



Kampala International University, Uganda

POSTGRADUATE HANDBOOK

3rd Edition 2024

OPERATIONAL DEFINITIONS OF TERMS

Research Proposal

This is a written plan of an intended research submitted and approved by the relevant committee of the Directorate of Higher Degrees and Research before commencement of a thesis/ Dissertation.

Thesis

Thesis means the documentation of a supervised original research prepared and submitted by a candidate for the award of a PhD by research only

Dissertation

A dissertation is a research report arising out of a student's research work undertaken under the mentorship of experienced supervisors and submitted by a candidate for the award of a Masters or PhD by coursework and research.

PhD Student

A doctoral student who is undertaking taught courses and has to pass them before taking the written comprehensive examinations.

Written Comprehensive Examinations

An assessment that covers a broad base of material that gauges the student's comprehensive knowledge and capacity to earn a PhD degree in a given field or specialization. A PhD student takes this test after completing and passing all the courses registered for.

Status of a PhD Candidate

A doctoral student will be admitted into candidacy after he/she has successfully passed his/her comprehensive examinations. Such a candidate is, however, not a PhD holder until he/she has successfully completed his/her dissertation

Doctor of Philosophy Degree

The degree to be awarded upon successful completion of the PhD programme and will be "Doctor of Philosophy" in (the field of specialization), for example, Doctor of Philosophy (in Business Management) or PhD (Business Management)

Masters of Science/Arts Degree

A graduate degree earned after completion of an undergraduate degree (BA or BSc) in a specific field

A Constituent College

A constituent unit of the University consistent with the Universities and Other Tertiary Institutions Act [UOTIA] and offers a set of academic programmes usually located at a place different from the main campus; has a certain degree of academic, administrative, and almost complete financial autonomy; it is, however, still part of the Mother University.

A College

This is an Academic Unit encompassing departments and engaged in Teaching, Learning, Research and Knowledge Transfer Partnerships (KTP) based on a focused body of Knowledge

A Directorate

A non-academic, administrative unit of the University

Institute

This is an academic unit of a college, which is research based and largely focused on service and knowledge transfer partnerships

Department

This is a unit of a school or college that deals with core functions of teaching, learning and research in a particular discipline or closely related disciplines

The University

Kampala International University

Assessment

A generic term for a set of processes that measure the students' achievement of the intended learning outcomes in terms of knowledge acquired, understanding developed, skills gained and attributes demonstrated. These assessments may include written, oral examinations, essays, class tests, other course work, dissertations and practical activities

Credit Value

The size of a course or module is measured by reference to student learning time so that for every 1 credit unit a student shall normally be expected to spend 15 hours in programmed activities, private study, or assessment in a semester

Postgraduate Academic Year

The period running from the first day of the first semester to two weeks before the start of the following academic year

Senior member: An academic staff at the rank of Senior lecturer or higher.

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PART ONE

PRELIMINARIES

1.1 BACKGROUND

Kampala International University (KIU) is a private university with campuses in Uganda, Tanzania and Kenya. Established in 2001, KIU has built a name in East Africa's higher education sector, leading to the University receiving a Charter in 2008 by the Government of Uganda. This was in recognition and as an acknowledgement of KIU's ability and competence to offer quality higher education. In addition to being a member of the Association of Commonwealth Universities (ACU), KIU is also a member of the Association of African Universities (AAU) and the Inter-University Council for East Africa (IUCEA). The University has a student population of over 16,000 students and about 500 teaching staff who make up the KIU community. The students and staff are hosted in four locations:

1. **KIU Main Campus – Kampala**, where most of the undergraduate and postgraduate programmes are taught. It has Schools and Colleges including: School of Humanities and Social Sciences (SHSS), School of Natural and Applied Sciences (SONAS) College of Education, Open and Distance Learning (COEDL), College of Economics and Management (CEM), School of Engineering and Applied Sciences, School of Mathematics and Computing (SOMAC), and School of Law (SOL). Programmes are delivered in various modes of teaching such as Day, Evening, Weekend, Sandwich, In-service and Distance learning.
2. **KIU Western Campus** in Ishaka, Bushenyi, where the medical school and teaching hospital are located. This Campus, in addition, offers programmes in life sciences.
3. **KIU Dreamline College-Nairobi**, KIU's newest location, where various certificate, diploma and degree programmes are offered in collaboration with Dreamline College and
4. **Kampala International University in Tanzania (KIUT)**, located in Dar-es-Salaam, Tanzania. KIUT was previously a constituent college of KIU until November 2017 when it was granted autonomy.

1.2 KIU VISION

To become a premier and dynamic institution of international repute that prepares students for the world of work and for an inclusive society.

1.3 KIU MISSION

To respond to societal needs by designing and delivering an education guided by the principles and values of respect for society, economy and environment.

1.4 OBJECTIVES

2. To educate independent-minded, skilful and competent graduates that can contribute to the development of a just society for present and future generations;
3. To provide a needs based, consumer-driven and quality academic programmes
4. To supplement public efforts in the provision of mass university education;
5. To integrate the principles, values and practices of sustainable development into all aspects of university education and learning; and
6. To develop an entrepreneurial culture in which the concept of student as client, stakeholder involvement, increased accountability, and quality assurance procedures, are all a part



PART TWO

ADMINISTRATION AND MANAGEMENT STRUCTURE

2.1 THE UNIVERSITY SENATE

The Senate shall be the supreme academic authority of Directorate of Higher Degrees and Research (DHDR) in particular, and the entire University, in general.

2.1.1 Powers of Senate in Relation to the Directorate of Higher Degrees and Research

1. Senate shall have overall responsibility for the academic policies, plans and programmes of DHDR
2. It will organize, control and direct all the academic work of DHDR, both in teaching and research
3. It will have control on the general direction in terms of the standard of education, assessment and research within the DHDR In addition to the foregoing, the Senate shall have power and mandate to;
4. Make regulations relating to teaching and instruction within DHDR including programmes of study and contents of courses, provided that the introduction of programmes of study shall be subject to the approval of the University Council
5. Make and/or approve regulations governing the admission of persons to programmes of study in DHDR;
6. Make regulations governing methods of assessing and examining the academic performance of students, and regulations for the conduct of examinations;
7. Make regulations governing the award of fellowships, scholarships, student exhibitions and other prizes as the Council may establish, subject to any conditions made by the founders or donors thereof and accepted by the Council;
8. Authorize the conferment of PhD, Masters degree, postgraduate Diplomas, Certificates, among other postgraduate awards and be determined by their titles and abbreviations;
9. By regulation, define academic dress and prescribe the use thereof;
10. Initiate proposals relating to the conduct of DHDR generally, discuss matters relating to the University and make representations thereon to the Council; exercise such other powers as are or may be conferred upon the Senate by the Act, Statutes, or by the Council, and make such regulations or rules as are necessary in the exercise of those powers
11. Depriving any person of any degree, diploma, certificate or any other award of the University which has been awarded to him or her if, after due inquiry, he or she is shown to have been guilty of plagiarism, fraudulent, dishonorable or scandalous conduct in obtaining that award
12. Delegate to any College, Schools, Faculty, Bureau, Institute, Board of Studies, or Committee, any or some of its powers and functions as it may

deem appropriate or expedient, and may revoke such delegation

2.2 THE DIRECTORATE OF HIGHER DEGREES AND RESEARCH ACADEMIC BOARD

The Academic Board of the Directorate of Higher Degrees and Research (DHDR-AB) governs postgraduate training and research. DHDR-AB reports to the University Senate through Senate Committees such as SEC.

2.2.1 Composition/Membership of DHDR-AB

The DHDR-AB shall comprise the following

1. Director, Directorate of Higher Degrees and Research (**Chairperson**)
2. Deputy Director, Directorate of Higher Degrees and Research
3. Administrator, DHDR (**Secretary**)
4. All Deans/Principals of Schools/Faculties/Colleges
5. Director of Quality Assurance
6. Chief University Librarian
7. Coordinator Research, DHDR
8. Deputy coordinator Research, DHDR
9. Deputy Vice Chancellor Academic Affairs (Ex-Officio)
10. Director, Academic Affairs (Ex-Officio)
11. Director, Admissions (Ex-Officio)
12. Director QA (Ex-Official)

2.2.2 Powers, Mandate, and Roles of the DHDR-AB

The Directorate of Higher Degrees and Research Academic Board shall have the powers, mandate and obligation to play the following roles in relation to the postgraduate training and research.

1. Harmonize and monitor all postgraduate programmes in the University
2. Make and/or approve policies, monitor quality, equity and ensure effective performance of DHDR on behalf of the University Senate,
3. Review the regulations governing postgraduate academic programmes and make recommendations to the Senate.
4. Receive, consider and recommend to Senate proposals from Colleges, Faculties, Institutes and Schools on postgraduate academic programmes
5. Receive, consider and approve postgraduate students' results, and consequently present them to the University Senate for approval.
6. Forward recommendations on any matters for the action of the University Senate
7. Receive from Faculties, Institutes, Colleges and Schools recommendations on all the applications for entry into postgraduate academic programmes and take decisions as per Senate guidelines.
8. Consider and forward appeals on examination matters including examination malpractices to the relevant Senate Committees.
9. Ensure that the required standards are observed throughout the University's postgraduate programmes.

2.3 THE DIRECTORATE OF HIGHER DEGREES AND RESEARCH

The University established the College of Higher Degrees and Research (CHDR) in 2003, which eventually evolved into a Directorate in 2015, to coordinate postgraduate education and research throughout Colleges, Faculties and Schools in the University. The Directorate is tasked with the responsibility of helping Colleges, Faculties and Schools to improve the quality of their programmes. The day to day affairs of graduate students are handled at each academic unit. However, the DHDR is expected to provide a coordination arm for purposes of quality assurance and policy oversight. The directorate is in turn guided by the DHDR board.

2.3.1 Vision

To be the fountain of knowledge that prepares the post graduates to compete favorably and excel in the world of work and the society.

2.3.2 Mission

To produce graduates with appropriate cognitive, affective and psychomotor skills, who are adequately equipped to excel in their chosen field of study and research and can pass on this knowledge to others.

2.3.3 Objectives

1. To regulate and monitor postgraduate due process from admission to graduation
2. To collaborate with DVC-RICE to promote and coordinate multi-disciplinary research and innovations that will contribute to holistic development of society
3. To enhance dissemination of graduate training and research output
4. To work together with management to empower academic staff for personal academic enhancement and effective training and supervision of postgraduate students.

2.3.4 Core functions/Mandate

1. To enforce regulations pertaining to applying for admission into postgraduate programmes, admission procedures, enrolment procedures, registration procedures, uniform structures of postgraduate programmes, assessment procedures and termination of registration;
2. To oversee the assessment, grading and progression of graduate students by implementing procedures for the preparation and submission of theses/ dissertations at the doctoral and masters levels, enforcing guidelines on copyright issues, the common format for citing references
3. To monitor and evaluate the progress of Postgraduate students and report to Senate
4. To work with colleges, Faculties and Departments in identification and recommendation of external examiners for dissertations and theses.
5. To enforce university-wide common regulations governing postgraduate programmes
6. To recommend on the provision of appropriate facilities for postgraduate work and ensure the disbursement of funds allocated for the work;
7. To regulate and enhance the quality of Postgraduate education and research in the university; this includes educational exchange and contact

within and outside Uganda;

8. To promote the publication of every research, thesis and dissertation as peer reviewed articles;
9. To consider and assess the viability, quality and accreditation of postgraduate programmes;
10. To publicize the Postgraduate activities of the University with a view of attracting enrolment and financial support from governmental, industrial and other bodies for the extension of these activities
11. To empower academic staff, through short courses, workshops and seminars, as well as supporting research and creating effective research teams
12. To foster collaborations with external research institutions, government bodies and the private sector
13. To facilitate participation in national and international research networks and consortia
14. To promote interdisciplinary research initiatives and foster collaboration between colleges and external partners,
15. Coordinate the formulation of research priorities across the academic units
16. Ensure quality and effective supervision of Postgraduate students
17. To undertake any other relevant activity that is pertinent to Graduate studies and Research as may be determined by university organs from time to time.

2.3.5 Postgraduate Attributes

The University aims to enroll postgraduate students who are distinguished by their intellectual curiosity and have the potential to excel and become leading scholars in their disciplines through the development of the following capabilities, skills and attributes as interpreted in specific disciplinary and interdisciplinary contexts:

1. A deep knowledge of their field, including:-
 - i. An international perspective on knowledge and learning
 - ii. Interdisciplinary expertise
2. A capacity for making an original contribution that extends the frontiers of knowledge
3. An understanding of different methodologies and theoretical perspectives
4. Intellectual capabilities, including:
 - i. Ability to focus the intellect on finding answers to important and complex questions
 - ii. Ability to critique others' research and arguments effectively
 - iii. Ability to think clearly and logically
5. Communication and collaboration skills, such as:
 - i. Articulating arguments clearly
 - ii. Justifying a position by the use of evidence and argument
 - iii. Communicating complex issues to a variety of audiences
 - iv. Communicating effectively in intercultural contexts
 - v. Conducting research in collaborative teams
 - vi. Developing and participating in research networks

- vii. Awareness of developments in ICT
 - viii. Dissemination of the research findings
- 6. Research skills, such as:**
- i. Designing effective ways to address research questions
 - ii. Choosing and implementing appropriate research methods
 - iii. Managing research projects on a scale appropriate to an early career researcher in the discipline
 - iv. Presenting research findings to all users of research
- 7. Professionalism and integrity in the conduct of research:**
- i. A commitment to truth and accuracy as the principal criteria of the value of research
 - ii. Appropriate ethical awareness in the conduct and implementation of research
 - iii. An awareness of relevant intellectual property issues

2.3.6 Ethical code

Honesty and prudence with feedback and grading

2.3.7 Core values

1. Render excellent services to students, staff and clients
2. Promote and practice team work and respect for others
3. Facilitate, embrace and reward research and innovation
4. Develop and maintain a result- oriented culture
5. Facilitate and encourage openness for continuous improvement
6. Aim at fairness and consistency on all issues
7. Develop an enduring identity and image in graduate training and research
8. Demand and portray integrity, accountability and responsibility
9. Mitigate and devolve society norms of respect

2.4 THE COLLEGE SCHOOL/FACULTY HIGHER DEGREES COMMITTEE

1. The College/School/Faculty Higher Degrees Committee (CHDC/SHDC/FHDC) is a sub-committee of the Directorate of Higher Degrees and Research Board, which governs the postgraduate Studies affairs in each College, Faculty or School.
2. The respective Principal/Dean of the College/School/Faculty chairs the Committee, and in his/her absence, the Associate Dean/Deputy Principal will chair the Committee. The CHDC/SHDC/FHDC will report directly to DHDR-AB

2.4.1 Composition of CHDC/SHDC/FHDC

The College/School/Faculty Higher Degrees Committee shall comprise of the following:-

1. Dean/Principal of the College /School/Faculty- Chairperson
2. Associate Deans for Research
3. All Professors, Senior Lecturers and all members of the doctoral committee (academic staff with a PhD) in the College /School

4. All Heads of Department within the College /School.

2.4.2 Roles of the college/school/faculty of Higher Degrees Committee in Relation to postgraduate Studies

The College/School/Faculty Higher Degrees Committee (CHDC) shall be directly responsible for efficient management and assure quality of the postgraduate studies in their unit. This may include, but not be limited to:-

1. Developing, approving, and harmonizing postgraduate programmes at College/ School/Faculty level
2. Developing College/School/Faculty research plans
3. Coordinate vetting of teaching and supervision of student research, including vetting of Students' Research Proposals
4. Identification of teaching staff with the requisite qualifications, and recommending to Human Resource for appointment (for lecturing and examination)
5. Suggesting names of competent scholars for internal and external examinations of postgraduate students' theses/dissertations
6. Preparing and conducting *viva voce* exams for postgraduate students
7. Allocation of supervisors to postgraduate students doing or intending to do research
8. Receive, consider and recommend to the DHDR-AB, proposals from departments on postgraduate academic programmes
9. Receive, scrutinize and recommend applications for entry into postgraduate academic programmes
10. Executing any other matters that relate to the efficient operation and functioning of the Postgraduate Studies in the College/Institute/School/Faculty
11. The CHDC/SHDC/FHDC will meet regularly to plan, process, make recommendations and authorize relevant higher studies matters, and forward a relevant "minute extract" to the DHDR-AB for action whenever required.

2.5 THE DEPARTMENTAL HIGHER DEGREES COMMITTEE

Each College/School shall comprise Departments with a Departmental Higher Degrees Committee (DHDC) headed by the Head of Department. The DHDC shall report directly to the College/School/Faculty Higher Degrees Committee.

2.5.1 Composition of DHDC

The Departmental Higher Degrees Committee shall comprise of the following

1. Head of Department as the chairperson
2. Coordinator of research
3. Professors and Senior Lecturers and all members of the doctoral committee (academic staff with a PhD) in the Department

2.5.2 Roles of the Departmental Higher Degrees Committee in Relation to Postgraduate Studies

Generally, the roles of the Departmental postgraduate Committee shall involve the following;

1. Consult with the CHDC/SHDC/FHDC and DHDR from time-to-time to

ensure a high standard of performance in relation to postgraduate Studies in the Department at all times.

2. Be responsible for all postgraduate programmes offered in the Department.
3. Propose names of supervisors of students' research to DHDR for consideration and approval.
4. Initially scrutinize postgraduate students' research topics/concepts and proposals before they are presented to and vetted by the College/School/Faculty Directorate Higher Degrees Committee.
5. Initiate and design new postgraduate programmes (Postgraduate Certificates, Diplomas, Masters, and PhD) within the Department as well as modifying and/or improving existing ones.
6. Ensure that teaching staff are responsible for the course(s) they teach by ensuring that they:-
 - i. Prepare quality and up-to-date course plans and outlines.
 - ii. Discuss the draft course outlines with the Head of the Department and, DHDC where necessary.
 - iii. Distribute copies of the course outline to students after approval by the Department Higher Degrees Committee.
 - iv. Prepare lecture notes and give lectures as indicated on the timetable.
 - v. Provide an up-to-date reading and reference book list as part of the course outline/course plans.
 - vi. Set course-work assignments/tests, to be administered to students at such times as stipulated by the academic calendar or after duly informing the students of the dates and venues for the same.
 - vii. Mark all course-work assignments and submit the marks to the Head of Department, at least two weeks before commencement of end of semester examinations.
 - viii. Participate in invigilating the examinations according to Department deployment schedule, especially for the course/s one teaches that semester.
 - ix. Set examinations and accompanying marking guide then forward to the Head of Department for moderation.
 - x. Mark examination scripts for one's course and any other courses that may be assigned by the DHDC, and submit the marks within the prescribed time.
 - xi. Attend Departmental meetings as scheduled and whenever the needs arise; record and circulate minutes of the meeting.
 - xii. Supervise students' research in accordance with the University and DHDR guidelines
7. Keep accurate records of the supervision process and ensure that the supervised student completes and signs designated supervision progress report forms (appendix 8) at least three times during the research process (one before proposal hearing, one before research work in progress hearing, and one before *viva voce*. The HOD shall record minutes of all students' progress hearings including the *viva-voce*. In the event that the HOD is not available for the task, the Principal/Dean shall appoint another person to record minutes.

8. Perform all other relevant duties, as the Head of Department and/or Departmental Higher Degrees Committee will assign them.

2.6 THE DEPARTMENTAL HIGHER DEGREES COORDINATORS

1. The Departmental Higher Degrees Coordinator shall be the HOD unless otherwise as appointed by the Principal/Dean; in which case the Higher Degrees Coordinator shall be a senior Lecturer or higher who teaches and supervises postgraduate studies.
2. The Departmental Higher Degrees Coordinator will be in charge of the overall coordination of the various activities of the postgraduate programmes at Departmental level, to ensure that whatever is decided on during the Departmental Higher Degrees Committees are implemented.
3. He/she will ensure that all relevant committee “minute extracts” are submitted to the next level or office in a timely manner. The coordinator will be the secretary to the DHDC

2.7 THE ROLE OF THE DEAN/PRINCIPAL IN RELATION TO THE DHDR

The Dean/Principal:

1. Is the Chief Executive Officer of the College/School on all issues pertaining to postgraduate Studies
2. Is responsible for the smooth functioning of the postgraduate programmes at College/Institute/School level
3. Chair the CHDC/SHDC/FHDC and co-ordinate, supervise and give guidance to the staff, Departmental and College, School, Faculty Higher Degrees Committees, as well as the postgraduate Students.
4. Represent the College/School at the DHDR Academic Board.
5. Ensure that the College/Institute/School enjoys and maintains a cordial and friendly but efficient and effective relationship with DHDR.
6. Continuously encourage and ensure that academic staff members attend academic hearings including, graduate seminars, work in progress presentations and viva-voce.
7. In performing the above functions, the Dean/Principal may delegate his/her deputy principal and or the associate Dean/Principal responsible for research in the college/school



PART THREE

ADMISSION, REGISTRATION AND STUDY PROCEDURES

3.1 PATHWAYS OF HIGHER DEGREES AND DIPLOMAS

3.1.1 Postgraduate Diploma Programme

Plan for a Postgraduate Diploma First Year:

Semester One

- i. Attendance of relevant courses in the discipline
- ii. Attending seminars and workshops as required by the responsible academic unit

First Year: Semester Two

- i. Attending seminars and Workshops as required by the responsible academic unit
- ii. Undertaking an industrial attachment and write a report

3.1.2 Masters

i. By coursework and research (Plan A)

KIU offers taught Master's degree programmes where Students undertake two semesters of coursework and two for research except for Masters of Medicine (MMed) where coursework is done between six and eight semesters, alongside the research that starts in the third semester. All students are expected to attend Seminar Series/research hearings organized by their respective colleges/schools and DHDR. A student on this Plan must complete an approved program of Coursework during the year. A student must submit a Dissertation that must be examined both internally and externally.

ii. By Coursework and Project Report (Professional Master's Degree / Plan B)

A Masters Degree by coursework and project report (Professional Master's Degree or commonly referred to as Plan B) shall consist of taught courses prescribed by an institution and a project report. A Master's Degree by coursework and project report offers advanced taught courses constituting at least 75% of the entire workload. At the end of the taught part, the student is required to apply the acquired knowledge and skills in a project/industrial training/field attachment. The project report shall carry at least four credit units. The project report once endorsed by the supervisors is subjected to internal examination by an internal examiner appointed by the DHDR.

3.1.3 Doctor of Philosophy (PhD)

The University offers two (2) pathways to a PhD:

- i. By Research

Students embark on a postgraduate programme and undertake a

minimum of three years of full-time research, or a minimum of five years on part-time in an independent and continuous manner under close supervision. This type of PhD involves prescribed seminars to increase research and communication skills, as well as cross cutting courses as stipulated in the benchmarks of National Council of Higher Education (NCHE) April 2015. The students may however decide to pursue other courses to enhance their knowledge or as recommended by the doctoral and/ or supervisory committee. The candidates are also required to publish from their research work at least 4 articles in peer reviewed journals. A list of recommended journal outlets can be accessed on the KIU Library website. Under the PhD by research, students begin their research process as soon as they are admitted.

ii. **By Coursework and Research**

KIU offers taught PhD degree programmes where students undertake a minimum of two semesters of coursework and a minimum of four for research; for data collection and analysis, dissertation writing and oral examinations. Under the taught PhD, students begin their research process after their taught courses.

3.2 ADMISSION REQUIREMENTS

1. Kampala International University conducts two admissions every academic year: January and August.
2. Admissions open for a limited time and the deadlines for each intake are published via the media [electronic and print] as well on the University website
3. Late applications will be deferred to the next intake.
4. An applicant may be approved for admission by the relevant school/college offering the programme where the applicant:
 - i. Is a graduate of this or another approved University or degree awarding body or holds other qualifications approved by the University Senate, and
 - ii. Satisfies such additional requirements and regulations for admission to a programme as may be set out and published by the University.

3.2.1 Postgraduate Diploma Programme

1. For a student to be admitted into the Postgraduate Diploma programme, the applicant must have a degree from a recognized or chartered University in a relevant field; A pass degree, Cumulative Grade Point Average (CGPA) of 1.5 on a 5-points grading system, or Higher National Diploma (HND) at credit level are admissible.
2. The award for Postgraduate Diploma requires the successful completion of a minimum of 30 credit units of all required courses and completion of a supervised project on an approved topic.

3.2.2 Master's Degree Programme

1. To be admitted into the Master's degree programme:
 - i. The applicant must possess a Bachelor's Degree from a

- recognized or chartered University in the relevant field, or;
 - ii. A professional qualification from an institution recognized by NCHE may be considered for admission to the professional Master's degree programme
 - iii. A minimum Cumulative Grade-Point Average (CGPA) of 2.5 on a 5-point grading system, or; a non-classified degree for the medical courses, or; a minimum of Second Class Lower for the degree that is not on course credit system in all previous undergraduate work.
 - iv. A student who has a pass degree or its equivalent in an area other than the subject area applied for, but who has passed a postgraduate diploma from a recognized institution by NCHE in the subject area at credit level or better, may be considered for Master's degree admission in that programme.
 - v. An applicant who holds a pass degree may be admitted only after providing evidence of academic growth and maturity in the desired field of study as judged by the board of higher degrees and research.
 - vi. Other specific requirements vary from programme to programme.
2. A Master's degree is awarded on successful completion of all required courses, internal and external assessments and oral defense of the dissertation.

3.2.3 Doctor of Philosophy (PhD) Programme

1. The standard minimum entrance qualification for registration for any of the two PhD pathways is a Master's degree from a recognized or chartered university in a subject appropriate to the programme to be studied.
2. The applicant must have studied the subject of interest at the Master's Degree level for those interested in PhD by Research
3. An applicant is considered for admission into the PhD programme upon submission of
 - i. Two reference letters, one of which must be from an academic referee. This applies for both the PhD by research and a PhD by coursework and research.
 - ii. For a PhD by research, a research concept note following the format in Appendix 1 must be attached upon which provisional admission is issued.
4. After admission and registration, the student shall present the concept to the doctoral committee in the presence of DHDR within 6 weeks of admission.
 - i. The committee shall advise the student on the concept content, novelty and feasibility among other issues
 - ii. The committee shall nominate supervisors to assist in revision of the concept paper
5. Within 2 weeks of concept presentation, the student shall submit two (2) copies of the amended/revised concept; one to respective head of department (HOD) and another to the Director, Higher Degrees and Research (DHDR) after which full admission and registration as a PhD student will be done.

6. After receiving a copy of the approved concept and minutes of the presentation to the Doctoral Committee from the college/school/faculty administrator, DHDR will appoint supervisor(s) to assist the student develop a proposal following the KIU research proposal format (Appendix 2).
7. For a PhD by coursework and research, a concept note may not be a requirement for admission since research ideas can be developed from taught courses in year one. However, applicants are free to attach their research ideas during application.

3.3 REGISTRATION, DURATION AND MODE OF STUDY

3.3.1 Registration

Registration of a successful applicant must be done at three levels, namely at the students' head of department, the office of the Director Higher Degrees and Research and with the Director of Academic Affairs (Central). For registration, one must present the original documentary evidence of their qualifications, the original diploma or original certificate of the awarding institution. Before Registering, one is *not a Kampala International University Student*. Once a candidate has been accepted for registration, she/he must complete registration forms in duplicate, register at his/her respective college/school and make sure the forms are duly stamped and signed by the college/school Registrar.

A student is only registered after fulfilling the following requirements:

- a) Evidence of payment of University fees as indicated on the admission letter
- b) Two copies of certified academic transcripts/certificates
- c) Filling registration forms (Online/Hard Copies) issued by college/school Registrars
- d) Current valid identity card.
- e) Two passport size photographs, to be fixed on the registration forms.

Note that the names in which the student is registered will be those which appear on the student's letter of offer/admission and must be the names which appear on the student's degree certificate.

Withdrawal from the Degree Programme and/or Courses

A registered student may choose to withdraw from a Programme/Course (s) for various reasons with the recommendation of College/School Higher Degrees and Research Committee to the DHDR board.

Withdrawal Limits

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

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

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

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

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

Duration of Course of Study

1. The following are the durations of various Postgraduate programmes offered by KIU:

Higher Degrees Programme	Minimum years	Maximum years
Doctoral Degree	3	6
Master's Degree	2	4
Postgraduate Diploma	1	2

2. Students may not interrupt their period of registration without prior permission from the KIU Senate based on a recommendation of the DHDR Academic Board.
3. If approved, the period of interruption of study granted will be initially not more than one academic year, after which, any further period of interruption of study will be considered one year at a time up to the maximum period allowed for that particular programme
4. KIU may, at its discretion, grant an interruption of study to a student on grounds of illness or other relevant/adequate reasons.
5. The need to take up or pursue employment during the programme will not normally be considered grounds for interruption of studies.

3.3.2 Exemption from Part of a Programme of Study

1. The KIU Senate may on recommendation from the DHDR academic Board exempt a student from a part of a programme, who has commenced a programme of study for a Postgraduate programme at another university;
2. Applications for exemption should be made at the point of admission and are considered on a case-by-case basis.
3. Exemptions shall not exceed 40% of the entire programme.
4. Research components shall not be exempted.

5. Transfer of students or credits shall only be permitted for programmes and institutions that are accredited by NCHE.

3.3.3 Extension of Study Period

1. Request for extension of the duration of study should be made to the DHDR through the supervisors, Departmental/School/Faculty/College Higher Degrees Committees two months before expiration of current registration specifying reasons for extension and schedule for activities to be carried out.
2. Under special circumstances the study period may be extended for a maximum of two years for Masters and three years for PhD students.
3. Students who exceed the study period specified in the letter of admission shall be required to pay fees as determined by the University for the extra study period.

3.3.4 Withdrawal and Re-admission

1. For the entire study period, a student may apply for permission to be a way from the University for up to one academic year. Senate may grant permission depending on the recommendations from the relevant Department/Faculty or School.
2. A student who withdraws from a programme, while in good academic progress, but is unable to resume studies within one academic year, may be re-admitted on recommendation from the Department and the College/Faculty/School Higher Degree Committees, in line with the university academic policies
3. A student who withdraws from a programme but not in good academic standing (ie has retakes) may be re-admitted on recommendation by the Department/ College/Faculty/School Higher Degrees Committee but must re-take the failed courses before progressing in line with the University academic policies

3.3.5 Change of Registration Status within the Same Programme

A student may be permitted by the KIU Senate to change his/her registration status from Distance Learning, regular or vice-versa only once, in line with the academic policy of KIU. After the change has received approval, all the required foundation courses studied and deemed to have been passed remain relevant.

3.3.6 De-registration

Where the academic performance of a given postgraduate student is unsatisfactory such as to warrant de-registration, such a student shall have received a written warning from the Director, DHDR on the advice of the mother College Principal or School/Faculty Dean stating that unless he or she shows signs of improvement within six months, he or she will be de-registered. A recommendation for de-registration shall be made to the University Senate through the DHDR Academic Board only after the above

condition has been complied with.

3.4 CONTACT HOURS, GRADING, WEIGHTING AND CLASSIFICATION OF DEGREES

The University Academic policy provides comprehensive guidelines on students' academic progress, number of course units required for graduation, the required percentage of lecture attendance (75%) that qualifies a student to sit for examinations; who qualifies to teach and to examine the students. Nevertheless, the following should be noted:

1. Courses shall be clearly specified in terms of semesters and calendar months or years at the start of each academic year.
 - i. The course content in form of topics and sub-topics will be enumerated in the curricula.
 - ii. Examination evaluation, marking system and appeal mechanism will be published in the curricula.
2. Each semester shall take at least fifteen (15) weeks of teaching and two (2) weeks of examinations.
3. The assessment of individual courses will be done on the basis of marks that be converted into letter grades (See Section 2.2.4).
4. Individual courses taken by the student shall be weighted in credit units or credit hours for a whole semester.

3.4.1 Weighting of Courses

1. A Credit Hour can be defined as follows:
 - i. One (1) Credit Hour (CH) is equivalent to one (1) Lecture Hour (LH)
 - ii. One (1) Credit Hour (CH) is equivalent to one (1) Contact Hour (CHr)
 - iii. Two (2) Tutorial Hours (TH) are equivalent to one (1) Credit Hour (CH)
 - iv. Two (2) Practical Hours (PH) are equivalent to one (1) Credit Hour (CH)
 - v. Two (2) Assignment Hours are equivalent to one (1) Credit Hour (CH)
2. Each Credit Unit is equivalent to 15 Lecture Hours or 30 Practical Hours.
3. Contact Hours (CHr) shall be calculated as follows; $CHr = [LD * NLW * NW]$, where; LD=Lesson Duration in hours, NLW=Number of Lessons in a week, NW=Number of weeks of class.
4. Credits shall also be allocated to project work, thesis or dissertation, industrial placements and practicum, provided that the components are part of the degree programme.
5. Credits shall also be given to the course units that are compulsory or core courses as well as electives or option courses.
6. Each course unit shall be allocated a minimum of two (2) hours per week i.e. 2 CU.

7. The final award shall use a FIVE (5) Point Grading System averaging the final grade of a graduate.

3.4.2 Deriving the Final Grade for Coursework

1. The final examination shall account for sixty percent (60%) of the final mark in each course, while Continuous Assessment Tests (CATs) shall account for forty percent (40%) of the total mark. The pass mark for all courses offered at Postgraduate level shall be 60%. For PhDs by research, the assessment of all taught courses may be in form of sit in examination, class presentations or take home assignments as may be determined by college/school from time to time.
2. The course work shall include all elements and requirements of a course such as assignments, reading reports, projects, research reports or research papers, class presentations, group discussions and presentations, participation in all class activities, all types of tests and quizzes including mid-semester exams, and class attendance.
3. Students will only be graded if they have marks for both coursework and examinations. A student who does not have coursework and sits an examination will be given a Fail in the subject.
4. Examination results for the Postgraduate programmes will be processed by the respective College/Faculty or School Board of Examiners and recommended for Senate approval by the Academic Board of DHDR who will present all results of postgraduate programmes to the University Senate.

3.4.3 Scores and Letter Grades

1. The final results of all courses shall be recorded as letter grades. Each letter grade is assigned weight in terms of Grade Points in accordance with the guidelines by the NCHE.
2. Grade Points shall be used to compute the Grade Point Average (GPA).
3. The examinable grading system for the degree courses shall be as follows:

Marks (%)	Letter Grade	Grade Point	Interpretation
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	Pass
55-59	D+	2.5	Fail
50-54	D	2.0	Fail

0-49	F	0	Fail
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4. A student who scores 58-59 may receive a compensatory pass at the discretion of Senate.

Grading Descriptions.

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

- i) A Excellent: Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an assignment or course.
- ii) B+ Very Good: Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in the use of those concepts/techniques in satisfying the requirements of an assignment or course.
- iii) B Good: Good level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an Assignment or Course.
- iv) C+ Fairly Good: Acceptable level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy the requirements of an Assignment or Course.
- (v) C Pass: Slightly better than minimum knowledge of required concepts and/or techniques together with some ability to use them in satisfying the requirements of an Assignment or Course. The student has some basic knowledge and a limited understanding of the key aspects of the subject area and Can attempt to solve familiar problems albeit inefficiently and with limited success.
- (vi)

3.4.4 Classification of Awards

The following awards are not classified

1. Doctoral degrees
2. Masters Degrees, and;
3. Postgraduate Diploma

3.4.5 Assessment for Awards

1. A candidate shall pass the assessments and satisfy all other requirements of the University as set out in the Academic Policy and this Handbook.
2. Where an assessment comprises mandatory and elective subjects, a candidate may be permitted to be assessed in more than the required number of elective(s) In such circumstances, the result obtained in the candidate's best elective(s) assessments shall be used to determine the overall result.
3. To qualify for any Postgraduate award, a student shall have completed minimum credit hours, year of study and submission of a research report, thesis or dissertation.

4. At the end of each semester, students, shall be given result slips showing literal grades, as stated above, with the letters as stated in the NCHE.

3.4.6 Graduation Load

Programme	Credit		RR	T or D
	Min	Max		
I. Masters	60	120	NA	D
II. Doctoral	92*	240	NA	T
III. Post Graduate Diploma	23	45	RP	NA

Key: RR-Research Report; RP-Research Paper; T-Thesis; D-Dissertation,

NA-Not applicable, * Coursework minimum is 32 and research is 60

3.4.7 Preconditions to the award of Postgraduate certificates

Before being awarded a Postgraduate certificate, a student must:

1. Register for and make satisfactory progress in the relevant fulltime or part-time programme of study as prescribed by the programme regulations;
2. Satisfy the examiners under the relevant programme regulations, and;
3. Where there are programme specific regulations which define progress leading to the dissertation, satisfy these conditions before progressing

3.5 STAGES OF POSTGRADUATE STUDY

3.5.1 Coursework and Progress to Proposal Presentation

1. Students must attend all classes as well as attempt all assignments/tests
2. A student must sit for all course assessment test (CATs) in order to qualify to sit for end of semester examinations.
3. The student is expected to sit all the end of semester examinations in a given semester
4. A PhD student will only be allowed to sit comprehensive examination if the semester exams have all been passed (successful). The student must sit and pass the comprehensive examination
5. By the end of the first semester of the first year of study, the Masters students shall present their topics and PhD students shall present their concepts. Following the topic/concept hearing, research supervisors will be nominated and appointed.
6. By end of first year, a student (PhD and Masters) must have presented a research proposal to the College/School/Faculty doctoral committee; the proposal must be approved by the doctoral committee as a pre-requisite for progress to second year of study. To aid this process:
 - a) The student shall notify the HODs with an 'intent to submit for hearing' using the standard form (Appendix 7) to allow for planning of the proposal hearing (at least 2 weeks prior to submission).
 - b) The HODs together with the College/School/Faculty Administrator shall schedule a proposal hearing by notifying the

doctoral committee and inviting the student in not less than 7 days to the proposal presentation. The DHDR as well as the Directorate of Quality Assurance (DQA) must be invited at least one week in advance to attend the presentations for quality assurance and due process.

- c) The College/School/Faculty Administrator will organise for the proposal presentation and, thereafter, submit to DHDR signed minutes of the presentation detailing recommendations made in the process and suggested/nominated supervisors (if different from or in addition to the tentatively appointed at concept presentation by PhD students). The college may also nominate supervisors from another college/school or from other institutions as long as there is proof of competence in the study area.
 - d) Supervisors for Master's students shall be nominated during the concept hearing and at submission of topic presentation minutes, DHDR will appoint the supervisors.
 - e) In case the proposed research has ethical issues to be addressed as identified by the HDC or the Doctoral Committee, it is the duty of the student with the guidance of the supervisor(s) to seek ethical clearance (Appendix 4A and 4B) from relevant ethical bodies in the country where the research will be done. In Uganda, the Uganda National Council of Science and Technology (UNCST) must approve the clearance.
7. The Director DHDR will, following written requests from students, provide transmittal or introduction letters authorizing students to start field work and data collection.
 8. DHDR will provide appointment letters to nominated supervisors of a candidate. The appointed supervisors will respond by completing an attached acceptance note or otherwise decline with reason through the doctoral committee. A supervisor and postgraduate student terms of reference is provided in Appendix 3.
 9. In the event that any appointed supervisor declines the appointment with valid and acceptable reason(s), DHDR will through the College/School/Faculty administrator task the doctoral committee to nominate other supervisor(s) within one (1) week for appointment. An appointed supervisor can also, with genuine reasons, request to withdraw from supervision of a student using the form in Appendix 5.
 10. After the student has been assigned supervisors, he/she will download form 24(Appendix 19) to take a record of supervision with the supervisor. The form shows the date and time together with the points of discussion with the supervisor at every interaction. This form will be required at the time of submission of the thesis/dissertation as proof for supervision.

Step by Step Guide on KIU Postgraduate Research Process

Prior to official clearance of the dissertation/thesis as a fulfilled requirement for Masters and PhD degrees, students are typically required to have gone through the following process, with accompanying evidence (including minutes) on approved templates on forms 15A to 15G. At each level of the research process, students are expected to fill form 1A (Appendix 7) of intent to present on the hearings. Under normal circumstances, the student is expected to have gone through **Seven (7)** public Research hearings for PhD and **Four (4)** for Masters. The contents of each of these hearings/presentations is attached as appendix 17A and 17B.

1. Submission of Intent to Present Research Topic/Concept (Masters/PhD) to the HoD (Appendix 6).
2. Topic/Concept presentation(**Presentation one**)
3. Presentation of Thesis/Dissertation seminar (**Presentation Two**).
4. Presentation of the research proposal (**Presentation Three**).
5. Preparation of compliance report addressing issues captured in the proposal hearing minutes (Appendix 9).
6. Request for introduction letter for data collection from DHDR (Appendix 10)
7. Presentation of Work In Progress one (**WIP I Presentation Four**).

Note: The progress report should be filled by the student and his/her supervisor(s). Without the progress report, the student should not be scheduled for progress hearing.

8. Presentation of Work In Progress one (**WIP II Presentation Five**).
9. Revision of the dissertation/thesis to address issues raised in WIP II
10. Submission of **Two** copies (Masters students) or **Three** copies (PhD students) of the dissertation/thesis accompanied by plagiarism reports and compliance reports signed by compliance overseer to DHDR through the HoD for internal examination
11. Internal defense (**Presentation Six**).
12. Preparation of compliance report addressing issues captured in the internal defense
13. Submission of **Two(2)** copies (Masters Students) or **Three(3)** copies (PhD students) of the dissertation/thesis accompanied by plagiarism reports and compliance reports signed by compliance overseer to DHDR through the HoD for external examination.

14. DHDR sends copies of the dissertation/thesis to the external and internal examiner(s).
15. Submission of intent to defend the dissertation/thesis to the HoD.
16. Viva Voce examination (**Presentation Seven**).
17. Preparation of compliance report addressing issues captured in Viva Voce examination. The revised dissertation/thesis book is then handed over to a designated compliance overseer.

For Master of law Students, the following research process is followed;

1. Submission of Intent to Present Research Topic/Concept the HoD (Appendix 6).
2. Topic/Concept presentation (**Presentation one**) and assignment of the supervisor
3. Presentation of a full proposal (**Presentation two**)
4. Presentation of Work In Progress I (**WIP I Presentation Three**) which must include chapters 1 to 5
5. Presentation of Work In Progress II (**WIP II Presentation Four**)
6. The dissertation goes for internal
7. Internal examination (**Presentation Five**)
8. The dissertation goes for external examination
9. Viva Voce examination (**Presentation Six**)
10. Revision of the dissertation/thesis to address issues raised in viva voce
11. Submission of **Two** copies of the dissertation/thesis accompanied by plagiarism reports and compliance reports signed by compliance overseer to DHDR through the HoD for internal examination
12. The details of each presentation are presented in Appendix 17B

Note: (i) Students must ensure they have completed and passed all required course units by this stage. HoDs should attach provisional results statement as evidence of compliance.

(ii) PhD candidates are required to submit to DHDR evidence of four scholarly publications in reputable academic journals/books/book chapters as a precondition for dissertation/thesis examination.

(iii) Examiners are allowed up to 1 month (for Masters dissertations/theses) and 3 months (for PhD

dissertations/theses) to furnish DHDR with their assessment reports.

(iv) Examination outcome from internal and external examiners are communicated to the student through the College/School.

(v) The compliance report should be signed by the supervisor and submitted to DHDR through the HoD as a prerequisite for scheduling viva voce.

(vi) Viva Voce takes place (maximum 1 hour for Masters and 3 hours for PhDs).

18. DHDR communicates viva voce verdict to student immediately after the panel has taken the decision.

19. Final hardbound (4 copies) error-free dissertation/thesis, compliance report signed by the compliance overseer and plagiarism report are submitted to DHDR through HoD (Appendix 12).

20. For PhD, students are further required to submit two copies of policy briefs and/patent from their thesis to the DHDR. This is an extract of 4-6 pages from the thesis showing practical policy recommendations of the study from which government and non-government actors can derive policy. The DHDR will take the initiative to distribute these to various government ministries, departments, agencies and non-state actors to inform policy.

21. Thereafter, the student is ready to be cleared for graduation subject to approval by the DHDR Academic Board. To clear any PG student for graduation, DHDR shall require the following documents from Colleges/Schools:

- i) Signed and stamped graduation list capturing the student's details
- ii) Signed and stamped audited results statement of the student
- iii) Comprehensive minutes of Viva Voce
- iv) Signed compliance report
- v) Final plagiarism check report
- vi) Soft copy of the error-free version of the dissertation/thesis
- vii) Hardbound copy of the error-free version of the dissertation/thesis, signed by the student and his/her supervisor(s)
- viii) Evidence of four publications (for PhDs) and an extract of a publishable paper for Masters students.

22. Congratulations, you are eligible for graduation!

3.6 Guidelines for research hearings

3.6.1 Composition of the Panel

The public hearing panel membership shall be made up of:-

- i. Three (3) permanent members (DHDR representative, Quality Assurance Representative and D-RICE representative)
- ii. At least Five (5) members from the respective school/college or department (as shall be determined by the school/college)
- iii. A PhD student shall have a permanent doctoral committee composed of two supervisors and three other faculty members. The committee is selected and forwarded to the directorate of higher degrees for appointment at the time of topic approval. The doctoral committee must attend all the research presentations by the student.
- iv. Two (2) visiting professors/lecturers as shall be appointed by HR for the respective schools/colleges
- v. At Viva Voce, there shall be an additional one external panelist from the industry. This is a person who is well knowledgeable in the area of the student based on his/her experience as a practitioner. This will engage the candidate on matters of policy recommendations emerging out of the study. This is intended to bridge the gap between the academia and policy.

3.6.2 Chairperson and Secretary

- i. Principal/Dean or selected academic staff not below the rank of senior lecturer shall be the chairperson of the respective sessions for their respective students.
- ii. The Head of Department or selected academic staff not below the rank of senior lecturer from the respective school/college or department shall be the secretary to the respective sessions.

3.6.3 Academic Clearance

- i. Students will be required to submit their application to present any of the hearings through the DHDR student portal dhdr.kiu.ac.ug
- ii. Hard copies shall be submitted to the head of department one week (for masters) and two weeks (for PhD) prior to the proposed date of hearing.
- iii. Academic Clearance approval shall be through DHDR portal where an automated email notification shall be sent to the student and the respective Principal/ Dean/ HOD.

3.6.4 Financial Clearance

- i. It shall be the responsibility of the student to ensure that they are financially cleared early in time to appear for all the respective research hearings (Proposal, Work in Progress, Viva voce).

- ii. Topic/Concept hearing shall not be subjected to financial clearance but students are advised to pay the research fee in their 1st year 2nd semester to avoid any inconveniences.
- iii. All students who apply for proposal hearing, WIP presentation and viva voce shall be forwarded to finance for clearance. ONLY academically and financially cleared students shall be allowed to present respectively.

3.6.5 Publicity/Notification on Hearings

- i. Names of students who shall have been cleared for the respective research hearings shall be published on the postgraduate and College/School noticeboards and the respective WhatsApp groups.
- ii. DQA, D-RICE, Deans/Principal and HODs shall be notified by DHDR through their official email of the cleared students and the time for the hearing.

3.6.6 Assessment for Research Hearings

- i. With the exception of topic/concept presentation all other hearings shall be scored
- ii. The Hearings shall be scored by the panelists (from their College/School/Department) on the appropriate templates (PG Assessment forms 2A,3A,4A,5A,6A&7A respectively) and a student shall be required to pass with 60% to be able to progress to the next level subject to the recommendations of the panel. These scores shall be for assessment purposes only and shall not make any contribution on thesis/dissertation final score.
- iii. The verdict for the respective students shall be communicated to them at the end of the presentation

3.6.7 Research Work Plan

For better planning, all PhD and Masters Students shall be required to fill and submit their research plan on the appropriate template (Appendix 18A & B) to DHDR and the respective College/School/Department in their 1st Year 1st Semester and current semester for continuing students.

3.7 Progression in Course Work

Progression of the doctoral student shall be assessed in three respects:-

1. Normal Progression; this occurs when a student passes all the course units taken or and Comprehensive examinations. The pass mark shall be 60%.
2. Probationary Progression; this is a warning stage and it occurs when:
 - i. A student fails a core course or
 - ii. A student obtains a grade point average (GPA) or cumulative grade point average (CPGA) of less than 3.0

- iii. Probation is withdrawn when either conditions no longer holds
- 3. Discontinuation; A student shall be discontinued from the programme if one of the following conditions obtains:
 - i. Receiving three probations on the same core courses
 - ii. Receiving three consecutive probations based on GPA or CGPA
 - iii. Carrying over and re-sitting the course examinations
 - iv. There shall be no supplementary examination in any course of a programme. But students may carry-over and re-sit any course unit when it is next offered in order to pass it if:
 - a) The student had failed it before;
 - b) Due to any extenuating circumstance, the student missed the examination at the first instance;
 - c) The student would like to improve on the grade if the first pass grade was low. A mark obtained after re-taking a course is the final mark gained (even if lower than the first mark).
 - v. A student who does not retake a failed elective course may be allowed to take a substitute elective.

3.7.1 Completing PhD Candidacy (CPC)

1. A PhD candidate must be registered for at least two academic years full-time or three academic years part-time before he or she will be eligible to take up CPC status
2. In addition to completing their approved programme of study, candidates must meet the following conditions before they will be allowed CPC:
 - i. They have been upgraded to PhD status, after two years for full-time candidates and three years for part-time candidates;
 - ii. They have passed the comprehensive examination;
 - iii. They are in a position to submit their dissertation within 24 months (full-time candidates) or 30 months (part-time candidates);
 - iv. They have the approval of their supervisors;
 - v. They have met all financial requirements regarding payment, and;
 - vi. A certificate for Candidacy status shall be awarded after due process

3.7.2 Monitoring Research Progress

1. PhD candidates will be required to submit to DHDR through HoDs at least three research progress reports: one before proposal presentation, second before work in progress presentation and third before *viva voce*. More progress reports may be required as deemed fit by the doctoral committee or the student or the student's supervisor(s).
2. In order to improve communication and presentation skills, all postgraduate students must attend and present in students seminars.

Masters students shall be required to present at least two seminars while PhD students at least four seminar during the programme.

3. A student shall prepare a dissertation in either a monologue or with chapters as stand-alone publication papers.
 - i. The monologue dissertation shall be written using the IMRaD format (Introduction, Methodology, Results and Discussion) preceded by an abstract of not more than Three hundred fifty (350) words. The IMRaD format is as detailed in Appendix 13 as provided in the NCHE Benchmarks. Any published papers may be appended as an appendix.
 - ii. The format of the stand-alone presentation mode shall have the set objectives as a stand-alone chapter with the IMRaD format.
4. The student must submit to DHDR through the HoD the appropriate forms for expressing intent to submit their work for research hearings and examination at least three (3) weeks prior to actual submission to enable nomination and approval/appointment of panelists and examiners.
5. The student must submit six spiral bound hard copies and a soft copy (DVD-RW) of dissertations for progress hearings preceding the final external and internal examination of the dissertation; the supervisors must sign the copies.
6. The dissertation shall be subjected to a plagiarism test prior to submission to examiners.
7. A PhD candidate must have published (or show evidence that manuscripts have been accepted for publication) in an international peer reviewed journal at least two articles from his/her research before s/he submits the copies of dissertation for examination. Masters students are encouraged to have published at least one article at time of graduation. Postgraduate students are strongly advised to publish in reputable international outlets. A list of recommended journal outlets can be accessed on the KIU Library website.

3.8 EXAMINERS OF POST GRADUATE THESIS/DISSERTATION

KIU enlists examiners to ensure that quality and standards of postgraduate research conform to the minimum quality standards in structure and subject matter. To ensure quality of the postgraduate degree awards, the University is required to appoint three examiners (two internal and one external) at PhD level, and two examiners (one internal and one external) at the Master's level.

3.8.1 Roles and Duties of Examiners

The core duties of examiners for PhD and Masters Research shall include to:

1. Carefully assess the written work as submitted by candidates
2. Arrive at an independent evaluation of whether the submitted work

meets the minimum standards for the award of the degree and, if not, shall specify the areas that are deficient.

3. Write, following the assessment, an assessment report and send it to DHDR. The examiner's report shall indicate whether the dissertation passes outright, requires minor, major corrections or requires re-submission and re-examination.
 - i. *Minor* corrections involve typographical errors, issues on writing style or any other issues as examiners may specify.
 - ii. *Major* corrections are needed when the theory and methodology are appropriate but more data needs to be collected and/or if analysis was not properly done or when the discussions and conclusions are faulted or when the dissertation is generally of poor quality and needs rewriting.
 - iii. A *dissertation/thesis* shall be rejected if it lacks originality, if it has plagiarism issues or if existing underpinning theory or methodology is inappropriate or any other issues as examiners may specify.
4. Write a final report on the candidate's performance and submit it to DHDR using the approved format.
5. In all cases where the recommendation requires revision of thesis/dissertation before award of a degree or re-submission for the original or a lesser degree, a report shall be given to the candidate and supervisor, via the DHDR, before the viva voce is scheduled.

3.8.2 Internal Examiners

An internal examiner is a qualified academic staff of an institution or one who is associated with an academic institution, and is appointed to assess or evaluate the quality of the examinations, thesis or dissertation.

The internal examiner shall:

1. Be a member of the University academic staff, or a research fellow of the University or associated with the University. Honorary and emeritus staff of the University shall not be appointed as internal examiners. Former members of staff - including emeritus professors and readers – are eligible to act as research degree examiners after a 2-year period of absence from the University.
2. Not be the candidate's past or present supervisor - in exceptional circumstances where it is not possible to identify a suitable internal examiner, a second external may be nominated.
3. Have expertise relevant to the candidate's area of research. Must be a senior academic with a PhD in the subject area, and at the level of a Lecturer or its equivalent.
4. Be an experienced researcher, demonstrated through research publications or have equivalent professional experience.

3.8.3 External Examiner

External examiner is a qualified person who is not affiliated with the Institution and is appointed to assess or evaluate the quality of the thesis or dissertation.

The external examiner shall:

1. Not be a member of the University academic staff or, in the case of research candidates registered at an associated institution, a member of the staff of that institution.
2. Not be an honorary and emeritus staff of the University to be appointed as external examiner. Emeritus staff of another institution may be appointed as external examiners provided that they continue to be actively engaged in research.
3. Be able to demonstrate relevant expertise through peer-reviewed publications.
4. Have experience of supervising and examining research projects - it is recognized that all examiners have to gain experience, if is necessary to appoint an external examiner not well experienced, departments shall ensure that the internal examiner is a senior member of staff with significant experience of examining research degrees.
5. Have a PhD or a record of research comparable to that required for a PhD or shall be a senior academic at the level of a senior lecturer.
6. Not have been involved at least three years, immediately before the viva voce examination, in any collaborative project, including co-authoring, with any member of the supervisory team of the research candidate to be examined or any other member of the examining team
7. Not have or have had a close personal relationship with the research candidate to be examined or any member of the staff of that candidate's department.
8. Former members of University staff may be appointed as external examiners provided that they continue to be actively engaged in research and there has been a period of at least three years between leaving the University and the date of the research exam.
9. If, for a good reason, one of the above criteria cannot be met, the HoD shall attach justification outlining the examiner's particular suitability for examining the thesis. The Doctoral Committee at School/College level will deliberate on the justification of such cases.

3.9 PROCEDURE FOR NOMINATION/APPOINTMENT OF EXAMINERS

The departments in consultation with SHDC/CHDC/FHDC are required to create a pool of examiners based on the available possible areas of specialization and forward the list to DHDR for recommendation to DVC-AA. The DVC-AA subsequently appoints the examiner through the Directorate of Human resource. Whenever a need arises for an examiner, the departments can always refer to their

pool of appointed examiners to select the most appropriate. In instances where there is no suitable examiner from the pool, the department can nominate and subsequently appoint an examiner, by the DVC-AA through the Directorate of Human Resources, to handle such special cases. In any case, the following guidelines shall inform the nomination and appointment process:

1. The HoDs in the School/College/Faculty shall identify prospective examiners per criteria laid above.
2. In exceptional cases:
 - i. Where it necessitates appointing a less experienced internal examiner, departments shall be required to appoint a second external examiner with significant experience in the area under examination.
 - ii. Where a candidate is also an academic/administrative member of staff at the University (and the integrity of the examination may be considered to be compromised by the appointment of an internal examiner), the University shall appoint a second external examiner.
 - iii. Where two external examiners are appointed, the Dean or Principal of the School/College will also appoint an independent member amongst the University academic staff to chair the viva.
3. A chairperson, who shall be the College/School principal, or Dean, or a member appointed by the College/School board shall head the team of examiners.
4. The examiners shall not have any professional, academic or personal connections with the candidate and/or supervisor(s) that might compromise the examination.
5. The departments forward the nominated persons' CVs and a list of recent publications to the office of DHDR who will institute a committee for vetting the external examiners.
6. The examiners that meet the requirements as stipulated in academic rules and regulations of the University and needs of the departments shall then be forwarded to the office of Deputy Vice Chancellor-Academics (DVC-AA) for official appointment through DHR.
7. The appointment letter shall contain; the names of the external examiners; Position appointed to; area of specialization; duration of service; roles and responsibilities of the examiner; as stipulated by the HR policy/manual/terms and conditions.
8. Both the Internal and external examiners shall be appointed by the DVC-AA through DHR.

3.10 DURATION OF SERVICE OF EXTERNAL EXAMINER

1. The duration of service of an external examiner's appointment shall normally be 3 years, with an exceptional extension of only one year to ensure continuity.
2. An external examiner may be reappointed for one more term of 3

years after which subsequent re-appointment shall be after a period of 3 years or more has elapsed.

3. In exceptional cases, arrangements can be made to allow external examiners to suspend their service for up to one year, for example for health or maternity reasons, but the maximum term of service will include the period of suspension.
4. Wherever possible a short transitional period at the end of the current examiner's appointment and start of the new examiner's appointment shall be allowed to support the new external examiner in the role or for purposes of processing the appointment of the new external examiner.

3.11 EXAMINATION OF THE THESIS/DISSERTATION/REPORT

1. All candidates' presentations shall be open to the entire postgraduate candidates' body. However, for Masters' candidates, interactions shall be limited to only the panelists.
2. One (1) internal and one (1) external examiner shall examine a Masters Dissertation. For PhD, there are two (2) internal and one (1) external examiner. Additionally, for PhD, an expert or analytical discussant shall be appointed by the DVC-AA.
3. The Department shall submit to DHDR, the candidate's research thesis/ dissertation and the proposed name (s) of the examiner (s) selected from the examiners' pool.
4. The Department shall propose four names of examiners for PhD from which two will be selected. For masters, two names will be proposed from which one will be selected. However, after considering the work load and expertise of the proposed names, the DHDR may select any other examiner from the pool of examiners already appointed by the university.
5. The thesis/dissertation shall be subjected to a plagiarism check before it is sent to the examiners.
6. DHDR shall then officially write to the examiner(s) forwarding the books for examination.
7. For a Masters dissertation, examiners shall be given a maximum of one month to submit an assessment report directly to DHDR from the time of receipt of the thesis/Dissertation report.
8. For a PhD thesis, the examiners shall be allowed up to three (3) months to submit the assessment report.
9. Thesis/dissertation examination guidelines (Appendix 14) and a score sheet shall be availed to the examiners.
10. Having read the report, thesis or dissertation, members of the examination panel as well as examiners (internal and external) shall produce independent reports outlining their scholarly view of the thesis/dissertations, including its strength and weaknesses and identify the areas that will be addressed in the viva voce.
11. The reports shall be availed to the candidate to make necessary

corrections before the viva voce/defense.

3.11.1 Procedure for Conducting a Viva Voce

Dean/Principal of the academic unit is the chairperson of the panel (unless stated otherwise) and convenes the Viva Voce. With the exception of Masters Degrees, the viva voce process is a public defense for PhD candidates, whereby the University community can ask questions. The following procedures shall be followed:

1. The candidate shall qualify for an oral defense (Masters) or public defense (PhD) after they have revised the dissertation/thesis and served the institution with an approved compliance report addressing comments from both the internal and external examiners.
2. The academic units through DHDR shall then invite the candidate for the defense at least two weeks in advance of the date of the viva/defense.
3. Notice of the viva-voce is given to all the seven panel members including copies of the revised thesis for examination (two weeks in advance) in order for them to prepare for the defense/viva voce. Note that for reports out of internship, the panel shall include at least one person from the organization where internship was carried out.
4. The panelists shall not have prior access to the examiners reports to enable them make independent assessments.
5. Four members of the panel, including the convener, the opponent (in case of PhD thesis) and the public for PhD, shall form a quorum.
6. The supervisors shall not participate in the assessment of their students and shall not chair the panel of their own candidates but shall be in attendance.
7. The chair guides the process of the examination.
8. The candidate shall be accorded adequate time (40 minutes for PhD and 15 minutes for Masters) to present their work followed by discussions.
9. The examination process may run up to 3 hours for a PhD thesis and 1 hour for a Masters dissertation. The interaction between the candidate and the panelists shall only commence after the candidates have finished their presentation.
10. The viva voce examination for Masters candidates is a closed one conducted by the appointed panel only.
11. In case of a successful defense, the panel shall recommend award of a Master's degree or award of the doctorate and the candidate will be required to submit a final thesis or dissertation endorsed by the supervisor.
12. In case the candidate fails or passes with major/minor corrections, the panelists will make appropriate recommendations and inform the candidate within a period of one month. These shall be part of the candidates' compliance form.
13. The candidate's presentation and response to questions will be assessed and scored using standard forms (Appendix 16).

3.11.2 Panel Evaluation

Panelists are an integral component of a viva and thus their interaction/discourse of academic nature with candidates shall be aimed at improving the candidate's work. An exhaustive intellectual discourse and engagement between the opponent or discussant and candidate shall be followed by general questions and discussions by the other members of the panel and the public. The panelists shall make an independent assessment based on the oral presentation and the manner in which the candidate responded to the questions and comments. As the candidate is presenting, the panel evaluates the candidate by filling the viva voce examination score form and the scores shall be compiled to form the final mean score.

The following suggestions shall guide during the interaction between the panelists and the candidates:

- (i) Testing candidate understanding of the subject matter in order to prove originality.
- (ii) Correcting errors or omissions. If anything in the report is unclear or apparently wrong, the panelists may ask specific questions about it to ascertain whether it represents a genuine misunderstanding or simply a failure to put the intended point across.
- (iii) Methodology-related questions such as how the project was conducted, interaction with the subjects of the study, sampling procedures and if the proposed analysis framework was actually observed.
- (iv) Appropriate theory, conceptualization and contextualization of research issues. The panelists may ask questions related to the application of theory and how the candidate contextualized the study with regard to the known theories, and whether applied theory(s) are appropriate.
- (v) Research findings. The panelists shall ask questions relating to whether the research findings answer the research questions/objectives or provide a solution to the research problem.
- (vi) Applicability. The panelists shall be interested in knowing how the research findings are relevant to the contemporary world or pursued research discipline.
- (vii) And other areas that the panel shall deem fit to improve the quality of the research.
- (viii) The panelists shall deeply engage the candidate in an interactive yet academic manner and although the list of guidelines provided are not fully exhaustive, it shall guide in the interaction between the panelists and the candidates.
- (ix) For a PhD defense, the panelists shall be advised to meet prior to the viva to agree on the areas each of them will focus on during the engagement with the candidate(s).
- (x) Panelists may also write the full details of their input on the research manuscript or a typewritten report and submit it to the

secretary of the viva.

3.11.3 Viva Voce Report

The assessment shall follow a laid down criteria where panelists shall evaluate the presentation, the content of the thesis/dissertation and the candidate's response to questions provide a percentage mark.

1. After a private discussion and computation of scores by the panelists and examiners, the candidate and audience will be informed of the decision of the panel. The decision could be any of the following:
 - i. Passed with no corrections
 - ii. Passed with minor corrections. Minor corrections involve typographical errors, issues on writing styles or any other issues as examiners may specify (minor corrections should be done within ONE MONTH).
 - iii. Passed with major corrections but must resubmit and defend again after revision/corrections (major corrections should be done within THREE MONTHS). 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 dissertation is generally of poor quality and needs to be rewritten. The examiner may state any other issues that would require the dissertation to undergo major revision.
 - iv. Failed and advised accordingly. A dissertation is rejected if it lacks originality, if it has plagiarism issues, if the existing underpinning theory or methodology is inappropriate or any other issues as examiners may specify.
2. If a candidate is assessed and found to be on borderline (i.e. fails to pass by a mark), the panel takes a decision and makes an appropriate recommendation.
3. In case of required revision/corrections, the compliance overseer should be satisfied with the completeness of the exercise.
4. In case of failure, the candidate may be advised to re-do the work or to be discontinued from the degree Programme.
5. In the event that the external examiner has passed the candidate, but an internal examiner has not passed the candidate, the matter will be referred to DHDR-AB to decide on whether the candidate should proceed. DHDR will then make an appropriate recommendation to Senate.
6. The report of the viva voce examination/defense includes the membership and recommendation of the panel and shall be signed by all panelists that attended the viva voce/defense.
7. With the exception of re-submission cases, candidates shall make corrections within a period of three (3) Months ONLY. Failure to comply without due justification, shall imply that the candidate has failed hence; such a candidate will not graduate.
8. In all cases above, the candidate will be given a time period in which

to address the recommendation of the panel.

9. For decisions (ii) and (iii) where a candidate is required to make corrections/ revisions, the candidate shall provide a written compliance report in a tabular form as exemplified in Appendix 9.

3.11.4 End of Viva - Feedback to Candidate

1. The distribution of the candidate's final scores i.e. the percentage assigned to the internal examiners, external examiners and viva voce shall be known to the candidate not later than three (3) months, usually at the same time as results of the other course units running in the same semester are released.
2. The assessment from external examiner constitutes 50%, internal examiner's assessment constitutes 25% and the defense/viva constitutes 25% of the overall score.
3. The secretary to the panel shall avail the candidates with typewritten minutes and remarks taken during the viva detailing the decision made by the panel as well as a signed copy of the staff attendance list for research hearings (Appendix 15).
4. The candidate shall then create a compliance form.
5. The candidate will work with their supervisor to ensure that all the issues in the compliance form as stated in the defense/viva minutes are fully addressed.
6. Only candidates that have fully satisfied all the queries in their compliance form will be cleared for graduation (or undergo a second defense in case they failed the first one) upon fulfilling the other University requirements.
7. A compliance overseer shall be identified by the panel and appointed by the candidate's parent department to ensure that the candidate has complied with all the issues captured in the viva minutes.
8. After the overseer of the corrections is satisfied with the amendments, the overseer is expected to date and sign a compliance report (Appendix 9) prepared by the student.
9. The candidate will submit to the College/Faculty/DHDR Administrator four (4) copies of the hardbound dissertation, a well labelled DVD-WR containing the soft copy of the final thesis, the published (or accepted) journal articles, and a compliance report signed by the overseer.
10. Each Masters and PhD candidate shall at the time of submitting his/her dissertation, complete and sign a submission of dissertation/thesis form (Appendix 12). Two copies of the form should be submitted.
11. Upon receiving the dissertation and related paperwork as indicated on the submission form, the HOD shall acknowledge receipt by signing and noting the date of receipt on both copies of the submission form. After noting on the forms, one copy is returned to the student as evidence of acknowledgment of receipt.

12. The DHDR shall recommend all examination results and proposed graduation lists to Senate for approval following consideration of the same by the DHDR Academic Board.



PART FOUR

GENERAL RULES AND REGULATIONS FOR HIGHER DEGREES

4.1 RULES AND REGULATIONS

1. A student shall be required to pursue the programme under the instruction or supervision of a qualified academic staff and have a minimum class attendance of 75%.
2. Each student shall be assigned a minimum of two supervisors and a maximum of three supervisors who have the necessary qualifications and at least one should have experience in the area of study.
3. The student shall be required to submit to DHDR through HoDs at least three research progress reports during the research process: one before proposal presentation, one before research work in progress hearing, and one before viva voce.
4. All candidates must follow the prescribed thesis/dissertation format of the DHDR.
5. A thesis/dissertation may be presented for re-examination only once after which the student will be advised to revise/change the research area under the guidance of the doctoral committee.
6. A candidate to be re-examined shall be required to pay a re-examination fee as determined by the University.
7. A master's candidate whose dissertation fails twice, but has passed all course works shall qualify on application for award of a postgraduate diploma in the respective field of study.
8. Graduate Seminars
 - i. Masters and PhD candidates shall be required to attend all seminars organized by the DHDR.
 - ii. A PhD candidate shall be required to present in at least three (3) seminars annually in addition to the mock defense and defense of the thesis.
 - iii. Masters and PhD candidates may be invited to present their research findings at Kampala International University Annual Higher Degrees Conference organized by the DHDR prior to graduation.
9. All presentations (topic/concept, seminar/dissertation, proposal, work in progress I, Work in progress II, internal defense and viva-voce) will be open for attendance by all postgraduate students and staff. Viva voce examinations are open to the public.
10. Peer reviewed publications
 - i. A PhD candidate must have published in an international peer reviewed journal at least four articles from his/her research before s/he submits the final copies of dissertation for graduation.
 - ii. Masters students are encouraged to publish at least one article from their research.
11. A successful PhD or Masters candidate shall submit a soft copy and four (4) signed

hardbound copies of the thesis/dissertation to the Head of Department; the HOD shall give one copy to the supervisor and one copy to DHDR

4.2 EXTENSIONS TO COMPLETING THE RESEARCH PERIOD

1. A candidate, who cannot submit a thesis/dissertation for examination by the end of CPC due to circumstances beyond the candidate's control, may apply for an extension. The maximum period of extension is one year for full-time and two years for part-time students.
2. Applications for extensions to CPC must be supported by a candidate's main supervisor and may be made on sound grounds such as illness of candidate or close relative, maternity leave, bereavement, or academic circumstances beyond the control of the candidate;
3. Work commitments are not considered grounds for extension; submission of a thesis/dissertation is expected to be a priority, and;
4. Applications on the grounds of illness or unavailability of the main supervisor to continue assisting the candidate will be considered as grounds for extending the CPC period

4.2.1 Appeals

A candidate has the right to appeal against rejection of a proposal, Research Report, Thesis or Dissertation. In a situation where the candidate feels unjustly treated, he or she may appeal to:

1. The Principal/Dean of the concerned College/School/Faculty (in the case of a proposal), and;
2. The Director of DHDR (in the case of a completed thesis or dissertation)

4.2.2 Graduation

1. A Postgraduate certificate shall be awarded to that person who successfully fulfills all the requirements of the whole programme admitted for, unless the DHDR Academic Board recommends otherwise.
2. The Senate of KIU approves the University's graduation ceremony which normally takes place twice a year and;
3. The Research Report or Thesis or Dissertation accepted by the university may be published in full or part as a paper in refereed journals or online Research papers.

4.3 ACADEMIC PLAGIARISM AND DISHONESTY

Plagiarism is defined as the submission or presentation of work, in whole or in part, which is not one's own without acknowledgement of the source(s). Consistent with international university standards, plagiarism is operationalized by DHDR to entail a content similarity check assessment that reports a similarity level that is greater than 20%. Plagiarism is an academic crime, which may lead to dismissal of the culprit from the university according to KIU's academic rules. In all cases of plagiarism and academic dishonesty, the following minimum procedures will be adhered to:

1. Postgraduate students and staff are strongly encouraged to access and consult the

University's academic rules, disciplinary procedures, and possible disciplinary sanctions relating to plagiarism.

2. Plagiarism will be checked from level of concept, proposal, through supervision, before and during examination.
3. Progress through the KIU postgraduate research process shall be subject to plagiarism checks reporting not more than 20% levels of content similarity at each level.
4. Submissions returning more than 20% similarity shall be required to undergo revisions to the acceptable standard.
5. The person, who has detected plagiarism, will send to DHDR a written statement of the incident in question including details such as the candidate's name, registration number, date of alleged incident, documented evidence as well as any other relevant information associated with the incident;
6. The DHDR shall conduct an inquiry on the reported incident and give the candidate the opportunity to present their side of the case; A report on the plagiarism incident shall be forwarded to the Senate Disciplinary Committee for review and action.
7. A deliberate attempt by a postgraduate student to avoid plagiarism checks, fabricate, manipulate or alter plagiarism reports, and any other acts of dishonesty regarding plagiarism checks shall be reported to the Senate Disciplinary Committee for a disciplinary hearing.
8. If the candidate is found guilty of the incident, KIU Senate Disciplinary Committee will then set forth a disciplinary sanction appropriate to the act of plagiarism or dishonesty and based on the university's disciplinary policies accordingly and notify the candidate.

4.4 DISCLAIMER

For avoidance of doubt, any matter related to Post Graduate and not captured in the Post Graduate Handbook, shall be referred to Senate.



PART FIVE

APPENDICES

APPENDIX 1: RESEARCH CONCEPT

Instructions: The concept must be between three (3) to five (5) pages including the cover page.

Chronology

1. **Cover page:** full name, registration number, study programme, semester and year of study, and academic qualifications.
2. **Body:** introduction, brief background, problem that will be addressed, aim of the study, specific objectives (at least 3), study scope, citations, research methods, study population, and analysis.
3. Budget and timelines.
4. At least two article titles that may accrue from the research to be conducted.
5. At least five (5) to ten (10) key references written in APA format.
6. **Format:** Times new romans, size 12, black, justified, and 1.5 line spacing.

APPENDIX 2: GUIDELINES FOR WRITING

RESEARCH PROPOSAL

1.0 Preliminary pages.

Preliminary pages: should be numbered in Roman numerals (i, ii, iii, iv,...) and should include Title page, Declaration page, Table of Content, List of Figures and List of Tables. Each should start on a new page.

Title page

The title page of the proposal should have a title of not more than 20 words, the student name and registration number, statement about the purpose for which the proposal is written (eg. a research proposal submitted to the directorate of higher degrees and research in partial fulfillment of the requirements for the award of master of Business management of Kampala International University), the month and year for which the proposal is submitted.

Title page should be written in Bold, font size 12, Times New Roman, justified, with 1.5 line spacing, capitalized and without abbreviations. At the bottom of the page indicate the month and year of submission. The title page is not numbered

EXAMPLE TITLE PAGE

**STAKEHOLDER ENGAGEMENT, SOCIAL NETWORK AND
SUSTAINABILITY OF CONSTRUCTION PROJECTS IN JINJA DISTRICT**

LOCAL GOVERNMENT

BY

SAMMUEL WABUDEYA

**A RESEARCH PROPOSAL SUBMITTED TO THE DIRECTORATE OF
HIGHER DEGREES AND RESEARCH IN PARTIAL FULFILLMENT
OF THE REQUIREMENTS FOR THE AWARD OF MASTER OF
BUSINESS MANAGEMENT (FINANCE OPTION) OF THE
KAMPALA INTERNATIONAL UNIVERSITY**

AUGUST, 2025

1. The body of the proposal should have the following:

The proposal should be 17 to 27 pages and spiral-bound. It should be written in font size 12, Times New Roman, justified, with 1.5 line spacing.

2.0 body

The body of the proposal comprises three chapters; chapter one, chapter two and chapter three.

Chapter One: Introduction (2-5 pages)

- i. Background to the study (1¹/₂ pages for masters and 3 pages for PhD)

- ii. A statement of the problem clearly pointing out the practical problem the study seeks to solve. There should be scholarly evidence of the problem and these should be clearly cited and referenced (maximum of one page).
- iii. The purpose/general objective of the study,
- iv. Specific objectives of the study
- v. Research questions that will be answered at the end of the study or hypothesis to be tested that are in line with the research objectives
- vi. Scope of the study
- vii. Significance of the study

Chapter Two: Literature Review

This chapter reviews literature related to the topic of study. The candidate ought to review empirical literature and critically show the gaps in the reviewed literature that the study seeks to bridge. The literature review section should also entail the theoretical review where the study shows how the theory grounds the study variables. The candidate also ought to conceptualize the study variables to show how different scholars have conceptualized the study variables.

Chapter Three: Research Methodology (5-8 pages)

This chapter shows the methods (research design) to be employed in collecting the required data for the study and the way it will be processed and analyzed to give the necessary and meaningful information. The way the respondents or research participants will be selected (sampling) should be discussed. Methods of data processing and data analysis should also be discussed. The student must include a statement on ethical issues to be addressed and exactly how this will be done, citing ethical review boards that will give the approval.

References

All cited studies should be captured in the list of references. The referencing format is APA 6th edition.

Appendices

This section could incorporate data collection tools, standard operating procedures, maps, tables, and any other documents that may have been used in the study.

Budget

The student should provide a detailed itemized budget clearly tagged to activities
Work plan

The student should provide the work plan as a roadmap for the research study

APPENDIX 3: TERMS OF REFERENCE FOR SUPERVISOR AND POSTGRADUATE STUDENT

The terms of reference herein is to ensure that supervisors and postgraduate students have received, understood, and accepted their respective responsibilities and duties.

SUPERVISOR

Supervisors are appointed on the understanding that they are knowledgeable in the subject, the University's rules and regulations pertaining to postgraduate studies, and are familiar with the field of research. In conformity with guidelines by the National Council of Higher Education (NCHE), supervisors shall:-

1. Be accessible to the student for consultation and discussion of the students' academic progress and research and respond in a timely and thorough manner to written work submitted by the student, with constructive suggestions for improvement and continuation.
2. Plan and organize the continuing supervision to ensure that the student makes progress and stays on schedule. Work with the students at every stage of the stage of the dissertation, from planning of a suitable and manageable research topic through establishing methodologies and discussing results, to presentation and possible publication of dissertation findings.
3. Assist and encourage the student to achieve high scientific quality, independence, and personal responsibility during the dissertation project work and ensure that the work meets the standards of the University and the academic discipline.
4. Support the writing process and provide continuous feedback on content as well as language and format. When necessary, assists the student in gaining access to facilities or research materials.
5. Ensure student's awareness of current graduate program requirements including, deadlines, and university policy on plagiarism and unethical research conduct.
6. Guide the candidate on ethical considerations and intellectual property rights
7. Encourage the student to disseminate research finding through seminars international conferences and peer reviewed subject matter journals. Acknowledge appropriately the contributions of the student in presentations and in published material, in many cases via joint authorship.
8. Attend all oral presentations including proposal, work in progress, and viva voce hearings.
9. Respect the student's reasonable views and ideas on his/her research.
10. Endeavor to achieve consensus and resolve differences, whenever there are different expectations, among co-supervisor and/or members of the panel/doctoral committee.

POSTGRADUATE STUDENT

Consistent with the KIU Postgraduate Handbook and NCHE guideline, students under research supervision shall:-

1. Develop, in consultation with their supervisor(s), a plan of regular contact meetings and agree on the agenda of the supervisory interactions.
2. Keep a record of formal contact meetings with their supervisor(s), noting action points agreed in the meetings.
3. Take responsibility for the thesis/dissertation research activity and ensure it progresses in the direction agreed with their supervisor(s).
4. Take responsibility to determine their research training needs in consultation with their supervisor(s) and ensure to attend relevant training programmes/seminars provided by the university.
5. Follow their supervisor(s) guidance to achieve high scientific quality and to ensure that the work meets the standards of the University and the academic discipline.
6. Read the university's Postgraduate Handbook and consult with their supervisors to ensure mutual awareness of current graduate program requirements, guidelines for formatting and submitting dissertation.
7. Promptly report to their supervisor(s) any circumstances which might disrupt the progress and timely completion of their research.
8. Consult their supervisor(s) to determine and follow the appropriate method for obtaining any health, safety, ethical, or outside study clearances required by the research project.
9. Report progress on the research at least twice a year. In addition to this minimum reporting requirement, they are expected to report progress as and when required by the College/Departmental Doctoral Committee.
10. Consult their supervisor(s) to discuss and determine avenues for dissemination of their research findings, including through international seminars, conferences, and peer reviewed publication outlets.
11. Acknowledge appropriately the contributions of their supervisor(s) in presentations and in published material, in many cases via joint authorship.

The Director,
Higher Degrees and Research (DHDR),
Kampala International University

Dear Sir/Madam,

We confirm that, at our meeting on(date)
We reached agreement on our roles and responsibilities as supervisor(s) and postgraduate student in accordance with our respective terms of reference outlined above.

Name of supervisor(s)
1.....

Contact Details (Telephone and email)
1.....

2.....

2.....

Signatures of supervisor(s)

1.....

2.....

Name/Signature of Postgraduate student Contact Details (Telephone and email)

.....

.....

APPENDIX 4A: APPLICATION FORM FOR ETHICAL APPROVAL

RESEARCH ETHICS COMMITTEE (REC)
KAMPALA INTERNATIONAL UNIVERSITY
(KIU)

APPLICATION FORM FOR ETHICAL APPROVAL

NB, FOR OFFICE USE ONLY:

<i>Application Nr: Year:</i>	<i>Submission Date</i>	<i>Date considered</i>	<i>Approval granted?</i>
<i>Signature(s)</i>			<i>Yes/No</i>
			<i>(REC Chairperson)</i>

**THIS FORM MUST BE TYPE-WRITTEN
PLEASE ANSWER ALL QUESTIONS AND COMPLETE ALL
RELEVANT SECTIONS.**

Note the Following:

1. When submitting, please make copies of this form and attach them to the original Proposal, together with the requested number of copies of the Proposal (provided for in the guidelines).
2. Endeavour to fit your answers within the space provided.
3. While typing your work, use a font that is different from the one used in this Form.

APPLICANT'S NAMES	APPLICANT'S NR (Where applicable)	CONTACTS (Email; Telephone)

Have you submitted this Proposal to the KIU REC before?

Yes

No

If yes, date submitted:

OUTCOME		
(Tick where appropriate):	ACCEPTED	REJECTED

If you are re-submitting a Proposal, please emphasise how the Proposal has been amended in light of previous recommendations from the KIU REC.

If this proposal is for work that will go towards a higher degree (e.g, MMed, MSc, MA, PhD), please state Name(s), Qualifications, Department and Institution of the Supervisor(s):

NAMES OF THE SUPERVISOR (S)	DEPARTMENT	INSTITUTION	QUALIFICATIONS

SECTION A: STUDY OUTLINE

A.1 TITLE OF THE PROJECT:

A.2 SUMMARY

Explain why this study is being conducted, using lay terminology.

Guidance note: Please convey what you think is the importance of the research and WHY it is being carried out.

A.3 OBJECTIVES

Clearly state the aim and list objectives and Hypothesis/Research questions of your study.

A.4 METHODOLOGY

Outline how you intend to achieve the objectives of the study.

Guidance notes: For each Objective/Hypothesis/Research Question -

- Define the target population
- Describe how the sample(s) is(are) to be recruited from the target population(s)

Even if the main thrust of the research is Biomedical, the rationale behind your use of Social Science methods (e.g, Patient Interviews) should be clear.

A.5 PARTICIPANTS

Please provide the following information on the participants with/from whom you expect to be collecting data:

A.5.1 Age/Gender: (please enter the expected number in each of the boxes)

Gender	Neonates (< 28 Days)	Infants (1-11 Months)	Young Children (1 - 9 Yrs)	Adolescen ts (10 - 17 Yrs)	Adults (18 Yrs & Over)
Males					
Females					

Guidance notes: This age/sex breakdown helps convey how vulnerable the participants will be. If you are unable to give precise figures, state estimates and give an explanatory sentence in the space below:

A.5.2 What specific measures are in place to take into account women of Childbearing age?

Guidance notes: Pregnant women may have different responses to disease processes. The developing fetus may be particularly vulnerable in intervention trials.

A.5.3 Describe how and where the participants are to be recruited?

Guidance notes: This is distinct from the statistical sampling method described in A.4. You should outline the procedures for recruitment of each group of participants; include details on:

- The setting (e.g. Country, Town, District, on the ward, out-patient department, in the home)
- Inclusion and Exclusion Criteria for selection, if relevant

A.5.4 Please justify your choice of sample size (as described in A.4)

6. PROCEDURES

A.6.1 What procedures or methods will be employed in the collection of data (e.g, interviews/focus group discussions/blood sampling/biopsies) and by whom (e.g. experienced facilitation/social scientist/teacher/qualified doctor/nurse, auxiliary, etc.)?

Attach additional sheets if necessary.

Procedure	To be carried out by:

A.6.2 For clinical studies, state the extent to which the procedures to be used are part of usual clinical management (if appropriate).

A.6.3 Please indicate that the persons identified in A.6.1 are competent to carry out these procedures. List any training of staff that may be required prior to commencement of the study.

A.7 ANALYSIS

What are the major statistical (or other analysis) methods that you intend to use to analyse the data to fulfil each of the objectives/hypothesis/research questions stated in A.3

A.8 DATA QUALITY CONTROL

What procedures are in place to ensure the quality of the data?

Guidance notes:

For qualitative data (for example) what procedures will be used to check translations, or compare data obtained from different sources?

For quantitative data (for example) how will analytical and other statistical errors be minimised?

Give some detail on how methods are going to be piloted, if appropriate

A. 9 DISSEMINATION OF RESULTS

Please outline what plans you have for dissemination of results. Guidance notes:

Where possible, a mechanism should be in place to inform study participants of

the outcomes of the study.

It is important that study findings are made known to Local Services/Policy Makers before they are discussed (e.g, at international scientific meetings)

SECTION B: CONSEQUENCES FOR THE LOCAL COMMUNITY/ENVIRONMENT AND PARTICIPANTS

B.1 Outline the potential adverse effects, discomfort or risks that may result from the study in the following areas:

B.1.1 Participants Guidance note:

In addition to the physical effects of tissue sampling (for example blood sampling in case of clinical studies), it should be borne in mind that Interviews and Focus Group; Discussions may sometimes trigger painful or distressing memories (e.g, questions about sexual practice or the death of a child).

B.1.2 Investigators

Guidance notes:

Include here (for example)

- The biomedical risks to investigators (including local staff) involved in tissue sampling (e.g, Hepatitis B, HIV);
- The psychological consequences for Social Science investigators exposed to narratives of violence or severe grief;

- The risks from the environment (e.g, in a war zone).

B.1.3 Members of the public

B.2 Outline what steps will be taken to minimize the adverse effects, discomfort or risks described above.

B.2.1 For participants

Guidance notes:

In Biomedical research, appropriate use of anaesthesia prior to procedures (for example) is important.

For Social Science research, it may be necessary to ensure that counseling services are available for those who re-live traumatic experiences through (for example) an in depth interview.

B.2.2 For Investigators

Guidance notes: Where the research may involve adverse experiences for investigators (see B.3.2), de-briefing/support meetings may be important.

B.2.3 For members of the public

B.3 SPECIFICALLY FOR CLINICAL AND OTHER CLINICAL RELATED STUDIES, STATE CONSEQUENCES FOR LOCAL HEALTH SERVICES (If not relevant, type: N/A)

B.3.1 What demands will this research place on local health services? Guidance notes:

E.g, how much of a nurse's usual work time will be taken up in acting as an interpreter for an outside investigator?

B.3.2 Detail how the design of the research project takes into account the demands described in 3.1.

Guidance notes: Disruption to routine services should be kept to a minimum.

B.4 CONFIDENTIALITY AND PRIVACY

B.4.1 What steps will be taken to ensure privacy and confidentiality for participants?

B.5 INFORMED CONSENT

B.5.1 Information given to participants:

Please indicate, in simple language, what you will tell the participants. The purpose of the study, type of questions that will be asked, and procedure or treatment which will be applied should be described and reference should be made to possible side effects, discomfort, complications and/or benefits. If a specific consent form is available, please attach.

.....
It must be made clear to the participant that he/she is free to decline to participate or to withdraw at any time without suffering any disadvantage or prejudice.
.....

B.5.2 Outline who will deliver the above information and how?

B.5.3 Please indicate how consent will be obtained, given local circumstances.

Guidance notes:

In some societies, the concept of giving consent on an individual basis is unfamiliar. It may be necessary to obtain consent both at community and individual level.

Obtaining consent from minors requires both consent from the guardian and, where possible, the minor as well.

B.5.4 Are any inducements to be offered to either participants or the individuals who will be recruiting them? (e.g, improved patient care/cash). Please tick the appropriately: Yes/No

B.5.5 If yes, please give details:

B.5.6 Outline any hidden constraints to consent.

Guidance notes: Examples where hidden constraints may be important; include:

- Situations where participants are employees of the investigator
- Patients who may feel their care could be compromised if they do not consent to research initiated by their careers.

SECTION C: RESPONSIBILITY

C.1 Litigation: In respect of any litigation which may result from this research,

- a) Who will provide compensation? (Please provide documentary evidence where appropriate.)
- b) What insurance arrangements have been made by the applicant and his/her delegated assistants?

(Please ensure that any professional indemnity insurance is logged with the relevant Director’s Office)

C.2 DECLARATION: TO BE SIGNED BY MAIN APPLICANT

I confirm that the details of this proposal are a true representation of the research to be undertaken.

I will ensure that the research does not deviate from the protocol described.

If significant protocol amendments are required as the research progresses, I will submit these to the REC for approval.

Where an appropriate mechanism exists, I undertake to seek additional local ethical approval in the country (ies) where the research is to be carried out.

I expect the project to commence on (Date)..... and be completed by (Date).....

Signature

Date

SECTION D: RESEARCH TEAM AND COLLABORATIONS

List research team and all collaborators

(Please include all overseas collaborators and their affiliations, qualifications and role in the study).

NAME	AFFILIATION	QUALIFICATION	ROLE IN THE STUDY

APPENDIX 5: APPLICATION FOR WITHDRAWAL FROM SUPERVISION

SECTION I (To be completed by the Supervisor)
Supervisor's Particulars

Name: _____

—

Telephone No.: _____ Email: _____

Candidate's Particulars

Name: _____ Reg. No.: _____

Research Topic/Title: _____

Proposed Supervisor:

SECTION II [To be completed by the School Dean/College Principal]

Comments:

Recommended

Not recommended

Signature & Official Stamp

Date

SECTION III [To be completed by the Director, Higher Degrees and Research (DHDR)]

Comments:

Recommended

Not recommended

Signature & Official Stamp

Date

APPENDIX 6: INTENT TO PRESENT RESEARCH TOPIC/CONCEPT

Instructions: Each Masters/Doctoral students completes **Section I** of this form and submits to the Head of Department for consideration for presentation.

SECTION I. To be completed by the Masters/Doctoral student

STUDENT NAME	REGISTRATION NUMBER	STUDY PROGRAMME
YEAR OF STUDY	SEMESTER OF STUDY	
PROPOSED TOPIC OF DISSERTATION/THESIS (PhD students should attach the concept paper)		
PROPOSED SUPERVISOR(S)		
PHONE NUMBER(S) OF PROPOSED SUPERVISOR(S)	EMAIL ADDRESS(ES) OF PROPOSED SUPERVISOR(S)	
STUDENT PHONE NUMBER	STUDENT EMAIL ADDRESS	
DATE OF SUBMISSION	SIGNATURE	

SECTION II. For official use only	
DATE SCHEDULED FOR TOPIC/CONCEPT DEFENSE	
Name of Head of Department Stamp	Signature & Official

APPENDIX 7: INTENT TO PRESENT AT THE RESEARCH HEARINGS

Instructions: Each Post graduate student completes **Section I** of this form and submits it to the Head of Department for consideration for presentation.

Level of research hearing (Please tick appropriately)

- Topic/Concept
 Seminar/Dissertation
 Proposal
WIP I WIP II

 Internal examination
 Viva Voce

SECTION I. To be completed by student		
STUDENT NAME	REGISTRATION NUMBER	STUDY PROGRAMME
COLLEGE/SCHOOL/FACULTY		

YEAR OF STUDY		SEMESTER OF STUDY
TOPIC OF DISSERTATION/THESIS		
PRESENTATION TITLE: [E.G. PROPOSAL (PRESENTATION 2)]		
SUPERVISOR(S)		
PHONE NUMBER(S) OF SUPERVISOR(S)		EMAIL ADDRESS(ES) OF SUPERVISOR(S)
STUDENT PHONE NUMBER	PHONE	STUDENT EMAIL ADDRESS
DATE OF SUBMISSION		SIGNATURE
SECTION II. For official use only		
DATE SCHEDULED FOR PROPOSAL PRESENTATION		
<hr/> <hr/>		
Name of Head of Department		Signature & Official Stamp

APPENDIX 8: INTENT TO SUBMIT FOR HEARING

The Masters and PhD candidates shall complete and hand-in this form to the respective Head of Department at least 3 weeks before the proposed date of the hearing.

Students Name: Registration No.....

Study Programme

College/School.....Department.....

Proposed title of dissertation.....

.....

I intend to present my proposed research with the above title for:

Proposal hearing Progress hearing Viva Voce hearing

on theday of 20.....

Student's Signature..... Date.....

The work has been supervised by

Supervisor I Name:

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

Supervisor II Name.....

Name:

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

Disclaimer: *By signing this form, does not mean that the student's work is automatically passable. The student has the responsibility of owning and defending the proposed research work.*

APPENDIX 9: MASTERS/PHD PROGRESS REPORT

Masters/PhD studies is periodically done by the student and supervisory team. You are required to submit a minimum of 3 progress reports: one before the student's proposal hearing, second before work in progress hearing, and third before viva voce hearing. Without the progress report, the student will not be scheduled for any hearing.

Section I- Candidate; To be filled by the Candidate	
Student Name	Registration Number
Program	
Mode of Study (tick) PhD by Research	PhD by Coursework
Enrolment Status (tick) Sandwich	Full-time
Dissertation or Thesis Title	
Student Phone Number	Student Email Address
SUPERVISORY TEAM	
1. _____	
Name of Main Supervisor	
2. _____	
Name of Supervisor	

3. _____

Name of Supervisor

Outline below your **progress and achievements** over the last 6 months. Indicate what milestones have been achieved, including detailing what chapters or sections of your thesis have been written in draft or final form.

Outline below your **research goals** for the next 6 months. Indicate what milestones have been set for the next 6 months, including detailing what chapters or sections of your thesis you plan to write in this period.

Outline below the **challenges** you have encountered in pursuing your program in the last 3/6 months.

<p>I rate the quality of my work as:</p> <p>A. Very Good</p> <p>B. Good</p> <p>C. Satisfactory</p> <p>D. Below my expectations</p>	<p>If (D) what measures have you taken to address this?</p>
<p>I assess my rate of progress as:</p> <p>A. Very Good</p> <p>B. Good</p> <p>C. Satisfactory</p> <p>D. Below my expectations</p>	<p>If (D) what measures have you taken to address this?</p>
<p>In the past 3/6 months I have:</p> <ol style="list-style-type: none"> 1. Given a departmental/ College seminar? 2. Attended a conference(s)? 3. Given a presentation(s) based on my research? 4. Had research output(s) published (e.g. journal articles; book chapters; conference proceedings; creative works)? <p>If yes, please give details:</p>	<p>YES NO</p>

<p>I have submitted work to my supervisory team</p> <p>I have received written feedback</p> <p>I have outstanding resource issues concerning my research</p>	<p>YES NO</p>
<p>How often and by what means do you and your supervisor/supervisory team maintain contact? Detail the means of contact (e.g., face-to-face; phone; email; Skype) and the frequency of each</p>	
<p>Contact with my supervisory team could be improved?</p> <p>If Yes, please comment:</p>	<p>YES NO</p>
<p>Have you identified any Health and Safety issues during the past 3/6 months?</p> <p>If Yes, please describe the issues and what actions, if any were taken:</p>	<p>YES NO</p>

<p>Are there any issues that your HOD; Doctoral Committee or the <i>Director of Higher Degrees and Research</i> should be aware of?</p> <p>If Yes, please comment:</p>	<p>YES NO</p>
<p>Section II – Supervisor; Please now forward the form to your major supervisor.</p>	
<p>Please provide comments on the student’s progress and achievements in the last 3/6 months:</p>	
<p>Please provide comments on the student’s thesis goals and milestones for the next 3/6 months:</p>	
<p>Give an evaluation of your student’s work as a whole, considering his/her overall professional development (e.g. Conference presentation, publications etc.)</p>	

<p>The quality of the student's work is:</p> <p>A. Very Good</p> <p>B. Good</p> <p>C. Satisfactory</p> <p>D. Below acceptable standards</p>	<p>If (D) what measures have been taken to address this?</p>
<p>The student's rate of progress is:</p> <p>A. Very Good</p> <p>B. Good</p> <p>C. Satisfactory</p> <p>D. Below acceptable standard</p>	<p>If (D) what measures have you taken to address this?</p>
<p>How often and by what means do you/supervisory team and the student maintain contact? Detail the means of contact (e.g., face-to-face; phone; email; Skype) and the frequency of each</p>	
<p>Are you or the supervisory team satisfied with the frequency and means of contact? If NO, please comment:</p>	<p>YES NO</p>
<p>Are there any issues that the HOD; Doctoral Committee or the <i>Director of Higher Degrees and Research</i> should be aware of?</p> <p>If Yes, please comment:</p>	<p>YES NO</p>

<p>_____</p> <p>Name of supervisor</p> <p>_____</p> <p>_____</p>	<p>Signature</p> <p>_____</p> <p>_____</p>	<p>Date</p> <p>_____</p>
<p>Name of supervisor</p>	<p>Signature</p>	<p>Date</p>
Student to complete		
<p>I have discussed this progress report with my supervisor(s):</p> <p>YES NO</p> <p>Please outline any issues that emerged from the discussion with the student:</p> <p style="height: 150px;"> </p>		
<p>_____</p> <p>Signature of the Candidate</p>	<p>_____</p> <p>Date</p>	
Section III; Forward the form to Doctoral Committee through HOD		

Please comment below on the student's progress and goals and on the comments made by the student and by the supervisor(s). If any concerns have been raised by either the student or supervisor, please indicate what actions have been taken and any further action you recommend.

Acting on behalf of the Doctoral Committee, We have resolved that this progress report be:

Approved

Declined

Name of Principal

Signature

Date

Name of HoD

Date

Signature

APPENDIX 10: SAMPLE COMPLIANCE REPORT

Name of candidate: Simiyu Simon Peter Reg. No. : PhD/13376/14/DF

Title of dissertation: Performance and Internationalization of small scale farming in Lira and Bushenyi Districts, Uganda.

S/No .	Examiners Remark to be addressed	How the remark has been addressed	Status
1	The title for abstract should be on the same page as its contents, it should not be left hanging on its own	The title of the abstract is position on the top of the abstract. It is on the same page with the contents of the abstract. See page: xiii	Done
2	Do not justify PhD study in terms of geographical positioning. Delete the last sentence of your problem statement	This is noted and therefore the geographical positioning used in the statement of the problem was deleted. See page: 21 Paragraph 2	Noted and deleted
3	The conceptual framework on page 27 should indicate which areas were included by the candidate and which were adopted from Anvari et al., 2011).	An explanation was provided before the figure of conceptual framework as explanation to the figure), there, I have carefully provided explanation relating to those areas contributed by Anvari et al. 2011) and those added by me. See page: 29 paragraphs 3 and 5	Done
4	Present a trajectory of theories used to alert the reader that a theory has been considered. This should be done for all the theories.	The trajectory of theories was provided. Specifically, four theories were provided, discussed, and best on their strength and weaknesses, two theories were selected to guide the study. Page: 5-16, under theoretical perspective.	Done
5	Show evidence that factor analysis was carried out. And carry out confirmatory analysis to explore the internal scale	The factor analyses were done, and the KMO values were provided and they are within acceptable range. See page 75. At the same time confirmatory factor analysis was done and the scale internal structure was explored. See page	Done

	structure.	87-91	
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Name and Signature of Student _____ Date _____

Name and Signature of Compliance Overseer _____ Date _____

APPENDIX 11: REQUEST FOR INTRODUCTION LETTER FOR DATA COLLECTION

Instructions: Each PhD/Masters candidate completes and submits this form (together with required documentation) to the office of the Director, DHDR

SECTION I. To be completed by the Doctoral /Masters student		
Student Name	Registration Number	Study Programme
Year Of Study	Semester Of Study	
Student's Phone Number	Student's Email Address	
Title Of Dissertation/Thesis	Venue(S) Of Data Collection (Please Be As Specific As Possible	
Date Of Proposal Hearing		
CHECKLIST OF REQUIRED DOCUMENTATION (tick and attach the following paperwork required to process the introduction letter request)		
1. Copy of signed minutes of proposal hearing <input type="checkbox"/>		
2. Revised proposal book following proposal hearing <input type="checkbox"/>		
3. Signed compliance report vis-à-vis issues captured in the proposal hearing minutes <input type="checkbox"/>		
4. Plagiarism report on the proposal <input type="checkbox"/>		
Date	Signature	

Please submit two copies of the completed form. The receiving DHDR officer is required to confirm receipt on one copy by signing and writing the date of receipt on it. The copy on which receipt is confirmed should be returned to the student.

APPENDIX 12: SUBMISSION OF DISSERTATION/THESIS FOR EXAMINATION

Student's Name..... Registration No.....

Study Programme:

College/School:.....Department:.....

I hereby submit 2 signed spiral-bound copies (3 copies for PhDs) of my dissertation/Thesis/Project

titled

I confirm that the spiral-bound copies are accompanied by the following:

1. Soft copy of the dissertation/thesis
2. Plagiarism check report indicating percentage of content similarity to other sources. Reports with more than 20% should be accompanied by explanations signed by the supervisor
3. Copy of work-in-progress hearing minutes
4. Compliance report to work-in-progress hearing minutes. Compliance report should be signed by the correction overseer; and
5. Evidence of four scholarly publications in reputable outlets (**PhDs only**)

Student's Signature.....

Date.....

Acknowledgement of Receipt of Dissertation/Thesis/Report
Received by: (Name of HOD/DHDR authority)
Signature and Official Stamp:
Date:

Upon acknowledgement of receipt, a copy of this form should be returned to the student as evidence of submission

APPENDIX 13: SUBMISSION OF DISSERTATION/THESIS/PROJECT REPORT

Student's Name..... Registration No.....

Study Programme:

College/School:.....Department:.....

I hereby submit four (4) signed hardbound copies of my dissertation/Thesis/Project titled

I confirm that the hardbound copies are accompanied by the following:

1. Soft copy of the dissertation/thesis/report
2. Plagiarism check report indicating percentage of content similarity to other sources. Reports with more than 20% should be accompanied by explanations signed by the supervisor
3. Compliance report to viva and examiners signed by the correction overseer (**project report submissions exempted**); and
4. Evidence of four scholarly publications in reputable outlets or evidence of acceptance by the outlets to publish submitted manuscripts (**PhDs only**) and an extract of a publishable paper for masters,

Student's Signature.....

Date.....

Acknowledgement of Receipt of Dissertation/Thesis/Report
Received by: (Name of HOD/DHDR authority)
Signature and Official Stamp:
Date:

Upon acknowledgement of receipt, a copy of this form should be returned to the student as evidence of submission

APPENDIX 14: GUIDELINES FOR WRITING THESIS/DISSERTATION

Instructions: The first/title page of thesis/dissertation should have a title of not more than 20 words, written in bold, font size 12, Times New Roman, justified, with 1.5 Line spacing, capitalized and without abbreviations. Indicate the month and year of submission.

The body of the dissertation/thesis should be written in font size 12, Times New Roman, justified, with 1.5 line spacing.

The thesis/dissertation should:

- i. Represent an original and significant contribution to knowledge.
- ii. Clearly demonstrate the capacity of the candidate to pursue independent research.
- iii. Be written in clear and coherent prose. Decisions concerning the scope of the thesis and its length should be based primarily upon the nature of the problem and documentation. Conciseness is a literary virtue; quality does not increase with length.
- iv. Be suitable for development for publication as a scholarly publication a book or articles in peer reviewed scholarly journals.

Chronology

2. Preliminary pages: should be numbered in Arabic numerals (i, ii, iii, iv,...) and should include Title page, Declaration page, Approval, Dedication, Acknowledgements, Table of Contents, list of figures, list of tables, list of maps, list of plates, list of symbols and Abbreviations and an Abstract (350 words). Each should start on a new page.
3. The body of the thesis/dissertation should have the following:

Chapter One: Introduction

The introductory chapter should include a section for background, statement of the problem, purpose of the study, research objectives, Research questions/hypotheses, scope of the study, significance of the study, operational definition of terms, and organization of the study. Under Introduction, the candidate is principally expected to introduce the problem of interest, its significance and how it is addressed by the study.

Chapter Two: Literature Review

The candidate is expected to present a critical analysis of existing literature on the subject with the objective of revealing contributions, weaknesses and gaps. Where applicable, a theoretical and/or conceptual framework/ econometric model should be included. The candidate should have theoretical and empirical/related literature. The candidate is then expected to identify the research gaps arising from the review. The student must ensure that all the literature cited is properly referenced.

Chapter Three: Research Methodology

This chapter shows the methods and materials to be employed in the study. These may include;

research philosophy, paradigm, design, population, sampling and sampling technique, model formulation, simulation, logical structure of proofs etc. Methods of data processing and data analysis should also be discussed. The student must include a statement on ethical issues to be addressed and exactly how this will be done, citing ethical review boards that will give the approval.

Chapter Four: Presentation of results and interpretation

This chapter presents the data collected and findings from analyses of the data. The results should be presented and analysed logically following the stated study objectives. Results and discussions may be combined or presented separately. The goal is to present the findings and discuss the significance of the research in relation to existing literature on the subject of interest.

Chapter Five: Discussion, Conclusion, and Recommendations

This chapter should provide a summary of the major findings, specific policy recommendations based on the findings, and outline areas for further inquiry.

References

All cited studies should be captured in the list of references. The referencing format is APA 6th edition.

Appendices

This section could incorporate data collection tools, standard operating procedures, maps, tables, and any other documents that may have been used in the study.

KIU LLM RESEARCH GUIDELINES

Prepare a brief synopsis of your proposed study containing the following sub headings:

- General introduction
- Background of the study
- Statement of the Problem,
- Objectives of the Study,
- Research questions
- Scope of the Study,
- Significance of the study
- Methodology
- Review of Literature and the Scheme of the Study (Chapterization)
- A Select Bibliography (consisting of Books, Articles, Reports, Websites and Statutes etc)
- Clarification of key terms

Ethics Review – follow School Rules and Regulation

All students must make an ethics declaration concerning their research, regardless of the nature of their research.

Students doing interviews, doing consultations, conducting surveys or using questionnaires, using group meetings or focus groups, participating in discussions or making observations of people or organizations must complete the ethics review before undertaking their research. There are no exceptions. In some cases, the ethics review will need to be revised and resubmitted for approval, once a full-scale research plan has been developed

An ethics review involves a questionnaire and also the submission of a letter that will serve as the vehicle for informed consent on the part of the person/people being interviewed, consulted or observed.

Students are advised to ensure that the ethics of their research are satisfactory.

Prepare a brief synopsis of your proposed study containing the following sub heads:

The Standard for an Acceptable LLM Thesis

An LLM thesis is an extended piece of writing that reflects original research conducted by the student. An LLM thesis length is expected to be 120 pages (approximately 40,000 words) as the maximum. It is expected that the thesis shall be of publishable quality.

Writing LLM Thesis

Your Thesis should ideally contain five to six chapters each containing about 20-25 pages.

PRELIMINARY PAGES

Declaration

Dedication

Acknowledgement

List of statutes/instruments

List of cases

Abstract

Acronyms

Table of content

Chapter One

Contains the various elements stated in the synopsis as earlier guided.

Chapters Two - Four

Concentrates on exposition of issues, concepts, philosophies, positions of the law or legal Dimensions

Chapter Five

Findings, Conclusion and recommendation

Referencing and Formatting

Follow the research methodology while writing your chapters. Use standard mode of citations. Give foot-notes [Follow the OSCOLA REFERENCING guideline]

Type/print on one side of A-4 paper by giving 1 ½ space, in Times New Roman font (12) ,by leaving sufficient margins on top, bottom, left and right sides.

APPENDIX 15: GUIDELINES FOR DISSERTATION/THESIS EXAMINATION

The examiner's report should be written using the following general format where applicable:

1. Title of the Thesis [not scored] but amendable. The examiner may advise and suggest possible amendment of the title
2. **Abstract:** Should not be more than 350 words. It should be written as a summary of the whole dissertation, entailing a brief introduction and problem to be addressed, how the study was conducted, major results major conclusion and recommendations.

3. Background:

This section must assess the theoretical and conceptual background, objectives, rationale and clarity and precision of presentation also needs to be assessed. The topic under study should be sufficiently built from a wider global) perspective narrowing down to more specific issues of interest.

4. Problem Statement

The candidate must clearly state the nature of the problem and its scope? The statement should be succinct. There should be a connection with the background, and should be clearly referenced. The problem should be quantified and requiring practical or theoretical intervention.

5. Literature Review

Has the candidate made use of available and relevant literature? Does this adequately describe the background, and is she/he abreast of the current literature? Has candidate exhibited meticulous academic write-up?

6. Research Methods

Indicate whether the candidate has used suitable approaches) to investigate the study topic without neglecting other methods that which could have yielded better results. Check for aptness of the target and study population, scope, variables included if necessary) and study design employed in line with the study objectives. Assess whether the candidate has collected adequate and relevance of data as well as the suitability of analytical tools used

Assess the appropriateness of hypothesis, questions and relevant assumptions

7. Results

Assess if the candidate has generated adequate and relevant data to address the stated problem. Evaluate for the adequacy of data analysis, effectiveness of results presentation, accuracy, transparency, contributions from the study.

8. Discussions

Does the candidate discuss his/her own findings and relates them to other research work? Does the candidate relate with already existing work with justification of the topography of the study

results? Does the writer show honesty and transparency in discussing limitations?

9. Conclusions

Does the conclusion emerge from candidate's own work? Does the study stimulate further inquiry or scholarship?

10. Recommendations

Does the recommendation emerge from candidate's own work? Does the study stimulate further inquiry or scholarship? Are there suggested areas of further research areas

11. Originality of Contribution

State clearly whether the thesis/dissertation makes an original contribution to the existing body of knowledge. For a PhD the contribution must be significant; the work therein must be translated into at least three 3) original peer reviewed articles and for Masters students at least one 1) original article. To qualify for a doctorate, there should be strong evidence that the subject is thoroughly understood, with some novel ideas.

12. Overall presentation final write-up format)

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

Final Evaluation

The pass mark is 60%

Please state frankly and without ambiguity whether the thesis:

- a) Is worthy of the degree award in the present form.
- b) Is worthy of the degree award after effecting minor corrections indicated in the various sections to the satisfaction of the internal examiner;
- c) Is worthy of the degree award after effecting major corrections indicated in the various section to the satisfaction of the internal examiner;
- d) Must be revised as suggested in the reports and submitted for re-examination.
- e) Is not worthy of the award.

Grading of dissertation

Marks (%)	Letter Grade	Grade Point	Interpretation
80-100	A	5	Excellent
75-79	B+	4.5	Very Good
70-74	B	4	Good
65-69	C+	3.5	Fair
60-64	C	3	Pass
0-59	D	2.5	Fail

- Marginal Fail should not proceed for viva voce therefore should be revised and re-submitted for re-examination,
- A Master candidate in category D+ will be permitted to re-submit ONLY once.
- A PhD thesis recommended for re-writing and re-examination by any of the examiners will be given second chance. A re-submission that FAILS the second time will be REJECTED and candidate awarded a post graduate Diploma.

Corrections for Revision

Clearly state if major or minor corrections are required, and indicate exactly what corrections are to be done (paragraphs) affected or whether the dissertation needs to be re-written (overhauled). This may be done also in the dissertation for easy follow-up by the student.

GUIDELINES FOR THESIS/DISSERTATION SCORING

- A. Please provide independent comprehensive written report on the quality of Thesis/Dissertation with respect to each of the following items:**

THESIS/DISSERTATION TITLE (Not scored but amendable):

Is the research title clear? Does it need to be amended?

ABSTRACT

CHAPTER ONE: INTRODUCTION

- a. Background to the Study
- b. Statement of the Problem
- c. Research Objectives
- d. Research Questions

- e. Conceptual/Theoretical Framework

CHAPTER TWO: LITERATURE REVIEW

- a. Alignment with Objectives
- b. Up-to-date/Current
- c. Gap Identification
- d. Relevancy

CHAPTER THREE: METHODOLOGY

- a. Choice of the Methods
- b. Suitability of the Methods

CHAPTER FOUR: DATA PRESENTATION, ANALYSIS AND INTERPRETATION OF RESULTS

- a. Alignment with Objectives
- b. Relevancy of Data Presented
- c. Analysis of the Data
- d. Interpretation

CHAPTER FIVE: DISCUSSION OF FINDINGS, CONCLUSIONS, AND RECOMMENDATIONS

- a. Discussion
- b. Conclusions
- c. Recommendations

Originality of contribution to knowledge

APPENDIX 16: STAFF ATTENDANCE LIST FOR (Please tick)

Viva Voce **Progress reporting** **Proposal Hearing** **Concept/Topic Presentation**

College/School: _____ Department: _____

Student's Names: _____ Reg. No.: _____

Programme of Study: _____ Student's Tel. No.: _____

Student's email address: _____

Tentative Title of the Study: _____

Date: _____ **Start Time:** _____ **End Time:** _____

S/ N	Name of Panelist	Designation	Signature
1			
2			
3			
4			
5			
6			
7			
	Name of Members in attendance	Designation	Signature
1		Director, DHDR	
2		Director, QA	
3		Director, RICE	
4			

Name and Signature of the Secretary
(Head of Department)

Name and Signature of the Chairperson
(Principal/Dean)

APPENDIX 17: VIVA VOCE EXAMINATION SCORE FORM

(TO BE FILLED IN BY EACH PANELIST)

Name of CandidateReg. No.....
 Date of Examination:Degree to be awarded:
 Title of Dissertation:

.....

Dissertation format: tick as appropriate)

- a) Monograph
- b) Chapters as standalone papers
- c) A compilation of papers either already published or accepted for publication.
- d) Chapters only

Grading of presentation

Criteria	Marks	
	Out of	Score
General organisation (is the speaker orderly)	10	
Substance (quality, quantity and accuracy of information)	20	
Interest generated (does speaker keep audience enjoying/feel benefiting, not bored or sleepy)	10	
Quality and use of Visual Aids/illustrations	10	
Ending: Wrap-up/summary/Conclusion	10	
Mannerism, voice and general skill/command or the subject/response to questions	35	
Time management (PhD, 45minutes; MSc 15 minutes)	5	
Overall	100	

Name of Panelist/Examiner

Signature

THESIS/DISSERTATION MARK TALLY SHEET

Date _____

Student's Name	_____
Reg. No:	_____

Computation of Internal & External Examiners Marks

External Examiner's Mark/100	50% of External Examiner's Mark	Internal Examiner I's Mark/100	Internal Examiner II's Mark/100 (PhDs)	25% of Internal Examiner(s) Mark

Computation of Viva Voce Marks

Name of Panelist	Scores per Panelist/100 %	Average Scores Panelists/100	Viva Voce Score/25%
Panelist 1			
Panelist 2			
Panelist 3			
Panelist 4			
Panelist 5			
Panelist 6			
Panelist 7			
Panelist 8			

FINAL THESIS MARK			
<i>Internal/25 %</i>	<i>External/50 %</i>	<i>Viva/25%</i>	<i>Total/100%</i>

Secretary's Name and Sign: _____ *Date* _____

Chairperson's Name and Sign: _____ *Date* _____

VERDICT RECOMMENDATION ON THE VIVA VOCE

Viva Voce Mark (average of scores from panelists) -----

We as members of the Thesis/Dissertation Examinations Committee (the above mark withstands) have agreed that the candidate be awarded the following status: Tick appropriately

Passed with no corrections. The candidate be awarded a Masters/Doctoral degree without any corrections

Passed with minor corrections. The candidate should be awarded the degree subject to minor corrections being carried out to the satisfaction of a selected overseer nominated among the Examination Committee within One Month

Passed with major corrections. The candidate must defend again following major corrections within Three Months to the satisfaction of a selected overseer among the Examination Committee

Failed and advised accordingly

Name & Signature of the Secretary
 (Head of Department)

Name & Signature of the Chairperson
 (Principal/Dean)

Appendix 17A: RESEARCH PROGRESS (All Colleges/Schools except School of Law)

Presentation/Title	Chapter to be considered	Focus
Presentation 1 Topic/Concept Note	Chapter One: Introduction	<ul style="list-style-type: none"> - Background to the study - Statement of the problem - Research purpose and objectives - Justification and significance
Presentation 2 Thesis/Dissertation Seminar	Chapter One: Introduction Chapter Two: Literature Review	<ul style="list-style-type: none"> - Recap of presentation 1 - Critical analysis of the existing literature - Weakness and gap - Present the theoretical/conceptual framework
Presentation 3 Proposal	Chapter One: Introduction Chapter Two: Literature Review Chapter 3: Methodology	<ul style="list-style-type: none"> - Recap of presentation 2 - Present details (materials) and methods to be used

		<ul style="list-style-type: none"> - Theoretical formulation and analysis - Present the rationale for choosing a specific methodology - Ethical and gender consideration
Presentation 4 Work in Progress I	Chapter One: Introduction Chapter Two: Literature Review Chapter 3: Methodology Chapter Four: Results	<ul style="list-style-type: none"> - Recap of presentation 3 - Presentation of analyzed data - Logical presentation of results following the stated objectives
Presentation 5 Work in Progress II	Chapter One: Introduction Chapter Two: Literature Review Chapter 3: Methodology Chapter Four: Results Chapter Five: Discussion, Conclusion and Recommendation	<ul style="list-style-type: none"> - Recap of presentation 4 - Interpret the results in the context of literature - Discuss the significance of the results - Discuss the implication of the finding
Presentation 6 Internal Examination	The complete dissertation/thesis	<ul style="list-style-type: none"> - Public Defense - Questions from a panel of examiners (internal examiners and other staff).
Presentation 7 External Examination (Viva-voce)	The complete dissertation/thesis	<ul style="list-style-type: none"> - Public Defense - Questions from a panel of examiners (External Examiners only).

Appendix 17B: RESEARCH Progress (School of Law)

Presentation Series	Presentation Title (Masters)	Presentation Title (PhD)
Presentation 1 Topic/Concept Note	<ul style="list-style-type: none"> - Overview of the topic. - What the researcher intends to do. 	<ul style="list-style-type: none"> - Overview of the concept note. - What the researcher intends to do.
Presentation 2 Proposal	Chapter 1 <ul style="list-style-type: none"> - Background to the study - Research problem - Significance and relevance of the study - Research aim and objectives - Literature Review 	Chapter 1 & 2 <ul style="list-style-type: none"> - Background to the study - Research problem - Significance and relevance of the study - Research aim and objectives - Literature Review (Conceptual Analysis and Theoretical Framework)
Presentation 3 (Work in Progress I) Seminar 1	Chapters 1, 2 & 3 <ul style="list-style-type: none"> - Recap on presentation 1 - Analysis (Discuss the rationale for choosing specific i. methodologies ii. Address any potential limitation). 	Chapters 1, 2, 3 & 4 <ul style="list-style-type: none"> - Recap on presentation 1 - Analysis (Discuss the rationale for choosing specific i. methodologies ii. Address any potential limitation)
Presentation 4 (Work in Progress II) Seminar 2 (PhD)	Chapters 1, 2, 3, 4 & 5 <ul style="list-style-type: none"> - Recap on presentation 2 - Analysis (Discuss the rationale for choosing specific i. methodologies ii. Address any potential limitation). - Results and Discussion 	Chapters 1, 2, 3, 4, 5 & 6 <ul style="list-style-type: none"> - Recap on presentation 2 - Analysis (Discuss the rationale for choosing specific i. methodologies ii. Address any potential limitation) - Results and Discussion
Presentation 5 Internal Examination	The complete dissertation/Thesis <ul style="list-style-type: none"> - Questions from a panel of examiners (Internal Examiner(s) and other staff). 	<ul style="list-style-type: none"> - Public Defense - Questions from a panel of examiners (Internal Examiners and other staff).
Presentation 6 Viva voce (External Examination)	The complete dissertation/Thesis <ul style="list-style-type: none"> - Questions from a panel of examiners (External Examiners only). 	<ul style="list-style-type: none"> - Public Defense - Questions from a panel of examiners (External Examiners only).

APPENDIX 18A

Form 25A: Study/Research Work Plan for Masters Students

Name: _____ Reg. No. _____ Intake _____

College/School: _____ Department: _____

Month No.	Months starting with Month of Entry E.g. Jan 20XX	Main Activity	Checklist (Official Use)	Indicate the exact date that you will present
------------------	--	----------------------	---------------------------------	--

1	Jan-23			
2	Feb-23			
3	Mar-23	<i>Attend Research Seminar 1</i>		1 st Phase
4	Apr-23	Topic Hearing		
5	May-23	End of Semester 1 Examinations		
6	Jun-23	<i>Submit Progress Report</i>		
7	Jul-23			
8	Aug-23	<i>Present in Research Seminar 2</i>		2 nd Phase
9	Sep-23	Proposal Hearing		
10	Oct-23			
11	Nov-23	End of Semester 2 Examinations		
12	Dec-23	<i>Submit Progress Report</i>		
13	Jan-24	Data Collection		
14	Feb-24	<i>Present in Research Seminar 3</i>		
15	Mar-24	Draft Dissertation		3 rd Phase
16	Apr-24	Presentation of Work in progress		
17	May-24	<i>Submit Progress Report</i>		
18	Jun-24	Submit for Internal/External Examination		
19	Jul-24	<i>Advised to Publish one research Article</i>		
20	Aug-24			
21	Sep-24	Viva Voce		4 th Phase
22	Oct-24			
23	Nov-24	Submission of Final Dissertation		
24	Dec-24	Congratulations! You have completed		Completion Phase

#1. This form Should be filled by every Masters student. #2. Students are encouraged to adhere to the set time lines. #3. This form should be returned to DHDR, copies should submitted to your principal/Dean and HOD for proper planning. #4. Students are advised to prepare appropriately and in time for all the hearings. #5. The research process must be followed by all the students. Please get your student email address from ICT and activate your account on DHDR portal (dhdr.kiu.ac.ug) #6. You are advised to pay your research fees in the first semester to avoid any disruptions

Expected Date of Completion: _____ Expected Date of

Graduation:

Student's Name: _____ Signature: _____ Date:

Telephone No. _____ Email Address:

APPENDIX 18B

Form 25B: Study/Research Work Plan for PhD Students

Name: _____ Reg. No. _____ Intake (MM/Year)

College/School: _____ Department: _____

Serial Month No.	Months starting with Month of Entry E.g. Jan 20XX	Main Activity	Checklist (Official Use)	Indicate the exact date that you will present
1	Jan-23			1 st Phase
2	Feb-23			
3	Mar-23			
4	Apr-23	<i>Attend Research Seminar/Workshop</i>		
5	May-23			
6	Jun-23	Concept Hearing		2 nd Phase
7	Jul-23	<i>Submit Progress Report 1</i>		
8	Aug-23			
9	Sep-23			
10	Oct-23			
11	Nov-23			
12	Dec-23	Proposal Hearing		3 rd Phase
13	Jan-24	<i>Submit Progress Report 2</i>		
14	Feb-24			
15	Mar-24	<i>Submit to Research Ethics Committee(REC)</i>		
16	Apr-24	<i>Attend Research Seminar/Workshop</i>		
17	May-24	<i>Submit Progress Report 3</i>		
18	Jun-24	Final Proposal/Tools/REC Clearance		
19	Jul-24	<i>Data Collection and Submit Progress Report 3 in the 19th Month</i>		
20	Aug-24			
21	Sep-24			
22	Oct-24	<i>Data Analysis, 1st Thesis Draft, Attend Research Seminar/workshop</i>		
23	Nov-24			
24	Dec-24			
25	Jan-25	Presentation of Work in Progress		4 th Phase
26	Feb-25	<i>Submit Progress Report 4</i>		

27	Mar-25	Research Article, Present in a Conference (Local)		
28	Apr-25	Submit for Internal/External Examination		
29	May-25	<i>Submit Progress Report 5</i>		
30	Jun-25	Research Article, Present in a Conference (International)		
31	Jul-25	<i>Submit Progress Report 6</i>		
32	Aug-25	Viva Voce		
33	Sep-25			
34	Oct-25	Submission of Error Free Thesis (Soft and Hard copies)		Completion Phase
35	Nov-25			
36	Dec-25	Congratulations! You have completed your study		

#1. This form Should be filled by every PhD student. #2. Students are encouraged to adhere to the set time lines. #3. This form should be returned to DHDR, copies should submitted to your principal/Dean and HOD for proper planning. #4. Students are advised to prepare appropriately and in time for all the hearings. #5. The research process must be followed by all the students. Please get your student email address from ICT and activate your account on DHDR portal (dhdr.kiu.ac.ug) #6. You are advised to pay your research fees in the first semester to avoid any disruptions

Expected Date of Completion: _____ Expected Date of Graduation: _____

Telephone No. _____ Email Address: _____

Student's Name: _____ Signature: _____ Date: _____

APPENDIX 19: Research supervision form

RESEARCH SUPERVISION FORM Form 24

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

Programme Supervisor's Name.....

Topic:.....

Date & Time	Scope of Discussion with the Supervisor	Student's Signature	Supervisor's comments and signature
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Notes:

1. *This form is kept by the student and produced at every meeting with the supervisor*
2. *It **MUST** be produced to the H.O.D by the student before scheduling them for research hearings as a proof for supervision*
3. *The forms should be kept safely by the students and **SHALL** be required at the point of submission of the thesis/dissertation*