 - (iii) Clubs & Associations: Representative, Dean of Students.
 - (iv) Sports & Entertainment: Representative, Sports and Games Tutor and Dean of Students.
 - (v) Health & Benevolent: Representative, Dean of Students.
- c) The hierarchy of the Students Organization shall be expected to adhere to the procedures in (a) and (b) above to ensure peaceful processing in dealing with student matters.
- d) Failure to adhere to the above procedures shall be a violation of University Rules and Regulations.

3.2 ROOM ALLOCATION AND CONDUCT WITHIN RESIDENTIAL AREAS

Refer to Rules and Regulations from Accommodation and Catering Services. (Appendix I)

4. UNIVERSITY PROPERTY

4.1 All students shall take reasonable care of the University properties and shall individually or collectively be held responsible for loss or damage to any such University property where it is deemed to have been caused by a student or a group of students.

4.2 Furniture and Fittings

4.2.1. All students are expected to make good use of University furniture and fittings within and outside the University premises.

4.2.2 Students shall not remove any furniture and equipment from classrooms, lecture halls, or any other part of the Halls or premises within the University except by permission from the University Administration and must undertake to return the items to the original places after use.

Any replacement or repair of furniture or any fittings due to loss or damages caused by negligence of students(s) or of persons connected with him/her /them shall be made good at the student's expense.

4.2.3 Vandalizing/damaging University property like lights and other fittings will be penalized.

4.3 Fire Fighting Equipment

4.3.1 It shall be an offence against the University to interfere with, damage or remove other than for firefighting purpose any of the firefighting appliances.

5. SECURITY OF STUDENTS PROPERTY

- 5.1 Students are advised to take reasonable care to ensure safety of their personal property. Whilst reasonable security shall be provided, the University is not liable for losses of or damage to students' personal property whilst on University premises.

6. MOTOR VEHICLES

A student shall not keep a motor vehicle on University premises without prior written permission from the Registrar in charge of Administration. Permission can be granted or rejected at the discretion of the Registrar. Where the permission is granted, the University shall not be responsible for the security of the vehicle. Permission will not be granted without proof of a log book, valid insurance cover, a current driving license and a valid road license.

Refer to appendix II for further details.

7. SOUND AND MUSICAL INSTRUMENTS

Use of Radio, Television Sets, Videos, Musical Instruments and Percussion Instruments are restricted and at no time shall the sound be so loud as to cause disturbance to others.

- 7.1 Video/disco entertainment shows are restricted to Friday and Saturday evenings only, provided they are approved by the Dean of Students.
- 7.2 Educational shows are accepted throughout the week but shall not go beyond midnight.

8. **NOISE AND NUISANCE**

8.1. It shall be an offence against the University to create an unreasonable noise or engage in acts of hooliganism and harassment to the disturbance or annoyance of users of University premises, staff members and those in the surrounding community.

9. **HAWKING**

9.1. All students who want to do business on campus as individuals or groups must get the permission from the Dean of Students.

9.2 The University may allow students to sell items in designated areas only.

9.3 Hawking shall exclude items that are a danger to safety, health, and morality of the public.

10. **PROCESSIONS, DEMONSTRATIONS AND CEREMONIES**

10.1 It shall be an offence for any student to organize or participate in any demonstration, precession, ceremony, picketing or any other meeting for which permission has not been granted by the University Administration or government authority.

10.2 In addition to any other permits which may be required by the law, permission to hold meetings in the University precincts shall be given by the Dean of

Students and copied to the Head of University Security Services.

10.3 It shall be an offence for any student or group(s) of students to engage in any form of violence,demonstrations that do not follow lawful procedures.

Such will attract a standing charge of Ksh. 5,000 over and above cost of damage that may be caused.

The University has laid out channels and procedures for communications as provided in 3.1.2 all aimed at maintaining peace and tranquility.

11. CRIMINAL AND OTHER OFFENCES

11.1 All crimes and other offences under the law of Kenya including but not limited to the ones listed below shall be dealt with in accordance with the laws of the land and the provisions of these rules and regulations:-

- a) Being drunk and disorderly
- b) Drug abuse/possession of illegal brew
- c) Drug trafficking
- d) Fighting/Affray
- e) Possession of dangerous weapons e.g. daggers, arrows, guns etc.
- f) Assault causing bodily harm
- g) Arson, attempts to commit arson or attempts to destroy or injuries to property
- h) Theft and other related offences e.g. robbery and extortion
- i) Picketing, rioting, obstructions to perform duty

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- j) Organizing demonstrations/processions/incitement
 - k) Rape or attempted rape
 - l) Kidnapping/abduction, detentions. Sexual harassment, indecent assaults, defilement
 - m) Impersonation and false pretenses
 - n) Forgery, fraud, counterfeiting
 - o) Illegal/unlicensed trade e.g. hawking
 - p) Trespass
 - q) Aiding suicide and attempted suicide
 - r) Concealing birth, killing of unborn and abortion
 - s) Subversion/Treason
 - t) Perjury (False Testimony)
 - u) Murder, manslaughter
 - v) Corruption
 - w) Cyber crime and cyber bullying
 - x) Terrorism and promotion of terrorist activities
 - y) Misuse of social media
 - z) Aiding /concealing crime or any of the offenses above.

12. MISCELLANEOUS PROVISIONS

- 12.1 A student shall not use or have in his/her possession personal effects like knives, whips, metal bars, or any other articles which might endanger other members of the University community.
- 12.2 A student shall not use profane or abusive language.
- 12.3 A student shall not threaten, hold hostage, extort, strike or physically harm any other person.
- 12.4 It shall be an offence for a student to interfere with transportation in University vehicles or cause traffic obstruction in or outside the campus or breach any other transport rules and regulations provided in the appendix

(II). Only authorized students shall be allowed to access a particular University vehicle.

- 12.5 Students shall be expected to maintain a high standard of hygiene in their halls of residence, dining and University campus in general. It shall also be an offence to litter or throw waste items outside the dustbins provided.
- 12.6 Students shall be expected to use provided paths and entrances/exits only.
- 12.7 University facilities like lecture halls, lecture theatres and common rooms may not be used by students without authority from the University.
- 12.8 Students shall not be permitted to enter restricted areas on campus such as telephone switchboards, examination office, water treatment works and other such areas as notified from time to time.
- 12.9 Offensive or disorderly conduct which causes interference, annoyance or alarm, or recklessly creates a risk of harm.
- 12.9.1 Behaviours or activities which endanger the safety of oneself or others.
- 12.9.2 Violation of any of the restrictions, conditions or terms of a sanction resulting from prior disciplinary action
- 12.9.3 Failure to provide identification upon demand or to comply with other directions of University staff members or staff or contractual affiliates of the University or other public officials acting in the performance of their duties.

12.9.4 Misuse of the University documents including, but not limited to forging, transferring, altering or otherwise misusing a student ID card, registration number, official letterhead or other University identifications, or committing any other acts of forgery.

12.9.5 Forms of protest and political agitation that disrupt the normal activities of the University and interferes with the rights of other students.

12.9.6 Failure to take up responsibilities assigned by the University (e.g. refusing to vote when elected as a delegate)

~~12.9.6~~

13 **CORRESPONDENCE**

13.1 Correspondence to the press or any other media by an individual or official of the students' organization shall bear their individual names and signatures.

13.2 It shall be an offence to publish, write and or distribute anonymous literature of malicious nature, including placards.

13.3 Display of advertising notice within the University premises shall be subject to approval by the Dean of Students.

13.4 Invitation to personalities who are not members of the University to visit the University shall require prior authorization by the Vice-Chancellor.

14. **ACADEMIC RESPONSIBILITY**

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- 14.1 All students are expected to comply with the senate provisions as provided for in the Senate Rules and Regulations governing academic matters.
 - 14.2 It is an offence to interfere with or block scheduled academic activities.
 - 14.3 Students shall be expected to comply with all other regulations by Departments, Schools, and Colleges or any other such units of the University.

15. **MEDICAL**

Refer to rules and regulations from Medical Board (appendix III).

16. **LEAVE OF ABSENCE**

- 16.1 The University shall grant leave of absence from the University on the following grounds only:
 - (a) Sickness
 - (b) Maternity/confinement
 - (c) Compassionate
 - (d) Any other reasonable grounds.
- 16.2 In all cases of absence from classes on account of illness and maternity, a medical certificate to that effect shall be submitted by the University Medical Officer to the Dean of relevant School and the Dean of Students. Where a student has been treated by a private Medical Practitioner, the medical certificate shall be submitted to the University Medical Officer for approval.
- 16.3 Leave application forms available from the Dean of Students office must be signed by the applicant before

leave begins. The University shall not entertain any claim where a student leaves without prior official permission.

- 16.4 A student who seeks leave to be absent for more than two weeks shall be advised to differ studies.

17. **DISCIPLINARY ACTION**

- 17.1 The following provisions shall apply to all disciplinary actions taken against students in respect of the disciplinary offences specified herein, whether such offences are committed within or outside the University precincts.

17.2 **Disciplinary Authority**

- 17.2.1 For purposes of these regulations, the Vice-Chancellor, acting on behalf of the Council, is the disciplinary authority of the University and may in that capacity:

- (a) Vary or add to the list of disciplinary offences specified herein.
- (b) Suspend any students suspected of committing any offence under these rules and regulations from the University, pending disciplinary measures.
- (c) Take any other measure necessary for the proper operation of disciplinary procedure and maintaining order.

17.3 **Officer in Charge**

- 17.3.1 The responsibility of maintaining discipline at the University is vested in the Vice-Chancellor

who may from time to time propose investigation and enforcement.

17.3.2 Administration and Academic staff of the University have authority to ensure that rules and regulations are adhered to by all students as provided for by the relevant sections of the University rules and regulations.

17.3.3 Students on field/industrial attachment and teaching practice shall be subject to the supervision of the officers under whom they are placed by the University.

17.3.4 Students going out for official trips must be accompanied by University staff who shall ensure that they adhere to the University Rules and Regulations.

17.4 **Enforcement of Rules and Regulation**

17.4.1 In the event of a breach of the rules and regulations and depending on the nature of the offence, the officers referred to above shall adopt the following procedures:-

- (a) Warn or caution the student either verbally or in writing.
- (b) Report the student to the Deputy Director, Students Affairs in writing, enclosing all documentary evidence if any.
- (c) Take any other action that may be deemed appropriate.
- (d) Invite the student to make a statement on his/her behalf in response to the charge.

17.5 **Disciplinary Procedure**

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- 17.5.1 All disciplinary cases shall be reported to Deputy Director, Students Affairs.
- 17.5.2 The Deputy Director, Students Affairs shall consider all the cases and prepare all the charges and forward to them Secretariat who will convene a Disciplinary Committee Meeting.
- 17.5.3 There shall be a Student Disciplinary Committee of the Senate constituted as per Statute 4.4 (iii) of Maseno University.
- 17.5.4 Except in cases dealt with under statute xv(5) (a) i, the Chairman/Lady of the Students Disciplinary Committee shall normally call a meeting of the disciplinary committee to be held within one month of the report being received by him/her.

17.5.5 Notice of Meeting

The Secretary (Academic Registrar) shall notify the students and the complainants of the date and time of the meeting and inform the student and the complainant of the right to be present and call a witness or witnesses. The notice shall be served within fifteen days of the meeting except under special circumstances (Refer to 17.2.1). The secretariat shall notify the students served with a letter either by hand delivery or registered mail.

17.5.6 Membership and Quorum

The Students disciplinary committee shall be a standing committee of Senate.

2.1 Membership:

- i. Deputy Vice-Chancellor, Academic and Students Affairs - Chairperson
- ii. Deputy Vice-Chancellor, Administration, Finance and Development
- iii. Deputy Vice-Chancellor, Partnerships, Research and Innovations
- iv. Principal of relevant College
- v. Chairperson of relevant Department
- vi. Dean of Students
- vii. Dean of relevant School
- viii. Head of relevant Department
- ix. Chairperson and Secretary General of the Student Organization
- x. Legal Officer
- xi. Registrar Academic and Students Affairs (Secretary)

2.2 Terms of Reference and Procedures

- a.** Subject to these Statutes, the Disciplinary Committee shall have such powers in relation to matters of students 'discipline as shall be prescribed in the Regulations.
- b.** Subject to these Statutes and the Regulations, a student may, within a period which shall be specified in the Regulations, appeal to the Vice-

Chancellor against the decision or recommendation of the Disciplinary Committee and to Chairperson of Council against the decision or recommendation of the Vice-Chancellor.

c. On receipt of an appeal by a student, the Chairperson of Council shall appoint an Appeal Board consisting of not less than two and not more than four members and the Chairperson of Council who shall be an *ex-officio* member. The decision of the Appeal Board shall be final.

d. On application to the Disciplinary Committee a student shall have the right to receive adequate notice of the charges made against him, to be heard in person, to call witnesses and to examine witnesses called against him/her.

e. Applications and appeals shall not be held in public and the Disciplinary Committee and the Appeal Board shall each have the right to summon and examine any member of the University and to invite and examine any other person.

f. Decisions of the Disciplinary Committee, of the Appeal Board and of Senate shall be by simple majority of the members attending. The Chairperson shall have a casting as well as a deliberative vote and, subject to the provisions of this Statute, all matters relating to the procedure of the Disciplinary Committee and of the Appeal Board shall be prescribed in the Regulations.

g. Subject to these Statutes, Regulations may prescribe penalties which may be imposed on students who are subject to disciplinary action and conditions under which such penalties shall be imposed as well as the procedure for their enforcement.

h. Without prejudice to the rights of the student specified in subsections (b), (c), (d) (e) and (f) above, the Vice-Chancellor may suspend any student from any class or classes and exclude any student from the whole or any part of the University or its precincts for such period as he may deem fit and shall report such suspension or exclusion to a special meeting of the Disciplinary Committee to be convened within fourteen days of date of such suspension or exclusion.

i. Subject to the rights of the students specified in the foregoing subsections, the Disciplinary Committee may amend, ratify or remove the suspension or exclusion of the student, and where a student who has been suspended or excluded is considered to have been guilty of grave misconduct the Committee may recommend to the Senate through the Vice-Chancellor the expulsion of the student from the University and the decision of the Senate shall be communicated to Council.

j. Subject to paragraph (g) above the Senate may not take any action on a decision or recommendation of the Disciplinary Committee where the student may appeal under paragraph

(b) above until the period which he may appeal has expired or, if he has appealed within that period, until the decision of the Vice-Chancellor or the Appeal Board is made.

k. In the case of a student whom the Disciplinary Committee has recommended to the Senate to expel from the University, the Disciplinary Committee may direct that any such student shall be suspended from any class or classes or excluded from any part of the University or its precincts during the whole or any part of the time between the recommendation of the Disciplinary Committee to expel such a student and the decision of the Appeal Board or, in the case where a student does not exercise his right to appeal, the expiry of the period within which the regulations authorize that right to be exercised.

17.5.8 **Powers of the Student Disciplinary Committee:**

Subject to the ratification of the Senate, the committee shall have the power to take any one or a combination of the following measures.

- a) Acquit the student
- b) Give a written disciplinary warning to the student
- c) Place the student on Disciplinary probation

- Probation-Level I

A serious form of reprimanding the student that is fitting for the type of

violation as designated for a certain period of time.

- Probation-Level II

The student remains enrolled in the University under circumstances defined by the Disciplinary Committee. The student may not represent the University in an official capacity or hold office in any student organization. Example of representing the University in an official capacity include participation in Sports and Games, recognized student organizations including SOMU among others. This probation level indicates to the student that further violation of University regulations will result in more stringent disciplinary action, including but not limited to expulsion or suspension.

- d) Refer the student for counseling
- e) Restitution Fines require the student to make good any loss or damage to the student or property commensurate with the nature and gravity of the offence committed.
- f) Require the student or the organization to make payment to the University or another specified person(s) or group(s) for damage incurred as a result of violation of any provision of the student code of conduct. The University in addition to any other disciplinary measure may demand restitution fines.

Restitution fines may include an administrative fee for processing.

g) Suspend the student from the University for a stated period of time.

h) Suspend group recognition

This disciplinary sanction consists of the withdrawal for such a period as the committee may deem fit of all or part of the official recognition of a group or an organization.

i) Exclude the student from the Halls of residence for such a period as the committee may deem fit.

j) Exclude the student from the attendance of lectures or other sources of instruction and use of library and other facilities for such a period as the committee may deem fit.

k) Expel the student.

l) Revocation of group recognition

This disciplinary measure is a permanent cancellation of the official University recognition and privileges of a group and results in complete suspension of the group.

m) Any other measures deemed necessary.

17.5.9 Communication for disciplinary action

17.5.9.1 Subject to statute xvi(5) a, i, the committee's decision shall be communicated to the student by the Registrar, Academic and Students Affairs within fourteen (14) days from the date of the conclusion of the proceedings.

17.5.10 Appeal

The student shall appeal to the Vice-Chancellor against the decision of the Students Disciplinary Committee and the University Council against the decision of the senate.

17.6 Notice of Appeal

17.6.1 Notice of appeal in these cases shall be given in writing within fourteen (14) days of the communication or the committee's decision to the Vice-Chancellor.

APPENDIX I

ACCOMMODATION AND CAFETERIA SERVICES

RULES AND REGULATIONS GOVERNING ACCOMMODATION SERVICES

1. HALLS OF RESIDENCE

Maseno University has several halls of residences on College and Siriba campuses, which cater for both female and male students. The accommodation services staff is responsible for keeping the ablution block, verandahs, and corridors tidy and students are therefore expected to keep their rooms clean and tidy. Writing and pasting pictures on walls is an offence, carries the penalty of repainting the room. Candidates posting campaign posters on the walls within the hostels will take full responsibility.

2. ROOM ALLOCATION

Only students that have paid tuition fee will on application qualify for accommodation in the halls of residence. When a student is accommodated in a Hall of Residence he/she shall be assigned to a particular room where he/she shall remain for the whole of that semester and will therefore not be allowed to move to any other room except with special permission from the Hostels Officer. Failure to abide by this may result in a student becoming a non-resident. The University through the Hostels Officer shall be responsible for room allocation.

3. FURNITURE AND FITTINGS

The Accommodation and Cafeteria Services provide basic furniture namely: beds, mattresses, pillows, chairs, tables, reading lamps keys, waste paper baskets, shared wardrobe and curtains. Students are therefore accountable for any breakages and / or loss of these items. Inventory of the same shall be maintained at their time of check in and check out. No additional furniture is permitted in the rooms. Any movement of

furniture must be authorized by the in charge of the particular hostel. In event of breakage /loss he/she will be surcharged twice the cost of the item.

4. KEYS

Every student will be issued with a key which is supposed to be returned to the housekeeper, together with other inventories at the end of every semester. Any loss of the above should be reported immediately to the Housekeeper. Replacement will only be done after payment of lost item. Contact the officer in-charge to confirm the charges of the keys and shall not be less than 500/=.

- (i) **PLEASE NOTE:** Any student who goes on holiday shall be charged for the room for the number of days he/she has been holding the key. In addition he/she will be made a non-resident.
- (ii) **ANTI-JANITORS: WILL BE ALLOWED PROVIDED THE IN-CHARGE HAS A COPY FOR EMERGENCY.**

5. SAFETY ROOMS

Rooms in halls of residence are not equipped with cooking facilities apart from the self-catering units.

Students are not allowed to tamper with electrical fittings. Student are therefore not allowed to use their rooms for cooking. Students may not throw or drop objects through the windows. They must not interfere with electrical wiring or other electrical objects in other rooms and corridors. Students shall be responsible for the conduct of the visitors coming to their rooms.

6. SECURITY OF STUDENTS

The accommodation services have no facilities for storage of students' possession. Our rooms are ill-equipped for the use of other electronics that consume a lot of electricity, these include computers and their attachments, heavy music systems a television set, DVC/CD players etc. Students are not allowed to conduct any business in the room.

The university will not be held responsible for the loss/damage of the above items. Students are therefore expected to take appropriate measures to ensure that their belongings are safe and sound. Money should be deposited at the nearby post bank. Students are advised to remove all their personal effects when going on vacation. (The University is not Responsible for any loss /damage).

7. PERSONAL BEHAVIOR

- a) Respect and adhere to the Administrative and Academic rules, procedure and structure established by the Maseno University Act for the control, governance and operations of the University.
- b) Respect the rights and privileges of the members of the University community and the general public at all times
- c) Refrain from any conduct that might bring the University or any section or programme therefore into disrepute or public odium.
- d) Carry themselves in all public places with such humility and dignity as benefits their status as mature and responsible citizens.
- e) Rights and privileges of other roommates kept. Failure will of which lead to removal from the hostels.

8. BUSINESS

The University does not permit students conducting businesses in the halls of residence.

Students' rooms are meant for reading and sleeping purposes only. Sale of bread, writing CDs, printing/ photocopying enterprises etc., will not be allowed. Any student found to be using rooms for purposed other than what they are meant for will face disciplinary action. Failure to adhere to the above will lead to them being a non-resident.

9. NOISE

Our rooms are not sound proof, and so it is expected that courtesy and common sense will prevail when using musical

instruments at all times. Students are encouraged to report noise problems to their housekeeper, Janitors and/or hall wardens for quick action to be taken.

- NEMA rules shall apply
- Encouraged to use earphones when they want to listen to loud music.
- Any student who contravenes shall have the equipment confiscated and expelled from the hostel.

10. HARASSMENT

The accommodation services take a serious view of any harassment noted by some students on others. No student shall be harassed due to his/her religion, race or physique or gender. In particular gender base violence is strictly prohibited. Any violation to this regulations shall lead to automatic suspension from the University pending the appearance before the university disciplinary action.

11. PARTIES

Parties will not be held in student rooms. Violation shall lead to suspension.

12. NON RESIDENT

The university may not have adequate accommodation space for all students. Those who seek accommodation outside the university are advised to exercise caution in their social engagements and movements.

Non Residents are not allowed in the residential rooms after 10.00 pm. If this happens, then the legal occupant of the room will be made a non-resident. They are to abide by the rules and regulations of hostels.

13. ABSENCE FROM HALLS OF RESIDENCE

- a) A student who intends to be absent from the halls of residence for more than three days shall notify the housekeeper and Dean of Students.
- b) Students are also required to report to the housekeeper if they note the absence of their roommate/friends for more than three consecutive days. However, a student is aware that a friend/neighbour has left the campus under suspicious circumstances he/she should report the matter to the Dean of Students and Hostels Officer promptly.

14. IN-DOOR

Every student will be expected to buy and use toilet paper. Do not use newspaper or any other material that will cause blockage of the sewage system. Sanitary towels, condoms, etc. should be disposed of appropriately in the provided facilities.

15. BULBS/FLUORESCENT TUBES

Every room has been provided with lighting system. Student will be expected to replace the bulbs/tubes when they blow off. Students are further warned against tampering with electrical fittings.

16. WATER

Residents will be expected to use water with utmost care. No taps should be left running (do not tamper with the storage tanks and water fittings).

17. LITTER

Waste paper baskets in the residential rooms and dustbins in the corridors should be used to dispose litter. The students shall be held responsible for loss/ damage of dustbins/ waste paper basket provided in those halls.

18. SICKNESS

Students are advised to visit the University clinic when sick. Cases of sickness should be reported to the Janitors at night, Housekeepers during the day.

19. VISITORS

Students are only allowed to have visitors from 10.am to 10 pm. Minors may not be allowed in the halls of residence at night. Cohabiting is illegal and any student found to be keeping visitors after stipulated hours will be disciplined. Students are encouraged to report any strangers to the Janitor or Housekeeper on duty to establish origin or destination of the stranger. The person who is keeping the visitor becomes a non-resident.

20. PENALTIES

Flouting the above rules and regulations can result in any one or more of the following penalties:

- Anybody removed from the hostel is not entitled to a refund.
- Expectant students must report to the antenatal clinic at 3 months (and counselor) and allowed to stay in the hostels for 6 months.
- A student meeting the full cost of either repair/replacing whichever item is damaged or lost.
- A student being forwarded to the University Disciplinary Committee for further action
- Any student who has been removed from any hostel should not be allowed to the other hostel.

APPENDIX II

TRANSPORT DEPARTMENT

RULES AND REGULATIONS GOVERNING THE CONDUCT OF STUDENTS

1.0 TRANSPORT REQUEST

- 1.1 All students are required to follow the laid down procedures while requesting for and using University vehicles.
- 1.2 The students are required, individually or collectively, to formally request for the requisition form that will be available in the transport office.
- 1.3 Students who will be interested in using University vehicles privately will be required to cost-share with the University by paying the University at a given rates as per the capacity of a vehicle requested for.
- 1.4. All official usage of vehicles by students will be requested for by the relevant head of department. Transport department may accept requests by students, on behalf of the concerned department as long as due authority is given from the head of that concerned department.

2.0 SAFETY AND USE OF VEHICLE

- 2.1 All students are expected to exercise reasonable care while using the University vehicles. Any damage of the vehicles will be surcharged to those concerned either individually or collectively.

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- 2.2 Students are not allowed to flout traffic rules and highway codes when using University vehicles.
 - 2.3 All students are required not to expose the University vehicle to danger.
 - 2.4 Provoking drivers or the public while using the vehicle is prohibited.
 - 2.5 All students are required to report all cases of harassment to the Transport Manger, Dean of Students or both.

3.0 ACCESS TO THE TRANSPORT YARD

- 3.1 All students are not allowed to enter the Transport Yard without authority. This rule applies to members of staff as well.
- 3.2 No student(s) will be allowed to interfere with the utilization of the transport services by other fellow students or members of staff.
- 3.3 No student will be authorized to front for a Non-University staff or student in requisitioning for a vehicle.

4.0 USE OF DRUGS & ALCOHOL

- 4.1 It will be a serious criminal offence for a student (s) to carry or consume alcohol, drugs amongst others in the University vehicle.
- 4.2 It is serious offence to use University vehicle(s) for criminal activities.
- 4.3 All students are required to consult with Transport Manager from time to time on matters pertaining to transport that may not be clear to them for more explanation.

APPENDIX III

STUDENT HEALTH CARE

All students who have paid medical fees are entitled to free outpatient care in our clinic including consultation, investigations within our laboratory and medicines prescribed by our staff.

Excluded in this are dental problems and spectacles. Also excluded is pregnancy which is treated as all other illnesses. Nutritional supplementation in pregnancy is excluded. In-patient care in our sick bay is free.

In-patient care at any other hospital will be met by the parents/guardians.

Investigation done outside our lab also will be met by patients. This includes X-rays and other specialized investigations not offered by our units.

EXAMINATIONS AND CATS

All students should have a medical file in our clinic and should report to the clinic for any illness. Referral to specialist and hospital will be from the clinic. In emergencies students can be admitted to any hospital of their choice and a report made to the University Health Services/Dean of Students within one week of such admission. This only applies during semester time.

When this procedure is followed the permission for special exams/CATS will be automatically sanctioned by the Chief Medical Officer.

In cases where the students have been treated elsewhere without University authority, then the student must bring medical reports from the attending doctor for scrutiny by the University medical Officer, who will authorize special exam/cats on medical grounds, when he is convinced of the authenticity of the report.

Students who want to postpone examinations on medical grounds will have to produce valid medical reasons for such postponement. Letters from doctors outside the University without history of previous illness in the University will not be accepted.

Letters from psychiatrists must be supported by observation from within our clinics as in students' medical records.

SICK LEAVE

Students who want to go home to be treated at home must apply for sick leave from the Dean of Students.

The Chief Medical Officer will sanction such leave on proof of sufficient evidence of illness to warrant treatment outside the University health services.

Students who want to be away from University for other purposes should discuss their problems with Dean of Students and their faculties for leave of absence. Medical reasons for leave must be medical and must be proved medically. Psychiatric problems must be similarly approved.

Leave for pregnant students going for delivery and post-delivery leave should be treated as above.

SCHOOL OF GRADUATE STUDIES

RULES AND REGULATIONS FOR POSTGRADUATE STUDIES

1.0 INTRODUCTION

The School of Graduate Studies (SGS) of Maseno University coordinates 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.

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- (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.

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- (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 interdisciplinary higher degrees.

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- (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.

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- (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.

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- (ix) The Dean, School of Graduate 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.

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- (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.

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- (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

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- (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.

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- (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.

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- (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.

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- (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

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- (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.

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

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- (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.

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- (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.
- a. Reports from the External and Internal Examiners shall normally be circulated to Senate approved members of Board of Examiners at the oral defence.
 - b. 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.

- (xii) 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.
- (xiii) 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.

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- (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.

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.

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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
 - (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

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- (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.