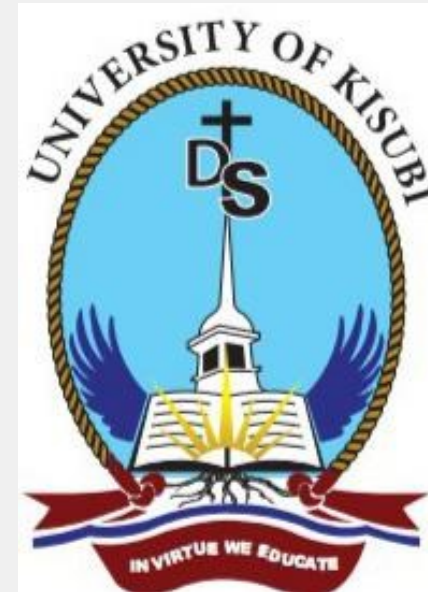


UNIVERSITY OF KISUBI

In Virtue We Educate



SCHOOL OF GRADUATE STUDIES AND RESEARCH HANDBOOK

2019

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AMMENDMENT

The university reserves the right to amend programmes, rules, and fees with the approval of Senate and Council. Such changes take immediate effect

Please Note

All information given in this Handbook was correct at the time of printing and may be subject to change with approval of Senate or the University Council

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B: SAMPLE OF THE TITLE PAGE INSIDE THE BOOK

EFFECT OF TRANSFORMED LETTERS ON READING
SPEED

BY
NAMALA EVA
15MAED0258

A DISSERTATION SUBMITTED IN PARTIAL FULFILMENT OF THE
REQUIREMENT FOR THE AWARD OF THE DEGREE OF
(**MASTER IN EDUCATION LEADERSHIP**)
OF UNIVERSITY OF KISUBI

Month and Year

C: SPINE LABEL

Name, Abbreviation of programme and Year

CONTACT DETAILS

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Email: registrar@unik.ac.ug or info@unik.ac.ug
E-mail: sgsr@unik.ac.ug
Website: www.unik.ac.ug

A: SAMPLE COVER PAGE OF RESEARCH WORK

EFFECT OF TECHNOLOGY ON MARKETING

AGRICULTURAL PRODUCTS

BY

OKELLO FRANCIS

16MBA3219

2019

1.0 UNIVERSITY INFORMATION

University of Kisubi (UniK) is a private University owned by the Registered Trustees of the Uganda Brothers of Christian Instruction. Its forerunner, Kisubi Brothers University College (KBUC), was founded on 15th August, 2004 when the Registered Trustees of the Uganda Brothers of Christian Instruction signed a Memorandum of Understanding with Uganda Martyrs University to establish Kisubi Brothers Centre of Uganda Martyrs University (KBUMU). On 27th March 2009, the National Council for Higher Education (NCHE) granted KBUMU a constituent college status and it became Kisubi Brothers University College (KBUC), a Constituent College of Uganda Martyrs University. On 29th June, 2015, the National Council of Higher Education (NCHE) granted an independent operational licence and gazetted the University in its new name on 20th November 2015.

UniK is a private university rooted in the Catholic ethos but remains open to all who qualify for its programs. Blessed with a conducive learning and teaching environment, UniK is committed to remaining a hallmark and a niche for quality education in Uganda and in the broader East African region.

Vision

A dynamic University that nurtures pragmatic professionals of integrity.

Mission

To provide holistic education through teaching, innovation and research for social transformation

Location

The University of Kisubi (UniK) is located 24 km from Kampala the

Capital City of Uganda along Kampala-Entebbe highway. It is found in Katabi Sub-county, Wakiso District.

2.0 BACKGROUND OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH

In 2007, Kisubi Brothers University College (KBUC), UniK's forerunner, started offering a Master of Arts in Education (MAED) in partnership with Walsh University found in the USA, which is a sister University also founded by the Brothers of Christian Instruction. Subsequently, other master's level programmes were added, namely Master of Business Administration (MBA), Master of Science in Clinical and Psychological Counselling (MCPC), Master of Information Technology (MIT) and Postgraduate Diploma in Counselling Psychology (PGDCP), in partnership with Uganda Martyrs University. So far, all the said programmes have graduated 403 students at Kisubi campus.

On 30th October 2016, UniK applied to NCHE for permission to run graduate programmes under its new status as an autonomous University. Given the qualified staff and other relevant infrastructure and facilities as well as the high demand for the higher degree programmes at our campus, UniK would fully own the already existing graduate programmes and also develop more market-oriented ones that meet the needs of society.

The permission to run graduate programmes was granted by NCHE in December 2017, thus the creation of the School of Graduate Studies and Research (SGSR) with the following programmes:

1. Master of Arts in Education Leadership,
2. Master in Business Administration,
3. Master of Science in Clinical Psychological Counselling,

Session	Material Reviewed e.g. Literature	Date & Time	Duration of Session	Signatures		Rating
1.						
2.						
Research Coordinator's Name:						
Signature:						
3.						
4.						
Research Coordinator's Name:						
Signature:						
5.						
6.						
Research Coordinator's Name:						
Signature:						
7.						
8.						
Research Coordinator's Name:						
Signature:						
9.						
10.						
Research Coordinator's Name:						
Signature:						

APPENDIX J: FORM FOR REGULAR SUPERVISION REPORT

Supervisor’s Name:

Student’s Name:

Reg. No:

Proposal Concept Approval Date

Return Date from Data Collection.....

Instructions

Each supervisor will meet with the student twice a month for a total of four hours.

- i. This tool should be signed by both the supervisor and student each time they meet.
- ii. The supervisor shall deliver this reporting tool to the Faculty Research Coordinator for signing, every month.
- iii. The Faculty Research Coordinator shall write a report to the Dean, School for Graduate Studies and Research regarding the student’s progress every month

Progress Rating (By Supervisor)

(1) Unsatisfactory (2) Satisfactory (3) Good (4) Very good (5) Excellent

c.c. Head of Department

c.c. Co-supervisor (if there is one)

- 4. Master in Information Technology,
- 5. Postgraduate Diploma in Clinical Psychological Counselling,

These are offered at UniK main campus as weekend and in-service programmes.

2.1 Vision of SGSR

To be a center of excellence in research, innovations and society transformation.

2.2 Mission of SGSR

To nurture life-long scholars of high integrity, well-grounded in research and experiential approaches to learning, and properly equipped to respond to society’s changing needs through innovative academic freedom.

2.3 SGSR Philosophy

The SGSR subscribes to the philosophy behind UniK’s approach to education, namely: the integral nature and development of the human person. Accordingly, the School shall strive to empower its graduates to be capable of achieving self-realisation and to improve the human condition through holistic education and innovation, holding onto and imparting all such values, skills and knowledge that ennoble the human person.

2.4 SGSR Core Values

- ◆ Integrity
- ◆ Academic
- ◆ Freedom

- ◆ Fairness
- ◆ Inquisitiveness
- ◆ Diversity

2.5 Goal of SGSR

The goal of the School of Graduate Studies and Research (SGSR) is to centrally and effectively coordinate graduate training and research in the University to ensure total quality in all its graduate programmes.

2.6 Objectives of SGSR

- i. To coordinate and administer all matters related to graduate studies and research
- ii. To provide a central channel of communication from and to the graduate students and staff.
- iii. To develop the necessary policies, procedures and practices to regulate the activities of graduate studies and research at UniK.
- iv. To provide a home and be the immediate point of reference for both graduate students and staff.
- v. To coordinate and administer all research, publication and outreach activities of the University, in close collaboration with the relevant academic units and other stakeholders.

2.7 Role of SGSR

The SGSR shall carry out the following functions as part of the process and procedures for Graduate student research:

APPENDIX I: FORM FOR SUBMISSION OF DISSERTATION FOR EXAMINATION

The Dean, Faculty of

University of Kisubi

Thru: The Supervisor

Dear Sir / Madam,

Ref: SUBMISSION OF DISSERTATION FOR EXAMINATION

I hereby submit my dissertation titled:
for examination for the award of the degree of.....
in.....of University of Kisubi.

Name of Candidate:

Signature:

Date:

Name of Supervisor:

Signature:

Date:

(TO BE FILLED AND SUBMITTED IN TRIPLICATE)

APPENDIX H: FORM FOR NOTICE OF INTENT TO SUBMIT

The Head of Department .

University of Kisubi

Thru: The Supervisor

Dear Sir,

RE: NOTICE OF INTENT TO SUBMIT DISSERTATION FOR EXAMINATION

I wish to notify your office that we intend to submit our dissertation
entitled:.....

.....
for examination for the award of the degree of
Master:.....

..... of the University of Kisubi

Name of Candidate:

Signature:

Date:

Name of Supervisor:

Signature:

Date:

(TO BE FILLED AND SUBMITTED IN TRIPLICATE)

- i. Work with the faculties to ensure Courses in Research Methods and Statistics meet the required standard and are taught and examined properly.
- ii. The SGSR shall keep a record of the authorizing minute extracts of every student’s concept paper, research proposal and dissertation. Secretaries to the SGSR shall ensure that these are forwarded to the Graduate School after the relevant Committee meetings.
- iii. Approve all supervisors and external examiners
- iv. Receive all dissertation examination reports
- v. Receive all Viva voce reports
- vi. Receive all viva voce panel marks and recommendations for students
- vii. Liaise with the departments and faculties in preparation of graduation lists.
- viii. Liaise with the departments and faculties in preparation of proposal and dissertation guidelines and manuals in consultation with the University Directorate for Research and Innovations.

3.0 CALENDAR FOR THE ACADEMIC YEARS

- i. Master’s Programmes will run for two academic years
- ii. Post-Graduate Diploma Programmes will run for one academic year.

3.1 General Timetables

The general time tables will be distributed at the start of the academic year by the respective Faculties. However, during the course of the programme unavoidable changes may be made on the timetables.

3.2 Qualifications Offered

The University shall grant Graduate 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.

DEGREE ASSESSMENT

a) PG Diploma:

PLAN A: Courses: 85%, Research paper: 15%

b) Master's Programmes

Courses: 80%. Dissertation: 20%

PLAN B: Courses 85%, Research project 15%

i. The dissertation mark:

Written Dissertation: 70% Viva Voce: 30%

ii. Classification of Degrees

Master's degrees shall be classified as follows or as may be recommended by NCHE from time to time.

APPENDIX G: FORMS FOR QUARTERLY REPORT ON STUDENT'S RESEARCH PROGRESS

Date: / /

To: Director, School of Graduate Studies and Research

From: Administrator Research Publication and Innovations Supervision

Subject: Quarterly Report on Students Progress in Research

Supervisor's Name:

Student's Name:

Reg. No:

Date of Submission of work to Dean, School of Graduate Research and Research:.....

Comments by Administrator Research publication and innovation on students' progress

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

60 - 64 Pass

65 -74 Credit

75+ Distinction

Examiner's Name.....

Examiner's Signature.....

Date.....

Panel

4.0 SGSR REGULATIONS

- i. Language Proficiency and Computer Literacy.
- ii. Students who completed their undergraduate education in a non-English-speaking environment must provide proof of English proficiency or take the English Language course offered at the University.
- iii. Graduate students are expected to be computer literate.

Equating of degrees, diplomas or certificates 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. The student may seek guidance from the Academic Registrar's office.

4.1 Duration of Programmes

Master's programmes run for two academic years, although students can follow the programmes over a three- or four-academic year period. The dissertation is submitted in the year the final course was done and examined.

4.2 Admission Requirements and Courses

To be admitted into a graduate programme, one must hold a Bachelor's degree (second class honours or above) or its

equivalent. An applicant who is a holder of a pass degree or its equivalent may be admitted only after providing evidence of academic growth and maturity in the desired field of study as judged by the Board of SGSR.

Particular programmes may require a Graduate Admission Test (GAT) or Graduate Aptitude Test (GAT) of the University of Kisubi and/or the admission test of the specific Faculty/ Department. Such tests/examinations are held in the months of March, April, May, June, October, November or as need arise.

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

Permission shall be granted if it is judged that the extra course will not adversely affect the student's performance in the prescribed courses and examinations.

4.3 Research Paper/Dissertation

All graduate students are required to submit a research paper (PG Diploma) or dissertation (Master's) as part of the requirements for the award of the diploma or degree. Graduate students will be allocated a supervisor as determined by relevant Faculties/Schools. The supervisor 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/Schools.

4.4 Attendance

Students must attend class and sign in each day of lectures (Please

APPENDIX F: FORM FOR VIVA GRADING

Student's Name: Reg. No.....

Topic

Oral examination of the Dissertation	Actual Score	Maximum Score
1. Oral presentation The candidate is audible, fluent in oral English language and is able to use appropriate presentation techniques and visual aids (power point).		5
2. Material presented The candidate presents the study background, problem, justification, objectives, methodology, results, discussion, conclusions and recommendations concisely.		10
3. Examination of the Dissertation 3.1 The candidate is articulate in answering questions from the examiners, shows that he/she is knowledgeable and familiar with the material presented in the thesis. 3.2 The candidate should also demonstrate that he/she is knowledgeable and conversant with the subject studied.		30
4. Others (conclusion etc.....) The candidate is able to evaluate his/her dissertation and its contribution to the body of knowledge and what it might contribute to the common good in society.		5
TOTAL SCORE		50

.....

Chapter Three: Methodology 15% Key Questions

- Does the paper reflect methodology aligned with the research?
- Is the methodology appropriate?
- Was the chosen methodology adequate for the research task?
- Has the student used appropriate methods (i.e. aligned with the methodology chosen)?
- Is study design and rationale appropriate?
- Is the cohort chosen adequately representative of a sample?
- Is the target population appropriate?
- Is sample size determination described?
- Is the sampling procedure described?
- Is the inclusion and exclusion criteria clearly stated?
- Are the ethical considerations during data collection considered?
- Is the reliability and validity of the research tools guaranteed?
- Is the data analysis process clearly described?
- Is there consistency in the methodology described?
- Are grammar and punctuation accurate?

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 and will be asked to take the course again when next offered, and will have to pay the required fees.**

Lecturers are neither obliged to accept work submitted after the date 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 graduate students must be typed. Coursework must be passed before the final assessment can be done.

Students absent from class for more than three consecutive days must inform in writing 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.

Mobile phones **must** be switched off during class and are not permitted in any examination room.

4.5 Honesty and Assignments

All students are expected to follow the general rules of academic honesty. Assignments and research papers should be the work of each individual. Any form of dishonesty, cheating, or plagiarism is a serious violation of the norms of academic honesty, and will be dealt with severely in accordance with university regulations.

Assignments which are copied will automatically receive a zero. Therefore, be sure to document all sources you quote, paraphrase, and/or summarize 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, all sources must be acknowledged. Direct copying without acknowledgement will result in the work being rejected (failure). In case a Lecturer/Supervisor suspects plagiarism, whether intended or not, the candidate will be called for an interim oral defence of the work before a panel.

4.6 Library

Each Lecturer gives a list of recommended or required readings at the beginning of each course. Students are strongly advised to make use of electronic resources.

4.7 Problems/Challenges

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 SGSR.

4.8 Respect and Grievances

All students are reminded that the University of Kisubi upholds a policy of respect and non-discrimination on the grounds of social status, gender, 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.

Chapter Two: Literature Review 15% Key Questions

- Are there a minimum of 30 quality references?
- Is there evidence of quoting original sources vs. sources within prior research?
- Is there a balance of source types (i.e. data and prior research)?
- Is there a balance of sources (i.e. evidence that more than one source drives this section)?
- Is the student engaging with the literature and analysing it, rather than showing what he/she has read?
- Do the sources align with the topic, purpose, research questions and objectives?
- Are there references missing that should be included to better support the objectives and purpose?
- Are there transitions within paragraphs and from paragraph to paragraph to facilitate readability and coherence?
- Is all content related to the topic?
- Is there appropriate grammar, punctuation and word choice?
- Is attribution style followed for style and plagiarism avoidance?
- Is the literature up to date? (Depends on different faculties and the research being done)
- Are the key authorities included in the references?
- Is the research gap clear and articulate?
- Is the flow of information logical?
- Does the review of literature indicate the gap(s) to show the contribution of study?

Detailed guidelines for assessment and marks allocation for Proposals

Chapter One: Introduction 20% Key Questions

- Does the background section go sufficiently from broad to narrow on the topic?
- Does the background section make a case for the problem statement?
- Are concepts defined?
- Does the problem statement clearly state the problem and the awareness of the gap in scholarly knowledge that the research is intended to fill?
- Is the purpose clearly stated with objectives that support the purpose and that go beyond “study” to higher-level research (analysis, etc.)?
- Is the purpose aligned to the research problem, question and/or hypothesis?
- Is there a primary research question with aligned questions supporting it?
- Is there clarity of difference between justification and significance?
- Does content reflect quality organization and flow?
- Is grammar, punctuation and word choice accurate?
- Is all content related to the topic?
- Is this section devoid of plagiarism?
- Is the scope clearly defined?
- Is conceptual or theoretical framework given?
- Is there a chapter synopsis?

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 SGSR. Students who are victims of sexual or other forms of harassment or bullying are encouraged to consult with the Director SGSR, or their Dean. All details of such complaints will be kept strictly confidential.

4.9 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, clear with the library and must return their Identity Card to the Registrar's Office.

4.10 Transcripts, References, and Correspondence

Final transcripts will be issued after 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 SGSR 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.

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 make a phone call before travelling to UniK to collect references.

4.11 Registration and Payment of Fees

All graduate students must have registered by the stipulated date. Full-time and part-time students must register at the start of each academic session. Failure to register by the dates specified will attract a late registration fee.

4.12 Re-registration

Students who exceed the normal duration allocated for the programme will be required to re-register for each subsequent academic year. The student will pay a re-registration fee as will be determined by senate

5.0 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 examinations will not be permitted to complete any further assessment exercise or examination in that session and will be subjected to disciplinary sanctions, including immediate expulsion from the University. Supplementary and special examinations will be held when next offered.

5.1 Course Assessment

Senate ruled that students 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, practical, 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

APPENDIX E: FORM FOR VETTING PROPOSALS

Name of Student:

Reg. No.....

Topic:

S/No.	Sections	Maximum Score	Score Attained
1	Chapter One: Introduction	20	
2	Chapter Two: Literature Review	15	
3	Chapter Three: Methodology	15	
	TOTAL	50	

Total score attained:

Name of Evaluator:

Signature:

Date:;

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 any REC at UniK 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, or even 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 dissertation entitled:

.....

Name.....
 Qualification.....

Signature.....

Date.....

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 cumulative pass mark 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.

5.2 Oral Assessments

Masters' students who have physical or other difficulties with a written assessment may apply to take an oral assessment. The university regulations on oral assessment apply.

5.3 Assessment Completion

Coursework which is not submitted by the specified date will be regarded as late submission and will receive 60% 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.

5.4 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 SGSR (in writing giving details which must be valid and serious), will normally be considered to have discontinued themselves from the university. However, in serious circumstances (to be judged valid by the SGSR 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 SGSR Board are binding. However, a student may appeal to Senate through the Registrar against a decision taken.

APPENDIX D: DECLARATION OF CONFLICT OF INTEREST BY EXTERNAL EXAMINERS

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 co-authored publications with the student or her/his supervisor (s)?..... (YES/NO)

APPENDIX C: PROPOSAL APPROVAL FORM

To: The Director, School of Graduate Studies and Research

Name.....

Registration No.: Student No.:.....

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 the University of Kisubi (UniK).

Signature/Stamp.....

Date.....

HEAD OF DEPARTMENT

cc: Faculty Dean

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 at 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 at the back of the transcript that such a mark was obtained after repeating a course.

5.5 Course Failure

a) Students who fail less than or up to 20% of the courses in a 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 student must receive at least 60 % in the supplementary examination and the final mark on the transcript will read 60 % if successful.

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.

5.6 Sickness during Assessment

All students with medical problems during the time of assessment are required to submit a medical certificate to the SGSR office from a recognized 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

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- 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*)

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.....

Signature.....

Date

10. What problems have you faced during the last six months of your study?

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11. Give a personal evaluation of your progress.

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12. Provide any other comments.

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.....

Signature

Date

PART II (To be completed by the Supervisor)

1. Name.....

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?

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. if successful the mark on the transcript will read 60% .

5.7 Timing of Supplementary and Special Examinations

Supplementary and special examinations for all modular courses are both held when next offered at UniK Campus. Timetables are obtainable from respective Faculties.

5.8 Degree Aegrotat

If a Master's student in his/her final semester, having successfully completed all other courses and continuous assessment is prevented by medical conditions, as certified by an approved specialist medical practitioner, from completing the final assessment exercises, the SGSR Board may, at its discretion, and on receipt of an application from the candidate, recommend to Senate the award of a diploma or degree aegrotat, provided that the candidate's marks in the completed assessments show that he/she was very likely to pass the course, had the final assessment exercises been completed.

6.0 PROJECTS, RESEARCH PAPERS, AND DISSERTATIONS

6.1 Submitting Research Papers and Dissertations

The Progression of Work

Supervisors expect to receive individual draft chapters as you complete them. Please ensure that the work you submit is not simply a rough first draft but one that has been revised and

proofread carefully by you. Allow supervisors ample time to read individual chapters.

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. When one submits the first complete draft, he/she is required to submit all documents (papers, questionnaires, draft chapters, and so on) to his/her supervisor.

These will be returned when one submits the final copies for examination. All tools used in the field such as filled in questionnaires, recorded material, observation check lists, including those documents obtained from REC are submitted to the supervisor for verification.

The supervisor shall notify the faculty board about issues concerning dissertation work that is not up to standard. The board may make a decision concerning the submitted dissertation. Thus, one should note that it is advantageous to meet all deadlines as set by the Graduate school. Supervisors complete supervision records to enable them track the progress of your work. Students will also sign a declaration stating that they take final responsibility for submitting their dissertation for examination.

6.2 Submission for Examination and Viva Voce

All dissertations are subjected to plagiarism test. A dissertation shall be rejected if it lacks originality, has serious plagiarism issues, has issues with the theory, if the methodology is inappropriate or any other issues as examiners may specify.

Master's dissertations should be between 20,000 and 30,000 words in total while research papers should be 10,000 - 15,000 words, **excluding** tables, appendices, and references. Three loose-

APPENDIX B: PROGRESS REPORT FORM

Five completed and signed copies of this form must be submitted and distributed as follows every after six months:

1. SGSR (To report to SGSR Board)
2. Faculty Dean in which the course is offered
3. Head of Department
4. Supervisor
5. Candidate

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

1. Full Name.....
2. Registration No.: Student No.:
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.
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- 3.5 Sample Size
- 3.6 Sampling Techniques
- 3.7 Data Collection Methods and Instruments
- 3.8 Quality Control Methods
- 3.9 Data Management and processing
- 3.10 Data Analysis
- 3.11 Ethical Considerations
- 3.12 Limitations of the Study

CHAPTER FOUR: PRESENTATION, ANALYSIS AND DISCUSSION OF FINDINGS

- 4.0 Introduction
- 4.1 Present in line with the research objectives
- 4.2 Conclusion

CHAPTER FIVE: SUMMARY, CONCLUSION AND RECOMMENDATIONS

- 5.0 Introduction
- 5.1 Summary of Findings
- 5.2 Conclusion
- 5.3 Recommendations
- 5.4 Suggestions for Further Research (if any)

bound copies will be submitted to the relevant faculty office before 5pm on the stipulated date. Copies for examination are submitted in a soft-cover spiral binding. The submitted work will be subjected to examination 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. The Supervisor will not examine the dissertation he/she has supervised. The external examination process will be overseen by the SGSR in consultation with the Faculty Deans. At an appropriate date set by the respective Faculty Deans, the student will be invited for the viva voce.

Relevant Faculties may determine the guidelines for submission of research papers and projects.

The panel for the viva voce shall comprise at least four panellists:

- a) The Chairperson; Dean of the relevant faculty or his/her delegate
- b) Two internal examiners
- c) The external examiner
- d) The Supervisor who may or not attend but does not score or ask questions
- e) SGSR administrator to record proceedings of the viva voce.

If the candidate fails the viva voce, he/she may be given another chance at the next viva voce session with the evidence of new payments for the viva voce. 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 post graduate Diploma if provided for.

Please note: Research Papers and Dissertations may not be submitted until all fees have been cleared

6.3 Failure to Submit

If one fails to meet the submission deadline, he/she will be required to seek permission, in good time, from the Faculty Dean through the supervisor to submit at a later specified date. Please note that permission cannot be given retrospectively. Payments are determined by the department of finance in consultation with SGSR approved by the senate.

The student will be charged for a late submission fee except in cases where the SGSR and the respective faculty find that there are reasons for not paying this fee. In exceptional circumstances, the faculty in consultation with the SGSR may extend the submission deadline without penalty.

If the extended deadline is missed, there will normally be no further possibility to submit work and a partial transcript will automatically be issued.

Application for a second extension will rarely be given except in very exceptional circumstances. If granted (upon submission of substantial evidence), a further late submission fee will be levied.

Students who have permission to submit late or re-submit the dissertation should enclose a copy of the receipt for the appropriate amount with the dissertation.

6.4 Corrections

If one's dissertation contains mistakes that do not affect the overall quality of the work, then corrections will be made and a

APPENDIX A: LAYOUT OF THE PROPOSAL AND DISSERTATION (APA FORMAT)

List of Figures and Tables (if any)

List of Abbreviations

CHAPTER ONE: GENERAL INTRODUCTION

1.0 Introduction

1.1 Background of the Study

1.2 Theoretical Framework (if used)

1.3 Statement of the Problem

1.4 Objectives of the Study

1.5 Research Questions or Hypothesis

1.6 Scope of the Study

1.7 Justification of the Study

1.8 Definition of Key Terms

CHAPTER TWO: LITERATURE REVIEW

2.0 Introduction

2.1 Conceptual Framework (if you did not use a Theoretical Framework)

CHAPTER THREE: RESEARCH METHODOLOGY

3.0 Introduction

3.1 Research Design

3.2 Area of Study

3.3 Study Population

3.4 Sampling Procedures



final hard cover bound. Graduation cannot take place until a final corrected copy has been submitted.

Corrections should be complete before the end of September following submission; otherwise, graduation for that academic year will not be assured. Corrected copies signed by the supervisor should be submitted to the SGSR office on the date specified. If one fails to correct his/her work by this date, then, he/she will not graduate. Dissertations gaining a mark of 70% or above may qualify to be edited and placed on the university Intra-web and the Library, and may be considered for publication.

6.5 Failed dissertation/or project

The Faculty and SGSR Boards may recommend that if the work fails to satisfy the examiners or contains so many mistakes that the substance of the work is affected, one copy be resubmitted by the next submission date. If one must resubmit his/her dissertation, he/she will be required to pay a resubmission fee as may be determined by the senate. If one does not resubmit by the specified date, one must seek permission from the Faculty Dean to resubmit at a later date and a resubmission fee will be charged.

If the resubmitted work satisfies the examiners, one shall receive 60%. If the work does not satisfy the examiners, then one will have failed the research component of the Master's degree course. The candidate may apply to be awarded a Postgraduate Diploma.

6.6 Research Supervision of Graduate Students

Supervisors should spell out the working programme clearly at the start of collaboration; read individual chapters and drafts in as short a time as possible given work load, but especially to

give priority to drafts. Supervisors also complete the supervision record form and submit it to the SGSR office on the final hand-in date. Supervisors are expected to be available for adequate consultation during the preparation of the work.

The time schedule set by the faculty and supervisor should be adhered to with regard to the submission of draft chapters. Failure to cooperate with the supervisor can have detrimental results in terms of one's final mark. Supervisors are under no obligation to work with you if you miss deadlines or do not cooperate fully. In the process of supervision if a supervisor or student encounters difficulties, he/she can consult with the Faculty Dean. If the Dean feels that a change is necessary then the student may be allocated a different supervisor.

6.7 Supervisor's Responsibilities

The supervisor is a key person in a graduate degree programme. Graduate education is affected by the nature of supervision and the quality of communication between students and their supervisors. When students work closely and effectively with supervisors, they improve the quality of their dissertations/theses and their overall educational experiences. The supervisor is required to:

- a) Provide an environment that stimulates and encourages students to learn and work independently.
- b) Provide guidance on planning and execution of a suitable and manageable research project
- c) Guide the student on ethical considerations and intellectual property rights.

- v. The author's name shall be printed on the dissertation along the spine starting with the surname, followed by the programme initials and year of submission.

15.0 GRADUATION

- i. When a student has successfully completed her/his studies at graduate level, she/he reserves the right to graduate either in person or in absentia.
- ii. The graduation guidelines shall be obtained from the Office of Academic Registrar.
- iii. Before graduation, the candidate may request for a "Letter of Award" following approval of results by Senate.
- iv. The request for "Letter of Award" shall be addressed to the Academic Registrar through the Head of Department.

- b) The designated person shall write to the Director SGSR confirming that the candidate has made the corrections to his or her satisfaction.
 - c) Three final hardcover bound copies signed by the candidate and supervisor(s) are submitted to the SGSR.
 - d) The candidate must submit soft copies to sgsr@unik.ac.ug
- ii. Citation (saved in MS Word 97-2003 version). The citation is a quarter page written in one paragraph, single line spacing and includes the candidate names, research title, main objective, methods, main findings, recommendations, funders and supervisors.
- iii. Full Thesis for final testing of plagiarism.
- a) Graduate and Postgraduate Diploma candidates must submit soft copies to sgsr@unik.ac.ug
 - b) Abstract for publication at UniK website,
 - c) Full dissertation for final testing of plagiarism.
- iv. The graduate dissertations shall be bound using the following official University colours:
- a) The cover of postgraduate Diploma research paper shall be navy blue.
 - b) The cover for Master's Dissertation shall be Maroon in colour for MAED and Black for MBA, MIT and MCPC.
 - d) Create an ethos of collegiality so that learning takes place within a community of scholars.
 - e) Respect student's reasonable views and ideas on his/her research.
 - f) Respond in a timely and thorough manner to written work submitted by the student, with constructive suggestions for improvement and continuation.
 - g) Make arrangements to ensure continuity of supervision when he/she will be absent for extended periods.
 - h) Assist the student in gaining access to facilities or research materials.
 - i) Assist the student in being aware of current graduate programme requirements, deadlines and sources of funding.
 - j) Advise the student on relevant conferences and journals where to publish.
 - k) Encourage the student to finish up when it would not be in the student's best interest to extend the study programme.
 - l) Assist the student in complying with the changes suggested during dissertation defense.
 - m) Publish the student's work via joint authorship with the student.

6.8 Graduate Student Responsibilities

When one registers as a Graduate student at UniK, he/she makes a commitment to devote the time and energy needed to engage in research and write a dissertation. The supervisor has a right to

expect substantial effort, initiative, respect and receptiveness to suggestions and criticisms. As a graduate student, one must accept the rules, procedures and standards in place concerning the programme he/she is registering for. Therefore, one is expected to:

- a) Make a commitment and show dedicated efforts to gain the background knowledge and skills needed to pursue the research project successfully.
- b) Renew/maintain registration throughout the programme.
- c) In conjunction with the supervisor(s), develop a study plan for completion of all stages of his/her dissertation/thesis project, adhere to the schedule and meet appropriate deadlines.
- d) Meet with supervisor(s) at least monthly and submit progress reports every six months (See Appendix B).
- e) Keep supervisor(s) and relevant offices informed about updated contact information.
- f) Give serious consideration to the advice and criticisms received from supervisor(s) and other members of the supervisory committee.
- g) Be thoughtful and reasonably frugal in using university resources accessed through the supervisor(s), and assist in obtaining additional resources where applicable.
- h) Conform to graduate programme requirements, including those related to deadlines, dissertation or thesis style, conflict of interest etc.

- xii. The opinions from the audience shall only be used to enrich quality of the dissertation discussion but shall not be used to determine the decision of the examination panel.

13.6 Verdict of the Viva Voce Panel

- i. The viva voce examination panel shall make an independent decision on the quality of the work based on the content of the dissertation presentation by the candidate, and the manner in which the candidate responds to questions and comments raised during the viva voce examination (See Appendix Form F).
- ii. If the student is determined to have passed the viva voce examination, the mark on the viva voce shall be weighted at 40% to derive the final mark for the dissertation.
- iii. 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).
- iv. The Chairperson of the Viva Voce panel shall announce the verdict to the public/audience same day shortly after the private meeting.

14.0 AWARD OF THE DEGREE

- i. The candidate shall be considered for the award of the degree by Senate if:
 - a) All minor corrections are made to the satisfaction of the supervisor(s). All major corrections are made to the satisfaction of one person on the viva voce examination panel.

least two weeks in advance of the date of defense.

- iii. In case a candidate is not ready to defend the work orally, he/she shall formally apply for postponement of viva voce.
- iv. The viva voce examination shall be chaired by the Faculty Dean or his/her delegate.
- v. The venue, panelists, and required facilities for presentation during the oral defense shall be organized by the SGSR.
- vi. Chaired by the Dean, the examination panel shall consist of at least five persons including the Panel-chairperson, External Examiner, two Internal Examiners and panel-Secretary.
- vii. The supervisor(s) of the candidate shall not be appointed on the examination panel although they may choose to be present.
- viii. The oral defense shall consist of PowerPoint presentation by the candidate and interaction through questions and answers with panellists and the audience.
- ix. After the candidate has presented, the opponent shall introduce the key issues in the dissertation to the audience and engage him/her.
- x. A master's candidate shall make a presentation lasting not more than 20 minutes followed by 30 minutes discussion with the Examination Panel. A postgraduate diploma candidate shall make a presentation not lasting more than 15 minutes followed by 30 minutes discussion with the examination panel.
- xi. The Examination Chairperson, in consultation with the panel shall determine the order of questions from the panellists and the audience.

- i) Return borrowed materials to relevant offices as required.
- j) Review the literature regularly and keep literature survey up-to-date.
- k) Maintain exemplary research records or experimental procedures so that others can replicate the results where necessary.

7.0 STRATEGY FOR DISPUTE RESOLUTION

7.1 Student / Supervisor Dispute

- i. In case a student fails to make satisfactory progress or attain satisfactory standard of research work, the primary supervisor shall discuss the matter with the student and document the proceedings using the Supervision Report Form.
- ii. In the circumstance where the supervisors may not successfully resolve the matter, a meeting with the candidate, her/his supervisor(s), and the Supervision Team (for Masters) shall be convened to resolve the matter.
- iii. At this stage, the issues shall be communicated in writing to the Faculty Dean or Research Project Committee for intervention.
- iv. If the performance of the candidate does not improve, the Dean shall refer the matter to the Research Project Committee for appropriate action.
- v. If a supervisor(s) fails to provide adequate guidance to his/her student, the student shall first discuss the matter with

the supervisor(s). However, if the supervisor(s) does not cooperate, then the student shall in writing request the Department/Faculty Research Committee to intervene.

- vi. The Research Committee shall immediately convene a meeting to discuss the matter.
- vii. Additional members to attend the meeting include the Head of Department and Dean. The student and supervisor(s) may be invited to attend the meeting.
- viii. If the Supervision Team / Research Committee fail to resolve the matter, the Faculty Dean shall forward the matter to the Graduate School Board.

7.2 Supervisor / Supervisor Dispute

In cases where supervisors are in conflict, a meeting shall be constituted by the Research Committee/Supervision Team to look into the conflict. The meeting shall be constituted by the Research Committee members, the Head of Department and Faculty Dean. The student and supervisor(s) may be invited to the meeting.

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

8.0 RESEARCH PROPOSAL DEVELOPMENT AND APPROVAL GUIDELINES

- i. The research proposal process is designed to help students navigate the process of research and, where possible, to prevent unfruitful work.

Grade	Range of Marks (%)	Grade Point
A	80– 100	5
B+	75– 79.9	4.5
B	70– 74.9	4
C+	65– 69.9	3.5
C	60– 64.9	3
F	0 – 59.9	F

- i. **The examination is passed:**
 - a) Outright.
 - b) Conditionally subject to addressing minor concerns raised. Minor corrections involve typographical errors, issues on writing styles or any other issues as examiners may specify.
 - c) Conditionally subject to addressing the major concerns raised.
- ii. The dissertation is inadequate for an award. The thesis should be rejected if it lacks originality, has serious plagiarism issues, if the existing underpinning theory, or methodology is inappropriate or other issues as examiners may specify.

13.5 The Public Defense or Viva Voce Examination

- i. Viva voce examinations shall be public.
- ii. The candidate shall be formally invited for the public defense by the SGSR on the recommendation of the examiner's report at

- x. Minor corrections involve typographical errors, issues on writing styles or any other issues as examiners may specify:
 - a) If examiners recommend major revisions, a viva voce shall not be organized for the candidate. The candidate shall be advised to revise and re-submit the thesis/dissertation for re-examination by the external and internal examiners.
 - b) 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 discussions and conclusions are faulted or when the thesis is generally of poor quality and needs to be rewritten. The examiner may state any other issues that would require the thesis to undergo major revision.
 - c) If two examiners award the candidate positively, one of which must be the external examiner, the candidate will proceed to the viva voce.
 - d) Examiners shall submit copies of examination reports to the SGSR before the viva voce.
 - e) The viva voce panel shall have access to dissertation examination reports (See Appendix Form J).

13.4 Grading

The total of these marks shall determine the grade. A candidate who obtains a mark below the pass mark (60%) shall re-submit and get re-examined or shall have failed outrightly. Additionally, examiners shall provide overall assessment, basing on the following:

- ii. The proposal tasks students to carefully state the goals of their research and to conduct a review of the literature in which the research is grounded.
- iii. These guidelines were designed to prevent a research project that either cannot be completed or will not be acceptable if completed.

8.1 Components of a Research Proposal

- i. A research proposal should give the necessary information for a reader who is knowledgeable in the field to understand:
 - a) What the student is proposing to accomplish;
 - b) How the proposed research builds on and adds to the current state of knowledge; and
 - c) The tools, resources, and timeframe that will be necessary to accomplish the research.
- ii. Generally, proposals are structured as: title page, table of contents, preliminary pages including the summary, **Chapter 1:** Introduction (background, research problem, conceptual framework, aims/objectives and research questions, hypothesis, justification/significance); **Chapter 2:** Literature Review (and Theory/Conceptual framework depending on the discipline); and **Chapter 3:** Methodology (Materials and Methods used).

A Proposal generally written in future tense, ends with the Methodology chapter. The detailed Methodology shall be structured by specific objectives; that is describing in detail how each specific objective will be achieved. The summarized budget and time frame may be placed in Chapter 3. The detailed budget and budget justification shall be placed in

appendices. Citation is done appropriately throughout the three chapters of the proposal; the list of references is placed at the end of Methodology but before appendices. Additional documents put in appendices may include: data collection tools (questionnaire, checklist, focus group discussion guide, etc.), Standard Operating Procedures, Informed Consent Form, maps, etc.

- iii. Faculties may allow flexibility in formatting in order to best achieve the study goals. For example, some projects may require extensive discussions of theory before the research problem can be understood.

8.2 Citation

UniK recommends referencing format of American Psychological Association (APA), 6th Edition. It is the responsibility of the supervisor to guide the student regarding APA use. The citation method used in the proposal and ultimately the dissertation shall be uniform. Additional details on organizing and formatting the research proposal are contained in the document, "Proposal, Thesis and Dissertation Guidelines."

8.3 Proposal Approval Procedure

- i. All graduate proposals shall initially be approved by the supervisor(s). The duly signed copy of the proposal shall be forwarded to the line department for approval within the first month of the third semester for the case of Master's Degree Programmes.
- ii. The approval shall be granted after the candidate has presented the proposal to the Departmental or Faculty forum.

13.3 Examination of Dissertation by External and Internal Examiners

- i. No student shall be examined outside the University set deadlines.
- ii. Graduate dissertations shall be assessed by at least three examiners. At least one must be external examiner. The supervisor cannot be an examiner.
- iii. If after appointment the examiner is unable to examine the dissertation, he/she shall formally communicate to the SGSR. The SGSR shall then communicate to the Faculty / Department to identify an alternative examiner for appointment.
- iv. If the candidate is a member of staff, examiners shall be external to the candidates Faculty.
- v. All examiners shall compile and submit independent reports on their assessment of the dissertation to the SGSR.
- vi. All examiners shall assess the dissertation out of 100 marks. An average shall be obtained and weighted at 60% of the final grade; the remaining 40% shall be from viva voce.
- vii. The suspected plagiarized material shall be reported in writing to SGSR giving reference to the original plagiarized material.
- viii. The plagiarism case shall be investigated by the relevant committees and SGSR Board.
- ix. If examiners report minor corrections, a viva voce shall be arranged for the candidate.

- iii. The SGSR shall seek permission from the Deputy Vice Chancellor academics to appoint new External Examiners.
- iv. Examiners shall be appointed from the relevant academic discipline or profession. They shall be persons of seniority in their fields with relevant experience and sufficient knowledge of the subject area to be in position to competently assess the candidate.
- v. External Examiners shall not have been employed by UniK during the last three, four, or five years for a three, four, or five-year programme respectively.
- vi. External Examiners shall be appointed after signing the conflict of interest form (*Appendix D*).
- vii. Information concerning External Examiners shall be kept confidential.
- viii. The SGSR shall be the only authorized entity to directly communicate with External Examiners in regard to the examination processes.
- ix. There shall be no communication between the External Examiner and the Department, Faculty or candidate concerning the examination process without the knowledge of the SGSR.
- x. 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.
- xi. Examiners shall be given a period of not more than one month for examining a Master's dissertation.

- iii. A proposal approval form (Appendix C) shall be signed and forwarded to SGSR by the Head of Department and a copy to the Dean.
- iv. At the Faculty level, the proposal shall be reviewed by a competent Committee, that is, the Faculty Research Project Committee. The Committee may co-opt an external expert to review the proposal where necessary.
- v. The Committee at the Faculty shall communicate to the candidate (Principal Applicant) the outcome of the review with a copy to the Dean, Head of Department and Faculty. This communication should clearly indicate the: student name, registration number and study title.
- vi. All research proposals involving human and animal subjects shall require ethical approval from an appropriate Research Ethics Committee. In this case, the student shall not commence data collection until ethical approval is granted. The student shall adhere to the standards of the relevant REC.

8.4 Some of the Documents to be submitted to the Research Ethics Committee (REC)

- i. Letter by student indicating study title and requesting REC approval.
- ii. Fully developed proposal with updated timeframe and justified budget, appropriate wings including questionnaires and other data collection tools, etc.
- iii. Filled ethical application form.
- iv. A copy of the Informed Consent Form and or Assent Form (where applicable).

- v. Copy of letter from the Faculty Research Committee indicating that adjustments were made as per committee advice and supporting submission to REC.
- vi. Letter from the supervisor addressed to the chairperson REC indicating that the proposal was passed by the department and a revised version is being submitted as advised by the Faculty Research Committee.
- vii. Storage of biological materials consent form (for studies involving specimens such as blood, semen, hair, urine, finger nails, stool etc.).
- viii. Material transfer and data sharing agreement (for studies intending to take materials abroad).

The approval by REC is valid for 12 months. Annual continuing review shall be required for research studies extending beyond 12 months from the date of initial approval even if data collection has not started. An annual progress report shall be submitted at the time of seeking ethical renewal.

- ix. The student shall be advised by REC if the proposal requires further review and approval from Uganda National Council for Science and Technology (UNCST) before commencing data collection.

Study protocol amendments in relation to data and specimen (sample) collection, etc., after initial REC approval must be sought from REC.

- iii. The intention to submit a graduate dissertation shall be made within three months before actual submission.
- iv. The intention to submit a dissertation shall be addressed to the Director SGSR, clearly stating the title and must be endorsed by the supervisor and Head of Department.
- v. The last date of successful defense to enable a candidate to be listed for graduation shall be two months prior to the graduation date.
- vi. The SGSR shall check the dissertation for plagiarism using an appropriate software for example "*Turnitin*" before forwarding it for examination. The similarity index should **NOT** exceed 15%.
- vii. Five copies of spiral-bound dissertations shall be endorsed by the supervisor (s) and forwarded to the Director SGSR through the Head of Department and Faculty Dean.
- viii. The SGSR shall dispatch the dissertation to one External and two internal examiners, or as may be determined by the relevant Faculty.

13.2 Appointment of Examiners for Dissertation

- i. External and Internal Examiners shall be recommended by the line department through the Faculty Dean to the SGSR for appointment.
- ii. The recommendation of new External Examiners shall be accompanied by Curriculum Vitae and academic transcripts.

submission of dissertations should be sent to the Director SGSR through the respective Faculty/Department Head.

12.8 Other Responsibilities

- i. All payments for additional graduate school teaching outside the stipulated hours of work, at UniK, will be processed by the Faculty in liaison with the relevant University authorities.
- ii. The SGSR will work with the Faculties to put in place measures to ensure and promote quality in graduate academic programmes.

13.0 EXAMINATION OF DISSERTATION

When the candidate completes his/her dissertation, he/she signs it together with the supervisor. The dissertation is submitted to the SGSR for examination through the Head of Department and Faculty in collaboration with the research supervisors.

13.1 Submission Process

- i. A masters candidate may publish at least one paper accepted for publication in a peer reviewed journal at submission of dissertation for examination.
- ii. If the student opts to publish the paper, he/she may co-publish with the supervisor as the second author.
- ii. Before submission of the dissertation, the candidate shall be required to express his/her "Intention to submit" the work (*See Appendix Form I*).

9.0 RESEARCH AND WRITING PROCESS

9.1 Research Guidelines

The following guidelines are provided to assist the student present his/her work professionally. Additional guidelines will be given by your faculty.

9.2 Abstract

An abstract is a brief summary of the research. 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 (250 words) one page.

10.0 DISSERTATION FORMAT

The research dissertation shall follow the approved format of the University of Kisubi (*See Appendix A*)

10.1 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 Double spacing, Times New Roman (12 point font), text should be fully justified except the centred title page; 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). Page numbers in the bottom right hand corner. As far as possible, please ensure a gender inclusive language. Also note that papers, projects, and dissertations are also marked for English language.

NOTE:

- Title page (*see Appendix K*),
- Dedication (optional),
- Acknowledgments (these pages should **not** be included in the table of contents and should be numbered using Roman figures.
- Abstract (not more than 1 page and single spaced).
- Table of Contents (all headings and sub-headings should be listed; indent sub-headings).
- List of Tables and figures; Preface (optional)
- Chapter 1, (start numbering with Arabic numbers)
- Appendices (maps, questionnaire guide, interview guides, letters of approval, consent forms, etc.)

10.2 Enhancing Text

The first page of each chapter: centre the heading 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 typing. Headings and sub-headings within a chapter should be typed at the left margin in bold letters (not capitals) and should not be numbered serially using Arabic numbers, e.g. 1.2, 1.2.1. Always indent the first line of a paragraph. Make sure to follow the rule of one space after all punctuation, including full stops. Always proof read your document before printing the final copy.

vii. At the end each candidate's course, the Faculty will prepare the final results of each candidate and present them to the registry for the preparation of the final Academic transcript.

viii. Academic Transcripts will be issued by the Registrar.

12.6 Graduate School Board

- i. The SGSR will organize and coordinate meetings and activities of the Graduate School Board (GSB).
- ii. The SGSR will implement the rules and regulations of the GSB.
- iii. The SGSR will register and open individual files for all graduate programmes.
- iv. The SGSR will track the progress of all Masters candidates, in liaison with the GSB.
- v. The SGSR will organize the oral defence of Masters Dissertations.

12.7 Request for Changing Programme / Faculty and for Dead Year

- i. Request for transfer from one Faculty to another and/or from one academic programme to another will be addressed to the Dean of the receiving Faculty after which the SGSR will be informed. The SGSR will prepare a transfer form to facilitate the transfer.
- ii. For purpose of tracking information, requests for a dead year, special/supplementary examinations, and late

12.4 Developing and Teaching Joint Courses

- i. The SGSR will coordinate the preparation of a joint timetable by the Faculties for jointly organized core graduate courses such as Research Methodology and others.
- ii. The teaching and development of curricula for the courses above will be the responsibility of the Faculties working in collaboration with the SGSR.

12.5 Research Projects and Examinations

- i. Graduate examinations will be set and marked by the Faculties.
- ii. The results of each examination (including results of Supplementary and special examinations) will be discussed by the Faculty Boards and presented by the Dean to senate for approval.
- iii. The Faculty will forward the approved results (including results of Supplementary and Special examinations) to the SGSR for record-keeping and tracking the performance of the candidates.
- iv. Each Faculty will be responsible for following up the teaching, research projects and dissertations.
- v. Together with the Faculties, the SGSR will organize the oral defence of Graduate dissertations.
- vi. Each Faculty will prepare and disseminate the approved results letters for its candidates at the end of each semester.

10.3 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.

11.0 ASSESSMENT FOR GRADUATE DISSERTATIONS

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.

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; formulation of problem statement, research questions/hypotheses.

Research Methodology: 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.

Presentation of Findings: logical flow in presentation; clarity and appropriateness of presentation.

Data Analysis and Interpretation: accuracy of interpretation of data; link between theoretical framework and data analysis; appropriateness and success of data analysis technique.

Implications and Significance of Data Presented and Analysed

Recommendations: relevance, feasibility and originality of conclusions

(based on results) and recommendations (based on conclusions); potential usefulness of findings.

11.1 Dissertation Submission Dates

These dates will be communicated by the respective Faculties. Contact the Faculty/ Institute/School Administrator for details.

11.2 SGSR Fees

The student shall show proof of payment for services to be provided.

12.0 THE ROLE OF THE SCHOOL OF GRADUATE STUDIES AND RESEARCH (SGSR) IN RELATION TO FACULTIES

The roles and responsibilities of the SGSR in relation to Faculties are passed by Senate.

12.1 Information on Graduate Programmes

- i. In collaboration with the respective Faculties, the SGSR will conduct research seminars, conferences, courses, and programmes for masters' students and advise the Faculties on their development.
- ii. In collaboration with the Faculties, the SGSR will advertise all graduate programmes on offer each academic year.

12.2 Preparing and Conducting the Graduate Admission Test (GAT)

- i. The Faculty offering the course prepares the GAT and forwards it to the registrar for scrutiny and recommendation on who to invite for the Graduate Admission Test (GAT)

- ii. In collaboration with the SGSR, the Faculties will verify the compliance of the candidates with the minimum entry requirements for the various courses applied for.
- iii. The Faculties will advise the registrar on the candidates to be short listed to attend the GAT.
- iv. The registrar will set a suitable date for the GAT and invite the short-listed candidates for the test.
- v. Together with the Faculties, the registrar will organize the marking of the GAT scripts and publish the results.

12.3 Admitting and Registering Graduate Students

- i. The Faculties will advise the SGSR Board on the suitable number of candidates that may be admitted per Faculty and per course.
- ii. The SGSR Board will admit selected candidates who meet University entry requirements and communicate to them.
- iii. Admitted Candidates will register and obtain a University Registration Number from their respective Faculties.
- iv. Each Faculty will open a personal file for each registered graduate candidate and forward a list of the registered candidates to the SGSR.
- v. The SGSR will open a personal file for each registered graduate candidate for the purpose of tracking their academic performance.
- vi. Together with the Faculties, the SGSR will organize and Coordinate the orientation of graduate students.