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General Rules for Graduate Studies at Makerere University

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Some initial reflections

- What makes for a qualified supervisor?

How are supervisors prepared to take on graduate students?

How can we create good practice in developing supervisors?

How are supervisors prepared to take on graduate students under their wings?

- Guidelines from their university
- Undergo training to supervise graduate students
- Access to some form of printed resources
- Orientation offered by the programme coordinator
- Not any support unless it is asked for

Outline of the presentation



- Makerere University rules for degrees and diplomas
- Procedures for the higher degrees' committees
- Guidelines in the academic administration and supervision of students in all the Schools
- Forms to be completed by graduate students and supervisors
- Ethical issues

General rules for graduate degrees and diplomas

Mak's rules for graduate degrees & diplomas



- Are enshrined in the Mak Graduate Handbook
- The Graduate handbook contains the general rules and policies on
 1. Application for admission
 2. Admission requirements
 3. Registration
 4. The thesis
 5. Publication
 6. Graduation

Procedures for the higher degrees' committees

POLICY GUIDANCE



- **Research and Graduate Training Committee/Higher Degrees Committee**
- The Statute for Management of Constituent Colleges of Makerere University, Statute 2012 section 45 places the Research Committee at the School level
 - Appointment of supervisors (Supervisors are nominated by the Department, recommended to the Research and Graduate Committee for appointment (Only when the student has submitted the thesis)
 - Appointment of Internal and External Examiners
 - Appointment of members of the Doctoral Committees
 - Viva voce meetings and Public defence
 - The school organizes a viva voce for candidates whose two examiners reports (One internal and one external) and has an average grading of good (60%-69%).
 - After the viva, a copy of the minutes is sent to the Directorate
 - A student is requested to attend to the queries raised by the panel and a supervisor is attached to oversee the corrections.
 - If the student has made the corrections, the supervisor writes a letter recommending him/her for the award. The letter is accompanied with School minutes.

Procedures for higher degrees' committees



- Provide a description of the processes on:
- APPLICATIONS, REGISTRATION AND RE-REGISTRATION (these are mainly in the domain of the students).
- SUBMISSION OF THESIS
- DOCTORAL COMMITTEE
- EXAMINERS
- EXAMINERS' REPORT AND RECOMMENDATION ON THE THESIS
- DISCLOSURE OF EXAMINERS' REPORTS TO CANDIDATES AND ANONYMITY OF EXAMINERS
- PROCEDURE ON RECEIPT OF EXAMINERS' REPORTS
- PROCEDURES FOR CONVENING ORAL EXAMINATION
- PROCEDURES FOR DEALING WITH CORRECTIONS AND REVISION
- SUBSEQUENT PROCEDURES

Provisional Admission



Policy

- A research outline (synopsis) of 3-5 pages length should accompany the application. This will be useful as a guide for **PROVISIONAL ADMISSION** for one year during which time the applicant will develop a comprehensive research proposal necessary for **FULL ADMISSION** as soon as the proposal is approved.

Implementation challenges

- Many PhD students provisionally admitted take more than the required one year.
- They don't fall in the student category who would withdrawal.

Remedy/proposal*

- PhD programmes should have a minimum duration of 4 years including the provisional year.

Withdrawal and extension

Policy

- A student can apply to his/her respective Board for permission to withdraw from studies at any time of the Semester.
- A student will be allowed only a maximum of two withdrawals in an Academic Programme and each withdrawal shall be a maximum of one academic year only.

Withdrawal policy versus the fees payment policy

- Every new/ joining student must pay all functional fees and 60% of tuition fees before the admission letter is issued.
- If a student withdraws from studies in the third week he/she will lose the money and may have to re-apply.

Extension of registration



- If a candidate realizes that he/she cannot complete his/her work within the time allowed its his/her duty to take the initiative to apply for extension of the registration
- After 30th September of the candidate's **1st year** of registration for Postgraduate Diploma students; **2nd year of** registration in the case of Masters degree students and after **3 years** for PhD full-time students and M.Med students, extension of registration is charged as follows:
 1. For up to 6 months a month's worth of tuition fees
 2. More than 6 months full fees for the academic year.
 3. Annual Registration, Administration and Library fees are paid as well.

Guidelines in the academic administration and supervision of students in all the Schools

Research Supervision

section 10.0



- Identification and appointment of supervisors
- Criteria for selection and appointment of supervisors
 - A person to supervise a PhD student shall have a PhD qualification or equivalent qualifications, shall be an expert in the subject area and shall have a teaching/research experience of at least two years after acquiring a PhD.
 - A person to supervise a master's student shall have a PhD qualification or at the rank of Senior Lecturer, shall be an expert in the subject area and shall have at least 5 years' experience of University teaching/research.
- Change of supervisors and appointment of care taker

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Quality assurance

section 18.0



- Teaching and Supervision workload
 - i. A supervisor shall be allocated no more than four doctoral students at any one time. Where the supervisor also has Masters degree students, the following alternatives shall apply:
 - ii. No more than 3 doctoral students and 2 Masters degree students at any one time.
 - iii. No more than 2 doctoral students and 4 Masters degree students at any one time.
 - iv. No more than 1 doctoral student and 6 Masters degree students at any one time.
 - v. No more than 8 Masters degree students at any one time

In determining the workload for academic staff, institutions should take into consideration the average notional working week of 40 hours and the fact that academic staff are required to teach, carry out research and be involvement in community engagements.

Study plans

- Graduate programmes have 4 study plans:
 - Plan A, B, C, & D. Plan A & B are commonly used.

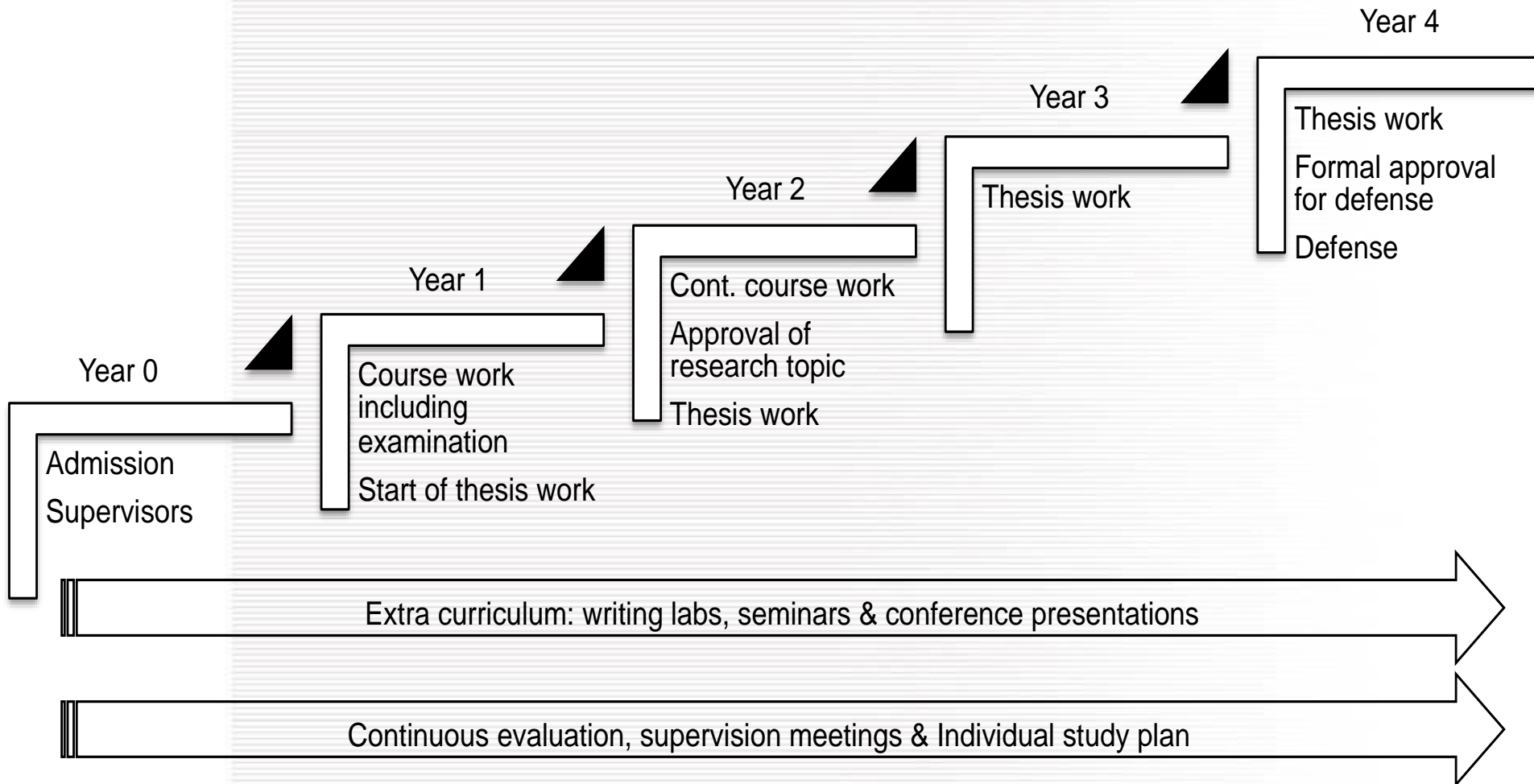
The following requirements must be fulfilled:

- **All Coursework for Graduate Programmes shall be examined externally.**
- The Title of the Thesis/Dissertation/Project Report shall **appear on the Academic Transcript with respective grades indicated.**

The typical progress of the Ph.D. programme (Coursework and research project)



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Examination of thesis/dissertation

section 9.0



- **Guidance of examiners of theses/dissertations**
The examiner's report should be compiled using a general format provided
- **Viva voce/oral examinations including procedures for conducting online thesis examination/defense**
The viva voce / oral examination is compulsory for Master students and a Public defence for PhD.
The viva voce examination is marked out of 100 & the pass mark is 60%.

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External examiners

section 11.0



Qualities of External Examiner

- (i) The external examiner shall be a critical friend so as to offer constructive comments, criticism and suggestions for enhancement in the area of assessment practice.
- (ii) An External Examiner shall be an Academic Professor or Senior Lecturer or practising professional at the rank of consultant or the equivalent.
- (iii) A former member of the teaching staff of the University will not be eligible for appointment until a period of three years has elapsed.
- (iv) An External Examiner will not be appointed from a Department in which a member of staff of the relevant Department at Makerere University is serving as an External Examiner or teaching.

Nominations and Appointments

- i. External Examiners for Graduate Programmes shall be appointed by the College Principal or the Deputy Vice-Chancellor (Academic Affairs) on the recommendation of the respective School Higher Degrees and Research Committee.
- ii. External Examiners shall be appointed to serve for a period of three years with a possible one year extension

Forms to be completed by graduate students and supervisors

- Every candidate is required to submit (through the supervisor) reports on his/her progress twice a year.
- Failure to fulfill this requirement may lead to **discontinuation**.



Submission of thesis/dissertation

Intent to submit

- Masters students 3 months notice
- 6 months notice for PhD

Ethical issues

section 12.0



- Professional standards for research
- Conflict of interest and code of conduct
- School ethics committee

Each School shall have an Ethics Committee.

The Committee should also ensure that the research activities are without irregularities Ethical issues of supervision and examination irregularities must be addressed in time.
- Conflict resolution
- Termination of contract/doctoral programme

END SLIDE



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