



# Graduate Training HANDBOOK

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# Forward



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Vice - Chancellor

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Busitema University has a Vision of being a center of academic and professional excellence in science, technology and innovation. Busitema University pursue a Mission to provide a high standard training, engage in quality research and outreach for socio-economic transformation that creates sustainable development. These can better be achieved by establishing a vibrant Directorate of Graduate Studies, Research and Innovations.

Graduate Students are a very vital component of this University. The University and its relevant Faculties, therefore, place high priority on the educational, social, technological, administrative and scientific aspects of Graduate Studies. This is in recognition that, as research students they contribute in the sense of renewal to the various Departments, Faculties and other University Units. It is common knowledge that, about half the impactful research in the world is carried out by graduate students. The new knowledge and innovations generated through various researches contributes tremendously to the relevance of the University towards attaining national and international development.

High quality Graduate Studies depend upon the professional and ethical conducts of the participants (Academics and Graduates). Academic Staff and Graduate Students have complementary responsibilities in the maintenance of Academic Standards and thereby enabling creation of high quality Graduat , Research and Innovations Programmes mentored by the Directorate of Graduate Studies, Research and Innovations.

This Handbook contains rules, regulations and materials that are key for the Graduate Students and staff. The information contained in this Handbook is intended to serve as a source for easy access to the key University policies, guidelines and operational procedures pertaining to the Graduate Studies. It is not an end in itself; therefore, you are encouraged to consult Programme Managers and the Management at various levels, where further clarity is needed.

The long term goal of Busitema University through the establishment of the Directorate of Graduate Studies, Research and Innovations is to strengthen its Graduate training unit to address the demand for knowledge economy and development goals of the Ugandan society at large. By taking these positive and proactive steps Busitema University is to ensure quality teaching, research and disseminations/outreach services relevant to the needs of the University, Uganda, Africa and the world at large.

I therefore, encourage both students and staff of Busitema University to familiarize themselves with the information herein. For the students, these guidelines and regulations will facilitate timely completion of your Graduate Programmes. The Staff, as advisors or mentors, the Handbook will be a useful tool/source of information for more informed assistance to the students.

Busitema University and the Directorate of Graduate Studies, Research and Innovations in particular warmly welcomes the newly admitted students to the Graduate Programmes offered by Busitema University and wishes them a fruitful and rewarding years of graduate training and service to society.

I hope this will be a useful guide in our Pursuance of Excellence

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## LIST OF ACRONYMS

CGPA	Cumulative Grade Point Average
DGSRI	Directorate of Graduate Studies, Research and Innovations
DGS	Directorate of Graduate Studies
DHD&RC	Department Higher Degrees and Research Committees
DVC-(AA)	Deputy Vice-Chancellor (Academic Affairs)
FHD&RC	Faculty Higher Degrees and Research Committee
GS	Graduate Studies
IPM	Intellectual Property Management
RGMC	Research Grants Management Committee
REC	Research Ethics Committee
RI&DC	Research Innovations and Disseminations Committee
UNCHE	Uganda National Council for Higher Education
UNCST	Uganda National Council for Science and Technology



## 1.0. INTRODUCTION

### 1.1. Background

Busitema University is a multi-campus Public University that was established by Statutory Instrument No.22 of 2007, enacted by Parliament of Uganda on the 10th of May 2007. The University has operational Campuses at Arapai, Busitema, Mbale, Nagongera, Namasagali and Pallisa. Another planned Campus is at Kaliro. The University is governed by:

i) The University Council which is the supreme policy-making governing body of the University.

ii) The University Senate is the governing body in charge of Academic Affairs.

The University graduated its first cohort of Bachelor's degree students in 2010. In pursuit of excellence, the Motto of the University, the next obvious step is strengthening research. This cannot be done without a vibrant postgraduate program. Thus the University Senate resolved to establish a Directorate of Graduate Studies, Research and Innovations in 2014 to steer this great institution in its next landmark task.

### 1.2. University Vision

To be a center of academic and professional excellence in science, technology and innovation.

### 1.3. University Mission

To provide high standard training, engage in quality research and outreach for socio economic transformation and sustainable development.

### 1.4. University Senate

The Senate shall be responsible for the organization, control and direction of the academic matters of the University and as such the Senate shall be in charge of the teaching, research and the general standards of education and research and their assessment in the University.

### 1.5. The Directorate of Graduate Studies, Research and Innovations.

Busitema University's Strategic Plan 2009/10 – 2013/14 committed the University to be a distinguished and reputable graduate training, research, innovation and outreach center through two strategic goals: enhanced graduate training, research, innovative capacity at the University as well as knowledge transfer and service partnerships between the University, Public and Private Sectors. For the successful implementation of the strategies, the university needs a Graduate Training Handbook.

Furthermore, it requires documented procedures and guidelines for management of graduate training, research resources, outputs/disseminations outreach.

Well documented procedures and guidelines as contained in this Handbook will definitely result into flourishing graduate training, research, innovations and outreach that is relevant to addressing societal needs. Flourishing graduate studies, research and innovations will for sure promote visibility of Busitema locally and globally.

### 1.5.1. Vision and Mission for the Directorate of Graduate Studies, Research and Innovations

In line with the University's Vision and Mission, that for the Directorate of Graduate Studies, Research and Innovations are:

#### Vision of the DGSRI

A center of excellent graduate study in broad-based research and innovation

#### The Mission of the DGSRI

The mission of the Directorate of Graduate Studies is to:

*To strive to promote the highest quality graduate training that meets the needs of the current as well as the future generations.*

### 1.5.2. Core values of the Directorate of Graduate Studies

Ethics and Integrity, Inquiry and Innovation, Academic and Creative Excellence, Collaboration, Inclusiveness, Interdisciplinary Research, Lifelong Learning, Mentorship, Professionalism

### 1.5.3. Mandate of the DGSRI

- i **Graduate Training:** Coordinate and regulate graduate training, workshops and information sessions for ethics reviews, funding applications and awards opportunities.
- ii **Research and Innovation Promotion:** Initiate, nurture and advocate for research and innovation initiatives. Report on internal and external research activity, including publications and funding, contributions to society and the wider economy
- iii **Mobilization and management of research funds:** Raise funds for research from internal and external sources;
- iv **Information Management and Dissemination:** Create and maintain a current university expert's database, and an inventory of business, industry and government agencies with potential to partner or support research and development. Disseminate the research reports to relevant stakeholders.
- v **Policy:** To develop, review and revise policies for research, intellectual property management and commercialization, centers of excellence, graduate research, overheads on grants and contracts.
- vi **Collaboration:** Liaise with communities, partners and institutions locally and internationally to support research and community outreach. To establish a grants management unit.

#### 1.5.4. Roles and responsibilities of Directorate of Graduate Studies, Research and Innovations.

The DGSRI, is the only office in the university with the authority to provide official admission offers to new graduate students through the Academic Registrar. It has the responsibility to ensure that the admission process is completed fairly on behalf of the prospective graduate student. As such, it is the roles of the DGSRI to:

- i. Approve Departmental and Faculty Admission Procedures, including requirements for Admission Committees and record-keeping. These procedures should be consistent with University governance and subject to review by appropriate University governance bodies.
- ii. Provide all prospective and graduate students with accurate information about admission costs, duration and any other related requirements.
- iii. Encourage all applicants to fulfil their responsibilities in the admission process, including:
  - a) Complying with requests for information in a timely way, and
  - b) Responding to institutional deadlines when required to do so.
  - c) Accept and deem official only those transcripts issued by the Academic Registrar's Offices of the Institution(s) or other agencies the candidate currently attends or has attended.
- iv. Receive, review information about applicants in confidence and ensure they meet the admission regulations.
- v. Provide, in a timely manner, an official offer of admission to the successful candidates that includes all terms and conditions.
- viii. Develop and maintain a user friendly web-based system for inquiry, application, status and test score transmission.
- ix. Monitor the progress of Graduate Students, Supervisors and Examiners.
- x. Conduct the development, management of research and outreach grants



## 1.9 Responsibilities

- i. Coordinate the development of graduate programmes across all the respective faculties, institutes, schools and colleges.
- ii. Coordinate the admission, registration, studies and examinations of all graduate students in the University and make recommendations to Senate.
- iii. Solicit, disseminate and manage research grants.
- iv. Develop, update a register of graduate students, a prospectus, brochures and any other bulletins about Graduate Studies at Busitema University on regular basis.
- v. Coordinate and support the training of graduate students and staff (organize workshops, seminars and offer support to conferences on research activities).
- vi. Network with Faculties, Institutes and Colleges in the appointment of Supervisors, Internal Examiners, External Examiners for graduate programmes and research.
- vii. Strengthen research, innovations linkages and networks with other stakeholders.
- viii. Perform any other duties as may be assigned by the Senate.

## 1.6. Intellectual Property Rights Contract

The registered candidates shall be expected to sign a contract with the DGRSI declaring that all research findings, innovations and intellectual assets shall be co-owned property of Busitema University. Innovations done during student internship shall be property of the Busitema University and shall be protected under the World Intellectual Property Organizations Patent Law Treaty of 2000, Industrial Property Act of 2014, Copyright and Neighboring Act of 2006, Trademarks Act of 2010 and other applicable legal instruments.

This shall imply and mean that intellectual property shall not be reproduced by any means, in full or in part, except for short extracts within the meaning of fair use, for research or private study, critical scholarly review or discourse with a written acknowledgement or written permission of Directorate of Graduate Studies, Research and Innovations. A sample of the Intellectual Property Rights Contract is attached in the Appendix.

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## 1.7. Board of Graduate Studies, Research and Innovations

The role of the Board is to promote graduate studies, research and innovations. Furthermore, the board initiates academic policy, quality assurance and enforcing compliance with all related University policies, procedures and guidelines on behalf of Senate. As a Senate Committee, the Board forwards recommendations on any matters for the action of the University Senate being the Supreme Academic Organ of the University.

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### 1.7.1 Management Structures

The Directorate provides overall oversight, governance to the Faculty and Departments. The operational affairs of Graduate Students are handled at each Faculties and Departments. However, the DGSRI is mandated to provide a coordination arm for purposes of Quality Assurance and Policy oversight.

### 1.7.2. Membership of the Board of Graduate Studies, Research and Innovations

The Board of Graduate Studies, Research and Innovations shall be a Senate committee, chaired by the Deputy Vice-Chancellor (Academic Affairs and Research). The Board members shall be composed of:

i.	Deputy Vice-Chancellor (AA&R)	Chair
ii.	All Deans of Faculties	Members
iii.	Director, Directorate of Graduate Studies, Research and innovation	Member
iv.	Chairpersons of the Faculty/Institute Postgraduate Committees	Members
v.	Academic Registrar	Secretary
vi.	University Librarian	Member
vii.	Quality Assurance Officer	Member
viii.	Graduate Students Representatives (1 male, 1 female)	Members
ix.	Such other persons as the Senate may decide	Members

### 1.7.3. Terms of Reference for the Board of Graduate Studies, Research and Innovations

The specific terms of reference of the Board of Graduate studies shall include:

- i To receive and consider recommendations of admissions from Faculties Higher Degrees Committees on Graduate Academic Programmes.
- ii To harmonize all Graduate Programmes.
- iii To review the regulations governing Graduate Academic Programmes and make recommendations to the Senate.
- iv To receive from Faculties Higher Degrees Committees recommendations on all the applications for entry into Graduate Academic Programmes and take decisions as per Senate guidelines.
- v To consider and make recommendations to Senate on cases of Examination Malpractices.
- vi To make proper recommendations to Senate on cases of Appeals on Examination matters.
- vii To appoint Supervisors for Graduate Research, both Internal and External Examiners for Thesis and Dissertations on recommendations by the respective Faculty Boards.
- viii To coordinate research, innovations and disseminations in the University
- ix To submit biannual reports to Senate as regards to Graduate Studies in the University.



#### **1.7.4. Terms of reference of Graduate Admission Committee.**

The specific terms of reference are the following:

- i. The Graduate Admission Committee seeks from the Faculties or Departments for programmes and application requirements
- ii. Establish, maintain, and publicize appropriate admission and selection criteria and ensure that all stated admission criteria are used in admission decisions.
- iii. Appropriately carryout any tasks related to admission decisions, including timely communication with the DGSRI about recommendations for admission and funding opportunities.
- iv. Ensure that recruitment and admission policies are consistent with stated University goals of maintaining and improving equity for all applicants and quality of Graduate Programmes and increasing student diversity.
- v. Utilize available and appropriate websites to communicate Graduate Programme information to prospective students and to publicize admission processes and selection criteria.
- vi. As much as possible, match the knowledge, interests and skills of applicants with the requirements, characteristics and capacity of g raduate programs and the research and training interests of their Faculty.
- vii. Periodically assess the effectiveness of admission procedures and appropriateness of admission criteria.
- viii. Receive information about applicants in confidence and respect the private nature of these data, consistent with national and local statutes.
- ix. Ensure professionalism and ethical conduct when handling matters of Graduate admission and financial support deliberation.
- x. Process applications and respond to inquiries in a timely manner, with attention to stated and relevant deadlines.



### 1.7.5. Composition of Higher Degrees Committees

The Higher Degrees Committees (HDC) will be found at two levels: Departments and Faculties. The HDCs together with the Graduate Admission Committees will:

- i. Establish, maintain, and publicize appropriate admission and selection criteria and ensure that all stated admission criteria are used in admission decisions.
- ii. Appropriately carry out any tasks related to admission decisions, including timely communication with the DGSRI about recommendations for admission and funding opportunities.
- iii. Ensure that recruitment and admission policies are consistent with stated University goals of maintaining and improving equity for all applicants and quality of Graduate Programmes and increasing student diversity.
- iv. Utilize available and appropriate websites to communicate Graduate Programme information to prospective students and to publicize admission processes and selection criteria.
- v. As much as possible, match the knowledge, interests and skills of applicants with the requirements, characteristics and capacity of graduate programs and the research and training interests of their Faculty.
- vi. Periodically assess the effectiveness of admission procedures and appropriateness of admission criteria.
- vii. Receive information about applicants in confidence and respect the private nature of these data, consistent with national and local statutes.
- viii. Ensure professionalism and ethical conduct when handling matters of Graduate admission and financial support deliberation.
- ix. Process applications and respond to inquiries in a timely manner, with attention to stated and relevant deadlines.

## 2.0 GUIDELINES FOR APPLICATION AND ADMISSIONS

### 2.1 General Entry and Admission Requirements

- i. The process of admission of prospective graduate (Postgraduate Diploma, Masters, and PhD) students shall commence with application by the prospective students.
- ii. It shall be the responsibility of the applicant to pay the application fee, complete the application form, and provide copies of the relevant academic documents to the Office of the Academic Registrar and the Directorate of Graduate Studies.
- iii. The duly completed application forms shall be scrutinized by the Office of the Academic Registrar, and the Directorate of Graduate Studies in consultation with the line departments where the graduate programme is offered.
- iv. The decision to admit an applicant shall be based upon the recommendation from the line department communicated by the Dean or Director of the Faculty or Institute in which the department is based.
- v. The recommendation from the line department shall be based on the assessment of more than one member of staff of the department. Furthermore, at least one of the staff members shall be actively involved in research.
- vi. The suitability of an applicant to pursue a graduate programme shall also be based on the two confidential references submitted to the Office of the Academic Registrar.
- vii. An applicant already enrolled with another university or Busitema University shall not be admitted for a graduate Programme at Busitema University.
- viii. The applicant shall show evidence that s/he has secured adequate funds to enable her/him to pursue the programme s/he has applied for.

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#### NOTE:

*For the specific programme requirements (admission, options, tuition fees) for each of the graduate programmes, please refer to the Graduate Prospectus. You can find details on the DGSRI website [www.busitema.ac.ug/graduatestudies](http://www.busitema.ac.ug/graduatestudies) or brochure from the Academic Registrar's Office.*



## 2.1.1. Entry Requirements for Postgraduate Diplomas

Any applicant shall have obtained a good Bachelor's Degree or its equivalent in the relevant field from a recognized and Chartered University or institution of learning.

## 2.1.2. Entry requirements for Master's Degree Programmes

Any prospective masters' student is expected to fulfil the following requirements:

- i) An applicant shall be required to have obtained a good Bachelor's Degree, at least at the level of Second Class Honors Degree or its equivalent in the relevant field from a University or any other recognized institution.
- ii) An Applicant who meets the above criteria and has missing basic core courses in the field of interest shall be required to undertake a bridge set of courses to scale up to the basic core requirements.
- iii) An applicant who is a holder of a Third Class/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 Graduate Studies.
- iv) Other specific requirements shall vary from programme to programme.

### 2.1.3. Entry Requirements for Doctor of Philosophy (PhD)

For prospective PhD candidates, the following requirements are expected:

- i. In the case of a Doctoral research programme, the admission shall be based on the quality of the Bachelor's degree and possession of a Master Degree in the relevant field of interest.
  - (a) An applicant who possesses a pass degree shall **NOT** be admitted for doctoral research programmes.
  - (b) In exceptional cases, the admission of an applicant who does not possess a Master Degree shall be based on the quality of the Bachelor's degree only.
  - (c) In addition to the academic qualifications, the applicant shall have a viable research concept duly endorsed by the prospective supervisor and the head of department.
  - (d) The prospective supervisor(s) shall express their willingness to supervise such a candidate in writing to the Research and Higher Degrees Committee.
- ii. During the course of the academic year, a PhD student should develop a comprehensive research proposal with the help of his supervisor(s) and other senior members of the academic staff in the relevant fields of study.
- iii. The respective Research and Higher degrees' committees of Boards of Faculties on advice from the host Department shall confirm at least two supervisors for each student (See Section 5.3 and 9.3)
- iv. The DGSRI shall, on the recommendation of the Faculty Research and Higher Degrees Committees appoint one or more supervisors to advise a candidate whose subject of special study or research has been approved, and the candidate shall be required to work in close association with the supervisors.
- v. When a Research proposal of a PhD student is found satisfactory by the Faculty Higher Degrees and Research Committee after defending, a recommendation is sent to the DGSRI Board for action. Thereafter, the student shall be granted a full registration as Doctor of Philosophy (PhD) Degree student of Busitema University for a period of three to five years.



#### 2.1.4. Post Doctorates

Post Doctorates Degrees are awarded upon successful submission, review and defense of original published and unpublished works on the area/topic of specialization. These Higher Doctorates are normally applied for by holders of PhD Degrees. Upon receipt of an application, the Senate shall nominate three distinguished scholars in the area of specialization to review the applicant's works.

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#### 2.1.5. Honorary Doctorate

The University shall award Honorary Degrees to prominent persons who have made excellent contributions to socio-economic transformation of Uganda and the well-being of humanity. The award shall be given by Senate on recommendation of an adhoc committee comprising of three members of Senate and two of Council.

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### 2.2. APPLICATIONS PROCEDURES/ How to apply.

#### 2.2.1. General Applications Procedures

Applicants should seek admission to graduate programmes that can assist them to develop their abilities, interests, and skills and can effectively place them in appropriate occupational or educational situations.

Application forms may be obtained from the Directorate of Graduate Studies Offices after payment of an application fee at the stipulated bank(s).

Applicants can apply online at the website [www.busitema.ac.ug](http://www.busitema.ac.ug)



### 2.2.2. When to Apply

Unless otherwise stated, Busitema University prospective students start submitting applications by 1st February and ending on 31st May each academic year. It may be extended up to 30th June of each academic year on recommendation of Senate. However, applications for Doctor of Philosophy/Post Doctorate and Master of Science (MSc). by Thesis Only Degrees are made and received throughout the year. Admissions for the latter categories shall be processed two months before the beginning of each semester. Applicants within this category of degree must attach three copies of a synopsis of maximum 5 pages to the application for vetting and approval before they can qualify for provisional admission of up to one year.

### 2.2.3. Required documents at Submission of Applications

Relevant copies of certificates and certified copies of academic transcripts and three reference letters (at least two from academic referees) must accompany all completed application forms. Forms which are not completed properly may lead to delays in the processing of applications and in some cases be rejected. Transcripts and other academic documents that are not in English must be translated by an authorized body before submission of applications and attachments.

### 2.2.4. Guidelines for Transfer of Credit Units or Transfer from Other Institutions.

Busitema University Senate guidelines for the transfer of credit Units for Graduate Students who apply to transfer from other recognized Universities or equivalent Institute of Higher Learning shall apply.

#### 2.2.4.1. The specific Applicants:

- i. Must satisfy the admission requirement for the academic programme(s) applied for.
- ii. Must obtain and submit official Academic Transcript(s) Certificate from a recognized University/Institution of Higher Learning in which he/she was previously enrolled indicating his/her academic status, the courses offered/taken, the Credit Units completed and the Grades obtained in each course.
- iii. Must have obtained the equivalent of Cumulative Grade Point Average (CGPA) of at least 2.0 (i.e. 60%).
- iv. Will be permitted to transfer to Busitema University Credits earned but the maximum of Credits should not exceed 60% of the Minimum Graduation Load of the academic programme applied for.
- v. If permitted to transfer she/he should not be allowed to transfer the equivalent of Credit Units in a course in which she/he obtained a Grade Point Average which was lower than 2.0
- vi. An application must be accompanied by recommendations from the Institution or Authority she/he is transferring from.

#### 2.2.5. Fees and other Requirements for graduate studies.

Graduate studies are strictly **Private**, therefore, before applying, the applicant is advised to make sure that there is adequate financial support to cover fees and other requirements. The fees structures prescribed in admission letters do not cover research and accommodation expenses.

### 3.0 GENERAL UNIVERSITY REGULATIONS FOR EXAMINATIONS AND FOR COURSEWORK EVALUATION

#### 3.1 Registration

There are two levels of Registrations. Once a candidate has been accepted for registration, he/she must complete a registration form, which accompanies the letter of admission, and return it to the DGSRI. The first level of registration is at the DGSRI, thereafter, one is expected to register at the Faculty/Department level. All registrations are handled by the Academic Registrar's Office.

Before Registering, **one is not a Busitema University Student**. Once a candidate has been accepted for registration, he/she must complete registration forms, both at the Directorate of Graduate Studies and at his/her respective Faculty/Unit duly stamped and signed by the Registrar.

Candidates shall renew their registration at the beginning of every subsequent year and upon paying the fees due to the University.

A Candidate is only registered after fulfilling the following requirements:

- i. Evidence of payment of University fees as indicated on the admission letter
- ii. Two copies of certified academic transcripts/certificates
- iii. Completed registration forms (Online/Hard Copies) submitted for onward processing, signed by the Registrar
- iv. Current valid identity card.
- v. Four passport size photographs, 2 to be left at the Directorate of Graduate Studies, and one to be delivered to the Dean of Students and the fourth to the Faculty.

Any Graduate Student who will not have registered according to the Registration timetable and would not have communicated with the Director's Office, Directorate of Graduate Studies (DGSRI) shall be deemed to have declined the offer of a place at the University.

Please note that the University does not reserve places for applicants who do not turn up. Such applicants shall re-apply after a subsequent call for applications.

### 3.2. Payment of University Fees

- i. Tuition and other University fees are due on the first day of the academic year. Privately-sponsored students who cannot pay full fees at the beginning of the academic year are required to pay at least 60% of the course load, if they wish by the set deadline.
- ii. Fees may be paid directly to the Busitema University Council Account or via electronic transfers. For details contact the University Bursar's Office.
- iii. Only registered students will be allowed to use University facilities, to attend lecturers, do coursework and continuous assessments and sit for the final examinations.

### 3.3. Time for Registration

All students are expected to register within two weeks of the semester. There is a fine if this condition is not met.

### 3.4. Identity Cards

Official University Identity Cards will be issued to all registered students. Students are supposed to carry up-to-date identity cards renewed at the beginning of each academic year.

### 3.5. Progress Reports on Research

Every candidate is required to submit (through his/her Supervisor) reports on his/her progress twice a year (6 monthly). This is done on a **Special Progress Report Forms** which the Department will supply. Failure to fulfil this requirement may lead to discontinuation.

### 3.6. Extension of study period

A student may be allowed to extend the study period on recommendation of the supervisors. Master's students are allowed to extend up to 3 years. The Extension fee will be calculated based on the period requested for and the magnitude of work. All extensions must be approved by Senate.

### 3.7. Withdrawal Limits

- i. If a candidate finds that he/she cannot continue with his/her studies due to financial/social hardships but expects to complete studies at a later date, it is his/her duty to request for withdrawal and inform the University through the Supervisor to the Faculty Higher Degrees and Research Committee.
- ii. A student can apply to his/her respective Board of Studies for permission to withdraw from studies at any time of the Semester. Reasons for withdrawal should be given in the letter and the application forms.
- iii. Permission to withdraw shall be granted by the Faculty/Unit Board only on compassionate grounds or in cases of illness or financial constraints, serious social or domestic difficulties or exceptional professional commitments which can be demonstrated to have adversely affected the candidate.
- iv. A student will be allowed only a maximum of two withdrawals on an academic programme and each withdrawal shall not exceed a period of one academic year.

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

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

### 3.8. Discontinuation from the program

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

### 3.8. Discontinuation from the program

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

### 3.9. Refund of Tuition Fees when a Student has Withdrawn from a Study Programme

A student who has been permitted to withdraw from studies may be refunded part of the tuition fees as follows:

#### a) Within the first half of the semester

<i>Item</i>	<i>Proportion to be refunded</i>
Tuition fee	50%
Registration	0%
Library fee	0%
Research fund	0%
Examination	80%
Computer fee	0%
Medical fee	50%

#### b) Within the second half of the semester

i. Only part of the examination fee is refunded upto a maximum of 30% of the examination fee. The other components of the fees shall attract a zero percentage refund.

ii. The University Council reserves the right to vary the fees chargeable anytime with or without prior notice.

#### Please Note

i) Fees for Residence, Application, Faculty Requirements, Technology, Development, Administration, Registration, Examinations, Identity Cards and the Guild Charges are non-refundable.

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

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

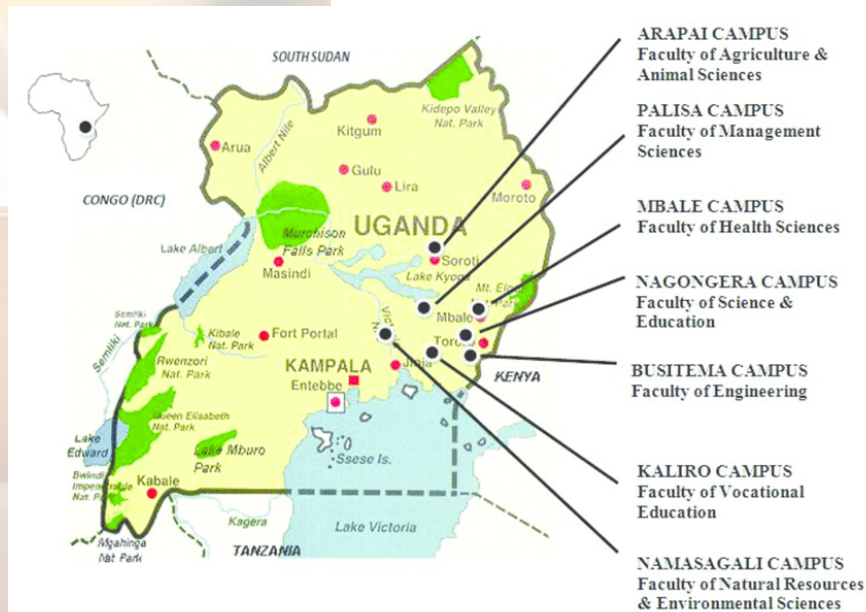
### 3.10. Change of programmes

- i) Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme for which transfer is being sought and a vacancy exists in that programme.
- ii) Candidate's desirous of changing subjects/courses/programme shall be allowed to do so after registration and within three weeks after commencement of the academic year. No candidate shall be allowed to change subjects/courses/programmes after the fourth week of commencement of the semester.
- iii) With valid reasons candidates within their studentships may apply for permission to change their study programme delivery modes and campus transfer within Busitema University.

### 3.11. Examination irregularities

All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the Directorate of Graduate Studies, Research and Innovations or to a Faculty/Department Board. The boards shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.

**Busitema University's examination policies shall apply.**



## 4.0. GRADUATE PROGRAMMES

### 4.1. Postgraduate Diplomas

Various Postgraduate Diploma courses in Education, Engineering, Agriculture, Computer Science, Management Sciences, Health Science and IT, at Busitema University follow the general graduate guidelines:

### 4.2. Masters' programmes

- i. **The Masters' programmes at Busitema University are based on the following Programmes:**
  - a) Masters by Course Work and Research
  - b) Masters by Research only
  - c) Masters by Extended Coursework and Project Report
  
- ii. **For any Masters student to graduate in a programme, the following requirements must be fulfilled:**
  - a) A student's progression under (a) above is dependent on whether he/ she has a Research Proposal by second week of the 2nd Semester.
  - b) The pass mark of all graduate Courses shall be 60%.
  - c) Credited Seminar Series conducted by students shall be mandatory.
  - d) All Coursework for Graduate Programs shall be examined both internally and externally.
  - e) The title of the Thesis/Dissertation shall appear on the Academic Transcript with respective Grades indicated.
  - f) The Dissertation is in partial fulfilment of the Degree (Programme A and C). Meanwhile a Thesis is in full fulfilment of the Degree (Programme B).

#### 4.2.2. Specific Guidelines for Masters Programmes

##### i. Programme A: Masters by Course Work and Dissertation

- a) A student on this Programme must complete an approved programme of coursework consisting of a minimum of **30-45** Credit Units during the year.
- b) A student must submit a Dissertation.
- c) A Dissertation shall carry credit range of **8-10** Credit Units (Units should determine and allocate Credit Units to Dissertation).
- d) External examination of a Dissertation shall be mandatory.
- e) Seminar Series will be mandatory for all registered students.
- f) Departments will approve topics for students and a student shall be required to make presentations during the Seminar Series.
- g) The Minimum Graduation load shall be decided by the Academic Unit where the Programme is based.

##### ii. Programme B: Masters by Research only

- i. A student must demonstrate serious Academic Research capacity by presenting acceptable Concept Research Proposal. At the point of application/first registration, a student is expected to have identified a research area. This may be done in consultation with the Department and will be influenced by availability of expertise and resources in particular areas. Based on this, the student should develop and submit a synopsis (concept paper) of 5-20 pages (maximum) to the Head of Department.
- ii. The synopsis (concept paper) should contain the **a)** Title of the Thesis, **b)** a brief Background to the research, **c)** a brief Statement of the problem, **d)** Objectives of the research, **e)** Theoretical/Conceptual framework of the research, **f)** a brief Review of relevant literature, **g)** a brief description of Methodology and **h)** a list of References.
- iii. On receipt of the Research proposal, the Chairperson of Faculty Higher Degrees Committee shall distribute a copy of the proposal for scrutiny at least seven days before the date of the seminar presentation.
- iv. The duration of the registration period for Masters by thesis candidates, including the months of developing and submitting a research proposal for approval, shall be two years for full-time candidates and three years for parttime candidates.
- v. Students registered for Masters' Degree programmes by research may, on the recommendation of the relevant School/Institute/Faculty/Department Board, be required to do one or more formal courses appropriate to their fields of study. In addition, students are advised to undertake short courses in Research Methods, Scholarly Writing and Communication Skills.
- vi. Within two weeks of submitting the synopsis/concept paper, the student shall obtain feedback on it. Upon approval of the synopsis/concept by the Faculty Higher Degrees and Research Committee, a minimum of two Supervisors shall be allocated to the student.

### iii. Programme C: Masters by Coursework and Project/Field Report

- i. A student on Programme C must complete an approved programme of coursework that shall constitute 75% of the entire workload for the Degree.
- ii. A Student must submit a Report on a supervised Short Project/Field Attachment/Industrial Training carried out.
- iii. The Project/Field Report should involve a combined total of 300 hours (equivalent to 8 weeks of full time work) and shall carry 5 Credit Units (CU).
- iv. Seminar Series will be mandatory for all registered students and shall be conducted every Semester of the second year. The Seminar Series shall have 2 Credit Units per Semester.
- v. External examinations of Projects/Reports shall be a mandatory.

### iv) Programme D: Masters by Coursework only and comprehensive examination.

- i. In this Programme D, the students' Coursework Load shall be 85% plus Examinations and 15% Seminar Series.
- ii. Courses offered additionally by such candidates must be Advanced Courses.
- iii. Students shall be comprehensively examined and in order to be in normal progress, a student on this Programme must have a GGPA of not less than 3.0.
- iv. A candidate who has a CGPA of less than 3.0 shall be placed on probation.
- v. Seminar Series will be mandatory for all registered students of the second year. It will be credited at 2 Credit Units per Semester.



## 4.3. Doctoral Programmes

Busitema University offers two types of doctorates:

- i. Doctorate (PhD) by research only.
- ii. Doctorate(PhD) by course-work and dissertation/thesis.

### The Proposal Applicable to PhD (Research Doctorates)

- i. The student has up to one year to develop a full proposal in consultation with his/her Supervisor(s). During this period, the student's admission will remain provisional. The length of the proposal shall vary from one discipline to another. However, in general terms not exceed 25 pages, excluding list of References and Appendices.
- ii. Once approved by the Supervisor(s), the proposal shall then be presented by the student to his/her Department (in a formally organized public defense/viva voce). The student shall be advised on what adjustments to make to the proposal following the presentation.
- iii. After the corrections (if any) have been made, the student shall present the Proposal formally to the Faculty Higher Degrees and Research Committee. A copy of the proposal shall also be subjected to Examination by an External Vetter who is an expert in the proposed area of inquiry recommended by the Faculty Higher Degrees and Research Committee and appointed by the Directorate of Graduate Studies.
- iv. Once the final proposal has been approved, the Dean shall officially notify the DGSRI in writing accompanied by minutes of the Faculty Higher Degrees and Research Committee.
- v. The student shall then officially submit the approved proposal to the DGSRI.
- vi. After submission of the approved proposal, the DGSRI shall acknowledge receipt of the approved proposal by a formal letter to the Faculty/Unit's Higher Degrees Committee and the student to that effect.

### 4.3.2. Doctorate by Coursework and Dissertation/Thesis (Taught PhDs).

- i. Apart from the required cross-cutting courses, a student pursuing a Doctorate by course-work and dissertation/thesis is expected to complete a number of courses in addition to a dissertation/thesis.
  - ii. The number of courses and length of dissertation/thesis may vary by discipline.
  - iii. 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/institution/department.
  - iv. The student will then spend approximately two years completing the Dissertation under the guidance of the supervisor(s) and other experts as shall be determined by the department. The student is required to have a minimum credit unit as prescribed by the Unit in order to graduate.
- NB: In both cases the Student may write a monograph or a cumulative Thesis depending on the discipline and nature of the course.

### 4.3.3. Core cross-cutting courses include:

Regardless of the type of Doctorate one registers for, there are some courses (core courses) that every student is required to take before they can graduate. These cross-cutting courses are integral part of the individual curriculum (work plan). There are also elective cross-cutting courses that the student may with the advice of the supervisor, choose to study for credit or audit. They are outlined below:

- i. Advanced Research Methods
- ii. Philosophy
- iii. Statistics
- iv. Scholarly Writing and Communication Skills
- v. Graduate Workshops and Seminars

### 4.3.4. Elective Cross-Cutting Courses

- i. Elective cross-cutting courses that the student may be required to do shall be identified with the advice of the supervisors.
- ii. These courses a student may choose to study for credit or audit
- iii. All cross-cutting courses are coordinated by the DGSRI in liaison with discipline-specific Units. These courses are timetabled and advertised each Semester on the University Intranet and Notice Boards.
- iv. In addition to the above specifications, a Doctoral student may take courses in their Faculty/Institution/Department or from other Faculties/Institutions/Departments to give their programme multi-disciplinary flavour.
- v. The specific courses will be agreed upon between the student and his/her supervisor(s).
- vi. All Doctoral students are expected to:
  - a. participate in seminars as facilitators, where applicable undertake laboratory demonstrations, present their work at conferences and other academic fora, and publish their work;
  - b. teach at least an undergraduate course in their Department.



## 5.0. SUPERVISION OF GRADUATE STUDENTS

### 5.1 Identification of two Supervisors

- i. The synopsis developed by the graduate student forms the basis for the relevant Department to identify at least two supervisors for the student.
- ii. The Department forwards the names of the proposed supervisors to the Faculty/Insitute Higher Degrees and Research Committee for approval.
- iii. The recommended names are then forwarded to the Directorate of Graduate Studies for consideration and appointment.
- iv. At least one supervisor should be based at Busitema University. A graduate student usually works very closely with his/her supervisor/s and it is important that a good and cordial, professional relationship is cultivated throughout the graduate supervision process.
- v. Each registered student may propose supervisors based on his/her research interests.
- vi. A supervisor shall primarily be selected from amongst the full time academic staffs of Busitema University who are involved in research within the area of the students' interest.
- vii. For supervision of a student at Masters degree level, the prospective supervisor shall be at the rank of at least a Senior Lecturer or Lecturer with a PhD.
- viii. For supervision of a student at the PhD Degree level, the prospective supervisor shall be at the rank of at least a Senior Lecturer with a PhD.
- ix. In case there are no members of academic staff with knowledge and experience in the proposed area of research, supervisors shall be sourced from outside Busitema University and appointed as Honorary Lecturers/Professors at Busitema University.
- x. In case a student fails to find a supervisor, the Department hosting the postgraduate programme for which the student has registered shall find a supervisor for such a student.
- xi. A student may have one or more supervisors who shall jointly supervise him/her:
  - a. **if the research covers two or more areas**
  - b. **if the co-supervisor requires mentorship in supervision from the main supervisor**



## 5.2. Criteria for Selection and Appointment of Supervisors

- i. All supervisors shall be formally appointed by the Board of Graduate Studies, Research and Innovations on recommendation from the line Departments and Faculties.
- ii. The Supervisor has a qualification in a relevant field of study higher than, or at least at the same level, as, the exit level of the Postgraduate Programme he/she is supervising.
- iii. The Supervisor has an appropriate Research track record, as well as experience, expertise and peer recognition in the field of study.
- iv. In the case of inexperience or new Supervisors, a joint supervision is explored as an option.
- v. Database and profile of proposed Supervisors (CV's details of Supervisors' experience, details of Academic/Research Standing/Stature shall be kept by DGSR).

## 5.3. Role of Supervisor(s)

Supervisors of Graduate Students shall:

- i. At the start of the engagement, they should come up with a clear roadmap.
- ii. Create in the classroom, lab, or studio supervisory relations with students that stimulate and encourage students to learn creatively and independently.
- iii. Familiarize themselves with the policies that affect their Graduate Students.
- iv. Provide clear Maps of the requirements each student must meet, including coursework, research tools, examinations, and Thesis or Dissertation; and delineate the amount of time expected to complete each step.
- v. Shall meet their students in person or by electronic means at least once a month. However, the number of meetings may be more than once a month if mutually agreed on between the student and the supervisor. If the monthly meetings fail, a supervisor shall report/explain/inform the Head of Department.

vi. Help students to develop artistic, interpretive, writing, verbal, and quantitative skills, when appropriate, in accordance with the expectations of the discipline.

vii. Assist graduate students to develop grant writing skills, where appropriate.

viii. Take reasonable measures to ensure that each graduate student initiates Thesis or Dissertation Research in a timely fashion. When appropriate, encourage graduate students to participate in professional meetings or perform or display their work in public settings.

a) Create an ethos of collegiality so that learning takes place within a community of scholars \

b) Guide students on career and employment opportunities.

c) Each meeting shall be recorded on Supervision Record Form (SRF), a template of which is included in Appendix F. Two copies of SRFs shall be duly signed by both the student and the supervisor.

**x. Supervisors shall guide their students on the following aspects of research:**

a) Planning of the research project

b) Research proposal development

c) Research standards expected for the award

d) Literature and methods required

e) Intellectual property issues

f) Ethical considerations and plagiarism

g) Analysis of results and scientific interpretation of the results

h) Opportunities of publishing their work

## 5.4. Conduct of Supervisors

The supervisors shall:

i. Provide guidelines on deadlines and supervision roadmaps shall be agreed upon by supervisors and graduate students.

ii. To provide mentorship and guidance to the students where need be.

iii. **Agree on the authorship (1st author, 2nd Author and etc.)**

iv. **A unified approach to engage students to create a positive environment of supervision. Supervisor(s) activities will be done in consultation with the Higher Degrees committees.** Issues of dispute shall be addressed by the department of Higher Degrees Committee.

v. **For details refer to the guidelines.**

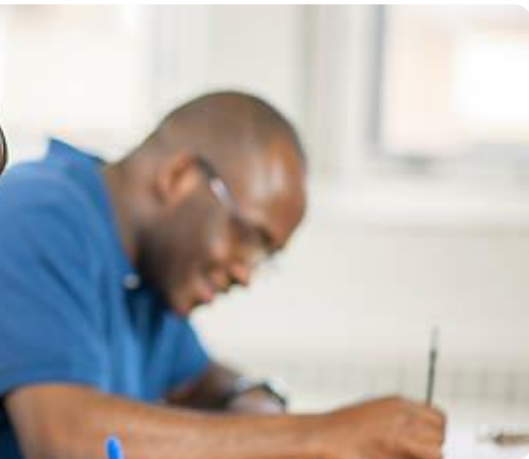


## 5.5. Role of Students

As a community of scholars, graduate students shall:

- i. For Masters graduate students should have one publication or at least one manuscript for publication.
- ii. For PhDs graduate students should have at least two publications.
- iii. Recognize that the Academic Supervisor/ Advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support. This may include informing the student about the regulations and policies in regards to graduate studies, and encouraging the graduate student to devote the appropriate amount of time, energy towards achieving academic excellence.
- iv. Recognize that Academic Staff have broad discretion to allocate their own time and other resources in ways which are academically productive.

- v. Recognize that the Research Supervisor/ Advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research because careful, well-conceived research reflects favorably on the student, the Faculty Advisor, and the University.
- vi. Exercise the highest integrity in taking examinations and in collecting, analyzing, and presenting research data.
- vii. Acknowledge the contributions of members of the Research Team to the student's work in all Publications and Conference Presentations.
- viii. Maintain the confidentiality of the Academic Advisor's professional activities and research prior to presentation or publication.
- ix. To adhere to the earlier agreed roadmap with



## 6.0. DOCTORAL COMMITTEES FOR PHD STUDENTS

Doctoral students are required to have a Doctoral Committee which will be charged with monitoring the student's performance and progress and advising the student throughout the study period. Although the doctoral student may propose some names to be considered for his/her Doctoral Committee, the final decision lies with the Higher Degrees Committee based on competence area. The supervisors of the student are members of the Doctoral Committee.

### 6.1. Composition of the Doctoral Committee

The Committee shall be established at Departmental level, and shall constitute at least two members from the student's major field of study (one or both of them could be the doctoral student's supervisors), the Head of Department and two other experts deemed helpful in the pursuit of the study in question. Membership of the Doctoral Committee shall be composed of 5 persons. Membership on doctoral committees will be based on expertise in the major or related fields of study and from industry where necessary.

The composition should as much as possible be interdisciplinary and include at least one individual/expert from outside the candidate's major field of study to provide a broader range of interdisciplinary perspectives and expertise.

### 6.3. Roles of the Doctoral Committee The Committee shall:

- i. Monitor, review and endorse the reports from the student and supervisors and the 6 monthly progress reports
- ii. Identify the external examiner and recommend to the DGSRI for approval and appointment.
- iii. Identify other academic and research opportunities, both inside and outside the university (e.g. conferences, workshops, collaborative opportunities, training, research centres/labs etc).
- iv. Mediate in case of disagreements between the supervisor and student and report to the Higher Degrees Committees.

### 6.4. Strategies for resolving disputes between the candidate and his/her supervisors

In the event where by the supervisors may not successfully resolve the matter, a meeting of the candidate, his supervisors, and the supervision team (for PhD the Doctoral committee) shall be convened to resolve the matter. These will report to the Higher Degrees Committee which should report to the DGSRI.



## 7.0. STUDY PROGRESS

### 7.1. Study Plans

All Graduate students shall develop study plans that will be agreed upon with the supervisor(s) and submitted to the head of Department.

### 7.2. Progress Reports

All graduate students are expected to account for the academic activities over time in form of progress report as follows:

- i. All graduate students shall provide progress reports (for masters three months and six months progress reports for PhD students) through their supervisor(s) and supervision Team to the Higher Degrees Committee through the Head of Department and the Dean/Director of the line Faculty/Institute.
- ii. Standard forms for submission of the progress report shall be used by all graduate students and a template of the progress report form is included.
- iii. A Doctoral or Masters student who for any reason(s) that may prevent him/her from completing his/her studies within the prescribed time may apply for an initial extension of one (1) academic year for Doctoral studies and six (6) months for Masters Studies. The application for extension shall include the following:
  - a) Duration of the extension stating the dates of commencement (day after the end of the valid study period) and completion.
  - b) Brief details of the justification (attach evidence if applicable) for extension.

- c) A description of a full completion study plan for the extension period approved by the main supervisor.
- d) Recommendation from the Supervision Team (ST) duly endorsed by the Head of Department and Dean/-Director of the Faculty/Institute.
- e) Copies of all the six-monthly progress reports.
- f) Such a request shall be granted by the Higher Degrees Committee upon receipt of an application letter from the student.
- g) However, subsequent extensions of periods not exceeding one (1) academic year each shall only be granted if the justification(s) for such request(s) is/are exceptional.
- h) 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.

## 8.0. PROGRAMME STRUCTURE

The Graduate Courses, like the other programmes in the University will be run on a semester system.

### 8.1. Course codes, titles and credit units

Coding of Post-Graduate Courses

Coding of Post-Graduate course shall follow the numerical series as presented:

- 6000..... Series for Post Graduate Certificates/  
Diplomas
- 7000 - 8000..... Series for Master's Degree
- 9000..... Series for PhD course (except  
Dissertations)

The course code name shall have three (3) alphabetic letters and four (4) numerals e.g. MPH 7102.

Details of the course structure with the respective course loads are shown in each programme, where, the respective acronyms are explained as follows:  
**LH** - Lecture Hours, **TH** - Tutorial Hours, **PH**-Practical Hours, **CH** - Contact Hours and **CU** - Credit Units.

Based on the *“Universities and other Tertiary Institutions Act”, Statutory Instrument Supplement No 36 of 25th Nov 2005*, **one** lecture hour means a period of time equivalent to one hour representing one continuous hour in Lecture form, **two** in tutorial session, **three** in laboratory practicals and **five** in farm, industry, or similar practice. Contact hours for a course unit represent a sum of the “weighted” lecture, tutorial and practical hours.

**One credit unit (CU)** is equal to **15 contact hours**. These ratios are therefore vital in the calculation of **CUs** for the various course units offered in the programme.

**Course code explanation:** Each of the course units has a code starting with three letters e.g **“MID”**, meaning **M**aster of Science in **I**rrigation and **D**rainage Engineering. This is followed by a four-digit number. For a masters course the number starts with **“8”** for year one and **“9”** for year two courses. The next digits **“1”** or **“2”** represent semesters one and two, and the last two digits **“01”** – **“09”** are course numbers.

## 8.2. Research and Ethics Committee

All research work will go through approval by the Research and Ethics Committee.

## 8.3. Classification of Award

The Masters and PhD Degrees at Busitema University are not classified. However, some Postgraduate Diplomas will be classified. The cumulative Grade Point Average (CGPA) for the various classes of Postgraduate Diplomas and Certificates, where applicable, are indicated in the Table below:

Marks % Point	Letter Grade	Grade	Remarks
80-100	A	5.0	Excellent
75-79	B+	4.5	Very good
70-74	B	4.0	Good
65-69	C+	3.5	Fairly good
60-64	C	3.0	Satisfactory
0-59	D	0.0-2.5	Fail

## 8.4. Minimum Graduation Requirements

- i. The Minimum credit units required for the award of a Postgraduate Certificate shall be fifteen (15).
- ii. The Minimum credit units required for the award of a Postgraduate Diploma shall be thirty (30).

## 8.5. Grading of Postgraduate Certificates and Postgraduate Diplomas

The following procedure shall be used to classify Local qualifications

- i. Identify the raw marks (in terms of percentages) for each course and the corresponding credit units.
- ii. Transform the raw marks to grade points (GP) using the following table.

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

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

In this grading system, all the decimal points on marks awarded by examiners have been eliminated (Truncated).

The Departmental Examiners Committees should, therefore, ensure that Marks are rounded up to the nearest whole number.

## Remarks:

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

- A student must have attempted a course at least twice for him/her to benefit from compensation. In addition, s/he must have scored in the range 55-59 in at least one of the attempts.
- A compensated course shall carry a GP of 3. The transcript shall clearly indicate that the candidate passed by compensation
- No more than one course shall qualify for compensation.

## 9.0. GUIDELINES OF DISSERTATION/THESIS SUBMISSION

Prior to submission of the dissertation/thesis for examination, the candidate at least three months prior to submission of the dissertation/thesis for examination shall, through the supervisor, Department and Faculty, give notice in writing to the Director, DGSRI, expressing intention to submit the dissertation/thesis. This notice shall be submitted using form BU/DGSRI/PG.F5.

There will be at least two internally appointed examiners who are not supervisors of the respective candidates and shall be senior members of academic staff. There will be at least one external examiner.

## 10.0. ACADEMIC DISHONESTY

Acts of academic dishonesty shall include but not limited to:

- a) Plagiarism
- b) Cheating

The term “plagiarism” shall be understood to mean the presentation of another person’s works (published or not), ideas or creation from any source as if they were one’s own, presentation of one’s own ideas, previously published or not, without disclosing or acknowledgement and shall be of three categories:

- i) Category One
- ii) Category Two
- iii) Category Three

### a) Category 1:

This category comprises of blatant instances of plagiarism and shall include instances where the assignment or written material of another person is taken over blatantly and submitted for examination or assessment without any acknowledgement, for example: -

- i) Handing in someone else's work, with or without his or her permission;
- ii) Word-for-word repetition of sentences and/or paragraphs from someone else's work, including the work of a fellow student (with or without his or her permission) and class notes (oral or written) received from a lecturer;
- iii) Repetition with the alteration of selected words or phrases of sentences and/or paragraphs from someone else's work, including the work of a fellow student (with or without his or her permission) and class notes (oral or written) received from a lecturer;
- iv) Direct translation of sentences and/or paragraphs from someone else's work, including the work of a fellow student (with or without his or her permission) and class notes (oral or written) received from a lecturer;
- v) Presentation of data developed or collected by someone else without acknowledging the original researcher(s) and source(s) of the information.



### a) Category 2:

This category shall comprise of relatively less serious instances where sources are dealt with injudiciously – in terms of plagiarism – but which in the nature of things still count as plagiarism and shall include such acts as:

- i) Repeating ideas from someone else's work in one's own words without acknowledging the original source.
- ii) Handing in a one's own original work or parts of a work that has already been submitted for another module or programme without indicating where the material was originally used.
- iii) Using any translation programme from either the Internet or any other source, even in presenting one's own ideas in a foreign language (e.g. German, French, Chinese, Japanese or Spanish), in fields of study where the use of a foreign language forms part of the assessment process.

### c) Category 3:

This category shall cover plagiarism that reveals aspects of carelessness or inaccuracy in using and acknowledging sources and shall include such instances as:

- i) Incomplete or inconsistent references to sources.
- ii) Omitting the acknowledgement of sources in some parts.

## 10.1. Detection of Plagiarism

- i The supervisor shall be required to verify that the student's work is original by subjecting the student's work to plagiarism-detection software approved by Senate.
- ii The cut-off point for the purpose of these regulations shall be 30% excluding genuine cases referred in the text such as own publications, references, bibliography and preliminary pages. **The originality report of more than 30% shall indicate that plagiarism has occurred!**

## 10.2. Disciplinary Measures

- i The supervisor who fails to detect plagiarism shall be required to provide an explanation in writing to the DVC-Academic Affairs, Research and Innovations why disciplinary measures should not be commenced against him/her in accordance with the disciplinary procedures of the University.
- ii Where students submit dissertations or thesis for examination and these are found to have been plagiarized, his/her case shall be presented to the relevant Examiners Board of the Unit where the student is registered and the Board shall make recommendations to the Director, DGSRI for the matter to be dealt with as an examination irregularity in accordance with established Regulations of the University.
- iii Without prejudice to regulation (ii) where any candidate found guilty of plagiarism shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.
- iv Where a student is found to have plagiarized coursework assignment, the examiner shall give a candidate a written warning through the head of department and shall be awarded a Zero in the assignments.



## 11.0. EXAMINATION OF THESIS OR DISSERTATION

### 11.1. Appointment of Internal and External Examiners

- i When a candidate gives notice of submission, the respective Faculty Higher Degrees committee shall recommend at least three examiners (at least one external examiner and two internal examiners) to the DGSRI. The DGSRI will approve and appoint the proposed examiners.
- ii For Masters the external examiner is not involved in the viva voce, but the internal examiner (02), assisted by the Dean, plus Chairperson of Higher Degrees Committee, will constitute the viva voce panel.
- iii For PhDs, the panel will comprise of one opponent, the Dean, plus Chairperson of Higher Degrees will constitute the viva voce panel. This will be an invitation for public in the presentation for PhDs.
- iv There will be an invitation for limited individuals from the public for Masters presentation.
- v All examiners of PhD candidates or Doctoral students shall be independent academicians who did not play a role as Supervisors or Committee member.
- vi It is the responsibility of the Board of Graduate Studies, Research and Innovations to appoint examiners and to ensure safe dispatch of copies of the thesis or dissertation to them.
- vii The Board of Graduate Studies, Research and Innovations shall appoint for each Thesis or Dissertation at least three examiners one of whom shall be an examiner external to the University.
- viii Where necessary, units may recommend the use of external examiners from non-academic institutions provided the individual has prerequisite credentials and expertise in the field.

## 11.2. Reports of Internal and External Examiners.

- i. Examiners are expected to submit their reports in a period of three months. Failure to submit, the examiners are reminded to do so within two weeks. A complete failure by examiners is unusual but if this occurs, the DGSRI shall request the responsible Departments to nominate a replacement examiner.
- ii. The reports of examiners are sent to the Director of the Directorate of Graduate Studies who sends them to the Dean/Director for consideration by the Faculty Higher Degrees and Research committees.
- iii. The Faculty Higher Degrees and Research committees shall handle the reports as follows:
  - a) Where all the three reports are favourable or two reports are favourable, one of which must be from the external examiner and only minor corrections are required, the Faculty goes ahead to conduct the viva voce examination without delay.
  - b) After successful viva voce examination, a candidate shall be advised by the Dean/Director (Chairman) to carry out the minor corrections to the satisfaction of the examiner appointed by the viva voce.
  - c) Finally, the Faculty submits its recommendations to the Board of Graduate Studies and Research for the award of the degree. This must be accompanied by signed minutes of the Viva Voce panel.
  - d) The Supervisor/Internal Examiner appointed to ensure that corrections are effected should submit his/her report to the Directorate of Graduate Studies through the Dean/Director.

## 11.3. Examination procedures

- i. Both Masters and Doctoral thesis and dissertation shall be assessed by at least one (1) examiner.
- ii. External Examiners shall compile a report on their assessment of the thesis or dissertation and sent the report to the Director, DGSRI.
- iii. Every faculty/institute shall be responsible for the transmission of theses/dissertations to the internal and external examiners.
- iv. **The examiners shall evaluate and grade the thesis/dissertation in accordance with the criteria prescribed in the Busitema University theses/dissertation grading form BU/DGSRI/PG.F6).**



vi. If the External examiner detects plagiarism, the examination process shall be terminated and the thesis or dissertation shall be returned to Busitema University.

vii. The External Examiner shall be required to report the suspected plagiarized material in writing to the DGSRI, giving reference to the original material which was plagiarized.

viii. The plagiarism case shall then be investigated DVC Academic Affairs, Research and Innovations and if the candidate is found guilty of the offense, he/she shall be discontinued.

ix. On receipt of the examiner's report, the Department will evaluate the overall performance of the candidate by comparing the marks awarded by the internal and external examiner and thereby enter an overall mark on Departmental Overall Evaluation Report on Masters/PhD Dissertation/Thesis (BU/DGSRIG.F7). The report shall then be transmitted to the Faculty Higher Degrees Committee.

x. Where the examiners differ significantly (one passes and one fails the candidate or a difference of two grades) in their overall recommendation, the Faculty Higher Degrees Committee shall examine the case and recommend one of the following actions:

- a. The recommendation of the External Examiner be adopted;
- b. An additional independent examiner (without knowledge of the previous examiners' assessments) be appointed;
  - i. An Assessment by an additional independent examiner together with the other examiners' assessments shall form basis of determining whether the candidate passes or fails the thesis/dissertation.

xi. If the External Examiner reports minor corrections, a viva voce shall be arranged for the candidate by the department. The thesis/dissertation shall be corrected within one month.

xii. If the External Examiner recommends major revisions, a viva voce shall not be organized for the candidate. The candidate shall be advised to revise and re-submit for either external or internal reexamination within 9 months.

xiii. Major revisions shall consist of new experimentation, new study, additional research to be carried, and poor quality of thesis or dissertation presentation that warrants extensive re-writing.

xiv. Copies of the External Examination Report shall be circulated to the Department, Faculty/Institute, viva voce panelists, and the Supervisor(s).

xv. The University shall pay honoraria to the Internal and External Examiners at the rate prescribed by Council and upon receiving detailed reports and summary reports of the thesis/dissertation under examination. The claims shall be made through filling in forms BU/DGSRI/G.F11 (for Internal Examiner) and BU/DGSRI/G.F12 (for External Examiner).

xvi. Subsequent publications from a thesis/dissertation submitted for a Master's degree must contain a statement that the work is based on a thesis/ dissertation submitted to the University.

## 11.4. Viva Voce or Oral Examination

- i. Viva voce examinations shall be public and compulsory for both Masters and Doctoral degree defenses whose theses/dissertations have been passed.
- ii. 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 the department.
- iii. In case a candidate(s) is/are not able to defend their work orally, the candidate(s) shall apply for waiver or postponement.
- iv. Under exceptional circumstances, the University Senate may waive viva voce examination for a candidate after receiving evidence warranting waiver.
- v. The viva voce examination shall be chaired by the Faculty Dean or Institute Director.
- vi. The venue, panelists, and facilities required for the oral defense shall be organized by the department offering the programme in which the dissertation/thesis was written.
- vii. The viva voce examination panel shall have a chief panelist and the members of the panel.
- viii. There shall be at least two panelists including the Chief panelist to constitute an oral examination panel.
- ix. Members of the oral examination panel shall be drawn from the staff of the line department and any other department in which the content of examination best fits.
- x. In the case of inadequacy of examination panelists, external experts may be invited on the recommendation of the line department to constitute part of the viva voce panel.
- xi. The supervisor(s) of the candidate shall not be appointed on the examination panel.
- xii. The oral defense shall consist of presentation by the candidate and interaction through questions and answers.
- xiii. The presentation shall last for one hour for a Doctoral defense and thirty minutes for a Masters defense. A Postgraduate Diploma defense shall last for twenty minutes.
- xiv. After the presentation by the candidate, the members of the examination panel shall be given opportunity to interact with the candidate.
- xv. When the candidate provides answers or clarifications on all the questions/comments from all the members of the examination panel, then the chief panelist shall conclude this session by raising questions and or comments to the candidate.
- xvi. The candidate shall then answer questions from the audience.

- xvii. The opinion(s) from the audience shall only be used to enrich the quality of the dissertation/thesis but shall not be used to determine the decision of the examination panel.
- xviii. The candidate shall be given copies of the External examiner's report and the corrected copy of the thesis or dissertation at the end of the oral defense.
- xix. Each panelist in the viva voce examination shall receive an honorarium at the rate approved by the University Council.
- xx. The duration of the viva voce examination for Masters Degrees shall not exceed two hours.
  - a) 30 minutes of presentation.
  - b) 1 hour and 15 minutes of questions and answers.
  - c) 15 minutes of deliberations and decision by the examining panelists
- xxi. There shall be a minute recorder of the viva voce panel proceedings which shall be sent to the DGSRI within two weeks after the date of the viva.
- xxii. Members of the public may be allowed to attend the viva voce as observers under special permission by the department.
- xxiii. The Quality Assurance Officer/representative shall be invited to attend as an observer.

## 11.5. Verdict of the Viva Voce Panel

- i. The oral defense shall be used to establish whether the candidate owns his/her work and convince the public that the dissertation/thesis is his/her original work.
- ii. The viva voce examination panel shall make an independent decision based on the content of the dissertation/thesis, presentation by the candidate, and manner in which the candidate responds to the questions and comments raised during the viva voce examination.
- iii. The viva voce panel shall pass the defense conditionally: -
  - a) If the candidate PASSES and no additional corrections in the thesis/dissertation are required.
  - b) if the candidate PASSES subject to the dissertation/thesis requiring minor corrections to the satisfaction of the supervisor(s) within one month.
  - c) If the candidate is referred to make substantial corrections and revisions as stated in the viva voce proceedings within three months, and at least two viva voce panelists must certify that the corrections have been done as directed.
  - d) if the dissertation/thesis requires major corrections to the satisfaction of other individuals designated by the viva voce panel. In such a circumstance, the candidate shall not be required to defend the work again.
- iv. In the case where the quality of the dissertation/thesis is substantially unacceptable, the viva voce panel shall consider the dissertation/thesis unsuitable for any award.

v. At the end of the viva voce examination, the panel members shall sign a viva voce Examination Results Form BU/DGSRI/G.F8, giving a specific recommendation on the candidate's performance. The Form shall be submitted, along with a detailed report on how the candidate handled the questions, to the Chairperson of SPSC for processing.

vi. The final decision on the award of the graduate degree shall be made by the Senate on the recommendation of the Board of Graduate Studies, Research and Innovations.

vii. The dissertation/thesis rejected by Examiners after re-submission shall not be accepted for re-examination at Busitema University.

## 12.0. Award of the Post Graduate Diplomas and Degrees

### 12.1. Post Graduate Diplomas

For Postgraduate Diplomas, the awards shall follow the undergraduate procedures, unless otherwise specifies.

### 12.2. Masters and PhDs

For Masters and PhDs, after fulfilling the requirements of the internal examiners, external examiners, and the Viva Voce panel:

i. The candidate shall be considered for the award of the Degree by Senate on recommendation by the Directorate

a) if all the minor or major corrections are made to the satisfaction of the supervisor or other persons designated by the viva voce examination panel.

b) Five final hard cover-bound copies shall be submitted to the department and forwarded by the Dean of the Faculty to Directorate of Graduate studies and the office of the Academic Registrar.

(c) PhD/Master/Postgraduate Diploma candidates must submit soft copies to [dgsri@adm.busitema.ac.ug](mailto:dgsri@adm.busitema.ac.ug)

ii. The cover of graduate dissertations/thesis shall be bound using the following colors:

a) Postgraduate Diploma dissertation - Navy Blue

b) Masters Dissertation - Black

c) Doctoral theses - Red

iii. An award letter shall be prepared for the candidate as evidence of having successfully completed the requirements leading to the award of the Degree. The request for "Letter of Award" shall be addressed to Academic Registrar through the Head of Department, Dean and Director DGSRI.

## 12.4. Honorary Doctorate

The University shall award Honorary Degrees to prominent persons who have made excellent contributions to socio-economic transformation of Uganda and the well-being of humanity. The award shall be given by Senate on recommendation of an adhoc committee comprising of three members of Senate, two of Council, and Chairpersons of the committees of higher degrees and research from the faculties and the director of the directorate of Postgraduate studies.

## 13.0 GRADUATION

When a student has successfully completed his/her studies at postgraduate level, he/she reserves the right to graduate either in person or in absentia during the next available graduation ceremony.



APPENDIX 1: MANAGEMENT STRUCTURE OF THE DIRECTORATE OF GRADUATE STUDIES, RESEARCH AND INNOVATION.



## APPENDIX 2: TERMS OF REFERENCE FOR SUPERVISORS

The Supervisor exists to conduct two primary roles of namely: Providing guidance for the graduate students and to ensure timely completion of the graduate students research.

The key terms of reference in regards to guidance include the following:

### Planning for the research project.

This entails ensuring the research proposal is fully developed in time, in regards to the research standards that are expected of the award. This entails offering advice/counsel to the graduate student on how to accomplish the task in the most efficient manner.

### Advising the Graduate on student literature material to read.

The supervisor also provides more insight into matters of intellectual property and critical processes for undertaking to ensure there is no infringement on intellectual property rights of involved parties.

### The supervisor is to provide insight in ethical considerations and plagiarism regulations.

The supervisor is to guide the student on how to navigate issues of ethics, and ensure that the work avoids plagiarism vices.

### Analysis of results and promoting opportunities for publishing of work

The supervisor is to guide the student on data analysis, further more they are to promote the Graduate students to conduct publication of the academic work.

In the aspect of timely completion of the graduate students' research, the supervisor exists to provide the following:

### **Roadmap development and intensive student engagement.**

The supervisor ensures that the Graduate student establishes a research roadmap, and goes ahead to conduct the needed laboratory, classroom simulations to stimulate the student to think creatively and independent.

### **Policy sensitization and academic standards.**

The supervisor is to ensure that the Graduate student gets well acquainted with the relevant policies, and standards that need to be met in regards to their research tools, examinations, Thesis or Dissertation. They are to ensure that the students apportion the correct amount of time towards meeting such standards.

### **Meetings and student interactions.**

The supervisor is to meet with their Graduates students to provide technical insights into the tasks, and guide the Graduate students in developing the artistic, interpretive, writing and verbal, quantitative skills needed to complete the work.

### **Ensure an ethical work relationship and spirit of collegiality.**

The supervisor is to act in an ethical manner when providing guidance and supervision in existence of a positive learning environment. The supervisor is to provide key skills of counsel, guidance with an intention to ensure that Graduate student excels towards realizing their academic potential and excellence.

The terms of reference are to evolve based on the academic needs the respective academic discipline so as to remain relevant and impactful in the DGRSI.



## APPENDIX 3: GUIDELINES FOR VIVA VOCE

The Viva Voce is to be conducted in the spirit of promoting academic dialogue and exchange of academic ideas to verify the authenticity and novelty of the work by the graduate students. The Viva Voce shall be conducted basing on the following guidelines for preparation, presentation and panel management.

### Preparation guidelines are the following:

- The graduate student shall be formally communicated of the official date on which the Viva Voce is to be conducted, with all the necessary information provided.
- Failure to defend the work orally by the candidate, it is advised to communicate early, and through exceptional circumstances shall University Senate waive viva voce examination.
- The Graduates students is advised to prepare all his necessary materials needed during the Viva Voce process.

### Presentation guidelines include the following:

- The Viva voce examination shall be chaired by a delegation led by the Faculty Dean or Institute Director, supported by a panel of the respective experts.
- Venue, and logistical items shall be organized by the respective faculty.
- The Delegation shall comprise of chief panelist to constitute an oral examination panel. The required panelist quorum shall be recognized in regards to the policy requirement contained herein within this respective documents.

### Guidelines for panelist management:

- The panelists shall not include the supervisor of the Graduates students.
- The panelists are to act with the utmost Academic Ethical conduct and to ensure that the graduate student is examined in non-biased manner.
- The presentation and time allocation to each student shall be based on principal equity, fairness with no bias towards certain individual students.
- The Graduate students shall be provided with an opportunity to respond to key questions raised by the panelist and the invited audience.

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