Uganda Martyrs University

Directorate of Graduate Studies, Research and Enterprise

GRADUATE STUDENT HANDBOOK



2023

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Note: The University will make every effort possible to uphold the guidelines in this Handbook. However, we reserve the right at any time, if circumstances dictate, to make changes in implementation. Students are given assurance that such alterations will only occur under compelling circumstances.

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Preface



The Uganda Martyrs University Graduate Students' Handbook is designed to provide a road map for our graduate students to easily navigate their academic journey and research interests during their period of study at the University. The information presented in this handbook has been compiled from various sources including policies and procedures of the Directorate of Graduate Studies, Research and Enterprise (DGSRE), and other University offices. However due to the diversity between academic disciplines and graduate Programmes offered across DGSRE, the information in this handbook is limited. We therefore advise that more detailed information on particular Programmes be obtained directly from the department in question through the programme coordinators.

Welcome Remarks from the Director DGSRE

I welcome you to the Directorate of Graduate Studies, Research and Enterprise of Uganda Martyrs University (DGSRE).

The mandate of DGSRE is to oversee Graduate Studies, Research and Publication, and Enterprise at Uganda Martyrs University in collaboration with the various Faculties and disciplines of the University. Currently graduate academic Programmes at UMU include 4 PhDs, 34 Masters, and 5 Post-Graduate Diplomas. The mandate is managed by a team of both academic and administrative staff in charge of Graduate Admission processes, overseeing teaching, learning and research, as well as communication of research outputs.

The Directorate hosts the Uganda Martyrs University Press, which runs the Uganda Martyrs Book Series, Mtafiti Mwafrika (African Researcher) monograph series, and the Journal of Science and Sustainable Development. It also hosts the Center for African Studies, and works with Faculties/Schools/Institutes, which manage the curriculum under their dockets.

DGSRE boasts of being an academic unit with national and international reputation. We strongly believe in collaborative work. From inception, DGSRE has envisaged itself as a bedrock of great initiatives, energies, and innovations. Our conviction is that we will grow in all spheres in the coming years and will greatly contribute to the development of our country and region. We are again happy that you are part of this endeavour. We believe that we are now a University of first choice on the programmes we offer in our graduate programmes. We treasure

you and your contribution, and we hope that together, we shall lead the world in virtue and wisdom.

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Director, DGSRE

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PART I

General Information

History of Uganda Martyrs University

UMU was established in 1993 by the Uganda Episcopal Conference to advance the cause of producing morally respectable professionals to contribute to the society's development. It was granted a charter on 25th April 2005 in line with the Universities and Other Tertiary Institutions Act (2001). UMU started with 84 students (28 females and 56 males) housed in the Faculty of Business Administration and Management and Institute of Ethics and Development Studies.

Today the University has the following regional accredited campuses in the country. These Campuses include Lubaga, Nsambya, Mbale, Ngetta, Fort Portal, and Masaka.



University vision

To be a University that is nationally and internationally recognised for excellence in teaching, learning, research, advancement of knowledge and community engagement.

Mission

To provide quality higher education, training and research for the betterment of society guided by ethical values.

Core Values

- Transparency
- Accountability
- Reliability
- Action based on Institutional Ethos
- Quality

Our Motto

Virtute et Sapientia Duc Mundum (In Virtue and wisdom, lead the world)

Location

UMU's main campus is at the Equator in Nkozi, Mpigi District, in the Central Region of Uganda, approximately 82 kilometres (51 miles) by road, west of Kampala, on the highway between Kampala and Masaka. Right turn at Kayabwe trading centre (Left turn from Masaka).

Uganda Martyrs University (UMU) is committed to academic excellence both in its teaching and research programmes. Research in this context refers to original enquiry which contributes to knowledge and is especially relevant to contemporary Africa with the aim of social transformation.



Establishment of DGSRE

Graduate Programmes at Uganda Martyrs University began in 2000 with two Programmes; Master of Development Studies and Master of Business Administration. The School of Postgraduate Studies was established later in 2003 to oversee postgraduate Programmes that had grown from two to four. Prof. Deirdre Carabine was appointed as the founding Director.

In August 2015, the School of Postgraduate Studies (as it was known then) was merged with the Research Directorate to become the School of Postgraduate Studies and Research (SPGSR) with the mandate to oversee Postgraduate Studies, Research and Publications at the University in collaboration with the various Faculties and disciplines of the University. These include Faculties of Education, Business Administration and Management, Agriculture, Built Environment, Science, and Health Science; Schools of Mother Kevin Post Graduate Medical School and School of Arts and Social Sciences; the Institute of Ethics and the Institute of languages and Communication Studies. In 2022, SPGSR was further restructured to turn it into the Directorate of Graduate Studies, Research and Enterprise (DGSRE).

UMU has 4 PhD programmes, 34 Masters, and 6 Post-Graduate Diplomas.

Research Agenda

Uganda Martyrs University has an approved Research Agenda aligned with the global agenda of transforming our world using the 2030 Agenda for Sustainable Development; the African Agenda 2063 of “The Africa We Want”; The East African goal

of Regional Development Cooperation Strategy (RDCS); and Uganda National Development Plan III (NDP III).

The Research agenda aims at promoting national and international recognition of UMU while working to achieve the national, regional, continental and global Sustainable Development Goals (SDGs). Specific Faculties/School/Institute introduce this agenda to students to lead their learning and research. Themes captured from the Agenda inform the UMU Annual Research Conference.

Through research, graduate students are expected to break new intellectual ground contributing to academic conversations in their fields in line with the Research Agenda through a dissertation required for the award of a Master's degree, MPhil or Doctorate degree and any other additional writing as may apply.

Annual Research Conference

Every year, UMU organises the Annual Research Conference, which is meant to showcase research by staff and students. Students are encouraged to present their research ideas at the Conference as this helps in building their scholarly prowess, confidence, and refining their ideas. A call is often sent out for Abstracts some period before the event.

Wednesday Seminars/ Research Clinics/ Public Lectures

The Directorate holds weekly seminars organised on specific topics. Faculties are requested to bring in topics for seminal discussions. These seminars can be attended by those who have interest in the topic being presented. PhD students also use the Wednesday seminars as a platform to share their research, publications or work in progress.



Friday Research Clinics

These are organised monthly on Fridays for both staff and students. The intention of these clinics is to allow staff and students to get research guidance and mentorship. In the clinics, the Directorate also engages supervisors and potential supervisors on effective research supervision.

UMU Statement on Plagiarism

All students are expected to follow the general rules of academic honesty. Essays and research papers should be the work of each individual. Any form of dishonesty (including unacknowledged use of Artificial Intelligence - AI), cheating, or plagiarism is a serious violation of the norms of academic honesty, and will be dealt with severely. Essays which are copied will not be marked and will automatically receive a zero. Therefore, be sure to document all sources you quote, paraphrase, and/or summarise in

your writing. Note that putting other people's ideas into your own words is borrowing and you must cite your sources.

In dissertations and projects, please acknowledge all sources following UMU's standard guidelines as explained in the citation handbook (available on the university website).

In case a Lecturer/Supervisor suspects plagiarism, whether intended or not, you will be called for an interim oral defence of your work before a panel. This defence will determine whether your work will be accepted or not.

Before submission for Examination, all dissertations must conform to UMU standards and must be checked for plagiarism using software that will be endorsed by the university at the time, and approved by the Head Librarian of Uganda Martyrs University. ***The acceptable percentage is anything below 20% in the similarity report****.*

Before submission for Examination, all dissertations must conform to UMU standards and must be checked for plagiarism using software that will be endorsed by the university at the time, and approved by the Head Librarian of Uganda Martyrs University. ***The acceptable percentage is anything below 20% in the similarity report****.* The report shall be handed in together with the dissertation on submission for Examination.

Work which contains many spelling or grammatical mistakes, or that is badly written or presented, shall normally be sent back to the student for correction before resubmission for assessment.

PART II

Masters Programmes at UMU

The University grants Postgraduate Diplomas, Master's Degrees, M.Phil. and PhD degrees to students who, under conditions laid down in the regulations, have completed the approved courses of study, passed examinations, and submitted research papers, practical projects and/or dissertations in accordance with the regulations of the University. The programmes currently offered include:

- Master of Arts in Development Studies

Part time (Mbale, Lubaga), Distance learning (Nkozi)

- Master of Arts in Human Rights - *Part time (Lubaga)*
- Master of Refugee and Migration Studies - *Part time (Lubaga)*
- Master of Arts in Counselling Psychology- *Part time (Fort Portal)*
- Master of Education – *Part time (Masaka, Lubaga), Holiday (Lubaga, Mbale, Masaka)*. Specializations include: Educational Curriculum and Instructional Management, Educational Psychology and Counselling, and Educational Management and Administration.
- Masters in Innovative Pedagogy – *Distance learning (Online)*
- Master of Business Administration - *Part time (Mbale, Masaka, Lubaga).* Specialisations include: Management, Finance, Human Resource and Marketing
- Master of Science in Development Economics - *Part time (Lubaga)*
- Master of Science in Information Systems - *Part time (Lubaga)*
- Master of Science in ICT Management, Policy and Architectural Design - *Part time (Lubaga)*

- Master of Science in Health Services Management - *Part time (Lubaga)*
- Master of Public Health (Health Promotion) - *Part time (Lubaga)*
- Master of Public Health (Population and Reproductive Health) - *Part time (Lubaga)*
- Master of Science in Agro ecology - *Part time (Lubaga)*
- Master of Science in Monitoring and Evaluation - *Part time (Rubaga)*
- Master of Arts in Microfinance Management – *Part time (Lubaga), Distance Learning (Nkozi)*
- Master of Arts in International Trade Policy and Law - *Part time (Lubaga)*
- Master of Arts in Diplomacy and International Studies - *Part time (Rubaga)*
- Master of Arts in Sustainable Peace and Conflict Management - *Full time (Nkozi)*
- Master of Arts in Local Governance and Human Rights - *Distance Learning (Nkozi)*
- Master of Mental Health Counselling Psychology - *Part time (Lubaga)*
- Master of Research and Public Policy - *Full time (Lubaga)*
- Master of Architecture - *Full time (Nkozi)*
- Master of Medicine in Obstetrics & Gynaecology - *Full time (Nsambya)*
- Master of Medicine in General Surgery - *Full time (Nsambya)*
- Master of Medicine in Paediatrics - *Full time (Nsambya)*
- Master of Medicine in Emergency Medicine - *Full time (Nsambya)*
- Master of Medicine in Internal Medicine - *Full time (Nsambya)*

- E4Impact MBA (Entrepreneurship for Impact MBA) - *Part time (Lubaga*

Assessment

Master's Assessment

Assessment includes coursework and final examination, each of which should be passed independently and constituting 50 – 50 of the final mark. The pass mark is 60%.

Breakdown of MA dissertation mark

Written dissertation	70%
Oral Defence	30%

Classification Master's degrees

Class	**CGPA**
Distinction	4.50 – 5.00
Credit	3.50 – 4.49
Pass	3.00 – 3.49

Grading of Postgraduate Certificates and Postgraduate Diplomas

The following procedure shall be used to classify Local qualifications:
a) Identify the raw marks (in terms of percentages) for each course and the corresponding credit units.
b) Transform the raw marks to grade points (GP) using the following table:

Marks	**Letter Grade**	**Point**	**Interpretation**

80 - 100	A	5	Excellent
75 - 79	B+	4.5	Very Good
70 - 74	B	4.0	Good
65 - 69	C+	3.5	Fair
60 - 64	C	3.0	Pass
55 - 59	D	2.5	Compensatory Pass
0 – 54	F	0	Fail

c) Then compute the Cumulative Grade Point Average (CGPA) as a weighted average of the grade points with the credit units as the appropriate weights.
d) Postgraduate Certificates and Postgraduate Diplomas shall be classified as follows:

Class CGPA	**Range**
First Class	4.50 – 5.00
Second Class (Upper Division)	4.00 – 4.49
Second Class (Lower Division)	3.50 - 3.99
Third Class (Pass)	3.00 – 3.49

Grading of PGD research paper

The PGD research paper (where part of the curriculum) is marked out of 100. It shall be marked by the lecturer of Research methods on the programme or any other staff allocated by the Dean of the unit.

NB:

Compensation happens when a candidate fails to score 60% and the institution allows him/her to proceed for graduation. Before a candidate qualifies for compensation, s/he shall be given an opportunity to retake the courses. It is only after retaking and failing to score a pass mark that they should benefit from compensations. The following minimum requirements shall be followed:

• *A student must have attempted a course at least twice for him/her to benefit from compensation. In addition, s/he must have scored in the range 55-59 in at least one of the attempts.*
• *A compensated course shall carry a GP of 2.5. The transcript shall clearly indicate that the candidate passed by compensation*
• *No more than one course shall qualify for compensation.*
• *To qualify for the award of a PGD or a PGC, a candidate shall have a CGPA of no less than 3.0.*

Equating of Degree, Diploma or Certificate

It shall be the responsibility of those students who obtained education outside Uganda, to seek and pay for the cost of equating their degrees, diplomas and certificates either at the Uganda National Examinations Board (UNEB) or at the Uganda National Council for Higher Education (NCHE) before they can obtain admission to any programme.

Duration of Programmes

FULL-TIME MASTER'S

Full-time Master's programmes are of four or three semesters' duration, except the Medical Masters which take six semesters. During the first two residential semesters, the courses will be completed. The third and fourth semesters are for completing and

writing up the dissertation. *The maximum period one can stay on the programme is 4 years.*

PART-TIME MASTER'S

Part-time Master's programmes run for two academic years, although students can follow the programmes over a three- or four academic year period. Normally, the dissertation is submitted at the end of the second year.



DISTANCE LEARNING MASTER'S

Distance-learning Master's programmes run for three academic years although students can follow the programmes over a period of four or five academic years. The dissertation is submitted in the final year of study after all other coursework and examinations have been completed.

NB: *After the minimum period on the programme, a student who wishes to continue is supposed to re-register.*

Admission requirements and Courses

To be admitted into a postgraduate programme, one must hold a Bachelor's degree (second class honours or above) or its equivalent. Prospective Master's students will be admitted only if they pass the Graduate Admission Test (GAT) of Uganda Martyrs University and/or the admission test of the specific Faculty/Department such as that of the Medical School. Such

tests/examinations are held from March to August on days that will be communicated from time to time. These tests may be administered at any of the campuses and Constituent Colleges of Uganda Martyrs University and at any Catholic University in Africa.



The GMAT and GRE tests will be considered equivalents to the Graduate Admission Test of UMU. Other admission requirements for the MPhil and PhD degrees can be found in Part III of this Handbook.

All postgraduate students must follow the prescribed courses as stipulated in the curriculum. After consultation with his/her Dean, permission must be sought from the DGSRE by any student intending to take a course outside the Faculty curriculum. Permission will be granted if it is judged that the extra course will not adversely affect the student's performance in the prescribed courses and examinations.

All postgraduate students must follow the prescribed courses as stipulated in the curriculum. After consultation with his/her Dean, permission must be sought from the DGSRE by any student intending to take a course outside the Faculty curriculum.

Students should note that elective courses can be offered only if a minimum number of six students wish to follow a particular course.

Elective courses will be chosen through group consensus for each specialisation.

Research Paper/Dissertation

Graduate students are required to submit a research paper (some PG Diplomas) or dissertation (Master's) as part of the requirements for the award of the diploma or degree. Full-time PG Diploma (with a research paper component) and Master's students will be allocated a supervisor after differentiation of their proposals (usually at the end of the class part). Part-time and Distance learning students will be informed about the dates for the submission of research proposals. The supervisor should be consulted at least once every two months on all academic matters and will be responsible for guiding the preparation of the research paper/dissertation. Dates for submission of research papers and dissertations will be given by the respective Faculties.

Students who miss out one third or more of the hours allocated for the course will not be allowed to sit the final assessment. They will be asked to follow the course again when next offered, and will have to pay the required fees.

Attendance

For both physical and online classes, students must attend class and sign in each day of lectures (Please note: The University only recognises the signature that a student used during registration), take class tests as determined by the lecturer, participate in group work exercises, and submit assignments and essays at the specified times.

Students who miss out one third or more of the hours allocated for the course will not be allowed to sit the final assessment. They will be asked to follow the course again when next offered, and will have to pay the required fees.

Lecturers are neither obliged to accept work submitted after the deadline given, nor to grant extensions.

Students have no automatic right to re-submit assignments or essays or to re-do class tests. Assignments submitted by postgraduate students must be typed. Course work must be passed before the final assessment can be done.

Students absent from class for more than three consecutive days must inform the Lecturer concerned or the Coordinator of the Centre where the course is being given, and not the class representative (Please note that this information cannot be given retrospectively). In such a case the student should give valid reasons for the absence and the reasons must be supported by acceptable documentation.

Library

Each Lecturer gives a list of recommended or required readings at the beginning of each course. Books held on reserve in the Library are subject to strict borrowing conditions and fines are imposed for late return. Books should be treated with care as lost or damaged books must be paid for or replaced.

Student support

Students faced with problems, either academic or otherwise, should in the first instance consult with their Dean. If the issue cannot be resolved with the Dean, the student can refer it to the Director, DGSRE.

DGSRE General Meetings and Class Representatives
A general meeting will be held at the beginning of each semester and at the end of the academic year. Students' class representatives meet with the DGSRE Administration once a semester to raise issues pertaining their studies. These meetings are arranged by the DGSRE.

Respect and Grievances
All students are reminded that Uganda Martyrs University upholds a policy of respect and non-discrimination on the grounds of social status, sex, race, tribe, or disability.

Academic freedom is an important element in the life of any academic community. Students and staff alike are reminded that such freedom cannot be compromised. Please listen carefully to your colleagues and respect their viewpoints. Try to express your opinion in a respectful manner and you will be listened to.

All students are reminded that Uganda Martyrs University upholds a policy of respect and non-discrimination on the grounds of social status, sex, race, tribe, or disability.

Students who do not comply with University policy will face strict disciplinary sanctions. Students, who feel they have a grievance against or have been unfairly treated by a member of the University staff or a student, should in the first instance outline the nature of their complaint in writing to the Director of DGSRE. Students who are victims of sexual or other forms of harassment or bullying are encouraged to consult with the Director of DGSRE, the Dean of Students, or their Dean. All details of such complaints will be kept strictly confidential.

Withdrawal/Discontinuation

Students who withdraw from the University or who are discontinued from studies are required to settle all outstanding bills with the Finance Department and must return their Identity Card and Library Card to the Registrar's Office.

Transcripts, References, and Correspondence

Final transcripts will be issued after the Senate has approved all the results and after the candidate has cleared with all university departments. The degree certificate will be issued at the graduation ceremony. Duplicate transcripts or degree certificates can be obtained from the DGSRE office upon payment of the required fee.

A partial transcript may be issued to one in need of it after payment of the required fee, and will bear the word 'partial transcript' on it meaning that some requirements are not yet fulfilled by the bearer

Final transcripts will be issued after the Senate has approved all the results and after the candidate has cleared with all university departments. The degree certificate will be issued at the graduation ceremony. Duplicate transcripts or degree certificates can be obtained from the DGSRE office upon payment of the required fee.

Students who require a member of the university staff to act as referee are requested to consult the person concerned before completion of their Curriculum Vitae or before submitting the name of the person as a referee. Please write or phone before travelling to Nkozi to collect references.

Registration and Payment of Fees

All postgraduate students must have registered by the stipulated date. Full-time, Part-time, and Distance learning students are reminded that they must register at the start of each academic

year. Failure to register by the dates specified will incur a late registration fee.

Re-registration

Students who exceed the normal duration allocated for the programme (two years for full-time; two years for part-time; three years for distance learning) will be required to re-register for each subsequent academic year. The student will pay a re-registration fee as applicable at the time.



Assessment Regulations

The general final assessment exercises take place at the end of each course. Students who attempt to compromise their academic integrity by cheating in final assessment exercises or supplementary examinations will not be permitted to complete any further assessment exercise or examination in that session and will be subjected to the Academic Irregularities Committee of Senate. Supplementary and special examinations will be held when next offered.

Course Assessment

The Senate ruled that students will be assessed continually throughout each course in at least three assessment exercises, one of which will be the final assessment exercise. Each assessment

exercise may be made up of more than one assessment category. These may include essays, seminars, tests, assignments, group work, practicals, book reviews, tutorials, orals, debates, and written examinations. Assessment methods for each course will be communicated at the beginning of the course. Students will be given adequate notice regarding the nature and timing of assessment exercises.

The first two assessment exercises shall contribute 50% of the course mark and the final assessment exercise shall contribute 50% of the course mark. The pass mark for each course (coursework or final assessment) is 60%.

The first two assessment exercises shall contribute 50% of the course mark and the final assessment exercise shall contribute 50% of the course mark. The pass mark for each course (coursework or final assessment) is 60%. Both coursework and final assessment must be passed separately in order to pass a course. A student who fails coursework shall not sit final assessment and will have to repeat the course/module when next offered.

A student who is a borderline case (58% - 59%) in not more than one course at graduate level will have attendance and general participation in courses and class-work taken into consideration. The mark may be raised to 60% subject to approval of the Faculty Board and Senate.

Oral Assessments

Master's students who have physical or other difficulties with a written assessment may apply to take an oral assessment.

Assessment Completion

Course work which is not submitted by the specified date will be regarded as late submission and will only receive 60% (pass

mark) if it satisfies the examiner. Lecturers/examiners are not obliged to accept work submitted after the deadline, or to grant extensions. Students who submit work after the deadline and the work is not accepted by the lecturer will repeat the course when next offered.

Students who do not complete the first two assessment exercises during the course for valid medical or social reasons which must be put in writing and brought to the notice of the respective lecturer, may, with the agreement of the lecturer concerned, be allowed to do a supplementary assessment exercise in lieu of the given assessment.

Students who do not complete the final assessment exercise for any course for valid medical or social reasons (subject to the submission of acceptable evidence), shall be required to take special examinations for such courses as scheduled (upon payment of the requisite fee) and the transcript will record the actual mark gained in all assessment exercises.

Final Assessments and Supplementary/Special Examinations

Students who do not present themselves for a final assessment without informing the respective Faculty in advance will automatically take a supplementary assessment at the next scheduled examination session upon payment of the requisite fee. If the Faculty is notified in advance and the request is supported by acceptable documentary evidence, the Faculty may recommend sitting special assessments upon payment of the requisite fee.

Students who do not present themselves for special or supplementary examinations without prior notice to the Faculty and DGSRE (giving details which must be valid and serious in writing), will normally be considered to have discontinued themselves from the university. However, in serious circumstances (to be judged valid by the DGSRE board) a student who misses a special or supplementary examination may, upon written application, be permitted to take a supplementary examination, or repeat the course when next offered. A student who misses a supplementary/special examination automatically repeats the course and pays for it. Decisions taken by the DGSRE Board are binding. However, a student may appeal to the Senate through the Registrar against a decision taken.

Please note that permission to sit a special examination cannot be given retrospectively.

The transcript will record the mark obtained after a supplementary examination with an asterisk (SP) against the mark and an explanation shall be made on the back of the transcript that such a mark was obtained after sitting a supplementary examination. Similarly, the transcript will record the marks obtained after a repeat of a course with an asterisk (RT) against the mark and an explanation shall be made on the back of the transcript that such a mark was obtained after repeating a course.

Course Failure

A. Students who fail less than or up to 20% of the courses on PG Diploma or Master's programmes may, at the discretion of the appropriate faculty Board through Senate, receive permission to take supplementary examinations in those courses at the next examination session upon payment of the requisite fee. To pass a

failed course, a student must receive at least 60% in the supplementary. The 60% mark is added back to the original coursework mark and the final mark obtained will have an asterisk with 'SP' – to imply that the student passed the module after sitting a supplementary exam.

If a Master's student fails one supplementary examination only, s/he will normally seek permission to repeat that course when next offered. If the course is passed, a mark of 60% will be recorded on the transcript (with an asterisk [SP] against the mark). If the course is failed, a Master's student will be offered the opportunity to continue the programme as a postgraduate diploma student if provided for in the curriculum. If a Master's student fails more than one supplementary examination, s/he will normally be recommended by the Faculty Board to repeat failed modules as a PG Diploma student if provided for in the curriculum.

B. Students who fail more than 20% but less than 30% of the courses in the Master's programme may, at the discretion of the Faculty Board, continue the programme as PG Diploma students if provided for. Supplementary examinations in the courses failed must be passed in order to continue as a PG Diploma student. Failure of one supplementary assessment will necessitate repeating that course. Failure of more than one supplementary will mean discontinuation from the PG Diploma programme.

C. Students who fail 30% of the courses in the Master's programme may be offered the opportunity to repeat the programme or to continue in the programme for a certificate of attendance for those modules passed.

D. Students who fail more than 30% of the courses in the Master's programme will be discontinued from the programme. Application may be made to continue in the programme for a certificate of attendance for those modules passed.

E. A Student who fails a module and refuses to do a supplementary and opts for a retake or repeat of the module should be allowed to do so but on the transcript it should be indicated that the module was passed after a retake or repeat (RT). A student, who fails a supplementary examination while repeating the programme or course, shall be discontinued from studies.

All students with medical problems during the time of assessment are required to submit a medical certificate to the DGSRE office from a recognised medical practitioner. Students who do not inform the university authorities in advance about any illness or condition which could lead to failure of courses, cannot submit medical certificates retrospectively. Students who are sick during the time of assessment exercises and do not report their condition, will normally be required to take a supplementary examination in which they must receive at least 60% to pass the course. The mark on the transcript will read 60% if successful.

Timing of Supplementary and Special Examinations

Supplementary and special examinations for all modular courses are held when next offered at the respective Campuses. Timetables are obtainable from respective Faculty, Institute or School.

Degree Aegrotat

A candidate may apply, through the Director DGSRE, to Senate for an award of an aegrotat Degree under the following conditions:

a) If a final year student has successfully completed the first semester courses and completed the first two assessment exercises in each course in the second semester and is prevented by medical conditions as certified by an approved specialist medical practitioner from completing the final assessment exercise.

b) Applications from or on behalf of candidate(s) must reach the Registrar not later than one month after the termination of the relevant examination, and must be accompanied by a report obtained from the University Health Officer, or from a recognised medical officer and from one or more of the candidates(s)' lecturers.

c) An aegrotat Degree will not be awarded unless the internal and external examiners consider that, in the work submitted at such part of the examination attended, the candidate reached a standard, which, if so reached in the remainder of the examination, should have qualified him/her for the award.

d) An aegrotat Degree will be awarded without distinction or class.

e) Nothing in the foregoing clauses shall exempt a candidate from presenting a dissertation or thesis when such is prescribed.

f) An aegrotat Degree shall not be awarded if it entitles the holder to registration for a professional qualification.

g) Holders of an aegrotat Degree may apply to proceed to a second or higher degree on complying with the regulations of such a degree.

h) Holders of an aegrotat degree are not permitted to re-enter for the examinations not attended.

Projects, Research Papers and Dissertations

Part time Postgraduate Diploma Research Papers

At the end of the programme, where part of the curriculum, each PGD student will submit a research paper to a coordinator appointed by the Faculty/School. For part-time PG Diploma students, the choice of research topic should be made before the end of Semester II in Year I and a supervisor shall be appointed to guide the preparation of the paper

Supervisors expect to receive drafts on the course of developing the paper at least once in two months. The final draft should be submitted (two loose-bound copies – between 10,000 and 15,000 words, inclusive of the preliminary pages as well as the references – 60-80 pages) on the date stipulated after the supervisor' approval. Exceptions on 'word count' might be made in cases of experimental and mathematical studies, but this MUST only be in clearly justifiable cases. The research paper will be returned for final correction after marking by the Research Methods lecturer or an examiner appointed by the Faculty/School Dean and a final hard and soft corrected copy should be submitted when due after

semester IV. All other regulations governing the diploma research paper remain as for the Master's dissertation – see further below.

PG Diploma Research Paper

Proposals for the research paper will be submitted to the Research Methodology lecturer at the end of the course.

The Research Paper will be submitted in two loose-bound copies on a stipulated date. Originality in format and general presentation is encouraged. The research paper shall contribute 15% of the final mark.

Master's Proposal and Dissertation

With a few special programme exceptions, students enrolled in Master's programmes are required to submit a dissertation as part of the degree programme.

A full proposal (not more than 15 pages, 1.5 spacing, Times New Roman font, and standard margins – not counting references) is submitted on the date specified and a vetting exercise shall be arranged where the student will present their idea before a panel appointed by the Faculty/School. The panel will advise the student on how to proceed. Supervisors will be allocated thereafter. Supervisors will give initial feedback and advice before the end of semester I (full time) or Year I (part time). The feedback received at this point will enable the student to embark

A full proposal (not more than 15 pages, 1.5 spacing, Times New Roman font, and standard margins – not counting references) is submitted on the date specified and a vetting exercise shall be arranged where the student will present their idea before a panel appointed by the Faculty/School.

on their study in a more focussed way. Students are expected to consult at least once every two months with their supervisors.

Submitting Research Papers and Dissertations

The Progression of Work

Supervisors expect to receive individual draft chapters so as to guide on the development of the work. The student should ensure that the work submitted is not simply a rough first draft but one that they have revised and carefully proofread.

The complete draft should be submitted to supervisors as early as possible but in any case, not later than one month before the submission deadline. All tools used in the field such as filled in questionnaires, recorded material, observation checklists etc. must be submitted to the supervisor for verification.

Ensure to meet your supervisors with a copy of the supervision progress sheet for a signature to track the progress of your work.

Ensure to meet your supervisors with a copy of the supervision progress sheet for a signature to track the progress of your work. Students will also sign a declaration stating that they take final responsibility for submitting their dissertation for examination. Also note that the student can only submit their work with the supervisor's approval. In case they face challenges in working with the supervisor/s, they should bring it to the attention of their Dean.

Submission for Examination

- Prior to submission of the dissertation, an anti-plagiarism test should be done by the faculty on the soft copy of the

dissertation. Only those that pass with a similarity index of less than 20% should be accepted. Those above 20% should be returned to the student with the report for improvement.

- Upon passing the anti-plagiarism test, the student will be requested to produce spiral bound hard copies.
- Master's dissertations should be between 20,000 and 30,000 words in total (about 65-90 pages), excluding tables, appendices, and references. Exceptions on total words can be made on experimental and mathematical studies. But there must be a strong justification for that to happen.
- Three (3) spiral-bound copies will be submitted to the relevant faculty office for examination.
- The dissertation will be assessed by two internal examiners and one external examiner.
- For a student to be invited for the viva voce, at least one internal examiner and the external examiner must have independently passed the dissertation.
- A Supervisor will not examine the dissertation they have supervised. Even on the Viva Voce panel, the supervisor shouldn't ask questions, except if invited by the Chairperson to make necessary clarification.
- The external examination process will be overseen by the DGSRE in consultation with Faculty/School Deans.
- At an appropriate date set by the respective Faculty Deans, at least a week earlier, the student will be invited for the viva voce.

Marking Scheme for Master's Dissertations

Masters dissertations are examined along the following parameters:

Overall Structure, Presentation, and English Language: Logical flow of ideas; structural coherence; general creativity and originality; accurate citation methods; writing style, accuracy, and clarity of expression in English (15 marks).

Theoretical Framework: Appropriate use of secondary sources in building up the theoretical framework; awareness/understanding of current debates; how well sources have been understood and exposed; the logical application of theory to the case (15 marks)

Research Methodology: Formulation of research problem/questions/hypotheses; appropriateness of chosen research instruments; use of instruments in data collection; quality of questionnaires; quality of data collected; appropriateness of study types, sample selection, and sampling methodology (15 marks).

Presentation of Findings: Logical flow in presentation; clarity and appropriateness of presentation (15 marks)

Discussion of Findings: Accuracy of interpretation of data; link between theoretical framework and data analysis; appropriateness and success of data analysis technique (15 marks)

Implications and Significance of Data Presented and Analysed (15 marks)
Recommendations: Relevance, feasibility and originality of conclusions (based on results) and recommendations (based on conclusions); potential usefulness of findings (10 marks)

Examiner's Report

The examiners' reports shall indicate whether the dissertation passes outright, requires minor or major revisions, or fails.

- Minor corrections involve typographical errors, issues on writing style or any other issues as examiners may specify.
- Major revisions are needed when the theory and methodology are appropriate but more data needs to be collected and/or if it is necessary to redo data analysis, or when the ddiscussions and conclusions are faulted, or when the dissertation is generally of poor quality and needs to be rewritten. The examiner may state any other issues that would require the dissertation to undergo major revision.
- A dissertation should be rejected if it lacks originality, if it has no research problem, if it has plagiarism issues, or if the underpinning theory or methodology are inappropriate, or any other issues as examiners may specify.

The Viva Voce

A candidate will only be invited for viva voce if they score a pass mark (60%) from at least one Internal examiner AND the External examiner. Short of that, they will have to re-submit for re-examination.

A candidate will only be invited for viva voce if they score a pass mark (60%) from at least one Internal examiner AND the External examiner. Short of that, they will have to re-submit for re-examination.

The major purpose of the viva voce is to ascertain if the candidate did the work themselves and that they understand (can account for) what is reported in the thesis. Panellists should not use the viva voce to

simply give feedback (corrections) that they already indicated in their reports on the thesis. Suggestions for correction can be provided, but after engagement to establish the candidate's understanding of their work.

The panel for the viva voce shall comprise of at least four panellists:
a) A Chairperson appointed by the Dean
b) Two internal examiners
c) One external examiner
d) The Supervisor
e) The Department or Faculty Administrator or her/his representative to record proceedings of the viva voce.
f) A member of the DGSRE (in attendance)

The Supervisor will only speak when called upon by other panelists to clarify on something. Otherwise, they will not ask questions or come in to make clarifications during the defence. This is meant to ensure that they do not bias the process.

DGSRE's role on the defence is to check whether procedures are followed, especially on research policies - whether the research passes to the standards of Uganda Martyrs University.

Faculty/School/Institute Administration are obliged to ascertain whether the procedures and processes are adhered to right from submission of dissertations for marking.

At submission, the student will have to hand in a proof of non-plagiarism from an officially accepted software. At this point, the DGSRE representative has to validate the dissertations in terms of word count, citation style, formatting, and ethical considerations.

At submission, the student will have to hand in a proof of non-plagiarism from an officially accepted software. At this point, the DGSRE representative has to validate the dissertations in terms of word count, citation style, formatting, and ethical considerations.

If the candidate fails the viva voce, he or she may be given another chance. If the student fails a second time, he/she will have failed the research component of the Master's Degree course and may apply for a Postgraduate Diploma if provided for/ available. If not available, they get a testimonial reflecting the modules.

Please note:
1. Research Papers and Dissertations may not be submitted until all fees have been cleared
2. A dissertation that scores 58-59% at the Viva voce cannot be compensated and must be re-submitted.

Failure to Submit
If you fail to meet the submission deadline you will be charged a late submission fee (as applicable at the time), except in cases where the DGSRE and the respective faculty find that there are good reasons for not paying this fee. In exceptional circumstances, the faculty in consultation with the DGSRE may

extend the submission deadline without a penalty. Submission beyond the deadline for late submission will be forwarded to the next year, where it will attract re-registration. Students who submit in the late submission time or re-registration time MUST enclose a copy of the receipt for the appropriate amount with the dissertation.

Corrections

If your dissertation contains mistakes that do not affect the overall quality of the work, then the dissertation will be passed on to the library once you have corrected the work and submitted the final work (in soft copy, on a CD but preferably a flash disc). When you receive your copies for correction, please ensure that you collect a Dissertation Declaration form and formatted soft copy according to the guidelines provided in this handbook. Graduation cannot take place until a final corrected copy has been submitted.



Corrected copies signed by the supervisor should be submitted to the DGSRE office on the date specified. If you fail to correct your work by this date, you will not graduate in that year, and this means that you apply for reregistration in the next academic year.

Uganda Martyrs University shall maintain a digital archive for all dissertations and projects produced by UMU students which will be hosted by the Library Department. The institution shall ensure to have a backup for the digital archive, for purposes of permanent preservation. Dissertations gaining a mark of 70% or above may qualify to be edited and placed on the university Intraweb and in the Library, and may be considered for publication.

Dissertations gaining a mark of 70% or above may qualify to be edited and placed on the university Intraweb and in the Library, and may be considered for publication.

The Library will reserve the right to retain (in hard copy) dissertations falling in the following categories:

a) those which scored a distinction
b) PhD Theses submitted with or without soft copy and
c) Dissertations with historical, legal, medical and other scientific or social value.

Dissertation Failure

The Faculty and DGSRE Boards may recommend that if the work fails to satisfy one internal and the external examiner or contains so many mistakes that the substance of the work is affected, three copies be resubmitted by the next submission date. If you must re-submit your dissertation, you will be required to pay a resubmission fee (as applicable at the time). If you do not resubmit by the date specified, you must seek permission from the Faculty Dean to resubmit at a later date and a resubmission fee will be charged. Resubmitted work shall receive 60% if the work satisfies the examiners. If the work does not satisfy the examiners,

you will have failed the research component of the Master's degree course.

Supervision

Supervisors should spell out the working programme with their supervisees at the start of supervision process. Supervisors should fill the supervision record form every time they meet or interact (give guidance – sometimes online) with the supervisee and submit this to the DGSRE office on submission of the dissertation. Supervisors are expected to be available for adequate consultation (at least once every two months) during the preparation of the work.

The time schedule set by your faculty/institute and supervisor with regard to the submission of draft chapters should be followed. Supervisors are under no obligation to work with you if you miss deadlines or do not cooperate fully.

Student - Supervisor conflict resolution

It might not always be possible to avoid conflict between a supervisee and supervisor in the process of closely working together. And conflict may not always be a bad thing. Sometimes, a supervisee might have divergent views from their supervisor, and this may breed conflict. Sometimes personalities may clash. Sometimes working methods might be incompatible. When such conflicts occur, it is always advisable to address them before they escalate. There may not be definite methods of addressing every conflict, but we suggest the following general approaches.

In the process of supervision if a supervisor or student encounters difficulties:

i) The two should first talk through it among themselves. This can either be initiated by the supervisor or supervisee, in a respectful manner that will not escalate the conflict.
ii) If it becomes impossible to handle it with the supervisor, the supervisee should consult with their Faculty/School Dean. If the Dean feels that the differences are irreconcilable for supervision to continue, change of supervisor might be suggested to DGSRE.
iii) If the student does not get help from their School/Faculty, they can seek assistance from the Director of the DGSRE. In the entire process, change of supervisor should only be resorted to when it becomes inevitable. However, it is the student's right to seek for change of supervisor if they irreconcilably fail to work together with the one allocated to them.

NB: To avoid any possibility of bias, should a student change supervisor, the previous supervisor should not be allocated examination of the candidate's work, neither should they be part of the Viva voce panel of the candidate.

Sample Cover Page of Research Work

The following is a sample of the cover page for your research paper/dissertation. Please ensure that your cover page follows this exact format:



THE IMPORTANCE OF GOOD DISSERTATION PRESENTATION

CASE STUDY: UGANDA MARTYRS UNIVERSITY

Submitted by
YOUR NAME (as it appears in university records)
Registration number

A thesis submitted to
UGANDA MARTYRS UNIVERSITY
in partial fulfilment of the requirements for
the award of the degree of
MPhil/PhD

Month and Year

[The name of the candidate is also to be written in capital letters, downwards, on the spine of the hard bound final thesis]

Sample of the title page - inside the book

The following is a sample of the title page - inside the book. Please ensure that your title page inside the book follows this exact format:

The Importance of Good Research Presentation
Case Study: Research Presentation at Uganda Martyrs University

A postgraduate dissertation
presented to
(Insert name of your Faculty/Department)
in partial fulfilment of the requirements for
the award of the degree of (Insert title of course in full, e.g. Master of Business Administration)
of Uganda Martyrs University

Your name
Registration Number
Month and Year

Supervisor/s

Research and Writing Process

There are many ways to do research and you will be introduced to these methods in the Methodology course. You may decide to undertake qualitative, quantitative, or a mix of the two approaches, or you may decide to do library research. You may also decide to start with a research question and attempt to create theories rather than make use of existing theories. However, whichever method you choose, we encourage you to be creative and to have convincing reasons for your choices. Please discuss your methods fully with your supervisor.

At the end of the Methodology course, you will be informed when you will have to submit your draft proposals for differentiation. Lecturers of research are encouraged to give proposal writing assignments for coursework, in order to allow students a chance to start working on their proposals ahead of time.

Allow ample time for supervisors to read individual chapters. Please ensure that all work submitted to your supervisor is quality work that has been carefully proofread and corrected to eliminate grammatical, typological, and formatting errors. Your supervisor is not your proof-reader. Also remember that supervisors may sometimes need up to a month to read a full draft, so please ensure that you allow them enough time to read your work. Plan accordingly.

Also remember that supervisors may sometimes need up to a month to read a full draft, so please ensure that you allow them enough time to read your work. Plan accordingly.

Supervisors have the right to refuse permission for you to submit research that is not up to the required standard.

Presentation of Work

All work should be printed on good-quality paper, size A4 and on one side of the paper only. The text should be typed using 1.5 spacing and the text should be fully justified using the font Times New Roman (size 12). Long quotations, that is, more than four lines of text, should be indented and typed in single spacing without quotation marks. All margins should be set for 2.54 cm (1 inch). As far as possible, please ensure that you use gender inclusive language. Proper language use is critical.

Enhancing Text

On the first page of each chapter, centre the number of the chapter in bold capitals. Leave one line and then centre the title of the chapter in bold capital letters. Leave two lines and begin the next section. Headings and subheadings within a chapter should be typed at the left margin in bold letters (not capitals) and should be numbered serially using Arabic numbers, e.g. 1.2, 1.2.1

Always proofread your document more than once before submission.

Order of Presentation of Preliminary Pages

Title page (see Appendix I)
Approval (where the supervisor/s shall sign approving the work for submission)
Declaration (where the Candidate declares that the work is their original piece, not submitted elsewhere before for another degree award)
Dedication (Dissertation only - optional)
Acknowledgments (Dissertation only - these pages should not be included in the table of contents and should be numbered using Roman figures).

Abstract (Dissertation only - not more than 1 page, single spaced).
Table of Contents (all headings and subheadings should be listed; indent subheadings)
List of Tables

Research Guidelines
The following guidelines are provided to assist you present your work professionally. Please ensure that you follow any additional guidelines given by your faculty.

Abstract
An abstract is a brief summary of the research (dissertation). It gives a brief background to the study and highlights the research objectives/questions, methodology used, key findings and recommendations. It is a very useful part of the research report. It gives readers a quick overview of the issues addressed and summary of results obtained. An abstract facilitates the dissemination of research findings as it enables readers to gain quick access to research outputs of interest. It is recommended that all dissertations have an abstract at the beginning and be as concise as possible, in any case not exceeding one page.

Citations and References

Uganda Martyrs University uses the "Harvard" system of citation and the guidelines for this format are given in a comprehensive guideline availed on the university website

The proper citation of academic materials lies at the heart of scholarship. There are two main issues concerning citation, namely: acknowledgement and format of acknowledgement. Failure to acknowledge the contributions of other writers and researchers amounts to plagiarism, a serious breach of academic integrity.

The key issue in the case of format is consistency as there are a number of citation formats. **Uganda Martyrs University uses the "Harvard" system of citation and the guidelines for this format are given in a comprehensive guideline availed on the university website (add hyperlink).**

All the sources of information used in the study should be specified in the list of references. These include books, book chapters, journal articles, published reports, TV or Radio programmes and Internet resources that have been used. It is important not to omit any sources that have been used, as some readers may want to follow up some of the arguments and ideas. It is also an equally important research ethic not to include sources that have not been used in the study! Supervisors will check to ensure academic integrity in this regard.

Appendices

The appendices contain materials and tools that do not normally form part of the formal presentation of the research findings. These may include research instruments, copies of statutes or laws, pictures, photographs, aerial maps, and lists of original data sources.


Uganda
Martyrs
University

PART III

Doctoral Programmes of Uganda Martyrs University

UMU is offering both taught PhD programmes and by research. In both kinds, a thesis (monograph) is required. The PhD programmes include:

1. PhD by Research
    - Agriculture
    - Business Administration
    - Development Studies
    - Education Administration and Management
    - Governance & Peace
    - Human Rights
    - Peace and Security
    - Health Promotion

2. PhD in Agro Ecology and Food Systems (Full-time Nkozi- Taught).

3. PhD in Business Administration (Part-time Lubaga - Taught).
   Specialisation tracks:
   Accounting
   Marketing
   Entrepreneurship
   Human Resources management
   Procurement and Supply Chain Management

The aim of these degrees is to facilitate the acquisition of thorough knowledge and scholarship in a particular subject area; to produce

researchers and teachers for universities, research institutes, and for employment in non-research industries, including government and the private sector.

General Regulations

Duration of PhD Programmes (after full admission)

- PhD by Research only: Normally a minimum of 3 years and a maximum of 6 years. The first year includes covering cross-cutting short courses (to be indicated).
- PhD by Coursework (taught) and Research: Normally a minimum of 4 years and a maximum of 7 academic years with the first year devoted to course work and at least two years for research. The first year of course work will also include cross-cutting courses and research proposal development. Candidates on this programme will normally be full-time students.

Note: The above schedule includes 4-6 consultations with the supervisor/s per year. These shall be documented on the progress form which each student will be availed with.

Progress Report

- All doctoral students shall submit progress reports every three months in the first year (before differentiation) and, thereafter, every six months.
- A standard form (Appendix A) for submission of progress reports shall be used by all postgraduate students.
- It is the responsibility of the student to ensure that their supervisor/s fill the progress form and that it is submitted to DGSRE.

Mode of Conducting PhD Programmes
Ph.D. programmes are conducted in two modes:

1. PhD by Research Only
Candidates pursuing doctoral programmes by research only will receive no content-based courses apart from the crosscutting courses. A doctorate by research only is generally suitable for individuals who have completed Masters degrees in recent years and who have already identified the research direction they intend to pursue (see programmes above). Normally, such individuals have been involved heavily in research at a lower level and are desirous to upgrade such research to a doctoral level. Please note that crosscutting courses are compulsory. They include:

i. *Philosophy of knowledge*
ii. *Research methodology*
iii. *Introduction to Institutional Pedagogy*
iv. *Scholarly Writing and Publication skills*
v. *Computer Applications in Research*

Cross-cutting courses will be separately awarded a certificate of participation.

Depending on one's background, the candidate may be required to attend courses at undergraduate and graduate level, which will expose them to the theories, literature, and debates in the field.



Should an appropriate course be unavailable at the Master's level, the Supervisor will recommend and guide the candidate through a reading course. The candidate may be asked to follow more or fewer courses depending on his/her academic and professional background and experience. Such courses will be chosen with the assistance of the DGSRE and the candidate's supervisor.

The candidate will regularly consult his/her Advisor. While it is probable that the nature of the research may change over time, it is important that a specific field of study is identified at this stage.

The period of candidature may be planned as follows:

First Year	The student is on probation subject to the approval of his/her research proposal by the different organs of the University. The key academic activities during this year include: ● Taking cross-cutting courses ● Extensive review of literature related to the topic of study and exposure to the academic debates relating to the selected topic. ● Attending seminars and workshops ● Development and defence of the research proposal ● Submission of three monthly progress reports

Second Year	The second year is essentially a year for seeking research ethics approval and starting on data collection, where applicable. Candidates should also finish any crosscutting courses that for some reason may not have been completed in year one. They should also endeavour to attend more seminars and workshops. During the second year, candidates should present their preliminary work at a seminar and may be able to present their first paper for publication.
Third Year	This year should be devoted to data analysis, presentation and analysis of findings to fulfil publication requirements. During the first part of the third year, candidates should conduct one seminar presentation on their progress and be able to make a presentation on the second paper. Towards the end of the third year, candidates should be able to publish the second paper.

NB: Students are expected to make progress seminar presentations every year of their study. There must be proof of having done this for one to be able to submit their dissertation at the end. Every academic year, in consultation with their supervisor, the student is supposed to express to DGSRE their readiness to present by selecting a date on a Wednesday afternoon that will be available.

2. PhD by Course Work and Research

PhD programmes offered in this mode include:

i) PhD in Agro-ecology and Food Systems
ii) PhD in Business Administration

Candidates pursuing a doctoral degree by course work and research are expected to undertake prescribed Credit courses in the programme of study. All crosscutting courses are supposed to be substantively embedded into their courses, or covered separately with other PhD students in the first year of study. In addition, they shall fulfil all thesis and examination requirements. Thesis and publication requirements are the same as those for PhD by research only.

The courses covered in this mode are at the highest pinnacle of knowledge in the specific fields and scientific inquiry generally. They are covered during the first year of study, and are therefore expected to be advanced, rigorous, and intensive.

The study period may be planned as follows:

First Year	The candidate is at Pre-PhD level. S/he undertakes at least three courses per semester and each course should carry at least 2 credit units (30 contact hours). The courses at this level are expected to be very intensive and rigorous. It is therefore expected that for each contact hour, a student will require three additional hours for other learning activities.
Second Year	During second year, the candidate is expected to complete coursework, including cross-cutting courses. The candidate is also expected to submit and defend a research proposal.
Third Year	The activities of third and fourth years in general match respectively those of the second and third year for a PhD by Research only.

The minimum Graduation load shall be a total of 60 credit units. Apart from the coursework, the candidate shall also submit a thesis (monograph). The thesis shall carry a credit range of 20 - 30 Credit Units. Examination of the thesis in all the three cases shall be by two internal and one external examiner – as for the Masters dissertation.

Apart from progress presentation seminars, seminar series for all registered PhD students will be mandatory. Students will select topics of their choice depending on their areas of research and shall be required to make presentations during the seminar series.

The unifying characteristic in each of the three modes is doctoral research. Doctoral research is largely an independent, self-directed research project under the guidance of experienced supervisor(s).

Entry Requirements

Candidates seeking admission into a programme leading to the award of a PhD degree shall normally possess a Master's Degree (with a minimum 65% score for the dissertation, where dissertations are scored) in a relevant area from a recognised university.

In exceptional circumstances, candidates can be admitted with relevant work experience and appropriate professional qualifications in addition to a first degree.

Application and Admission Procedure

The procedure for application and admission to PhD programmes is outlined below:

1. Applicants intending to pursue a doctoral programme at UMU should submit a letter of expression of interest to DGSRE describing reasons for seeking to engage in doctoral studies, explaining specific interest in the UMU doctoral programme and stating whether they intend to pursue a PhD by Research Only or a PhD by Course work and Research. Enclosed with the letter of interest the candidate will include a concept paper/proposal of not more than 10 pages about the research issue s/he would like to study, a curriculum vitae and copies of academic transcripts.

Applicants intending to pursue a doctoral programme at UMU should submit a letter of expression of interest to DGSRE describing reasons for seeking to engage in doctoral studies, explaining specific interest in the UMU doctoral programme and stating whether they intend to pursue a PhD by Research Only or a PhD by Course work and Research.

2. On receipt of the package, the DGSRE (in consultation with the relevant Faculty/Institute or School) will identify a prospective supervisor who will review the concept paper/proposal to establish whether or not the candidate presents a viable research problem, demonstrates knowledge of research and relevant literature (scholarly debates). The Reviewer will then provide a report on the concept to the DGSRE with a recommendation whether or not to admit the candidate.

3. In exceptional circumstances, a prospective PhD candidate having trouble with the conceptualisation of his study may be put in touch with a prospective supervisor for guidance

4. In all circumstances, the concept paper/proposal is a vital starting point in the candidate's admission process. We recommend that the concept paper be discussed with the prospective supervisor (if the candidate has one in mind) and the DGSRE before submission. If the prospective PhD student satisfies the admission panel in the way s/he writes and presents his/her proposal, he/she is allowed to proceed to put in a formal application. Forms are available at the DGSRE office and the Registry at Nkozi, or at the UMU Office at Rubaga, Kampala.

5. The Admission Panel that shall be constituted by the DGSRE will look for, among other things, high level of analytical ability and technical research skills of the candidate; clear evidence of a good working knowledge and understanding of relevant and contemporary academic literature in the area of the proposed research; the ability to formulate and answer specific and relevant research questions; and availability of potential supervisors. The Panel then recommends for admission or not.

6. The application must include the following:
    - A completed application form
    - Full Curriculum vitae
    - Certified copies of all certificates and transcripts relating to previous diplomas/degrees to be verified against the originals before registration into the programme.
    - Two confidential letters of recommendation must be submitted by those in a position to assess the applicant's past performance and future academic

potential, (they must not be from persons related to the applicant either by blood or marriage). References should be submitted on official headed paper, must be stamped and sealed in a separate envelope. The referee should include name, status, address, telephone, and email contacts where applicable.

- A copy/copies of any academic work published (do not include dissertations).
- Three recent coloured passport size photographs

Applications and proposals can also be obtained from third party bodies, such as business, industry, etc., to the university. In such cases, the applications are asked for from either the public or from within the university.
Note: Incomplete applications cannot be processed.

1. Once admitted, a PhD student will continue to work on his/her proposals. We recommend that the PhD student continue to polish his/her proposal and to discuss it with his/her supervisor before submission for defence at a progress panel constituted by the DGSRE in consultation with the relevant School/Faculty. In the meantime, a student on a PhD programme by Research Only will be considered to be on a Pre-PhD year until he/she defends at a progressive panel by the end of the first year. If s/he fails to satisfy the panel s/he will be given one more chance to improve his/her proposal/ concept paper within six months. During this time, the candidate must continue with the crosscutting courses (if not already completed). Failure to satisfy the panel at the second attempt means that the panel will determine whether the candidate

continues as an MPhil or PhD student depending on performance in the courses s/he will have been taking.

2. Once a proposal has been approved (upon successful defence and revision), the candidate shall seek ethical approval from a Research and Ethics Committee (REC) and from Uganda National Course of Research and Technology (UNCST). Read the guidelines of UNCST, which is the national guiding body, on the process and requirements.

3. For the candidate on a PhD by Course work and Research, once admitted at Pre-PhD level, they will immediately embark on the approved Credit Courses of the specific programme while simultaneously working to develop his/her proposal, which he/she will defend by the end of the first year. If the student satisfies the vetting Panel in the way s/he writes and presents his/her proposal and in the way s/he performs in the examinations, s/he is allowed to proceed to the second year.

*Proposals vary, and creative scholarship is encouraged at UMU, but **do not exceed 25 pages (1.5 spacing)** (including references)*

4. Proposals vary, and creative scholarship is encouraged at UMU, but **do not exceed 25 pages (1.5 spacing)** (including references), and consider including the following:

    - *Introduction and Background*
    - *Statement of the Problem*
    - *Research Objectives (*Major and Specific*)*

- *Research Questions (*Optional if one has objectives*)*
- *Hypotheses* (usually for quantitative studies)
- *Scope of the Study*
- *Justification of the Study*
- *Significance of the Study*
- T*heoretical or Conceptual Framework*
- *Literature review*
- *Methodology and Methods*
- *Work plan* (outline of the time-frame of the research period).
- *Budget (*Candidate, especially those seeking financial support for their study, are encouraged to make estimates of the cost of the study).

Registration

All doctoral students are required to register each year until the completion of the degree. Failure to register in a given year may require one to apply afresh. In terms of the University supervisory practice, candidates and supervisors are required to submit an annual progress report to the DGSRE at the end of each year detailing progress in their research, before they are allowed to re-register or graduate, i.e. the report is also required at the end of the supervisory process. The reports will be considered by the DGSRE who will bring any problems to the attention of the supervisor or relevant office as appropriate.

*Every doctoral candidate is required to have at least two articles or book chapters published or accepted for publication in a **peer-reviewed journal** or book before submitting their thesis for examination.*

Publication requirements

- Every doctoral candidate is required to have at least two

articles or book chapters published or accepted for publication in a **peer-reviewed journal** or book before submitting their thesis for examination. Note that the publication process takes time. Ideally, manuscripts for publication should be sent to journals/publishers at least a year before the expected date of submission of thesis for examination.

- The publications should be within the period of the PhD study and scope of the thesis.
- Where the candidate co-authors from his or her work with their supervisor or anyone else, the candidate shall be the principle/first author.

PhD Supervision

The DGSRE in consultation with the relevant academic unit (Programme host) shall normally assign two supervisors to each candidate: a Lead Supervisor and a Co-supervisor. The Lead should be from UMU. The Lead Supervisor has the lead administrative responsibility of accompanying the candidate.[1] Interdisciplinarity is encouraged by the University. It should be noted that the combined backgrounds of each supervisor bring a range of experience to the student's supervisory team.

With more than one supervisor, there is a chance of greater content and methodological expertise; and the likelihood that one of the supervisors will bring more supervisory experience than the other, which benefits the student's progress.

With more than one supervisor, there is a chance of greater content and methodological expertise; and the

[1] In this Handbook, the singular "Supervisor" should be understood to mean "Supervisors" depending on the context.

likelihood that one of the supervisors will bring more supervisory experience than the other, which benefits the student's progress.

Besides, by learning to interact with two academics who work well together and yet have perspectives which might differ, the doctoral student will learn that there are multiple points of view and that academic discourse promotes engagement with ideas that may not necessarily be in agreement.

Roles and Responsibilities of Supervisors

The supervisor should guide each part of the candidate's research as it progresses. The two supervisors could as well work out an arrangement where each of them caters for a particular part/aspect. To avoid confusing the candidate, they should also discuss any advice that they might want to give to them that is conflicting. Students should allow ample time for their supervisors to read individual chapters, except where they agree to a different arrangement within what is academically permissible. The practice of students submitting a full dissertation without supervisors having progressively guided the work is strongly discouraged. Students should also ensure that all work submitted to their supervisors is quality work that has been carefully proofread and corrected to eliminate grammatical, typological, and formatting errors. Supervisors are not students' proof-readers.

Supervisors have a duty to be available for their supervisees, and to treat them with respect and humane care. In turn, supervisees should meet their research obligations responsibly too.

The time schedule set by the student and their supervisors with regard to handing in draft chapters should be respected. Failure to cooperate with Supervisors can have detrimental implications to the

completion of one's studies. Ultimately, the candidate is responsible for their own work; supervisors can only make suggestions/ corrections.

The candidate should meet his/her supervisor/s at least 4 times a year and a record of this must be kept by the supervisors and be signed by both of them and the candidate. Supervisors have a duty to be available for their supervisees, and to treat them with respect and humane care. In turn, supervisees should meet their research obligations responsibly too.

Student - Supervisor conflict resolution

It might not always be possible to avoid conflict between a supervisee and supervisor in the process of closely working together. And conflict may not always be a bad thing. Sometimes, a supervisee might have divergent views from their supervisor, and this may breed conflict. Sometimes personalities may clash. Sometimes working methods might be incompatible. When such conflicts occur, it is always advisable to address them before they escalate. There may not be definite methods of addressing every conflict, but we suggest the following general approaches.

In the process of supervision if a supervisor or student encounters difficulties:

i) The two should first talk through it among themselves. This can either be initiated by the supervisor or supervisee, in a respectful manner that will not escalate the conflict.
ii) If it becomes impossible to handle it with the supervisor, the supervisee should consult with their Faculty/School Dean. If the Dean feels that the differences are irreconcilable for supervision to continue, change of supervisor might be suggested to DGSRE.

iii) If the student does not get help from their School/Faculty, they can seek assistance from the Director of the DGSRE. In the entire process, change of supervisor should only be resorted to when it becomes inevitable. However, it is the right of the student to seek for change of supervisor if they irreconcilably fail to work together with the one allocated to them.

NB: To avoid any possibility of bias, should a student change supervisor, the previous supervisor should not be allocated examination of the candidate's work, neither should they be part of the Viva Voce panel of the candidate.



Annual Progress Presentations

Each candidate will be required to make annual progress presentations before a panel chosen by the DGSRE, with approval of his/her supervisor. These presentations are intended to track and guide progress. A copy of the written presentation (power point) must be made available to the DGSRE at least three weeks prior to the presentation.

The Supervisors and the candidate must also separately submit a progress report (every three months before differentiation and every six months thereafter - using the provided form/template) with the written presentation to the panel.

The Supervisors and the candidate must also separately submit a progress report (every three months before differentiation and every six months thereafter - using the provided form/template).

A favourable report from the annual progress panel is necessary for the candidate to be able to proceed to the next year of study. The report of the panel is communicated to the DGSRE, which will inform the candidate. In the case that an unsatisfactory report is received, a candidate will present again within a six-month period. A second unfavourable report for a PhD candidate will mean disqualification from the PhD programme.

Requirements for the Award of PhD

For the award of the degree of PhD, a candidate must submit a substantial original thesis of not more than 60,000 words. Word count includes citations and footnotes/endnotes, but excludes references and appendices. Appendices should contain information that readers may refer to but which is not necessary for understanding the work.



The PhD thesis should demonstrate a substantial original contribution to knowledge and, where necessary, how this may contribute towards transforming society. The degree is awarded to students who have demonstrated the creation and

The PhD thesis should demonstrate a substantial original contribution to knowledge and, where necessary, how this may contribute towards transforming society.

interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication; a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice; the general ability to conceptualise, design, and implement a project for the generation of new knowledge, applications, or understanding at the forefront of the discipline; a detailed understanding of applicable techniques for research and advanced academic enquiry; and contribute substantially to the development of new techniques, ideas, or approaches that are relevant to African realities.

Steps for Submission and Defence of Thesis

Notice to submit: Submission of notice to submit a thesis for Defence, accompanied by a progress report from each of the Supervisors. Notice of submission should be done three months prior to actual submission. The 'Notice to Submit Form' can be obtained from the DGSRE office (See sample in Appendix 2).

At this time, the candidate is asked to recommend an external examiner, though the final decision on selecting examiners lies with DGSRE and the relevant academic unit.

Submission of thesis: Submission of written thesis (temporarily bound, 5 copies) with an abstract of not more than 500 words submitted separately with dissertation in soft copy on flash drive.

Oral Defence: An **Oral Defence** of the thesis is a requirement for the award of all higher degrees by research. The Defence panel will be made up of the Supervisor, Co-supervisor, the external examiner, and two internal readers to be nominated by the DGSRE and the relevant academic unit.

*An **Oral Defence** of the thesis is a requirement for the award of all higher degrees by research. The Defence panel will be made up of the Supervisor, Co-supervisor, the external examiner, and two internal readers to be nominated by the DGSRE and the relevant academic unit.*

Submission of final copy: Submission of two hard bound copies according to UMU specifications. A separate soft copy of the Abstract to be submitted to the DGSRE office, plus the entire work in PDF format on a flash drive. The official result is communicated formally to the candidate with permission to graduate.

Extension of Submission Date

The DGSRE may give permission to extend the submission deadline for a six-month period, on payment of the set fee, provided the candidate and Supervisor furnish the committee with acceptable reasons. Further extensions will be exceptional and judged on a case-by-case basis, provided documented evidence of a serious social or medical situation or condition is submitted with the application. In the case that a further six-month period is granted, this will be the final extension.

Thesis Regulations

FORMAT AND ORDER

Cover Page

The cover page shall conform to the sample set out in Appendix 1.

Title Page (inside cover) reproduces what is on the cover page.

Pagination starts right from the title page using Roman numbers until the abstract but the page numbers only appear beginning with the Dedication, if included, and, if not included, with the Acknowledgement(s). Beginning with chapter one, you will use Arabic numbers for page numbering. The appendices must also be numbered.

Preliminary Pages (Frontal matter)
Dedication (not mandatory)

Declaration as to the originality of the thesis. Please collect template from DGSRE office.

Acknowledgment(s) - to express gratitude to whoever was resourceful in your research (not mandatory but recommended).

Abstract (not more than 500 words). An abstract is a brief summary of the research. It highlights the motivation of the study, research questions, methods, findings, and conclusions. It is a very useful part of the research report. It gives readers a quick overview of the issues addressed and summary of results obtained. An abstract facilitates the dissemination of research findings as it enables readers to gain quick access to research outputs of interest. It is recommended that all dissertations have an abstract at the beginning and be as concise as possible, in any case not exceeding one page.

Table of Contents – it should also include preliminary pages, references, and appendices

List of Tables (if applicable)

Abbreviations - should provide in full names that have been abbreviated. In the body of the thesis, it is advised that you first give abbreviation/acronyms in full followed by the short form between brackets, and henceforth you can use the abbreviation.

Recommended Outline for PhD Thesis

Please note that what follows is a suggested guide, not a rule of thumb. You may have to adjust it to suit the nature and presentation of your study. For instance, some library studies may require a different structure. The important thing is that the necessary elements expected in the thesis must be included. Where a candidate chooses another format, there must be reasonable justification for doing so, not sheer choice or convenience.

Chapter 1: Introduction (Suggested contents)

- An explanation of the key concepts
- Introduction of the research problem
- Objectives of the research
- Research Questions / Hypotheses
- Significance of research
- Justification of the Study

You should clearly explain important keywords and concepts in the introduction chapter. These explanations should be put in the context of the study and related to the issues being addressed. Any modifications in the usual meanings of terms for the purposes of

the research should be clearly stated. Chapter one should also briefly introduce the research problem and the questions being raised in relation to the research problem. Chapter one is also an appropriate place for the researcher to set the proposed research theme in the context of prevailing discourse on the subject. The chapter normally also outlines the objectives and significance of the study.

Being an introductory chapter, many of the issues highlighted are elaborated in other parts of the thesis. It is therefore, useful and encouraged that you make references to the parts of the thesis where particular issues are elaborated. Therefore, this is a chapter which must be rewritten after the study has been finished.

Chapter 2: Theoretical Framework and Literature Review
(Suggested content)

- Theoretical framework that underpins your study
- Review of the contributions of different scholars to the subject and existing knowledge gaps.
- Development of the researcher's own conceptual framework (where necessary)

In the literature review section, you review and synthesise existing literature relevant to the research theme and engage in critical discussion with existing literature. It is important that you demonstrate familiarity with the key contributions in the field and in particular how these contributions relate to your study. The key theories and relationships between the variables of interest are normally used to develop a conceptual framework within which you will carry out the analyses of empirical data.

As a researcher, you will normally be in position to specify informed research questions and hypotheses if you carry out detailed literature review or if you have first-hand experience of the subject being addressed. Extensive literature review will enable you to make logical extensions of the prevailing theoretical and empirical issues to your own subject of interest. Indeed, one of the important aims of literature review is to identify the gaps and omissions in existing theory or the application of such theory in new contexts or conflicts between theories or between theory and new observation. Such gaps or "anomalies" constitute the research problem and usually signal the need for further empirical investigation of existing theories. This ongoing "self-critical" approach is the essence of the scientific method, the predominant methodology in contemporary academic research. In summary therefore, the literature review chapter synthesizes relevant theories and insights currently available on the subject and relates them to your own reflections, questions, and hypotheses.

Indeed, one of the important aims of literature review is to identify the gaps and omissions in existing theory or the application of such theory in new contexts or conflicts between theories or between theory and new observation. Such gaps or "anomalies" constitute the research problem and usually signal the need for further empirical investigation of existing theories.

Chapter 3: Methodology and Methods *(Suggested content)*

In this chapter, the candidate accounts for the methods they used to collect and analyse data to address their objectives. Since methodological choices are often embedded in philosophical assumptions, the latter have to be explained too right from the onset. Methodological choices should not be arbitrary, they

should always be justified in view of the questions of the study and required data.

- Elaboration of the philosophical assumptions of the study
- Explanation of the research design and approach
- Elaboration of sampling and data collection methods
- Explanation of quality control methods and ethical considerations
- Explanation of technique(s) of data analysis

Chapter 4: Presentation and Discussion of Findings

(Suggested contents. NB: Sometimes the presentation and discussion may be presented in separate chapters)

- Analysis of empirical data
- Interpretation of empirical data
- Presentation of results and findings

In the empirical analysis chapter, you analyse the empirical data obtained and relate the findings to the research questions and hypotheses stated earlier. This is the chapter in which you employ the analytical techniques selected and usually specified in the methodology chapter to analyse the empirical data. You must also be able to interpret accurately the findings and draw logical conclusions from them in relation to the research questions and hypotheses. To present a coherent analysis and interpretation, you need to clearly explain how the findings provide the necessary information to answer the research questions and prove any stated hypotheses. It is in the empirical analysis chapter that you can demonstrate the coherence of your "thesis" by unifying insights drawn from literature review and empirical data through analysis and interpretation.

Chapter 5: Implications of the Study *(Suggested contents)*

- Implications of findings for theory / policy / practice
- Possible policy or other suggestions and recommendations
- Implications from methodology and data availability

Drawing out implications from the research findings constitutes an important part of the thesis. This is where the candidate highlights their contribution to knowledge. These may be in relation to government policy, business practice, and theory. To facilitate the application of academic research in policy circles and or practice, it may also be necessary to show how the findings translate into policy or business practice. Implication from the methodology normally cautions the reader about the level of confidence that may be put on the findings and interpretations given the limitations of the design and technique of data analysis employed in the study.

Chapter 6: Conclusion *(Contents)*

- Summary of findings
- Overall conclusion from the study and further conclusions based on results
- Recommendations based on conclusions (not mandatory)
- Suggestions for further research

You should clearly specify the conclusions you draw from the research. This should be in reference to the research questions and hypotheses stated earlier. The conclusion should clearly state whether the research questions have been answered or not and whether the hypotheses specified have been supported or been disproved by the empirical evidence. Reference to the research questions and hypotheses will ensure linkage and coherence in the study. The contribution made to knowledge should be very clear.

References

All and only the sources of information used in the study should be specified in the References, following alphabetical order. These include library books, journal articles, Internet and other sources. It is important not to omit any sources that have been used. It is also an equally important research ethic not to include sources that have not been used. Supervisors and examiners will check to ensure academic integrity in this regard. NB: Ensure to follow the provided referencing guidelines of UMU.

Appendices

The appendix contains materials and tools that do not normally form part of the formal presentation of the research findings. These may be questionnaires, copies of statutes or laws, consent forms, ethical clearance letters, pictures, photographs, aerial maps, and original data sources.

Presentation of thesis

Text should be fully 'justified' (flush right and left). The general rules of research reporting shall apply.

Formatting Text

The first page of each chapter: centre the number of the chapter in bold capitals. Leave one line then centre the title of the chapter in bold capital letters. Leave two lines and begin typing.

Heading within a chapter should be typed at the left margin in bold letters (not capitals) and two lines from previous paragraph. Sub-divisions should be indicated in italics and further subdivisions should be in under-lined type (not bold) and only one line from heading/previous paragraph. Always tab in the first line of a paragraph (except immediately after a heading). Make sure

to follow the rule of one space after all punctuation, including full stops.

Ideally the thesis should be printed on a good A4 size paper using 1.5 spacing, Times New Roman font, and 2.54 cm margins.

Printing

Before printing, make sure that you spell check your document. Be sure to proofread the document about three times before submission.

The exercise of proofreading is extremely important. Read through your document carefully and slowly concentrating solely on spelling (spell check will only detect blatantly misspelled words, not errors of usage, e.g. there and their). Read through a second time for sense. Make your corrections are clearly indicated in the margin. When correcting your text on computer, please check that you have corrected properly as further mistakes can be made when correcting!

Once all your chapters have been corrected by you and re-printed, submit the complete document to your Supervisor. It is important that s/he sees the complete work for final correction. At this stage note that final corrections and changes (some of which may be substantial) may still be made, so make sure that you give your Supervisor ample time to reread your work before you make final corrections and the final printing (a minimum of 8 weeks).

After your text has been returned to you, please correct carefully. You must scroll through your complete text at this time in order to make sure your format is as you wish it. Please make sure that you spell check again and proofread properly before final printing

- many mistakes, even careless layout, can cost you valuable time. Your final copy should be printed with the highest print quality. Please remember that throughout the thesis you should exhibit a mastery of language.

Submission

Five temporarily (spiral) bound copies should be submitted to the DGSRE following the timetable communicated to you. These must be signed by your supervisors. Together with these, submit copies of two (2) published peer-reviewed articles or letters of acceptance from the journal/s. You will, at this stage, sign a declaration confirming the originality of your work. Submission should follow the schedule given in this booklet. DGSRE shall then subject the thesis to Plagiarism check before sending it out for examination. Any that scores a similarity index above 20% will be returned to the candidate. To avoid such rejection, it is advisable that candidates do their own plagiarism checks before submission.

Assessment Guide for Examiners/Supervisors

For assessment of Masters and PhD theses, examiners shall follow the guidelines that will be provided to them by DGSRE. The guidelines cater for the following aspects:

Marking Scheme for PhD Theses

- Overall structure, presentation, and language (10 marks)

Is the thesis organised systematically? Does the candidate communicate effectively and as a scholar?

- Logical flow of ideas (10 marks)

How do ideas flow in the thesis? Are they logically coherent? Are the conclusions built on evidence?

- Use of relevant sources and accuracy of citation methods (10 marks)

Does the candidate demonstrate knowledge of relevant literature? Do they clearly highlight the gaps in literature that their study seeks to fill? Do they follow the official citation/referencing style?

- Statement of the problem (5 marks)

Does the work explicitly indicate a researchable gap in knowledge that is based on understanding of prior related studies? Does the gap measure up for a PhD level study? Is it relevant to the PhD area that the candidate is registered for?

- Appropriate use of research methods (15 marks)

Are the choices of methods grounded in understanding of the philosophical assumptions behind? Are the methods specifically and coherently aligned to the objectives/questions of the study? Are the methods justified? Are relevant ethical issues addressed?

- Presentation of findings (15 marks)

Are the findings exhaustively responsive to the objectives/questions of the study? Are they systematically and creatively presented?

- Analysis and discussion of findings (20 marks)

Does the candidate critically make sense of the findings? Is their voice evident in the work? Do they engage with relevant literature/debates in showing how their findings take us

beyond what is already known? Are relevant theories engaged? Do their conclusions follow from the premises/evidence?

- General creativity and originality (15 marks)

Does the work make an original contribution to knowledge? Is the candidate creative in their scholarship?

The **examiner's report** must be submitted in the prescribed format from DGSRE and should indicate one of the following recommendations:
(i) The candidate should be awarded the degree and *no further corrections* to the thesis are required.

(ii) The candidate should be awarded the degree *subject to corrections* to the satisfaction of the supervisor and DGSRE.
The required corrections are:
• Either Trivial/Typographical; or
• Typographical and more substantial, specified changes. These corrections should not alter the substance of the thesis in any fundamental manner and therefore major reworking or reinterpretation of the intellectual content of the thesis is not required.

(iii) The candidate should be invited to address substantive concerns of the examiner(s) and to revise and *resubmit* the thesis for re-examination.

(iv) The candidate *should not be awarded* the degree as the thesis has no prospect of meeting the requirements.

Permission to defend will be given after at least one of the two internal examiners, AND the external examiner, have recommended separately that the thesis is worth a PhD.

Conditions for Defending a PhD Thesis

Permission to defend will be given after at least one of the two internal examiners, AND the external examiner, have recommended separately that the thesis is worth a PhD.

Defence Panel and Programme

An **oral defence** of the thesis is a requirement for the award of all higher degrees by research. The defence panel will be made up of the Supervisor, Co-supervisor, the external examiner, and two internal readers to be nominated by the DGSRE and the relevant academic unit.

The Chair of the defence panel shall normally be the DGSRE Director. The defence is open to the staff and students of the university, and family, friends, and relatives of the candidate.

The candidate will be invited to defend their thesis at least two weeks ahead of the event. When they enter the room, they will be invited by the Chair, who will introduce the members of the panel to them and the procedure to be followed.

The candidate will be invited to make a presentation of his/her work in some areas that the Chair will highlight. This takes about 30 minutes. After his/her presentation, members of the panel (apart from the supervisor) will each engage the candidate for about one hour. The panel will then take leave of about 20–30

minutes to deliberate upon the candidate's performance. Thereafter, they will come back to announce their decision to the candidate and advise the candidate on the way forward. The defence will then be closed by the chair.

Conditions for Graduation

If the candidate defends his/her thesis successfully and has no corrections to make, s/he presents 2 hard-bound copies and one soft copy of thesis and abstract in PDF format to the DGSRE within less than one month after the defence. The candidate may then be given permission by Senate to graduate. It is only after graduation that the candidate may use the title Dr or put PhD against their name.

In case the candidate successfully defends his/her thesis but has corrections and adjustments to make, s/he must work on these within 6 months after the defence. After these corrections have been made to the satisfaction of the supervisor(s), one internal reader and the Director of the DGSRE, the candidate submits their work as indicated above.

Failure to Meet Conditions for Defence

If the thesis or oral defence of a PhD candidate does not satisfy the examiners, the panel of examiners or of defence may give him/her permission to re-submit within a period of one calendar year with payment of the required fees. Failure to satisfy the examiners at the second submission will mean that the candidate has failed.

Appendix 1

Sample of final dissertation cover page

THE IMPORTANCE OF GOOD DISSERTATION PRESENTATION

CASE STUDY: UGANDA MARTYRS UNIVERSITY

Submitted by

YOUR NAME (as it appears in university records)
Registration number

A thesis submitted to
UGANDA MARTYRS UNIVERSITY
in partial fulfilment of the requirements for
the award of the degree of
MPhil/PhD

Month and Year

[The name of the candidate is also to be written in capital letters, downwards, on the spine of the hard bound final thesis]

Appendix 2

Form for Notification of intention to submit a thesis

NOTIFICATION OF INTENTION TO SUBMIT THESIS FOR A HIGHER DEGREE Of
UGANDA MARTYRS UNIVERSITY

PART 1: CANDIDATE'S DETAILS
Name: ……..
Student Registration Number: ……..
Department: ……
Degree programme: …….
Dissertation Title:
……
……
……
……
……
……..
PART 2: CANDIDATE'S CONTACT DETAILS
Telephone: ……..
E-mail address: .....
Alternative e-mail: .....

PART 3: ANTICIPATED SUBMISSION DATE

I propose to submit my thesis on ..... (please enter date) .....
PART 4: REQUIRED APPROVAL OF SUPERVISOR(S)
I acknowledge that the above-mentioned candidate has indicated that he/she will be submitting his/her thesis for examination by

the date indicated above. I regard this as a feasible time-frame for submitting the work, given the progress to date.
Name of Supervisor 1: ……..
Sign: ……
Date: ……..

Name of Supervisor 2: ……
Sign: …….
Date: …….

DECLARATION BY CANDIDATE
I understand that:
In accordance with Regulations, I need to give a minimum of Six months' notice of my intention to submit my thesis.

Acknowledgement or permission has been sought for inclusion of any copyrighted materials and I shall take personal responsibility for any unethical issues including plagiarism.

I need to be fully registered when I submit my thesis and that all fees (including tuition and other functional fees) must be paid at the point of submission. I understand that the University will not accept a thesis for examination with any outstanding debts.

Candidate's Signature: .....
Date: .....

Please complete and submit this form to the Senior Assistant Registrar DGSRE at least six months BEFORE submission of your thesis for examination.

Contact

Uganda Martyrs University
Directorate of Graduate Studies, Research, and Enterprise
P.O. Box 5498
Kampala - Uganda
General phone: +256 382 410611
DGSRE office Tel: +256 771329686
E-mail: DGSRE@umu.ac.ug
Website: www.umu.ac.ug

UNIVERSITY ANTHEM

Inspired by those by whose name we are called
the Martyrs of Uganda;
source of our strength, our courage and our hope;
guide us in virtue to lead the world
Virtute et Sapientia!

May we remain faithful to the name;
Uganda Martyrs University;
a place of love, where it is good to be;
guide us in wisdom to lead the world
Virtute et Sapientia!

Disclaimer: *All information given in this Handbook was correct at the time of printing and posting on the website. It may be subject to change with approval of Senate or the University Council.*