GRADUATE HANDBOOK OF POLICIES, GUIDELINES AND PROCEDURES
2024

MAKERERE UNIVERSITY

WE BUILD FOR THE FUTURE

DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

@MakDRGT

Message From

VICE-CHANCELLOR

It is with great pleasure that I welcome you to Makerere University, a premier institution of higher learning in Africa with a rich history of academic excellence, innovation, and societal impact. As you begin your journey as a graduate student at Makerere, you are joining a community of scholars, researchers, and leaders who are committed to advancing knowledge and addressing the pressing challenges of our time.

Graduate education at Makerere University is designed to foster intellectual curiosity, critical thinking, and a deep commitment to academic integrity and social responsibility. Our graduate programs are rigorous and demanding, but they are also incredibly rewarding, offering you the opportunity to engage in cutting edge research, collaborate with distinguished faculty, and contribute to the development of new knowledge that can transform society. This Graduate

Handbook has been prepared to serve as a comprehensive guide to the policies, procedures, and resources that will support you throughout your graduate studies. I encourage you to familiarize yourself with the contents of this handbook and to use it as a valuable resource as you navigate your academic journey.

At Makerere University, we are deeply committed to creating an environment that nurtures academic excellence, fosters innovation, and encourages interdisciplinary collaboration. We believe that graduate education is not only about acquiring knowledge but also about developing the skills and insights needed to make a meaningful impact on society. As you embark on this journey, I urge you to take full advantage of the opportunities available to you, to engage with your peers and mentors, and to strive for excellence in all your endeavors.

I would like to reiterate our commitment to your success. The entire Makerere University community is here to support you as you pursue your academic and professional goals. We are confident that your time at Makerere will be both intellectually stimulating and personally fulfilling, and we look forward to celebrating your achievements.

Welcome to Makerere University, where your journey to becoming a leader in research and innovation begins.

With best wishes!

Prof. Barnabas Nawangwe
Vice-Chancellor, Makerere University

Message From

Dear Graduate Students,

Welcome to Makerere University, an institution renowned for its commitment to academic excellence, innovative research, and community engagement. As the Deputy Vice-Chancellor of Academic Affairs, I am delighted to introduce this Graduate Handbook, a comprehensive guide designed to support you throughout your academic journey here.

Pursuing graduate studies is an exciting and transformative endeavor. It is a time of intense intellectual growth, critical inquiry, and profound personal development. At Makerere University, we are dedicated to providing an environment that fosters these experiences, ensuring you receive the highest quality education and training.

This Handbook serves as a vital resource, offering essential information about our academic programs, policies, and procedures. It provides detailed guidance, from course

registration and program requirements to research opportunities and student services. Whether you embark on a master's degree, a doctoral, or a post-doctoral program, you will find valuable insights and practical advice to help you navigate your academic path.

Our faculty members are distinguished scholars and practitioners who are committed to mentoring and supporting you as you advance in your studies. They bring a wealth of knowledge and expertise to their teaching and research, creating a dynamic and engaging learning environment. We encourage you to take full advantage of the opportunities to collaborate with them and your peers and to engage in interdisciplinary research and discussions. As you embark on this exciting chapter of your academic career, we urge you to be curious, proactive, and resilient. Graduate studies can be challenging, but they are also immensely rewarding. Embrace the opportunities to push the boundaries of your knowledge, to develop new skills, and to contribute to the body of knowledge in your field.

We are thrilled to have you as part of our academic community and look forward to witnessing your achievements and contributions. May your time here be filled with intellectual discovery, professional growth, and personal fulfillment.

Welcome to Makerere University, and best wishes for your academic journey ahead.

Prof. Mukadasi Buyinza
Ag. Deputy Vice-Chancellor, Academic Affairs

FOREWORD

I am delighted to present the revised handbook on graduate policies, procedures and guidelines for graduate students and supervisors at Makerere University. Directorate of Research and Graduate Training (DRGT) is committed to fostering the development of a better research culture and graduate training at the University. In this regard, we continuously build a conducive environment for research and post-graduate training at Makerere University to flourish. We pledge to continue working with the Colleges, Schools and Departments in the University to ensure an improved research and graduate training environment.

The Handbook combines rules, regulations and guidelines that guide graduate education at Makerere University. The information contained in this handbook is intended to serve as a compendium for easy access to the key university policies, guidelines and operational procedures pertaining to Graduate Training. Students and staff are urged to familiarise themselves with the information herein. While the Handbook

has included most of the regulations governing graduate academic programs, some academic programs have specific and additional requirements as well as regulations contained in their particular study program documents. Thus, students must be acquainted with the academic policies/regulations applicable to their specific program(s).

We warmly welcome the newly admitted students to our graduate programs at Makerere University. We hope this handbook will help you to navigate through your years of training, research, networking and service to society.

As We Build for the Future.

Assoc Prof. Robert Wamala
Ag. Director, Directorate of Research and Graduate Training

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1.0 GENERAL INTRODUCTION

1.1   History of Makerere University

Makerere University was established in 1922 as a Technical School with a population of 16 male students then. It offered various courses in Medical Care, Agriculture, Veterinary Science, Elementary Engineering, Surveying and Teacher Training. In 1937, Makerere developed into an Institution of Higher Education offering post-secondary school certificate courses. Twelve years later, in 1949, it became a University College affiliated to the University of London. It later became a college awarding general degrees of the University of London.

In 1963, when the University of East Africa came into being, Makerere ended its special relationship with the University of London and became a constituent college of the new University of East Africa. In July 1970, Makerere became an independent national University, offering undergraduate and postgraduate studies in a variety of disciplines.

1.2   Establishment of the Directorate of Research and Graduate Training

In 1994, the Makerere University Council which is the supreme governing body on policy making at the University, approved the establishment of a School of Postgraduate Studies. This later became the School of Graduate Studies, and now transformed into the Directorate of Research and Graduate Training. Currently, the programmes being offered include: Post Graduate Diplomas, Master's Degrees, Doctorates and Higher Doctorate Degrees.

1.3 The University Vision and Mission Statements

Vision: To be a thought leader of knowledge generation for societal transformation and development.

Mission: To provide transformative and innovative teaching, learning, research and services responsive to dynamic national, regional and global needs.

1.4 Vision of the Directorate of Research and Graduate Training (DRGT)

To be a vibrant graduate training and research coordinating centre in the country and region.

1.5 The Mission of the Directorate

To coordinate, monitor and provide an enabling environment for quality graduate training, innovative research and communication of research outputs to meet the changing needs of society and for sustainable development.

1.6 Core Values

- •   Accountability
- •   Professionalism
- •   Inclusivity
- •   Integrity
- •   Respect

1.7 Mandate

The Directorate of Research and Graduate Training was established in 1994 to carry out the following functions:

1. Coordinate and administer all matters related to postgraduate studies.

2. Streamline, review and reform, if necessary, regulations, procedures and practices in order to provide a conducive environment for graduate training and innovative research at Makerere.

3. Provide both postgraduate students and supervisors a home that gives them sense of belonging to a meaningful scholarly community.

4. Co-ordinate and administer all research.

5. Advise on research priorities geared to the fulfillment of national development and professional objectives.

6. Undertake any other relevant activity that is pertinent to graduate studies and research so as to promote and improve the quality of scholarship in Makerere University.

SERVICES OFFERED AT DIRECTORATE OF RESEARCH AND GRADUATE TRAINING (DRGT)

The Directorate of Research and Graduate Training (DRGT) has two major Divisions: Graduate Training Division and the Research, Innovations and Knowledge Transfer Partnerships Division.

The following are the outlines of the roles of the two major divisions;

Graduate Training:

1. Advertising Graduate programs to the public to create awareness and to meet demand

2. Issuance and receipt of application forms for the various advertised graduate programmes.

3. Admission of students for graduate programme.

4. Developing and maintaining a data base of students' records and thus coordinating the Graduate training and documenting graduate records.

5. Awarding degrees, PhD and Postgraduate diplomas to graduate students.

6. Clearance of students after completion of the graduate programmes.

7. Assessment and ensuring quality of Graduate programmes

8. Monitoring of quality and coordinating examinations and programme development from teaching units.

9. Development and overseeing of policies relevant for graduate studies and training.

Research, Innovations and Knowledge Transfer Partnerships:

1. Source for funds to support research.

2. Developing and implementing the Research Policy and Intellectual Property Management Policy.

3. Developing research agenda and strategies.

4. Advertising research grants, creating awareness of the grants and formulating guidelines for awarding the grants.

5. Monitoring and evaluating ongoing research and research output.

6. Receipt of financial and technical accountability (technical and financial reports).

7. Publication and dissemination of research output (encouraging and supporting researchers to publish their findings)

8. Establishing a research database.

9. Writing reports to the funders (technical and financial accountability)

10. Organizing seminars and conferences to provide information on researchable areas.

Where to Access Services

 Assoc Prof. Robert Wamala Ag. Director	**Room 410:** • General administration of the Directorate • Receipt of PhD applications • Receipt of examiners reports **Room 412** • Innovations, Development and Partnerships • Co-ordination of research activities at the University • Disclosure and processing of intellectual property • Knowledge transfer and partnerships
 Assoc Prof. Julius Kikooma Deputy.Director, Administration and Graduate training	**Room 413 and 415:** • Coordinates graduate training at the Directorate and the Colleges • Oversees graduate training processes **Room 414:** • Maintenance of students' files and records.
 Mr. Nestor Mugabe Grants Officer	**Lincoln Flats Room B5:** Handles research funding projects both local and international for: • Postdoctoral research and PhD students • Research capacity building courses as well as dissemination and publications of research outputs for university staff.
 Mr. Phillip Mawejje Senior Accountant	**Room 406:** • Receipt of financial documents such as invoices and travel vouchers. • Disbursement of research funds and grants.

 Prossie Nakayiki Sekabira Kasujja Principal Registrar	**Room 307/308:** • Issuance and receipt of application forms. • Issuance of admission letters • Issuance and receipt of registration forms • Maintenance of an information database of registered students.
	Room 416 (A): • Issuance and receipt of transcripts and certificates request forms. • Issuance of the award letters. • Issuance of information on the student dissertation submission status. • Dispatch of all student correspondences
	Room 416 (B): • Receipt of students final dissertation/theses. • Preparing of letters of award • Compilation of graduation list and clearance
 Dr. William Tayeebwa Managing Editor, MakPress	**Lincoln Flats Room B5:** Makerere University Press (MakPress) is engaged in producing and disseminating knowledge and research outputs mostly for academic purposes. The range of publications includes journals, monographs and books in various disciplines such as humanities, health, natural sciences, among others

1.8 Management Organs

The day to day affairs of graduate students are handled at each College/School/Department where the student is registered. However, the DRGT provides a coordination arm for purposes of quality assurance and policy oversight. The Directorate is in turn guided by The Board of Research and Graduate Training which is a Senate Committee.

The role of the Board of Research and Graduate Training is policy- making, monitoring quality, equity and effective performance of the DRGT on behalf of the University Senate. Further, the Board oversees issues/matters of resource mobilisation to ensure continued training, research, publications and outreach activities.

2.0 GENERAL ENTRY & ADMISSION REQUIREMENTS

Minimum Requirements

Specific programme admission requirements

For the specific programme requirements (admission, options, tuition fees) for each of the graduate programmes, please refer to the university prospectus. You can find details on the DRGT web site http:// www.rgt.mak.ac.ug. The following are the general admission requirements for graduate programmes:

2.1 Postgraduate Diplomas

A Bachelor's degree or its equivalent from a recognised and chartered university in a subject(s) relevant to the course applied for.

2.2 Master's Degree Programmes

i)   An applicant must be a holder of at least a Second Class degree or its equivalent awarded by Makerere University or any other recognised and chartered institution.

ii)   An applicant who is a holder of a third class degree or its equivalent may be admitted only after providing evidence of academic growth and maturity in the desired field of study as judged by the department where the program(s) is taught.

iii)   Other specific requirements vary from programme to programme.

2.3 Doctor of Philosophy (PhD)

A Master's degree from a recognised and chartered university in a field relevant to the area of further studies. A student shall be fully admitted to the Doctor of Philosophy (PhD) on the basis of acceptance of academic qualifications and presentation of an acceptable research concept note of 3-5 pages.

2.4 Doctor of Medicine (MD) degree

A Master's Degree in Medicine from a recognised and chartered university.

2.5 Doctor of Laws (LLD) Degree

A Master's degree in Law from a recognized and chartered university.

2.6 Doctor of Letters (D.Lit.) and Doctor of Sciences (D.Sc.) (Higher Doctorates)

Degrees are awarded upon successful submission, review and defense of original published and unpublished works on the area/topic of specialization. These higher doctorates are normally applied for by holders of PhD degrees.

2.7 English Proficiency

Applicants from countries where the language of instruction is not English are required to supply evidence of proficiency in English. Otherwise applicants can at their own cost sit an English proficiency test conducted by Makerere University Centre for Languages and Communication.

3.0 APPLICATION PROCEDURES

3.1   General Application Procedure

Applicants can apply online at the web site **http://www. rgt.mak.ac.ug** after payment of an application fee at the stipulated   bank(s).

3.1.1 When to apply

Following a semester system, two application windows are available. The first window follows the start of a new academic year. Applications can come in between December to April following an advertisement. The second window is open for applications received between July to September. However, applications for the thesis only degree programs (applicable to i) applicants for Masters by research i.e. Plan D; ii) applicants for PhD by research only are made and received throughout the year. Admissions for the above mentioned Thesis only degree programs shall be processed two months before the beginning of each semester. Applicants within this category of degree must submit a copy of a concept note of between 1500 to 2000 words (i.e. 3-5 pages) to the application for vetting and approval before they can qualify for admission.

3.1.2 Method of Application Submission

i)   The university operates both online and hard-copies of application submission.

ii)   Relevant copies of certificates, certified copies of academic transcripts and two reference letters (at least one from academic referees) must accompany all completed application forms.

iii)   Forms which are not completed properly cause delays in the processing of applications and may be rejected.

iv)   Transcripts and other academic documents that are not in English must be translated by the Centre for Languages and Communication or an authorised body before submission of applications and attachments.

Table 1: Qualities of an Academic Referee

Applicant	First referee	Second referee
Is currently studying or has recently finished studying	A lecturer or supervisor from the most recent degree course if appropriate (if they are able to sufficiently comment on the applicant's academic ability); alternatively, a lecturer or supervisor from the undergraduate level	A lecturer from the most recent degree course or from the previous course if the applicant already obtained the Master's degree

Left higher education more than three years ago	A member of academic staff from the most recent higher education course	Employer or another person who can testify to the applicant's abilities in a professional context
Left higher edcation over six years ago and is unable to nominate academic referees from his/her previous studies	Employer or another person who can testify to the applicant's abilities in a professional context	Employer or another person who can testify to the applicant's abilities in a professional context

Reference letters from Lecturers will focus on the applicant's academic skills and achievements. Those from employers should reflect the skills related to the degree that the applicant's is applying to.

3.1.3. Motivation Letter or Statement of Purpose

There is a subtle difference between a motivation letter and a statement of purpose With a motivation letter, we expect the applicant to focus more on how the programme relates to the applicant's background and their professional plans. With a statement of purpose, we expect the applicant to talk about who he/she is, what has influenced and inspired their academic and professional journey so far, their interests and professional goals. In other words, it is a much more personal document and the applicant's chance to shine and promote themselves.

Typically, they should be clearly structured and well-written, limited to 1-2 pages.

What to include in a motivation letter/statement of purpose:

i)   Why undertake that specific programme at Makerere University, and how applicant learned about the programme.

ii)   What interests the applicant about the programme's content, and what makes it the best study option for the applicant.

iii)   What particular factor convinced applicant to pick that programme (reputation, professors, employment options, etc.)

iv)   How the previous studies match the postgraduate programme that the applicant wants to pursue. If they do not match, the applicant should argue why he/she wants to change subject areas.

v)   What career is the applicant aiming for after graduation and how this degree fits the plan.

3.1.4 Transfer of Credit Units or Transfer from other Institutions

Requirements for the transfer of credit units for graduate students who apply to transfer from other recognised and chartered universities or equivalent Institutions of Higher Learning to Makerere University include the following:

Applicants:

a) Must satisfy the admission requirements for the academic program(s) applied for.

b) Must obtain and submit official academic Transcript(s) Certificate from a recognised University/Institution of Higher Learning in which he/she was previously enrolled indicating his/her academic status, the courses offered/taken, the credit units completed and the grades obtained in each course.

c) Must have obtained the equivalent of Cumulative Grade Point Average of at least 3.0.

d) Will be permitted to transfer to Makerere University credits earned but the maximum of credits should not exceed 60% of the minimum graduation load of the academic programme applied for.

e) If permitted to transfer she/he should not be allowed to transfer the equivalent of credit units in a course in which she/he obtained a Grade Point which was lower than 3.0

f) An application must be accompanied by recommendations from the Institution or authority she/he is transferring from.

3.1.5 Fees and Other Requirements

Before applying, the applicant is advised to make sure that there is adequate financial support to cover fees and other requirements. The fees structures prescribed in admission letters do not cover research and accommodation expenses.

3.1.5.1 Functional Fees (Excluding Tuition)

Table 2: The University Functional Fees as of 2023/2024 Academic **year 1**

	Ugandan students/year	**International students/year**
1. Application Fee	50,000/=	151,500/=
2. Late Application Fee	60,000/=	161,500/=
3. Registration Fee	120,000/= p.a.	202,000/= p.a.
4. Late Registration	50,000/= p.a.	101,100/= p.a.
5. Administration Fee	200,000/= p.a.	484,800/= p.a.
6. Examinations (Diploma and Masters)	200,000/= p.a.	707,000/= p.a.
7. Examinations (PhD) Fee	300,000/= p.a.	1,010,000/= p.a.
8. Re-examination (per course)	20,000/= p.a.	30,300/= p.a.
9. Library Fee	20,000/= p.a.	40,400/= p.a.
10. Transcript Fee	20,000/= @	101,000/= @

11. Graduation Fee	30,000/=	202,000/=
12. Certificate Fee	20,000/= @	101,000/= @
13 Academic Document Certification	3,000/= @	101,000/= @
14. Change of Programme /Course	6,000/=	20,200/=
15. Identity Card	15,000/= p.a.	40,400/= p.a.
16. Technology Fee	80,000/= p.a.	161,600/= p.a.
17. Verification Fee	50,000/=	101,000/=
18. Convocation Fee	10,000/=	101,000/=
19. National Council for Higher Education	20,000/=	20,000/=

NOTE:

i)   University fees are subject to change/variation from time to time, duly determined by the university Council.

ii)   Application fees are paid at the time of collecting application forms or before submission of applications to the DRGT.

iii)   University fees (i.e. registration, administration, Library, technology, examination and tuition, identity Card) MUST be paid to the University before registration. Graduation, certificate, convocation and academic transcript fees are paid on completion of the course.

iv)   Payment of fees may be made in a lump sum on arrival or in instalments (per Semester).

v)   University fees MUST be paid in the stipulated banks (or by Bank Draft to Makerere University Council).

vi)   University fees MUST be paid in Uganda shillings for both Ugandan and international students.

vii) For sponsored students, other requirements such as books, stationery, accommodation, food, research expenses, etc. are paid directly to the student.

viii) The research funds should be based on the research proposal and budget approved by the supervisor. Students are therefore cautioned to take the ranges provided below as a guide.

3.1.5.2 Scholastic Material Costs

The sponsors of the students will provide the funds required by a student for the items listed below.

Table 3: Indicative Scholastic Material Costs

	Item	PhD	Masters
1.	Books coursework and research	3,000,000/=	3,000,000/=
2.	Equipment a) Science b) Humanities	a) 10,000,000 -15,000,000 /= b)10,000,000/=	a) 10,000,000/= b) 5,000,000/=
3.	Stationery and materials	1,000,000/=	1,000,000/=
4.	Feeding and accommodation	600,000/=	600,000/=
5.	Travel (transport)	variable Dependant and site	variable and site Dependant
6.	Research assistant	250,000 -300,000/= per month	250,000-300,000/= per month
7.	Library fees	500,000/=	500,000/=

Note that these costs are only indicative and they may be revised from time to time.

4.0 REGISTRATION PROCEDURES

Registration is mandatory for one to become a Makerere University student after admission. Once a candidate has been admitted for registration, she/he must complete registration forms in duplicate, register at his/her respective school and make sure the forms are duly stamped and signed by the Registrar.

All registration will be done in the Colleges and the School of Law with the exception of students at the Makerere University Business School (MUBS). For MUBS students, there are two levels of registration. The first level of registration is at the DRGT, Senate Building Level 4. Thereafter, students are expected to register at MUBS. Once a candidate has been accepted for registration, one must complete a registration form, which accompanies the letter of admission, and return it to the College/School. All registration is handled by Registrars.

Newly admitted students (degree or non-degree) must register for classes in their first term in order to become and remain active. New students that do not enrol in classes in their first semester will have their file inactivated and all future registration dropped. Once their file is inactivated, they will need to re-apply by completing a new online application and submitting a new application processing fee.

A student is only registered after fulfilling the following requirements:

a)   Evidence of payment of University fees as indicated on the admission letter

b)   Two copies of certified academic transcripts/certificates

c)   Filling registration forms (online/Hard copies) issued by Registrars at the Schools or picked from Room 307 on the Senate Building.

d)   Current valid identity card.

e)   Two passport size photographs to be fixed on the registration forms.

Any graduate student who will not have registered according to the Registration Timetable and would have not communicated with the Director's office, Directorate of Research and Graduate Training (DRGT) shall be deemed to have declined the offer of a place at the University. Please note that the University does not reserve places for applicants who do not turn up. Such applicants shall re-apply after a subsequent call for   applications.

4.1 Change of Student Names

A student will be registered in the names that appear on the admission letter. They must be the names which will appear on the student's degree certificate. Married students who have acquired names of their spouses will be permitted to add the new names to their maiden names on production of a Marriage   Certificate.

4.2 Time of Registration

Students shall ensure that they register by a set deadline, e.g. three weeks from the beginning of each semester. Registration gives the university information about your status as a student and also enables/gives instant access

to university facilities. Colleges/Schools normally set aside a period for registration. Students who fail to register during the set deadlines will face the following penalties:

i)   In case you are a first year student and fail to pay the registration fee at the end of the second week, your offer of admission will be cancelled.

ii)   In case you are a continuing student you will be charged late registration fee or get de-registered from the programme.

4.3 Payment of Fees

i)   Tuition and other University fees are due on the first day of the academic year. Students who cannot pay full fees at the beginning of the academic year are required to pay at least 60% of the course load and all the Functional fees.

ii)   A first year student who fails to pay the registration fee at the end of the second week of the beginning of an academic year shall forfeit his/her place in the University.

iii)   A continuing student who shall not have paid fees by the end of the sixth week shall be de-registered.

iv)   Students should complete paying all the University fees by the sixth week of a semester and be registered then.

v)   In case a student fails to raise enough money to pay for a full semester load, he/she may choose courses within the next first six weeks and make payment for the course load he/she can afford and get registered.

vi)   The minimum course loads to be permitted under this arrangement should be 60% of the total credit units for that semester.

vii)   Students will not be allowed to pay University fees and register after the end of the sixth week of a semester.

viii)   Only registered students will be allowed to use University facilities, to attend lecturers, do coursework and sit for final examinations.

4.4 Identity Cards

Official University Identity Cards will be issued to all registered students on payment of an ID fee into the bank account of the University. Students are supposed to carry with them up-to-date identity cards renewed at the beginning of each academic year.

4.5 Progress Reports on Research

Every candidate is required to submit (through a supervisor) reports on his/her progress twice a year. The Progress report can be downloaded from our website **http://www.rgt.mak.ac.ug/.** Failure to fulfil this requirement may lead to discontinuation.

4.6 Extension of Registration

If a candidate realises that he/she cannot complete his/her work within the time allowed, it is his/her duty to take the initiative to apply for extension of registration.

The University shall deregister candidates whose period of registration lapses. Extension of registration is normally

sought after 30th August of the candidate's 1st year of registration for Postgraduate Diploma students; 2nd year of registration in the case of Master's degree students and after 3 years for PhD full time students and Master's Medical Students. Extension charges are as follows:

a)   Extension fee will be calculated based on the period requested for and the remaining workload to complete studies.

b)   In addition, annual registration, administration, technology and library fees are paid as well.

4.7   Withdrawal from the Degree Programme and/ or Courses

A student may withdraw from a program for a specified period of time with the permission of the Supervisor, School Higher Degrees and Research Committee.

4.7.1 Withdrawal Limits

i)   If a candidate finds that he/she cannot continue with his/her studies due to financial or social hardships which can be demonstrated to affect their candidature, but expects to complete studies at a later date, it is his/her duty to request for withdrawal and inform the University through the School Higher Degrees and Research Committee and Supervisor.

ii)   A student should apply to his/her respective College/ School Board for permission to withdraw from studies at any time of the semester. Reasons for withdrawal should be given in the letter and application forms.

iii) Permission to withdraw shall be granted by the College/ School Board only on compassionate grounds or in cases of illness or financial constraints, serious social or domestic difficulties or exceptional professional commitment which can be demonstrated to have adversely affected the candidate.

iv) A student will be allowed only a maximum of two withdrawals on an academic Programme and each withdrawal shall not exceed a period of one academic year.

v) The period of withdrawal(s) shall not count against the period of candidature for the programme a student is registered for.

vi) A student who had withdrawn from studies shall apply to his/her respective College/School Board to resume studies and indicate that the circumstances which had made him/her withdraw can no longer affect his/her studies.

vii) A student who has overstayed on an academic programme by more than 2 (two) years beyond the period of candidature stipulated in the programme shall be discontinued from his/her studies at the university.

viii) Students should take note that the above regulations do not cover the period of sponsorship. The period of sponsorship is governed by the regulations and policy of the sponsor. In the case of Uganda Government sponsorship, the period is stipulated in a given academic programme.

ix)   Maximum duration a student can stay on an academic programme:

Table 4: Maximum duration of academic programmes

Program Type	Normal Study duration (Years)	Withdrawal/ Extension (Years)	Allowable if Appeal for Re-instatement Succeeds	Maximum Study Duration/ Discon-tinuation (Years)
PhD/ Doctoral	3 - 5	2	1	8
1yearMA/ MSc	1	2	2	4
2year MA/MSc	2	2	1	5
3year MA/MSc	3	2	1	6
PG Diploma	1	2	1	4

NOTE:

1)   A student shall be automatically deregistered/ discontinued on expiry of the maximum study duration and period for the program;

2)   A de-registered student may appeal for reinstatement, provided he/she meets the conditions as stipulated in the Policy Guidelines on Reinstatement;

3) On successful appeal for reinstatement, one must complete all the study requirements in a period not exceeding one academic year.

4.8 Refund of Tuition Fees Policy

i) A student who has been permitted to withdraw from studies shall be refunded the tuition fees already paid according to the following schedules:

ii) The time at which the student has withdrawn in a semester determines the percentage to be refunded to the student:

    a) By the end of the first semester week   100%
    b) By the end of the second semester week 80%
    c) By the end of the third semester week   60%
    d) By the end of the fourth semester week   40%
    e) By the end of the fifth semester week   20%
    f) After the fifth week   0%

iii) Fees for Residence, application, school requirements, technology, development, administration, registration, examinations, identity cards, and the guild charges are not refunded.

iv) In case an academic programme to which a student has been admitted is not conducted in a particular academic year, the University will refund the full tuition fees paid by the student.

v) The University Council reserves the right to revise University fees any time with or without prior notice.

vi)   A student who is suspended, dismissed, or withdraws when under investigation for misconduct shall not have tuition refunded for the semester in which the action is taken.

4.9   Occasional and Short-Term Students

Applications for these categories of students follow the above procedure, except on the application form, the applicant must indicate **"OCCASIONAL AND SHORT-TERM".**

4.9.1 Occasional Student Scheme

The Occasional Student Scheme caters for students who want to study specific courses at Makerere University for a given period of time. Occasional studies at Makerere University are for non-degree purposes. Studying under the scheme does not lead to any award/qualification (degree certificate or attend a graduation) but receives an academic record with all the courses passed.

1) Objectives of the occasional studentship scheme:

a)   To improve the knowledge base of students.

b)   To enable a student to acquire more knowledge through experiential learning in a different environment.

2) General requirements:

a)   Candidates who apply for admission under the scheme should not already be Makerere University students.

b)   Registered Occasional students shall not transfer to degree programmes or change the status of

registration based on their performance while on the scheme.

c)   The Occasional Studentship Scheme applies to both the undergraduate and graduate programmes.

3) Admission requirements Applicants under the scheme must be:

a)   Students of other recognized and Chartered Universities.

b)   Possess the Makerere University minimum admission requirement (see section 2.0 above).

4) Application for and duration of registration:

a)   Students of other institutions should apply through the Heads of their institutions.

b)   Candidates may apply for registration at any time and could be admitted at the beginning of any semester of the academic year.

c)   All applications must be addressed to the Academic Registrar, who shall in consultation with relevant bodies within the University register such students.

d)   Occasional students must register for at least one course in a semester and for not more than one academic year.

e)   All applicants must complete an application form. They should specify the courses they wish to attend to the respective School Deans/Directors of Institutes.

The completed application form should finally be submitted to the Academic Registrar who shall, in consultation with relevant bodies within the University, register such students.

5) Examinations and Awards

a) Occasional students shall not sit for University Examinations.

b) The University shall not enter into negotiations on behalf of an Occasional student for purposes of getting agreements with another University on the crediting of the student's work covered during his/her registration, although the University shall provide a statement of attendance/results on request.

6) University Rules, Fees and Residence

a) Occasional students as well as regular students are expected to adhere to the University, and College rules and regulations with which they should make themselves familiar, at once, on arrival.

b) The tuition fees, charged per semester should be paid before the student is registered.

c) No Occasional student shall be entitled to residential accommodation provided by the University, and shall also not be involved in making alternative arrangements for the student.

4.9.2 The Short-Term Studentship Scheme

The Short-Term Studentship Scheme caters for students who come to Makerere from other recognised Universities.

1) Objectives:

b) To improve the knowledge base of the students.

c) To enable a student acquire more knowledge through experiential learning in a different environment.

2) General requirements:

a) Studying under the scheme does not lead to any award.

b) Candidates who apply for admission under the scheme should not already be Makerere University Students.

c) Registered Short-Term students shall not transfer to degree programmes or change status of registration on the basis of their performance while on the scheme.

d) The Short-term students' scheme applies to both the undergraduate and graduate students.

3) Admission Requirements Applicants under the Scheme must:

a) Be students of other recognised and Chartered Universities or

b) Possess the Makerere University admission requirements.

4) Application for and duration of registration:

a) A Short-Term student is one whose duration of studentship at the University is at least one semester and who is not, at the time of application, and studies, registered for a certificate, diploma or degree programme of the University.

b) Students of other institutions should apply through the Heads of such institutions.

c) Applications must be submitted to the University not later than 31st May of the year in which admission is sought or 31st December.

d) Registration for Short-Term Studentship shall be at the beginning of each semester like regular students on Makerere University programme, unless otherwise specified.

e) Short-term students are required to register as students of the University for one full academic year to any year of study as long as they meet the prerequisites. As registered students, all regulations governing full time students will apply to them unless otherwise stated. The tuition fees charged per semester shall be paid before each student is registered.

f) Short-Term Studentship may be terminated on \ the following grounds: serious breach of university regulations, abscondment and/or irregular attendance of classes.

5) Examinations and Awards

a)   Such registration shall not lead to any award of the University, unless otherwise decided by Senate.

b)   At the end of the academic year/semester, short-Term students have to sit for university examinations under the same regulations as the full time University students.

c)   A Short-Term student may audit any course at the university by permission and provided they have registered in at least one course. All audited courses must be paid for at the prevailing University rates.

5.0 SEMESTER/CREDIT UNIT SYSTEM GUIDELINES

5.1 Academic Year

The Academic Year shall be composed of 2 semesters, and the Recess Term and programmes should be designed per year (Semester I and Semester II Year 1, etc.).

5.2 Length of Semester

The length of a semester shall be seventeen (17) weeks, with fifteen weeks being for teaching and two (2) weeks for examinations.

The duration of a Recess Term shall be ten (10) weeks; most Schools which have Recess Term use it for fieldwork and practicals.

5.3 Programme Composition

Each programme shall be composed of courses. The concepts of subjects and papers shall not be used. The programmes designed have to compare favorably with those of similar international disciplines.

5.4 Definition of Some Key Terms

5.4.1 Contact Hour

A Contact Hour shall be equivalent to one hour of lecture/ clinical or two hours of tutorial practical or 4hrs research/ fieldwork abbreviated as follows: LH – Lecture Hour, TH – Tutorial Hour, PH – Practical Hour, CH – Clinical Hour, CU –

Course Units, 1 Lecture Hour = 2TH/L Practical=4Research/ Fieldwork

5.4.2 Credit or Credit Unit

A Credit or Credit Unit is one contact hour or contact week per semester or a series of fifteen (15) contact hours. 1CU = 15 contact hours.

5.4.3 Core Course

A Core Course is a course, which is essential to a programme and gives the programme its unique features. It is offered by all the students who have registered for a particular programme. A Core Course has to be passed by every student who takes it.

5.4.4 Elective Course

An Elective Course is a course offered in order to broaden a programme or to allow for specialisation. An Elective Course is selected from given groups of courses at the convenience of the student.

5.4.5 Audited Course

An Audited Course is a course offered by a student for which a credit is not awarded.

5.4.6 Pre-requisite

A Prerequisite is a condition (either course or classification) that must be satisfied prior to enrolling for the course in question.

5.4.7 Pre-requisite Course

A Pre-requisite Course, therefore, is a Course offered in preparation for a higher-level course in the same area.

5.4.8 Programme Load

Programme Load is an essential set of courses offered for the award of a particular Degree/Diploma/Certificate, prescribed by the host department/unit. It is composed of both Core and Elective Courses.

5.4.9 Programme

A programme is a set of prescribed courses, which are offered for the award of a particular Degree/Diploma/Certificate. The structure of a particular programme has to show Core, Elective and Pre-requisite Courses clearly.

5.4.10 Semester Load

Semester Load is the total number of courses for a particular programme offered in a semester.

5.5.11 Major

A Major is a field/programme of specification in which each student is encouraged to explore the field/area in considerable depth.

5.5.12 Minor

A Minor is a field/area that is of lesser than a Major.

5.5 Size of a Course

The smallest course shall be two (2) Credit Units per semester.

The largest course shall be five (5) Credit Units per semester.

5.6 Semester Course Load for postgraduate Diploma and Master's Degrees

i)   The minimum number of Credit Units per semester shall be nine (9).

ii)   The maximum number of Credit Units per semester shall be twenty-eight (28 CUs Including retakes).

iii)   Individual Schools shall decide on their normal semester Course Load.

5.7 Minimum Graduation Load

The workload for postgraduate students is determined basing on the minimum graduation requirements. For a Master's program the workload is ordinarily spread over two years of study. During the first two semesters the candidate undertakes prescribed courses in the programme. Each course may take at least 30 lecture hours per semester (equivalent to two credit units per semester).

It is expected that for each lecture hour, a student will require two additional hours for other learning activities to be able to master given learning outcomes. This translates to total learning time (notional hours) of 135 hours for each course per semester.

The workload for the second year of research is considered to be equal to that for year one. The workload for Master's Degree programme by coursework and project is taken to be a workload for three semesters.

The workload for Postgraduate Diplomas is equivalent to the workload of two semesters while that of Postgraduate Certificates is equivalent to one semester respectively.

The minimum credit units required for the award shall be:

i) Forty (40) credit units for a PhD Degree by research only.

ii) Sixty (60) credit units for a Master's Degree by research only or MPhil.

iii) Sixty (60) credit units for a Master's Degree by Coursework and Dissertation.

iv) Sixty (60) Credit Units for a Master's Degree by Coursework and Project.

v) Thirty (30) credit units for a Postgraduate Diploma.

vi) Fifteen (15) credit units for a Postgraduate Certificate.

5.8   Pass Mark

The pass mark for all graduate programmes is 60%.

5.9   Earning of Credits in a Course

The regulation for earning credit shall remain as follows:

i)   Each student shall earn credits for the courses specified in the Programme Load for graduation.

ii)   A credit shall be earned when a student has obtained at least the pass mark in each course for which he/she had been assessed. In other words, no credit shall be earned in a course in which a student has failed the assessment.

5.10 Classification

The Masters and PhD Degrees at Makerere University are not classified. However, some Postgraduate Diplomas are classified. The Cumulative Grade Point Average (CGPA) for the various classes of postgraduate diplomas and certificates, where applicable, are indicated below:

Table 5: Classification of Degrees

CLASS	CGPA
First Class	4.50-5.00
Second Class-Upper Division	4.00-4.49
Second Class-Lower Division	3.50-3.99
Pass	3.00-3.49

5.11 Grading System

Table 6: Grading System

Marks	Letter Grade	Grade Point	Interpretation
90-100	A+	5	Exceptional
80-89	A	5	Excellent
75-79	B+	4.5	Very good
70-74	B	4	Good
65-69	C+	3.5	Fairly good
60-64	C	3	Pass
55-59	D+	2.5	Marginal fail
50-54	D	2	Clear fail
45-49	E	1.5	Bad Fail
40-45	E-	1	Qualified Fail
Below 40	F	0	Qualified Fail

i) This grading system is applicable to all graduate students admitted since the 2007/2008 academic year.

ii) Continuing graduate students will not be affected by the new grading system. They will continue to use the old grading system until completion of their studies.

iii) The thesis/dissertation shall be graded based on the above scales and shall contribute to the Cumulative Grade Point Average (CGPA).

iv) In this grading system, all the decimal points on marks awarded by examiners have been eliminated. The Departmental Examiners' Committees should, therefore, ensure that marks are rounded up to the nearest whole number.

5.12 Grading Descriptions

The Examiners are therefore, informed that when marking assignments, they should be guided by the following grading descriptions.

i) **A+ - Exceptional:** Thorough knowledge of concepts and/or techniques and exceptional skill or great originality in the use of the concepts/techniques in satisfying the requirements of an assignment or course.

ii) **A - Excellent:** Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an assignment or course.

iii) **B+ - Very Good:** Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in the use of those concepts/techniques in satisfying the requirements of an assignment or course.

iv) **B - Good:** Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

v) **C+ - Fairly Good:** Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an assignment or course.

vi) **C - Pass:** Slightly better than minimum knowledge of required concepts and/or techniques together with some ability to use them in satisfying the requirements of an assignment or course. The student has some basic knowledge and a limited understanding of the key aspects of the subject area and can attempt to solve familiar problems albeit inefficiently and with limited success.

vii) **D+ - Marginal Fail:** Minimum knowledge of required concepts and/or techniques together with some ability to use them in satisfying the requirements of an assignment or course. Suggests that the student:

1. **Has some familiarity with the general subject area;**

2. **Whilst unable to solve problems, can at least formulate a problem from information given in a sensible way.**

viii) **D - Clear Fail:** Poor knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment or course.

ix) **E, F and E- - Bad/qualified Fail:** Lack of understanding of knowledge of concepts or techniques.

5.13 Awards

The Board of Examiners in a College/School, upon its satisfaction that the standard required under relevant regulations for the award of a Degree, Diploma or other award, as the case may be, has been attained by a candidate in University examinations (where applicable) may recommend to the Senate, through the relevant Board of a College/School, that such degree, diploma, or other award be conferred upon or granted to such successful candidate.

5.14 Calculation of the Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average at a given time shall be obtained by:

i)   Multiplying the grade point obtained in each course by the Credit Units assigned to the course to arrive at the Weighted Score for the course.

ii)   Adding together the Weighted Scores for all the courses taken up to that time.

iii)   Dividing the Total Weighted Score by the total number of Credit Units taken up to that time.

5.15 Retaking a Course or Courses

i)   A student shall retake a course or courses when next offered again in order to obtain at least the Pass Mark (60%) if he/she had failed during the First assessment in the course or courses.

ii) A student who has failed to obtain at least the Pass Mark (60%) during the second attempt in the same course or courses he/she has retaken, shall receive a warning.

iii) A student may take a course or courses again when next offered in order to improve his/her Pass Grade(s) if the Pass Grade(s) got at the first assessment in the course or courses were low. A student who fails to attain higher marks after taking the course(s) again to improve, will have the examination results of the first sitting recorded on the transcript and should not be recorded as Retake.

iv) Where students miss to sit examinations for justified reasons should not be recorded as those who retake when they are next offered to sit the examinations.

v) While retaking a course or courses, a student shall: -

a) Attend all the prescribed lectures/tutorials/clinicals/practicals/fieldwork in the course or courses;

b) Satisfy all the requirements for the coursework component in the course or courses; and

c) Sit for the University examinations in the course or courses.

vi) A student shall not be allowed to accumulate more than five (5) retake courses at a time. Students are required to register for retake course(s) first before registering for new courses offered in that semester, and the retake courses should fit into the approved normal load so as to avoid timetable clashes.

vii)   A final year student whose final examination results have already been approved by the relevant College/ School Board and has qualified for the award of a degree/diploma/certificate, shall not be permitted to retake any course or courses.

viii)   When a student has retaken a course, the better of the two grades he/she has obtained in that course shall be used in the computation of his/her Cumulative Grade Point Average (CGPA).

ix)   Whenever a Course or Courses has/have been retaken, the Academic Transcript shall indicate so, accordingly.

x)   Continuing students who have a course(s) to retake and these course(s) fall beyond the normal set semester load for their academic programmes, shall pay tuition fees for any course/courses to be retaken and the re-examination fees, per course retaken.

xi)   Students who do not complete their studies on time and still have courses to retake shall pay tuition fees for any course/courses to be retaken, the re- examination fees per course retaken as well as the registration fees and library fees.

5.16 Progression: Normal and Probationary Progress

5.16.1 Normal Progress

Normal Progress shall occur when a student has passed the assessments in all the courses he/she had registered for in a particular semester, and not when he/she has passed the assessments in the core courses   only.

5.16.1 Probationary Progress

A student who has obtained the Cumulative Grade Point Average (CGPA) of less than 3.0 shall be placed on Probation. Such a student shall be allowed to progress to the next semester/academic year but shall still retake the course(s) he/she had failed later on and obtain at least the pass mark (60%).

A Stay-put or Hold may be placed on a student's records, transcripts, grades, diplomas or registration due to financial or other obligations to the University. Satisfaction and clearance of the Hold is required before a release can be given. Students may check for Holds on the student academic record system.

5.17 Certificate of Due Performance

A student who fails to honour the deadline set for handing in an assignment without justifiable reasons shall receive a score of a zero or fail grade in that assignment.

A student who does not have coursework marks shall be denied the Certificate of Due Performance and will not be allowed to sit the University examinations.

5.18 Absence from Examination

If the Board of a College/School is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a fail (F) Grade for the Course(s) in which he/she had not sat the examination. The course(s) in which the Fail (F) Grade was/were awarded shall also count in the calculation of the CGPA.

If the Board of a College/School is satisfied that a student did not do coursework assessment or missed a final examination due to justifiable reason(s), such as sickness or loss of a parent/guardian, then a Course Grade of ABS (denoting absent) shall be assigned to the course(s) for which the student was absent.

5.19 Conceded Pass: Definition, Circumstances, Eligibility and Recording

5.19.1 Definition of Conceded Pass

A **"Conceded Pass"** is a pass granted for a course in which a final year candidate is within five marks of a pass mark in the course assessment. The pass is conceded on the basis that the student's overall performance in other courses for the programme has been sufficiently strong to counter the deficient percentage in that particular course.

5.19.2 Circumstances Potentially Warranting a Conceded Pass

The personal circumstances of a student must be taken into account. The student's performance in the course could have been adversely affected by his/her personal circumstances.

The circumstances for approval of a Conceded Pass may include but not limited   to:

i)   Student illness or medical condition.

ii)   Family issues (family injury or illness, bereavement etc.).

iii)   Commitments to participate in national sport or other activities that warrant favourable consideration.

iv)   Commitments to assist with community service activities.

v)   Unavoidable and unexpected work commitments (e.g. relocation).

vi)   Awarding conceded passes does not compromise the requirements for accreditation of that programme by a professional body.

5.19.3 Responsibility and Procedure

i)   The Conceded Passes are granted at the discretion of the College/School's Board of Examiners. Students are not automatically entitled to the Conceded Passes and may not request for them.

ii) The Board of Examiners shall, during the time of consideration of examination results, identify and grant students eligible for Conceded Passes. A student will then be formally informed that he/she has been offered a Conceded Pass.

5.19.4 Eligibility for a Conceded Pass

A Conceded Pass shall be granted under the following conditions:

i) A candidate on postgraduate programme shall be eligible for a Conceded Pass if the final mark in a course is in the range of 55- 59% inclusive and the Cumulative Grade Point Average (CGPA) for the student will be at least 3.0.

ii) A Conceded Pass may only be awarded if a student has attempted the paper, at least two times. The better of the grades earned will be used for awarding a Conceded Pass.

iii) A Conceded Pass shall be discretionary and the Examination Board shall take into account the following:

a)The results a student has scored each time he/she has attempted the paper.

b) A student's overall academic record.

c) Comments from his/her lecturers, e.g. on their class attendance, participation.

d) Whether the course is required for professional/ accreditation; or it is necessary for a student to demonstrate professional or clinical competence as part of its assessment requirements.

iv) A Conceded Pass shall be granted to a whole course, not to a particular piece of assessment.

v) Candidates granted a Conceded Pass shall earn a credit on the basis of Conceded Pass "CP".

vi) Only candidates in their final year of studies shall be eligible for a Conceded Pass.

vii)   In both undergraduate and postgraduate programmes, the number of Conceded Passes will be restricted to only one course.

viii)   In case a candidate does not qualify for a Conceded Pass as stipulated above, the existing provision in the semester regulations will guide, as the case may be.

5.20 Recording a Conceded Pass on the Academic Transcript

A granted Conceded Pass will be recorded on the student's Academic Transcript by indicating the true percentage/grade achieved, and "CP" as the grading code.

5.21 Deferred Examination

i)   A student who provides a credible reason for failure to complete coursework assessment or to attend an examination based on 5.19 (ii)above, may be permitted to 'sit' the deferred examination or other coursework assignment(s) when the course(s) is offered again.

ii)   Students needing a deferred examination must submit applications to their respective Deans or Director's Office. The application and supporting documentations pertaining to the absence must be presented as soon as the student is able, having regard to the circumstances underlying the absence, but not later than the beginning of the semester in which the examination is scheduled. Where the cause is an incapacitating illness, a student must present a University Hospital Medical Statement

Form. In other cases, including severe domestic affliction, adequate documentation must be provided to substantiate the reason for an absence.

iii) In the case of an approved application for a deferred final exam, the Principal or Dean of the student's College/School will inform the Departmental Chair responsible for the course of the approved deferred exam. The department will then notify the lecturer concerned.

iv) A deferred exam will not be approved if a student has not been in regular attendance on a course; where attendance means having completed less than half of the assigned work.

v) A deferred examination shall be included in a student's maximum semester load. A student with two or more deferred exams outstanding from a previous semester may be required to reduce the number of courses in which they are registered in order to accommodate the deferred courses from previous semester(s).

vi) The grades obtained from a deferred examination shall not be categorised as retake because the assessment(s) is for the first time.

vii) Students shall be required to pay for a deferred examination and payment shall normally be made at the beginning of the semester.

5.22 Discontinuation

i) When a student accumulates three consecutive probations based on CGPA, he/she shall be discontinued.

ii) A student who has failed to obtain at least the pass mark (60%) during the third assessment in the same course or courses he/she had retaken, shall be discontinued from his/her studies at the University.

iii) A student who has overstayed in an Academic Programme by more than Two (2) Years shall be discontinued from his/her studies at the University.

5.23 Change of Course

A student may be permitted to change course(s) in an Academic Programme in order to substitute for the course(s) failed. The substitute course(s) should be within the specified course(s) for that Academic Programme.

5.24 Change of Academic Programme

A student may be permitted to change from one Academic Programme to another on condition that:-

i) He/she had satisfied the admission requirements for the Academic Programme applied for.

ii) He/she should not have been attending lectures/ tutorials and other academic activities of the Academic Programme he/she would want to change from for more than one-half of the duration of the programme.

iii) He/she had not been previously dismissed on disciplinary grounds from the University.

iv)   A student permitted to change his/her programme may be allowed to transfer the credits from the previous Academic Programme to the new Academic Programme, provided that the Credits being transferred are relevant to the new Academic programme

5.25 Re-admission After Being Discontinued

a)   A student who has been discontinued from studies because of weak academic performance may be permitted to reapply to another programme and compete with other applicants for readmission into first year.

b)   A student who applies and gains readmission after being discontinued due to weak academic performance will be permitted to transfer Credits earned from previous academic programmes. The transferred credits should be from the courses which are relevant to the new programme.

c)   A student who was discontinued or dismissed from his/her studies because of external irregularities will not be considered for re-admission.

5.26 Programme Duration and De-registration

The duration of a program is determined by the University Senate on the recommendation of a College/School Academic Board.

5.26.1 Minimum duration of programmes

Diplomas	1 academic year
Master's degrees (full-time)	1 academic year
Master's degrees (part-time)	2 academic years
Master of Medicine degree (full-time)	3 academic years
LLD, MD, PhD degree (full-time)	3-5 academic years
LLD, MD, PhD degree (part-time)	5-7 academic years

With special permission, these periods may be extended as the Board of Research and Graduate Training may consider reasonable.

5.26.2 De-registration

Any candidate who goes beyond the stipulated period gets automatic de-registration unless he or she has very sound reasons that shall be determined by the Board of Research and Graduate Training.

6.0 GRADUATE STUDY PLANS AND REGULATIONS

6.1 Master's Students' Plans

1. Types of Plans

i) The master's programmes at Makerere University are based on the following Plans:

Plan A: Coursework and Dissertation

Plan B: Extended Coursework and Project Report

Plan C: Coursework and Comprehensive Examination
Plan D: Thesis only

ii) For any master's student to graduate in a programme, the following requirements must be fulfilled:

a) A student's progression is dependent on whether he/she has obtained a minimum semester load as outlined in 5.5.10.

b) The pass mark of all graduate courses shall be 60%.

c) Credited seminar series conducted by students shall be mandatory.

d) The title of the thesis/dissertation/project report shall appear on the academic transcript with respective grades indicated.

e) The dissertation is in partial fulfilment of the degree. Meanwhile a thesis is in fulfilment of the degree.

2. Specific Guidelines for Plans

i) Plan A: Course Work and Dissertation

a)   A student on this Plan must complete an approved program of coursework consisting of a minimum of 18 Credit Units during the first year.

b)   A student must submit a dissertation.

c)   A dissertation shall carry a credit range of 8-10 credit units (Units should determine and allocate credit units to dissertation).

d)   External examination of Plan A dissertation shall be mandatory.

e)   Seminar series will be mandatory for all registered students and a student shall be required to make presentations during the seminar series.

f)   Departments will select topics for students.

g)   The minimum graduation load shall be decided by the Academic Unit where the programme is based in line with NCHE minimum standards.

ii) Plan B: Coursework and Project/Field Report

a)   A student on Plan B must complete an approved programme of coursework that shall constitute 75% of the entire workload for the degree.

b)   A student must submit a report on a supervised short project/field attachment/industrial training carried out.

c)   The project/field report should involve a combined total of 300 hours (equivalent to 8 weeks of full time work) and shall carry 5 Credit Units (CU).

d) Seminar series will be mandatory for all registered students and shall be conducted every semester of the second year. The seminar series shall have 2 Credit Units per semester.

e) The report on a supervised short project/field attachment/industrial training carried out shall not be externally examined.

iii) Plan C: Coursework Only and Comprehensive Examination

a) In this Plan, the students' coursework load shall be 85% plus examinations and 15% seminar series.

b) Courses offered additionally by such candidates must be Advance Courses.

c) Students shall be comprehensively examined and in order to be in normal progress. A student on this Plan must have a CGPA of not less than 3.0.

d) A candidate who has a CGPA of less than 3.0 shall be placed on probation.

e) Seminar Series will be mandatory for all registered students of the second year. It will be credited at 2 Credit Units per semester.

iv) Plan D: Thesis Only (Applicable to both Master's by Research and Research Doctorates).

A student must demonstrate serious academic research capacity by presenting acceptable research concept. At the point of application/first registration, a student is expected to have identified a research area. This may be done in consultation with the Department and will be influenced by availability of expertise and resources in particular areas. Based on this, the student should develop and submit a concept note of 3-5 pages to the Departmental Chair. The concept paper contains the title of the dissertation, a brief background to the research, a succinct statement of the problem, the objectives of the research, the theoretical/conceptual framework of the research, a brief review of relevant literature, a brief description of methodology and a list of references. Upon approval of the concept note by the School Higher Degrees and Research Committee, a supervisor(s) shall be allocated to the student.

6.2 PhD Study Plan

The Study Plan is a very important document and is intended to serve as a guideline in helping the doctoral student to plan for his/her studies and research activities. It specifies the conditions and goals of the doctoral research, both in the short and long term.

The student shall work with the supervisor(s) to develop an individual study plan. Once finalised and agreed upon, the study plan shall be signed by both the supervisor and the student. Once signed, the study plan becomes the contract between the supervisee (student), the supervisor and the

department. The work-plan is a useful guideline, useful in evaluating progress and subject to periodic reviews. For example, the revision of the curriculum may result in updating of the study plan which should be signed by the student and the supervisor(s). A copy of the format for the individual study plan is available at http//:www.makerere.ac.ug

6.2.1 Guidelines for PhD Study Plan

Semester 1

i)   Registration at the Colleges/Schools and the Department.

ii)   Attendance of relevant courses, including cross-cutting courses, research methodology, proposal writing, scholarly writing.

iii)   Developing research instruments.

iv)   Working on developing draft proposal.

v)   Attending courses, seminars as required by the department.

vi)   Review of the study plan with guidance from supervisor(s). Review of the draft proposal by the Doctoral Committee.

Semester 2

i)   Attendance of discipline specific course.

ii)   Development of full proposal and presentation to the Doctoral Committee.

iii)   Presentation of full proposal to the School of Higher Degrees and Research Committee (students may be discontinued if they fail at this level, however, they may be allowed to appeal).

iv)   Presentation of progress report.

v)   Revision of the reviewed study   plan.

vi)   Provisional registration/full registration.

Semester 3

i)   Registration for the semester in both the School/ Department and DRGT with a developed proposal.

ii)   Laboratory/fieldwork, data collection

iii)   Presentation at seminars presentation of a paper

iv)   Review of study plan.

Semester 4

i)   Attendance of courses where applicable. (ii). Continued field/lab work.

ii)   Data analysis.

iii)   Presentation in a seminar draft chapters

iv)   Review of study plan.

v)   Presentation of the first paper.

Semester 5

i)   Development of a draft or outline of thesis.

ii)   Commencement of the writing process/data analysis. Presentation at seminar/Doctoral Committee.

iii)   Review of study plan.

iv)   Presentation of a second paper

v)   Publication of a paper

Semester 6

i)   Finalising of writing.

ii)   Final seminar presentation to DC.

iii)   Submission of thesis/dissertation.

iv)   The examination process.

v)   The public (open) defence/viva voce   examination.

6.2.2 Graduate Research Process

6.2.2.1 The Concept Note for Application to PhD Programme

At the point of application/first registration, a student is expected to have identified a research area. This may be done in consultation with the Department and will be influenced by availability of expertise and resources in particular areas. Based on this, the student should develop and submit a concept paper of 3-5 pages to the Departmental Chair. The concept paper contains the title of the dissertation, a brief background to the research, a succinct statement of the problem, the objectives of the research, the theoretical/ conceptual framework of the research, a brief review of relevant literature, a brief description of methodology and a list of references. Upon approval of the concept by the School Higher Degrees and Re- search Committee, at least two shall be allocated to the   student.

6.2.2.2 The Proposal

The student has up to one year to develop a full proposal in consultation with his/her supervisor. The generic format for the proposal is given in Table 7.

The length of the proposal shall not exceed 20 pages (in case of master's) or 30 pages (in case of PhD), including a list of references and excluding appendices.

i)   Once approved by the supervisor, the proposal shall then be presented by the student to his/her Doctoral Committee. The student shall be advised on what adjustments to make to the proposal.

ii)   After the corrections (if any) have been made, the student shall present the proposal formally to the School Higher Degrees and Research Committee.

iii)   Once the final proposal has been approved, the Dean shall officially notify the DRGT in writing accompanied by minutes of the School Higher Degrees and Research Committee.

iv)   The student shall then officially submit the approved proposal to the DRGT.

v)   After submission of the approved proposal, the DRGT shall acknowledge receipt of the approved proposal by a formal letter to the School Higher Degrees Committee and the student to that effect.

vi)   Progress Reports: Each graduate student on research shall submit six monthly progress reports to the supervisor. The supervisor shall then fill a standard

form indicating the status of the reearch progress by the student. The signed form shall be submit- ted by the supervisor to the College with a copy to the DRGT. The form is available at http://www.rgt.mak.ac.ug

Table 7: Generic Proposal Format

C	Item	Item Description
1	Title Page	Includes the name of Makerere University and the logo, a brief and concise title/topic of the doctoral re- search, author's name, registration number, signature and date, main supervisor's name, signature and date; co-supervisor's name, signature and date, month or full date of the proposal, Kampala, Uganda.
2	Abstract	A brief summary in one page of the proposal on a separate page
3	Table of contents	Computer generated page of the main and sub-titles
4	Introduction	About 6-8 pages containing the sub-sections: Background, Problem Statement, , Main Objective, Specific Objectives, Hypothesis/Research Question/s, Key Out- puts, Expected Outputs, Significance/ Practicality of the Research, Justification (of the methods) and Conceptual Theoretical Frame work

5	Literature Review	About 8-12 pages of brief literature review, supporting the purpose and methods of the research, i.e. reviewing the current status, identifying the gaps and justifying the methods to be used in the research.
6	Methodology	Brief description of the methods to be used in the Research. (3-5 pages)
7	References	A list of all works cited in the proposal and should be written according to the approved format. (2-5 pages)
8	Schedule of Activities	Labelled graphic durations of activities for the wholeduration of the study.
9	Appendices	**This must include:** The research budget (tuition, conference attendance and cost of courses to be attended in another institution other than at Makerere University or abroad, cost of supervision from abroad, duration of study abroad, etc.) Dissemination plan (for PhD proposals) Other items like location maps, other illustrations, e.g. graphs, images, etc. Any other relevant document (e.g. research instruments like questionnaires, etc.

6.2.2.3 Thesis/Dissertation

The thesis may be developed and presented in one of the following formats:

Monograph

*Table 8: Generic Guidelines for the Thesis/Dissertation Format
        as a Monograph*

Item No.	Item	Item Description
1	Title Page	Contains the name of Makerere University and the logo, a brief and concise title (not more than 20 words) describing the topic of the doctoral research, authors name signature and date, main supervisor's name, signature and date; co-supervisor's name, signature and date, month or full date of thesis/dissertation, Kampala, Uganda
2	Declaration and Approval	Candidates must make a declaration that the thesis/dissertation is a result of their own work under the guidance of a formally approved university and has not been submitted for any degree or examination at any other university.
3	Abstract	A brief summary of one page of the thesis/dissertation
4	Table of Contents	Computer generated page of the main and subtitles
5	Acknowledgments	Acknowledging key players in the fulfillment of the doctoral studies

6	Introduction	About 15 pages containing the sub-sections background, statement of the problem, applicability of research findings (i.e. Applicability in industry, where applicable), scientific innovation/s, accomplished work and future work, and a brief description of each chapter.
7	Literature Review	About 20 pages of literature review, supporting the purpose and methods of the research, i.e. reviewing the current status, identifying the gaps and justifying the methods to use in the research.
8	Methodology	In-depth description of the methods used in the research and the limitations and innovations (5-10 pages).
9	Main Findings	Presentation of the results obtained during the data collection process
10	Discussion of Results	In-depth analysis of the main findings of the research
11	Conclusions and Recommendations	The pertinent conclusions are made and the recommendations and the way forward include:
12	Appendices	• Policy brief (for a PhD thesis) • Anti-plagiarism report • Ethical clearance • Other items like location maps, other illustrations, e.g. graphs, images, • Any other relevant document (e.g. research instruments like questionnaires,

The number of pages for each section is to guide the researcher. However, the actual numbers of pages may vary from discipline to discipline.

Published Papers/Chapters

In the case of the published chapters option, the student has a collection of papers containing the main aspects of the research and published in reputable, peer reviewed journals, the structure of the title page follows that of a published textbook. The abstract, table of contents, acknowledgments and introduction apply as in the case of the monograph format. The first published paper shall be a review of literature on the current state of research in the chosen field. Each of the subsequent chapters shall be a published chap- ter or a chapter already accepted for publication in the format: Introduction, materials and methods, results, discussion, conclusions and recommendations, references. Note that variations will depend on whether the work is published or not.

The chapters containing research findings, analysis, discussions as well as conclusions and recommendations constitute the key contributions of the candidate and shall constitute at least 60% of the entire dissertation.

Method of Inclusion of Published Material in a Thesis

i)   A candidate may be examined on the basis of a compilation of papers published in refereed journals. These will form part of the major sections of the thesis in addition to a general introduction, review of literature and summary and conclusions.

ii)   Published material may also be included as an appendix.

iii) Published papers may be offprints bound into the original thesis, or reformatted containing identical text as long as it is clear that the text in the thesis is identical to that in the published paper.

iv) If the text of the thesis differs substantially from the published material, then inclusion should be by citation and quotation rather than inclusion of the material.

Number of papers

i) A thesis containing previously published material should be of comparable substance, length and significance, and show a level of contribution by the student comparable to that of a thesis not containing previously published material.

ii) A candidate may be examined on the basis of a compilation of at least four(4) to five(5) papers published in refereed journals. Of these, one to three papers should be published and one to two papers should be accepted for publication.

Other General Regulations on Thesis/Dissertation

i) In all the above formats, a thesis or dissertation submitted for the degree must be satisfactory as regards form, content and literary presentation, and be worthy of publication. It must also include a full bibliography of the material, whether published or otherwise, used in its preparation.

ii) To maintain a uniform format of all final theses or dissertations at Makerere University, graduate students should utilise the university library services.

The University Library should guide on the format of the thesis.

iii) If the degree is awarded each copy shall remain in the custody of the University. The thesis or dissertation must be typewritten or printed on good quality quarto paper. The type must be double-spaced and on one side of the paper only. Copies must be clear. There should be a two inch margin on the left hand and a one-inch margin on the right of the paper. Typing should begin about 1½ inch from the upper margin and there should be a one-inch margin at the bottom of the page. Pages should be numbered consecutively and the number should appear just below the centre of the upper margin. Special techniques in presentation may be necessary in chemistry, physics, and mathematics and, in some cases biological sciences. Students must consult their supervisors on this matter.

iv) The front (title) page must be systematically arranged as follows:

a) Title of the thesis or dissertation in capitals.

b) Full name of candidate.

c) Doctoral committee members.

d) Then, 'A thesis (or dissertation) submitted in partial fulfillment of the requirements for the award of (insert name of degree) of Makerere University' statement should appear in the middle of the page.

e) The year.

v) A Thesis or Dissertation accepted by the University and subsequently published, in whatever form, shall bear the inscription

a) "Thesis or Dissertation Approved for the Degree of Master… Or Doctor of Philosophy of Makerere University."

b) Should include a Disclaimer. (A declaration by the candidate, stating that the thesis has not been submitted for a degree in any other University and that no part of the thesis or dissertation is plagiarised work).

vi) The second page of the thesis or dissertation (and third if necessary) should contain a table of contents with page numbers.

vii) A summary of the contents of the thesis, not exceeding a thousand words should follow, beginning on a new page.

viii) Tables, text figures, diagrams, and plates should be numbered in separate sequences and should be cited by number in the text. Each table, text figure, diagram and plate should have a full caption. Text figures and diagrams should in general be reproduced by photo-graphic or similar means. There should be a 1-inch margin around all text figures, diagrams and plates.

ix) Literature must be cited by the author and date or by number in the text, and a list of references must appear at the end of the thesis. Departments may vary in the way they should like literature cited. Some specific disciplines use the American Psychological Association (APA) style. Others may use other styles such as Modern Language Association (MLA) and Chicago. While citation guidelines very according to discipline formats, consistency should be observed and a student should use one style throughout their thesis/dissertation.

x) Each copy of the final thesis or dissertation is to be bound in black. Advice might be sought from the University Library on this matter. The spine of the thesis or dissertation should be embossed in gold with the surname and initials of the candidate, the degree for which the thesis or dissertation is being submitted, and the year, and writing should read from the bottom to the top of the spine.

xi) Students should consult their supervisors if they require any advice on any matter concerning the form of a thesis or dissertation not covered by these regulations.

6.2.3 Publication Requirement

Candidates pursuing taught Master's degree programmes (Master's degree by coursework and dissertation or Master's degree by coursework and project report) are not subjected to publication requirements before they can graduate. However, Colleges/Departments should encourage candidates with publication potentials to publish as early as possible.

Candidates pursuing Master's Degree by research only or those to be awarded MPhil as intermediate qualifications shall be required to have at least one article accepted for publication in a peer reviewed journal.

A candidate pursuing a doctorate shall publish two (2) publications in a refereed journal before being allowed to present the thesis/dissertation for examination. Of the two papers, one should already be published and at least one accepted for publication.

7.0 EXAMINATION REGULATIONS

7.1   General examination and awards regulations

All graduate degree programmes are conducted based on semester system or the plans indicated in section 6.0. The courses are conducted on credit unit basis.

7.1.1 University Examinations

For all programmes leading to the academic awards of the University, except in some programs where it is not applicable, there shall be University examinations as a mode of assessment. These examinations shall be normally conducted at the end of every semester.

7.1.2 Examiners

Every examination for a degree or diploma of the University, whether taken at one time or in sections, shall be examined by:

i)   Internal examiners, one, or where possible, two or more in each course, and

ii)   External examiners, one or more in each course.

7.1.3 Course Assessment

Each course shall be assessed out of a maximum of 100 marks and assigned appropriate letter grades and grade points (see section 5.12). The share of the total marks with proportions shall be as follows:

a) The Coursework (Progressive/Continuous Assessments) for taught courses shall contribute not less than 40% and not more than 60% of the total marks in each Course.

b) The Written Examination at the end of each for each paper shall con- tribute not less than 30% and not more than 40% of the total marks in each Course

7.1.4 Who Qualifies to Sit for an Examination?

It is a registered student that has made full payment of all the University dues and has a certificate of due performance. Certificate of due performance is obtained after class attendance, and doing coursework and continuous assessment tests.

7.1.5 Format of Presenting Examination Results

All results are captured on the university academic records information management system which contains the appropriate layout for presentation of results.

i) The attributes of the complete results of a course include:

   a) Course Name

   b) Course Code

   c) Credit Unit(s) – (CU)

   d) Score (Raw Mark)

   e) Grade Point – (GP)

   f) Result Identifier (Audited– AC/Prerequisite/elective/ Retake – RT)

ii) Total Weighted Scores for a Period of Study (TWS)

The Weighted Score of a course (WS) is the product of its Grade Point (GP) and its Credit Unit (CU) values.

WS = GP x CU Total Weighted Scores, TWS = $\sum$ (WS)

iii) Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA). GPA is worked out per semester while the CGPA is for any period greater than a single semester.

For a Single Semester, GPA = TWS $\sum$ (CU)

For more than a Single Semester, CGPA = TWS $\sum$ (CU)

iv) Remarks

The stage at which the CGPA is being worked out determines the appropriateness of the remark to be given.

Note on abbreviations:

a) Normal Progress **(NP)** or Class of Award

b) Probationary Progress **(PP)** and **RT** – for a course whose score is less than the pass mark of 60%.

c) Incomplete/Investigation – **INC/INV** for a result missing a course work or an examination component.

d) Absent – **ABS** for an examination missed genuinely.

7.2 Policy on Remarking Students' Work

The Senate approved the guidelines for handling cases of students who are dissatisfied with the marks they have been awarded as follows:

i)   A candidate wishing to make any appeal against his/her examination results shall do so within 30 days from the date of publication of the final results.

ii)   All appeals for re-marking shall be addressed to the Chairperson of the School's Committee and a copy given to the lecturer concerned.

iii)   Candidates shall make their requests in writing and should clearly specify the grounds upon which the appeal is being made including, but not limited to the following: -

   a)   Miscomputation of marks

   b)   Bias on the part of the lecturer

   c)   Marks generally out of step with one's over-all performance

   d)   The School Examinations Committee shall communicate its decisions to the affected student within a period of 14 days of its deliberations.

   e)   That from the time the decision to remark is made by the School Examinations Committee, remarking should be completed within two weeks and the Dean on behalf of the College/Schools Board of Studies should approve the new mark awarded.

f) That if a candidate decides to withdraw his/her appeal before the Committee considers it, such withdrawal should be done in writing.

Subject to the General University Regulations, there are other specific regulations pertaining to each programme, details of which can be sought from the relevant College/Schools or from the Office of the Academic Registrar.

7.3   Examination Processing

7.3.1 Displaying Provisional Examination Results

As soon as the College Board of Examiners/Board of Studies of a particular college has considered a certain set of examination results, such provisional results shall be displayed on the Notice Board by the Office of the Head of Department concerned in a format containing the following:

a)   The registration number of each candidate only.

b)   The Grade Point obtained in each Course for which a candidate attempted the examination.

c)   The Cumulative   Grade Point   Average and Credits earned by each candidate.

Detailed individual student academic examination results can also be viewed by the student on the University Intranet using a password to be availed at the time of registration.

7.3.2 Delay in Submission of Examination Results

The Chairs of Departments should, through their respective Deans, always submit to the Principal, the names of the Examiners who fail to meet the deadlines set for completing marking and/or processing examination results.

7.3.3 Penalty

Allowances for the errant examiner or part-time lecturer should be withheld until the examination results have been received from him/her.

Full time Senior Lecturers (lecturers) who do not comply with examination regulations shall be subjected to academic staff disciplinary rules of the University. Academic staffs who consistently fail to meet University obligations (teaching, examinations, supervision and marking) shall be warned twice. After the second warning, the case of the culprit shall be referred to the Appointments Board with a recommendation for dismissal.

7.3.4 Examination Timetables

Departments shall schedule graduate examinations in the last week of the examination period after the large undergraduate classes.

7.3.5 Examination Almanacs

The Academic Registrar always circulates the almanacs for examinations, marking scripts, submission of marks and results, meetings of the Examiners' Boards and the Senate, and its relevant Committees to guide the students, examiners, Chairs of Departments and the Deans.

7.3.6 Testimonials

Partial results of candidates can be issued in form of testimonials. The testimonials are issued by the Principal/ Deans, bearing their signature, to the candidates from their respective Colleges/Schools on the basis of the examination results which the relevant Boards would have considered and recommended to the Senate. Such Testimonial shall contain the following data:-

a)   The name of the candidate.

b)   The registration number of the candidate.

c)   The name of the academic award registered for by the candidate

d)   The academic year in which the candidate first registered for particular academic programme.

e)   The academic year in which the candidate was being issued Testimonial.

f)   The courses offered by the candidate and the Grade Point the candidate had obtained in each of those courses.

g)   The Cumulative Grade Point Average (CGPA) the candidate had obtained in each Semester.

7.3.7 Submission of a Thesis/Dissertation for Examination

These regulations are supplementary to the University regulations for individual higher degrees.

i)   A candidate intending to submit his or herthesis/dissertation/project report must give three months' written notice of submission for a Master's degree or six months' written notice for a Doctoral degree, to the College Deputy Principal and copy to the Director, DRGT. The notice of submission must be endorsed by the supervisor and copied to the respective School. The written notice shall contain the proposed title and an outline of the plan and general scope of the work.

ii)   When the candidates' thesis/dissertation is ready for submission, he/she should submit three loose bound dissertation/thesis copies (spiral bound) embodying the result of his/her special study or research for examination with the authority of the supervisor direct to the Dean of the School. Submission using a designated online portal will also require endorsement of the authority of the supervisor.

iii)   Each thesis/dissertation shall be subjected to a plagiarism test before submission to examiners.

iv)   Supervisors must sign and indicate that they have consented to the submission after satisfactorily reading through the copy.

v)   Whenever a candidate is submitting the final copy of his/her dissertation/thesis after the viva voce and corrections, it must be accompanied with a soft copy. No Dissertation will be accepted without fulfilling this demand.

vi)   The examination process including the oral defense (viva voce) shall not take more than six months from the date the candidate submits his/her dissertation.

7.3.8 Re-submission

i)   A student whose draft thesis/dissertation fails to pass shall be advised accordingly. He/she may be requested to re-write or go back to the field and re-submit.

ii)   A student whose draft thesis/dissertation fails the second time to pass shall be offered only one last chance to do so.

iii)   A student who fails a third time shall be offered a Certificate of due Performance, indicating failed dissertation/thesis.

iv)   Students who are required to resubmit a thesis/ dissertation under any category above shall pay re-submission fees for examination, registration, admission, library and appropriate tuition fees for supervision.

7.3.9 When to Submit the Final Thesis/Dissertation

All candidates are expected to submit the corrected and well bound copies of their thesis/dissertation within three months after the viva voce/public defence. Failure to meet

this requirement without prior explanation leads to automatic de- registration and the student will have to re-register after payments of registration fees.

7.3.10 Appointment of Examiners

i) When a candidate gives notice of submission, the department nominates examiners and viva voce panel which are forwarded to the respective School Higher Degrees Committee for confirmation. School Higher Degrees Committee then recommends the examiners and viva voce panel to the College Deputy Principal for appointment.

ii) Internal examiners shall be independent academicians who did not play a role as supervisor or Doctoral committee members (in case of a PhD candidate).

iii) Examiners may be appointed from the relevant academic discipline or profession and shall be experts in their field of study with relevant experience and sufficient knowledge of the subject area to be in position to competently assess the candidate's knowledge and skills. Examiners including the critical discussant shall have PhDs or equivalent qualifications.

iv) It is the responsibility of the Deputy Principal to appoint examiners and to ensure consent is acquired from the examiners within two weeks before dispatching the books to the Examiners. Thereafter, the examiner is given six weeks to mark. The Deputy Principal should ensure safe dispatch of copies of the thesis or dissertation to them.

v)   The Deputy Principal shall appoint for each Thesis or Dissertation at least three examiners one of whom shall be an examiner external to the University.

vi)   Supervisors shall not be appointed examiners of their own candidate's work.

vii)   In case a unit does not have sufficient numbers of examiners or if the candidate is a member of staff, all examiners shall be external to the candidates' faculty or college where the staff is employed.

7.3.11 Reports of Examiners

i)   Examiners are expected to submit their reports within a period of six weeks. Examiners' availability should be confirmed before sending the book for examination. Failure to submit, the examiners are reminded to do so within two weeks. A complete failure by examiners is unusual but if this occurs, the Deputy Principal shall request the responsible Department to nominate a replacement examiner.

ii)   Examiner's reports should be sent directly to the Deputy Principal of the College, not later than six weeks of receipt of the thesis.

iii)   The reports of examiners are sent to the Deputy Principal who sends them to the Dean for consideration by the School Higher Degrees and Research Committees. At the end of the process, copies of the reports should be sent to the Director, DRGT together with the minutes of the viva voce defence.

iv)   The School Higher Degrees and Research Committees shall handle the reports as follows:

a)   Where all the three reports are favourable or two reports are favourable, one of which must be from the external examiner and only minor corrections are required, the School goes ahead to conduct the viva voce examination without delay. Otherwise, if major corrections are required, and a resubmission is recommended, the candidate will be allowed to re-submit for re-examination only twice.

b)   After successful viva voce examination, a candidate shall be advised by the Dean (Chairperson) to carry out the minor corrections to the satisfaction of an Overseer chosen from among the viva panelist (who may be one of the internal examiners). The details of the corrections to be made which have been identified by the examiners and viva voce panel must be communicated in writing to the candidate and a maximum period of three months given for submission of the corrected thesis/dissertation.

c)   Finally, the School through the College submits its recommendations to the Board of Research and Graduate Training for the award of the degree. This must be accompanied by signed minutes of the viva voce panel.

d)   The overseer appointed to ensure corrections are effected should submit his/her report to the Deputy Principal through the Dean and copy to the Director, Directorate of Research and Graduate Training.

7.3.12 Oral Defence/Viva Voce Examination

The oral defence serves as the last/final examination for the assessment process of Plan A and D Master's and Doctoral degree students. The oral defence involves a presentation by the candidate and an interactive session with a panel of experts. The purpose of the oral defence is for the candidate to defend and demonstrate mastery of their work.

i) Every Plan A and D Master's and Doctoral degree candidate shall be subjected to an oral defence (viva voce).

ii) The candidate qualifies for an oral defence after the School Higher Degrees and Research Committee has received at least two reports which are favourable, one of which must be from the external examiner.

iii) The candidate shall be formally invited for oral defense atleast one week in advance and in any case not more than 30 days after receipt of the examiners' reports.

iv) There shall be in place an examination panel to assess the candidate. The panel shall consist of at least three (in the case of a master's candidate)/five (in the case of a PhD candidate) members and will be chaired by the principal, dean or any appointed senior academic person.

v) Supervisors shall not serve as panellists and cannot chair defences of their own candidates but may be in attendance.

vi) Supervisors are not expected to raise any questions during the oral defence but may make comments.

vii) It is the panellists who are supposed to make an independent pass/fail decision based on the oral presentation and the manner in which the candidate responded to the questions and comments raised.

viii) The decision of the panel shall be communicated to the candidate immediately after the panel has taken that decision.

ix) In case of a successful oral defence, the panel shall recommend award of a Master's or Doctoral degree and the candidate will be required to submit a final endorsed thesis/dissertation to the university.

x) In case of a fail, the candidate should reappear before the panel for another defence. The panellists will make appropriate recommendations regarding when the candidate should reappear before the panel

xi) The panellists shall refrain from discussing the contents of the defence using any communication channels such as staff lists, print and electronic media, social networking sites, blogs to mention but a few.

8.0 POSTGRADUATE DIPLOMAS AND CERTIFICATES

A Postgraduate Diploma (PGD) and Postgraduate Certificate (PGC) shall consist of taught courses prescribed by an institution. The difference between a PGD and Master's degree lies mainly in the number of required credits and the research component of a Master's degree programme that is normally absent with a PGD. The difference between a postgraduate diploma and postgraduate certificates lies in the number of credit units.

A PGC requires 50% of the credits for a PGD.

8.1   Upgrading a postgraduate diploma to Master's

A postgraduate diploma may also be awarded as an intermediate qualification for a candidate who completes the first two-semester workload of a taught Master's degree programme.

The requirements are:

i)   The minimum admission requirements to a postgraduate diploma or postgraduate certificate shall be a relevant bachelor's degree from an institution recognised by NCHE.

ii)   All benchmarks standards for the taught component of a Master's degree programme shall apply postgraduate diplomas and postgraduate certificates.

iii)   The minimum duration of a postgraduate diploma shall be one academic year and the maximum duration shall be two years.

iv) The minimum duration of a postgraduate certificate shall be one semester and maximum duration shall be two semesters.

v) Candidates who successfully complete the first two semesters of taught Master's degree programme with at least 30 credit units and for any reason wish to terminate their studies may be awarded a postgraduate diploma. The transcript shall indicate that the postgraduate diploma is an intermediate qualification.

vi) Candidates who complete the first semester of a Master's Degree programme or a postgraduate diploma with at least 15 credit units and wish to terminate their studies may be awarded postgraduate certificates. The transcript shall indicate that the postgraduate certificate is an intermediate qualification.

8.2 Guidelines for Award of Postgraduate Terminal Diploma

i) Background

A terminal diploma is awarded to a student who has completed his/her coursework load but is unable to progress with the research and/or special project leading to the award of a Master's degree. If a candidate realises that he/she cannot continue with his/her studies after three semesters of coursework due to financial/social hardships, it is his/her duty to apply for a postgraduate terminal diploma.

The terminal diploma is granted at the discretion of the College Academic Board.

ii)   Circumstances Warranting Award of Postgraduate Terminal Diploma

The circumstances for approval of a terminal diploma may include but not limited to:

i)   Student illness or medical condition.

ii)   Family issues (family injury or illness, bereavement etc).

iii)   Commitments to participate in national sport or other activities that warrant favourable consideration.

iv)   Commitments to assist with community service activities.

v)   Unavoidable and unexpected work commitments (e.g. relocation).

vi)   Awarding terminal diploma does not compromise the requirements for accreditation of that programme by a professional body.

iii)   Requirements/Eligibility for a Postgraduate Terminal Diploma

Postgraduate terminal diploma shall be granted under the following conditions:

i)   The student's final Cumulative Grade Point Average (CGPA) is at least 3.0.

ii)   Satisfactory academic progress trend during the first two(2) semesters of coursework.

iii)   A student clearly demonstrates that he/she cannot continue with research and/or project work.

iv)   A student who has overstayed beyond the permissible programme duration and his/her request for re-instatement is not granted by the College Academic Board shall be eligible to apply for a postgraduate terminal diploma. The request shall be addressed to the Director of the Directorate of Research and Graduate Training through the Dean of the School.

v)   If a PhD (coursework and research) candidate realises that he/she cannot continue with his/her studies after three semesters of coursework due to financial/social hardships, it is his/her duty to apply for a postgraduate terminal diploma.

vi)   To qualify for the award, the candidate should have completed his/her coursework load but is unable to progress with the research and/or special project leading to the award of a Master's or PhD (coursework and research) degree programme.

vii)   The circumstances warranting award of postgraduate terminal diploma should remain as above.

viii)   A registered student that has made full payment of all the University dues and has a Certificate of due performance. Certificate of due performance is obtained after class attendance and doing coursework and continuous assessment test.

ix)   In case a student does not qualify for a terminal diploma as stipulated above, the existing provision and regulations will guide, as the case may be.

x) The terms and conditions (fees and academic clearance) governing the production and issuance of the University academic transcripts shall apply to the postgraduate terminal diploma.

iv). Responsibility and Procedure

i) A student will then be formally informed in writing that he/she has been offered a terminal diploma.

ii) Likewise, a student may voluntarily initiate and apply for a terminal diploma. Students shall make their requests in writing and submitting a complete Application form. The reasons for termination and application for terminal diploma should be given in the application forms.

iii) The completed application form should finally be submitted to the College and Directorate of Research and Graduate Training, who shall, in consultation with relevant bodies within the University, register such students.

iv) The College Academic Board, upon its satisfaction that the standard required under relevant regulations for the award of a terminal diploma, has been attained by a student in University examinations (where applicable) may recommend to the Senate that such diploma be conferred upon or granted to such successful candidate.

v). Recording a postgraduate terminal diploma on the academic transcript

i)   The terminal diploma should contain the following data:-

ii)   The name of the candidate.

iii)   The registration number of the candidate.

iv)   The name of the academic award registered for by the candidate.

v)   The academic year in which the candidate first registered for a particular academic programme.

vi)   The academic year in which the candidate was being issued terminal diploma.

vii)   The courses offered by the candidate and the Grade Point the candidate had obtained in each of those courses.

viii) The Cumulative Grade Point Average (CGPA) the candidate had obtained in each semester.

9.0 DOCTORAL TRAINING

9.1 Purpose of Doctoral Training

i)   The purpose of doctoral training is to impart skills to doctoral students in the art and science of scholarship, and broader skills acquisition, but above all, to develop independent and critical thinkers able to conduct quality research and innovations.

ii) Doctoral research is largely an independent, self-directed research project under the guidance of an experienced supervisor or supervisors. The end product of such research is normally a thesis and an oral defence before a panel of experts.

iii) Doctoral students learn scientific methodology, critical analysis and independence in their studies. The end products are researchers who can engage with the broader environment of stakeholders as well as the knowledge economy in order for them to remain relevant to local conditions.

iv) The doctoral training and research must therefore, stimulate them to adopt a scientific attitude which includes the ability to formulate questions, to give structure to a scientific and socially oriented argument, to find adequate methods and theories for tackling problems and to be able to reflect critically on the subject of their dissertation/thesis, able to apply the newly acquired skills and knowledge, including innovations.

v)   Doctoral students are expected to probe deeply into their subjects and be at the forefront of research and innovation in their field. Research is a craft, and the dissertation and/or innovation is the masterpiece the evidence that the practitioner is now a fully-fledged crafts person and a specialist (skilled) in the knowledge economy world.

vi)   As part of professional development, every PhD candidate shall be required to teach at least one course at undergraduate or at Master's level under the guidance of an experienced academic staff.

9.2   Types of Doctorates Offered

PhD programmes can be conducted in any of the following four modes.

1.   PhD by research only.

2.   PhD by course work and research.

3.   Integrated programmes (combine a Master's of Philosophy (MPhil) and Doctor of Philosophy (PhD).

4.   Professional Doctorates.

5.   PhD by publications.

The unifying characteristic in each of the four modes is doctoral research. Doctoral research is largely an independent, self-directed research project under the guidance of an experienced supervisor or supervisors. The end product of such research is normally a thesis and an oral public defence before a panel of experts.

9.2.1 PhD by research only

Doctoral students on a Doctorate programme by research only receive no structured instruction apart from the required cross-cutting courses. However, the students define their research area in consultation with their supervisor/s, and are expected to spend approximately three years conducting independent research in this area. During this period, students may audit courses from within their discipline or across disciplines to enhance knowledge and scholarship in their work. Apart from cross-cutting courses, students pursuing a doctorate by research only are not subjected to any other examination, except examination of their thesis/dissertation plus a viva-voce (oral defence).

9.2.2 PhD by coursework and research

An individual pursuing a doctoral degree by coursework and research is expected to undertake prescribed courses in the programme of study. These courses are at the highest pinnacle of knowledge and are therefore, expected to be advanced, rigorous and intensive. In addition, s/he shall fulfil all thesis and examination requirements. Thesis requirements are the same as those for PhDs by research only.

The duration of candidature:

i)   Minimum duration of candidature shall be three years while maximum duration shall be four years.

ii)   Admission requirements: Relevant Master's degree or equivalent qualification and a concept paper on the intended research direction.

iii)   Accreditation requirements: Every doctoral degree programme by coursework and research shall be presented to the National Council for Higher Education for accreditation.

iv)   Coursework load: Each candidate shall complete at least 720 notional hours of coursework. This load excludes crosscutting courses.

v)   Examination requirements: The PhD by coursework and research shall be subjected to examinations and public defence requirements like any other mode.

Apart from the required cross-cutting courses, a student pursuing a doctorate by course work and thesis is expected to complete a number of course units in addition to a thesis. The number of courses and length of dissertation/thesis may vary by discipline. The student is expected to work with his/her supervisor/s to select the most appropriate courses from within and outside his/her respective College/School. The student will then spend approximately two years completing the dissertation under the guidance of the supervisor and Doctoral Committee. The student is required to have a minimum credit unit as prescribed by the Unit in order to graduate.

9.2.3 Integrated Programs
These combine a Master's of Philosophy (MPhil) and Doctor of Philosophy (PhD).

Specific Requirements for integrated MPhil and PhD Programme

The Integrated MPhil/PhD comprises a taught component leading to the award of a MPhil and a research component leading to the award of a PhD. The students undertake the two components of the programme simultaneously and shall complete both if they are to be awarded the doctorate.

The admission requirements:

i)   A relevant Bachelor's degree of at least second class upper or an equivalent qualification from a recognised and chartered institution. In case of students with lower than an upper second, there should be evidence of subsequent achievements (e.g., publications or a postgraduate qualification).

ii)   Minimum duration of candidature shall be four years while maximum duration shall be six years.

iii)   The candidate will be initially registered for the MPhil component for a minimum period of two academic years and upon successful completion of the MPhil, the candidate shall be eligible for promotion to Phase II of the programme and registered for the PhD on the following conditions:

a)   The candidate(s) shall have a CGPA of not less than 3.0.

b)   After evaluating the dissertation, the relevant committees of the institution recommend progression to the next stage.

iv)   The candidate shall have the option to quit the programme after obtaining the MPhil degree.

v)   All assessments for the taught elements will be subject to the same requirements/regulations as for the taught components of a Master's degree programme.

vi)   The standards for assessment of Master's dissertations shall apply to the MPhil dissertation. In addition, the MPhil candidate shall be required to have at least one article published or accepted for publication in a peer reviewed journal.

vii) All relevant benchmarks for PhD by research shall apply to the PhD component of the integrated programme.

Award of Intermediate Qualifications

A MPhil may also be awarded as an intermediate qualification for doctoral students pursuing PhDs who have satisfied partial requirements of doctoral research, which are commensurate with the MPhil qualification.

For a doctoral candidate to qualify for a MPhil, they shall satisfy all MPhil's requirements and be required to apply for it. The intermediate MPhil qualification shall enjoy all the privileges attributed to other qualifications at this level.

The regulations require that:

i)   Colleges/Schools intending to award Master's of Philosophy degrees as intermediate qualifications for PhD programmes shall include relevant provisions within the PhD programme document.

ii)   The intermediate MPhil qualification shall be awarded to students who are pursing the PhD programme and have applied for it. The candidates shall be subjected to viva voce requirements and other examination requirements for Master's degree by research only, including publication of at least one article in a peer reviewed journal.

9.2.4 Professional Doctorates

The term 'Professional Doctorate' is used to refer to doctorates with a focus on applied research, or research as used for professional purposes. The Professional doctorate programme is a programme of advanced study and research, designed specifically to meet the needs of particular industry or profession.

Professional doctorates aim to foster excellence in a profession practice as opposed to research doctorates that require rigorous academic research without any specific professional orientation. Such doctorates are therefore, awarded in certain fields where scholarly research is closely aligned with a particular profession or industry. They promote close cooperation between the institution, industry and profession, and provide a framework for the integration of professional expertise and scholarly inquiry.

Professional doctorates normally have an advanced coursework component designed to expose candidates to leading and challenging ideas in their profession. Examples include: Doctor of Education (EdD); the highest level degree of education in the education field, Doctor of Engineering (DEng or DIng); The highest level degree in engineering,

Doctor of Science (DSc), Doctor of Business Administration (DBA), Doctor of Technology/Doctor Technology (DTech), Doctor of Laws (LLD), Doctor of Letters (DLitt) and Doctor of Social Work (DSW).

Specific guidelines

i) Admissions and graduations

• Applications for the program are managed by the Directorate of Re- search and Graduate Training.

• Applicants will be admitted to the program by the relevant col- lege/school/department and in accordance with the program rules.

• Assessment of research preparedness for admission and selection of successful applicants is undertaken by the relevant col- lege/school/department.

• Where relevant, professional registration is processed at the admis- sions stage by the relevant college/school/department.

• The Directorate of Research and Graduate Training is responsible for confirming graduation eligibility.

ii) Coursework and placements component

The relevant college/school/department manages the coursework and professional attachment component (if relevant) of the   program.

iii) Research component

• The Directorate of Research and Graduate Training manages the re- search component of the program.

• The Directorate of Research and Graduate Training PhD Crosscutting curriculum milestone process applies to the research component, unless otherwise stated in the program rules. The Directorate of Research and Graduate Training applies the same approach to managing milestones, communicating with students and liaising with enrolling units as it does for the PhD and research Master's pro- grams; there should be no departure from this process for professional doctorate students.

• Supervisors and Doctoral committees for the research component will be appointed prior to commencing the research component of the program.

• The composition of supervisors and doctoral committees must comply with research supervision policy.

• The thesis examinations process, as described in this handbook is applied when making the final decision on the thesis. There should be no departure from this process for professional doctorate students.

- The Directorate of Research and Graduate Training manages matters on an individual student level regarding milestones (including extensions), and thesis submission and examination (taking into account some students may be feeliable). Colleges/schools/departments deal with matters on a student cohort level in accordance with University and program rules.

- Students may have various options if they cannot submit under the professional doctorate rules for example, exit with MPhil, transfer to a PhD or a coursework master's.

9.2.5 Upgrading master's registration to PhD

i)   In case a candidate wishes to upgrade his registration from Master's to PhD, an application should be set to the Directorate of Research and Graduate Training via the College Board of Graduate Training and Research. Such an application must be accompanied by a brief supporting statement from the supervisor and must be made not less than one academic year of full registration.

ii)   In addition, the College Board shall recommend upgrading only if:

a)   The candidate satisfies internal examiners appointed by the board, in subjects specified by the Board, that his/her knowledge and understanding in the field of his studies and related fields are at a level commensurate with the PhD;

b)   The original outline of research, or an amended version of such an outline, lends itself to PhD level research.

9.2.6 PhD by Publications

A PhD by publication is a degree awarded in recognition of an extensive amount of research published in numerous formats or journals. The degree is awarded to someone who has several existing publications on related topics which can constitute a portfolio of original work at PhD level. This PhD type allows people who have not followed the other four established routes towards a PhD to obtain recognition for the research they have done and the subject knowledge they have developed throughout their research career. The publications should not have been used in another research degree.

Similarly to a PhD by thesis, a supervisor is usually required. A supervisor guides the candidate through the process of forming a thesis from their work, helping them to decide what publications should be in the portfolio and establish the connections between them.

The following requirements shall apply:

a) Admission requirements:

i)   A candidate admitted to a doctoral programme by publications shall have a master's degree or equivalent qualification in a relevant field of study but shall not have a PhD or equivalent qualification.

ii)   Shall be actively involved in research.

iii)   Shall apply for admission with at least six peer reviewed journal articles, books, book chapters or ranked peer reviewed conference papers. The application form shall consist of a curriculum vitae and a supporting

statement, outlining how the publications fit together, methodologies (and why they were used), a brief discussion of findings and more importantly, how this research has given a unique and original contribution to the field. The papers shall follow a particular thematic area of study and will form a basis for the award of a PhD.

iv) The papers shall have been published within a period of five years.

a) Depending upon the length of the papers, the normal requirement is that a minimum of 6 papers is required for the award of a doctorate. At least two of the six papers shall have been written at the awarding institution.

b) Candidate shall be required to undertake all the prescribed crosscutting courses.

c) The candidate shall be required to give at least four seminar presentations.

d) All publications incorporated into the thesis shall be based on the candidate's own research.

e) Papers selected should be peer reviewed journal articles, books, book chapters or ranked peer reviewed conference papers (evidence of publication or acceptance for publication should be included as an appendix to the thesis).

f)   When jointly authored papers are included, the candidate shall be the principal author and the contribution of the candidate shall be clearly spelt out and should be endorsed by all other authors.

g)   Where several published papers are included, they should be sequential in their presentation of research findings and should conform to the requirements of a doctoral thesis.

h)   Thesis structure: Any thesis presented incorporating publications shall still have a structure resembling a typical thesis, in the relevant discipline and shall read as a coherent whole. The thesis shall have:

ix)   An introduction, which acts as a framework describing the scope of the published work, clearly articulating the major question or arguments that the body of the published work addresses, placing the published research into context, using the key relevant literature and highlighting the significance of the major questions. Unless one of the published papers is a review of the existing body of knowledge in the field, there should be a chapter that reviews the literature to provide a context for the published papers.

x)   A methodology chapter, discussing the overall approach and broad methodologies. Though it is also possible for each of the incorporated chapters to deal with methodological issues.

xi)   A series of "data chapters" each comprising of a published paper or manuscript accepted for publication.

xii) Chapters, which have not yet been published should be presented in the format for publication, though shall be made clear to the examiner, the status of these papers (drafts, submitted to a specific journal, etc).

xiii) Even though the incorporated publications should be "stand alone" chapters, a brief bridge of one or two paragraphs, at the end of each chapter, explaining how each paper related to, extends or builds upon the previous ones, should be included.

xiv) A concluding chapter, which summarises the major findings of the body of published work, clearly articulating the degree to which the body of published work answers the major questions or supports the major arguments, draws overall conclusions, links the research with the established body of knowledge, and clearly describes how the published body of work makes an original contribution to knowledge in the field.

xv) Duration of candidature: Minimum duration of candidature shall be two years while maximum duration shall be three years.

xvi) Examination requirements: The doctoral thesis by publications shall be subjected to examinations and viva voce requirements like any other modes.

9.2.7 Honorary Doctorate

An honorary award (honoris causa), is not an academic award and therefore, cannot be used for academic, professional or work related purposes.

When a college/unit wishes to formally recognise an individual's contributions to a particular field or philanthropic efforts, it may choose to grant a doctoral degree honoris causa (i.e., "for the sake of the honour").

In this context, the University waives the usual formal requirements for bestowal of the degree. The University Senate may confer honorary doctorates to a qualifying individual. The award is given to honour the person and also to benefit the university or degree-awarding University by association.

The range of awardees may include those with no prior higher education qualifications or they can already have higher education qualifications or other honorary awards.

The requirements include:

An Honorary Doctoral Degree shall be awarded to a distinguished individual who:

i)   Has rendered herself or himself such an honour by making extra-ordinary contributions to academia and/or to society or to the nation or betterment of culture, or society, or the local community through activities that are consistent with the vision, mission and strategic objectives of the institution.

ii)   Has an established international reputation for excellence within a particular academic field, and has demonstrated outstanding academic leadership, through activities such as a strong publication record, graduate supervision, innovation and entrepreneurship.

iii) Has made a significant and direct contribution to the institution in terms of its Charter or vision, mission and strategic objectives.

iv) Only the University Senate shall have the power to grant honorary degrees (Honoris Causa).

v) Honorary degrees granted by Makerere University shall fall in any of the following three categories.

• Doctor of Laws (LLD) for public service by eminent statesmen/women, administrators, lawyers, business people, farmers and any other outstanding people in society.

• Doctor of Letters (DLitt.) for outstanding service or contribution in the humanities.

• Doctor of Sciences (DSc.) for outstanding service or contribution in science.

vi) The University Senate shall not award an honorary degree to a member who has held academic or honorary positions or has been a member of any of the higher education institution organs (Council, Senate, or any Board) at the same institution, or any of its colleges or affiliates within the previous five years.

vii) The University shall not be under any obligation to award an honorary degree.

viii) The University shall not award more than three honorary degrees within a period of five years.

ix)   An individual who has been awarded an honorary degree shall not be eligible for another honorary degree by the University.

x)   The nomenclature for honorary awards shall be Honorary Doctorate and shall be abbreviated as PhD (Hon. Causa).

xi)   A holder of an honorary degree shall be required to indicate in the title that the award referred to is honorary and not academic as follows, e.g. Daniel Musheke, PhD (Hon. Causa) and not Dr Daniel Musheke nor Daniel Musheke (PhD).

xii) The University Senate shall set up an Honorary Awards Committee to be chaired by the Deputy Vice Chancellor in charge of Academic Affairs, the academic registrar or equivalent, two members from Senate, a distinguished member of the public and two members from the governing Council.

xiii)   The University shall put in place:

a) Nomination forms for honorary awards.

b) Guidelines for the award of honorary degrees, which include screening, and vetting of nominees.

xiv) Only members of Senate or members of Council shall nominate candidates for the award of honorary degrees.

xv)   The UniversitySenate shall report all   honorary doctorates awarded in a given year in its annual reporting to NCHE.

xvi)   Procedure for the Award of a Honorary Degree should at the minimum be as follows:

The nomination and selection processes shall be confidential.

The official nomination forms shall be submitted to the office of Secretary to Senate.

The nomination forms shall be accompanied by a report of the nominee's extraordinary contributions to academia and/or to the institution and/or to society and how these contributions distinguish him or her.

a)   To ensure integrity of the process, there shall not be any form solicitation or lobbying to the committee.

b)   The Honorary Awards Committee shall make recommendations to Senate.

c)   The Senate shall through a ballot, vote on the Committee's recommendation. The outcome of the vote shall be announced as soon as voting is completed and Council shall approve the award.

d)   The award of honorary degrees shall be made "in presentia" except in very exceptional circumstances when a special resolution of Senate shall allow the award in "absentia" or posthumously.

e)   A nominee rejected by Senate shall not be eligible for nomination again until a period of at least five years has elapsed.

9.3 Cross-cutting Courses

All academic disciplines have got their uniqueness, which give them a distinct character and it may be possible to delineate the boundaries of some disciplines. In spite of this, there are bodies of knowledge, which cut across all academic disciplines. There are bodies of knowledge, which all academic disciplines share. These bodies of knowledge provide students with connections and intellectual tools that are related across the different disciplines. They help in enriching the understanding of core ideas across academic disciplines. They bridge disciplinary boundaries and unite core ideas across academic field.

Regardless of which type of Doctorate one registers for, there are some courses that every student is required to take before they can graduate, called core courses. These crosscutting courses are an integral part of the individual curriculum (work plan). The core crosscutting courses include:

CORE COURSES

Code	Course name	LH	PH	TH	CH	CU
CCC 9102	Advanced Research Methods	45	30	-	60	4
ART 9102	Philosophy of Methods	45	-	30	60	4
ART 9105	Scholarly Writing and Communication Skills	30	30	-	45	3

There are also optional elective crosscutting courses that the student may with the advice of the supervisor, choose to study for credit or audit. Elective crosscutting courses that the student may be required to do shall be identified with the advice of the supervisor. The elective crosscutting courses include:

ELECTIVE COURSES

Code	Course name	LH	PH	TH	CH	CU
LIB 9103	Information Comptence and Management	30	30	-	45	3
WGS 9104	Advanced Gender Research Methodology	30	30	-	45	3
ISE 9106	Advanced Quantitative Data Analsis	45	30	-	60	4
SOC 9107	Advanced Qualitative Data Analsis	45	30	-	60	4
FOM 9108	Clinical Epidemiology	30	30	-	45	3
FOM 9109	Genes and Genomesin the Tropics	45	30	-	60	4

In addition to the above specifications, a doctoral student may take courses from any other school or collaborative institutions to give their programme multi-disciplinary flavour. The specific courses will be agreed upon between the student and his/her supervisor/s.

All crosscutting courses are coordinated by the DRGT in liaison with discipline-specific Units.

All doctoral students are expected to give seminars, undertake laboratory demonstrations (where applicable), present their work at conferences and other academic fora, and publish their work.

9.4 Identification and Appointment of Supervisors

The concept developed by the doctoral student forms the basis for the relevant department to identify supervisor(s) for the student.

Every doctoral candidate shall be allocated at least two supervisors.

The department forwards the names of the proposed supervisors to the School Higher Degrees and Research Committee (SHDRC) that verifies the suitability, qualification and experience of the nominated supervisors. Once satisfied, the SHDRC sends a copy of its minutes with a recommendation of supervisors to the Deputy Principal at the College with a copy to the Directorate of Research and Graduate Training.

Upon receipt of a copy of the admission letter, the Deputy Principal will process and issue appointment letters for the supervisors and the other members of the Doctoral Committee. At least one supervisor should be based at Makerere University.

Doctoral students are required to have a Doctoral Committee which will be charged with monitoring the student's performance and progress as well as advising the student throughout the study   period.

Although the doctoral student may propose some names to be considered for appointment as his/her supervisors and Doctoral Committee members, the final decision lies with the School Higher Degrees and Research Committee. The supervisors of the student are members of the Doctoral Committee.

9.5 Change of Supervisor(s) and Appointment of Care-taker

a)   In case of leave of less than 12 months

An academic staff appointed as a PhD supervisor(s) is expected to be available to a research student/candidate in the Institute till the thesis is submitted. However, under unavoidable circumstances, in case the supervisor is not available for a period up to six months due to any reason (extendable up to one year in special circumstances based on recommendation of SHDRC) then a caretaker supervisor will be as- signed who will take care of all administrative work of the student, while the student will continue to take

academic inputs from the supervisor through email etc. The supervisor can ask the HoD to identify/appoint a caretaker, if he/she has the research experience in the project. On return of the supervisor, the caretaker will cease to be part of the supervisory committee (if he/she was not a member initially).

b) In case of leave of exceeding 12 months

i) Where there are more than one supervisors of the student/candidate, if one of the supervisors proceeds on long leave for more than 12 months, the other(s) may continue to be the supervisor(s).

ii) Where only one supervisor exists for the student/candidate, another supervisor may be appointed by the SCHRC in consultation with the student.

iii) If the SCHRC committee has recommended the research work for submission of thesis before the supervisor proceeds on leave, only a caretaker supervisor will be appointed.

iv) If the thesis has been submitted before the supervisor proceeds on leave, only a caretaker supervisor will be appointed.

v) Further, if a major revision of the thesis becomes necessary, and the supervisor is on leave, he/she should be asked to specifically state whether he/she would effectively help the candidate in carrying out the major revision within a reasonable period. In case the supervisor expresses his/her inability due to one reason or the other, the care- taker supervisor, if he/she provides the required help in carrying out

the major revision, will automatically be treated as a supervisor of that candidate.

vi)   If a supervisor proceeds on leave for a period of less than 12 months initially, but later extends his leave beyond 12 months, the above procedure as applicable for leave beyond 12 months, will be followed. The extension granting authority will inform the School Dean and Deputy College Principal accordingly.

vii) If the supervisor proceeds on leave for more than 24 months during the PhD registration of the student/ candidate, and in the opinion of the SCHRC, he/she has not contributed significantly to the thesis before proceeding on leave, he/ she will cease to be the supervisor(s).

c)   Supervisor retiring

An academic staff member who is due to retire within the next two years may be appointed as an additional supervisor and may contin- ue to be the supervisor even after his retirement provided the SRC is convinced of his availability/ continued guidance to the student. In other cases, a staff on retirement may continue as a supervisor, if the SCHRC finds him/her still resourceful. Appointment of another supervisor/ caretaker supervisor may be done in such circumstances as in 'A' above.

d)   A supervisor resigning

A new supervisor will be appointed, if necessary, in such circumstances as in 'A' above.

e) Death of supervisor

A new supervisor will be appointed, if necessary, on the recommendation of the SCHRC.

f) Supervisor declining to supervise

In case a supervisor declines to supervise a student, another academic staff, qualified to be supervisor and actively engaged in the same area of research, who consents to supervise the research student, may be appointed as the new supervisor on the recommendation of the SCHRC. After that, the Doctoral Committee may be reconstituted by replacing the earlier supervisor with the new supervisor and retaining the other internal and external experts.

g) Change of supervisor(s) by the student

If the student wants to drop one of the supervisors, or wants to change the supervisor(s), a new supervisor(s) will be appointed on the recommendation of the SCHRC. In case the student wishes to change the area of research with the new supervisor(s), the entire Doctoral Committee shall be constituted afresh.

9.6 Composition of the Doctoral Committee/ Supervision Team

The Committee shall be established at Departmental level. The composition of the Doctoral Committee should ensure multidisciplinary for the benefit of the student. Membership of the Doctoral Committee shall be composed of 3 to 5 persons and shall constitute at least two members from the student's major field of study (one or both of them could be the

doctoral student's supervisors), the Chair of the Department and two other experts deemed helpful in the pursuit of the study in question but one of whom shall be from Industry.

The spirit of this regulation is that the Head of Department will play an administrative role. However, the Head of Department may not necessarily be an expert in the study topic. In effect, the HOD does not need to be appointed on all the Doctoral Committees in the department if he/she is not going to have substantial contributions to the student's research project. One senior academic among the members (but not the supervisor) could be assigned the responsibility to chairing the committee meetings. The secretariat for the doctoral committee meetings should be identified from among the members.

The doctoral student, after meeting the various members of staff in their Unit, may make proposals on the membership of their Doctoral Committee, but the final selection of the committee will be done by the department and approved by the School Higher degrees and Research Committee and appointed by the Deputy Principal.

9.6.1 Roles of the Doctoral Committee/Supervision Team

The role of the committee is to guide doctoral students in the art and science of scholarship.

The Committee shall:

i)   Recommend approval of registration of PhD applicants and their PhD research proposal to the School Higher Degrees and Research Committee.

ii)   Review the independent reports from the student and supervisors, and endorse the 6 monthly progress reports.

iii)   Monitor timely progress reporting.

iv)   Identify the external examiner and recommend to the School Higher Degrees and Research Committee for approval.

v)   Identify other academic and research opportunities, both inside and outside the university (e.g. conferences, workshops, collaborative opportunities, training, research centres/labs etc.)

9.7. Doctoral Students' Checklist

Below is a checklist of requirements that doctoral students at Makerere University will find helpful:

i)   The student must write a concept paper consisting of about three to five pages and this forms a basis for the application and provisional registration after paying University fees.

ii)   The student then undergoes an induction programme: About Makerere, and or about DRGT, allocation of supervisors, selection of a Doctoral Committee, etc.

iii)   The student and supervisor(s) draw up a study plan and sign a contract.

iv) The student and the supervisors jointly decide on the composition of a Doctoral Committee consisting of three to five people, including the supervisor/s, and at least one other person from the industry (where appropriate).

v) The doctoral student develops a full proposal within the first year of studies. The proposal is assessed by the student's Doctoral Committee.

vi) The student should be acquainted with the guidelines for research and other related documents, including this Graduate Handbook. Most of these documents can be downloaded from the DRGT website. In addition, the University Library offers document services and also subscribes to a number of online research journals. The details about the online services for researchers, offered by the University Library can be accessed from the University Library website.

vii) Reporting requirements for the doctoral candidates:

   a) Submission of six-monthly progress reports to the supervisor and Doctoral Committee;

   b) Conference attendance;

   c) List of Published papers (at least 2);

   d) List of publishable papers (manuscripts);

   e) Attendance of doctoral seminars;

   f) Attendance of doctoral thesis presentations;

   g) Attendance of doctoral training workshops;

   h) Completion of crosscutting courses;

   i) Seeking ethical approval of a doctoral project (where applicable);

j) Thesis submission requirements:

•   Fill the form for submission of Letter of Intent to submit to the Principal through the supervisors six months prior to submission;

•   Submission using a designated online portal or the submission of four copies of thesis report in spiral binding and approved format to the Principal, or submission of a completed thesis as a collection of published chapters.

k) Doctoral student's examination process:

a) Viva-voce as a public defence; Outcome of the Viva voce examination:

•   Passed without corrections

•   Passed with minor corrections

b) Failed, requires re-submission and viva.

c) Date of award of doctoral degree.

10. GUIDANCE FOR EXAMINERS OF THESES/DISSERTATIONS

10.1 Examiner's thesis/dissertation assessment and report

The Board of Research and Graduate Training requires a comprehensive and critical review of the thesis/dissertation. In the course of doing this, the examiner should draw the attention of the Committee to such circumstances and factors as he/she feels the Committee should be made aware of. The examiner's report should be compiled using the following general format, where applicable:

10.1.1 Background

This section must assess the theoretical and conceptual background, objectives, rationale and clarity, and precision of presentation. **(Maximum score 10)**

10.1.2 Problem statement

Does the candidate clearly state the nature of the problem and its magnitude or extent? How concise is it? Is there reference to the issues detected in the background that either need practical or theoretical sense? **(Maximum score 5)**

10.1.3 Literature citation

Has the candidate made use of available and relevant literature? Does this adequately describe the background, and is she/he abreast of the current literature? Has the candidate exercised due diligence in scholarly bibliographic write-up? **(Maximum score 10)**.

10.1.4 Research methods

Indicate whether the candidate has used an appropriate approach to investigate the subject and has not neglected other methods which could have yielded better results. Assess for adequacy and relevance of the data collected and the appropriateness of the tools and instruments, including data analytical procedures/techniques. Assess the appropriateness of hypothesis, questions and relevant assumptions. **(Maximum score 20)**

10.1.5 Results

Evaluate for the adequacy of data analysis, effectiveness of results presentation, accuracy, transparency, contributions from the study. **(Maximum score 10)**

10.1.6 Discussions

Does the candidate discuss his/her own findings and relate them to other researched work? Does the writer show honesty and transparency in discussing the limitations of his/her study? **(Maximum score 15).**

10.1.7 Conclusions and recommendations

Does the conclusion and recommendation emerge from the candidate's own work? Does the study stimulate further inquiry or scholarship? **(Maximum score 10)**

10.1.8 Originality of contribution

Please, state clearly whether the thesis makes an original contribution to the existing fund of knowledge. For a PhD/ doctoral degree the contribution must be significant, worthy of, for example, 3-5 papers, if the subject is scientific. To qualify for a doctorate, there should be strong evidence that the subject is thoroughly understood, with some original thinking. **(Maximum score 10)**

10.1.9   Overall presentation of final write-up

Indicate whether the candidate has presented the data in a logical flow and concise manner. For example, with cross-references to other sections, and with specific objectives following through appropriate methods leading to the results and discussion of each objective, thus ensuring that conclusions can be logically drawn from the information gathered. Is the abstract informative or not? Does the presentation provide the favour of scholarly and professional output? **(Maximum score 10).**

10.1.10 Corrections or revision

Indicate exactly what corrections are necessary or whether the thesis needs to be revised. Occasionally theses require extensive corrections or revision. If this is the case, please set out the corrections and paragraphs affected. Whether minor corrections are required, please indicate them (in ink on the thesis or in your report).

10.1.11 Final evaluation

Please state frankly and without ambiguity whether the thesis:

i)   Is worthy of the degree award in the present form.

ii)   Is worthy of the degree award after effecting minor corrections indicated in Section 9.1.10, to the satisfaction of the Internal Examiner.

iii)   Must be revised according to your suggestions in Section 9.1.10 and resubmitted for examination.

iv)   Is not worthy of the award.

10.1.12 Thesis/ dissertation grading

Thesis/dissertation grading follows the universal grading system of the University.

i)   Excellent **(from 90% and above).**

ii)   Very good **(80% to 89%) c) Good (70-79%)**

iii)   Fair but can be revised **(60-69%)**

iv)   Fail **(<60%)**

v)   A master candidate in category (e) will be permitted to resubmit only twice.

vi)   A PhD thesis recommended for rewriting and re-examination by any of the examiners will be given two chances. A resubmission that fails the third attempt will be rejected and the candidate discontinued from the PhD programme.

10.2 Viva voce/oral examination

The viva voce/oral examination is compulsory for Master's students and a Public defence for PhD. The viva voce examination is marked out of 100 and the pass mark is 60%. The thesis examiners shall identify the areas to be covered during the oral examination and the kind of questions to be discussed in the examination.

The viva voce panel shall examine the candidate's knowledge based on the subject matter or the research and quality of thesis, presentation skills, as well as the candidate's response to   questions.

10. 2.1 Procedure of the viva-voce examination

The School Dean is the chairperson of the panel (unless stated otherwise) and convenes the Viva Voce. With the exception of Master's Degrees, the viva voce process is a public defence for PhD candidates, whereby the University community, other than the viva- voce Panel, may ask questions. The following procedures shall be followed:

i)   Notice of the viva-voce is given to all examination panel members including copies of the thesis for examination (two weeks in advance), for them to read and prepare.

ii)   The Chair guides the process of the examination.

iii)   For the via voce / oral examination for masters, three member of the panel including the chairperson should form the quorum. In the case of a public defense for PhD candidate, five (5) members of the panel including the convener, the critical discussant and the public should discussant and the public form a quorum.

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iv)   The doctoral candidate is accorded adequate time to present his/her work followed by discussions. An exhaustive face to face intellectual discourse and engagement between the critical discussant and candidate is followed by general questions and discussions by the other members of the panel and the public. This may run for about 2 to 3 hours for PhD and one hour for Master's.

v)   The viva voce examination for Master's students is a closed one conducted by the appointed panel only.

vi)   The panel will evaluate the student's performance and report back to the meeting to provide a verdict.

vii)   The department should make available, all the relevant facilities to the candidate for the public defence. They (the panel) evaluate the candidate's presentation, the quality of the thesis/dissertation as well as the candidate's response to questions.

viii)   The assessment then follows laid down criteria where panellists evaluate the presentation, the project/thesis/dissertation and the response to their questions, and give a percentage mark.

ix)   Candidates are finally assessed on a 10(ten) point system and a pass is equal to 6 points (60%).

x)   If a candidate is assessed and found to be on borderline, the panel takes a decision and makes an appropriate recommendation.

xi)   In case of revision/corrections being required, one of the internal examiners should be satisfied with the completeness of the exercise.

xii)   In case of failure, the candidate may be advised to re-do (only two times) the work and failure at the third attempt, a student is discontinued from the degree programme.

xiii)   The report of the viva voce examination includes:

a) The membership of the viva voce panel.

b) Recommendation of the panel and is signed by all panellists that attended the viva voce.

c) The details of the corrections identified by the examiners and viva voce panel will be communicated in writing to the candidate to make corrections on.

xiv)   With the exception of re-submission cases, candidates are expected to make corrections within a period of three months only. Failure to comply without due explanations, will mean that the candidate has failed hence such a candidate will not graduate.

10.2.2 Procedure of the PhD public defence/viva-voce examination

The presentation will be open to the public although the final assessment is by the committee members. The public defence shall be conducted in a friendly academic environment as follows;

i)   The School Dean shall invite the public to the presentation and chair the meeting at which the public presentation occurs.

ii) As Chair, he/she sets the academic scene by introducing the candidate and critical discussant.

iii) Panellists (plus the critical discussant) shall have received the draft thesis/dissertation at least two weeks before the public presentation.

iv) The role of the critical discussant is to engage the PhD candidate in a very constructive scholarly manner and discuss the merits and demerits of the entire piece of work (chapter by chapter). Provide, in a report, a scientific and scholarly appraisal and critic of the candidate's work.

v)   The critical discussant is also expected to ask pertinent questions in respect to the thesis/dissertation.

vi) The critical discussant will often be asked how the standard of the thesis and its defense compare with those in his or her home institution/country. It is very rare for a PhD thesis to be rejected after the formal defence. The content of the thesis will already have been reviewed internally and also externally in the case

of published papers. However, if a critical discussant finds that the thesis is not of the standard required for a PhD degree, they can contact the Principal/Deputy Principal or Dean well in advance to discuss the matter further.

vii)   The public may ask the PhD student some questions but shall not be permitted to determine if he/she passes or not.

An approximate time schedule for the PhD defence is as follows:

i)   **Chairperson's introduction:** The Chairperson guides the process of the examination. The Chairperson opens the proceedings and introduces the critical discussant, the candidate and the Examination Committee.

ii)   Candidate's opening remarks, summary of thesis and then presentation by candidate.

iii)   **Questions from the Examination Committee members and audience**: When the critical discussant's questioning is complete, the Chairperson invites questions to the candidate from the Examination Committee and the audience.

iv)   **Closure of the public session:** When the discussion is finished, the Chairperson formally closes the public session and the members of the Examination Committee withdraw for their meeting.

v)   **The Examination Committee meeting:** The Examination Committee will evaluate the student's performance and report back to the meeting to

provide a verdict. This meeting is held behind closed doors. The committee discusses the work presented in the thesis and its significance, together with the candidate's defence. The candidate's contribution to multi-author papers in the thesis, where applicable, will be discussed, usually based on a written contribution report. Although the critical discussant does not have a vote, his or her opinion is con- sidered an important contribution to the committee's discussion.

Table 9: Indicative Time Frame for the PhD Public Defence

#	Activity	Time
1	• The panelists, participants assemble (arrival of participants/guests in the public audience) • The candidate sets up her presentation	
2	• Communication from the Chairperson of the Examination Committee: School Dean • Dean introduces the Examination Committee/panelists and Critical Discussant	5 min-utes
3	The Candidate presents her/his PhD work onResearch project titled "…………………….."	30 minutes

4	Critical Discussant starts an intellectual discourse and engagement with the candidate	60 minutes
5	Examination Committee Members engage with and ask the candidate questions, for five minutes each	30 minutes
6	Public audience asks the candidate questions	10 minutes
7	Examination Committee dispatches for a closed-door discussion on the candidate's per- formance	20 minutes
8	Examination Committee returns to the gallery and the Chairperson reads out the verdict and formally closes the public defence	
	Doctoral dinner/lunch with panelists and invited guests	Optional

10.2.3 Procedure for conducting online thesis examination/defence

The Makerere University policy and regulations for the examination of research dissertations and theses provide for three forms of defence, namely, face-to-face; blended; and/ or online technology. Traditionally, the Makerere University's thesis examination policy required that all participants be physically present in the room where the thesis defence is taking place, however, under exceptional circumstances, video conferencing is permitted provided that the following conditions are   met:

i)   The general University regulations governing research proposal and thesis examination/defence will apply (ref. Mak Graduate Hand book available at *www.rgt. mak.ac.ug)*

ii)   A suitable space and technology for the video conference should be designated before the proposal and thesis defence. The technology should ensure system stability and quality of sound and image during the examination.

iii)   Contact the Directorate of Information and Communication Technical Services (DICTs) for audio and video conference technical support for the duration of the defence.

iv)   Inform the Director, Directorate of Research and Graduate Training in advance of an online defence. In this notification letter, the Principal/Dean/Chair should indicate in writing he/she has read and understands the regulations and rules for online examination/ defence.

v)   Video conference software must be used that allows all participants to see and hear each other during the entire examination/defence.

vi)   Online participants must connect using hardware and network connections which ensure that all participants are visible and audible, and that the connection is stable and available throughout the scheduled time of the defence.

vii)   Examination by ordinary cellular telephone (audio only) is not permit- ted under any circumstances.

viii)   Conducting a practice run one week prior to the defence to ensure that participants are comfortable using the technology is highly recommended.

ix)   Maintain a good balance between web-conference security (to avoid disruptions, i.e. 'web-bombing') and allowing for an open public participation in the defence.

i) General considerations

a)   It is the responsibility of the Department to facilitate the web/teleconference-based defence;

b)   To ensure that the candidate knows how to use the software platform, the Chair and candidate should conduct a test meeting prior to the defence.

c)   Virtual research proposal and thesis defences should adhere to the normal University requirements and procedures as much as possible;

d)   The candidate and the examiners are encouraged to

use a headset to reduce audio feedback, and to use an ethernet connection to the internet instead of WiFi.

e) The PhD Thesis defences are open to the public audiences, and specific video connection instructions will be distributed to the University community in advance of the defence.

f) At the discretion of the Chair of the Examination Committee, a defence in progress may be stopped and rescheduled, ideally within one week if technical difficulties prevent the student, Chair or examiners from participating.

ii) Before the examination/defence

a) The Chair opens the meeting 15 minutes before the scheduled start of the defence. All participants should join the meeting at least 10 minutes before the defence begins.

b) The Chair should ensure that late participant arrivals do not distract the candidate once they start their oral presentation. Alternatively, the Chair can lock the meeting after the oral presentation begins.

c) At the start of the defence, the Chair will explain the format of the defence, including the time allowed for the oral presentation and set the ground rules for participation.

d) It is advisable that the candidate should send their presentation materials to the Supervisor and Chairperson ahead of time in case technical difficulties prevent projecting them during the teleconference.

e) To avoid distracting the candidate during their oral presentation, examiners and audience members' microphones and camera should be turned off.

iii) During the examination/defence

i) The Chair should remind the candidate and Examination Committee of the regulations. The Chair could project the slides on behalf of the candidate.

ii) Audience members can either ask their questions via the tool, in which case the Chair can turn on their video and microphone and invite them to interact directly with the candidate.

iv) After the examination/defence

a) At the end of the question period, the Chair will ask the audience to leave the meeting and invite the candidate to either leave the meeting or isolate them from the other participants in the "lobby" depending on the software platform used.

b) Each examiner will individually assess and score the candidate's performance. No vote will be recorded for an examiner who was not able to attend the defence. If an examiner must leave early due to technical difficulties, they can be allowed to vote via email at the Chair's discretion.

c)   The Chair will ask the examiners to sign the Examination Report. More details on digital signatures shall be provided by the DRGT.

d)   The Chair will invite the candidate to return to the meeting and inform them of the outcome of the examination/defence.

e)   If the candidate passes but revision of the thesis is required, the Chair will provide written comments to the candidate. All examiners must agree on the required changes that the candidate should consider prior to submitting the final report to the DRGT.

f)   If the candidate fails, the Chair will provide written comments on the oral defence performance.

g)   At the committee's discretion, the candidate may be given a second attempt to defend the proposal or thesis.

10.2.4 Guidelines for the Chair of virtual Examination Committee

In advance of the examination, the Chair:

a)   Consults with the student to select the video conference program to be used. At the time of the defence, the Chair should be the host/point person for any technology difficulties. Please do not leave this to the student, even if Chair is sure the student is more adept at technology.

b)   Is knowledgeable of the ICT facility especially on how to allow the student to share slides and control the presentation.

c) Considers offering a "test run" with the student to ensure that the technology works and that they are comfortable using it to present their findings and answer questions.

d) Ensures that the student maintains audio-video connection through- out the examination.

e) Is responsible for ensuring that the requirements for online participation are met and that the online participation was uninterrupted or, if interrupted, that the defence was paused until the situation was fully restored.

At the defence:

a) All participants should be in the examination room at least 15 minutes before the scheduled start time.

b) Don't multitask during the research proposal or thesis defence. Many examiners often do this in the online environment, but this is not a regular online meeting, it is an examination. The student defending has spent years in anticipation of this examination/defence.

c) Chair has the authority to discontinue the online defence at any time if they judge that, that online participation is interfering with the proper conduct of a rigorous and fair defence.

d) If one or more participants is dropped from the connection, or if the audio is lost, the defence must be paused until the connection is restored. If the connection cannot be restored, the Chair must suspend the defence until it can be rescheduled.

e)   Chair will introduce the candidate and the Examination Committee members; just as you would in a live defence (this is also a final check that all the audio/ visuals work).

f)   Put a brief of the agenda/rules in the chat window as a reminder of the examination rules.

g)   Audio-only participation by either the Examination Committee members and the student is not permitted.

10.2.5 Guidelines for the defending candidate

In advance of the defence:

a)   The student should arrange to distribute all visual materials in advance of the defence.

b)   Make sure you know how to use the chosen video conferencing site (WebEx, Zoom, Microsoft Teams).

c)   Share your slides with your supervisor before the start of the defence. Ensuring someone else has them and could potentially share them if necessary is a good backup plan.

d)   If you have notes or a presentation, practice how you will set up and deliver that beforehand.

e)   To ensure high quality and full access to web-conference features, the candidate should participate in the defence using a laptop or desktop computer.

f)   Plan your physical space for the defence to ensure that there is enough light so that you can be seen without a shadow; avoid glare, shadows, or an overly cluttered

backdrop, and use of headphones is encouraged to reduce any potential background noise.

At the defence:

a)   When delivering the presentation, sit and be sure that your webcam has a good shot of you from the shoulders up. In a live defence, you would probably be standing, but that will not work here since you will not be as clearly visible.

b)   Even though you are sitting and communicating via video conference, your gestures and nonverbal communication still matter. Just as in a face-to-face examination, practice to avoid all those verbal fillers that may clog your communication.

10.2.6 Guidelines for the virtual Examination Committee

a)   Do a test run, and consult DICTs and time to arrange the camera and lighting in advance.

b)   Use your video to the extent that your internet connection allows, rather than a still image or your name.

c)   Mute your microphone unless you are speaking.

d)   The Examination Committee members evaluate the candidate's presentation, the quality of the research proposal or thesis as well as the candidate's response questions.

e)   After the defence, Examination Committee members will have completed their rounds of questioning, and if time permits, the audience will have an opportunity to submit questions in writing using the chat feature.

f)   Please keep the microphone muted at all times.

g)   Ensure there is a backup phone number for all required participants in case there is a problem with the technology. While University policy does not allow for participation via phone, being able to reach participants by phone can help troubleshoot a solution.

h)   If all else fails, notify the Director, DICTS of the issue by other means (e.g. email, text).

i)   The following directions explain how to set up a video conference examination and ensure the defense runs smoothly and   securely.

1	Share details of the exam date, time and format	The Principal/Dean ensures that the candidate, Supervisors, Examination committee members are aware of the exam format and any time zone differences
2	Requesting DICTS Technical support	Principal/Dean submits request to DICTs for technical support services/platform a minimum of three days before the viva-voce/defense.
3	Scheduling a web-conference exam	DICTs helps to schedule the online exam using Web-conferencing recommended settings.
4	Prior to the web-conference exam	Candidate connects with DICTs support services and Principal/Dean to ensure smooth technical preparations.
5	Starting the exam	DICTs facilitator helps to start the viva-voce exam, and dealing with any technical issues.
6	During the web-conference exam	Principal/Dean/Chair moderates the viva voce/defense exam; regular Mak thesis defense procedures apply.
7	Deliberations	Candidate leaves the web-conference room for private deliberations of the exam committee.
8	End of Viva-voce	Candidate returns to exam room, verdict is announced, and the meeting is ended.

10.2.7 Award of Degrees

Only those students who have satisfied the requirements for the award of a specific degree program are eligible for inclusion in the book of graduating students to attend the graduation ceremony.

11.0 RESEARCH SUPERVISION

i)   Any college/unit intending to admit candidates for doctoral studies should ensure that there is sufficient capacity for supervision and teaching all courses in the approved programme document. The student's rights, responsibilities, and obligations should be spelt.

ii)   A team of at least two shall supervise a graduate student's research. Members of the supervisory team shall have either research subject matter expertise and/or expertise in supervising graduate students. The role of each member of the supervisory team may differ based on discipline, and the nature of the research.The typical supervision cycle is as follows:

FOUNDATIONS
- → Admission and registration
- → Supervision assignment
- → Establishment of support and resources
- → Approval of research topic
- → Completion and approval of proposal
- → Ethics approval

MOMENTUM
- → Research workplan and timelines
- → Progress monitoring and reporting
- → Thesis preparation

FINAL PHASE
- → Thesis submission
- → Paper submission
- → Examination process

11.1 Role of a Graduate Student

As a community of scholars, graduate students shall:

a)   Seek detailed information about programme content, admission procedures, selection criteria, and financial and other resources at all Universities to which they seek admission.

b)   Conduct themselves in a mature, professional, and civil manner in all interactions with the Directorate of Research and Graduate Training Admission staff, graduate advisors, and admission committees throughout the application and admission process.

c)   Recognise that at the Directorate of Research and Graduate Training, graduate programmes have distinct roles and procedures in the graduate admission process.

d)   Recognise that, at the University, each graduate programme has its own set of admission requirements and selection criteria.

e)   Comply with requests for information in a timely way, and respond to institutional deadlines when required to do so.

f)   Accept no more than one offer of admission and notify the DRGT of this decision in a timely manner. The acceptance of an admission slot signifies a firm intention to matriculate at the university and to undertake work associated with the commitment from the   University.

g)   In unusual circumstances, when students find that they cannot complete these commitments, they should notify the Directorate of Research and Graduate Training and the appropriate academic unit immediately.

h)   Conduct themselves in a mature, professional, and civil manner in all interactions with staff and fellow colleagues in the community.

i)   Recognise that the academic supervisor/advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support.

j)   Recognise that academic staff has a broad discretion to allocate their own time and other resources in ways which are academically productive.

k)   Recognise that the research supervisor/advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research because careful, well-conceived research reflects favourably on the student, the school advisor, and the University.

l)   Exercise the highest integrity in taking examinations and in collecting, analysing, and presenting research data.

m)   Acknowledge the contributions of members of the research team to the student's work in all publications and conference presentations.

n)   Maintain the confidentiality of the academic advisor's professional activities and research prior to presentation or publication.

o)   Take primary responsibility to inform themselves of regulations and policies governing their graduate studies.

p)   Devote an appropriate amount of time and energy towards achieving academic excellence and earning the advanced degree.

q)   Be aware of time constraints and other demands imposed on members of the academic staff and programme staff.

r)   Take the initiative in asking questions that promote the understanding of the academic subjects and advance the field.

s)   Communicate regularly with academic advisors, especially in matters related to research and progress within the graduatee programme.

11.2 Role of Lecturers and Supervisors

The lecturers and supervisors of graduate students shall:

i)   Create in the classroom, lab, or studio supervisory relations with students that stimulate and encourage students to learn creatively and independently.

ii) Familiarise themselves with the policies that affect their graduate students.

iii)   Provide clear maps of the requirements each student must meet, including coursework, research tools, examinations, and thesis or dissertation; and delineate the amount of time expected to complete each step.

iv)   Evaluate student progress and performance in regular and informative ways, consistent with the practice of the field.

v)   Help students to develop artistic, interpretive, writing, verbal, and quantitative skills, when appropriate, in accordance with the expectations of the discipline

vi)   Assist graduate students to develop grant writing skills, where appropriate.

vii)   Take reasonable measures to ensure that each graduate student initiates thesis or dissertation research in a timely fashion. When appropriate, encourage graduate students to participate in professional meetings or perform or display their work in public settings.

viii)   Create an ethos of collegiality so that learning takes place within a community of scholars.

ix)   Counsel students on career and employment opportunities.

The primary responsibility of a supervisor is to act as a mentor to the candidate. S/he is therefore required to:

i)   Provide an environment that he/she stimulates and encourages candidates to learn and work independently.

ii)   Provide guidance on the planning and execution of the research project.

iii)   Guide the candidate on ethical considerations and intellectual property rights.

iv)   Advise the candidate on relevant conferences and peer reviewed journals where the candidate can submit papers for publication.

v)   Create an ethos of collegiality so that learning takes place within a community of scholars.

vi)   Respect student's reasonable views and ideas on his/ her research.

11.3 Criteria for Selection and Appointment of Supervisors

These include the following:

i)   The supervisor has an appropriate research track record, as well as experience, expertise and peer recognition in the field of study.

ii)   In the case of inexperience or new supervisors, there is on-going staff development and support, and joint supervision is explored as an option.

iii)   Database and profile of proposed supervisors (CV's details of supervisors' experience, details of academic/ research standing/stature shall be kept by the office of the Principal).

iv)   Under no circumstances shall a college/unit admit prospective doctoral students when there is no

evidence of competent, willing and able prospective supervisors or lectures to teach prescribed courses in the programme document.

v)   The college/unit shall put in place a supervision policy that outlines among other things the procedures for appointment of supervisors, duties of supervisors, workload of supervisors, engagement of supervision teams, remuneration of supervisors, ethical considerations and dispute resolutions between candidates and their supervisors.

vi)   The supervisors shall be given sufficient autonomy to supervise and manage the candidate's research progress.

vii)   The major supervisor shall be an accomplished academician at a level of senior lecturer or higher within the university ranks and shall have published at least five publications in the relevant area.

viii) A person to supervise a PhD student shall have a PhD qualification or equivalent qualifications, be an expert in the subject area as well as have a teaching/research experience of at least two years after acquiring a PhD. The clinical scholar who possesses a master's degree or at the rank of senior consultant or equivalent research experience in clinical disciplines shall be appointed to supervise.

(a) The exempted clinical disciplines shall include the following: Anaesthesia, ENT, family medicine or community practice, internal medicine, microbiology, obstetrics and gynaecology, paediatrics and child health, surgery, pathology, ophthalmology,

orthopaedics, dentistry, nursing, pharmacy and public health.

(b) The basic science scholars shall not be exempted and these shall include the following fields: Anatomy, biochemistry, physiology, pharmacology, medical illustration and limited areas in pharmacy like pharmaceutical chemistry or mathematics.

ix)   A person to supervise a master's student shall have a PhD qualification or at the rank of senior lecturer, be an expert in the subject area and shall have at least 5 years' experience of University teaching/research.

x)   Supervisors shall be appointed from among the University staff or outside in honorary positions.

xi)   Where a student co-supervisor is involved in supervision activities, this shall be recorded as part of professional development.

xii) A person shall not be designated as a major supervisor to a doctoral candidate unless s/he has previously co-supervised at least one doctoral candidate to successful completion.

xiii) Every doctoral candidate shall be allocated between two to three supervisors.

xiv) Every college/unit shall put in place a mechanism to enable all supervisors to meet regularly (physically where possible or electronically) and agree on the direction of study. The major supervisor shall have the final say on any decisions regarding the candidate's work.

xv)   The supervisor is expected to uphold professional etiquettes and moral principles at all times while relating with the candidate.

xvi) A supervisor shall not be a relative of the candidate or have any conflict of interest that might affect the quality of supervision.

11.4 Graduate Student Selection

i)   The selection process ideally shall match the knowledge, interests and skills of applicants with the requirements and characteristics of graduate programmes, and the research and training interests of their colleges/schools.

ii)   The ultimate goal of the admissions process is to enrol top quality graduate students who can complete the programme and contribute to research and professional achievement.

iii) Policies and procedures should facilitate, not impede, reaching this goal. University graduate admission baseline standards, including a bachelor's degree with minimum grade point average, standardised tests and language requirements, and administrative procedures, including requirements for school admissions committees and record- keeping, need to be clearly articulated and widely disseminated.

iv)   Timely and complete communication with applicants and responsible action on the part of DRGT staff, departmental graduate advisors and admission committee, as well as student applicants shall be made via different media (e.g. internet, notice boards etc.).

11.5 Directorate of Research and Graduate Training Role

On behalf of the Graduate Admission Board, the DRGT has the authority to provide official admission offers to new graduate students, has the responsibility to ensure that the admission process is completed fairly on behalf of the prospective graduate student.# As such, it is the responsibility of the DRGT to:

i)   Approve recommendations by departmental, school and college admission committees including requirements for admission and record keeping. These procedures should be consistent with University governance and subject to review by appropriate University governance bodies.

ii) Provide all students with accurate information about the costs they will incur during the course of their graduate study.

iii) Receive information about applicants in confidence and respect the private nature of these data, consistent with the existing international, regional and national rules and regulations.

iv) Accept and deem official only those transcripts issued by the Academic Registrar's office of the institution(s) or other agencies the candidate currently attends or has attended.

v)   Inform candidates promptly and in writing if they are clearly inadmissible.

vi) Review any offers of admission when candidates have not submitted an application, turned in required credentials, nor met admission standards established by the University.

vii) Provide, in a timely manner, an official offer of admission that includes all terms and conditions of the offer.

viii) Establish and publicise a minimum set of documents required for consideration of any applicants.

ix) Inform students promptly about new or changed admission requirements, especially those which may adversely affect applicants. Ensure that applicants are required to meet only those admission criteria in force at the time the application was received.

x) Develop and maintain web-based inquiry, application, status and test score transmittal system and provide appropriate system training.

xi) Encourage applicants to fulfill their responsibilities in the admission process, including: a) Complying with requests for information in a timely way, and b) Responding to institutional deadlines when required to do so.

xii) Monitor the progress of graduate students, supervisors and examiners.

11.6 Graduate Admission Committees

The goal of graduate admission at the University, programme, or departmental level is to enrol top quality graduate students who can complete the programme and contribute to teaching, research and professional achievement. It is the responsibility of Deans, Advisors and Admission Committees to:

i)   Establish, maintain, and publicise appropriate admission and selection criteria and ensure that all stated admission criteria are used in admission decisions.

ii)   Appropriately carry out any tasks related to admission decisions, including timely communication with the Directorate of Research and Graduate Training about recommendations for admission and funding opportunities.

iii)   Ensure that recruitment and admission policies are consistent with the stated University goals of maintaining and improving equity for all applicants and quality of graduate programmes, as well as increasing student diversity.

iv)   Utilise available and appropriate websites to communicate graduate programme information to prospective students, and to publicise admission processes and selection criteria.

v)   Attempt to match the knowledge, interests and skills of applicants with the requirements, characteristics and capacity of graduate programs, and the research and training interests of their supervisor(s).

vi) Periodically assess the effectiveness of admission procedures and appropriateness of admission criteria.

vii) Receive information about applicants in confidence and respect the private nature of these data, consistent with national and local statutes.

viii) Retain confidentiality in Unit admission and financial support deliberations.

ix) Process applications and respond to inquiries in a timely manner, with attention to stated and relevant deadlines.

12.0 EXTERNAL EXAMINERS

12.1 The Role of External Examiners

The principle roles of external examiners consist of the following:

a)   To verify that standards are appropriate for of each unit of study and to provide independent impartial comments on standards set and student achievement of those the standards. The capacity to fulfil this, is based on knowledge of standards set and achieved in other higher education institutions, of subject benchmark statements, and where applicable, of the expectations of Professional and Statutory Bodies or co-awarding bodies.

b)   To verify that the process of determining assessment outcomes for individual students is fair, fairly operated, and in line with the regulations of the University.

12.2 Specific Roles

Arising out of the principle role of external examiners, the specific obligations and responsibilities of external examiners are:

i)   Verify that the programme meets its stated aims.

ii)   Ascertain whether assessments and types of assessment in courses are appropriate and of comparable standard to other institutions.

iii) Make judgements independent of the internal examiners and confirm if the marking has been applied fairly on assignments, and the marking scheme/ grading criteria have been properly and consistently applied.

iv) Review the assessment process and verify that it complies with the University's Rules of Assessment, and the curriculum remains current.

12.3 Nominations and Appointments

An external examiner should have enough recent examining and research experience, including external examining experience, to assure the School Board and Senate of his/her competence in assessment and understanding of academic standards in a broad higher education context.

12.4 Qualities of External Examiner

i) The external examiner shall be a critical reader so as to offer constructive comments, criticism and suggestions for enhancement in the area of assessment practice.

ii) An external examiner shall be an Academic Professor or Senior Lecturer or practising professional at the rank of consultant or the equivalent.

iii) The process of nomination and appointment of external examiners shall be as follows:

a) The Head of the relevant Department, through informal contacts, establishes willingness and availability of nominee to serve as External Examiner and solicits his/her Curriculum Vitae.

b) The academic members of the department shall study the Curriculum Vitae to satisfy themselves that the nominee has the necessary expertise, experience and seniority to serve as External Examiner.

c) External examiners for graduate programmes shall be appointed by the College Principal or the Deputy Principal on the recommendation of the respective School Higher Degrees and Research Committee.

d) External examiners shall be appointed to serve for a period of three years with a possible one year extension.

e) Thereafter the same external examiner cannot be reappointed until a period of one year has elapsed.

f) A former member of the teaching staff of the University will not be eligible for appointment until a period of three years has elapsed.

g) An external examiner will not be appointed from a department in which a member of staff of the relevant department at Makerere University is serving as an external examiner or teaching.

12.5 Status of External Examiners

External examiners shall be ex-officio members of the relevant Examiners' Boards.

12.6 Information to be availed to the External Examiners

The host department will send to the newly appointed external examiner the following information:

i)   Programme and course aims, objectives and syllabuses.

ii)   Copies of past examination papers.

iii)   Methods of assessment/marking Scheme.

iv)   Ways in which marks of individual parts of the examination are aggregated, averaged to produce the final result.

v)   The method by which the pass mark (cutoff point) at and above which students are pronounced passed and below which they are declared to have failed. The two alternatives are:

a) Absolute or Criterion Reference Test where the pass mark is set and students scoring below that fail regardless of the number.

b) Relative or Norm Reference Test method where the pass mark can vary depending on students' performance.

vi)   Proposed dates of departmental and school examiners' board meetings.

vii)   The external examiner should be given a face to face briefing.

viii) The external examiners can raise matters that are important and of a sensitive nature by making a confidential report to the Deputy Vice Chancellor (Academic Affairs).

12.7   Facilitating and Hosting

The following shall be done to facilitate and streamline the work of external examiners:

i)   Air ticket and in country transportation arrangements should be made well in advance.

ii)   The external examiners should be met by University support staff whose role is to collect and deliver external examiners to their prearranged accommodation.

iii) Per diem or out of pocket allowance should be paid to external examiners on arrival.

iv)   Any refunds for transit expenses should be processed in a timely fashion and paid to external examiners before they depart for home.

v)   External examiners should be given the scripts to look at upon arrival at their accommodation.

vi)   Payment of examiners' fees is authorised once the reports are received.

12.8   Moderation of Examination Papers

The External Examiner shallreview,moderate and approve all examination papers. Therefore:

i)   Draft examination papers should be sent to the external examiners well in advance allowing enough time for them to propose any modifications they feel necessary.

ii)   Draft examination papers should be sent with marking schemes or model answers.

iii)   External examiners may be invited to propose one or more questions to be included in the examination papers.

iv)   Dissertations where appropriate will be sent to the external examiner at least 2 weeks in advance.

v)   Care must be taken to safeguard the examination against leakage and dissertations against loss.

vi)   Departments should always carry out internal moderation of examination questions.

12.9   Access to Written Scripts

External examiners will be given unfettered access to written scripts and coursework that contribute to the final assessment, namely:

i)   All marked examination scripts.
ii)   All evaluated coursework materials.

12.10 Participation in Oral and Clinical Examinations

External Examiners are required to participate in oral and clinical examination as follows:

a)   Where only a proportion of students are subjected to oral examination, the criteria for selection of those students should be agreed upon with the external examiner in advance.

b)   Be involved in the selection of content of the examination, in the marking and making final judgements

c)   The external examiner will be allowed to meet with the students examined to assess their opinion on the conduct of the examination process, should the need arise.

12.11 Participation in Examination Board Meetings

Aware that most of the courses in the first semester are prerequisites for most of the academic programmes, external examiners will be invited during the second semester examination season and the following will apply:

i)   He/she will attend the main Examiners' Board meetings at which final examination results are reviewed and approved before they are published.

ii)   With regard to the conduct of the Examiners' Board meeting, a formal minute must be kept noting the following:

a) Members present.
b) The final decisions taken.

c) In specific cases the extent to which medical and other extenuating circumstances were taken into account.

d) Any general comments made by internal and external examiners

12.12 External Examiners' Reports

External examiners must annually make a report on the student assessment process to the Deputy Principal with a copy to the respective schools and departments. The report must include answers which, to some extent, will act as indicators as to whether the students received the knowledge, skills, values expected to be provided by the respective courses. The external examiner's report shall include the following:

i)   The curriculum design and its relevance.

ii)   Comparability of the program with those offered in other Institutions of Higher Education, internationally.

iii)   Variability in the assessment process.

iv)   Academic standards of awards.

v)   Academic standards of student achievement.

In that respect, the external examiner's report will include answers to the following questions:

a)   Were the structure, content and methods of assessment used appropriate and adequate?

b)   How satisfactory was the administration of the examination process?

c) Was the assessment process appropriate to the course (or subject); the level of students (1st, 2nd or 3rd year or postgraduate); and competencies of interest?

d) Were the examinations sufficiently comprehensive with regard to the programme or course being examined?

e) Were the materials and facilities used for practicals and clinical examinations appropriate and adequate?

f) Was the external examiner given adequate access to examination scripts of all borderline candidates and coursework for forming a reasonable opinion?

g) Was the internal marking appropriate, fair and consistent?

h) Was the Examiners' Board meeting conducted in an impartial and fair manner?

i) Was the programme structure, content and objectives well defined and appropriate to the subject matter, and to the level at which it was taught?

j) Was the quality of teaching and methods used, as revealed by the examination, effective and appropriate?

k) Was the general standard of performance of the students satisfactory and comparable to that of similar institutions?

l) Was the failure rate acceptable or too high?

m) Was the distribution of honours comparable to that of other institutions?

12.13 Routing of the External Examiners' Reports

a)   On completion of the exercise, the external examiner should submit his/her report directly to the Deputy Principal of the College, and copied to the respective Schools and Departments. The Academic Registrar will submit the report to the Quality Assurance Committee for consideration and action.

b)   The Quality Assurance Unit should ensure that the respective Schools and departments attend to the concerns/suggestions of the external examiners.

It is important to note that external examiners' reports are part of the University's annual quality assurance audit system.

12.14 Other Obligations of External Examiners

External examiners may be consulted on possible review of existing programmes and the process of external examination for purposes of improving the assessment process. In the case of PhD external examination, the external examiner is given first priority to act as the Critical Discussant. In the event he/she is not available, an independent reader outside the unit will be appointed for the task.

12.15 Termination of Appointments

The appointment of an external examiner may be terminated by the School Board if the Board judges that the responsibilities of the appointment have not been or cannot be fulfilled in the manner or to the standard which the University requires. Reasons for termination may include, but not limited to:

i) Failure to provide reports on the assessment process required by the University;

ii) In the case of an examiner appointed to an Award and Progression Examination Board, inability to attend two successive such Boards;

iii) A change in the external examiner's circumstances which brings about potential conflicts of interest which might jeopardise objectivity.

iv) Persistent refusal to work within the University's academic regulations;

v) Conduct which in the case of an employee of the University, would be the subject of disciplinary action.

12.16 Termination Procedure

a) When circumstances arise which are considered as possible grounds for termination of an external examiner's contract, the Chair of the Board of Examiners will notify the Deputy Vice-Chancellor (Academic Affairs) of the relevant details. The Deputy Vice-Chancellor (Academic Affairs) will write formally to the examiner to inform him/her that the termination is being considered and to offer the opportunity for the examiner to explain the circumstances and request that the termination is not to be cancelled.

b) The Chair of the Department/School/Institute Quality Assurance Committee, acting on behalf of the School Board, will take the final decision regarding the termination; the external examiner will be notified in writing of this decision. The Chair of the Quality Assurance Committee will inform the School Board the circumstances of the case and of its outcome.

13.0 ETHICAL ISSUES

13.1 Professional Standards for Research

i) Honesty

Researchers shall be honest in respect of their own actions and in their responses to the actions of others. All researchers shall refrain from plagiarism, infringement of intellectual property rights, and the fabrication of results.

ii) Openness

Researchers shall be open in discussing their work with other researchers and the public. Once the results have been published, re- searchers should make available relevant data and materials on re- quest. Researchers shall seek the advice of the IP Office about protecting intellectual property rights.

iii) Accountability

Researchers must ensure that the research they undertake   is:

a) Consistent with the terms and conditions as defined by the funding body and/or covered by agreements between the University and the funding body;

b) A University research agenda;

c) Responds to the needs of the country;

d) Both timely and accurate and;

e) Conditionally relating to publication and the ownership of intellectual property are met.

vi)   Conflict of interest

Researchers shall be honest about conflict of interest issues through out the research process especially when reviewing the work of others.

vii)   Responsibilities

a)   The University Board for Research shall be the primary body where issues related to Research Governance, including this Code, are to be considered.

b)   Units shall have a responsibility to ensure a climate of good research practice in their centers.

c)   Researchers are obliged to the Research Code.

viii)   Appropriateness of research funders

The University reserves the right to withhold permission for its students and staff to enter into research contracts with certain funding bodies.

ix)   Ethical approval

There shall be an ethical committee. Ethical approval must be obtained for all research that falls within the scope of the Ethics and Re- search Committee.

x)   Misconduct

Research misconduct is a disciplinary offence for staff and students. Research misconduct includes:

a   Fabrication or falsification of results.

b   Plagiarism, misquotation or misappropriation of the work of others including the unethical use of material provided for review or assessment.

c   Plagiarism is expressing other people's published expressions or work as one's own, without acknowledging the source. Plagiarism is not tolerated at Makerere University and leads to discontinuation from the degree programme.

d   In addition, cheating of any sort is unacceptable and must be reported.

e   Students should always first talk with their department head or someone in the institute/school leadership if they suspect there is cheating.

f   Any other research conduct which has the effect of bringing the name of the University into disrepute.

g   Disciplinary action on the grounds of research misconduct shall be channeled to the Board of Ethical Committee.

8.   Non-Compliance with Copyright Issues

Graduate students shall properly acknowledge copyrighted material used in his/her thesis/dissertation. Where permission is required for the inclusion of copyrighted material, such permission must first be secured before the input is utilised. Failure to do this amounts to plagiarism and is unacceptable in the academic community.

13.2 Conflict of Interests and Code of Conduct

Romantic and/or sexual relationships between staff and students, or supervisors can become problematic and should therefore, be discouraged. Such relationships have the potential for adverse consequences, including resulting into conflict of interest or the filing of charges of sexual harassment. Given the fundamentally asymmetric nature of the relationship where one party has the power to give grades, thesis supervision/advice, evaluations, recommendations, promotions, or performance evaluations, the apparent consensual nature of the relationship is inherently suspect.

The relationship between the supervisor and his/her student may sometimes develop into intimate personal relationships. Where such a situation arises, the supervisor is likely to take biased or impartial decisions regarding the research of the graduate student. In a similar way, impartial decisions regarding the supervision of a close relative (a parent, sibling) are not allowed. Therefore, a close relative or a partner of the student is not eligible as either main or co-supervisor. In either case, another supervisor shall be appointed by the School Higher Degrees Committee.

13.3 School Ethics Committee

Each School shall have an Ethics Committee. The School Ethics Committee shall consider gender related issues of supervision to facilitate a smooth process of supervision of female graduate students.

The Committee should also ensure that the research activities are without irregularities. Ethical issues of supervision

and examination irregularities must be addressed in time. Students must desist from plagiarising material related to their research and strictly observe copyright and other issues. Where permission is required from a publishing body or with regard to research carried involving human and animal objects, the necessary certificates or other related documents must first be obtained from the relevant   authorities.

All research involving the use of sensitive personal data to which individuals have not been able to give their consent as well as research that may have physical or psychological impact, must be reviewed by an Ethics Committee.

Applications for ethical review should be submitted by the School Ethics Committee for review. The main responsibility for ensuring ethical review of the research of doctoral students lies with their supervisors. The Ethical review must have been completed and approval granted before research may begin.

It is important for all researchers to know when permits are required or when projects must be submitted for review to the ethics committee, including on animal research.

13.4 Records and Archives

It is very important and a requirement that records must be maintained and rules set for how they must be stored. This is important to enable verification of results and that there has been no misconduct, and also so that other researchers may use the material for their own research.

13.5 Conflict Resolution

A student is expected to work very closely with his/her supervisor(s) during the duration of the programme. At times a conflict situation may arise between a supervisor and student. This could arise from issues related to personal matters or to disappointment in level of guidance provided or over performance of the other, or even in relation to purely scientific disagreement.

It is primarily up to the parties involved to sort out the problems and only after this has failed should they resort to a third party. The Chair of the Department is in charge of the academic/professional activities and well placed to take action. The aggrieved party should put their complaint(s) to him/her in writing at the earliest opportunity.

The Chair of the Department normally discusses the matter with the parties involved, then writes to the parties giving an opinion on the situation and requests a written response from each. If a satisfactory resolution is not reached, the case shall then be referred to the School Dean, who will appoint a neutral committee of at least three people to make a final ruling on the matter.

In more serious conflicts, like sexual harassment, etc., there are University guidelines for handling such conflicts (See Sexual Harassment Policy). If the conflict has its roots in profound personality clashes, the alternative of considering change of supervision is explored. This however, could also result in change of research project/area.

13.6 Termination of Contract/Doctoral Programme

The contract between the supervisor and supervisee may be terminated under several circumstances. Some of the circumstances that may result in termination of the supervision contract are outlined below:

i) Sexual harassment and other forms of harassments

Sexual harassment is defined as unwelcome behaviour of a sexual nature or other unwelcome behaviour based on gender that violates the integrity of a student in his or her university studies. Examples of sexual harassment include; gender insensitive comments, allusions, touching (groping) and suggestions or demands for sexual services. The University does not tolerate actions that are perceived to be sexual harassment as outlined in the Sexual Harassment Policy.

Instances where a doctoral student and a supervisor becoming romantically involved, require that the supervision contract be terminated immediately and another supervisor identified and appointed. Anyone experiencing sexual harassment or other harassments should contact their respective Head of Department or an alternate nearest superior, or the University official in charge of gender equality issues.

ii) Lack of seriousness on the part of the student

In some cases, a student may lack motivation or drive for the type of project, or even have serious deficiencies related to the research area. Sometimes the student may come to the realisation that the type of project is not suitable for him/her. In such cases, a change of supervisor and project may motivate the student to continue with the doctoral studies.

iii) Failure of the supervisor to carry out his/her role

A supervisor may be given another assignment within the University; or move to another university or even go abroad for a considerable period of time, or take a job in industry or in the public sector and is not able to continue supervising the student. Such situations may require change of supervisor. In such circumstances, the Head of Department in collaboration with the Doctoral Committee proposes a new supervisor to the School Higher Degrees and Research Committee. It is the responsibility of the Head of Department and the students' Doctoral Committee to make sure that this alternative is available. A similar procedure is followed in the case of a co-supervisor.

iv) Failure to supervise due to natural causes

It is known from experience that doctoral research supervision is usually brought to a successful conclusion by the initially appointed supervisor/s. However, there are circumstances when the supervisor becomes indisposed (e.g. by illness) for a considerable period of time, or dies before the doctoral programme is completed. In that case, a replacement or change of research project would be in order.

v) Non-compliance with the study plan

a)   If there is a serious deviation from the study plan by the student, and the student and supervisor cannot agree on the new direction of the research, then a change of supervisor may be considered.

b)   The student/supervisor who decides to terminate the contract should write to the School Dean, Chairperson

of the School Higher Degrees and Research Committee, copied to the Director, DRGT, indicating clearly the circumstances and reasons for their desire to terminate the contract. In case there are serious issues that require a student to change supervisor(s) rather than drop out of the programme, this should be indicated clearly so that the department may find the student an alternative supervisor(s). Any drastic change in the research project from the original proposal should be notified to the School and of Graduate Studies.

14.0 ACADEMIC APPEALS AND COMPLAINTS SYSTEMS

14.1 General Principles

a)   Students will have full opportunity to raise individually or collectively matters of proper concern to them without fear of disadvantage, and in the knowledge that privacy and confidentiality will be respected.

b)   The rights of staff members and students should be taken into account and protected when handling appeals. There should be a policy on protection of information/data regarding appeals.

c)   The Academic Appeals procedure forms part of the Institution's overall frame work for quality assurance. There are structures to handle students' appeals at every college/school. There should be staff/students' liaison system/official at every college/school. The Dean of students, the health services, and academic units should be part of the academic support system for appeals.

d)   The University will ensure that its procedures are fair and that the decisions made are reasonable and have regard to any applicable law.

e)   The University will address student complaints and appeals in a timely manner, using simple and transparent procedures. Informal resolution should be an option at all stages of the complaints procedure which should operate, in the first instance, at the level at which the matter arose.

f) Information on complaints and appeals procedures will be published, accurate, complete, clearly presented, readily accessible and issued to students and staff.

g) Sources of impartial help, advice, guidance, and support will be advertised widely within the university.

h) The complaints and appeals procedures should identify the persons or bodies from whom authoritative guidance may be sought on the applicability and operation of the procedures.

i) Those responding to investigating or adjudicating upon complaints or appeals must do so impartially and must not act in any matter in which they have a material interest or in which any potential conflict of interest might arise.

j) A complainant or appellant should be entitled to be accompanied at all stages of the complaints or appeals process by a person of his/her choice.

k) The documentation should indicate what further internal procedures, if any, are open to a student dissatisfied with the response to a complaint or outcome of an appeal.

l) The University will ensure that where a complaint or appeal is upheld, appropriate remedial action is implemented.

m) The University will have in place effective arrangements for the regular monitoring, evaluation, and review of complaints and appeals.

n) The academic appeals system should be viewed as mediating arbitration, a monitoring process which should go beyond handling the current examination malpractice.

o) The University will keep their monitoring, evaluation and review arrangements under scrutiny, taking into account good practice. There should be tools or instruments for collecting complaints from students.

14.2 Scope of the Academic Appeals and Complaints System

The mechanism to handle appeals may be categorised as follows:

a) Staff/student relations
b) Teaching, supervision and delivery
c) Assessment
d) Procedures of appeals/complaints
e) Protection of due process
f) Sanctions
g) Rewards
h) Monitoring

If a student has reason to believe that an academic decision reached by the University is incorrect or has been based on incorrect or partial information, he/she has a right to appeal against that decision without fear of reprisal or victimisation. The University shall deal with an academic appeal seriously, impartially, within a reasonable time scale and as appropriate, in confidence.

14.3 Academic Appeals

The general regulations of the University prescribe two types of circumstances or good reasons for one to appeal against an academic decision of the University:

a)   Where the University suspends or terminates one's registration on the recommendation of the Board of Studies. This may result from examination failure or because a student's academic progress is considered unsatisfactory (e.g. failure to attend classes or to submit work for assessment).

b)   Where the University awards what a student believes to be an incorrect class or category of degree or other qualification or decides that a student may have not fully satisfied the academic and/or professional requirements for an award.

14.4 Grounds for Appeal

The following are the grounds on which the University will consider an appeal against an academic decision:

a)   That in reaching its decision the University was unaware of factors which had affected one's performance (e.g. family or personal circumstances or ill health), which for valid reasons one had been unable to make known earlier.

b)   That there had been a mathematical or procedural error in recording or calculating the marks on which a decision was based

c) That there had been irregularities or administrative errors in the conduct of an examination or other form(s) of assessment of such a nature as to cause reasonable doubt about the examiner's decision.

d) That you have reason to believe one or more of the examiners was prejudiced or biased.

e) The University will not consider appeals on grounds other than the above, particularly:

f) Those made against the academic judgement, properly exercised, or duly made by appointed examiners, including external examiners.

g) Those made mischievously or frivolously without justifiable ground.

h) Those made on the basis of alleged insufficiencies in teaching or supervision or the provision of materials or equipment.

i) Those based on ill-health or other circumstances which could and should have been reported to the school at the time of their occurrence.

j) Where the general regulations preclude appeals in circumstances in which a student has been allowed to be addressed or to re-present a dissertation or thesis.

14.5 Procedures for Appeals

a) If a student decides to submit an appeal against an academic decision of the University, he/she should do so within 30 days of formal publication or otherwise receiving notification of the results.

b)   The appeal should be addressed to the Dean of students, setting out in writing the specific grounds on which the appeal is being made. The Office of the Dean of students will treat any personal information which is received in the course of dealing with students' appeals as confidential. Such information will be kept, used and shared where necessary and appropriate with other members of University staff, only for the purposes of investigating and determining the outcome of one's appeal.

c)   If one requires advice on whether one has proper grounds for an appeal or if one needs help to present the grounds of the appeal, one may seek assistance from the student's guild or from the Dean of students.

d)   In the first instance, the Dean of Students will normally refer one's appeal to the Head of the Academic Unit for comment and for any further information required to enable it to be considered. On receiving the School's response, the Dean of students will consult, where appropriate, with the Academic Registrar and the Deputy- Vice Chancellor (AA) to establish whether there are grounds for appeal.

e)   If it is decided that the grounds for appeal do not accord with those prescribed in the general regulations, the Dean of students will inform the student of that decision and the reasons in writing, usually within 15 working days of receiving the initial appeal. The appeal will be dismissed and no further action will be taken.

f)   If it is decided that the grounds for appeal do accord with those prescribed in the general regulations, the Dean of students will take one of the following courses of action, depending on the grounds of the appeal:

g)   In the case of an appeal involving a mathematical or procedural error in calculating a student's eligibility for an award, he/she will ordinarily consult with the Chair of the Board of Examiners. If an error is found then the examiner's decision will be amended, if appropriate, including the pre- classification of an award.

h)   In the case of an appeal involving irregularities in the assessment process, circumstances which had not been known at the time a decision was made or allegations of bias, the matter is referred to the Examinations Irregularities and Appeals Committee.

i)   A student who is dissatisfied with the decision of a Committee may appeal to the College Appeals and Malpractices Committee within 30 days from the date of the letter communicating the decision.

j)   The appeal shall be in writing addressed to the Academic Registrar and copied to the Committee stating clearly the grounds of appeal. The Academic Registrar shall acknowledge, in writing, to the student and Chairperson of College Appeals and Malpractices Committee receipt of the appeal.

k)   A student who pleads guilty to an offence before the College/School Committee shall have a right of appeal only with respect to the penalty.

l)   The College Appeals and Malpractices Committee shall hear the appeal expeditiously. The student appealing shall be notified in writing of the date when the appeal will be heard and shall be given an opportunity to appear before the College Appeals and Malpractices Committee and be heard.

m)   The College Registrar shall officially notify the School Committee that made the decision in the first instance of the date of hearing of the appeal. The School Committee shall have a right of representation.

n)   At the hearing of the appeal, the student shall have an opportunity to be heard and the College Appeals and Malpractices Committee shall have a right to respond to the student's presentation.

o)   The College Appeals and Malpractices Committee shall have power, on cause being shown, to allow the student to present additional evidence before it.

p)   Where additional witnesses are called they will be subject to cross-examination by the representative of the School Committee. The School Committee may also adduce additional evidence, which may be responded to by the student.

q)   The College Appeals and Malpractices Committee will then deliberate in the absence of the student and School Committee representative preferably on the date of hearing.

r)   The College Appeals and Malpractices Committee may confirm, vary or set aside the decision of the School Committee.

s)   The College Appeals and Malpractices Committee shall take into account the rules of natural justice.

14.6 Appeals Committee

a)   The Appeals Committee is composed of members who will not have been directly involved in the original decision of the University.

b)   It will include student members.

c)   The Appeals Committee has authority to determine the way in which it will consider the appeal before it.

14.7 Code of Practice

a)   A student appealing and other parties involved in the appeal, have access, prior to the meeting of the Committee, to relevant papers, including written commentaries on the appeal and responses to the appeal.

b)   A student applying will be given adequate notice of the date, time and venue for the meeting and also be invited to attend.

c)   The appellant is entitled to be accompanied by "a friend" of his/her choice during the hearing.

d)   The appellant shall be informed, in writing, of the result of the appeal within 10 working days of the meeting. In case of delay due to need for further investigation, notification should be given.

e)   Staff members are not to sit in judgment of their own cause.

15.0 GRADUATION

15.1 Guidelines for Graduation Ceremonies

15.1.1 General Guidelines

i)   There shall be one "Graduation Week" which shall be organised as determined by Senate and Council.

ii)   The Chancellor shall open the "Graduation Week" by presiding over the ceremony and the graduation week will be closed by the Chancellor or his/her representative.

iii)   The graduation ceremonies shall have one graduation number during that week and on each day after the conferment of awards, the Chancellor or his/her representative will adjourn the ceremony until the graduation week was closed. The congregation will be dissolved on the last day of the graduation week.

iv)   The Chancellor or his/her representative shall give the Vice Chancellor's awards or any other awards to person(s) being honoured.

v)   All graduation ceremonies shall take place at the University or at such other venue as may be agreed upon by the University Senate.

vi)   There shall be a Chancellor's procession during the graduation ceremony for graduate students.

vii)   There shall   be a procession of Deans, Heads of Departments, Academic Staff and invited guests, led by the Vice Chancellor (or Deputy Vice-Chancellor).

viii) The Academic Registrar's Department shall fully cover the graduation budgets.

ix) The list of the graduands shall be published on the Makerere University website.

15.1.2 Management, Administration and Coordination

(i). A Senate Committee on ceremonies shall be set up. This Committee should be responsible for:

a) Drawing out the schedules for all graduation ceremonies for a given academic year.

b) Arranging to publish one graduation booklet for all graduate and undergraduate students graduating in the "Graduation Week".

c) Arrange to issue invitation cards to Graduands and their guests in collaboration with the Academic Registrar.

d) Coordinating the parking and directing of guests to the graduation venue in collaboration with the relevant security officials.

e) Arrange the issuing of gowns and other graduation regalia.

f) Arrange the issuing of passes to accredited professional photographers who will be at different sites.

g) Take care of security matters in collaboration with Makerere University Security Department and Makerere University Police Post.

h) Provide first aid stations at the graduation location in collaboration with Makerere University Hospital.

i) Deal with media coverage.

j) Offer any assistance that may be required by the Academic Units.

k) There shall be Colleges/Schools Ceremonies Committees (Unit Ceremonies Committees) which shall liaise with the Senate Committee on Ceremonies and the Academic Registrar.

l) In order to ensure the uniformity of graduation gowns the University Procurement and Disposal Units shall pre- qualify up to four (4) Tailoring firms (tailors) to handle the making and issuing of Gowns on behalf of the University.

m) There shall be an option for hiring the gowns if a student does not want to buy. Two separate fees (for hiring and owning gowns) should be clearly communicated. The University shall be involved in fixing the price of Gowns and the pre-qualified firms should have a provision for hire and purchase of gowns by Graduands.

n) The Academic Registrar's office, in conjunction with the Vice Chancellor's office, shall publish newsletters for each graduation week. The Newsletters shall include, inter alia, the Chancellor's and Vice Chancellor's speeches, news from Academic Units, and any other supplement.

o)   The examination results for students graduating should be published and submitted to the Academic Registrar's office eight (8) weeks before the graduation ceremony.

p)   A student should register to graduate eight (8) weeks before the ceremony by filling in an appropriate form and clearing with all the relevant centres in the university. Filling applications for graduation initiates degree checks in the Directorate of Research and Graduate Training Office. The students and their supervisors receive a graduation checklist which indicates any deficiencies the students must clear. Students should contact their Supervisors if there are questions about the checklist. The application for graduation also places candidates' names in the graduation programme. In addition, when the completion of degree requirements has been certified by the Director of Directorate of Research and Graduate Training, the Academic Registrar's Office shall authorise the Degree Award order.

15.1.3 Entertainment

i)   The Units, in liaison with the Academic Registrar, should organise their programme and entertainment for the graduation day.

ii)   The Ceremonies Committee shall organise and coordinate the entertainment.

iii)   Both the National Anthem and Makerere Anthem shall be sung by the students of Music, Dance and Drama at all the graduation ceremonies.

iv)   The Convocation shall be required to respond to the new structure.

15.1.4 The Ceremony of Conferment of Degrees/ Diplomas

i)   All Colleges/Schools should issue certificates of recognition to their best students during the ceremonies, including graduate students.

ii)   Colleges/Schools with small numbers of students shall be free to group together for purposes of organising graduation ceremonies.

iii)   The Units may invite their own guest speaker and select the theme of the speech, but the Vice Chancellor or Deputy Vice-Chancellor should confer the degree and award of diplomas as per the Universities and Other Tertiary Institutions Act (2001).

iv)   The student with the highest CGPA in each programme will have his/her name read out and he/she shall come forward to receive a certificate of recognition.

v)   The Convocation Awards shall continue to be given to the overall best Science and Humanities students. Such award shall be announced at the opening of the Graduation Ceremony week and at the respective decentralised ceremonies where the candidates graduate.

vi)   The best graduate student shall be recognised at the graduation ceremony.

15.1.5 Alumni

1)   Alumni from the various schools may organise reunions at the decentralised graduation ceremonies. This would facilitate Units, and the University at large, to strategically tap alumni finances in supporting the activities and plans of specific units.

2)   The University shall further cultivate the culture of alumni participation and giving through the introduction of prestigious and inspirational speeches by alumni and students. For example, a "chief orator" by a selected alumnus and/or "student oration" delivered by a non- graduating student.

16.0 POLICY ON JOINT ACADEMIC AWARDS

This policy was approved by Senate at the 118th meeting held on 23rd July, 2003 and recommended to the University Council.

16.1 History and Profile of Joint Awards at Makerere University

Joint Awards presuppose collaboration and/or cooperation, which exists between friendly institutions to create an enabling environment in which students and academic staff are willing to participate. Therefore, a Joint Award with a purpose has to be backed by cooperative understanding between institutions.

Makerere University is an internationally recognised University, which realised the need to develop joint degree programmes with other Universities to strengthen research and competence building taking into account its own and collaborating Universities' strengths. Awards made jointly are already being offered between Academic Departments and Colleges/Schools within Makerere University, based on the understanding that academic awards originate from one Academic Department/School.

A joint award refers to a higher education qualification issued jointly by at least two or more higher education providers on the basis of a study programme developed and/or provided jointly by the collaborating institutions. The collaboration has the potential to yield national and international visibility through excellence in research undertakings. The award of

a joint degree, therefore, shall involve a single programme document endorsed by all collaborating institutions that intend to offer the joint PhD programme. The joint program shall be approved by the NCHE. The major goal of joint programmes is for partnering institutions to share resources at their disposal and be able to produce a common product that would otherwise be more costly if each institution were to work independently.

Specific aims include:

i)   Utilisation of human resources in joint teaching and supervision.

ii)   Utilisation of related and relevant expertise towards an award.

iii)   Sharing of infrastructure and resources (laboratory, library and technological advances of either institution to bridge the knowledge and/or digital gap).

iv)   Research cooperation.

16.2 Definitions of the Term Joint Award

a)   Joint Award of a qualification in a University system means an award that ensues from jointly executed teaching, supervision and examination or all such multidisciplinary responsibilities between more than one department in Makerere University and other relevant and recognised Universities. A Joint Award presupposes that collaboration/co-operation exists between the partner institutions to create an enabling environment in which students, academic staff and other stakeholders are willing to participate.

b)   A double degree (sometimes referred to as a dual degree) is when two degrees are awarded individually by collaborating institutions attesting the successful completion of two separate curricula that overlaps in a substantial portion in courses, with each institution responsible for its own award. In a double degree, the student will be studying 2 different degrees at the same time and graduate with 2 separate qualifications. Studying a double degree allows the student to complete 2 degrees in less time than if you were to do them separately. Compared to single degree, the total study hours in a double degree will be more. However, the student will still be juggling the same number of subjects per semester as would be in a single degree.

General Principles

i)   The strategic value to Makerere University of any proposed joint or dual degree award must be identified and endorsed by the Board of Research and Graduate Training.

ii)   The proposal should articulate the strategic benefits that the proposal brings over and above other inter-institutional arrangements that the University engages in. Where appropriate, a due diligence report on the proposed partner institution may be required.

iii)   Joint and dual degree awards must be approved by the University Senate and its equivalent office at the partner institutions through a formal agreement between Makerere University and the partner institutions.

iv)   The programme of study leading to the joint or dual degree award must be an existing programme of study approved by Makerere University Senate.

v)   The partner institutions will have demonstrated capacity to deliver the programme of study to the same academic standards as applied by Makerere University.

vi)   The benefit(s) to the student of the shared joint/dual award curriculum should be identified. It is expected that at least 30% and no more than 70% of the taught credits in the programme of study will be offered at Makerere University.

vii)   Joint and dual degree students studying at Makerere University from partner institutions will be accorded the same rights, privileges and access to facilities as full-time Makerere University students.

viii)   Arrangements for monitoring the quality of the joint/ dual award programme and student experience will be identified in the formal agreement between the partner institutions.

16.3 Purpose of Joint Awards

i)   The purpose of Joint Awards is two-fold:

i)   To utilise related and relevant expertise towards a course, degree award or closely related specialties.

i)   To establish partnerships between different Universities for their mutual benefit in terms of:

b)   Human resource utilisation (Joint Teaching and Supervision).

c)   Technological advantages of either institution to bridge the knowledge and/or digital gap/divide.

d)   Comparative resource advantages including locality-related advantages and resources valuable in knowledge generation and problem solving.

e)   Research cooperation to solve a common problem and gain common insight.

f)   Interdisciplinary of knowledge bases within partner institutions for functional expertise to address market/national/international needs.

g)   Situational uniqueness for training others and for research.

16.4 Advantages of Joint Awards in International Education

i)   Mutual learning: A University in a high income country, for example, Sweden, learns about the health situation of a low-income country, for example, Uganda, and gets the opportunity to participate in research that cannot be conducted in Sweden. Uganda benefits and learns from the human resources and research technology in Sweden, and thereby transforms her own human and technical resources. This enables both Universities to make scientific contributions towards solving global healthy market/technological/social needs in a more productive way that either of them could not do alone.

ii)   Strengthening collaboration through research sharing:

iii)   Both Universities will improve their organisational and human capacity for research management and postgraduate training. This will include the development of joint research training courses and forms of other student exchange.

iv)   The collaboration has the potential to yield international visibility through excellence in research on global issues communicated by way of joint publications and conferences.

16.5   Advantages of a Joint PhD Research Degree

A joint research will strengthen the collaboration between senior scientists/scholars and facilitate staff development, research and administrative procedures in both Universities. A holder of a joint PhD degree will have the benefit of the two Universities and she/he will become a future research fellow who can maintain contacts between the two Universities.

16.5.1 Collaborating Institutions

The Institution to collaborate with should be a recognised institution. There should be structures and expertise to manage, teach, supervise, examine and carry out research for the joint award. Ethical issues related to the award should be noted and agreed as jointly acceptable by either University. The students and staff involved must be made aware of all the Joint award procedures in print, electronic form and visitations by relevant authorities from the   Universities.

16.5.2 Agreement on Equal Partnership between Universities

There should be a collaborative agreement to justify and strengthen the complementary and equal partnership between Universities.

16.5.3 Funding Mechanism

There should be an enabling funding mechanism to operationalise the joint award.

16.5.4 Intellectual Property Rights

Intellectual Property Rights should belong to the partner Universities and the details of sharing financial proceeds should be worked out as applicable in each University, following a mutually agreed format.

16.5.5 Admission Requirements

The Admission Requirements of the relevant institutions should be equivalent and any modifications/additions to such qualifications should be mutually agreed upon.

16.5.6 Requirements and Procedures of Application

i)   The application requirements of the relevant institutions should be equivalent and any modifications/additions to such qualifications should be mutually agreed upon.

ii)   The programme should be openly advertised for equal opportunity, for candidates to apply and information given to staff to appreciate as they participate. Standing procedures, guidelines and statutes should be put in place for any given Joint Award Programme.

iii) The duration of study should be defined and should as much as possible not significantly differ from the existing ones in participating Universities. Duration of stay in a particular University should be prescribed as a requirement before the award is given.

16.5.7 Fees Payment and Sharing of Fees between Institutions

The mode of fee payment and sharing should be established between the partner Universities.

16.5.8 Coordinating Office

The University organs to manage and coordinate the award must be clearly identified in each University. A coordinator should therefore, be identified.

16.5.9 Courses and Coursework Load

The type of courses and coursework load required by the collaborating University towards the award should be defined.

16.5.9 Quality Assurance

The methods of progress monitoring should be agreed upon using existing methods from either University.

16.5.11 Examinations

The examination process and grading of the award should be agreed upon by both Universities.

16.5.12 Format of Dissertation

The format of results presentation in case of research project or dissertation presentation should be agreed upon to include a comprehensive monograph or both a monograph and peer reviewed published scientific journal article(s) (the acceptable number should be defined).

16.5.13 Withdrawal of Students

The mechanism of withdrawal from the Joint Award should be defined and withdrawal should be granted only following an investigation.

16.5.14 Transcripts

The documentation of results should be through existing types of transcripts, which will be accepted by the partner Universities with the word "Transcript for the Joint Award" included in the document.

16.5.15 Award Certificate

i)   The name of the award must be in existence at either University or both official languages be used on the award certificate as agreed upon.

ii)   The Joint Award Certificate should bear both/all Universities logos side by side, a statement attributed to the awarding bodies in the partner Universities, title of the degree (class if applicable), candidate's name, date of award and signature of the relevant University authorities. The quality of paper used should be agreed upon and the relevant University seals embossed.

iii)   The graduation award should be given once in only one of the Universities but the candidate may attend both ceremonies. However, he/she may receive the award in only one University identified by the candidate before the award ceremony. However, the names should be listed in either award ceremonies.

16.5.16 Arbitration

i)   Special situations should be resolved by consultation of the bodies responsible for the Joint Awards in the partner Universities.

ii)   The agreement should provide for the appointment of an Arbitrator or Arbitrators.

16.5.17 Termination of the Joint Award

The termination of the Joint Award Programme by any of the Universities is by one year's notice with mutual consent, but will not affect the registered students until their studies have been completed or until deregistration.

17.0 RESEARCH POLICY

17.1   Preamble

Research for development (R&D) and innovation today absorbs very considerable resources. Research and development activities have great influence on the policies and growth of institutions, both public and private, and nations as a whole. Research and innovations must be rooted in the interaction between these activities and economic, social, political and institutional processes. A policy in this direction must respond to problems posed by the very innovations, R&D, technology and science, and related activities concerned with the acquisition of knowledge (learning) and its exploitation.

The ultimate benefit of research lies not only in the generation of new knowledge but also in the translation of knowledge into technologies, interventions and strategies effectively and appropriately delivered to the poor. In order to reach this objective, it is imperative that the entire research process be pursued within the context of contemporary knowledge, good ethics, effective policy, adequate resources and international cooperation. Within the context of Makerere University, research and innovations necessitate multi-level, multi-disciplinary approaches that support the exploration of new ways of using these disciplinary perspectives and methodologies.

The policy puts emphasis on provision of research opportunities, quality and ethics in research and innovation, efficiency and effectiveness in coordination and management of research and innovation at Makerere University. This policy

does not address issues pertaining to intellectual property management (IPM)2

In achieving the aims of this policy, the University is committed to working closely with national and international organisations that support and monitor research activities. In Uganda, this refers to organisations such as the Uganda National Council of Science and Technology, National Agricultural Research Systems, National Council for Higher Education.

The Research and Innovations Policy was developed under the overarching framework of the University vision, mission and core values.

17.2 Purpose of the Policy

The overall aim of the Research and Innovations Policy is to strengthen research capacity and output, and increase the contribution of Makerere to the world of knowledge and innovation. This will be achieved through five strategic objectives as shown   below.

17.3 Strategic Objectives

i)   To create an enabling, harmonious, transparent and efficient environment for research and innovations.

ii)   To strengthen research management and coordination.

iii)   To improve research and publications culture.

iv)   To improve funding for research and innovations.

v)   To improve the gender responsiveness of the University through research and innovations.

17.4 Guiding Principles

17.4.1 Create an enabling environment

The policy recognises that a positive harmonious, transparent and efficient environment is essential to foster research and innovation in the University. Within the portfolio of university activities, research (basic and applied), teaching and outreach should be appropriately balanced to ensure efficient creation of knowledge and its transfer. Such an environment will be created through the following   strategies:

17.4.2 Create centres of excellence

The University shall, therefore:

i)   Develop and update guidelines for setting up centres of excellence.

ii)   Encourage and support the establishment of state-of-the-art laboratories with user guidelines for researchers.

iii)   Encourage the formation of multidisciplinary research teams/groups at centres of excellence.

iv)   Ensure that capacity to maintain the state of the art equipment is developed e.g. through enhanced training of technical staff and users.

v)   Require research equipment and other resources acquired during the life of any research project to revert to the University at termination of the project.

vi)   Guidelines for use of equipment (including bench fees) and disposal of such resources shall be developed by the centre.

17.4.3 Support access to the ICT services

The University shall, therefore:

i)   Provide internet and other ICT facilities at every academic/research unit for purposes of knowledge creation and dissemination.

ii)   Provide access to the e-resources and other ICT related common services/software for the purpose of data management and analysis.

iii)   Researcher's time compensation shall be provided for at 10%   of the total cost of a grant proposal.

17.4.4 Support to attend research conferences

This shall be achieved through the following:

i)   Provision for travel support in the units' budgets to facilitate staff attendance at conferences.

ii)   Inclusion of a budget line for attendance at conferences in the research projects.

iii)   A requirement for staff to be supported to have obtained invitations to present papers/posters or to chair sessions at these meetings.

iv)   Support shall be in part or total, depending on availability of funds.

17.4.5 University research agenda

i)   Colleges/schools shall formulate research priorities that will feed into the university research agenda.

ii)   The priorities identified shall reflect national research objectives, priorities and relevant international trends.

iii)   The research agenda shall promote both basic and applied research.

iv)   The review of the research agenda shall be pegged to the review of the University Strategic Plan.

17.4.5.1 Facilitation of national, regional and international collaboration, and global networking

To this end, the University shall:

i)   Enter into a MoU with leading research and higher education institutions.

ii)   Operationalise and nurture existing MoUs at Makerere University.

17.4.6 Provision of research support services

Such services shall include but are not limited to management information systems and library resources that facilitate access to international literature and data bases.

The University shall, therefore:

i)   Continue to subscribe to relevant data bases that provide information to researchers.

ii)   Create and maintain its own research and innovations data base accessible to the university community and the general public.

17.4.7 Strengthening of research management and coordination

The policy recognises that research activities carried out through various academic and research units in the university have to be managed and coordinated properly for the benefit of the entire university in a fair and transparent manner. This will be achieved through the following strategies:

17.4.7.1 Support to researchers to update their skills continually

This shall be achieved through:

i)   Conducting regular training workshops/seminars at both unit and centre level in grant proposal writing, financial management, scholarly writing and dissemination, etc.

ii)   Developing and updating research management tools such as handbooks and guidelines.

iii)   Support to staff to attend skills enhancement courses locally and internationally.

17.4.7.2 Provision of regulations for sourcing research services

Develop guidelines for engaging persons employed from research funds (research assistants, data managers, etc.)

17.4.7.3 Promotion of a mentoring and apprenticeship culture

i) Require, as part of the eligibility criteria for research support, senior members of staff to work with junior members of staff and graduate students on research projects for mentoring and supervision.

ii) Support senior members of the academic community to work with junior members of staff to produce joint publications.

iii) Mainstream gender and actively involve women in research activities.

iv) Encourage academic units to establish Professorial Research Chairs.

17.4.7.4 Provision of guidelines for supervisors and supervisees

To this end, the University shall:

i) Develop, operationalise and review periodically guidelines for the supervision of graduate students (qualification, appointment, remuneration, conduct etc.)

ii) Disseminate widely the rules and regulations for graduate study.

17.4.7.5 Strengthening of the research management and coordination

To this end:

i) The University shall develop a governance structure for research and coordination

a) There shall be a Research, Innovation and Publications Committee at unit level

b) Administrative responsibilities regarding research management at unit level shall be specified by the research council

ii) Provide tools for internal procedures for approval, control, monitoring and coordination of research and innovations

17.4.8 Board of Research and Graduate Training

The Board of Research and Graduate Training is one of the Committees of the University Senate.

i)   **Chairperson:** The Deputy Vice-Chancellor (Academic Affairs)

ii)   **Members:** Members of Senate from each college or school elected by the units, the Director of the Directorate of Research and Graduate Training, University Librarian, two graduate students one of whom shall be a woman elected by the Postgraduate Student Union, Director of Makerere Institute of Social Research, the University Bursar, Executive Director of the National Council for Science and Research. Two persons from the private sector elected by Senate.

iii) **Secretary:** The Academic Registrar.

iv) The quorum for the Board of Research and Graduate Training will be 1/3 of the membership (12 members).

Terms of Reference

a) Receive, consider and recommend to Senate, proposals from the College/School Committees on Research and Graduate Training.

b) Harmonise all graduate programmes.

c) Review the regulations governing graduate academic pro grammes and make recommendations to the Senate.

d) Receive from Colleges Higher Degrees Committees recommendations on all the applications for entry into Graduate Academic Programmes and take decisions as per Senate guidelines.

e) Consider and take decisions in case of Appeals on Graduate Examination matters.

f) Submit bi-annual reports to Senate as regards to graduate studies in the University.

g) Promote the dissemination of research findings to the community.

h) Administer the funds for Research and Publications from the University funds made available for these purposes.

i) Submit biannual report to the Senate on Research and Publications including performance of funds.

j) Oversee the implementation of Intellectual Property Management Policy and assist in the review of the policy and advise the University on the management issues related to intellectual assets/property.

k) Oversee scholarly aspects of the Makerere University Press.

l) Receive and review the University research agenda.

m) Oversee ethical conduct of research in the University.

17.4.9 Improvement of Research and Publications Culture

In order for the university to attain and maintain a leading position in research output, the policy recognises that the research and publication culture must be enhanced. This shall be realised through measures described hereunder:

17.4.9.1 Provision of incentives /reward for research

i) Staff shall spend at least 20% of their time on research and dissemination. To this end, the University shall:

a) Ensure maintenance of satisfactory staff to student ratios in line with university establishment policy.

b) Require staff at levels of lecturer and above (or equivalent) to publish at least two(2) papers in a peer reviewed journal yearly.

c) Require doctoral students in the course of their studies to publish at least two(2) papers in a peer reviewed journal before they graduate.

d) Develop, operationalise and update periodically a system for tracking of staff research and outputs.

e) Require staff and PhD students to publish research findings in form of policy briefs for use by policy makers.

f) Recognise and reward staff for outstanding performance in research and innovations.

g) Develop, operationalise and review periodically guidelines on how to identify and reward staff for outstanding research and innovation.

17.4.10 Support for dissemination of research outputs

The University shall:

i) Create platforms for staff and students to disseminate research outputs such as seminars and locally hosted journals, newsletters and bulletins (both hardcopy and electronic).

ii) Support units to organise regular conferences.

iii) Support regular public presentations and debates on topical areas of national or international concern.

iv) The university shall require doctoral students to publish their findings in any of the following forms:

a) Theses/dissertations as either monograph.

b) Theses/dissertations with chapters as stand-alone papers.

c) Theses/dissertations as a compilation of papers either already published or accepted for publication.

v) Re-establish and support the Makerere University Press. To this end, the University shall:

vi)   Establish, operationalise and review periodically the governance structure of the University Press.

vii)   Develop guidelines for the establishment and define the role of the Editorial Board.

viii)   Provide financial support to the University Press.

ix)   All research reports shall be deposited with the University Library and the national library at the researcher's cost.

x)   Makerere University theses/dissertations as Press books in shall line publish with the PhD Press guidelines.

17.4.11 Promotion of ethical conduct of research in the university

The University shall:

i)   Support the establishment of Institutional Review Boards to oversee the ethical conduct of research at units.

ii)   Develop, operationalise and review periodically guidelines on good research practices and misconduct.

17.4.12 Improvement of funding for research and innovations

The policy realises the importance of securing sufficient funds for staff members to conduct meaningful research, to attend national and international meetings, and to contribute to the research income of the University. It is envisaged that

the strategies highlighted hereunder will improve funding for research and innovations. To this end, the University shall:

a) Commit at least 3% of the internally generated funds to research and innovations annually.

b) Require graduate and undergraduate students to contribute towards the cost of research. The amounts paid shall be recommended by the Board of Research and Graduate Training.

c) Require all research projects to contribute 15% (DRGT 5%, Department 3%, School 2%, College 1%, and Centre 4%) of the research costs as institutional overheads/indirect costs. This shall be reviewed by the Board of Research and Graduate Training from time to time.

d) Continue to solicit research funds from national and international organisations, both public and private. Solicitation of funding shall be encouraged and facilitated at individual, departmental, school or institute, and college levels.

e) Engage the private sector to contribute towards research and innovations:

   i) Through contract research.

   ii) Sponsoring of research Chairs.

   iii) Through joint ventures, licensing, patents and trade marks.

f) Provide general information including databases on possible sources and modes of research funding on a regular basis.

g) The University shall subscribe to databases that provide information on funding opportunities.

h) To improve the gender responsiveness of the University through research and innovations.

i) Provide opportunities for staff and students to train in gender focused research methodology.

j) Integrate gender in research proposals.

k) Encourage involvement of women in research teams.

18.0 INTELLECTUAL PROPERTY MANAGEMENT POLICY

18.1 Policy Statement

This policy aims to stimulate and support innovative thinking among students and staff, and to enable ownership and efficient management of intellectual assets and innovations produced at Makerere University and its affiliated institutions. In addition, implementation of the Intellectual Property Management Policy (IPM) is envisaged to increase income arising from re- search activities, as well as increase the contribution of Makerere to the well- being of society.

18.2 Objectives of the IPM Policy

The overall objective of this Policy is to establish guidelines for the ownership, protection, processes and the professional management of intellectual property arising from the University's research activities. The specific objectives include:

a) To support and promote innovative ideas that can be transformed into useful products for the public good.

b) To facilitate efficient and effective dissemination and use of the University's Intellectual Assets through various modalities of access.

c) To support the management of intellectual property of the University.

d) To support and promote knowledge transfer mechanisms to students and the wider public.

e) To promote economic activity arising from the products of research and innovation.

f) To establish a conducive climate to encourage University personnel to generate, identify and commercialise their intellectual property.

18.3 Scope and Binding Effect of the Policy

i) This Policy applies to all IP generated at the University, in particular by staff members, students and visitors/collaborators.

ii) All background IP must be declared if it is to be excluded from the application of this policy.

18.4 Binding Effect of the Policy

i) Any form of employment contract or other agreement establishing any type of employment relationship between the University and staff members shall provide placing Staff Members under the scope of this policy.

ii) All Students upon acceptance of admission onto academic programs shall be required to sign a declaration to the effect that they are ready to comply with the provisions of this policy.

iii) It shall be a requirement that students participating in a research project sign an agreement before commencing the project, to the effect that they have read and will comply with the provisions of this policy.

iv) Each student and her/his supervisor shall be required to complete and sign the IP Discussion Form prior to the student beginning his or her thesis research.

18.5 Governance and Operation

i)   The University shall establish an Intellectual Property Management Committee (IPMC) to oversee the implementation and evolution of this Policy and provide strategic guidance to the IPMO.

ii)   The IP Committee shall consist of one member of each college of the University, chaired by a person appointed by the Vice Chancellor on a two-year term renewable ounce.

iii)   The IPM Committee shall be the ultimate decision making body in the determination of an IP management and commercialisation strategy for a particular IP.

iv)   The IP Management Committee shall establish regular meetings and also be available for ad hoc meetings.

v)   The Directorate of Research and Graduate Training (DRGT) shall be secretary to the IPM Committee.

18.6 Intellectual Property Management Office

The University shall establish an IP Management Office (IPMO) or designate a function within the Directorate of Research and Graduate Training or another organisation to act as such, to assist the University in managing and commercialising its IP in a form that will most effectively promote its identification, capture, registration, development and use for economic and social benefit.

18.7 Ownership of IP and Rights of Use

18.7.1 IP Created by Staff Members

i)   The University is the primary owner of all IP created by a staff member in the course and scope of his/her employment or contract with the University.

ii)   Staff members will own/co-own the IP they have created when such IP is outside the course and scope of their employment and without substantial use of the University's resources;

iii)   In the absence of provisions to the contrary in any national law, the terms of the research contract will regulate ownership of IP created by staff members in the course of a research project that forms part of a research contract, as set out in subsection 8.0.

iv)   University staff shall not disclose university IP in the course of performing outside work for reward unless prior permission has been obtained from the IPMO.

v)   It is the responsibility of each staff member that holds an honorary or other academic or research appointment at another institution (Host Institution) to bring to the attention of the host institution, including its IPMO, his/her obligations in terms of this policy, prior to the tenure at the host institution. To the extent that the host institution's IP policy makes a claim on IP created by the staff member pursuant to such appointment, the staff member shall ensure that the host institution negotiates a suitable IP arrangement with the University.

18.7.2 IP Created by Students

i) IP created by a student in the course of study at the University (including theses, dissertations and other scholarly works) will be owned by the student.

ii) The student shall grant a royalty free licence to the University to reproduce his/her thesis or dissertation and to distribute copies thereof to the public.

18.8 Publication, Non-Disclosure and Trade Secrets

i) The University encourages and supports the right of creators to decide if and when to publish their research results, in respect of 6.5.

ii) Non-disclosure for IP protection. In conjunction with the right of pub- lication, creators should be aware that premature public disclosure may result in loss of IP protection rights. Therefore, they are strongly encouraged to make all reasonable efforts to identify any protectable IP as early as possible, in respect of subsection 11, and shall consult IPMO before making any public disclosure of potential University IP or exercising their academic freedom rights.

iii) The University may designate certain confidential information as a trade secret, owned by the University. In that event, all creators will be obligated to maintain secrecy of the trade secret and to follow the direction for management of the Trade Secret by IPMO.

18.9 Research Contracts

i)   Staff members, students and visitors shall not have the right to enter into a research contract with external parties on behalf of the University unless they are authorised to do so by a designated officer of the University as per the research policy.

ii)   All research contracts must be executed and performed in compliance with the University's IP policy.

iii)   Persons acting for and on behalf of the University shall exercise all due diligence and consult IPMO when negotiating and signing contracts that may affect the University's IPRs.

iv)   Subject to any provisions in law to the contrary, ownership and rights to use shall be agreed upon with the external entity, in accordance with the applicable national laws.

v)   Research contracts shall comply with any applicable law and/or government regulations and/or rules, which may be applicable to re- search undertaken by the University, in particular, as far as it relates to the ownership of IP resulting from such research.

vi)   Proposed research contract and other legal statements concerning the University's IPRs shall comply with the provisions of this policy.

vii)   Any variance from this policy must be approved by the Vice- Chancellor on recommendation of the IPMC.

viii)   In certain cases, it may be necessary and/or beneficial to the University to enter into a research contract that contains exceptions to the provisions of this policy. Any such exceptions require prior, written approval from the Vice-Chancellor on recommendation of the IPMC.

18.10 Co-owned IP

a)   Co-ownership of IP generated pursuant to a research contract shall be in accordance with national legislative provisions. The ratio of co-ownership may be defined by the research contracts, failing which, the ratio will be determined as follows:

University	**70%**
External Party	**30%**

b)   The costs for protecting and maintaining any IPRs shall be shared between the University and the external party(ies)/sponsor(s) in accordance with the percentage of IP ownership, in an equal manner and/or as mutually agreed contractually.

c)   Any IP created during the course of the research contract which falls outside of scope of the research contract shall be owned by the researcher or the external   party(ies)/sponsor(s) which developed such IP, unless agreed contractually otherwise in the research contract..

18.11 Determinations by the IPMO

(a) Responsibility to Disclose IP

i)   Creators shall keep appropriate records of their research in accordance with the University's applicable policy procedures and make reasonable efforts to ensure that only those individuals within the University who have a need to have access to such records for the performance of their duties are granted such access.

ii)   Where a creator identifies potential IP resulting from his/her research [or that of his/her team], he/she shall disclose such potential IP to IPMO promptly by means of an IP Disclosure Form (Annex 2).

iii)   Creators must provide to IPMO such full, complete and accurate information as IPMO may reasonably require to enable it to sufficiently assess the technical and related features and functions, ownership, commercial potential and IP protection that might be applicable to such IP. Upon complete disclosure, the IP disclosure will be registered and assigned a reference number, and the IPMO will share this reference number with the creators to signify that the IP disclosure has been formally received by the University.

iv)   Disclosure Clause for IP related to GRs and/or TK when potential IP has been developed using genetic resources and/or traditional knowledge, the IPMO shall require its creators to disclose relevant information, in accordance with national legislation.

(b)   Creatorship and Ownership

i)   Creators shall, upon request, sign the appropriate legal documents provided by the IPMO that attest to creatorship. Where there is more than one Creator, and there is a dispute as to the contribution to creatorship, IPMO shall in consultation with the creators, assist in the determination of the percentage of IP creatorship; failing which it shall be assumed that there was an equal contribution.

ii)   Once creatorship has been determined, the creators shall be required to formally assign any right, title or interest they may have in that IP to the University in the form of a contract that specifies the rights that will accrue to the creator(s) and the University, and the obligations they will have to assist the Uni- versity with the commercialisation of that IP.

18.12 Determination as to IP Protection and Commercialisation

i)   IPMO will analyse the information disclosed in the IP Disclosure Form within 8 weeks of formal receipt. The analysis will include: Whether or not the subject matter is protectable as IP; An assessment of economic viability or marketability; and Determination of any rights of external parties, such as a funder or collaborator. After evaluation, IPMO will prepare a preliminary report with findings that enable the University to decide if it will proceed with IP protection and Commercialisation. IPMO shall share the preliminary report with the creator(s), and seek their input.

ii)   The University will decide, as soon as reasonably practicable, whether or not it wishes to protect and/or commercialise the IP. IPMO will use all reasonable efforts to notify the creator(s) of the University's decision within 90 (ninety) days of formal receipt of the IP Disclosure Form. IPMO will also make a determination in relation to the validity of any claim made by a staff member, a visitor or a student that they are the true creator(s) of that IP and in relation to their rights under this policy.

18.13 Institution Decision to Protect or Commercialise the IP

i)   The University reserves the right not to protect or commercialise IP that it owns if after consultation with the creators:

a) There is no reasonable prospect of commercial success;

b) It is not deemed to be in the best interest of the University; or

c) BIt is not deemed to be in the public interest.

ii)   In the event the University decides not to pursue IP protection and/or Commercialisation, it will take steps to return the said IPRs to the creator(s), contingent on any other superseding contract rights of external party(ies)/sponsor(s).

iii) If the University is unable to or decides not to protect or commercialise the University IP, it should notify the relevant creator(s) of its decision in writing and in a timely3 manner.

iv) The creator(s) should receive the written notification in a time- ly manner that enables the relevant creator(s) to take any formal steps to ensure the protection of IP, should they so desire.

v) If the creator elects to take assignment of the IP, the University shall ensure that a deed of assignment is executed without delay.

vi) If the University assigns IPRs to the creator in terms of this Subsection 9.4.5, the assignment may be subject to one or more of the following terms and conditions:

vii) That upon commercialisation, the University be compensated for any expenditure it may have incurred in connection with the protection and/or Commercialisation of such IP; and/or

viii) That the University be granted a non-exclusive, royalty free licence to use the IP for research and teaching purposes.

18.14 Commercialisation of IP

i) Within 3 months of the decision to protect or commercialise the IP under Subsection 11.3.2, the University will determine, with input from the creators, the most appropriate commercialisation strategy.

ii)   Creators of IP which has been selected for IP protection and commercialisation by the University shall provide IPMO with all reasonable support in the assessment, protection (including preventing premature disclosure) and execution of any documents including deeds of assignment and deeds attesting to creatorship), and commercialisation of the IP.

iii)   The University shall have the sole discretion regarding the commercialisation of IP owned by it. Notwithstanding, the University shall en- sure that reasonable efforts are made to keep the creators informed and, where appropriate, involved in the commercialisation of the IP to which they contributed. The commercialisation of University IP shall be planned, executed, and monitored by the University through the IPMO.

iv)   Modes of IP commercialisation may include:

- License either exclusive or non-exclusive and variations thereof

- Assignment (sale)

- Formation of a commercialisation entity to which the IP is licenced or assigned in terms of this policy

- Non-profit use or donation

- Joint ventures

- Royalty free access on humanitarian or other grounds or various combinations of the above.

v)   Regardless of the mode of IP commercialisation, the transaction will be executed in a contract which:

- Protects the interests of the University, its staff members, students and visitors.

- Retains rights for the University to use the IP for educational and research purposes.

- Assures that the IP will be utilised in a manner which will serve the public good.

- Assures that the IP will be developed and brought to the marketplace as useful goods and services.

- Prohibits the "shelving" or "mothballing" 4 of the IP or its use in any illegal or unethical manner.

vi)   The University will endeavour to commercialise IP in a manner that enhances local, regional, and national economic development.

vii) The University will endeavour to commercialise IP in a manner that encourages and fosters entrepreneurship by staff members and others, and which supports commercialisation entities.

18.15 Incentives and Distribution of Revenues

i)   The University shall ensure equitable sharing of benefits arising from commercialised IP so as to ensure reward for creativity and provide incentives, monetary and non-monetary, to encourage further research and innovation.

ii)   Sharing of revenue shall be determined on Net IP revenue after taxation and other statutory subtractions. The University shall keep 60% of the revenue coming out of the commercialisation with 40% to the researcher/research team. This share shall be applicable but not limited to lump sum payments and, where negotiated as per the IP commercialisation plan, to royalty payments, licence fees, dividends and incomes arising out of the IP.

a)   The University's share of Net IP Revenue is distributed internally as follows:

50% for further research [the Inventor];

25% to IPMO;

15% for further IP prosecution and maintenance costs; and 10% to institutional overheads.

b)   As a means to incentivise the generation of innovations, IP protection shall be factored into the promotion criteria of staff as per the Makerere University Human Resource Manual.

19.0 QUALITY ASSURANCE

19.1 Maintenance of High Quality Research and Programmes

High quality graduate education depends upon the professional and ethical conduct of the participants. Academic staff and graduate students have complementary responsibilities in the maintenance of academic standards and the creation of high quality graduate programmes. Excellence in graduate education is achieved when both academic staff and students are highly motivated, possess the academic and professional backgrounds necessary to perform at the highest level, and are sincere in their desire to see each other   succeed.

19.2 General Principle

A major purpose of graduate education at the Makerere University is to instil in each student an understanding of and capacity for scholarship, independent research, critical thinking skills, and intellectual honesty.

19.3 Programme of Study

Graduate education is intended to answer the personal needs of students and the special needs of society not satisfied through undergraduate training. Graduate degree programmes should provide graduate students with the opportunity to develop qualities through research and a variety of learning experiences. The qualities should reflect changing expectations of graduates in terms of disciplinary knowledge and capability; transferable skills; professional

skills; and responsible research conduct. The attributes below should be developed by students graduating from graduate programs at Makerere University.

i) Disciplinary knowledge and aptitude

• In-depth, advanced knowledge and understanding of one or more disciplinary area(s).

• Ability to apply theoretical frameworks and research methods in a field or discipline to develop new concepts, formulate research hypotheses or identify new problems and produce original outputs.

• Well-developed technical capability that enables collection, synthesis and analysis of data.

• Ability to communicate results of research in terms of impact and application of new knowledge.

• Ability to make a substantive and independent contribution to knowledge in the discipline and/or formulate and solve problems.

ii) Transferable skills

• Ability to apply original and creative ideas, and analytical and critical thinking skills to generate new knowledge, investigate problems and develop inventive solutions.

• Capacity to communicate ideas effectively to a range of audiences inside and outside the field of study or discipline and to the wider community.

• Ability to work collaboratively and effectively with

others, within a range of teams and contexts, respecting individual roles and responsibilities.

- Ability to lead, manage and execute projects within or across disciplines.

- Ability to write coherently and convincingly.

iii) Professional competencies

- Developed or developing professional competencies in areas that may include commercialisation and technology transfer, management of intellectual assets, cultural knowledge and cross-cultural communication, entrepreneurship, policy development, research supervision, grant writing and management, and teaching and learning.

- Capacity to communicate knowledge for the education of others, which may include teaching and supervision.

iv) Researcher competency

- Clear understanding and practice of the requirements of the responsible conduct and sharing of research.

- Ability to analyse and describe data and information objectively.

- Contribute to open discussion on topics that intersect with disciplinary expertise.

- Each college/school/department should embed learning experiences that suit their discipline, and these learning experiences may be derived from a variety of sources including from within the academic unit, university and discipline/profession.

19.4 Continuous Graduate Registration Requirement

After completing all coursework courses included in the planned programmes or plans of study for degrees, all graduate students must remain continuously registered in each regular semester up to and including the semester in which the degrees are awarded for their programmes.

19.5 Regulatory Obligations and Quality Assurance

The Chairpersons and members of the College/School Graduate Studies and Research Committees must become familiar with University rules, regulations, policies, and procedures below:

a)   Each applicant recommended to the Board of Research and Graduate Training for admission must meet the formal requirements for admission, as specified in the relevant rules, including the University's minimum requirement.

b)   The proposed research project must be appropriate for the degree and must be able to be completed within the maximum time limit for the degree.

c)   The department/school/college must be an appropriate academic location for the proposed research, and appropriate resources (including fieldwork funds) and physical facilities must be provided and maintained through the research period.

d)   All statements made by a candidate and/or supervisor through the regular reporting procedures established

by the University must be validated by the signature of the Head of Department. Any issues raised for the attention of the Head of Department should be followed up with the candidate, supervisor or the Director of the Directorate of Research and Graduate Training, as appropriate.

e)   Supervisors must be made aware of the requirement to keep the Directorate of Research and Graduate Training informed, via the Chair of Department, of variation to candidature or any changes to circumstances which might impact on a supervisor's ability to supervise via the Chair of Department.

f)   Supervisors must be made aware of their responsibilities towards research candidates and assisted to ensure they fulfil all academic and administrative requirements promptly and satisfactorily.

19.6 Graduate Research Community

a)   Appropriate opportunities shall be provided, by way of seminars and related activities, for candidates to develop their skills at presenting their work, and to be integrated into a cohesive group. Supervisors and candidates should be encouraged to attend.

b)   Candidates and supervisors shall be encouraged to participate in other appropriate training activities, such as workshops in the University.

c)   Appropriate opportunities shall be provided for candidates to participate in the intellectual activity of the School and to interact with and develop profitable intellectual relationships with one another.

d)   Each candidate shall be provided with information about the school, including resource allocation, its staff and other candidates' projects, normally in the form of induction. Candidates and supervisors are also encouraged to attend University induction activities.

e)   The school shall, where possible, facilitate contact between the candidate and other researchers in related areas, including external agency, industry, or other institutional links.

19.7 Supervision and Candidate-Supervisor Relationship

a)   Supervision must be arranged, provided and maintained in accordance with the relevant University rules and the Board of Research and Graduate Training's specific responsibilities in relation to thesis preparation, submission and examination:

b)   At the time of submission, the Head of Department must certify that the thesis is properly presented, conforms to the relevant University rules and is, therefore, prima facie, worthy of examination.

c)   Examiners must be nominated and recommended to the Board of Research and Graduate Training, College/School, as appropriate in a timely fashion, and normally three weeks prior to submission of a thesis for examination.

19.8 Grievances and Appeals

a)   Appropriate Directorate of Research and Graduate Training procedure to deal with situations which might

be perceived as involving conflicts of interest, including incidences where the Chair of the Department is a candidate's supervisor, must exist and candidates must be made aware of them.

b)	Appropriate DRGT procedure to deal with unresolved conflicts between supervisor(s) and candidates must be known by all candidates.

19.9 Staff Workload

In allocating workload to staff the following guidelines shall be used:

i)	The maximum workload (hours per week) for teaching members of staff are weighted in terms of hours as follows:

a.	Lecture Preparation	12
b.	Lecturing	6
c.	Tutorial/Seminar	2
d.	Marking	6
e.	Practical/Clinical	2
f.	Supervision	4
g.	Research	4
h.	Maximum workload per week	40

ii)	The mandatory contact hours are based on visible and monitorable workload. (b), (c), and (e) which should be 10 contact hours per week for a member of staff.

iii)   At postgraduate level, Senate decided that only staff who possess PhDs or who are at the rank of senior lecturer should teach and supervise graduate students.

iv)   The Senate approved the following staff/student ratios to guide in deciding the intake capacity to graduate programmes:

a	Masters programmes students	1:5 One lecturer to five students
b	PhD programmes students	1:3 One lecturer to three students
c	Post graduate diploma Programmes	1:10 One lecturer to 10 students

A supervisor shall be allocated no more than four doctoral students at any one time. Where the supervisor also has Master's degree students, the following alternatives shall apply:

i)   No more than 3 doctoral students and 2 Master's degree students at any one time.

ii)   No more than 2 doctoral students and 4 Master's degree students at any one time.

iii)   No more than 1 doctoral student and 6 Master's degree students at any one time.

iv)   No more than 8 Master's degree students at any one time.

19.10 Teaching and Supervision workload

In determining the workload for academic staff, institutions should take into consideration the average notional working week of 40 hours and the fact that academic staff are required to teach, carry out research and be involved in community engagements.

A senior academic staff is expected to teach for not more than 10 hours and should spend at least 20 hours on research related activities, which includes supervision of students. The remaining 10 hours can be used for preparations of lectures, setting of assignments, examinations, marking and outreach activities. The workload of a supervisor is therefore, derived from a typical senior academic staff that has eight Master's Degree students and has allocated 20 hours for research related activities.

It is estimated that the supervisor will give one hour per week for face to face interactions with each candidate and will spend an additional one and a half hours per week to read and critique each candidate's submission; hence exhausting the 20 notional hours per week for research related activities. The supervisor may also be involved with PhD candidates. Therefore, in deriving the workload, it is estimated that the workload for supervising PhD students is twice as much as that for Master's degree students.

20.0 EXAMINATION MALPRACTICES AND IRREGULARITIES

Rule 1: Malpractices in Relation to Coursework

It shall be an offence for a student/candidate to avail to another student/candidate his/her prepared coursework with a view to assisting the latter to do his/her coursework or to negligently expose his/her coursework to another candidate to use.

Penalty

Any student/candidate found guilty of the offence under Rule 1 above shall be liable to:

i)   Caution and Cancellation of his/her coursework, or

ii)   Caution and Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year.

Rule 2: Fraud in Relation to Coursework

It shall be an offence for a student/candidate to:

a)   Submit coursework not prepared by him/her.

b)   Substantially plagiarise the work of any other person.

c)   Solicit/purchase any coursework from any other person.

d)   Falsify/alter marks awarded on a coursework script.

Penalty

Any student/candidate found guilty of involvement in fraudulent conduct related to coursework as set out in Rule 2 above shall be liable to:

i)   Caution and Cancellation of his/her coursework, or

ii)   Cancellation of his/her coursework and suspension from his/her studies for a period not exceeding one academic year, or

iii)   Cancellation of his/her coursework and dismissal from the University.

Rule 3: Malpractices in the Conduct of Examinations

It shall be an offence for a student/candidate involved in an examination/test to:

a)   Sit or attempt to sit the examination without valid documentation.

b)   Enter the examination hall/room later than half an hour after the examination/test has commenced.

c)   Leave the examination hall/room earlier than half an hour after the examination has commenced except in emergencies with the express permission of the Invigilator.

d)   Carry out a conversation or any other communication with another student/candidate once the examination has commenced.

e)   Indulge in any disruptive conduct including, but not limited to, shouting, assault of another student/ candidate, using abusive and or threatening language, destruction of university property or the property of another student/candidate.

f)   Take out of the examination room/hall answer booklet(s), used or unused.

g)   Neglect, omit or in any other way fail to follow lawful instructions or orders issued by the Invigilator.

h)   Physically assault or insult an Invigilator or any University official involved in the conduct of the examination.

Penalty

Any student/candidate found guilty of contravening Rule 3 above, shall be liable to:

i)   Caution and cancellation of the relevant examination.

ii)   Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or

iii) Cancellation of the relevant examination and dismissal from the University.

iv) A student/candidate who contravenes Rule 3(e) shall be liable to a fine as well as any penalty specified above.

v)   A government-sponsored student/candidate found guilty of contravening Rule 3 above, may have the Government sponsorship cancelled besides any other

punishment taking into account the gravity of the offence except in cases where the student/candidate is dismissed from the University.

vi) Any student/candidate found guilty of contravening Rule 3(h) above by physically assaulting an Invigilator or a University Official shall be dismissed from the University.

Rule 4: Cheating in an Examination

It shall be an offence for any student/candidate involved in an examination to:

a) Take into the examination room/hall, in person or by agent, unauthorised materials including, but not limited to, plain papers, condensed/summarised notes, books, and handkerchiefs on which information is written or information written on any part of the body, recording apparatus, mobile phones or any unauthorised electronic equipment.

b) Copy from any other candidate/student.

c) Involve oneself in plagiarism, that is:

(i) Pass off the words or ideas of someone else as his/her own without proper acknowledgement or crediting the original source.

(ii Replicate one's own work which one has presented elsewhere for assessment.

d) Aid and/or abet another candidate/student to copy from a script/book of another person.

e)   Exchange answers with another candidate/student in or outside the examination room.

f)   Collaborate with another candidate/student in the examination room to use telephone discussions and share material including calculators and other electronic equipment.

Penalty

Any student/candidate found guilty of cheating in examinations as defined above shall be liable to:

i)   Caution and cancellation of the relevant examination, or

ii)   Cancellation of the relevant examination and suspension from the University for a period not exceeding two years, or

iii)   Cancellation of the examinations and dismissal from the University.

iv)   A Government-sponsored student/candidate found guilty of contravening Rule 4 above, may have the Government sponsorship cancelled besides any other punishment except in cases where the student/candidate is dismissed from the University.

v)   Any student/candidate found guilty of cheating in examinations on second conviction shall be dismissed from the University.

vi)   On conclusion of the malpractice case, the confiscated unauthorised material shall be destroyed within sixty (60) days from the date of the letter communicating the decision.

vii) Where several paragraphs or ideas have been plagiarised the student shall be warned and awarded a grade "D" for the submitted work.

viii) On a second charge of the offence of plagiarism as defined in (a) above, the examination shall be cancelled and the student awarded a grade "F" for the submitted work.

ix) On a third and subsequent time of the offence of plagiarism as defined in (a) above, the student shall be suspended for a year.

x) Where the entire material has been lifted from another source verbatim or with only slight alterations the student shall be dismissed from the University.

Rule 5: Fraud in Examinations

It shall be an offence for a student/candidate involved in an examination to:

a) Import into the examination hall/room, in person or by agent, a pre-prepared answer script/booklet.

b) Substitute an answer script/booklet prepared outside the examination room/hall for the one already submitted to the Invigilator/ Examiner.

c) Falsify or alter marks awarded on an examination script/book.

d) Impersonate another student/candidate.

e) Procure or induce another person to sit for him/her.

f)   Utter false documents in relation to eligibility to sit University examinations.

g)   Sit or attempt to sit an examination without authority.

h)   Deliver to the Examiner's office or residence an examination script/booklet outside the scheduled time for delivery without due authority.

i)   Fraudulently receive examination papers/questions which have been illegally procured or made available.

j)   Fraudulently access or attempt to access examination questions before the examination is due.

k)   Pay or induce another person to illegally procure or make available examination questions/papers.

Penalty

Any student/candidate found guilty of fraudulent conduct as defined above shall be liable to:

i)   Cancellation of the relevant examination and suspension from the University for a period not exceeding two academic years, or

ii)   Cancellation of the relevant examinations and dismissal from the University.

iii)   A Government-sponsored student/candidate found guilty of contravening

Rule 5 above, may have the Government sponsorship cancelled besides any other punishment except in cases where the student/candidate is dismissed from the University.

Rule 6: Offences Relating to the Conduct of Irregularities Hearing

It shall be an offence for any student/candidate whether or not he/she has been accused of an irregularity to:

a) Interfere with the conduct of investigations into the matter or the hearing of an irregularity by the College/School Appeals and Irregularities Committee.

b) Intimidate members of the Committee or other members of the University Staff or witnesses in the irregularity matter.

c) Destroy evidence relating to an alleged irregularity.

d) Forge or utter false documents in relation to an alleged irregularity.

e) Bribe or attempt to bribe a University official, witness or any other person in relation to an alleged irregularity.

f) Harass or procure others to harass on his/her behalf a University official, witnesses or any other person in relation to an irregularity by making constant telephone calls, visits, etc.

Penalty

Any student/candidate found guilty of interference with the conduct of an irregularity hearing as defined in Rule 6 above shall be liable to:

i) Cancellation of the relevant examinations, or

ii) Cancellation of the relevant examinations and suspension from the University for a period not exceeding one academic year, or

iii)   Cancellation of the relevant examinations and dismissal from the University.

Rule 7: Possession of Firearms during the Examination Period

It shall be an offence for a student/candidate involved in an examination/test to:

a)   Bring within the precincts of the examination room any firearm or potentially dangerous weapon.

b)   Use a firearm or any potentially dangerous weapon with the purpose to intimidate, threaten or otherwise deter investigations into any examination irregularity.

Penalty

Any student found guilty of the offence defined in Rule 7(a) shall be liable to:

i)   Caution and cancellation of the relevant examination, or

ii)   Cancellation of the relevant examination and suspension for a period not exceeding two years, or

iii)   Cancellation of the relevant examination and dismissal from the University.

NOTE: The term potentially lethal weapon for purposes of Rule 7(a) includes, but is not limited to, pangas, machetes, daggers, switch blades, spears, swords, bows and arrows, brass knuckles and any incendiary device. This definition also includes imitations of potentially dangerous weapons such as fake guns.

Rule 8: Mitigating and Aggravating Factors When Determining the Appropriate Punishment

Where the Rule provides a range of punishments, the Committee may take into account the following mitigating and aggravating factors in determining the appropriate punishment.

(a) Mitigating Factors.

i) Remorse on the part of the student/candidate. (ii). Truthfulness

ii) Lack of substantial benefit from the malpractice (iv).

iii) Student/candidate first offender

iv) Plea of guilty therefore not wasting the Committee's time.

(b) Aggravating Factors.

i) Substantial benefit from the malpractice.

ii) Lack of credibility.

iii) General misconduct.

iv) Frivolous and vexatious denials.

v) Allegations of misconduct on the part of University staff which are subsequently proved to be false.

vi) Second conviction.

Rule 9: Procedure for Hearing of Malpractice Cases

(a) Guidelines on apprehension of a suspect

i) When a student/candidate is suspected to be engaging in examination malpractices, he/she should be apprehended immediately. In the apprehension of a suspect, the following should be taken into account:

a) A suspect should be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated. Body searches should be done in the presence of another person.

b) The materials should be taken away as soon as they are found and kept as exhibits.

c) Identity of the suspect and possible witnesses should be recorded immediately.

d) A suspect should be allowed to proceed with the examination since he/she is presumed to be innocent until proved guilty.

(ii) Rules of Natural Justice

In the handling of examination irregularities and malpractices, the College/School Examinations Irregularities and Appeals Committee shall take into account the following principles of natural justice:

a) Fair and equal treatment of all students/candidates,

b) The opportunity to enter a plea of guilty or not guilty,

c) Fair hearing accorded to all students/candidates,

d)   Right of students/candidates to appear and to defend themselves.

e)   Staff not to sit in judgment of their own cause, and consistency in punishments.

(iii)   Pre-hearing

a)   The Member of Staff who alleges that a student/candidate was involved in a malpractice shall make a formal written report to the Chairperson of the Committee. Any materials allegedly found on the student/candidate should be given to the Chairperson for safe custody.

b)   The Chairperson of the Committee shall inform the student/candidate in writing of the allegation. A copy of the Rules shall be availed to the student/candidate with the letter of the Chairperson.

c)   The student/candidate shall be allowed to make a formal defence to the allegations in writing addressed to the Chairperson of the Committee.

d)   The student/candidate shall then be invited in writing or by whatever expedient method to appear before the Committee to defend himself/herself.

e)   The student/candidate shall be given adequate notice of the date of appearing before the College/School Examinations Irregularities and Appeals Committee to enable him/her time to prepare his/her defence.

- (a) A student/candidate who fails or refuses or omits to appear after being effectively summoned three times shall be suspended indefinitely from the University pending his/her appearance before the Committee.

- (b) The suspension shall remain in place until the Chairperson of the Committee formally notifies the Academic Registrar that the student/candidate has appeared and answered the allegations.

f) A student/candidate alleged to have been involved in examination malpractice shall not be registered for subsequent semester until such a time that the case has been disposed of.

iv)   Hearing

The Committee shall be properly constituted by the Chairperson and six other members. The membership of the Committee shall be drawn from the Principal, Deans and Chairs of Departments in each College/School. Quorum of the Committee shall be five members present.

Note:

a)   The membership and quorum should be determined in such a way as to ensure that members do not sit in udgement of their own cases.

b)   The College Academic Board in each college/school should determine the membership of the College/School Appeals and Irregularities Committee.

c)   The student/candidate shall appear in person before the Committee and identify himself/herself as the subject of the proceedings. The member of staff/ invigilator concerned should also be present.

d)   The Committee shall formally charge the student/ candidate. The student/candidate shall be informed by the prosecutor of the allegations against him/her and the Rule in the Rules on Examination Malpractices and Irregularities he/she is alleged to have breached. In addition, he/she shall be informed of the possible punishments.

e)   The student/candidate shall formally respond to such allegations.

f)   When the student/candidate responds in the affirmative, a plea of guilty shall be recorded by the prosecutor.

g)   On a plea of guilty, the member of staff/invigilator reporting the malpractice shall present the facts constituting the malpractice to the Committee in the presence of the student/candidate.

h)   Where the student/candidate is alleged to have been found with unauthorised materials, the materials shall be brought before the Committee and the member of staff making the report shall state formally in the presence of the student/candidate whether they are the materials he/she is alleged to have found in the possession of the student/candidate.

i)   The student/candidate shall be given an opportunity to respond to allegations of fact. He/she may disagree with them and he/she has a right to cross-examine the person making the report.

j)   Where the student/candidate responds to the allegations of facts and the Committee is of the considered opinion that in substance he/she is pleading not guilty, it shall direct that a plea of not guilty be substituted for the plea of guilty.

Note: Where the student/candidate admits the offence with an explanation or makes a plea that is vague, the Committee should record a plea of not guilty).

v)   Nature of General Evidence

a)   The Committee may admit oral and material evidence, which may be direct or circumstantial.

Note: Direct evidence is the account of the eyewitnesses or the original documents while circumstantial evidence is that which is inferred from the circumstances of the case e.g. the student/candidate running away when approached by an invigilator).

b)   The Committee may not admit hearsay evidence unless there is independent evidence that lends it credence.

Note: Hearsay evidence is indirect in the sense that it is given by a person who was not an eye witness e.g. where a witness reports what was told to her/him by another person or photocopies of documents produced where the original is not produced with no adequate explanation as to why. Such evidence should only be

accepted where there is other direct evidence which supports the hearsay.)

c)   After the close of the evidence and before a decision is made, the student/candidate shall be given an opportunity to present to the Committee mitigating factors.

vi)   Post-Hearing

a)   The Committee shall deliberate on the matter preferably on the same day as the hearing.

b)   The Committee shall make findings of fact with respect to the evidence and make a decision based on those facts. The Committee must assign reasons for each decision.

c)   The proceedings, Committee deliberations and the decision/ recommendation should be recorded and a signed record forwarded to the Senate Academic Policies and Appeals Committee for information to base on decisions other than dismissal.

d)   The student/candidate shall be officially informed of such decision and availed a copy of the decision as well as the record of the proceedings.

e)   The student/candidate shall be informed of his/her right of appeal and the procedure to be followed.

f)   Where the Committee recommends dismissal of a student/candidate, the decision must be confirmed by the Nature of General Evidence

g) The Committee may admit oral and material evidence, which may be direct or circumstantial.

   Note: Direct evidence is the account of the eyewitnesses or the original documents while circumstantial evidence is that which is inferred from the circumstances of the case e.g. the student/candidate running away when approached by an invigilator).

h) The Committee may not admit hearsay evidence unless there is independent evidence that lends it credence.

   Note: Hearsay evidence is indirect in the sense that it is given by a person who was not an eye witness e.g. where a witness reports what was told to her/him by another person or photocopies of documents produced where the original is not produced with no adequate explanation as to why. Such evidence should only be accepted where there is other direct evidence which supports the hearsay.

i) After the close of the evidence and before a decision is made, the student/candidate shall be given an opportunity to present to the Committee mitigating factors.

vi) Post-Hearing

a) The Committee shall deliberate on the matter preferably on the same day as the hearing.

b) The Committee shall make findings of fact with respect

to the evidence and make a decision based on those facts. The Committee must assign reasons for each decision.

c)   The proceedings, Committee deliberations and the decision/ recommendation should be recorded and a signed record forwarded to the Senate Academic Policies and Appeals Committee for information to base on decisions other than dismissal.

d)   The student/candidate shall be officially informed of such decision and availed a copy of the decision as well as the record of the proceedings.

e)   The student/candidate shall be informed of his/her right of appeal and the procedure to be followed.

f)   Where the Committee recommends dismissal of a student/candidate, the decision must be confirmed by the Senate Academic Policies and Appeals Committee, and then the student/candidate shall be officially informed of the final decision.

vii)   Appeal Procedures

a)   A student/candidate who is dissatisfied with the decision of a College/School Examinations Irregularities and Appeals Committee may appeal to the Senate Academic Policies and Appeals Committee within 30 days from the date of the letter communicating the decision.

b)   The appeal shall be in writing addressed to the Academic Registrar and copied to the College/School Examinations Irregularities and Appeals Committee stating clearly the grounds of appeal. The Academic Registrar shall acknowledge in writing to the student/candidate and Chairperson of College/School Committee receipt of the appeal.

c)   A student/candidate who pleaded guilty to an offence before the College/School Committee shall have a right of appeal only with respect to the penalty.

d)   The Senate Academic Policies and Appeals Committee shall hear the appeal expeditiously. The student/candidate appealing shall be notified in writing of the date when the appeal will be heard and should be given an opportunity to appear before the Senate Academic Policies and Appeals Committee and be heard.

e)   The Academic Registrar shall officially notify the College/School Committee that made the decision in the first instance of the date of hearing of the appeal. The College/School Committee shall have a right of representation.

f)   At the hearing of the appeal, the student/candidate shall have an opportunity to be heard and the College/School Committee shall have a right to respond to the student/candidate's presentation.

g)   The Senate Academic Policies and Appeals Committee shall have power on cause being shown to allow the student/candidate present additional evidence before it.

h)   Where additional witnesses are called, they will be subject to cross-examination by the representative of the College/School Committee. The College/School Committee may also adduce additional evidence, which may be responded to by the student/candidate.

i)   The Senate Academic Policies and Appeals Committee will then deliberate in the absence of the student/candidate and College/School Committee representative preferably on the date of hearing.

j)   The Senate Examinations Committee may confirm, vary or set aside the decision of the College/School Committee.

k)   The Senate Examinations Committee shall take into account the rules of natural justice set out in Rule 9(ii) 2 of these Rules.

21.0 STUDENTS' SUPPORT SERVICES

21.1 General Rule for Possession of Firearms

It shall be an offence for any student to:

a)   Be in possession of firearms or other potentially lethal weapons on university property and halls of residence.

b)   Use a firearm or any potentially lethal weapon on university property and halls of residence.

c)   Appear on university property or halls of residence wearing a law enforcement security uniform.

Penalty

i)   Caution, or

ii)   Suspension for a period not exceeding two academic years, or

iii)   Dismissal from the University without prejudice to any action that may be pursued in a court of law.

21.2 Policy on Retention and Disposition of Examination Scripts

Due to lack of space in the Academic Units for storing large volumes of scripts, the Senate has decided on the following measures in handling the retention and disposition of assessment/examination scripts:

Academic Units shall store/retain all assessment examination scripts of students for a period of two years with effect from

the end of the semester of a particular assessment. The retention will allow the University to address any complaints or appeals and also to use the scripts for quality assurance purposes.

The Deans are responsible for ensuring that examination scripts are disposed of in a secure and appropriate manner at the end of the defined period (two years from the semester of a particular assessment).

The Academic Units shall ensure prompt return of courseworkscripts/assignments/class tests at least not later than two weeks before the beginning of the semester final examinations to enable students know their progress and/or learn from past   mistakes.

21.3 Induction/Orientation

After the student has received his/her admission letter, he/she should report to his/her Department for guidance on induction. Details of the induction programme are enclosed along with the admission letter. Induction helps the new student to become familiar with the university environment and is an opportunity to learn more about the Department, its research activities, and its personnel. During this time, the student is expected to meet with his/her prospective supervisor to discuss the study programme including the rights and obligations of each party. Generally, the induction processes include (but not limited to) the following activities:

i) Guidance on reporting protocol (channels of communication, communication hierarchy etc.).

ii) A structured Directorate of Research and Graduate Training induction programme.

iii) An introduction to the department/unit (college/school staff, space, email and internet access, library/book-bank facilities, lab/studio facilities and any relevant on going activities etc.).

iv) Provision of working space for students.

v) Meeting with supervisor(s) and discussing relevant courses.

vi) Discussing and agreeing on the study plan/way forward with supervisor(s).

vii) Making input on the composition of the Doctoral Committee (Note: At least two of the members of the Doctoral Committee must be supervisors).

viii) Understanding the responsibilities of the student vis-à-vis those of the supervisor(s).

ix) Guidance on the importance of being an active part of the international academic community (including attending conferences and writing conference papers).

x) Guidance on scholarly writing.

21.4 Research Support

The University allocates research funds to support doctoral research from sources such as the Uganda Government; University income from internally generated funds; and funds from donors.

For further information, link to http://rgt.mak.ac.ug/

21.5 Information Communications Technology (ICT)

The University, through the Directorate of Information Communications Technology Support (DICTS), provides computer and related services to all the university units. The College/School assists the graduate students to access internet and e-mail facilities, and related computer services.

21.6 Library Services

Please note that the University Library subscribes to a large number and wide variety of scholarly online journals and e-books as a special service for researchers. The University Library on the main campus serves all students and staff. In addition, there are sub-libraries in the many Schools, Institutes and Schools and several departmental libraries. For more information visit www.makerere.ac.ug/mulib

21.7 Guidance and Counselling

In case you require guidance and counselling on academic or social issues, the first point of call is your supervisor(s) who will guide you on the course of action. The University Guidance and Counselling office is located on the campus opposite Mary Stuart Hall.

21.8 Health Services

There is a university hospital on the campus which caters for students and staff. Mulago Hospital, the main national referral hospital is within walking distance from the main campus. In addition, there are several other hospitals and many private clinics in the greater Kampala   area.

The University offers basic health services at the University Hospital. Students are advised to take up health insurance from local companies or from their home countries. Students are also advised to familiarise themselves with these services before they seek similar services elsewhere.

21.9 Accommodation

There is one hall of residence on campus for accommodation of graduate students. Other accommodation facilities can be obtained from the hostels surrounding the University. These hostels are within walking distance of the University.

21.10 Financial Support or Sponsorship

Makerere University does not offer scholarships to graduate students with the exception of its own academic staff on graduate training. All graduate students should seek for sponsorships from various donors. Graduate students may fund their studies and/or research through a variety of means, including:

i)   Self-sponsorship

ii)   Private-sponsorship

iii)   Departmental, school, college or University projects that may cater for research and/or doctoral training.

iv)   University research funds (for University staff only)

In addition, there are organisations which offer financial support to students. Students are advised to consult with the Directorate of Research and Graduate Training Research Division, for guidance or visit the DRGT website for more information at http://rgt.mak.ac.ug/

22.0 POSTGRADUATE STUDENTS UNION (PSU)

The PSU is a council of graduate students which is a body that brings all graduate students together and coordinates research, academic and welfare matters of graduate students. PSU represent graduate students on key and relevant bodies, and committees of the University Council and Senate. The Council of graduate students was formed in 2022. All graduate students are de facto members of PSU and they are, therefore, expected to pay annual membership and subscriptions. PSU is the body that brings all graduate students together and coordinates the welfare and academic matters of graduate students. The University Council and Senate have agreed that graduate students be represented on the key and relevant bodies, and committees to present and articulate graduate issues, to champion the traditions of the University in research and promote cultures worthy of research excellence and leadership. The PSU has a constitution and structure managed by an executive body popularly referred to as CABINET. Students are invited to register with PSU at graduate hall of Dag Hammerskjold.

22.1 Membership of PSU

All registered Makerere University graduate students are de facto members of PSU and are expected to pay annual membership and subscriptions.

a) How can you get involved?

All graduate students are represented on the PSU through graduate course/ programme representatives; every programme sends a representative to the Union through elections at programme level. Graduate students are encouraged to participate in PSU programmes/activities.

b)   Benefits from PSU

i)   PSU organises regular research workshops and seminars which are essential for graduate students' success.

ii)   Regular adverts for research and scholarship opportunities for graduate students.

iii)   Advocacy for students' rights and obligations. For example, if you have problems with your lecturers, supervisors or matters affecting you socially or otherwise, PSU advocates for dialogue to find solutions.

iv)   Organisation of graduate students' exchange visits to universities within and outside East Africa.

v)   Publication of the Graduate Voice Magazine.

vi)   Organisation of graduate social events, etc.

1)   More information regarding graduate studies can be obtained from the schools/departments where the programme is hosted or the respective website.

2)   Staff and students should also visit the Directorate of Research and Graduate Training on the University website at http://rgt.mak.ac.ug/ The following documents are available at the Directorate:

a)   Supervision guidelines

b)   General information brochure on graduate studies at Makerere University.

23.0 DIGITAL LIBRARY THESES UPLOAD

To enhance our visibility and count, all graduate students shall conduct "self Thesis upload'.

The online submission of graduate dissertations is simple and straightforward, follow the steps below:

1) Go tohttp://makir.mak.ac.ug/register to create an account in the online system. Follow instructions on the page.

2) Send email to makir@mulib.mak.ac.ug indicating your name, school and college. Alternatively submit these details to your College Library or the Digitisation Section, Main Library (3rd floor).

3) Wait 1-3 days to receive an email conforming that you have been granted submission rights or visit the Digitisation Section for this to be done.

4) Go to http://najur.mak.ac.ug/password-login

5) Enter your email address and password.

6) Click your College link.

7) Click "Academic Submission".

8) Click "Submit a new item to this collection".

9) Enter author and title details.

10) Click "Next" button.

11) Click "Choose file" to locate your dissertation PDF.

12) Click the check box next to "I grant licence".

13) Click "Complete submission" button.

14) Watch for a confirmation message that reads "Submission complete: Your submission will now go through the review process ……"

15) On the right-hand menu, click "Submissions". The submitted item shall be listed " with a status "Awaiting editor's attention".

16) Logout.

Note:

The library will, review submitted items, add metadata and approve them for online visibility. Only metadata will be visible online. Download of full-text will remain in restricted access. For support, you may physically visit your College Library or the digitisation section, Main Library.

24.0 IMPLEMENTATION OF THE POLICY

i) This Handbook and the policies therein shall be implemented and reviewed periodically by the Board of Research and Graduate Training.

ii) This Handbook of regulations and policies therein shall be implemented or supplemented in any way consistent with its terms and those of other University policies.

iii) In the event circumstances require any exception to the terms of this policy, such exceptions shall require the consent of the Vice Chancellor. The Vice Chancellor shall, when practical, seek the of the University Council prior to approving any exception terms of this Policy. When prior consultation is impractical, t Chancellor shall promptly notify the University Council exceptions to the terms of this Policy.

iv) This Handbook shall not apply to on-going research project written agreements between the University and/or any other organisation or individual, entered into prior to the date on which the Handbook is adopted by the University Council.

v) If an existing written agreement is renewed, revised, or after the date on which this handbook is adopted by the University Council, reasonable attempts shall be made to conform the agreement with the requirements of this Policy as of that which it is renewed, revised, or amended.

vi) After the adoption of this Handbook, the University Senate is responsible for drawing out implementation guidelines or procedure from time to time.

25.0 NOTIFICATION

The Directorate of Research and Graduate Training shall inform persons subject to this Handbook and its attendant policies of its terms after its adoption and at regular intervals thereafter. This Handbook came into effect on 18th June 2024.