

GRADUATE STUDENT HANDBOOK

Reviewed March 2024

Disclaimer

The information contained in the Graduate Student Handbook is considered to be descriptive in nature. It does not constitute an irrevocable contract between the student and Kabale University.

In the event that there are any apparent inconsistencies, or where there may be ambiguity, the provisions of the other Kabale University Policy Manuals shall be controlling over this Handbook or any other publication.

The University reserves the right to make any changes in the contents of this handbook that it deems necessary or desirable. Changes are made through established procedures and announced by the University in its publications.

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LIST OF ACRONYMS

AIMS	Academic Information Management System
DC	Doctoral Committee
DGT	Directorate of Graduate Training
KAB	Kabale University
KAB-REC	Kabale University Research and Ethics Committee
NCHE	National Council for Higher Education
PGD	Postgraduate Diploma
PGT	Postgraduate Training
PhD	Doctor of Philosophy
UNCST	Uganda National Council for Science and Technology

FOREWORD FROM THE ACADEMIC REGISTRAR

I wish to take this opportunity to congratulate you for the hard work that has earned you this precious vacancy to pursue higher education at KAB. This is a gesture we cannot take for granted because you could have decided to study at another University.

The office of Academic Registrar is mandated under the Universities and Other Tertiary Institutions Act (UOTIA), sec. 34(3) to assist the first Deputy Vice-Chancellor (AA) in the administration and organization of all academic matters including admission, undergraduate studies, postgraduate studies, examinations, research and publication.

The Academic Registrar's office works closely with the Directorate of Graduate Training and Faculty Deans & Chiefs to ensure that you are assisted to complete your programme successfully as you go through all the academic processes. To attend to graduate students

closely, the University Council set up a Directorate of Graduate Training to handle all postgraduate academic matters including admissions, teaching and learning, trainings, examinations, and research.

This handbook contains information to guide you through your programme from application to graduation. The regulations herein have been approved by the University Senate therefore any changes shall be authorized by the Senate. Kindly note that the guidelines from National Council for Higher Education (NCHE) and other KAB guidelines apply.

For further assistance regarding the interpretation and implementation of the regulations, you will first contact the office of Directorate of Graduate Training who may refer you to the Academic Registrar for assistance.

Thank you.



A handwritten signature in blue ink, which appears to read 'Narcicir Tibenderana'.

Narcicir Tibenderana
ACADEMIC REGISTRAR

FOREWORD FROM THE CHIEF - GRADUATE TRAINING

Welcome to Kabale University Directorate of Graduate Training.

The DGT fosters excellence in postgraduate education and research by providing leadership and administrative support guided by the principles of quality, diversity, and integrity. The strategic goal of the DGT is to strengthen its graduate training sector to enhance the quality of graduate education by promoting graduate studies, student research supervision, improving mentorship of postgraduate students and supervisors, as well as coordinating postgraduate studies across the University.

As you will see from this handbook, KAB offers you guidelines and policy briefs that will enable you appreciate an ideal postgraduate environment, offer you excellent learning opportunities especially the research and supervision processes, as well as a solid values-driven based

on which, and in which to pursue your future dreams. It also defines the type of postgraduate degrees offered at Kabale University.

We are therefore pleased to welcome you, and we have the strong hope that your postgraduate study at KAB will meet your expectations. This handbook offers a rich roadmap to guide you through especially the research component till completion. Utilize the sections of this manual to be in a position to navigate smoothly with minimal challenges.

I wish you the best of luck in your graduate studies.



A handwritten signature in blue ink, consisting of several loops and a final horizontal stroke.

**Assoc. Prof. Denis
Sekiwu**
CHIEF,
GRADUATE TRAINING

1. SECTION ONE: UNIVERSITY INFORMATION

1.1. Kabale University Background

Kabale University started as a community institution in 2002. The University was granted an operational license No.UI.CH.003 in 2005 and obtained a Charter (no UI.CH.008) in 2014. The University became a Public University in 2015 [Statutory Instruments No 36; UTOA, 2003 & 2006], The Universities and other Tertiary Institutions Act (2001) [as amended]. By 2020, the Institution had grown with an enrolment of above 3000 students hailing from Uganda, Kenya, Tanzania, Rwanda, Burundi, Democratic Republic of Congo, and South Sudan. Currently, the University is offering Postgraduate and Undergraduate academic programmes.

1.2. University Vision

A sustainable vibrant University of academic excellence in the Great Lakes Region and beyond.

1.3. University Mission

To be an efficient and effective University that excels in teaching, learning, research, innovation and community engagement

1.4. University Goal

To produce marketable and quality graduates that provide relevant professional services to the society

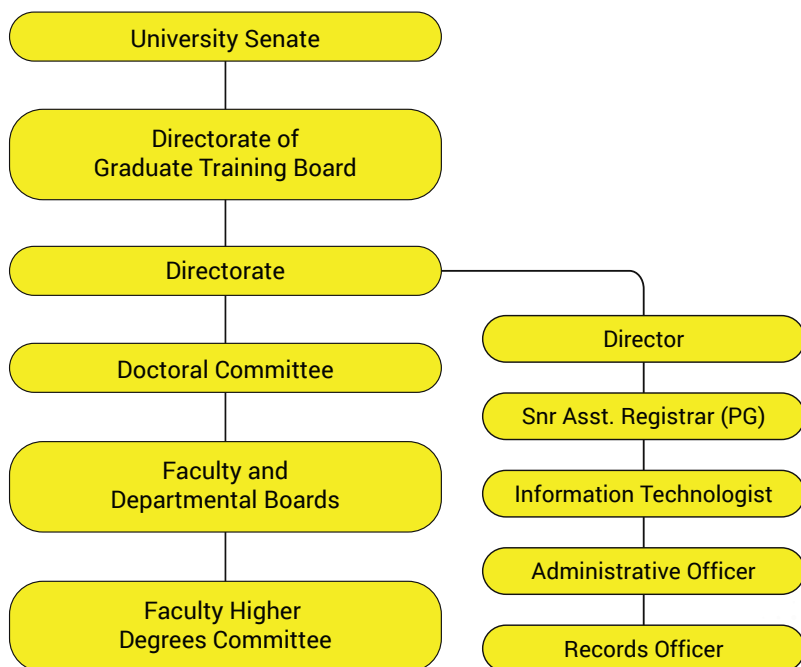
1.5. University Motto

Knowledge is the future

1.6. University Core Values

- Accountability and Transparency
- Professionalism
- Innovativeness
- Equity and Equality
- Teamwork

1.7. Structure of Postgraduate Training at Kabale University



2. SECTION TWO: GENERAL ADMISSION PROCEDURES

2.1. Introduction

The information, regulations and policies in this document are approved by the Kabale University Senate and are in conformity with Uganda National Council for Higher Education guidelines of January 2014.

2.2. General Application Procedures

These apply to both Postgraduate Diploma, Masters degree and Doctoral Degree programmes. Kabale University has two modes of applying for admission to Graduate Programmes as follows;

2.2.1 Physical Applications

Application forms can be obtained from and returned to the Directorate of Graduate Training or from any of our liaison offices in Kampala and Rukungiri. Information on our liaison offices can be got from the University website at www.kab.ac.ug.

2.2.2 Online Applications

- a. Open any browser – in the address/search bar, type **admissions.kab.ac.ug** and search
- b. Click **Sign up** to create an application account (i.e.: set a username and password), thereafter, log in and click **Apply now**. Scroll through to choose the appropriate Entry Scheme and click **Apply now** again
- c. You need to have your academic transcripts/certificates and other required documents scanned and uploaded on the system
- d. After filling in the online form, click **Submit**.
- e. To have your form reflected in the system, you **MUST** have paid application fees of Shs.50,000 plus bank charges for it. Therefore, click **Pay for Form** to generate the Zeepay Reference Number that you will take to any Bank or Bank Agent or use Mobile Money pay method.

2.2.3 Non-Ugandan Students

All Non-Ugandan applicants should take note of the following;

- i. Prospective applicants should have qualifications that are recognized for university entry in Uganda.
- ii. If transcripts are not in English, they must be translated, signed and certified as true copies by the academic authorities of the institution of origin.
- iii. **ONLY** applicants with certified copies of their Academic Transcripts and/or Certificates shall be considered.
- iv. Applicants holding academic qualifications attained outside Uganda MUST attach copies of equivalence documents obtained from the Uganda National Examinations Board (UNEB) or Uganda National Council for Higher Education (NCHE), as may be applicable.
- v. It is the duty of foreign applicants to submit academic documents to UNEB and NCHE for verification and equating of their qualifications. (Contact the International office in the office of the Academic Registrar for more details)
- vi. All prospective international students whose national language is not English must submit evidence of proficiency in the English language.
- vii. International applicants for clinical disciplines shall apply to the Uganda Medical and Dental Practitioners Council for Registration and Practicing License at the time of registering at MUST to enable them to practice and treat patients in the hospital. The Practicing License is renewed annually. Visit the Uganda Medical and Dental Practitioners Council at <http://www.umdpc.com/>
- viii. For further information on specific admission requirements, write to admissions@kab.ac.ug

3. SECTION THREE:

MINIMUM STANDARDS FOR CONDUCTING GRADUATE PROGRAMMES

KAB offers postgraduate programs which are in line with NCHE requirements and classifications but which also meet the international description of the same level. Postgraduate programs at KAB generally comprise of Postgraduate Diplomas, Masters and Doctoral programs.

3.1. Postgraduate Diploma (PgD) Programmes

3.1.1 Introduction

A Postgraduate diploma provides an opportunity to undertake advanced study that will strengthen and deepen your knowledge in a particular discipline or profession. Completion of the qualification gives graduates access to a related master's degree programme. The programmes consist mainly of coursework modules and may include writing a brief research paper under supervision. The duration of study shall be one (1) year and a maximum of two (2) years.

3.1.2 Admission Requirements

- a. The minimum admission requirements to a Postgraduate Diploma or Postgraduate Certificate shall be a relevant bachelor's degree from an institution recognized by NCHE.
- b. In addition, they must have had the minimum entry requirements for the undergraduate degree programme as recommended by the National Council for Higher Education (NCHE). That is Uganda Certificate of Education (UCE) with at least five passes and at least two principal passes at Uganda Advanced Certificate of Education (UACE) or its equivalent.
- c. Clinicians must be registered with the Uganda Medical and Dental Practitioners Council and must have a valid Annual Practicing License. Visit the Uganda Medical and Dental Practitioners Council at <http://www.umdpc.com/>
- d. In addition to the minimum entry requirements, there are specific admission requirements for each programme. The details of which are captured in the respective programme descriptions at <https://www.kab.ug/>

ac.ug/postgraduate-programmes/

3.1.3 Cross-Cutting courses

All Postgraduate Diploma candidates shall be required to undertake the following cross-cutting courses;

i. Computer Applications in Research

This course is intended to introduce students to computer applications that will enable them carry out research effectively. The course content should include formatting of documents, accessing library and information resources, accessing research information from the Internet, exposure to general or specialized statistical packages and others.

ii. Research Methodology:

The aim of this course is to give students the necessary techniques for applying the acquired knowledge and skills in form of a supervised extended essay/project.

3.1.4 Coursework assessments and guidelines

- i. The first two semesters (Year 1) in non-clinical programs shall mainly be used for coursework. Extended essay development may be integrated with coursework at the time when the Research Methods course unit is given.
- ii. Each department shall submit the course results to Faculty Examination Committees/Boards for onward submission to the Postgraduate Training Board and Senate.
- iii. Coursework shall account for 40% of the final examination mark, while university examinations shall account for 60% of the final mark.

3.1.5 Minimum Graduation Requirements

The workload for Postgraduate Diplomas is equivalent to the workload of two semesters. The minimum credit units required for the award of a Postgraduate Diploma shall be Thirty (30) credit units.

3.2. Masters Degree Programmes

3.2.1 Introduction

A Masters Degree or an equivalent qualification provides for the advanced knowledge, skills and abilities beyond the Bachelors degree level.

- a. All Masters Degree students shall take prescribed courses including cross-cutting courses.
- b. Every Masters Degree student shall give at least one seminar in the respective area of research.
- c. Every Masters Degree student shall attend and make presentations at national and international conferences/workshops.

3.2.2 Categories of Masters Degrees

A Master's degree at Kabale University can be earned in any of the following ways;

3.2.2.1 Master's Degree by Coursework and Dissertation (Plan A)

A Masters Degree by coursework and dissertation (sometimes referred to as Plan A) consists of taught courses and a dissertation arising out of a candidate's in-depth research. The coursework component is expected to constitute of 50% of the workload and is normally covered in the first two semesters. The last two semesters are devoted to an in-depth research undertaking, resulting into a dissertation.

Programme Plan for a Masters Degree by Coursework & Dissertation

First Year: Semester One

- i. Attendance of relevant courses in the discipline including crosscutting courses
- ii. Attending seminars and workshops as required by the department

First Year: Semester Two

- i. Attendance of relevant courses in the discipline, including crosscutting courses
- ii. Attending seminars and workshops as required by the responsible unit.
- iii. Extensive review of literature relating to the proposed research report
- iv. Development of the Research Proposal and Research Instruments and their presentation to the relevant committees of the Faculty/School/Institutes. Preferably, a research proposal should be one of the outcomes of the taught research methodology course.
- v. Departmental, School and Faculty Higher Degrees Committees receive and approve the Research Proposal.
- vi. Development of a research plan with guidance from supervisor(s). The research plan should act as a contract between the student, the supervisor and the Institution.

Second Year: Semester One

- i. Presentation of inception plan
- ii. Data collection
- iii. Attending seminars and Workshops required by the responsible unit.

Second Year: Semester Two

- i. Presentation on preliminary findings
- ii. Commencement of Writing Process, Data Analysis and Submission of Dissertation
- iii. Dissertation Examination process
- iv. Oral Defense.

3.2.2.2 Masters Degree by Coursework and Project Report (Plan B)

A Masters Degree by coursework and project report (sometimes referred to

as Plan B) shall consist of taught courses prescribed by an institution and a project report. A Masters 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 candidate is required to apply the acquired knowledge and skills to a practical setting in form of a project/industrial training/field attachment. The project is expected to take at least 6 credit units. This is equivalent to about 270 notional hours.

Programme Plan for a Masters Degree by Coursework and Project

First Year: Semester One

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

First Year: Semester Two

- i. Attendance of relevant courses in the discipline, including crosscutting courses
- ii. Attending seminars and Workshops as required by the responsible academic unit.
- iii. Extensive review of literature relating to the proposed research report.

Second Year: Semester One

- i. Attendance of relevant courses in the discipline, including crosscutting courses
- ii. Attending seminars and Workshops as required by the responsible academic unit.
- iii. Writing of the Research Report under the supervision of a Faculty member

Second Year: Semester Two

Presentation of the Research Report before a panel.

3.2.2.3 Masters Degree by Research Only (Plan C)

A candidate pursuing Masters Degree programme by research only may not receive any structured instruction apart from the cross-cutting courses and selected discipline-related courses that are key to the candidate's research work. The Degree is, therefore, suitable for candidates who are well grounded in research undertaking and have already identified the research direction they intend to pursue. The research report is similar to that of a Masters by coursework and dissertation only that a relatively wider research scope is expected of a Masters by research only.

Programme Plan for a Masters Degree by Research Only

First Year

- i. Attendance of crosscutting courses;
- ii. In case the student's first degree is outside the discipline of the proposed study area, s/he should be encouraged to undertake key undergraduate courses as determined by the Department which will enable him/her to cope with theoretical issues in the discipline;
- iii. Extensive Review of existing scholarly literature related to the proposed topic of study. The student may be requested to present an annotated bibliography to the supervisor before embarking on writing the research proposal;
- iv. Development of the Research Proposal and Research Instruments and their presentation to the relevant committees of the University/Degree awarding;
- v. Institution. Preferably, a research proposal should be one of the outcomes of the taught research methodology course;
- vi. Departmental, School and College Graduate Committees receive and approve the Research Proposal;
- vii. Development of a research plan with guidance from supervisor(s). The research plan should act as a contract between the student, the supervisor and the degree awarding institution;
- viii. Presentation of inception plan;
- ix. Making at least two seminar presentation one of which shall be the proposal.

Second Year

- i. Data collection;
- ii. Attending seminars and workshops required by the department;
- iii. Commencement of Writing process, Data Analysis and Submission of Dissertation;
- iv. Giving seminar presentation on the preliminary findings;
- v. Publication of article;
- vi. Dissertation Examination process;
- vii. Viva voce examination.

3.2.3 Admission Requirements

- a. The minimum admission requirements to a Masters Degree programme by coursework and dissertation or by coursework and project report shall be a relevant bachelors Degree or its equivalent from a higher education institution recognized by NCHE.
- b. The minimum admission requirements for a Masters Degree by research only, shall be a relevant bachelors Degree of at least 2nd class upper division and a relevant Postgraduate Diploma. In addition, at the point of application the student shall have identified a research area and shall be required to present a concept paper on the intended research.
- c. A Postgraduate Diploma in field of specialty or Equivalent shall be an added advantage.
- d. Clinicians must be registered with the Uganda Medical and Dental Practitioners Council and must have a valid Annual Practicing License. Visit the Uganda Medical and Dental Practitioners Council at <http://www.umdpc.com/>
- e. Candidates who hold a professional qualification like the chartered Institute of Purchasing and supply (CIPS), ACCA, OR other professional qualifications will equally be admitted for the Masters degrees.
- f. In addition to the minimum entry requirements, there are specific admission requirements for each programme. The details of which are captured in the respective programme descriptions at www.kab.ac.ug.

3.2.4 Accepting or Declining the offer of Admission

- i. All admitted applicants shall be required to register within 30 days from the beginning of the entry semester/academic year; failure to do so shall imply forfeiting the vacancy, and you shall be obliged to reapply for it in case you are still interested in the Programme.
- ii. Any admitted applicant, who, for some reason is unable to take up the place or register by the end of the registration period, is advised to re-apply for admission and shall compete afresh with the applicants for that academic year.

3.2.5 Duration of Candidature

- a. Candidates undertaking Masters Degree programmes by coursework and dissertation are expected to spend a minimum period of two years and a maximum period of three years.
- b. The two years can be distributed equally between coursework and research.
- c. Students on a Masters Degree programme by coursework and project are expected to undertake extended coursework for three semesters. The coursework load of the third semester is normally reduced to allow students undertake a short project, internship or an industrial attachment. As a result, a Masters Degree programme by coursework and project report may be completed in three semesters or one year for an intensive programme.
- d. The Masters Degree programme by research only can be undertaken for a minimum of three semesters and a maximum period of three years.
- e. Minimum duration of candidature shall be;
 - i. Two years for a Masters Degree programme by coursework and dissertation
 - ii. One year for a Masters Degree programme by coursework and project report.
 - iii. Three semesters (one and a half years) for a Masters Degree programme by research only.
- f. Maximum duration of candidature shall be;

- i. Three years for a Masters Degree programme by coursework and dissertation.
 - ii. Two years for a Masters Degree programme by coursework and project report.
 - iii. Three years for a Masters Degree programme by research only.
- g. In clinical disciplines, the masters programme can be undertaken for a minimum period of three years – full time and a maximum period of five years.

3.2.6 Cross-cutting courses

All Masters Degree candidates shall be required to undertake the following cross-cutting courses;

i. Scholarly Writing and Publication Skills

This course shall be designed to provide candidates with knowledge and practical skills for advanced academic writing and publication of papers, thesis, books and other academic works. Since writing is a skill and a craft, which can be perfected with continuous practice, this course should provide candidates the opportunity to develop the skill practically.

ii. Computer Applications in Research

This course is intended to introduce students to computer applications that will enable them carry out research effectively. The course content should include formatting of documents, accessing library and information resources, accessing research information from the Internet, exposure to general or specialized statistical packages and others.

iii. Research Methodology

The aim of this course is to give students the necessary techniques for applying quantitative and qualitative research methodologies.

3.2.7 Coursework assessments and guidelines

- i. The first two semesters (Year 1) in non-clinical Masters degree programs shall mainly be used for coursework. Research proposal development may be integrated with coursework at the time when the

Research Methods course unit is given.

- ii. For the three (3) year clinical disciplines, course works and clinical shall be spread across five semesters. Special lectures or tutorials shall be arranged at any time during the programme depending on the availability of visiting professors. Research proposal development shall start in third semester (integrated with coursework) or at the time when Research Methods course unit is given. Departments with proposal development as a course unit shall proceed as described in their approved curricula. The proposal shall be approved by the relevant committees by the end of fourth semester before commencement of data collection.
- iii. Students are required to attend all prescribed classes (including lectures, practical, demonstrations, seminars, clinical sessions [for clinical disciplines], and tutorials) as instructed by the Faculties.
- iv. Each department shall submit the course results to Faculty Examination Committees/Boards for onward submission to the Postgraduate Training Board and Senate.
- v. Coursework shall account for 40% of the final examination mark, while university examinations shall account for 60% of the final mark.

3.2.8 Credit Transfer arrangements

- a. Transfer may be applied to all modes of Masters Degrees programmes.
- b. Although every student is at liberty to transfer from one programme or institution to another, admission is at the discretion of the receiving party. The sending party has an obligation to provide relevant up to date academic records for the intending transfer student.
- c. Transfer shall only be permitted for programmes and institutions that are accredited by NCHE or any other mandated competent authority.
- d. Students shall be allowed to transfer credits if they meet the NCHE minimum admission requirement and those of the programme they are applying to transfer to.
- e. Transfer of credits shall be permitted within a period of five years from when the credits were earned.
- f. Credit transfer may take place when the receiving institution is satisfied that courses or modules that have been completed at the sending

institution are relevant to the programme that the student is intending to transfer to.

- g. A student shall be required to earn at least 60% of the total credit units from the institution that will eventually confer the award.

3.2.9 Research Supervision requirements

3.2.9.1 The Research Supervisors

- a. A Masters Degree student shall be allocated no more than two supervisors;
- b. Where a student has more than one supervisor, a mechanism shall be put in place so that all parties are able to supervise effectively without unnecessary conflicts. The major supervisor shall have the final say on any decisions regarding the student's work;
- c. Only Lecturers with relevant doctorates are expected to teach or supervise Master's Degree students;
- d. The Supervisors shall be appointed from among the institution staff or outside in honorary positions;
- e. The supervisor is expected to uphold profession etiquettes and moral principles at all times while relating with the student;
- f. The Supervisor (s) shall not be a relative of the Student;
- g. The Department shall assign the main research supervisor for each registered Postgraduate Diploma and Masters students. A co-supervisor shall be sought where appropriate;
- h. The relevant Department shall recommend to the Directorate of Graduate Training the addition or dropping of a supervisor during the programme and this should be accompanied by a Minute;
- i. The Chief of Graduate Training shall be responsible to appoint research supervisors based on the recommendations from the Department/ Faculty with a minute indicating the assigned supervisors.

3.2.9.2 Appointment and Qualifications of Supervisors

- a. The main supervisor shall primarily be selected from amongst the full-time academic staff members of KAB who is involved in research within the area of the student's interest.
- b. The prospective main supervisor for a Masters Student shall be at the rank of at least a Lecturer.
- c. In case KAB does not have members of academic staff with knowledge and experience in the proposed area of research for master's students, supervisors shall be sourced from other Universities outside KAB. Such supervisors shall receive Honorary Appointments.
- d. If the main supervisor is from a university or institution other than Kabale University, a Memorandum of Understanding (MoU) between the two institutions or individuals on the supervision will be required. Efforts must be made to ensure continuity of effective supervision.
- e. The Department shall determine appropriate research supervisor(s) for a student based on area of interest within the respective speciality/discipline.
- f. The Department shall consult the relevant Faculty where appropriate supervisor(s) are not available.
- g. The maximum number of students supervised by a single person shall be in line with the approved benchmarks for NCHE postgraduate studies on research supervision.

3.2.9.3 Roles of a Supervisor

The primary responsibility of a supervisor is to act as a mentor to the candidate. She/he is therefore required to:

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

- iv. Create an attitude of collegiality so that learning takes place within a community of scholars.
- v. Respect student's reasonable views and ideas on his/her research.
- vi. Assist the student in gaining access to facilities or research materials.
- vii. Advise the student on relevant conferences and journals where to publish.
- viii. Publish the student work via joint authorship with student.

3.2.9.4 Students' Responsibilities

All postgraduate students have a responsibility of devoting their time and energy to engage in research and write their dissertations with the help of their respective Academic Supervisors. Therefore;

- a. All students must accept the programme rules, procedures and standards in which one is registered in;
- b. Make a commitment and show dedicated efforts to gain the background knowledge and skills needed to pursue your research project successfully;
- c. Renew and keep updating their registration status throughout the programme;
- d. Develop a study plan for completion of all stages of their dissertations by adhering to the schedule and meet appropriate deadlines with the help of supervisor(s);
- e. Meet with supervisor(s) at least monthly and submit progress reports every after four (04) months to the Directorate of Graduate Training.
- f. Be responsible and concerned in using university resources accessed through the supervisor(s), and assist in obtaining additional resources where applicable.
- g. Maintain exemplary research records or experimental procedures for further reference where necessary.

3.2.9.5 Research Supervision Workload

A supervisor shall be allocated no more than eight Master's Degree students. Where the supervisor also has PhD students and with the required teaching load, the following alternatives shall apply;

- i. Not more than eight Masters Degree students at any one time.
- ii. Not more than three doctoral students and two Masters Degree students at any one time.
- iii. Not more than two doctoral students and four Masters Degree students at any one time.
- iv. Not more than one doctoral student and six Masters Degree students at any one time.

3.2.10 Procedure for Dispute Resolution in Supervision

3.2.10.1 Student/Supervisor Dispute

- a. In case a student fails to make satisfactory progress or attain satisfactory standard of research work, the primary supervisor shall discuss the matter with the student and document the proceedings using the Supervision Report Form.
- b. In the circumstance where the supervisors may not successfully resolve the matter, a meeting of the candidate, her/his supervisor(s), and the department shall be convened to resolve the matter.
- c. If the performance of the candidate does not improve, the Dean shall refer the matter to the Faculty/School/Institute Higher Degrees Committee for appropriate action and inform the Graduate Board on the action taken.

3.2.10.2 Supervisor/Supervisor Dispute

- a. In cases where supervisors are in conflict, a meeting shall be constituted by the Faculty/School/Institute Higher Degrees Committee to look into the conflict. The student and supervisor(s) may be invited to the meeting.

- b. If there seems to be no solution to the conflict, then a report shall be made to DPGT who may seek guidance from the Deputy Vice Chancellor (Academic Affairs) in matters of high complexity.

3.2.11 Research Proposal Development

- a. A research proposal sets forth a plan of action that the student intends to follow.
- b. The proposal not only justifies an idea and plan of action, but also lays the groundwork for the research study.
- c. The research proposal is an important working document and which over the next few months becomes transformed into the dissertation.

3.2.11.1 Structure of a Research Proposal

- a. A Research proposal for Masters degree programmes will be structured as follows;

PAGES	CONTENT
Preliminary pages	<ol style="list-style-type: none"> i. Title Page ii. Table of Contents iii. List of Tables iv. List of Figure v. Declaration Page vi. Acknowledgments vii. Abstract

PAGES	CONTENT
Chapter One:	i. Introduction of the study
Introduction	ii. Background <ul style="list-style-type: none">• Historical Background• Theoretical Background• Conceptual Background• Contextual Background
	iii. Research Problem
	iv. Conceptual Framework
	v. Purpose of the study/General Objective
	vi. Specific Objectives
	vii. Research Questions
	viii. Research Hypotheses
	ix. Justification of the study
	x. Scope of the study
	xi. Significance of the study
	xii. Organisation of the study
	xiii. Definition of Terms
Chapter Two:	i. Introduction of the chapter
Literature Review	ii. Theoretical review of literature
	iii. Actual Literature review
	iv. Empirical Studies
	v. Synthesis of the literature review

PAGES	CONTENT
Chapter Three:	i. Introduction of the Chapter
Research	ii. Research Approach
Methodology	iii. Research Design
	iv. Population and Sampling <ul style="list-style-type: none"> • Study population/Target Population • Determination of the Sample Size • Sampling techniques & Procedure
	v. Data Collection Methods & Instruments
	vi. Data Quality Control <ul style="list-style-type: none"> • Validity & Reliability • Measurement of Variables • Development of instruments
	vii. Procedure for Data Collection
	viii. Data Analysis Methods
	ix. Ethical Considerations
	x. Limitations of the Study References
	xi. Appendices <ul style="list-style-type: none"> • Work plan/Timelines • Budget • Explanatory Notes • Research Instrument • Data collection tools • Standard operating procedures • Informed Consent Form • Maps, etc

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

3.2.11.2 Recommended Citations

- a. There is variation in the recommended citation methods by Faculties/ Schools/Institutes due to preference in the journals advancing specific disciplines. The following are recommended for different units;

SN	FACULTY/ SCHOOL/ INSTITUTE	PREFERED OR RECOMMENDED REFERENCING STYLE
1	The Kabale University School of Medicine	Vancouver style
2	Faculty of Computing, Library and Information Science	Institute of Electrical and Electronics Engineers (IEEE) that is based on Chicago referencing style American Psychological Association (APA) preferably 6 th / 7 th Edition
3	Faculty of Education	American Psychological Association (APA) preferably 6 th / 7 th Edition
4	Faculty of Social Sciences	American Psychological Association (APA) preferably 6 th / 7 th Edition
5	Faculty of Science	Institute of Electrical and Electronics Engineers (IEEE) that is based on Chicago referencing style American Psychological Association (APA) preferably 6 th / 7 th Edition

SN	FACULTY/ SCHOOL/ INSTITUTE	PREFERRED OR RECOMMENDED REFERENCING STYLE
6	Faculty of Agriculture and Environment Sciences	American Psychological Association (APA) preferably 7 th Edition
7	Faculty of Economics and Management Sciences	American Psychological Association (APA) preferably 6 th / 7 th Edition
8	The Institute of Language Studies	American Psychological Association (APA) preferably 6 th / 7 th Edition
9	The Institute of Tourism and Hospitality Management	American Psychological Association (APA) preferably 6 th / 7 th Edition

- b. It is the responsibility of the supervisor to guide the student regarding the appropriate method of citation. The citation method used in the proposal and ultimately the dissertation shall be uniform.
- c. Find more details on the guidelines for Research Proposal and Dissertation Writing at <https://pgt.kab.ac.ug/downloads/>

3.2.11.3 Research Proposal Approval Procedure

- a. All masters' research proposals shall initially be approved by the supervisor(s). The duly signed copy of the proposal shall be forwarded to the respective department for approval within the first month of the third semester by filling an intention to submit a research proposal for examination form issued at the department.
- b. The research proposal shall go through Internal reviewing and the outcome from the Reviewers shall determine the eligibility of the candidate to present his/her proposal.
- c. The approval at the Department shall be granted after the candidate has presented the proposal to a Departmental or Faculty Higher Degrees Committee (FHDC).

- d. Based on the outcome of the proposal defense, the department shall communicate to the student and supervisors for the student to proceed to a level recommended by the panelists.
- e. Upon submission of the final proposal to the Department, the head of department shall write a clearance letter to the Directorate requesting to forward the student to the Research Ethics Committee for further review. The student shall submit the final/approved proposal to the Directorate of Graduate Training with the following;
 - i. A compliance report signed by both the supervisors and the student;
 - ii. An anti-plagiarism report with a similarity of not more than 25%;
- f. All research proposals involving human and animal subjects shall require ethical approval from KAB Research Ethics Committee (KAB-REC). In this case, the student shall not commence data collection until ethical approval is granted. Students may consult KAB-REC Secretariat before submission.
- g. Further details are available at: <https://www.kab.ac.ug/research/research-ethics-committee/>

3.2.12 Dissertation requirements

- a. The Dissertation shall;
 - i. Show evidence that the candidate has mastered the subject area with a high degree of autonomy including originality and creativity in the application of knowledge, skills and practice in the study area and that s/he is able to present a coherent and justified argument in the application of techniques.
 - ii. Represent a mastery of a study discipline with a high degree of autonomy in the application of knowledge, skills and practice in the study area.
- b. The general outlay of dissertation may differ depending on an institution or discipline. However, the relevant institution organs shall approve any discipline-specific dissertation outlay.
- c. Clearly demonstrate the capacity of the candidate to apply advanced

- body of knowledge in research or professional practice;
- d. Be written in clear and coherent prose. Decisions concerning the scope of the dissertation 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.

3.2.12.1 Format for Dissertation writing

- a. The traditional format normally consists of preliminary pages (the title page, table of contents, abstract) and the main text structured in six basic chapters as follows;
 - i. **Chapter 1:** Introduction (background, statement of the problem, conceptual framework, aims/objectives and research questions, hypothesis, justification also referred to as significance);
 - ii. **Chapter 2:** Literature Review (and Theory depending on discipline);
 - iii. **Chapter 3:** Research Methodology. In a dissertation, the Methodology Chapter is written in past tense. The detailed Methodology is structured by specific objectives.
 - iv. **Chapter 4:** Results;
 - v. **Chapter 5:** Discussion;
 - vi. **Chapter 6:** Conclusion and Recommendations.
- b. After introductory paragraphs and general characteristics, Chapters 4 and 5 are structured in response to specific objectives and written in past tense.
- c. Citation is done appropriately throughout the document with the list of references placed after Chapter 6, but before appendices. There is no citation in the abstract.
- d. More chapters may be added depending on the nature of objectives set to be achieved.
- e. The reference section and any appendices shall follow the last chapter.
- f. Documents put in appendices may include: Ethical approval letter, letters of permission from relevant authorities to collect data, stamped Informed Consent Form, maps, questionnaire and other data collection

tools, Standard Operating Procedures, published papers, accepted manuscripts, etc.

- g. The dissertation shall be subjected to a plagiarism test before submission to examiners.

3.2.12.2 Examination of Dissertations

Upon completion of the dissertation, the candidate signs it together with the supervisor (s) and submits it to the DPGT for examination through the Head of Department and Faculty Dean.

3.2.12.3 Submission Process

- a. A masters' candidate shall have at least one paper published or accepted for publication in a peer reviewed journal at submission of dissertation for examination.
- b. The publications shall be current and within the framework of the dissertation, with the candidate as the principal author. All publications/ accepted papers shall be appended in the dissertation at the time of submission for examination as well as final binding. These appendices shall be appropriately indicated with a number in the body of the dissertation.
- c. Before submission of the dissertation, candidates shall be required to fill in the intention to submit form that can be accessed at the department;
- d. The intention to submit a Master's dissertation shall be made at least two (2) months before actual submission.
- e. The intention to submit thesis/dissertation shall be addressed to the Director DPGT, clearly stating the title and must be endorsed by the supervisor and Head of Department.
- f. The last date of defense to enable a candidate to be listed for the subsequent graduation ceremony shall be two months before graduation.
- g. The Student and Supervisor shall ensure that the thesis/dissertation is checked for plagiarism using the "Turnitin software" before forwarding it for examination. The similarity index of not more than 25% shall be indicated in the submission cover letter.

- h. Three copies of spiral-bound theses/dissertations shall be endorsed by the supervisor(s) and one (01) copy shall be submitted to the DPGT for clearance and the other two (02) copies submitted to the Library and the Faculty respectively.
- i. The DPGT shall dispatch the thesis/dissertation to one External and two internal examiners. The Examiners shall be required to assess the dissertation following standards similar to those applicable to other Postgraduate degrees in all recognized Universities elsewhere.

3.2.12.4 Appointment of Examiners for Dissertation

- a. All examiners shall have PhDs or equivalent qualifications;
- b. External and Internal Examiners shall be recommended by Departments through the Faculty Dean to the DGT for appointment.
- c. The recommendation of new External Examiners shall be accompanied by Faculty/Departmental minutes and Curriculum Vitae.
- d. The DGT shall seek permission from the office of the Vice Chancellor to appoint new External Examiners.
- e. Examiners shall be appointed from the relevant academic disciplines or professions. They shall be persons of seniority in their fields with relevant experience and sufficient knowledge of the subject area to be in position to competently assess the candidate.
- f. External Examiners shall not have been employed by KAB during the last two, three, or four years for a two, three, or four-year programmes respectively.
- g. Information concerning External Examiners shall be kept confidential to candidates.
- h. The DGT shall be the only authorized entity to directly communicate with External Examiners in regard to the examination processes.
- i. There shall be no communication between External Examiner and the Department, Faculty or candidate concerning the examination process without the knowledge of DGT.
- j. If it is established that the candidate, Department, or Faculty is in communication with the External Examiner in regard to the examination process, the process shall be terminated and another External Examiner

shall be appointed to re-start the process.

- k. The Examiners shall be given a period of one month for examining and submitting a detailed report for a Master's dissertation. If the reports are not received within the specified period, new examiners shall be appointed but after sending a remainder of a maximum of two weeks to the examiner.
- l. The Examiners shall be required to submit independent reports on the dissertation as shall be prescribed in the guidelines to external examination.

3.2.12.5 Examination of Dissertation by External & Internal Examiners

- a. If the candidate is a member of staff, examiners shall be external to candidates' Faculty where the staff is employed.
- b. All examiners shall assess the dissertation out of 100 marks. An average shall be obtained and weighted at 60% of the final grade; the remaining 40% is from viva voce examination.
- c. If the examiners detect significant intentional plagiarism, the examination process shall be terminated and the dissertation shall be returned to the DPGT. The suspected plagiarized material shall be reported in writing giving reference to the original plagiarized material.
- d. The plagiarism case shall be investigated by the relevant committees and the DPGT Board. If the candidate is found guilty of the offense of significant intentional plagiarism, he/she shall be recommended to Senate for discontinuation.
- e. If less significant plagiarism is present, in the form of improper referencing or improper use of quotations, these shall be categorized as minor corrections. The student shall be asked to correct the references using referencing software.
- f. If examiners report minor corrections, a viva voce shall be arranged for the candidate. Minor corrections involve typographical errors, issues on writing styles or any other issues as examiners may specify.
- g. If examiners recommend major revisions, a viva voce shall not be organized for the candidate. The candidate shall be advised to revise and re-submit the dissertation for re-examination by the external and

internal examiners.

- h. 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 thesis to undergo major revision.
- i. If there is a disagreement, with at least one examiner recommending the dissertation with minor corrections while another does not recommend the dissertation for the award, the Higher Degrees Committee shall handle such a matter under the chairmanship of the Dean and make recommendations to the Graduate Training Board.
- j. The DPGT shall submit copies of examination reports to the Faculty before the viva voce examination.
- k. The viva voce panel shall have access to dissertation examination reports.
- l. A dissertation shall be rejected if it lacks originality, if it has serious plagiarism issues, if there are issues with the theory, if the methodology is inappropriate or any other issues as examiners may specify.
- m. Cross-examination of each other's candidate is prohibited.
- n. The examiners reports shall be availed to the candidates to address before they can progress to oral defense (viva voce). The candidate shall be required to address all the issues raised by examiners and submit a compliance report approved by the person identified to oversee the corrections.

3.2.12.6 Dissertation Assessment Guidelines for Examiners

Dissertations shall be evaluated and awarded marks in accordance to provisions outlined below. These guidelines are designed to be flexible, since different dissertations may follow slightly different formats.

AWARDED MARKS	GUIDELINES
20 Marks	The thesis/dissertation includes the necessary background material to understand the student's contribution to the field. This information will normally be found in the <i>Introduction, Statement of the Problem, Theory (s), and Literature Review</i> , although different theses and dissertations may need to divide the information differently between chapters in order to present the information most clearly to the reader.
20 Marks	The research contribution is clearly and completely described, giving sufficient detail that the reader can verify that the arguments and methods are correct. It should be possible for a future researcher to continue in the same field based on the level of detail provided. This description will normally be found in the <i>'Research Methodology'</i> Chapter.
50 Marks	The dissertation presents an original contribution to the field of knowledge and represents appropriate intellectual output. This consideration constitutes the majority of marks awarded because it is the core of the postgraduate programme: if there is no original contribution of appropriate significance, then the degree shall not be awarded. The reader will normally determine the extent of the original contribution through the <i>Results, Analysis, and Discussion</i>
5 Marks	The dissertation should clearly motivate its <i>Conclusions and Recommendations</i> .
5 Marks	The <i>Reference section</i> must be sufficiently complete that the reader can easily locate the important resources.

Examiners shall provide an overall assessment basing on the following;

- The dissertation Passes without any revisions/corrections.
- The dissertation passes after minor revisions/corrections specified in

the detailed report and in the thesis itself.

- c. The dissertation must be extensively revised to address the concerns raised in my report and in the thesis itself after which it must be submitted for re-examination.
- d. The dissertation fails outright for the reasons specified in the detailed report and in the thesis itself.
- e. The dissertation is inadequate for an award if it lacks the following;
 - i. Originality;
 - ii. has serious plagiarism issues;
 - iii. inappropriate existing underpinning theory or methodology;
 - iv. has other issues as examiners may specify;
- f. If the candidate is granted the opportunity to resubmit, (s)he will be required to be registered for the academic year for the resubmission process.

3.2.12.7 Viva Voce Examination

- a. Every Masters Degree candidate irrespective of the mode shall be subjected to an oral defense (viva voce);
- b. The candidate shall be formally invited for the public defense by the Faculty Dean on the recommendation of DPGT at least two weeks in advance of the date of defense and in any case not more than 30days after receipt of the all examiners reports.
- c. In case a candidate is not ready to defend the work orally, he/she shall formally apply for postponement of viva voce immediately after an invitation has been made to him/her.
- d. The viva voce examination shall be chaired by the Faculty Dean or his/her delegate.
- e. The venue, panelists, and required facilities for presentation during the oral defense shall be organized by the Faculty with the coordination of the DPGT.
- f. The viva voce examination shall comprise at least five examiners

appointed by the Faculty/School/Institute Board on recommendation of the Departmental board. The composition of the viva voce panel shall be as follows: -

- i. Chairperson who will be the Faculty Dean.
 - ii. External Examiner who examined the dissertation or his/her representative.
 - iii. Internal Examiners who examined the dissertation.
 - iv. Other invited specialists in the field of the candidate's research area.
- g. Supervisors of the candidate shall not be panelists neither can they Chair defenses of their own candidates but may be in attendance;
 - h. A candidate shall make a presentation lasting not more than 20 minutes followed by 30-minute discussion with Examination Panel.
 - i. After the candidate has presented, the Chairperson shall introduce the key issues in the dissertation to the audience and engage him/her.
 - j. Supervisors are not expected to raise any questions during the defense but can make comments;
 - k. The opinions from the audience shall only be used to enrich quality of the dissertation discussion but shall not be used to determine the decision of the examination panel.
 - l. It is the panelists who are supposed to make an independent pass/fail decision based on the oral presentation and the manner in which the candidate responded to the questions and comments raised.

3.2.12.8 Verdict of the Viva Voce Panel

- a. The decision of the panel shall be communicated by the Chairperson to the candidate immediately after the panel has taken that decision.
- b. In case of a successful oral defense, the panel shall recommend award of a Masters Degree and the candidate will be required to submit a final endorsed dissertation/project report to the Directorate of Graduate Training through the Faculty;
- c. In case of a fail, the panelists will make appropriate recommendations.

- d. The panelists shall refrain from discussing the contents of the defense using any communication channels such as staff lists, print and electronic media, social networking sites, blogs to mention but a few.

3.2.13 Project Report Requirements

- a. A student pursuing a Master's degree by coursework and project report shall be required to write a project report. The report shall be in form of a publishable journal article and shall carry no less than six credit units. The report is expected to be written in a clear and coherent prose and the body shall be in the range of twenty to forty pages.
- b. Unlike Master's degree by coursework and research, the project report is not expected to be based on primary data but may be based on secondary data or it may be a report on an internship undertaken by the candidate. It may also be a report arising out of a critical review of literature relating to a particular research topic.
- c. The report shall be examined internally and the candidate shall be subjected to a viva voce.
- d. For the case of reports out of an internship, the viva panel shall consist of supervisors from the organization where internships were carried out.

3.2.14 Publication Requirements

- a. One of the ways candidates can be trained and mentored in scholarly writing is to require them to publish their research findings. Before a manuscript is accepted for publication the authors are provided with opinions on the research undertaken, hence enhancing the quality of the thesis or dissertation.
- b. Normally, candidates pursuing taught Masters Degree programmes (Masters Degree by Coursework and dissertation or Masters Degree by coursework and project report) are not subjected to publication requirements before they can graduate.
- c. Candidate pursuing Masters Degree by research only or those to be awarded MPhil as intermediate qualifications shall be required to have at least one article accepted for publication in a peer reviewed journal.

- d. Every student pursuing a Masters Degree by research only shall be required to have at least one article accepted for publication in a peer-reviewed journal before they can defend their work. It shall be a recent article, within the framework of the dissertation and it may be co-authored.
- e. All Masters Degree students are encouraged to publish their work in peer-reviewed journals or as books.

3.2.15 Minimum Graduation requirements

- a. The workload is determined basing on a two-year Master's Degree programme with coursework and dissertation. During the first two semesters, the candidate undertakes prescribed courses in the programme.
- b. Each course may take at least 45 lecture hours per semester (equivalently three credit units per semester 2). It is expected that for each lecture hour, a student will require two additional hours for other learning activities to be able to master given learning outcomes.
- c. This translates to total learning time (notional hours) of 135 hours for each course per semester.
- d. The workload for the second year of research is considered to be equal to that for year one.
- e. The workload for Masters Degree programme by coursework and project is taken to be a workload for three semesters.
- f. The minimum credit units required for the award shall be as follows;
 - i. Sixty (60) credit units for a Masters Degree by research only or MPhil.
 - ii. Sixty (60) credit units for a Masters Degree by Coursework and Dissertation.
 - iii. Forty-five (45) Credit Units for a Masters Degree by Coursework and Project.

3.2.16 Award of the Degree

- a. The candidate shall be considered for the award of the degree by Senate

if:

- i. All minor corrections are made to the satisfaction of the supervisor(s).
 - ii. All major corrections are made to the satisfaction of the designated person on the viva voce examination panel.
- b. Three final hardcover bound copies and a soft copy signed by the candidate and supervisor(s) are submitted to the Directorate of Graduate Training through the Head of Department and Faculty Dean.
 - c. The bound hardcover of the dissertation shall be BLACK in color.
 - d. The author's name shall be printed on the dissertation along the spine starting with the surname, followed by the initials and year of submission (see sample title pages in Appendix I).

3.2.17 Graduation

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

3.3. Doctoral Degree Programmes

3.3.1 Introduction

A doctoral degree or Doctor of Philosophy or simply doctorate is the highest academic qualification. A doctorate degree programme is an independent, self-directed academic research that makes an original contribution to knowledge and is normally written up in a thesis. A doctoral degree qualifies

individuals who apply substantial body of knowledge to research, investigate and develop new knowledge, in one or more fields of study/investigation, scholarship or professional practice (Benchmarks for NCHE, 2015).

As part of professional development, every PhD candidate shall be required to teach atleast one course at undergraduate or at masters level under the guidance of an experienced academic staff.

3.3.2 Modes of conducting Doctoral programmes;

Doctoral degrees at Kabale University can be earned in any of the following ways;

3.3.2.1 PhD by Coursework and Research

An individual pursuing a doctoral degree by coursework and research is expected to undertake prescribed (advanced, rigorous and intensive) courses in the programme of study. In addition, s/he shall fulfil all thesis and examination requirements.

3.3.2.2 PhD by Research only

A Candidate pursuing doctorate degree programmes by research only receive no structured instruction apart from the cross-cutting courses. A doctorate by research only is generally suitable for individuals who have completed Master's degrees in recent years and who have already identified the research direction they intend to pursue. Such Candidates have been involved heavily in research at a lower level and are desirous to upgrade such research to a doctoral level.

Apart from cross-cutting courses, individuals pursuing doctorate degree by research only are not subjected to any other examinations apart from the examination of the thesis and the public defense.

3.3.2.3 PhD by Publications

A doctoral degree by publications is where papers based upon the candidate's research form a substantial part of the thesis content. Each published paper constitutes a chapter of the thesis. The thesis shall be internally and

externally examined to gauge its suitability for an award of a doctorate by publications.

3.3.2.4 Integrated MPhil/PhD Programme

The Integrated Masters of Philosophy (MPhil) and Doctor of Philosophy (PhD) comprises a taught component leading to the award of an MPhil and a research component leading to the award of a PhD. The students undertake the two components of the programme simultaneously and shall complete both if they are to be awarded the doctorate.

3.3.2.5 Higher Doctorates

A higher doctorate may be awarded upon successful submission, review and defense of work that is original and of high academic distinction that distinguishes an individual as an authority in the field. The research work leading to such an award is normally not supervised but constitutes a distinctive substantial contribution to the study field. Normally, it is PhD holders who apply for higher degrees. Higher doctorates include. Doctor of Laws, Doctor of Science, Doctor of Letters and Doctor of Technology, etc.

3.3.3 Admission Requirements

- a. Minimum admission requirements to a PhD Program will require participants with a Master's degree or equivalent from a recognized university in a related field, with sufficiently good grades and proven research ability.
- b. Applicants must also submit a concept paper on the intended research direction. (Check for the guidelines for writing a concept paper at <https://pgt.kab.ac.ug/>)
- c. A candidate admitted to a PhD by Publications shall;
 - i. Have a masters degree or equivalent in a relevant field of study but shall not have a PhD or equivalent qualification;
 - ii. Be actively involved in research;
 - iii. Apply for admission with at least four peer-reviewed journal

articles, book chapters or ranked peer-reviewed conference papers. The papers shall follow a particular thematic area of study and will form a basis for the award of a PhD;

- iv. Have been published within a period of five years.
- v. Required to undertake all the prescribed crosscutting courses;
- d. A candidate admitted to an integrated MPhil and PhD programme shall;
 - i. Have a relevant bachelors degree of atleast second upper or an equivalent qualification from an institution recognized by NCHE. In case of students with lower than an upper second, there should be evidence of subsequent achievements (e.g, publications or a postgraduate qualification);
 - ii. The candidate will be initially registered for the MPhil component for a minimum period of two academic years and upon successful completion of the MPhil, the candidate shall be eligible for promotion to Phase II of the programme and registered for the PhD on the following conditions;
 - The candidates shall have a CGPA of not less than 3.0.
 - After evaluating the dissertation, the relevant committees of the institution recommend progression to the next stage.
- e. Clinicians must be registered with the Uganda Medical and Dental Practitioners Council and must have a valid Annual Practicing License. Visit the Uganda Medical and Dental Practitioners Council at <http://www.umdpc.com/>
- f. In addition to the minimum entry requirements, there are specific admission requirements for each programme. The details of which are captured in the respective programme descriptions.

3.3.4 Accepting or Declining the offer of Admission

- i. All admitted applicants shall be required to register within 30 days from the beginning of the entry semester/academic year; failure to do so shall imply forfeiting the vacancy, and you shall be obliged to reapply for it in case you are still interested in the Programme.
- ii. Any admitted applicant, who, for some reason is unable to take up the place or register by the end of the registration period, is advised to

re-apply for admission and shall compete afresh with the applicants for that academic year.

3.3.5 Duration of Candidature

3.3.5.1 PhD by Research Only

The candidate is expected to spend a minimum period of three years and a maximum period of five years. The maximum period takes into consideration interruptions beyond the candidate's control. The three-year period may be planned as follows:

First Year

The student is on probation subject to the approval of his/her research proposal by the different organs of the institution. The key academic activities during this year include:

- i. Taking cross-cutting courses
- ii. Extensive review of literature related to the topic of study and exposure to the current academic debates relating to the selected topic.
- iii. Attending seminars and Workshops
- iv. Development and defense of the research proposal

Second Year

Second year is essentially a year for starting serious research and should also involve data collection where applicable. Candidates should also finish any cross-cutting courses that for some reason could not be completed in year one. They should also endeavor to attend more seminars and workshops. During the second year, candidates should present their preliminary work at a seminar and may be able to present their first paper.

Third Year

This year should essentially be devoted to data Analysis, Presentation and

publication of findings to fulfill publication requirements. During the first part of third year candidates should be able to conduct one seminar presentation on the preliminary findings and be able to make a presentation on the second paper. Towards the end of third year, candidates should be able to publish at least two papers.

During the period of candidature, a candidate shall be required to give presentations on each of the following:

- i. A review of the literature/academic debates in the field of study.
- ii. Proposal
- iii. Preliminary findings

3.3.5.2 PhD by Coursework and Research

The candidate is expected to spend a minimum period of three years and a maximum period of six years. The three-year period may be planned as follows:

First Year

The candidate undertakes at least three courses per semester and each course should carry at least 2 credit units (30 contact hours). The courses at this level are expected to be very intensive and rigorous. It is therefore expected that for each contact hour, a student will require three additional hours for other learning activities to be to master given learning outcomes. This translates to total learning time (notional hours) of 120 hours for each crosscutting course or 360 total learning hours per semester.

Second Year

During second year, the candidate is expected to complete coursework including crosscutting courses. S/he is also expected to submit and defend a research proposal.

Third and Fourth Year

The activities of third and fourth years in general match respectively those of second and third year for a research only doctorate above.

3.3.5.3 PhD by Publications

The candidate is expected to spend a minimum period of two years and a maximum period of three years. During the candidature, the standards below shall be followed:

- a. The candidate shall be required to undertake all the prescribed crosscutting courses.
- b. The candidate shall be required to give at least four seminar presentations.
- c. All publications incorporated into the thesis shall be based on the candidate's own research.
- d. Depending upon the length of the papers, the normal requirement is that a minimum of 6 papers is required for the award of a doctorate. At least two of the six papers shall have been written at the awarding institution.
- e. Papers selected should be peer-reviewed journal articles, book chapters or ranked peer-reviewed conference papers (evidence of publication or acceptance for publication should be included as an appendix to the thesis).
- f. When jointly authored papers are included, the candidate shall be the principal author and the contribution of the candidate shall be clearly spelt out and should be endorsed by all other authors.
- g. Where several published papers are included, they should be sequential in their presentation of research findings and should conform to the requirements of a doctoral thesis.
- h. Any thesis presented incorporating publications shall still have a structure resembling a typical thesis, in the relevant discipline and shall read as a coherent whole. The thesis shall have:
 - i. An introduction, which acts as a framework describing the scope

of the published work, clearly articulating the major question or arguments that the body of the published work addresses, placing the published research into context, using the key relevant literature and highlighting the significance of the major questions

- ii. Unless one of the published papers is a review of the existing body of knowledge in the field, there should be a chapter that reviews the literature to provide a context for the published papers.
 - iii. A methodology chapter, discussing the overall approach and broad methodologies. Though it is also possible for each of the incorporated chapters to deal with methodological issues.
 - iv. A series of “data chapters” each comprising of a published paper or manuscript accepted for publication.
 - v. Chapters, which have not yet been published should be presented in the format for publication, though shall be made clear to the examiner, the status of these papers (drafts, submitted to a specific journal, etc).
 - vi. Even though the incorporated publications should be “stand alone” chapters, a brief bridge of one or two paragraphs, at the end of each chapter, explaining how each paper related to, extends or builds upon the previous ones, should be included.
 - vii. A concluding chapter, which summarizes the major findings of the body of published work, clearly articulating the degree to which the body of published work answers the major questions or supports the major arguments, draws overall conclusions, links the research with the established body of knowledge, and clearly describes how the published body of work makes an original contribution to knowledge in the field.
- i. Examination Requirements: The doctoral thesis by publications shall be subjected to examinations and viva-voce requirements like any other modes.

3.3.5.4 Integrated MPhil and PhD Programmes

The candidate is expected to spend a minimum period of two years and a maximum period of three years. During the candidature, the standards below shall be followed:

- a. The candidate will be initially registered for the MPhil component for a minimum period of two academic years and upon successful completion of the MPhil, the candidate shall be eligible for promotion to Phase II of the programme and registered for the PhD on the following conditions;
 - i. The candidates shall have a CGPA of not less than 3.0.
 - ii. After evaluating the dissertation, the relevant committees of the institution recommend progression to the next stage.
- b. The candidate shall have the option to quit the programme after obtaining the MPhil degree.
- c. All assessments for the taught elements will be subject to the same requirements/regulations as for the taught components of a Masters degrees programme.
- d. The standards for assessment of Masters dissertations shall apply to the MPhil dissertation. In addition, the MPhil candidate shall be required to have at least one article published or accepted for publication in a peer-reviewed journal.
- e. All relevant benchmarks for PhD by research shall apply to the PhD component of the integrated programme.

3.3.6 Cross-Cutting Courses

- a. All doctoral candidates shall be required to undertake the following cross-cutting courses;

- i. **Philosophy of Science**

This course is expected to cover the nature and scope of knowledge. The course questions what knowledge is and how it can be acquired, and the extent to which knowledge pertinent to any given subject or entity can be acquired.

- ii. **Research Methodology**

This course gives doctoral students the necessary grounding in quantitative and qualitative paradigm necessary for research. At a doctorate level, this course is not just intended to focus on

research methods, but rather on the theoretical analysis of the body of methods and principles associated with a particular branch of knowledge. It should encompass concepts such as paradigm, theoretical and conceptual models, phases and quantitative or qualitative techniques. The choice of techniques will largely depend on the subject area and the academic background of the candidates but they should be high level commensurate with expected doctorate standards.

iii. Introduction to Institution Pedagogy

Since most doctorate students end up as institution academic staff upon the completion of their programme, it is important that they are exposed to pedagogical courses as part of their training.

iv. Scholarly Writing and Publication Skills

This course shall be designed to provide PhD candidates with knowledge and practical skills for advanced academic writing and publication of papers, thesis, books and other academic works. The course should cover key aspects in writing and publishing process of scholarly works including selecting titles, making outlines, drafting, reviewing and editing. The course should also cover key types of academic writing and referencing styles including logical argumentation styles, descriptive or narrative styles, citation and referencing styles and presentation of statistics. Since writing is a skill and a craft which can be perfected with continued practice, this course should provide PhD candidates the opportunity to develop the skill practically.

v. Computer Applications in Research

This course is intended to introduce students to computer applications that will enable them carry out research effectively. The course content should include formatting of documents, accessing library and information resources, accessing research information from the internet, exposure to general or specialized statistical packages and others.

- b. Each cross-cutting course shall take at least 30 lecture hours. It is expected that for each contact hour, a student will require three additional hours for other learning activities to be to master given learning outcomes. This translates to total learning time (notional hours) of 120 hours for each cross-cutting course.

3.3.7 Coursework assessments and guidelines

- a. All doctoral students shall complete and pass the crosscutting courses; and relevant courses offered at the Faculties as advised by supervisors and Doctoral Committees. All crosscutting courses shall preferably be completed within the first two semesters of the programme.
- b. A student pursuing a doctorate by course-work and thesis (the taught PhD) shall complete a number of course units that may vary by discipline. The student shall work with supervisor(s) to select appropriate optional courses from within and outside the Faculty. The student will then spend approximately two years engaging in research and writing the thesis under the guidance of the supervisor(s) and Doctoral Committee.
- c. The student is required to have minimum credit units as prescribed in the programme document in order to graduate.
 - i. As part of monitoring progress, the student shall present his/her research at least three times after initial registration on the programme before submitting a final approved proposal. Presentations shall be scheduled at Department level, Faculty level and at Higher Degrees/PhD forum.
 - ii. Students are required to attend all prescribed classes (including lectures, practical, demonstrations, seminars, clinical sessions [for clinical disciplines], and tutorials) as instructed by the Faculties.
 - iii. Each department shall submit the course results to Faculty Examination Committees/Boards for onward submission to the Postgraduate Training Board and Senate.
 - iv. Coursework shall account for 40% of the final examination mark, while university examinations shall account for 60% of the final mark.

3.3.8 Credits Transfer arrangements

- a. A doctoral student who wishes to transfer credits from another institution of Higher Learning to KAB shall make a formal application to the Academic Registrar, through the Faculty Dean and submit it to the Directorate of Graduate Training.

- b. The application shall be reviewed by the Faculty to establish suitability of the candidate before it is considered by the DGT Board, and consequently the Admissions Committee. The guidelines shall include the following;
 - i. Both the releasing institution and academic programme from which the credits to be transferred must be accredited by NCHE.
 - ii. Any applicant/student who wishes to transfer credits from another institution to Kabale University shall:
 - Satisfy minimum admission requirements for the respective programme;
 - Be required to earn at least 60% of the total credit units of the academic programme at Kabale University;
 - Have earned a CGPA of not less than 3.0 out of the credits covered at the releasing institution.
 - iii. Regarding exemption of crosscutting courses, the relevant departments shall jointly deliberate upon the matter and recommend/report as appropriate to the Senate;
 - iv. Holders of qualifications with a pass class shall not receive any exemption.

3.3.9 Research Supervision requirements

3.3.9.1 The Research Supervisors

- a. A PhD candidate shall have a minimum of two research supervisors who shall provide joint supervision. The PhD supervisors shall be selected at the time of presenting the concept paper where the main supervisor shall be identified before admission. All PhD supervisors shall appear on the admission letter.
- b. The Doctoral Committee shall recommend to DPGT the addition or dropping of a doctoral supervisor during the programme where necessary.
- c. Members of the supervisory team shall have either research subject matter expertise and/or expertise in supervising PhD students.
- d. The role of each member of the supervisory team may differ based on discipline, and nature of the PhD research.

- e. The team shall be led by a major supervisor who will be the point of contact. Other members of the team will play a supporting role by bringing additional or different subject expertise, and are called co-supervisors.
- f. The major supervisor shall be an accomplished academician at a level of senior lecturer or higher within the institution ranks and shall have published at least five publications in the relevant area.
- g. A person to supervise a PhD student as a major supervisor 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. Non-experts in the subject area and those who acquired PhDs no more than two years may be involved as co-supervisors.
- h. Supervisors shall be appointed from among the institution staff or outside in honorary positions.
- i. A person shall not be designated as a major supervisor to a doctoral candidate unless s/he has previously co-supervised at least one doctoral candidate to successful completion.
- j. The Directorate of Graduate Training shall put in place a mechanism to enable all supervisors to meet regularly (physically where possible or electronically) and agree on the direction of study. The major supervisor shall have the final say on any decisions regarding the candidate's work.
- k. The supervisor is expected to uphold professional etiquettes and moral principles at all times while relating with the candidate.
- l. A supervisor shall not be a relative of the candidate or have any conflict of interest that might affect the quality of supervision.

3.3.9.2 Appointment and Qualifications of Supervisors

- a. The main supervisor shall primarily be selected from amongst the full-time academic staff members of KAB who is involved in research within the area of the student's interest.
- b. The main supervisor for a PhD student shall be a holder of a PhD; at the rank of a Senior Lecturer and with experience in postgraduate student supervision as evidenced by the curriculum vitae.
- c. The Chief, Graduate Training shall appoint supervisors on receipt of

a formal communication from the Department/Faculty with a minute recommending the assigned supervisors.

- d. The Department shall determine appropriate research supervisor(s) for a student based on area of interest within the respective specialty/discipline.
- e. The maximum number of students supervised by a single person shall be in line with that recommended by NCHE postgraduate guidelines.

3.3.9.3 Roles of a Supervisor

The primary responsibility of a supervisor is to act as a mentor to the candidate. She/he is therefore required to:

- a. Provide an environment that stimulates and encourages students to learn and work independently.
- b. Provide guidance on planning and execution of a suitable and manageable research project
- c. Guide the student on ethical considerations and intellectual property rights.
- d. Create an attitude of collegiality so that learning takes place within a community of scholars.
- e. Respect student's reasonable views and ideas on his/her research.
- f. Assist the student in gaining access to facilities or research materials.
- g. Advise the student on relevant conferences and journals where to publish.
- h. Publish the student work via joint authorship with student.

3.3.9.4 Student Responsibilities

All postgraduate students have a responsibility of devoting their time and energy to engage in research and write their theses or dissertations with the help of their respective Academic Supervisors. Therefore, you are expected to:

- a. All students must accept the programme rules, procedures and standards in which one is registered in;
- b. Make a commitment and show dedicated efforts to gain the background knowledge and skills needed to pursue your research project successfully;
- c. Renew and keep updating your registration status throughout the programme;
- d. Develop a study plan for completion of all stages of your dissertation/ thesis project, adhere to the schedule and meet appropriate deadlines with the help of your supervisor(s);
- e. Meet with supervisor(s) at least monthly and submit progress reports every after six months to the Directorate of Graduate Training.
- f. Give serious consideration to the advice and criticisms received from supervisor(s) and other members of the Doctoral committee.
- g. Be responsible and concerned in using university resources accessed through the supervisor(s), and assist in obtaining additional resources where applicable.
- h. Review the literature regularly and keep literature survey up-to-date.
- i. Maintain exemplary research records or experimental procedures for further reference where necessary.

3.3.9.5 Research Supervision Workload

A supervisor shall be allocated no more than four doctoral students at any one time. Where the supervisor also has Masters degree students and with the required teaching load, the following alternatives shall apply;

- i. Not more than three doctoral students and two Masters Degree students at any one time.
- ii. Not more than two doctoral students and four Masters Degree students at any one time.
- iii. Not more than one doctoral student and six Masters Degree students at any one time.

3.3.9.6 Procedure for Dispute Resolution in Supervision

1. Student/Supervisor Dispute

- a. In case a student fails to make satisfactory progress or attain satisfactory standard of research work, the primary supervisor shall discuss the matter with the student and document the proceedings using the Supervision Report Form.
- b. In the circumstance where the supervisors may not successfully resolve the matter, a meeting of the candidate, the supervisor(s), and members of the Doctoral Committee shall be convened to resolve the matter.
- c. At this stage, the issues shall be communicated in writing to the Faculty/School Dean/ Higher Degrees Committee for intervention.
- d. If the performance of the candidate does not improve, the Dean shall refer the matter to the Faculty/School/Institute Higher Degrees Committee for appropriate action.
- e. If a supervisor(s) fails to provide adequate guidance to her/his student, the student shall first discuss the matter with the supervisor(s). However, if the supervisor(s) do not cooperate, then the student shall request the Doctoral Committee to intervene.
- f. The Doctoral Committee shall immediately convene a meeting to discuss the matter together with the Chief, DPGT, Head of Department and Dean. The student and supervisor(s) may be invited to attend the meeting.
- g. If the Supervision Team/ Doctoral Committee fails to resolve the matter, the Faculty Dean shall forward the matter to the Graduate Training Board.

2. Supervisor/Supervisor Dispute

- a. In cases where supervisors are in conflict, a meeting shall be constituted by the Doctoral Committee to look into the conflict together with the head of department and Faculty Dean. The student and supervisor(s) may be invited to the meeting.

- b. If there seems to be no solution to the conflict, then a report shall be made to Graduate Training Board who may seek guidance from the Deputy Vice Chancellor (Academic Affairs) in matters of high complexity.

3.3.10 Research Proposal Development

- a. The proposal not only justifies an idea and plan of action, but also lays the groundwork for the research study.
- b. The research proposal is an important working document and which over the next few months becomes transformed into the thesis.

3.3.10.1 Structure of a Research Proposal

- a. A Research proposal for Doctoral degree programmes will be structured as follows;

PAGES	CONTENT
Preliminary pages	i. Title Page
	ii. Table of Contents
	iii. List of Tables
	iv. List of Figures
	v. Declaration Page
	vi. Acknowledgments
	vii. Abstract

PAGES	CONTENT
Chapter One:	i. Introduction of the study
Introduction	ii. Background <ul style="list-style-type: none"> • Historical Background • Theoretical Background • Conceptual Background • Contextual Background
	iii. Research Problem
	iv. Conceptual Framework
	v. Purpose of the study/General Objective
	vi. Specific Objectives
	vii. Research Questions
	viii. Research Hypotheses
	ix. Justification of the study
	x. Scope of the study
	xi. Significance of the study
	xii. Organisation of the study
	xiii. Definition of Terms
Chapter Two:	i. Introduction of the chapter
Literature Review	ii. Theoretical review of literature
	iii. Actual Literature review
	iv. Empirical Studies
	v. Synthesis of the literature review

PAGES	CONTENT
Chapter Three:	i. Introduction of the Chapter
Research	ii. Research Paradigm/Philosophy
Methodology	iii. Research Approach
	iv. Research Design
	v. Population and Sampling
	<ul style="list-style-type: none"> • Study population/Target Population • Determination of the Sample Size • Sampling techniques & Procedure
	vi. Data Collection Methods & Instruments
	vii. Data Quality Control
	<ul style="list-style-type: none"> • Validity & Reliability • Measurement of Variables • Development of instruments
	viii. Procedure for Data Collection
	ix. Data Analysis Methods
	x. Ethical Considerations
	xi. Limitations of the Study References
	xii. Appendices
	<ul style="list-style-type: none"> • Work plan/Timelines • Budget • Explanatory Notes • Research Instrument • Data collection tools • Standard operating procedures • Informed Consent Form • Maps, etc

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

3.3.10.2 Recommended Citations

- a. There is variation in the recommended citation methods by Faculties/ Schools/Institutes due to preference in the journals advancing specific disciplines. The following are recommended for different units;

SN	FACULTY/ SCHOOL/ INSTITUTE	PREFERED OR RECOMMENDED REFERENCING STYLE
1	The Kabale University School of Medicine	Vancouver style
2	Faculty of Computing, Library and Information Science	Institute of Electrical and Electronics Engineers (IEEE) that is based on Chicago referencing style American Psychological Association (APA) preferably 6 th / 7 th Edition
3	Faculty of Education	American Psychological Association (APA) preferably 6 th / 7 th Edition
4	Faculty of Social Sciences	American Psychological Association (APA) preferably 6 th / 7 th Edition
5	Faculty of Science	Institute of Electrical and Electronics Engineers (IEEE) that is based on Chicago referencing style American Psychological Association (APA) preferably 6 th / 7 th Edition

SN	FACULTY/ SCHOOL/ INSTITUTE	PREFERRED OR RECOMMENDED REFERENCING STYLE
6	Faculty of Agriculture and Environment Sciences	American Psychological Association (APA) preferably 7 th Edition
7	Faculty of Economics and Management Sciences	American Psychological Association (APA) preferably 6 th / 7 th Edition
8	The Institute of Language Studies	American Psychological Association (APA) preferably 6 th / 7 th Edition
9	The Institute of Tourism and Hospitality Management	American Psychological Association (APA) preferably 6 th / 7 th Edition

- c. It is the responsibility of the supervisor to guide the student regarding the appropriate method of citation. The citation method used in the proposal and ultimately the thesis shall be uniform.

Find more details on the guidelines for Research Proposal and Dissertation Writing at <https://pgt.kab.ac.ug/downloads/>

3.3.10.3 Research Proposal Approval Procedure

- All PhD research proposals shall initially be approved by the supervisor(s). The duly signed copy of the proposal shall be forwarded to the respective department for approval within the first month of the third semester by filling an intention to submit a research proposal for examination form issued at the department.
- The research proposal shall go through both External and Internal reviewing and the outcome from the Reviewers shall determine the eligibility of the candidate to present his/her proposal.
- The proposal shall be presented and submitted for approval during the period of Provisional Admission (for PhD students by Research only).
- The approval at the Department shall be granted after the candidate

has presented the proposal to a Departmental or Faculty Higher Degrees Committee (FHDC). The Committee shall include at least two members of the Doctoral Committee, the supervisor(s) and senior researchers knowledgeable in the area of study.

- e. Based on the outcome of the proposal defense, the department shall communicate to the student and supervisors on the next steps as recommended by the panelists.
- f. Upon submission of the final proposal to the Department, the head of department shall write a clearance letter to the Directorate requesting to forward the student to the Research Ethics Committee for further review.
- g. The student shall submit the final/approved proposal to the Directorate of Graduate Training with the following;
 - i. A compliance report signed by both the supervisors and the student;
 - ii. An anti-plagiarism report with a similarity of not more than 25%;
- h. All research proposals involving human and animal subjects shall require ethical approval from KAB Research Ethics Committee (KAB-REC). In this case, the student shall not commence data collection until ethical approval is granted. Students may consult KAB-REC Secretariat before submission. Further details are available at: <https://www.kab.ac.ug/research/research-ethics-committee/>

3.3.11 The Doctoral Committee (DC)

The role of the DC is to guide doctoral students in the art and science of scholarship. The composition of the DC should ensure multi disciplinarily for the benefit of the student.

3.3.11.1 Duties of the Doctoral Committee

The duties of the Committee are to:-

- a. Recommend for approval PhD Research Proposals to the relevant Board of Postgraduate Training.

- b. Review the progress reports from the student and supervisors.
- c. Identify the external and internal examiners for appointment and recommend to the Board of Postgraduate Training.
- d. Identify other academic and research opportunities, both inside and outside the institution (e.g. conferences, workshops, etc).

3.3.11.2 Membership of the Doctoral Committee

- a. Membership including supervisors shall be four (4) to six (6) individuals and shall not be less than four at any one time;
- b. A DC shall be set up at Faculty level principally constituted by at least two members from the major field of study (two may be supervisors or potential supervisors), Head of Department where the student belongs or Deputy Dean/ Faculty Research Coordinator and two other experts (minor field) deemed helpful in the pursuit of the proposed research in question.
- c. It is mandatory to have at least one member outside the Faculty.
- d. The DC shall be endorsed by the Dean or Deputy Dean immediately after approval of the candidate's concept paper and recommended for admission or following successful completion of the qualifying exams (where applicable).
- e. The Committee chair shall be identified at the first meeting with an input from the doctoral student.
- f. The Committee may be responsible for more than one PhD student, and the department may have more than one (1) DC.
- g. The DC shall meet on a regular basis (about 2-4 times in year 1; 1-2 times in year 2; and 2-3 times in year 3 during data analysis, manuscript writing and submission and the final reporting period).
- h. A minimum of 3-5 progress reports from the DC plus evidence of two publications in peer reviewed journal(s) and one manuscript are expected key outputs before the candidate is awarded the PhD.
- i. The DC ceases when the candidate has passed viva voce (oral examination) and has submitted to DPGT the final thesis endorsed by the supervisor(s).

3.3.11.3 Guidelines for the Doctoral Committee

i. Assessment of Research Concept and final Proposal

Whereas the prospective supervisor(s) would have been involved much earlier in the inception and research concept production, the DC shall assess the following:

- a. The applicant credentials and worthiness for PhD based on:
 - i. The set admission criteria and other university regulations.
 - ii. Past experience, performance and past records (where available), Recommendations and other attributes.
 - iii. Evidence of ability to write clearly and concisely.
- b. The concept and final research proposed for its academic character, feasibility/achievability within the time frame and depth. The committee shall reject or recommend the concept/proposal with revisions.
- c. High risk projects may only be acceptable if the applicant indicates alternative strategies, should the initial plan of action prove unfeasible.
- d. Intellectual challenges and merits of the proposed research.
- e. Quality and range of research opportunities and the training environment and facilities available at the department and university.
- f. Make sure the safety/ ethical/legal considerations are covered and have been adhered to.
- g. The student's competences/ skills and needs and recommend courses envisaged to be of high relevance to enhance the progress.

ii. Identification of Supervisors

- a. The DC may identify and nominate amongst themselves with an input from the student a minimum of two supervisors for approval by DPGT Board. One supervisor shall preferably be a KAB staff and the other(s) could be anywhere in the world as long as they are accessible to the student.

- b. Build linkages and forge collaborations to broaden the network of the student and guidance in career.

iii. Performance monitoring

The DC shall:

- a. Review the independent reports from the student and supervisors, and send recommendations to DPGT and Faculty.
- b. Monitor timely student progress reporting.
- c. Identify external and internal examiners and recommend to DPGT for appointment.
- d. Identify other research and academic opportunities both inside and outside KAB (such as conferences, workshops, training, collaborating industries, research centers, labs, etc).
- e. The DC (excluding the supervisors) shall be part of the viva voce Committee.

3.3.11.4 The PhD Study/Work Plan and Progress Report

- a. The PhD work plan or study plan is a detailed structure of the systematic process of undertaking the various activities leading to the completion of the PhD programme.
- b. Every PhD student shall be required to develop and present for approval a comprehensive study plan to guide them in their studies.
- c. Faculties/Schools/Institutes shall establish mechanisms for review, approval and monitoring the implementation of PhD study plans.
- d. The Directorate and Faculties/Schools/Institutes shall develop clear guidelines and procedures for progress reporting by PhD students.
- e. The Directorate and Faculties/Schools/Institutes shall develop clear guidelines and procedures for extension of study period to students who, for sound reasons, are unable to complete their studies within the prescribed time and in accordance with the approved study plan. Any approval of extension of study period should require the student to develop and present for approval a completion plan (a revised study

plan).

- f. The Directorate of Graduate Training shall require at least two annual progress reports from each PhD candidate endorsed by the major supervisor.

3.3.12 Thesis Requirements

3.3.12.1 Format for Thesis writing

- a. The traditional format normally consists of preliminary pages (the title page, table of contents, abstract) and the main text structured in six basic chapters as follows;
 - i. Chapter 1: Introduction (background, statement of the problem, conceptual framework, aims/objectives and research questions, hypothesis, justification also referred to as significance);
 - ii. Chapter 2: Literature Review (and Theory depending on discipline);
 - iii. Chapter 3: Research Methodology. In a thesis, the Methodology Chapter is written in past tense. The detailed Methodology is structured by specific objectives.
 - iv. Chapter 4: Results;
 - v. Chapter 5: Discussion;
 - vi. Chapter 6: Conclusion and Recommendations.
- b. After introductory paragraphs and general characteristics, Chapters 4 and 5 are structured in response to specific objectives and written in past tense.
- c. Citation is done appropriately throughout the document with the list of references placed after Chapter 6, but before appendices. There is no citation in the abstract.
- d. More chapters may be added depending on the nature of objectives set to be achieved.
- e. The reference section and any appendices shall follow the last chapter.
- f. Documents put in appendices may include: Ethical approval letter, letters of permission from relevant authorities to collect data, stamped

Informed Consent Form, maps, questionnaire and other data collection tools, Standard Operating Procedures, published papers, accepted manuscripts, etc.

- g. Detailed guidelines for writing a Thesis and Dissertation are containing in the "Research Proposal and Dissertation/Thesis writing document" at the Directorate website at, <https://pgt.kab.ac.ug/downloads/>

3.3.12.2 Examination of the Thesis

Upon completion of the thesis, the candidate signs it together with the supervisor (s) and submits it to the Directorate of Graduate Training for examination through the Head of Department and Faculty Dean.

3.3.12.3 Submission Process

- a. A doctoral candidate shall have a minimum of two articles published or accepted for publication in peer reviewed journal(s) at the time of submission of the thesis for examination.
- b. The publications shall be current and within the framework of the thesis, with the candidate as the principal author. All publications/ accepted papers shall be appended in the thesis at the time of submission for examination as well as final binding. These appendices shall be appropriately indicated with a number in the body of the thesis.
- c. A Doctoral candidate MUST have attended and presented before at least two (02) International conferences organized nationally or internationally and attained a certificate of presentation/attendance.
- d. A Doctoral candidate MUST have done at least one (01) research seminar presentation before submitting the Thesis for examination.
- e. The Doctoral candidate shall prepare to present a Work in progress report to the Faculty Doctoral Committee for further guidance before he/she submits the final report for external examination by filling in a request form downloaded from <https://pgt.kab.ac.ug/downloads/>
- f. Before submission of the thesis, candidates shall be required to express the "intention to submit" their work by filling in the form for Intention to submit a thesis for examination form downloaded from <https://pgt.kab.ac.ug/downloads/>

- g. The intention to submit a Doctoral thesis shall be made at least three (3) months before actual submission.
- h. The intention to submit forms shall be picked from the respective department, filled and submitted to the Directorate of Graduate Training, clearly stating the title and must be endorsed by the supervisor (s) and Head of Department.
- i. The last date of defense to enable a candidate to be listed for the subsequent graduation ceremony shall be two months before graduation.
- j. The Student and Supervisor shall ensure that the thesis is checked for plagiarism using the "Turnitin software" before forwarding it for examination. The similarity index of **not more than 25%** shall be indicated in the submission cover letter.
- k. Three copies of spiral-bound theses shall be endorsed by the supervisor(s) and submitted to the DPGT for clearance and dissemination to the examiners.

3.3.12.4 Appointment of Examiners for Thesis

- a. The External and Internal Examiners shall be recommended by Departments through the Faculty Dean to the DPGT for appointment.
- b. The recommendation of new External Examiners shall be accompanied by Faculty/Departmental minutes and Curriculum Vitae.
- c. The DPGT shall seek permission from the office of the Vice Chancellor to appoint new External Examiners.
- d. Examiners shall be appointed from the relevant academic disciplines or professions. They shall be persons of seniority in their fields with relevant experience and sufficient knowledge of the subject area to be in position to competently assess the candidate.
- e. External Examiners shall not have been employed by KAB during the last two, three, or four years for a two, three, or four-year programmes respectively.
- f. Information concerning External Examiners shall be kept confidential to candidates.
- g. The DPGT shall be the only authorized entity to directly communicate

with External Examiners in regard to the examination processes.

- h. There shall be no communication between External Examiner and the Department, Faculty or candidate concerning the examination process without the knowledge of DPGT.
- i. If it is established that the candidate, Department, or Faculty is in communication with the External Examiner in regard to the examination process, the process shall be terminated and another External Examiner shall be appointed to re-start the process.
- j. The Examiners shall be required to submit independent reports on the thesis as shall be prescribed in the guidelines to external examination.

3.3.12.5 Examination of Thesis by External and Internal Examiners

- a. The Examiners shall be given a period of three months to submit a detailed report for a Doctoral thesis. If the reports are not received within the specified period, new examiners shall be appointed but after sending a remainder of a maximum of two weeks to the examiner.
- b. All examiners shall assess the thesis out of 100 marks. An average shall be obtained and weighted at 60% of the final grade; the remaining 40% is from viva voce examination.
- c. If the examiners detect significant intentional plagiarism, the examination process shall be terminated and the thesis shall be returned to the DPGT. The suspected plagiarized material shall be reported in writing giving reference to the original plagiarized material.
- d. The plagiarism case shall be investigated by the relevant committees and the DPGT Board. If the candidate is found guilty of the offense of significant intentional plagiarism, he/she shall be recommended to Senate for discontinuation. If less significant plagiarism is present, in the form of improper referencing or improper use of quotations, these shall be categorized as minor corrections. The student shall be asked to correct the references using referencing software.
- e. If examiners report minor corrections, a Public Defense shall be arranged for the candidate. Minor corrections involve typographical errors, issues on writing styles or any other issues as examiners may specify.
- f. If examiners recommend major revisions, a Public Defense shall not

be organized for the candidate. The candidate shall be advised to revise and re-submit the thesis for re-examination by the external and internal examiners.

- g. If there is a disagreement, with at least one examiner recommending the thesis with minor corrections while another does not recommend the thesis for the award, the Doctoral committee shall handle such a matter under the chairmanship of the Dean and make recommendations to DPGT.
- h. The DPGT shall submit copies of examination reports to the Faculty before the Public Defense.
- i. The viva voce panel shall have access to thesis examination reports.

3.3.12.6 Thesis/Dissertation Assessment Guidelines for Examiners

Theses/ shall be evaluated and awarded marks in accordance to provisions outlined below. These guidelines are designed to be flexible, since different theses may follow slightly different formats.

a. Examiner's score assessment of the Thesis

SN	SECTION	MAX. SCORE	SCORE AWARDED
6.1.	The Title, Introduction & Background	10	
6.2.	The Research	20	
6.3.	The Literature review	10	
6.4.	The Research Design and Methodology	20	
6.5.	Data analysis, Presentation and presentation (data processing and techniques and the significance of the results)	20	
6.6.	Technical Presentation	05	
6.7.	The Contribution of the Study to the Field of Knowledge	10	
6.8.	Conclusions and Recommendations	05	
TOTAL		100	

b. Examiners shall provide an overall assessment basing on the following;

- i. The thesis Passes without any revisions/corrections.
- ii. The thesis passes after minor revisions/corrections specified in the detailed report and in the thesis itself.
- iii. The thesis must be extensively revised to address the concerns raised in my report and in the thesis itself after which it must be submitted for re-examination.
- iv. The thesis fails outright for the reasons specified in the detailed report and in the thesis itself.
- v. The thesis is inadequate for an award if it lacks the following;
 - Originality;
 - has serious plagiarism issues;
 - inappropriate existing underpinning theory or methodology;
 - has other issues as examiners may specify;
- vi. If the candidate is granted the opportunity to resubmit, (s)he will be required to be registered for the academic year for the resubmission process.

1.1.1.1. Public Defense/Viva Voce Examinations

- a. Viva voce examinations shall be public and compulsory for all Doctoral students of KAB.
- b. The candidate shall be formally invited for the public defense by the Faculty Dean on the recommendation of the DPGT at least two weeks in advance of the date of defense.
- c. In case a candidate is not ready to defend the work orally, he/she shall formally apply for postponement of viva voce immediately after an invitation has been made to him/her.
- d. The viva voce examination shall be chaired by the Faculty Dean or his/her delegate.
- e. The venue, panelists, and required facilities for presentation during the oral defense shall be organized by the Faculty with the coordination of

the DPGT.

- f. The viva voce examination shall comprise at least five examiners appointed by the Faculty/School/Institute Board on recommendation of the Departmental board. The composition of the viva voce panel shall be as follows: -
 - i. Chairperson with voting power.
 - ii. Discussant/Opponent
 - iii. External Examiner who examined the thesis or his/her representative.
 - iv. Internal Examiners who examined the thesis.
 - v. Members of the Doctoral Committee (other than supervisors) may be part of the panel.
- g. The supervisor(s) of the candidate shall not be appointed on the examination panel.
- h. The oral defense shall consist of PowerPoint presentation by the candidate and interaction through questions and answers with panelists and audience.
- i. The Candidate shall make a PowerPoint presentation lasting not more than 45 minutes. This shall be followed by a discussion of the presentation by the examination panel and audience. The Viva Voce Panel will then discuss and make a verdict. The two discussion processes shall last not more than a total of 120 minutes.
- j. After the candidate has presented, the opponent shall introduce the key issues in the thesis to the audience and engage him/her.
- k. The Examination Chair, in consultation with the Discussant/Opponent, shall determine the order of questions from the panelists and the audience.
- l. The opinions from the audience shall only be used to enrich quality of the thesis discussion but shall not be used to determine the decision of the examination panel.

3.3.12.7 Verdict of the Viva Voce Panel

- a. The viva voce examination panel shall make an independent decision on the quality of the work based on the content of the thesis, presentation by the candidate, and the manner in which the candidate responds to questions and comments raised during the viva voce examination.
- b. If the student is determined to have passed the viva voce examination, the mark on the viva voce shall be weighted at 40% to derive the final mark for the thesis.
- c. The viva voce panel may pass the defense conditionally, requiring that minor corrections are made to the satisfaction of the supervisor(s).
- d. The Chair of the Viva Voce panel shall announce the verdict to the public/audience same day shortly after the private meeting.

3.3.13 Publication Requirements

- a. One of the ways PhD candidates can demonstrate skills in dissemination of research findings and scholarly writing is to publish their research findings in form of articles, books or book chapters. The quality of the research is improved from comments from other reviewers. This is because before a manuscript is accepted for publication the authors are provided with opinions on the research undertaken, hence enhancing the quality of the research.
- b. Secondly, publications are key inputs in the process of ranking research-based institutions.
- c. Thirdly, application for funding or research grants normally requires evidence of quality research in terms of peer reviewed journal articles, books or book chapters.
- d. In addition, publications are used as a basis for promotion of their academic staff. Therefore;
 - i. Every doctoral candidate shall be required to have at least two articles published or accepted for publication in peer-reviewed journals.
 - ii. The publications should be current and within the framework of

the thesis.

- iii. The candidate shall be the principal author.
- iv. Every doctoral candidate shall be required to publish an article or articles with their supervisors and candidates shall be the principal authors.

3.3.14 Award of the Degree

- a. The candidate shall be considered for the award of the degree by Senate if:
 - i. All minor corrections are made to the satisfaction of the supervisor(s).
 - ii. All major corrections are made to the satisfaction of the appointed Doctoral Committee on the viva voce examination panel.
- b. The Doctoral Committee shall write to the Chief, DPGT confirming that the candidate has made the corrections to their satisfaction.
- c. Five final hardcover bound copies signed by the candidate and supervisor(s) shall be submitted to the Directorate of Graduate Training through the Head of Department and Faculty Dean.
- d. The Candidate must submit soft copies in both Pdf and word versions to dpgt@kab.ac.ug of:
 - i. Abstract for publication at KAB website of not more than 300 words.
 - ii. Citation (saved in Word 97-2003 document). The citation is a quarter page written in one paragraph, single line spacing and includes the candidate names, research title, main objective, methods, main findings, recommendations, funders and supervisors.
 - iii. Full Thesis for final testing of plagiarism.
- e. The bound books shall be RED in color.
- f. A register of journals for the PhD specializations will be produced.
- g. A thesis accepted by the University and subsequently published, in

whatever form, shall bear the inscription.

- h. The thesis should include a declaration by the candidate, stating that;
 - i. The thesis has not been submitted for a degree in any other University and that no Part of it is plagiarized work;
 - ii. The thesis does not contain any other person's data, pictures, graphs or any other information unless specifically acknowledged as being sourced from other persons;
- i. The author's name shall be printed on the thesis/dissertation along the spine starting with the surname, followed by the initials and year of submission (see sample title pages in Appendix I).

3.3.14.1 Graduation

- a. A candidate who successfully completes her/his doctorate studies reserves the right to graduate either in person or in absentia.
- b. The graduation guidelines shall be obtained from the Office of Academic Registrar.
- c. Before graduation, the candidate may request for a "Letter of Award" following approval of results by Senate.
- d. The request for "Letter of Award" shall be addressed to the Academic Registrar through the Head of Department, Dean and Director, DPGT.
- e. A PhD degree will be conferred on a candidate after requirements. In addition, doctoral students will be required to publish at least one article and make a presentation at an international conference. It may take time for the publication itself but if the publishers have accepted to publish the articles or the book, graduation can proceed.

4. SECTION FOUR:
**ADDITIONAL GENERAL INFORMATION AND
ACADEMIC REGULATIONS**

4.1. Change of Academic Programme

- a. ONLY a newly admitted student shall be allowed to change to another programme of study provided he/she fulfils admission requirements for the programme to change to.
- b. The request to change to another academic programme shall be made in writing within the first four (4) weeks of the semester using the appropriate transfer/change form (Check for the request form at <https://pgt.kab.ac.ug/>) and submitted to the Directorate of Graduate Training.
- c. Any student who may find it inevitable to change the programme of study after the stated duration of four (4) weeks shall have to re-apply and get admitted (in the following intake) as a new applicant.
- d. No programme change shall be acceptable after four (4) weeks from the commencement date of the first year.
- e. The programme change must be approved by the releasing Head of Department, the receiving Head of Department and the Academic Registrar.
- f. The University does encourage students to change from the programmes they were enrolled on to another however, not all students who apply for change of programme will be permitted.

4.2. Re-admission after Discontinuation

A candidate who wishes to be re-admitted after discontinuation shall go through the normal application process as hereunder:

- a. A student in this category may be permitted to re-apply to another programme and compete with other applicants for re-admission into first year.
- b. A student who applies and gains re-admission after being discontinued due to weak academic performance will be permitted to transfer Credits earned from previous Academic Programmes. The transferred credits should be from the courses which are relevant to the new programme.

- c. A student who was discontinued or dismissed from studies because of examination irregularities shall not be considered for re-admission.

4.3. Fees and Payment Guidelines

Fees payment is governed by the KAB Fees Payment policy approved by the University Council. The fees payment guidelines shall be as follows;

- a. All University fees shall be set and approved by the University Council subject to periodic review and payable to Uganda Revenue Authority (URA).
- b. Individual students who enroll for a University programme are personally responsible for fees payments based on an approved fees structure regardless of sponsorship.
- c. A prospective student shall be eligible for admission to a University programme upon payment of approved non-refundable application fees.
- d. The University fees rates applicable to students from affiliated/ partner institutions shall be the same and shall be indicated in the accompanying Memorandum of Understanding.
- e. Approved Students' fees (tuition and functional fees) are due on the first day of every semester/ start of the programme.
- f. Students' fees are paid to URA bank accounts held with all commercial banks after the generation of payment reference number (s) from individual student portals with accurate records. All cheques, bank drafts, and EFTs are payable to Uganda Revenue Authority and presented to the bank. No cheques, cash, EFT or any other payments shall be received from a student/ sponsor by the University except through URA.
- g. At least 50% of tuition fees and 50% of functional fees shall be made by all students to allow provisional registration within 30 days after the commencement of every semester.
- h. Late registration fees shall be charged to any student who will not have registered by the end of 30 days after the start of the semester.
- i. All University fees (tuition and functional fees) shall be settled by the

end of the Seventh (7th) week of the Semester to allow full or Central registration.

- j. A student who will not have fully paid all the fees as indicated in (i) above shall be levied a surcharge at an approved rate.
- k. University fees shall be fully settled by the end of the 10th week of the semester; otherwise, the student is advised to formally apply for temporary withdrawal (dead year) to the Academic Registrar and pay non-refundable fees equivalent to 50% of the semester fees.
- l. A Student shall ONLY sit for end-of-semester examinations, submit and make progress presentations of final research proposals and viva voce examinations after FULL fees payment.
- m. Notwithstanding (L) above, a student without full fee payments shall seek administrative guidance from the University Secretary.
- n. Internship, fieldwork, study, school practice, industrial training, and attachment fees are only meant to cover the administrative costs of students' practical training. There shall be no reimbursements to students of the above fee paid to the University for personal expenses during such training.
- o. No refund shall be made to a student who applies for a dead year or permanently withdraws from a programme/expelled from the University.
- p. A graduate student who will not have completed within the stipulated study period shall apply for an extension to a maximum of an academic year, otherwise shall pay full tuition fee and full functional fees per semester till completion.
- q. A student debtor shall under no circumstances be allowed to take part in the University graduation.
- r. The University reserves the right to take appropriate actions to make the recovery of unsettled fees from any students who leave the University with outstanding fees.

4.4. Registration Process

- a. All applicants admitted for postgraduate studies shall be registered

if they are in possession of an admission letter, have the required academic documents and have duly paid the required University fees according to the fees policy.

- b. Registration shall initially be carried out at Academic Registrar's Department and DPGT at the time of reporting. Registration may also be done online.
- c. It is mandatory for every student to register within 30 days after commencement of the first semester to be able to access the University facilities or services.
- d. The names in which a student will be registered shall be those which appear on the academic documents which the student used as entry qualifications.
- e. After initial registration, students will be required to sign up for their respective courses every semester using the University Academic Information Management System (AIMS).
- f. Fully registered students shall be issued a University Identity Card for the duration of the programme.
- g. An orientation and induction for admitted postgraduate students shall be organized and conducted at the beginning of the academic year by each Faculty and DPGT.
- h. It is the responsibility of each postgraduate student to attend the orientation programme.
- i. Students in taught programmes are required to attend all prescribed classes, including lectures, practical classes, demonstrations, seminars and tutorials. Respective Faculties will provide the necessary guidance on how to attend.
- j. Any first-year student who will not have registered within the first 4 weeks of beginning of the academic year shall be deemed to have declined the offer of a place at the University. His/her place shall accordingly be offered to another student.
- k. Annual registration for continuing students is mandatory within the first four (4) weeks of first semester throughout the period the student spends on the programme including those on research.
- l. A continuing student renewing registration after defaulting shall pay for all those years he/she defaulted while on the program.

- m. A student will fill in three (3) registration forms and will be distributed as follows; One (1) copy of the registration form will be kept by the Academic Registrar's office and the second (2nd) copy will be forwarded to the relevant/faculty/school and third (3rd) copy remains at the DPGT registration office.
- n. A student will be registered after fulfilling the following requirements:
 - i. Evidence of payment of NCHE fees and any other fees as indicated on the admission letter;
 - ii. Two copies of certified academic transcripts/certificates
 - iii. Completed registration forms
 - iv. Submission of a copy of the valid identity card preferable National ID.
 - v. Seven (7) passport size photographs
 - vi. Any other requirement as determined by relevant organs

4.5. Examination and Assessment Regulations

4.5.1 Type of Examinations

Oral Examinations

- i. The oral examination shall be done in the presence of at least two academic staff, one of whom shall be a witness and is a specialist in that particular course or field.
- ii. Oral examination questions should be given to the student 15 minutes prior to the beginning of the examination.
- iii. A student shall be given an answer booklet in which he/she does the planning, and the booklet shall be handed in for proof in case of any future complaint.
- iv. An audio recording of the oral examination shall be made for future reference.
- v. A marking guide shall be made available to the respective Faculty/School

Dean/Institute Chief.

Written examinations

- i. The written examination shall be given during or at the end of fifteen (15) weeks of teaching.
- ii. A written examination may be a test or an assignment that requires a student to do further research on his/her own.
- iii. A written examination also refers to a final examination given at the end of the semester.

Open-book Examinations

- i. An open-book examination is one where a student shall be permitted to consult his/her class notes, textbooks and other approved material while answering questions in the examination room.
- ii. The purpose of an open-book examination is to develop skills of critical and creative thinking. This kind of testing presupposes that the lecturer's style of teaching is based on acquiring, modifying and creating knowledge (that is processing information) rather than the information content itself. Thus, the examinations set do not require rote learning but rather aim at testing the student's problem-solving skills.
- iii. An open-book examination can be restricted or unrestricted.

a. The Restricted Type

- i. In this type, a student may be permitted to consult textbooks, mathematical tables, graphs and dictionaries.
- ii. A student shall bring (to the examination venue) only documents which have had prior approval by the lecturer.
- iii. The approved documents by the lecturer function as appendices to the question paper itself.
- iv. Content-based questions should NOT be asked in the examinations.

b. The Unrestricted Type

- i. Under this arrangement, a student is at liberty to bring any book(s) or written notes with him/her.
- ii. Content based questions should NOT be asked in the examination.

Take-home Examinations

- i. The take-home examination can be given as a final examination or as a continuous assessment examination depending on the Faculty/ School/ Institute arrangement.
- ii. Where a take-home examination is given as a final examination, a student is expected to make a write-up or prepare a presentation.
- iii. Copies of the write-up and presentation shall be made for future reference.
- iv. A clear marking guide is expected to be prepared by the respective lecturer before the submission date.

Online Examinations:

a. Student profiles

The E-learning Department or ICT Department shall help students create valid e-learning profiles complete with a photo and verification of registered courses.

b. Submission of original work

The students upload original work to Moodle or the required course LMS. Kabale University will check for plagiarism using the Turnitin system.

c. Invigilation of Course Examinations

In order to ascertain student identities, examinations shall be proctored whenever possible or feasible through physical proctoring in the Computer Laboratories and remote through live CCTV footage within the computer laboratories and possible teleconferencing platforms like zoom, google meet and so on.

d. Authentication

- i. Students must complete their own tests/examinations/quizzes

given online. Impersonation shall result in a student receiving a letter grade “F” for that course.

- ii. Students must have completed their semester fees and fully registered before sitting for these examinations.
- iii. Any student found to have used fraudulent identification shall automatically be dismissed from the University.
- iv. The E-learning Department and the Webmaster will set up a secondary identification question for each student that they must use at registration to ascertain their identity.
- v. Faculties are obligated to verify student identities from time to time using available techniques and facilities.

4.5.2 Procedure of Assessment

The Postgraduate programme with a coursework component shall be assessed and evaluated in the following mode:

- a. Each course delivered has continuous assessment serving as coursework. This coursework is in form of assignments, tests and practical sessions.
- b. Each course has a three-hour written end of semester examination.
- c. At the end of the course, a total mark is obtained by combining the final examination mark and coursework.
- d. Coursework shall be marked out of 40 percent.
- e. The pass mark for all courses is 60 percent of the final mark. A candidate with 60 percent and above in a course shall be on “Normal Progress” (NP) for that unit, while a mark below the pass mark shall be regarded as failure.
- f. Each course is graded out of a maximum of 100 marks and assigned appropriate letter grades and grade points.

4.5.3 Modes of Assessment

- a. Assessment shall take the following forms:-

- i. Coursework will include tests, practical, fieldwork, logbook, mid-semester assessment.
 - ii. Final University examinations.
- b. In clinical disciplines, the final university examinations shall apply for both the written and the clinical examinations. Each course unit as prescribed and described in the curricula is passed independently.
 - c. PhD candidates and other graduate programmes may however be examined based on the scholarly contributions or practical attachments through writing of semester papers or term papers which are worth publication in internationally refereed journals.
 - d. Continuous Assessment consists of Tests, Assignments, term papers, Field attachments, self-studies, practical work, and research seminars etc which are conducted throughout the programmes and contribute a given percentage to the final assessment mark
 - e. The pass mark for examinations for the Masters and PhD degrees shall be 60%.
 - f. A student who qualifies to sit for an examination is a registered student that has made full payment of all the university dues and has attended all the required courses of study as well as submitted all coursework assignments or other modes of assessment.
 - g. Each course is graded out of a maximum of 100 marks and assigned appropriate letter grades and point average as follows:

Marks%	Letter Grade	Grade Points	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	Fair/Satisfactory
60-64	C	3.0	Pass
55-59	D+	2.5	Fail
50-54	D	2.0	
0-49	F	0.0	

4.5.4 Results Entry and Publication

Results entry into the Academic Information Management System (AIMS) shall remain the responsibility of the lecturer in charge of the course unit. The following steps shall be followed:

- i. **Step 1:** Lecturer enters student marks in the system.
- ii. **Step 2:** Head of Department approves the marks. Step 3: Faculty Dean approves the marks.
- iii. **Step 4:** The Graduate Board approves the marks.
- iv. **Step 5:** Provisional Results published on the students' portals.
- v. **Step 5:** Senate Approves the Marks
- vi. **Step 6:** Academic Registrar publishes final results after Senate approval.
- vii. **Step 7:** Students can then view final results on their Portals.

4.5.5 Steps to access marks by students

a. Login

Results can only be viewed by a KAB student who is enrolled, fully paid up, registered and signed up for courses of that particular semester. To view and download results, follow the steps below;

- i. Login to your student Portal on AIMS
- ii. On your dashboard, under 'My Results' section, click on 'My Results' to view the Results.
- iii. The Print option is available if you want to download or print a copy of your testimonial on the top right corner of your results page.

Failure to Login or forgot password

Any student who fails to gain access to his or her portal due to failure to login or forgot password shall seek assistance from the AIMS department in the office of the Academic Registrar.

b. Failure to view results after gaining access to the portal

- i. When the student is able to log in to his or her portal but still cannot see the results, confirm that the student enrolled for the course units of that particular semester.
- ii. If yes, the student should visit the Head of Department in regards to the missing marks;
- iii. If the student did not enroll for the courses and needs assistance, he/she should visit the AIMS department in the office of the Academic Registrar.

c. Missing or wrong marks

- i. The student should fill 2 copies of the results complaint form from the DPGT where he/she leaves a copy and the 2nd copy is taken to the Head of Department for action. However, should the student experiences additional challenges in regards to the marks, he/she shall be free to visit the office of the Academic Registrar for further assistance.
- ii. Students shall be given a period of two weeks within which to register their complaints.

4.5.6 Compensation and Concession passes

A pass mark for postgraduate students shall be 60% and if any circumstances arise and student fails to raise the 60%, then the student can be given a compensation or conceded pass by considering the following;

- i. Fifty-nine per cent (59%) shall be raised to sixty percent (60%).
- ii. A student who shall fail a paper taken three times with a mark below 55% shall be discontinued from the respective academic programme.

4.5.7 Missing University Examinations

- i. A student who absents himself/herself from the University examination without a valid reason, shall not be allowed to proceed to the next academic year, until he/she has sat and passed the missed examination(s) when next offered.

- ii. A student who misses the University examination with a valid reason may be allowed to proceed to the next academic year but be allowed to sit and pass the paper(s) when next offered.
- iii. The missed exam shall not be approved if the student has not been in regular attendance, where attendance means having completed less than half of the assigned work.
- iv. The missed exam shall be included in a student's maximum Semester load.
- v. A student with two or more missed exams outstanding from a previous semester may be required to reduce the number of courses in which they are registered in order to accommodate the missed courses from previous semester(s).
- vi. The grades obtained from the missed examination shall not be categorized as retake because the assessment(s) is for the first time.
- vii. Students shall be required to pay for missed examination and payment shall be made at the beginning of the semester.

4.5.8 Special Examinations

- a. Special examinations shall be administered to ONLY students who shall have registered and paid up before the beginning of examinations but missed writing the examination(s) due to valid reasons. The following shall be considered as valid reasons for being absent from the examination(s):
 - i. Health reasons such as sickness, maternity/natal ill-health, this should be backed up with evidence verified by the University Medical Personnel.
 - ii. Loss of the candidate's own member of a family (Child, Parent/ Guardian, Spouse or Sibling), which shall be backed up by either a copy of the death certificate or evidence from Local Council (LC 1) authorities.
 - iii. Proven wrongful prevention from writing an examination or examinations by one or more invigilators;
 - iv. Proven misplacement of one's coursework and/or examination scripts by Kabale University Staff, which shall be at the discretion of the Senate

- v. Any other justifiable reason at the discretion of Senate.
- b. To be counted as relevant, any evidence must relate to the period of examination, which shall be within two weeks or following the examination in question.
- c. The affected candidate shall report in writing to the Dean of the Faculty, through the Head of Department, the missing of the examination(s) in question as soon as reasonably practicable.
- d. Special examination(s) shall be taken when next offered, and a student shall not be required to pay for the paper(s).
- e. In the event of re-scheduling of a timetabled examination paper, the change must be widely communicated to all concerned candidates by the Office of the Academic Registrar not later than a week before the new date of the examination.

4.5.9 Failure and Discontinuation

- a. A student who fails not more than two course(s) in a semester shall be allowed to proceed to next semester and shall be allowed to sit and pass the failed courses when next offered.
- b. A student who fails up to 60% of the total taught courses offered in a particular academic year shall sit the failed courses when next offered.
- c. A student who fails between 61% and 75% of the total taught courses in the academic year shall be put on stay put.
- d. A student who fails more than 75% of the total taught courses in a particular academic year shall be discontinued.
- e. A student who fails the repeated course examination(s) twice shall be discontinued.
- f. Failure at a Clinical Examination – A student who fails the final clinical examination shall repeat the year. However, the marks obtained from non-clinical course units shall be kept.
- g. A student who absconds from University Examinations without permission from competent authority for a period of more than one semester shall be discontinued.
- h. A student who exceeds the maximum duration allowed on the

programme shall be discontinued.

- i. A student who cheats during examinations or has plagiarized work shall be discontinued.

4.5.10 Retaking a course or courses

- a. A student shall retake a course or courses when next offered in order to:
 - i. Obtain at least a pass mark (60%) in a failed paper;
 - ii. Improve a grade/mark he/she is not satisfied with, and he/she shall use this option only once for a given course
- b. While retaking a course or courses, a student shall:
 - i. Attend all the prescribed lectures, tutorials, practical work and fieldwork and do all assignments/tests in the course(s);
 - ii. Sit for the University Examination(s) in the course(s) in question
- c. A warning letter shall be given by the Faculty Dean to a student who shall fail to obtain the pass mark during the second attempt in the course (s) he/she has retaken. The student shall be discontinued if he/she attempts the 3rd time and still fails the paper.
- d. Whenever a course has been retaken, it shall be marked with RTK (Retake) on the transcript, denoting that a previous mark/grade has been replaced by another mark/grade in the course.
- e. When a student has retaken a course, the better mark obtained in that course unit shall be used to calculate the Cumulative Grade Point Average (CGPA).
- f. When a student has to retake a course, he/she shall be charged a retake fee determined by the Senate.
- g. Students who will have completed their study period, but still have retakes, shall pay functional fees in addition to the retake fee(s).
- h. A final-year student, whose final examination results have already been classified by the Senate, and who has qualified for the award of a Degree/Diploma/Certificate, shall not be permitted to retake any course.
- i. Any continuing student shall not be allowed to retake courses

beyond the maximum semester load of 28 Credit Units. For that matter, no students shall register for courses that go beyond a total of 28 Credit Units per semester.

4.5.11 Re-marking Examination Scripts

- a. Normally the Lecturer's mark is considered final. However, in exceptional cases a student, may appeal against an examination mark by requesting for re- marking of his/her examination script. The following procedure shall apply:
 - i. All appeals for re-marking shall be addressed to the Academic Registrar.
 - ii. The Academic Registrar shall ask the Faculty Dean to identify another competent examiner who shall re-mark the paper.
 - iii. After approval by the Senate, the examiner shall be appointed in writing by the Academic Registrar to carry out the re-marking of the students' script(s). The new examiner may be from outside Kabale University if Senate deems it necessary.
 - iv. A student shall make his/her request in writing stating the reasons for the request of re-marking within two (2) weeks after the official date of the release of provisional examination results.
 - v. The Academic Registrar shall explain to the student the procedures undertaken in re-marking of the examination script in that course, including financial implications within one (1) week from the date of application.
 - vi. If the student is satisfied with the explanation, he/she shall submit to the Academic Registrar a bank deposit slip indicative of payment of a Senate approved re-mark fee.
- b. The new examiner shall be provided with the examination question paper, the marking guide, the student's examination script and a sample of other students' scripts in that course.
- c. The new mark awarded by the new examiner shall be the final mark even if it is lower than the original mark and will be immediately submitted to the AR with a report.

4.5.12 Grievances and Appeals

a. Awarding of marks

- i. A candidate wishing to make any appeal against his/her examination results shall do so within 2 weeks from the date of publication of the results.
- ii. Course examiners retain the primary responsibility of awarding marks. The lecturer's judgement on marks remains final unless compelling evidence shows bias on the part of the Lecturer, miscomputation of marks, and marks generally out of step with one's overall performance.

b. Reporting grievances

- i. All appeals regarding marks shall be addressed to the Chairperson of the Departmental board/Head of Department with a copy given to the Director, DPGT and the Lecturer concerned.
- ii. Candidates shall make the requests in writing and should clearly specify the grounds upon which the appeal is being made.

c. Unresolved Cases

- i. If the department and the examiner fail to resolve the matter, the head of department shall forward the case to the Faculty Examinations Committee.
- ii. In case the Faculty fails to resolve the matter, the student shall pass his/her appeal through the head of Department, Faculty Dean and Director, DPGT to the Deputy Vice Chancellor (Academic Affairs) before it is formally reported to the Senate.

d. Mode of Appeal

All appeals shall be submitted in writing to the Departments two (2) weeks after release of Semester results or 2nd week of the next regular semester.

4.6. Extension of Registration, Withdraw, De-registration

4.6.1 Extension of Registration

- a. If a student realizes that he/she cannot complete the studies within the time allowed, it is his/her duty to take the initiative to apply for extension of registration. The application for extension shall be addressed to the University Academic Registrar, through the Faculty Dean and Head of Department and must include the following:
 - i. Duration of the extension stating the date of commencement (day after the end of the valid study period) and date of completion.
 - ii. Justification for extension, attaching evidence if applicable.
 - iii. A description of a full completion work plan for the extension period approved by the main supervisor.
 - iv. Recommendation from the Supervisors duly endorsed by the Head of Department and Dean/Director of the Faculty/School/Institute.
 - v. Copies of all the six-monthly progress reports.
- b. Such a request shall be considered by the Faculty/School/Institute Board upon receipt of application materials, and shall be recommended to Senate to grant permission for extension.
- c. Subsequent extensions of periods not exceeding one academic year each shall only be granted if the justification for such a request is exceptional. If the justification for the subsequent request for extension is not strong enough, the candidate may be recommended for discontinuation;
- d. When the extension request is granted, the student shall re-register at the time of resuming studies and shall pay the full extension fees.

4.6.2 Timing of Extension of Registration and Charges

Extension of registration is required at the end of 1st year of registration for the one-year Postgraduate Diploma students; at the end of 2nd year in

the case of the two-year Master's degree students and after 3 years for PhD full time students and Master of Medicine students.

Extension charges include:

- i. Calculated fees based on period requested for and the remaining workload to complete the studies.
- ii. Functional fees.

4.6.3 Maximum Duration of Stay on a Programme of Study

- a. The number of years a student shall spend on an academic programme will be as follows:
 - i. For a one-year programme, the duration shall not exceed three academic years.
 - ii. For a two-year programme, the duration shall not exceed four academic years.
 - iii. For a three-year programme, the duration shall not exceed five academic years.
- b. The two extra years allowed for completion of studies in a) above shall include any dead semester and/or year registered by any student during his/her course of studies.
- c. No student shall be permitted to halt studies for more than the maximum number of years assigned to the respective academic programme.
- d. Any student, who shall extend the duration of study suspension or dead year to more than the relevant duration stipulated in (a) above, or beyond the duration permitted him/her by the Senate, shall be considered to have absconded unless he/she presents evidence of justifying circumstances. Any absconder who shall wish to return for studies shall have to apply and get admitted as a new student.
- e. A student who fails to complete his/her course of study within the normal duration assigned to an academic programme and is wishful of extending the study period into the two (2) extra years provided for in (a) above shall apply in writing to the Academic Registrar for an extension.

- f. If an extension applied for is equal to or more than a semester during which the course units to be taken are not retakes or missed examination papers which make up less than a full semester load, a student shall pay all dues for the semester.
- g. If the extension is equal to or more than an academic year, a student shall renew his/her registration for every additional academic year and pay full university dues.

4.7. Stay put

- a. A student shall stay put (not progress to the following semester or academic year) if:
 - i. He/she accumulates retakes which constitute more than a half of a semester load;
 - ii. He/she misses all semester examinations;
- b. Such students shall not progress to the following semester or academic year until they have fulfilled the requirements for the semester they shall have missed.
- c. Students of Medicine and Nursing shall be obliged to clear any retake(s) in the pre-clinical years before embarking on clinical studies.

4.8. Dead Year

A registered student may request for a dead year for various reasons:

- a. If a candidate finds that he/she cannot continue with the 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 write to the Faculty/School/Institute Dean or Chief prospectively requesting for a dead year. The letter of request shall be endorsed by the supervisors, Head of Department and Chief of Graduate Training, copied to Academic Registrar.

- b. A student may apply for a dead year at any time of the semester, articulating the reasons for requesting the dead year, clearly stating the starting and return dates.
- c. A student will be given one dead year at a time, and a maximum of two dead years on an Academic Programme.
- d. A student on a dead year shall apply to the Faculty/School Dean or Institute Chief through the Head of Department and copied to the Chief of Graduate Training and Research Supervisors if the student is at the stage of doing research to resume studies and shall indicate that the circumstances that made him/her request for a dead year no longer affect his/her studies.

4.9. Withdrawal from the Degree Programme and/or Courses

- a. If a student 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 Faculty/School Dean or Institute Chief. The Faculty should notify the Graduate Board and the Academic Registrar on the action taken by the student.
- b. A student should apply to his/her respective Faculty/School/Institute for permission to withdraw from studies at any time of the semester. Reasons for withdrawal should be given in the letter and application forms.
- c. Permission to withdraw shall be granted by the Faculty/School/Institute 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.
- d. A student will be allowed only a maximum of two withdrawals on an Academic Programme and each withdrawal shall not exceed a period of one academic year.
- e. The period of withdrawal (s) shall not count against the period of candidature for the programme a student is registered for.

- f. A student who had withdrawn from studies shall apply to his/her respective Faculty/School/Institute Board to resume studies and shall indicate that the circumstances that made him/her withdraw can no longer affect his/her studies.
- g. Students should take note that the above regulations do not cover the period of sponsorship. The period of sponsorship is governed by the regulations and policy of the sponsor. In the case of Uganda Government sponsorship, the period is that stipulated in a given Academic Programme.

4.10. Deregistration from the programme

- a. A student whose registration lapses shall be de-registered from the programme. Any student who goes beyond the stipulated period of candidature gets automatic de-registration unless he or she has sound reasons that shall be considered by the Faculty/School/Institute Higher degrees through the PGT Board and recommended to Senate for action.
- b. Completion of a Programme
- c. For any student to be considered to have completed his/her programme of study, and therefore eligible for graduation, he/she should have fulfilled minimum academic requirements (academic programme load) and cleared with such offices as indicated on the finalist clearance form (Appendix V).
- d. A draft transcript shall be prepared for each finalist student, and:
 - i. The finalist shall collect the draft/dummy transcript from the respective Department or Faculty signed by the Head of Department;
 - ii. The finalist shall crosscheck to confirm whether or not, the biodata, courses, marks and any other information on the draft/dummy transcript is complete and authentic;
 - iii. In case of any missing information, the Head of Department or office of the Academic Registrar shall correct or input any missing information;

- iv. After the draft has been signed by the finalist student as a true record, the Head of Department and the Faculty Dean/Institute Director, the draft/dummy transcript together with a clearance form shall be forwarded to the Office of the Academic Registrar for final authentication and preparation of an official academic transcript and certificate.
- v. A student who discovers, in his/her transcript, an error that he/she should have noticed before signing, the draft/dummy shall be charged a fee to have the error corrected. The fee shall be determined by Senate.

4.11. Academic Dishonesty

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic dishonesty; the opposite of academic integrity consists of any deliberate attempt to falsify, fabricate or otherwise tamper with data, information, records, or any other material that is relevant to the student's participation in any course, laboratory, or other academic exercise or function. Institutions should clearly pronounce itself in this respect and lay down procedures to deal with academic dishonesty.

Academic dishonesty shall include but not limited to plagiarism, cheating, impersonation, back riding and forgery.

- a. Plagiarism means to deliberately present work, words, ideas, theories, etc., derived in whole or in part from a source external to the student as though they are the student's own efforts. Examples of plagiarism include, but are not limited to the following:
 - i. Failing to use proper citations as acknowledgment of the true source of information found in a paper, written or oral examination, or any other academic exercise.
 - ii. Presenting any work completed in whole or in part by any individual or group other than the student, as though the work is the student's own, in any academic exercise.
 - iii. Buying, selling, bartering, or in any other fashion obtaining or distributing material to be used fraudulently as part of any academic exercise.

- b. Cheating means an activity that is intended to gain unfair academic advantage through:
 - i. Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others;
 - ii. Using any device, implement, or other form of study aid during an examination, quiz, laboratory experiment, or any other academic exercise without being authorized by the authorities and;
 - iii. Disseminating or receiving answers, data, or other information by any means other than those expressly permitted by the professor as part of any academic exercise.
- c. Impersonation means assuming another individual's identity or allowing another person to do so on one's own behalf for the purpose of fulfilling any academic requirement or in any way enhancing the student's grade or academic standing.
- d. Back riding means falsifying, or attempting to falsify attendance records, graded exercises of any kind, or any information or document intended to excuse the student from participation in any academic exercise.
- e. Forgery means falsifying and/or fabricating data, records, or any information relevant to the student's participation in any course or academic exercise, or tampering with such information as collected or distributed by an academic member of staff.

4.11.1 Procedures for Dealing with Academic Dishonesty

Kabale University put in place disciplinary machinery for handling academic dishonesty and mechanisms for detecting academic dishonesty. In all cases of academic dishonesty, the following minimum procedures shall be followed:

- a. All Masters and Doctoral students require to submit electronic copies of their thesis/dissertation/reports or any other material submitted for purposes of assessment or examination to test for plagiarism or any other form of academic dishonesty.

- b. Cancellation of awards in case of academic dishonesty.
- c. All PhD theses shall be published online;
- d. Report all incidences of academic dishonesty in its annual reporting to NCHE.

4.12. Records and Future Correspondences

- a. All records concerning any admitted student will be under the custody of the Directorate of Graduate Training and the respective Faculty/School/Institute administrative offices.
- b. Any correspondences concerning the student for any programme will be part of the students file. Whoever is originating the communication will use the respective student file.

4.13. Management of Teaching

- a. During the taught component, students will be expected to attend all compulsory courses. Classes will be in accordance with the prescribed mode. During each of the courses, the assessments will be used to cover the course work marks.
- b. The use of semester papers as opposed to reliance on tests will be heavily encouraged for Doctoral programmes and some master's degrees. After the completion of each course, the students will write the end of semester exams
- c. The teaching will use a variety of approaches and as much as possible, students will be given adequate time to do independent private study instead of reliance on lecture method.
- d. The teaching for all courses will rely on both theory and practical application.

4.14. Monitoring the Standard and Quality of Research Degrees

Kabale University will regularly monitor and review the standard of the postgraduate research degrees awarded in its name and the quality of the education provided to enable postgraduate research candidates to attain those standards. In its review of the standards and quality of its postgraduate degrees, the University will take the following into account:

- a. The time taken to submit dissertations/theses.
- b. Pass and failure rates.
- c. Feedback received from postgraduate research candidates, employers, sponsors and any other external funders.
- d. Information on the career progression of postgraduates.
- e. Reports and comments received from external examiners.
- f. Published papers emanating from completed research.
- g. Presentation of research findings at national and international conferences.
- h. Incorporation of research results in technical reports as sometimes required by funding organizations.

5. SECTION FIVE: STUDENT FACILITIES

5.1. Library Facilities



KAB Library is stocked with essential textbooks and print journals. The library is connected to internet for students to access electronic text books and journal articles. For easy access to our eLibrary Resources, visit this link <https://library.kab.ac.ug/electronic-resources/>

5.2. Sports Facilities

There are facilities for athletics, football, volleyball, basket and net-ball within the University at Kikungiri Campus. KAB has a Sports office through which you can register or express interest in participating in any of the mentioned activities.



5.3. Accommodation

All postgraduate students are required to be non-resident. They reside in premises owned by private developers near the university. The University Custodian in the Office of the Dean of Students may be consulted regarding the best and safe premises.

5.4. Students' Property

The University urges students to exercise great care as regards custody of

personal property. The University does not hold itself responsible for any loss of students' property.

5.5. Health Facilities

The University provides free medical services at the University Clinic for its students. However, cases including Expensive/ specialized procedures including dentures are not covered. Students should come with some money in case they are advised to pay for some treatments/tests.

6. APPENDICES

6.1. Appendix I – Sample of Thesis/Dissertation Title pages

**MEASURING THE PERFORMANCE OF THE
UNIVERSAL SECONDARY EDUCATION PROGRAMME IN
IMPROVING THE QUALITY OF SECONDARY EDUCATION IN
UGANDA**

BY

**ARINANYE RONAH TUGUME
MBA (Mak); PGDPPM (UMI); BBA(Mak)**

**A THESIS SUBMITTED TO THE FACULTY OF
ECONOMICS AND MANAGEMENT SCIENCES FOR THE
AWARD OF THE DEGREE OF DOCTOR OF PHILOSOPHY OF
KABALE UNIVERSITY**

FEBRUARY 2021

Title page for a PhD thesis

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FEBRUARY 2021

Title page for Masters' dissertation