

# **MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



## **Postgraduate Handbook**

**2016**

## **Acronyms and Abbreviations**

<b>FRC</b>	Faculty Research Committee
<b>IRC</b>	Institute Research Committee
<b>MUST</b>	Mbarara University of Science and Technology
<b>PhD</b>	Doctor of Philosophy

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## **Forward**

Dear Postgraduate Students,

I warmly welcome you all to Mbarara University of Science and Technology. We offer postgraduate programs in a wide spectrum of subjects. This handbook was designed to help you with the relevant information regarding your needs as a postgraduate student at MUST.

We offer Masters and PhD Programmes through coursework and research. This postgraduate handbook contains information regarding the policies and guidelines that govern the coursework and research components of the postgraduate programs. It is your responsibility, as a student, to read and understand this booklet.

We remain open to suggestions from postgraduate students in regard to continuous improvement of this booklet for the benefit of all. I wish you the best and success in your studies as a postgraduate student at MUST.

We thank Dr Simon K. Anguma for providing the initial effort to put these guidelines together.

Faithfully,

Martha Kyoshaba Twinamasiko  
**ACADEMIC REGISTRAR**

# **1 UNIVERSITY INFORMATION**

## **1.1 University Vision**

To be a centre of academic and professional excellence in Science and Technology.

## **1.2 University Mission**

To provide quality and relevant education at national and international levels with emphasis on science and technology and its application to community development.

## **1.3 Location**

Presently the university is located in Mbarara Municipality, two kilometres from the centre of Mbarara Town on Kabale road. Over time, the main campus will be moving Kihumuro Hill, seven kilometres on Mbarara-Bushenyi-Fort Portal Road, next to the Mbarara Stock Farm, but the Medical School will remain at the current location.

# **2 ADMISSION PROCEDURE**

## **2.1 Application Procedure**

Adverts are placed in the Newspapers and MUST website and other publication avenues.

Applications are received through the online application portal or a hard copy is delivered to the university or its liaison offices.

Admissions are carried out between March and July in time for the commencement of the new academic year in August.

## **2.2 Applications Forms**

Applications forms are available at a non-refundable fee. They can be obtained from and returned to:

Academic Registrar  
Mbarara University of Science and Technology  
P O Box 1410  
MBARARA

## **2.3 OnlineApplication**

Apply online at:<http://applications.must.ac.ug>

Application forms can also be downloaded from the website: [www.must.ac.ug](http://www.must.ac.ug)

## **2.4 Payment of Application Fees**

Payment of application fees can be made to:

**Bank:** Barclays Bank of Uganda Limited  
**Account Title:** Mbarara University /Academic Registrar  
**Account Number:** 6000592666  
**Bank Branch:** Barclays, Mbarara  
**Swift Code:** BARCUGKX

**Bank:** Stanbic Bank Uganda Limited  
**Account Title:** Mbarara University AR  
**Account Number:** 9030005647524  
**Swift Code:** SBICUGKX

## **2.5 Admissions Requirements**

### **2.5.1 Postgraduate Programmes**

For MSc and PhD postgraduate programmes, applicants must have a good honours degree or its equivalent from a recognized university.

### **2.5.2 Doctoral Programmes**

For a doctoral programme, applicants must have a good master's degree from a recognized degree-awarding institution.

### **2.5.3 Doctorate by Research only / Doctorate by Coursework and Dissertation/Thesis**

For a doctoral programme involving research, applicants must additionally have:

- (a) A concept paper
- (b) Profile of proposed supervisor indicating his/her willingness to supervise

### **2.5.4 Criteria for Admission**

- (a) Applicants' files are assessed for completeness.
- (b) Documents are then submitted to the relevant Faculty/Institute for their recommendation on the applicants' suitability.
- (c) The MUST Admissions Committee then sits to assess and admit the applicants accordingly.

### **2.5.5 Specific Admission Requirements**

In addition to the minimum entry requirements, there are specific admission requirements for each programme, the details of which are captured in the programme's description.

### **2.5.6 International Students**

In addition to standard entry requirements, international applicants should have qualifications that are recognized for university entry. If transcripts are not in English, they must be

translated, signed and certified as true copies by the academic authorities of the institution of origin. All prospective international students whose national language is not English must submit evidence of proficiency in the English language.

### **3 PAYMENT OF FEES**

- (a) All functional fees shall be paid before registration at the beginning of the academic year.
- (b) Tuition fees should preferably be paid at the beginning of the academic year. However tuition fees may be paid in two equal instalments. The first instalment shall be paid at the beginning of the first semester. The second instalment shall be paid at the beginning of the second semester.
- (c) Failure to pay fees as prescribed may lead to discontinuation of studies.
- (d) All fees are paid in designated bank accounts apart from NCHE which is directly paid to National Council for Higher Education as per Bank Instructions below:

Account Name:	National Council for Higher Education
Account No.:	0140015191503
Bank:	Stanbic,
Branch:	Kyambogo

### **4 REGISTRATION OF POSTGRADUATE STUDENTS**

- (a) Applicants admitted for postgraduate studies shall be registered if they are in possession of an admission letter and have duly paid all University fees.
- (b) It is the responsibility of every postgraduate student to register centrally with the Academic Registrar and in the Office of the Dean/Director of the line Faculty/Institute, then in the line department.
- (c) The name in which a student will be registered will be that which appears on the academic document which the student used as an entry qualification.
- (d) Registration is completed when the student signs the MUST Rules and Regulations governing postgraduate students.
- (e) Students must register within the first one (1) week at the beginning of the first semester; failure to do so may result in cancellation of the offer of the place.
- (f) No registration shall be permitted after the second week of the academic session.
- (g) After initial registration, students will be required to sign up for their respective course every semester. Registration shall also be done online.
- (h) Fully registered students shall be issued a University Smart Identity Card for the duration of the programme.



- (i) An orientation and induction for all registered postgraduate students shall be organised and conducted at the beginning of the academic year by each Faculty/Institute.
- (j) It is the responsibility of each postgraduate student to attend the orientation programme.
- (k) All students in taught programmes are required to attend all prescribed classes, including lectures, practical classes, demonstrations, seminars, and tutorials. Respective Faculties/Institutes will provide the necessary guidance on how to attend.

## **5 DURATIONS OF POSTGRADUATE PROGRAMMES**

- (a) Postgraduate Diploma Programmes shall last a period of two semesters.
- (b) Master's Degree Programmes shall last for a minimum period of four semesters. However, in the clinical programmes, the Masters Programme shall last for a minimum of six semesters.
- (c) Full-time Doctoral studies shall last for a minimum period of six semesters, while part-time Doctoral studies shall last for a minimum period of twelve semesters.
- (d) A Doctoral or Masters student who cannot complete his/her studies within the prescribed time may apply for an initial extension of one academic year for Doctoral studies and six months for Masters Studies. The application for extension shall include the following:
  - i. Duration of the extension stating the dates of commencement (day after the end of the valid study period) and completion.
  - ii. Brief details of the justification for extension. (Attach evidence if applicable.)
  - iii. A description of a full completion work plan for the extension period approved by the main supervisor.
  - iv. Recommendation from the doctoral committee duly endorsed by the Head of Department and Dean/Director of the Faculty/Institute.
  - v. Copies of all the six-monthly progress reports.Such a request shall be considered by the Higher Degrees Committee upon receipt of an application materials.
- (e) Subsequent extensions of periods not exceeding one academic year each shall only be granted if the justification for such a request is exceptional. If the justification for the subsequent request for extension is not strong enough, then the candidate may be recommended for discontinuation.
- (f) When the extension request is granted, the student shall re-register at the beginning of the extension period and shall pay the full extension fees.

- (g) If the student does not make good progress after two consecutive extensions, she/he shall be de-registered. However, a Doctoral student who fails to make good progress after being granted two consecutive extensions may be awarded a Degree of a Master of Philosophy (M.Phil).

### **5.1 Progress Report**

- (a) All postgraduate students shall provide six-monthly progress reports through their supervisor(s) and doctoral committee, through their Head of Department and the Dean/Director of the Faculty/Institute.
- (b) Standard forms for submission of the progress report shall be used by all postgraduate students. A template of the progress report form is included in Appendix A.

## **6 STUDENT FACILITIES**

### **6.1 Library**

The University Library is fairly well stocked with essential textbooks and every attempt is being made to stock it with other required Journals. It is connected to the internet.

### **6.2 Sports Facilities**

There are facilities for volleyball, basket and net-ball within the University campus. Excellent facilities for athletics and football exist at the nearby Kakyeka Stadium which is used by students.

### **6.3 Halls of Residence**

All privately sponsored students are required to be non-resident in houses approved by University authorities.

### **6.4 Students' Property**

The University urges students to exercise great care as regards custody of their personal property. The University does not hold itself responsible for any loss of students' property.

### **6.5 University Health Service**

Free medical services are provided at the University Clinic. Expensive items such as dentures are not covered at all. Students should come with some money in case they are required to pay.

## **7 CAUTION MONEY AND SUBSCRIPTIONS**

There shall be an approved fee on operation from time to time. The caution money is just a token. If any University property is broken/destroyed/lost, it will be paid for at a full cost by the responsible student(s).

## **8 COURSEWORK**

- (a) In the case of Master's Degree Programmes, at least the first two semesters shall be used for coursework. For clinical Masters Programmes, the coursework shall be

conducted during the first four semesters, while the last two semesters shall be used for research.

- (b) A student pursuing a doctorate by course-work and dissertation/thesis (the taught PhD) is expected to complete a number of course units in addition to a dissertation/thesis. The number of courses and length of dissertation/thesis may vary by discipline. The student is expected to work with his/her supervisor(s) to select the most appropriate courses from within and outside his/her respective Faculty/Institute. The student will then spend approximately two years completing the dissertation under the guidance of the supervisor and doctoral committee. The student is required to have a minimum credit unit as prescribed by the Unit in order to graduate.
- (c) Students are required to attend all prescribed classes (including lectures, practical classes, demonstrations, seminars, and tutorials), as instructed by the faculties/institutes.
- (d) Each course shall carry a pass mark of 60%.
- (e) Each department shall submit the course results through their Faculty/Institute Examiners Boards to the Higher Degrees Committee for consideration and thereafter for final approval by Senate.

## **9 SUPERVISION OF POSTGRADUATE STUDENTS**

### **9.1 Main Supervisor**

Each registered Postgraduate Diploma and Masters student shall propose at least one supervisor towards the end (last two weeks) of the second semester of coursework. The selected person shall become the main supervisor. The PhD research supervisor(s) is/are selected at the time of admission.

#### **9.1.1 Qualifications of Supervisor**

- (a) A main supervisor shall primarily be selected from amongst the full time academic staff members of MUST who are involved in research within the area of the students' interest.
- (b) The prospective main supervisor for a Postgraduate Diploma or Masters Student shall be at the rank of at least a Lecturer. The prospective main supervisor for a PhD student shall be at the rank of at least a Senior Lecturer.
- (c) In case there are no members of academic staff at MUST with knowledge and experience in the proposed area of research, supervisors shall be sourced from outside MUST. Such supervisors shall be appointed as Honorary Lecturers/Professors at MUST.
- (d) A student may have two or more supervisors who shall jointly supervise him/her:
  - i. if the research covers two or more areas of specialization, or
  - ii. if the co-supervisor requires mentorship in supervision from the main supervisor.
- (e) All supervisors shall be formally appointed by the Director of the Graduate School on recommendation of the Higher Degrees Committee.

- (f) The maximum number of students supervised by a single person shall not exceed the guidelines issued by the Uganda National Council of Higher Education.

### **9.1.2 Supervisor Responsibilities**

- (a) Supervisors shall provide guidance to enable students formulate a suitable area of study or research topic and complete their research.
- (b) Supervisors shall meet their students at least once per month. The number of meetings may be more frequent if mutually agreed on between the student and the supervisor.
- (c) Such meetings shall be organised by the main supervisor in person or by electronic means available to both the student and the supervisor.
- (d) The supervisors shall make themselves available at appropriate times if advice is urgently required.

### **9.2 Doctoral Committee**

- (a) Each postgraduate student shall be allocated to a doctoral committee which shall include the supervisor.
- (b) A doctoral committee may oversee the progress of more than one postgraduate student and a department may have more than one doctoral committee.
- (c) The doctoral committee shall be constituted by at least three senior members of staff in a department. Members from other departments may be included on the doctoral committee on their individual merit.
- (d) The doctoral committee shall ensure that each student presents his or her work to the department at appropriate intervals to ensure that progress is being made.
- (e) The doctoral committee shall primarily oversee the quality and progress of the students' research. Furthermore, it shall adjudicate in cases of conflict between students and their supervisors.

### **9.3 Strategy for Dispute Resolution**

#### **9.3.1 Student/Supervisor Dispute**

- (a) In case a student fails to make satisfactory progress or attain satisfactory standard of research work, the main supervisor(s) shall discuss the matter with the student and document the proceedings using the Supervision Report Form.
- (b) In the circumstance where the supervisors may not successfully resolve the matter, a meeting of the candidate, her/his supervisor(s), and the doctoral committee shall be convened to resolve the matter.
- (c) At this stage, the issues shall be communicated in writing to Faculty/Institute Postgraduate and Research Committee for intervention.

- (d) If the performance of the candidate does not improve, the Dean/Director shall refer the matter to Higher Degrees Committee for appropriate action.
- (e) If a supervisor fails to provide adequate guidance to her/his student, the student shall first discuss the matter with the supervisor(s). However, if the supervisor(s) does/do not cooperate, then the student shall request the doctoral committee to intervene.
- (f) The doctoral committee shall immediately convene a meeting to discuss the matter.
- (g) The meeting shall be constituted by the other doctoral committee members, the head of the department, and the Dean/Director of the Faculty/Institute. The student and the supervisor(s) may be invited to the meeting.
- (h) If the Doctoral committee fails to resolve the matter, the Faculty Dean/Institute Director shall forward the matter to the Faculty Postgraduate and Research Committee.

### **9.3.2 Supervisor/Supervisor Dispute**

In cases where supervisors are in conflict, a meeting shall be constituted by the doctoral committee to look into the conflict. The meeting shall be constituted by the other doctoral committee members, the head of the department, and the Dean/Director of the Faculty/Institute. The student and the supervisor(s) may be invited to the meeting.

If a solution is not found then a report shall be made to the Director of Research and Graduate Training who may seek guidance from the Vice Chancellor in matters of high complexity.

## **10 RESEARCH PROPOSAL DEVELOPMENT AND APPROVAL GUIDELINES**

- (a) The research proposal process is designed to help students navigate the process of research and, where possible, to prevent unfruitful work.
- (b) The proposal tasks students to carefully state the goals of their research and to conduct a review of the literature in which their research is grounded.
- (c) These research proposal development guidelines were designed to prevent a research project that either cannot be completed or will not be acceptable if it is completed.

### **10.1 Components of a Research Proposal**

- (a) A research proposal should give the necessary information for a reader who is knowledgeable of the field to understand:
  - i. What the student is proposing to accomplish.
  - ii. How the proposed research builds on and adds to the current state of knowledge.
  - iii. What tools, resources, and timeframe will be necessary to accomplish the research.

- (b) Each faculty and institute shall develop its own guidelines for formatting the research proposal, with the approval of the Director of Research and Graduate Training. In many East African universities, it is standard to include the following sections: background, research problem, aim, objectives, scope, justification or significance, materials and methods, time frame, budget, references, and appendices. In some disciplines, hypotheses and research design are essential sections of the proposal, and some disciplines will require more thorough explanations of the framework in which this research question is developed.
- (c) Faculties and institutes are encouraged to allow flexibility in the formatting in order to best achieve the goals stated above. For example, some projects may require extensive discussions of theory before the research problem can be understood. For others, once the research problem and objectives are explained, the justification and significance of the research will be immediately obvious, so that a justification section would be redundant and should be omitted.
- (d) Additional details on organizing and formatting the research proposal are contained in the document, 'Proposal, Thesis, and Dissertation Guidelines'.

## **10.2 Proposal Approval Procedure**

- (a) All postgraduate proposals shall initially be approved by the supervisor(s). The duly signed copy of the proposal shall then be forwarded to the line department for departmental approval within the first month of the third semester for the case of Master's Degree Programmes.
- (b) In the case of Doctoral Degree Programmes, the proposal shall be submitted to the line department for approval within the first three months from the time of registration.
- (c) The approval at the department shall be granted after the candidate has presented the proposal to a departmental or faculty forum which shall include at least two members of the Doctoral committee, the supervisor(s), and senior researchers who are knowledgeable in the area of study.
- (d) A proposal approval form (Appendix C) shall be signed by the Doctoral committee members and endorsed and communicated to the faculty/institute by the Head of Department.
- (e) The Faculty/Institute Research Committee (FRC/IRC) shall mandate at least one member or an external expert who is knowledgeable in the area of study to comment on the proposal for the committee.
- (f) The FRC/IRC shall discuss the proposal and grant an approval if the proposal is satisfactory.
- (g) If the proposal requires revision, approval will not be granted until the comments raised by the FRC/IRC are satisfactorily addressed.
- (h) If the proposal is found to be of unacceptable quality, the candidate shall be advised to write a fresh proposal. The FRC/IRC may recommend change of supervisor in such a circumstance.

- (i) The approval of the proposal shall be communicated by the Dean/Director of the Faculty/Institute to the Higher Degrees Committee on special approval forms.
- (j) All research proposals that shall use human and animal research subjects shall apply for ethical approval from the MUST Institutional Research Ethics Committee before faculty/institute approval. In this case, a candidate shall not be allowed to commence data collection until ethical approval is granted.
- (k) The research topic shall not be changed without express approval by the Higher Degrees Committee. The request for change of topic shall be originated by the student with the approval of the main supervisor, head of department, Dean/Director, and the Higher Degrees Committee.
- (l) The department, faculty, and institute shall schedule regular checkpoints for each student beyond the initial approval of the proposal. These checkpoints shall ensure that the student receives necessary guidance to move forward productively on the project.

## **11 THESIS AND DISSERTATION FORMAT**

- (a) Postgraduate students at MUST shall follow either a traditional thesis/dissertation format or a paper-based format for writing the thesis or dissertation.
- (b) In both formats, the thesis/dissertation shall be written in English.
- (c) Each faculty and institute shall develop its own guidelines for formatting the thesis/dissertation.
- (d) Additional details on organizing and formatting the thesis/dissertation are contained in the separate document, 'Proposal, Thesis, and Dissertation Guidelines'.

### **11.1 Public Format**

- (a) The public format normally consists of the title page, preliminary pages, and the main text structured in five basic chapters (introduction; theory and literature review; materials and methods; results, analysis, and discussions; conclusions and recommendations). More chapters may be added depending on the nature of objectives that are set to be achieved. The reference section and any appendices shall follow the last chapter.
- (b) The main goal of the thesis is to explain clearly what the student has accomplished. Normally the structure described in 10.1(b) is a successful format. However, in some cases, a different organization of the chapters will yield better results; for example, the research may consist of two separate tasks that should each have separate explanations. The supervisor can guide the student in the best format for his/her paper.

### **11.2 The Paper-based or Accumulated Dissertation/Thesis Format**

- (a) The paper-based or integrated thesis format shall be recommended for candidates whose:

- i. Doctoral committee endorses the decision to use the integrated format.
  - ii. Field of research is structured in components such that each component forms a basis for a publication or series of publications.
  - iii. Future career derives direct benefit from publications during their candidature.
- (b) The paper-based format for dissertations or theses shall consist of the title page, preliminary section, and introduction, list of references, published papers, appendices, and bibliography.

## **12 EXAMINATION OF THESIS OR DISSERTATION**

When the candidate has completed his/her thesis or dissertation, it shall be submitted for examination to the Director of Research and Graduate Training through the Postgraduate Coordinator, Head of Department, and Supervisor.

### **12.1 Submission Process**

- (a) Before submission of the thesis or dissertation, candidates shall be required to express their intention to submit their work.
- (b) In the case of a doctoral degree, the intention to submit the thesis or dissertation shall be made at most six months before actual submission of the work.
- (c) The intention to submit a Master's thesis shall be made at most three months before actual submission of the work.
- (d) A PhD candidate wishing to graduate during the October graduation ceremony shall submit her/his thesis by April of the current year, while a Masters candidate shall submit the dissertation by July.
- (e) The last date of defense to enable a candidate to be listed for the subsequent graduation ceremony shall be two months before graduation.
- (f) Two copies of spiral-bound theses or dissertations shall be endorsed by the supervisor(s) to the head of the line department.
- (g) The head of the line department shall endorse the submission and forward it to the Dean or Director of the line Faculty or Institute for forward submission to the Director of Research and Graduate Training.
- (h) The Director acting on behalf of the Higher Degrees Committee shall forward the thesis or dissertation to the external examiner.

### **12.2 Appointment of External Examiners**

- (a) External Examiners for a thesis or dissertation shall be recommended by the line department through the Dean or Director of the Faculty/Institute to the Director of Research and Graduate Training on recommendation of the Higher Degrees Committee for appointment.



- (b) The recommendation of each External Examiner shall be accompanied by the Curriculum Vitae of the proposed External Examiner.
- (c) External Examiners shall be persons of established reputation and with good knowledge and experience in the field in which the study was conducted.
- (d) External Examiners shall not have been employed by MUST during the last three, four, or five years for a three, four, or five year programme respectively.
- (e) External Examiners shall be appointed after signing the conflict of interest form. The standard format of the conflict of interest form is provided in Appendix C.
- (f) Information concerning External Examiners shall be kept confidential to the candidates.
- (g) There shall be no communication between an External Examiner and the department, faculty/institute or candidate concerning the examination process.
- (h) External Examiners shall be given a period of three months to examine a Doctoral Degree thesis/dissertation and a period of one month for examining a Master's Degree thesis/dissertation.
- (i) If it is established that the candidate, department, or faculty is in communication with the External Examiner in regard to the examination process, the process shall be terminated and another External Examiner shall be appointed to re-start the process afresh.
- (j) The office of the Academic Registrar shall be the only authorized entity to directly communicate with the External Examiners in regard to the examination process.

### **12.3 Examination of the Thesis or Dissertation by External Examiners**

- (a) Both Masters and Doctoral theses and dissertations shall be assessed by at least three examiners. At least one must be an external examiner. The supervisor cannot be an examiner.
- (b) External Examiners shall compile a report on their assessment of the thesis or dissertation and send the report to the Academic Registrar.
- (c) The External Examiners shall assess the thesis/dissertation out of 100 marks. The external examination will be weighted at 60% of the final grade for the thesis/dissertation; the remaining 40% is from the viva voce.
- (d) If the External Examiner detects significant intentional plagiarism, the examination process shall be terminated and the thesis or dissertation shall be returned to MUST.
- (e) The External Examiner shall report the suspected plagiarized material in writing to the Academic Registrar, giving reference to the original material which is plagiarized.
- (f) The plagiarism case shall then be investigated by the Academic Registrar, Examinations Irregularities Committee, and Higher Degrees Committee.

- (g) If the candidate is found guilty of the offense of significant intentional plagiarism, he/she shall be discontinued.
- (h) If less significant plagiarism is present, in the form of improper referencing or improper use of quotations, these shall be categorized as minor corrections, and the student shall be asked correct the references, using the document, 'Proposal, Thesis, and Dissertation Format at MUST' as guidance.
- (i) If all External Examiners report only minor corrections, a viva voce shall be arranged for the candidate by the department.
- (j) If all External Examiners recommend major revisions, a viva voce shall not be organised for the candidate. The candidate shall be advised to revise and re-submit the thesis or dissertation for re-examination by the External Examiners.
- (k) If there is a disagreement, with at least one External Examiner recommending the thesis/dissertation with minor corrections while another does not recommend the thesis/dissertation for the award, the Doctoral committee shall handle such a matter under the chairmanship of the Dean/Director and make recommendations to Higher Degrees Committee for appropriate action.
- (l) Major revisions shall consist of additional research required or extensive re-writing due to an extremely low quality presentation.
- (m) External Examiners shall compile a report on their assessment of the thesis or dissertation and sent the report to the Academic Registrar.
- (n) Copies of the External Examination Report shall be circulated to the department, faculty/institute, viva voce panelists, the supervisor(s), and the candidate if a candidate qualifies for viva voce defense.

#### **12.4 Thesis/Dissertation Assessment Guidelines for External Examiners**

Theses and Dissertations shall be evaluated and awarded marks in accordance to provisions provided in these guidelines. These guidelines are designed to be flexible, since different theses and dissertations will follow different formats. For example, the format for a paper-based thesis is very different from the public format, but the same guidelines can be used to mark both.

- 20 Marks      The paper includes the necessary background material to understand the students' contribution to the field. This information will normally be found in the Introduction, Theory, and Literature Review, although different theses and dissertations may need to divide the information differently between chapters in order to present the information most clearly to the reader.
- 10 Marks      The research contribution is clearly and completely described, giving sufficient detail that the reader can verify that the arguments and methods are correct. It should be possible for a future researcher to continue in the same field based on the level of detail provided in the paper. This description will normally be found in the Materials and Methods Chapter.

- 60 Marks      The thesis or dissertation presents an original contribution to the field of knowledge and represents appropriate intellectual output. This consideration constitutes the majority of the marks awarded because it is the core of the post-graduate program: if there is no original contribution of appropriate significance, then the degree should not be awarded. The reader will normally determine the extent of the original contribution through the Results, Analysis, and Discussion sections of the paper.
- 5 Marks        The paper should clearly motivate its Analysis, Conclusions, and Recommendations.
- 5 Marks        The Reference section must be sufficiently complete that the reader can easily locate the important resources.

The total of these marks shall determine the grade:

<b>Grade</b>	<b>Range of Marks (%)</b>
A	80 - 100
B+	75 - 79
B	70 - 74
B-	65 - 69
C+	60 - 64
C	55 - 59
C-	50 - 54

A candidate who obtains a mark below the pass mark (50%) shall qualify for re-submission for re-examination or shall have failed out rightly.

Additionally, examiners shall provide an overall assessment, choosing from the following possibilities:

- a) The examination is passed:
  - i. Outright
  - ii. Conditionally subject to addressing the minor concerns raised during the viva voce examination to the satisfaction of the supervisor(s)
  - iii. Conditionally subject to addressing the major concerns raised during the viva voce examination to the satisfaction of the supervisor(s) or other persons designated by the viva voce panel.
- b) The thesis/dissertation is inadequate for an award.

### **12.5 Viva Voce Examination**

- (a) Viva voce examinations shall be public and compulsory for both Masters and Doctoral degree defense.
- (b) The candidate shall be formally invited for the viva voce examination by the Dean/Director of the Faculty/Institute on the recommendation of the Head of Department.
- (c) In case a candidate is not ready to defend the work orally, the candidate shall apply for postponement of viva voce.

- (d) The viva voce examination shall be chaired by the Faculty Dean or Institute Director.
- (e) The venue, panelists, and required facilities for presentation during the oral defense shall be organised by the line department.
- (f) The members of the examination panel shall be provided copies of the thesis or dissertation in advance of the examination.
- (g) The examination panel shall have a Discussant/Opponent and at least two additional members of the panel.
- (h) Members of the examination panel shall be drawn from staff of the line department or staff in related study areas.
- (i) If there are not appropriate staff members in the department, external experts may be invited on the recommendation of the line department to constitute part of the examination panel.
- (j) The supervisor(s) of the candidate shall not be appointed on the examination panel.
- (k) The oral defense shall consist of presentation by the candidate and interaction through questions and answers with panelists and audience.
- (l) The presentation shall last for one hour for a Doctoral defense; thirty minutes for a Masters defense; and twenty minutes for a postgraduate Diploma defense.
- (m) The examination chair, in consultation with the Discussant/Opponent, shall determine the order of questions from the panelists and the audience.
- (n) The opinions from the audience shall only be used to enrich quality of the thesis/dissertation discussion but shall not be used to determine the decision of the examination panel.
- (o) Following the oral defense, the panelists may give corrections on the thesis or dissertation to the candidate.

### **12.6 Verdict of the Viva Voce Panel**

- (a) The viva voce examination panel shall make an independent decision on the quality of the work based on the content of the dissertation or thesis, presentation by the candidate, and the manner in which the candidate responds to the questions and comments raised during the viva voce examination.
- (b) If the student is determined to have passed the viva voce exam, the mark on the viva voce examination shall be weighted at 40% to determine the final mark for the thesis/dissertation.
- (c) The viva voce panel may pass the defense conditionally, requiring that minor corrections are made to the thesis/dissertation to the satisfaction of the supervisor(s).

### **13 AWARD OF THE DEGREE**

- (a) The candidate shall be considered for the award of the degree by Senate if:

- i. All the minor or major corrections are made to the satisfaction of the supervisor or other persons designated by the viva voce examination panel.
  - ii. Five final hardcover bound copies are submitted to the line department and forwarded by the Dean/Director of the Faculty/Institute to the Academic Registrar's office.
  - iii. A soft copy of the abstract is submitted for publication on the MUST website.
  - iv. The candidate submits a soft copy of policy implications from the findings of her/his research work.
- (b) The postgraduate dissertations/thesis shall be bound using the following colours:
- i. The cover of postgraduate Diploma dissertation shall be navy blue in colour.
  - ii. The cover for Masters Dissertation shall be black in colour.
  - iii. The cover of Doctoral Degree dissertations/theses shall be red in colour.
- (c) The author's name shall be printed on the thesis/dissertation along the spine starting with the surname, followed by the initials and year of submission.

## **14 PUBLICATIONS FROM THESES**

Students should be able to make at least two publications from their doctoral theses before they defend.

## **15 GRADUATION**

- (a) When a student has successfully completed her/his studies at postgraduate level, she/he reserves the right to graduate either in person or in absentia.
- (b) The graduation guidelines shall be obtained from the Office of the Academic Registrar.

## APPENDIX A: Progress Report Form

# MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY



## PROGRESS REPORT FORM

Five copies of this form **MUST** be completed after every six months.

Completed and duly signed copies should be distributed as follows:

1. **Academic Registrar** (To report to Higher Degrees Committee)
2. **Dean/Director of the Faculty/Institute in which the course is offered**
3. **Head of the Department**
4. **Supervisor**
5. **Candidate**

### **PART I** (To be completed by the candidate)

1. Full Names.....
2. Registration Number.....
3. Faculty.....
4. Department.....
5. Year of Study.....Academic year.....
6. Course registered for.....
7. Name of your Supervisor (*for those on research*).....
8. How frequently do you meet with your Supervisor.....
9. Provide a brief account of the progress in your studies during the last six months.  
.....  
.....  
.....
10. What problems have you faced during the last six months of your study?  
.....  
.....
11. Give a personal evaluation of your progress.  
.....  
.....
12. Provide any other comments.  
.....  
.....
13. Signature.....Date.....

**PART II** (To be completed by the Supervisor)

1. Names .....
2. Give a summary of the candidate's progress during the last six months in terms of knowledge, skills and attitude.

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.....  
.....

3. What problems has your candidate experienced during the last six months that have hindered his/her progress?

.....  
.....  
.....

4. What problems have you experienced with the candidate during the last six months that have hindered his/her progress?

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.....  
.....

5. What is your own evaluation of the candidate's progress?

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.....  
.....

Signature.....Date.....

**PART III** (Comments by Head of Department)

.....  
.....  
.....

Signature.....Date.....

**APPENDIX B: Proposal Approval Form**

**MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY**



**PROPOSAL APPROVAL FORM**

**To: The Director of Research and Graduate Training**

Name.....

Registration number.....

Programme.....

.....

Department.....

Faculty/Institute.....

Academic Year.....

Semester.....

This is to certify that the proposal titled:

.....  
.....  
.....  
.....

was approved for a study leading to the award of

.....  
.....

of Mbarara University of Science and Technology

Signature/Stamp.....Date.....

**HEAD OF DEPARTMENT**



# APPENDIX C: Declaration of Conflict of Interest By Prospective External Examiners

## MBARARA UNIVERSITY OF SCIENCE AND TECHNOLOGY



### DECLARATION OF CONFLICT OF INTEREST

#### Student's information

Name.....Reg. No.....  
Programme.....  
Department.....Faculty/Institute.....  
Academic year.....

#### Supervisor's information

Name.....  
Title.....  
Department.....  
Faculty/Institute.....

#### To be filled by Prospective External Examiners

**Choose the appropriate alternative. If any of the questions carry a "YES" answer, then the prospective External Examiner has conflict of interest in examining the thesis/dissertation.**

1. During the last three/four/five years, have you conducted research or coauthored publications with the student or her/his supervisor(s)?.....(YES/NO)
2. Are you running a joint business venture with the student(s) or her/his supervisor(s)?.....(YES/NO)
3. Do you bear any relationship (spouse, biological relationship, in-law) with the student(s) or her/his supervisor(s)?.....(YES/NO)
4. Have you ever negotiated any future engagements with the student(s) in terms of employment or supervision?.....(YES/NO)
5. Have you been an employee of MUST during the last three/four/five years?.....(YES/NO)
6. Were you supervised by the student's supervisor within the last six years?.....(YES/NO)
7. Are you involved in any relationship with the student, supervisor, department, faculty/institute, or even MUST administration in a manner as to elicit conflict of interest in the examination process?.....(YES/NO)

**I declare that I have no conflict of interest in examining this thesis/dissertation entitled:**

.....  
.....

**Name.....Qualification.....**

**Signature.....Date.....**