

KABALE

P.O Box 317
Kabale - Uganda
Email: info@kab.ac.ug
admissions@kab.ac.ug



UNIVERSITY

Tel: 256-392-848355/04864-26463
Mob: 256-782860259
Fax: 256-4864-22803
Website: www.kab.ac.ug

DIRECTORATE OF GRADUATE TRAINING



POSTGRADUATE STUDENT HANDBOOK

JUNE 2020

TABLE OF CONTENTS

| | |
|--|----|
| PREFACE | 6 |
| SECTION ONE..... | 9 |
| INTRODUCTION | 9 |
| 1.1. Scope of Postgraduate Education..... | 9 |
| 1.2. Classification of Postgraduate Programs at Kabale University..... | 10 |
| 1.2.1. Postgraduate Diploma (PGD)..... | 10 |
| 1.2.2. Masters by Coursework and Research (Plan A) | 11 |
| 1.2.3. Masters by Coursework and Project (Plan B)..... | 12 |
| 1.2.4. Master’s Degree by Research only (Plan C)..... | 14 |
| 1.2.5. Doctor of Philosophy (PhD) Degrees by Research and Coursework | 16 |
| 1.2.6. Doctor of Philosophy (PhD) by Research..... | 17 |
| 1.2.7. Professional Doctorates | 17 |
| 1.2.8. Doctorate by Publications | 18 |
| 1.2.9. Higher Doctorates | 18 |
| 1.3. Crosscutting Courses..... | 18 |
| SECTION TWO | 20 |
| POSTGRADUATE TRAINING REQUISITES..... | 20 |
| 2.1. Objectives of Postgraduate Training | 20 |
| 2.2. Postgraduate Training Outcomes | 20 |
| 2.3. Available Postgraduate Programs | 21 |
| SECTION THREE | 24 |
| GENERAL INFORMATION AND ACADEMIC REGULATIONS..... | 24 |
| 3.1. Introduction | 24 |

| | | |
|------------------------|--|----|
| 3.2. | Definition of terms..... | 24 |
| 3.3. | General Application Procedures | 25 |
| 3.4. | Admission Requirements and Procedures | 26 |
| 3.4.1. | Doctoral (PhD) Programmes..... | 26 |
| 3.4.2. | Master’s Programmes | 29 |
| 3.4.3. | Postgraduate Diploma Programmes | 29 |
| 3.5. | Registration Procedures | 30 |
| 3.6. | Financial Matters | 31 |
| 3.7. | Extension of Registration..... | 32 |
| 3.8. | Withdrawal from the Degree Programme and/or Courses | 33 |
| 3.9. | Records and Future Correspondences | 34 |
| 3.10. | Management of Teaching..... | 34 |
| 3.11. | Examination and Awards Regulations..... | 35 |
| 3.11.1. | Procedure of Assessment | 35 |
| 3.11.2. | Modes of Assessment | 35 |
| 3.11.3. | Examination marking..... | 36 |
| 3.11.4. | Format of Presenting Examination Results | 37 |
| 3.11.5. | Policy on Remarking Students’ Work..... | 39 |
| SECTION FOUR..... | | 41 |
| RESEARCH PROCESS | | 41 |
| 4.1. | Criteria for Appointment of PhD Supervisors..... | 41 |
| 4.2. | Proposal Development..... | 41 |
| 4.3. | PhD Publication Requirement | 42 |
| 4.4. | Submission of PhD Dissertation/ Thesis for Examination | 43 |

| | | |
|---|---|----|
| 4.5. | Submission of a Masters Dissertation for Examination | 45 |
| 4.6. | Examination of Dissertation /Thesis and Award of a PhD Degree | 46 |
| 4.7. | Viva Voce Examination for PhD Candidates..... | 47 |
| 4.8. | Role of the Viva Voce | 49 |
| 4.9. | Resubmission of Dissertations | 49 |
| 4.10. | Management of Reports of Examiners | 50 |
| 4.11. | Monitoring the Standard and Quality of Research Degrees | 52 |
| SECTION FIVE | | 53 |
| DISSERTATION/THESIS REPORT WRITING..... | | 53 |
| 5.1. | Title Page | 53 |
| 5.2. | The Preliminaries | 53 |
| 5.2.1. | Declaration by the candidate..... | 53 |
| 5.2.2. | Approval by the supervisors | 53 |
| 5.2.3. | Dedication (optional)..... | 54 |
| 5.2.4. | Acknowledgement | 54 |
| 5.2.5. | Table of Contents | 54 |
| 5.2.6. | List of Tables and Figures | 54 |
| 5.2.7. | List of Abbreviations (where applicable)..... | 54 |
| 5.2.8. | Abstract | 54 |
| 5.3. | The Main Text Body | 55 |
| SECTION SIX | | 56 |
| POSTGRADUATE POLICY MAKING ORGANS | | 56 |
| 6.1. | Introduction | 56 |
| 6.2. | The University Council | 56 |

| | | |
|-------|---|----|
| 6.3. | The University Senate..... | 56 |
| 6.4. | The Academic Registrar | 57 |
| 6.5. | Directorate of Postgraduate Training..... | 58 |
| 6.6. | Directorate of Research and Publications | 59 |
| 6.7. | The Faculty/School Board/Higher Degrees Committees..... | 60 |
| 6.8. | The Academic Department..... | 61 |
| 6.9. | The Doctoral Committee. | 61 |
| 6.10. | The Quality Assurance Unit | 62 |
| 6.11. | The Directorate of ICT. | 63 |
| 6.12. | National Council for Higher Education (NCHE). | 64 |

PREFACE

Postgraduate Education is the heart of University education, focusing on the vitality of higher degrees and research training in any world class academic institution. We are pleased to give you a copy of the Postgraduate Student Handbook, which will guide you through the precise policy briefs and guidelines on how to sail through the postgraduate journey from start to completion with minimal challenges.

As you will see from this postgraduate student handbook, Kabale University 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 base on which, and in which to pursue your future dreams. We take particular pride in bearing the iconic name of Kabale University, an academic institution in the heart of Kabale Town in Western Uganda, and located at the Boarder of Uganda and Rwanda to the South, as well as at the Border with the Democratic Republic of Congo to the North West. This public university bears an unwavering commitment to contribute to the professional and academic productivity of Uganda, the East African region, Africa and the World at large through offering quality postgraduate education. It is a quest that our new generation university is determined to continue.

We hope this postgraduate handbook will help both new and continuing students navigate through postgraduate student life at Kabale University. And for those who have chosen to be part of our academic community by deciding to pursue higher degrees training at Kabale University, we are pleased to welcome you, and we have the strong hope that your postgraduate study at Kabale University will meet your expectations. For continuing students, 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.

The strategic goal of the directorate of postgraduate training at Kabale University 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. The directorate of postgraduate training, therefore, fosters excellence in postgraduate education and research by providing leadership and administrative support guided by the principles of quality, diversity, and integrity.

Hence Kabale University is repositioning itself in a global academic community by providing vibrant postgraduate training unrivalled in the region, and competitive enough to meet the ideal requirements of global higher education training in the 21st Century. This handbook, however, offers just few pieces of postgraduate information and the rest of the details are published in a bigger volume “The postgraduate policies and guidelines Manual”. You also need to have a copy of this larger volume for yourself in order to complement the reading that you will do in this handbook.

This handbook defines the type of postgraduate degrees offered at Kabale University, it also provides a few policies, procedures and practices that guide student research undertakings and supervision at postgraduate level. The handbook explains why you should pursue postgraduate education at Kabale University. It is a public university for lifelong learning recognized nationally, regionally and internationally, therefore the postgraduate training you acquire in this institution is a very vital component to your personal and social life.

The University places high priority on the educational, social, technological, administrative and scientific aspects of postgraduate studies. Kabale University recognizes the importance of postgraduate training as a force for citizenship development, and so at the postgraduate level, we commit to being a destination of

choice for those who are prospective pioneering change agents for a better world, committed to creating jobs in an entrepreneurial economy; and inspired by a deep need to serve and give back through provision of distinct and strong postgraduate education.



Dr. Denis Sekiwu
Director, Postgraduate Training

SECTION ONE: INTRODUCTION

1.1. Scope of Postgraduate Education

Postgraduate education encompasses research, study and teaching beyond the bachelor's degree. While undergraduate education leads to a bachelor's degree, postgraduate education leads to master's degree and a doctoral degree. Increasingly around the world, postgraduate education at Universities has of recent been expanding and rising at a much faster pace and this has scaled up the need for rules and regulations to maintain quality of postgraduate academic processes. Postgraduate education rules and procedures guide all the academic processes like admission of graduate students, attendance of classes by graduate students, the examination processes, allocation and competences of supervisors, research processes, graduate supervision, external examination, handling of viva voce examinations, graduation and publications.

Despite the rules and regulations, the area of graduate education remains complex and dynamic. The reduced government financing in the area and higher operating costs have driven universities to increase enrollment of graduate students that far exceed the existing resource capacity. Complexity of graduate study and research has also been brought about by the unique learning environment. Unlike undergraduate education, graduate education is highly advanced and scholarly in nature, and students are expected to be highly analytical. Graduate education is often associated with some of the following features and these create a unique environment:

- ✦ It is advanced because it builds upon an undergraduate education.
- ✦ It is focused because the emphasis in graduate studies is on depth.

- ✦ It is scholarly because it is concerned not simply with the acquisition of knowledge and skills, but with the critical analysis of existing knowledge and the creation of new knowledge.
- ✦ Postgraduate students are expected to acquire and apply advanced analytical and interpretive skills, as well understanding and/or producing quality research.

Although the expectations of students enrolled in postgraduate programs may vary, the Postgraduate Training level represents a very different educational experience than that of undergraduate studies. At the heart of postgraduate education is scientific innovation and discovery is seldom a linear process, and it is generally not possible to drive research directly towards a desired outcome. Discovery is a mixture of insight, effort, curiosity, and good fortune and the university is required to establish systems and procedures that encourage and promote this discovery. Graduate programs, themselves, are of various levels and diversity calls for different levels of scrutiny.

1.2. Classification of Postgraduate Programs at Kabale University

Kabale University will offer 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 Kabale shall generally comprise of Postgraduate Diplomas, Masters and PhD programs, and these include:

1.2.1. Postgraduate Diploma (PGD)

A postgraduate diploma is a postgraduate qualification awarded after a university degree, which supplements the original degree awarded to the recipient. The postgraduate Diplomas to be at Kabale will all be taught Postgraduate Diploma courses (PGDs) and shall be for a duration of one year. Students who complete a postgraduate Diploma and wish to pursue a Masters in the same field will only be

required to do the second-year component of the Master's degree. Credit transfers and exemptions where applicable will apply.

1.2.2. Masters by Coursework and Research (Plan A)

All Masters Degrees offered under this category will be two-year Programmes involving coursework and dissertation. These programmes will have compulsory taught courses for two semesters that must be done by all students. The taught component is to be covered in at least two semesters and shall constitute about 50% of the programme content as per the NCHE benchmarks. Additional courses maybe added to these two semesters depending on the content of the field. The sequencing of the courses and research shall be detailed in the curriculum document of each postgraduate programme. The students who wish to write a dissertation will follow the approved guidelines. The last two semesters are devoted to research undertaking, resulting into a dissertation. Once the supervisors endorse the report, it is then subjected to the scrutiny of an internal and external examiner appointed by the institution. A Masters degree by coursework and research may be structured in such a way that after successful completion of the coursework requirements, the candidate may qualify for the award of a Postgraduate Diploma. A Master's degree by coursework and research can be planned as follows:

First Year—Semester One

- ✚ Attendance of relevant courses in the discipline including crosscutting courses.
- ✚ Attending seminars and workshops as required by the responsible academic unit.

First Year—Semester Two

- ✚ Attendance of prescribed courses in the relevant discipline, including crosscutting courses.

- ✚ Attending seminars and Workshops as required by the responsible academic unit.
- ✚ Extensive review of literature relating to the proposed research study.
- ✚ Development of the Research Proposal and their presentation to the relevant organs of the University for Approval.
- ✚ Development of a research plan with guidance from supervisor(s). The research plan should act as a contract between the student and the supervisor and the institution.

Second Year—Semester One

- ✚ Data Collection processes
- ✚ Attending Seminars and Workshops required by the responsible unit.

Second Year—Semester Two

- ✚ Data analysis and dissertation writing seminars
- ✚ Attendance and presentation of conferences/seminars
- ✚ Writing of the final Dissertation and Submission of Dissertation.
- ✚ Dissertation Examination Process.
- ✚ Attending to examiner suggestions.
- ✚ Oral Defense and Submission.
- ✚ Generation of co-authored journal article with supervisors
- ✚ Preparing for graduation

1.2.3. Masters by Coursework and Project (Plan B)

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

the institution. External examination of the project report shall be done the same way as the coursework component. There will be special rules and procedures designed by the faculty on how project assessment will be undertaken.

This is normally referred to as a professional Master's degree program. This degree program shall consist of taught courses prescribed by the university and a project report. A postgraduate program by Coursework and Project Report offers advanced taught courses constituting at least 75 percent of the entire workload. At the end of the taught component, the candidate will be required to apply the acquired knowledge and skills in a project/industrial training/field attachment. The project report shall carry at least four credit units. The project report, once endorsed by the supervisors, is subjected to the scrutiny of an internal examiner appointed by the institution.

External examination of the project report shall be done the same way as the coursework component. A Master's Degree by coursework and project report may be structured in such a way that after successful completion of the first year's workload, the candidate may be awarded an intermediate Postgraduate Diploma. The intermediate Postgraduate Diploma obtained in this manner shall enjoy all rights and privileges like any other Postgraduate Diploma at this education level. A Master's Degree by coursework and project report can be planned as follows:

First Year—Semester One

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

First Year—Semester Two

- ✚ Attendance of relevant courses in the discipline, including crosscutting courses.

- ✚ Attending seminars and workshops as required by the responsible academic unit.
- ✚ Extensive review of literature relating to the proposed research report.

Second Year—Semester One

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

Second Year—Semester Two

- ✚ Internship and project
- ✚ Undertaking a project/industrial training/field attachment.
- ✚ Writing of the project/industrial training/field attachment report under the supervision of a Faculty member.
- ✚ Internal examination of the report.
- ✚ Oral presentation of the report before a panel of experts.

1.2.4. Master's Degree by Research only (Plan C)

A Masters by Research involves the submission of a completed thesis based on an independent research project. Students studying a Masters by Research work independently work with the support of a supervisor, the department, faculty and the Directorate of Graduate Training. Students may be required to attend units to help expand skills in the area of research. This Master's degree program is awarded to candidates who have demonstrated a systematic understanding of knowledge and a critical awareness of current problems and/or new insights relevant to the field of study; a comprehensive understanding of techniques available to their own research or advanced scholarship and originality in the application of knowledge, together with a practical understanding of how established techniques of research and enquiry are used to create and interpret knowledge.

A candidate pursuing a postgraduate degree program by research only may not receive any structured instruction apart from the crosscutting courses and selected discipline related courses that are tailor made 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 postgraduate program by coursework and dissertation only that a relatively wider research scope is expected of a postgraduate program by research only. A Master's degree by Research only may be structured as follows:

First Year

- ✚ Attendance of crosscutting courses.
- ✚ 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 responsible academic unit to enable him/her to cope with theoretical issues in the discipline.
- ✚ 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.
- ✚ Development of the research proposal and research instruments and their presentation to the relevant committees of the university.
- ✚ Departmental and Faculty Postgraduate Committees receive and approve the research proposal.
- ✚ Development of a research plan with guidance from supervisor(s). The research plan should act as a contract between the student, supervisor and the institution.
- ✚ Making at least two seminar presentations one of which shall be the presentation of the research proposal.

Second Year

- ✚ Data collection
- ✚ Attending seminars and workshops required by the relevant academic unit.
- ✚ Commencement of writing process, data analysis and submission of dissertation.
- ✚ Giving seminar presentation on the preliminary findings.
- ✚ Publication of at least one article.
- ✚ Dissertation examination process.
- ✚ Review of the dissertation before a panel of experts.
- ✚ Refinement of the dissertation and submission.

1.2.5. Doctor of Philosophy (PhD) Degrees by Research and Coursework

A PhD is designed for college graduates who are interested in doing original and applied research that tests theory and adds to the existing knowledge in their particular field or discipline. A PhD program can help you learn how to:

- ✚ Analyze theories and concepts within a particular field.
- ✚ Evaluate the relevance of seminal, current, and emerging theories within the designated field.
- ✚ Assess identified gaps in the current research literature.
- ✚ Advance the body of knowledge in your field through original research.
- ✚ Communicate effectively to an academic audience and general stakeholders.

A PhD by Research and Coursework involves taught courses and the submission of a completed thesis based on research project. A PhD with coursework in the first year will help those who are crossing over into a discipline that they're not already deeply embedded in: it will give them some hand-holding through the things you'll need to know but don't yet.

1.2.6. Doctor of Philosophy (PhD) by Research

A PhD by Research involves the submission of a completed thesis based on an independent research project. Students studying a PhD by Research work independently with the support of a supervisor and the School. Students may be required to attend units to help expand skills in the area of research. A Doctor of Philosophy or simply doctorate is the highest academic qualification. It is awarded for independent, self-directed research under the guidance of an experienced supervisor that makes an original contribution to knowledge in either academic or professional disciplines.

The end product of such independent research is normally a thesis and an oral examination. The doctorate degree programme also supports the development of research and generic skills to enable an individual operate successfully as a professional researcher in any setting. The best of known research doctorate title awarded is the Doctor of Philosophy (PhD). However, there are a number of other doctoral titles that enjoy the same status and represent variants of the PhD. For example, the University of Oxford, University of Sussex, and The University of York until recently, denote the degree of Doctor of Philosophy with the post of nominal initials DPhil.

1.2.7. Professional Doctorates

A professional doctorate focuses on applying research to practical problems, formulating solutions to complex issues, and designing effective professional practices within your field. A professional doctorate is a doctoral-level degree for experienced professionals who want to translate their industry expertise into a higher position of credibility, leadership, and influence in their profession. Although PhD programs and professional doctorate programs share many similarities, there is a fundamental difference between the programs when it comes to the independent research phase.

A professional doctorate program recognizes your practical work experience and mastery of areas, such as business administration, social work, or information technology. Consequently, your doctoral research focuses primarily on applying existing theories and knowledge to solving a real-world problem. By comparison, PhD students focus on developing new ideas, perspectives, and theories that add to the body of knowledge in their field.

1.2.8. Doctorate by Publications

Doctorate programs through publications are acceptable by NCHE. The prospective PhD candidate may assemble his/her publications in line with a particular theme, as his/her title and this entire presentation of papers is internally and externally examined to gauge its suitability for an award of a doctorate by publications.

1.2.9. 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.

1.3. Crosscutting Courses

Again, the National Council for Higher Education (NCHE) has provided some crosscutting courses that must be take even if the degree program is by thesis only.

For Masters Degrees, the following are the crosscutting courses which every student enrolled at Kabale University shall take:

- i) Computer Applications in Research
- ii) Research Methods
- iii) Scholarly Writing and Publishing

For Doctorates, the following are the crosscutting courses which every student enrolled on the program at Kabale University shall take:

- i) Computer Applications in Research
- ii) Research Methodology
- iii) Scholarly Writing and Publishing
- iv) Philosophy of Teaching
- v) Philosophy of Sciences

Taught Masters Degrees are the commonest in Uganda while the PhD by Thesis-by-research which has also been more dominant is being replaced by the taught PhDs. Research-based master's programs are relatively less emphasised in Uganda but the NCHE makes provision for this type. They provide an opportunity for students to explore the possibility of pursuing research as a career.

SECTION TWO: POSTGRADUATE TRAINING REQUISITES

2.1. Objectives of Postgraduate Training

The objectives of postgraduate training at Kabale University are mainly to:

- a) Provide postgraduate students with a well-developed package of theory, knowledge, conceptual philosophies to improve their outlook towards the world of work, encourage innovative learning and support life-long learning.
- b) Equip postgraduate students with knowledge needed to critically observe and synthesize issues as well as creating the scientific understanding of emerging issues in their respective professional and academic disciplines at local and international perspectives.
- c) Introduce postgraduate students to contemporary concepts and the 21st Century skills such as problem-solving, critical thinking, innovation and the acquisition of life-skills.
- d) Develop the capacity of postgraduate students to be able to excel in their fields of specialization and to enable them to contribute to the continued development of new knowledge that will support social and national development.
- e) Equip postgraduate students with research and analytical skills to be in a position to critically and intellectually understand their communities in order to provide the relevant policies and directions to improve these communities.

2.2. Postgraduate Training Outcomes

On successful completion of postgraduate training, graduates are expected to:

- a) Demonstrate knowledge of the principles and theory learned from their respective postgraduate programs of study critical to enabling them participate in social transformation, poverty eradication and citizenship building.

- b) Apply the research skills and theory obtained from respective postgraduate programs to analyse, synthesize, and problem-solve issues affecting their professional fields of establishment for the promotion of social development.
- c) Demonstrate higher education skills of research and knowledge generation as the basis of supporting their capacity to make positive social change.

2.3. Available Postgraduate Programs

Kabale University’s five faculties offer a wide range of postgraduate research and coursework study options. Coursework programmes are structured to suit the needs of working people, while research programmes allow you to delve deeper into a specific field of interest. The institution offers opportunities for postgraduate studies across the full spectrum of qualification types. The university has several postgraduate programs of study around which it plans its core business of teaching and learning, research and community involvement, and has already established clear strengths within these study areas:

| Program | Duration | Study Time |
|--|----------|---------------------|
| Doctor of Philosophy in Public Administration and Management | 4 Years | Weekend |
| Doctor of Philosophy in Business Administration (By Coursework and Research) | 4 Years | Weekend |
| Doctor of Philosophy in Business Administration (By Research) | 4 Years | Weekend |
| Master of Medicine: Pediatrics and Child Health | 3 Years | Weekend/ Holiday |
| Master of Medicine: Obstetrics and Gynecology | 3 Years | Weekend/ Holiday |
| Master of Public Health | 2 Years | Weekend |
| Master of Arts in Educational Management | 2 Years | Weekend/ Holiday |
| Master of Education Psychology | 2 Years | Weekend/ Holiday |
| Master of Science in Environment and Natural Resources | 2 Years | Fulltime/ |

| | | |
|--|---------|---------------------|
| | | Weekend |
| Masters in Institutional Governance and Leadership | 2 Years | Weekend |
| Master of Monitoring and Evaluation | 2 Years | Weekend |
| Master of Information Science | 2 Years | Weekend |
| Master of Business Administration | 2 Years | Weekend |
| Master of Arts in Project Planning and Management | 2 Years | Weekend |
| Master of Arts in Human Resource Management | 2 Years | Weekend |
| Master of Arts in Public Administration & Management | 2 Years | Weekend |
| Postgraduate Diploma in Education | 1 Year | Weekend/ Holiday |
| Postgraduate Diploma in Project Planning and Management | 1 Year | Weekend |
| Postgraduate Diploma in Human Resource Management | 1 Year | Weekend |
| Postgraduate Diploma in Public Administration and Management | 1 Year | Weekend |
| Postgraduate Diploma in Monitoring and Evaluation | 1 Year | Weekend |

2.3.1. Brief description of the degree category

- a) A **Doctoral degree** requires a candidate to undertake research at the most advanced academic level, culminating in the production of a thesis. The research outcome has to make a significant and original academic contribution to a discipline or field. The degree may be earned through pure discipline based on multi- disciplinary or applied research. The degree may include a coursework component as preparation to the research, but does not contribute to the credit value of the qualification. The **Duration of study: 3 to 7 years**
- b) A **Master's degree** may be earned in one of two ways: (i) by completing a single advanced research project, culminating in the production and acceptance of a dissertation, or (ii) by successfully completing a coursework programme and a dissertation component. The admission requirement is a relevant Bachelor's degree. The **duration of study: two years full-time. For clinical Master's degrees, duration is three years fulltime.**
- c) 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 small research paper under supervision. The **duration of study: one year full-time.**

SECTION THREE:

GENERAL INFORMATION AND ACADEMIC REGULATIONS

3.1. 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.

3.2. Definition of terms

- ✚ **Semester:** One standard semester comprises fifteen (15) weeks of classes/lectures and two (2) weeks of examinations.
- ✚ **Academic Programme:** A collection of courses in a field of study which, when completed, leads to an award of a degree, a diploma or a certificate.
- ✚ **Course:** A unit of work in a particular field of study, normally extending through one semester and normally carrying, after completion, credit toward the fulfilment of the requirements for the award of a certain Degree, Diploma or Certificate.
- ✚ **Contact Hour (CH):** A standard one contact hour is at least fifty (50) minutes of classroom period
- ✚ **Credit Unit:** One hour per week of lecture for fifteen (15) weeks equals one credit unit or a series of fifteen (15) contact hours

(Abbreviations: LH- Lecture Hour, PH-Practical Hour, CLH-Clinical Hour, CH-contact hour, TH- Tutorial Hour and CU-Credit Unit.)

- ✓ 1 LH = 1 CH,
- ✓ 1 CLH = 1 CH,
- ✓ 2 PH = 1 CH,
- ✓ 2 TH = 1 CH,
- ✓ 1 CU = 15 CH

- ✚ **Core Course:** A course which is essential to a Programme and gives the Programme its unique characteristic. A core course is compulsory for all students who have registered for a particular programme and must be passed.
- ✚ **Elective Course:** A course offered in order to broaden a Programme or to allow for specialization. An elective course is selected from a given list of courses as a students' own choice.

- ✚ **Audited Course:** A course, taken by a student, for which no credit is awarded. This course helps the student to follow or understand learning of another course/subject.
- ✚ **Pre-requisite:** A condition (either a Course or a Classification) which must be satisfied prior to enrolling into some academic programme.
- ✚ **Pre-requisite Course:** A course offered in preparation for a higher-level course in the same area.
- ✚ **Co-requisite Course:** A course that must be simultaneously taken together with another course. Each of the two courses is a co-requisite of the other.
- ✚ **Programme Load:** An essential set of courses offered for the award of a particular Degree/Diploma/Certificate. It is composed of both core and elective courses.
- ✚ **Semester Load:** Total number of courses for a particular Programme offered in a semester.
- ✚ **Major:** A field/ subject/area of specification in which a student is required to explore the field/subject/area in considerable depth. A major comprises two-thirds (2/3) of the programme load.
- ✚ **Minor:** A field/subject /area that is of less coverage than the major. A minor comprises one-third (1/3) of the programme load.

3.3. General Application Procedures

- a) Application forms will be obtained from the Academic Registrar's office after payment of an application fee at the stipulated bank (s).
- b) Relevant copies of certificates and certified copies of academic transcripts and copy of passport or ID, and or date of birth certificate must accompany all completed application forms.
- c) Transcripts and other academic documents that are not in English must be translated by either an authorized body or competent languages unit within a University before submission of applications and attachments. Applicants should check other special requirements like dates for pre-entry examinations or concept paper where applicable.
- d) The Senate/Graduate board on recommendations from the relevant faculty/school/department reserve the right to introduce any other admission

criteria so long as such a criterion is fair and only intended to strengthen the quality of the students admitted on the programmes.

- e) Applicants will be required to attach on the application forms two passport size photographs, certified copies of academic transcripts and certificates, O-level and A-level certificates, two recommendation letters from two academic referrers, and copies of passports/birth certificates or National Identification cards. Must satisfy the admission requirements for the academic program(s) applied for.
- f) Must submit official academic Transcript (s) Certificate from a recognized University/institution of Higher learning in which he/she was previously enrolled indicating his/her academic status, the courses offered/taken, the credit units completed and the grades obtained in each course where applicable.
- g) For applicants who have already done Masters Degrees at Kabale University can be allowed to transfer to the Doctor of Philosophy Degree and in case of PhD by course work and research, they shall be exempted for those courses which they are deemed to have completed and Passed. However, the exemption will not apply to the compulsory courses at Doctoral level which must be done by all candidates on PhD by coursework and research.
- h) The applicants transferring will be required to submit a complete set of documents about their previous studies. The University may reserve a right to seek for official communication from the University where the student is transferring from but this shall be determined based on the applicant's circumstances.

3.4. Admission Requirements and Procedures

3.4.1. Doctoral (PhD) Programmes

- a) Admission 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) There will be a review of each applicant to be conducted by the Departmental board and recommendation to the Faculty and Graduate Boards will be made accordingly.
- c) The admission may involve a pre-entry examination (where deemed relevant) which may be orally administered through either an interview composed of subject experts in the applicants selected field of study or where deemed necessary through a written Admission test/concept paper.
- d) The format of the assessment shall be determined by the Department in consultation with the Dean where applicable after a careful review of the quality of the applicants.
- e) Special provisions will be made for international applicants to be admitted to doctoral programmes.
- f) The Applications for the Doctor of Philosophy shall include the following documents:
 - i) Filled in Application form
 - ii) Two passport size Photographs
 - iii) Clear copy of passport and or any other valid identification
 - iv) Officially certified copies of academic transcripts (Undergraduate, Graduate, and Postgraduate).
 - v) An up-to-date curriculum vitae (where applicable)
 - vi) Two letters of reference/recommendation (one preferably academic) printed on letter head and signed
 - vii) Any other Document deemed necessary
- g) There may be applicants who wish to transfer their studies and credits to any University graduate programme. Such cases will be allowed and will naturally be handled on a case by case basis depending on the level at which the student is transferring.

- h) Applicants who wish to transfer and have already completed the dissertation and await examination will be required to at least spend one academic year into the University system. Such will be overseen by the appointed supervisors and doctoral committee. They will be involved in research seminars and publications within their fields of research. They may also be involved in teaching and supervision of Masters Students as part of their doctoral training.
- i) The students transferring their credits to any of the doctoral programs in Kabale will be required to officially apply and attach all relevant documents pertaining to their academic journey in their former institutions.
- j) A student shall be granted provisional registration up to one academic year on the basis of acceptance of academic qualification and presentation of an acceptable research synopsis of 3-5 pages.
- k) During the course of the academic year, a PhD student should develop a comprehensive research proposal for full admission with the help of an assigned supervisor who is a senior member/s of academic staff in the relevant fields of study.
- l) For PhDs by coursework and Research, the candidate shall be expected to complete the coursework phase of study (which is usually 2 years and above), before proceeding to write a research thesis/dissertation under the supervision of a senior staff allocated to the candidate.
- m) The respective Boards of Schools/Faculties, in conjunction with respective Faculty/School Higher Degrees Committees, should identify supervisors for each PhD candidate.
- n) The Senate shall, on the recommendation of the Academic Board, appoint one or more supervisors to advise a PhD candidate whose subject of special study or research has been approved, and the candidate shall be required to work in close association with the supervisors.

- o) When a Research proposal of a PhD student is found satisfactory by the School Higher Degrees & Research Committee after defending, a recommendation is sent to the Directorate for Postgraduate Training for action. Thereafter, the student shall be granted a supervisor/s to begin of the Research component.
- ❖ For the **Doctor of Medicine (M.D.)** degree, it is a Master's degree in Medicine from a recognized university.
 - ❖ For a **Doctor of Laws (L.L.D)** degree, it is a Master's Degree in Law from a recognized university.
 - ❖ For a **Doctor of Literature (D. Lit.)** and **Doctor of Science (D.Sc.)**—which are the Higher Doctorates—These Degrees are awarded upon successful submission, review and defending of original published and unpublished works on the area/topic of specialization. These higher doctorates are normally applied for by holders of Ph.D. degrees.

3.4.2. Master's Programmes

- i) A minimum of a second-class lower bachelor's degree.
- ii) An applicant who is a holder of a pass degree or its equivalent may be admitted only after providing evidence of academic growth and maturity in the desired field of study as judged by the Board of Research and Graduate Training.
- iii) A Postgraduate Diploma in field of specialty or Equivalent.
- iv) 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.

3.4.3. Postgraduate Diploma Programmes

It is normally a Bachelor's degree or its equivalent from a recognized and chartered University in a subject(s) relevant to the course applied for.

3.5. Registration Procedures

- i) Masters and Ph. D. candidates will be either fulltime or part-time students.
- ii) **ALL** Masters and PhD Candidates shall be required to register at the beginning of each semester for each of the academic year of the studies using the registration form issued by the university and students will be required to renew their registration at the beginning of the subsequent years by filling in a new registration Form and paying the require fees.
- iii) Failure to renew registration shall mean automatic discontinuation from studies unless there are valid reasons to the contrary.
- iv) A candidate for the PhD degree, whose thesis/dissertation examiners are either in disagreement or have recommended thesis/dissertation revision and resubmission may, on the recommendation of the Doctoral Committee be discontinued but may be advised to transfer their registration to a relevant Masters programme, in which case such a student may be awarded an M.Phil.
- v) The registration form will need to be accompanied by the letter of admission, two passport size photographs, and any other required documentation like certified copies of academic transcripts and certificates. All these documents may not be part of the student registration package.
- vi) The registration will be managed by the university Academic Affairs' office in liaison with the Director of Graduate Training.
- vii) One copy of the registration form will be kept by the Academic Registrar's office and the second copy will be forwarded to the relevant/faculty/school and Graduate office. Students will thus be expected to have different files.
- viii) A student will be registered after fulfilling the following requirements:
 - ✓ Evidence of payment of fees as indicated on the admission letter
 - ✓ Two copies of certified academic transcripts/certificates
 - ✓ Completed registration forms
 - ✓ Submission of a copy of the valid identity card.
 - ✓ Two passport size photographs

- ✓ Any other requirement as determined by relevant organs

3.6. Mode of Delivery

The mode of delivering the various postgraduate programs is mainly through Course work and a dissertation. The course work and course units are delivered using several methods like the lecture method, discussion/brainstorming method, writing reflective papers and critical reviews, Power-point presentations, Field Study Tours, presentations and graduate seminars/workshops. The thesis/dissertation or long research paper are the final requirement for the award of a postgraduate degree of Kabale University.

3.7. Language Proficiency

Applicants from countries where the language of instruction is not English are required to supply evidence of proficiency in English. International applicants currently residing in Uganda may, however, sit an English proficiency test conducted by Kabale University, Institute of Languages.

3.8. Financial Matters

- a) Tuition fees and other university fees shall be required in accordance with a schedule issued by the university Academic Registrar and as per the admission letter.
- b) Fees will be paid directly to the university fees collection account (s).
- c) For a prospective student to fully register, s/he must have paid a significant- fees amount as will be determined by the university.
- d) If a candidate finds that he/she cannot continue with his/her studies due to Financial/social hardships but expects to complete studies at a later date, it is his/her duty to request for withdrawal and inform the university through the Schools and Supervisor.
- e) Tuition and other University fees are due on the first day of the academic year. Students who cannot pay full fees at the beginning of the academic year

are required to pay at least 60% of the course load and all the Functional fees.

- f) A first-year student who fails to pay the registration fee at the end of the second week of the beginning of an academic year shall forfeit his/her place in the University.
- g) A continuing student who shall not have paid fees by the end of the Sixth week shall be de-registered.
- h) Students should complete paying all the University fees by the sixth week of a semester and be registered then.
- i) Students will not be allowed to pay university fees and register after the end of the sixth week of a semester.
- j) Only registered students will be allowed to use University facilities, to attend lecturers, do coursework and sit for final examinations.

3.9. Extension of Registration

- a) If a candidate realizes that he/she cannot complete his/her work within the time allowed, it is his/her duty to take the initiative to apply for extension of registration. The university shall deregister candidates whose period of registration lapses.
- b) Extension of registration shall be normally sought after the candidate's 2nd year of registration in the case of Master's Degree students and after 3 years for Ph.D. full time students.
- c) Extension fee will be calculated based on the period requested for and the remaining workload to complete studies.
- d) In addition, annual registration, administration, technology and library fees are paid as well.
- e) Official University Identity Cards will be issued to all registered students on payment of a fee. Students are supposed to carry with them up-to-date identity cards renewed at the beginning of each academic year.

- f) Regarding Progress Reports on Research, every candidate is required to submit (through a supervisor) reports on his/her progress twice a year. The Progress report format/form can be accessed from the directorate of postgraduate training.

3.10. Withdrawal from the Degree Programme and/or Courses

- a) A registered student may choose to withdraw from a Programme/Course (s) for various reasons with the permission of the Supervisor, School Higher Degrees and Research Committee.
- b) Withdrawal Limits
- i) If a candidate finds that he/she cannot continue with his/her studies due to financial or social hardships which can be demonstrated to affect their candidature, but expects to complete studies at a later date, it is his/her duty to request for withdrawal and inform the University through the School Higher Degrees and Research Committee and Supervisor.
- ii) A student should apply to his/her respective Board of Studies for permission to withdraw from studies at any time of the semester. Reasons for withdrawal should be given in the letter and application forms.
- iii) Permission to withdraw shall be granted by the College/School Board only on compassionate grounds or in cases of illness or financial constraints, serious social or domestic difficulties or exceptional professional commitment which can be demonstrated to have adversely affected the candidate.
- iv) A student will be allowed only a maximum of two withdrawals on an Academic Programme and each withdrawal shall not exceed a period of one academic year.
- v) The period of withdrawal (s) shall not count against the period of candidature for the programme a student is registered for.

- vi) A student who had withdrawn from studies shall apply to his/her respective College/School Board to resume studies and shall indicate that the circumstances that made him/her withdraw can no longer affect his/her studies.
- vii) A student who has overstayed on an Academic Programme by more than 2 (two) years beyond the period of candidature stipulated in the Programme shall be discontinued from his/her studies at the University.
- viii) 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.

3.11. Records and Future Correspondences

- a) All records concerning any admitted student will be under the custody of the Directorate of Graduate Training.
- 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.

3.12. 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 of the taught courses will be done by senior academics with a minimum of a PhD or its equivalent. At no time will this procedure be violated as a mechanism to guard against quality.
- d) 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.
- e) The teaching for all courses will rely on both theory and practical application.

3.13. Examination and Awards Regulations

3.13.1. 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.

3.13.2. Modes of Assessment

- a) For all programmes leading to the academic awards of the university, there shall be examinations as a mode of assessment. These examinations shall be normally conducted at the end of every semester.
- b) 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.

- c) Every examination for a Degree, whether taken at one time or in sections, shall be examined by:
 - i) Internal Examiners, one, or where possible, two or more who shall be a specialist in the candidate's field of research or methodology expert and
 - ii) An external Examiner who shall be at the rank of a Senior Lecturer and a specialist in the candidate's field of research.
- 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% with effect from the date when this policy becomes operational.
- 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.

3.13.3. Examination marking

- a) The scripts will be marked and sent to the external examiner (where applicable) and results discussed in the departmental board, Faculty level, Graduate Board and Senate before provisional results can be released.
- b) The students who excel at writing conference and journal papers in internationally refereed journals will be awarded marks as shall be determined from time by Senate across each of the covered modules in the particular semester where that paper may have been published or presented. This is intended to encourage a degree of scholarship in the doctoral programme.

3.13.4. Format of Presenting Examination Results

- a) Require the appropriate presentation of results and the attributes of the complete results of a course include:
- i) Course Name
 - ii) Course Code
 - iii) Credit Unit(s) – (CU)
 - iv) Score (Raw Mark)
 - v) Grade Point – (GP)
- b) Provisional Examination Results will be displayed as soon as the departmental Board of Examiners has considered a set of examination results. Such provisional results shall be displayed on the Notice Board by the respective course coordinators and the HOD both of who must sign the provisional results.
- c) Examiners who Delay in Marking and Submitting Examination Results will be handled through course Coordinators by submitting the names to the departmental board for onward transmittal to the School for appropriate action.
- d) Assessment Structure shall be as follows:

| No. | Category | Score |
|-----|-----------------------------------|-------------|
| 1. | Progressive Assessment/Coursework | 40% |
| 2. | Written Examination | 60% |
| | Total | 100% |

- e) Grading of the Programme. 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 | |

- f) Partial results of candidates can be issued in form of testimonials. The testimonials are issued by the HOD. Such a testimonial should contain the following data:
- i) The name of the candidate.
 - ii) The registration number of the candidate.
 - iii) The name of the academic award registered for by the candidate.
 - iv) The academic year in which the candidate first registered for particular academic programme.
 - v) The academic year in which the candidate was being issued Testimonial.
 - vi) The Courses offered by the candidate and the Grade Point the candidate has obtained in each of those Courses.
- g) Candidates registered for the course-work and dissertation programme shall sit for course examinations following assessment procedures approved by the department, School and Senate.
- h) Unless stipulated otherwise the General University Examination Regulations shall be used to guide the conduct of examination of all courses.
- i) A combination of any of the following assessment strategies may be used in coursework: in-class questions, tests, take-home written assignments, individual/group presentations, portfolio, project work, cases, computer-based

assessment, direct observation, reflective journals/learning logs/diaries, mini-practical's, poster sessions, field work/laboratory/project work reports, position and seminar papers, Library researches; Attendance and active participation.

3.13.5. Policy on Remarking Students' Work

- a) A candidate wishing to make any appeal against his/her examination results shall do so within 30 days from the date of publication of the results.
- b) All appeals for remarking shall be addressed to the Chairperson of the Departmental board/Head of Department with a copy given to the Lecturer concerned.
- c) Candidates shall make the requests in writing and should clearly specify the grounds upon which the appeal is being made including, but not limited to the following:
 - i) Miscomputation of marks.
 - ii) Bias on the part of the Lecturer
 - iii) Marks generally out of step with one's overall performance
- d) The departmental board shall communicate its decisions to the affected student within a period of 14 days of its deliberations. A copy of this communication shall be given to the Academic Registrar
- e) That from the time the decision to remark is made by the Departmental board remarking should be completed within two weeks.
- f) That if a candidate decides to withdraw his/her appeals before the Committee considers it; such withdrawal should be done in writing.
- g) Remarking of Dissertations will be handled separately in case there is an appeal by the candidate but in any case, an independent reviewer and a panel will be constituted by the HOD to make recommendations for consideration by the departmental board.

3.14. Specific Requirements

For the specific requirements (admission, options, and tuition fees) for each of the postgraduate programmes, please refer to the General Information Brochure from the Academic Registrar's Office. You can as well find details on Kabale University web site [http:// www.kab.ac.ug](http://www.kab.ac.ug) or email: info@kab.ac.ug.

SECTION FOUR: RESEARCH PROCESS

4.1. Criteria for Appointment of PhD Supervisors.

- a) PhD supervision shall involve at least one supervisor who has to be an academic staff member of the University or any other senior academic appointed for that purpose with competence to supervise the PhD research area.
- b) Supervisors must be PhD Holders and must have a serious track record of research and publications as per the relevant statutory instrument by the NCHE.
- c) Supervisors can be from any university in the country or outside provided the experience in supervising is established, research track and the publications are known and well established
- d) If the main supervisor is from a university or institution other than Kabale, a MOU between the two institutions or individuals on the supervision will be required. Efforts must be made to ensure continuity of effective supervision.

4.2. Proposal Development

- a) The student shall be required to develop a full proposal in consultation with his/her supervisors and Doctoral Committee members in case of a PhD candidate.
- b) The proposal will have to be defended before a student is allowed to proceed to the field before a panel of examiners for both the Masters and PhD students.
- c) A research proposal is done before one undertakes research and is written in future tense. A research report/dissertation on the other hand is written after one has done the research and is written in past tense.

- d) The research proposal should not exceed 20 double-spaced pages of text for the Masters Degrees but not more than 30 pages for the PhD.
- e) The 20/30 maximum pages of the Masters and PhD proposals respectively include the main text body (excluding title page, table of contents, list of tables and figures, list of abbreviations, and appendices) but include the references.
- f) The University shall accept a variance of five pages on the upper limit for both a Masters and PhD proposal and shall not accept a proposal less than 15 pages and 20 pages in the lower limit for the Masters and PhD respectively.
- g) The proposal shall be formatted with a font size of 12- and double-spaced using Times New Roman.
- h) A well-researched proposal should take no more than three months to complete and present for Masters Degrees and 6 months for Doctoral programmes especially PhD by thesis. All Masters and PhD students will be expected to defend their proposals before they can proceed to the field.

4.3. PhD Publication Requirement

- a) A PhD degree will be conferred on a candidate after requirements. In addition, doctoral students will be required to publish at least one article or make a presentation or on at 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.
- b) A register of journals for the PhD specializations will be produced. A Dissertation accepted by the university and subsequently published, in whatever form, shall bear the inscription.
- c) Supervisor's permission to submit with words as:
 - i) ***“As the candidate’s supervisor I agree to the submission of this dissertation for examination. To the best of my knowledge, the dissertation is primarily the student’s own work and the student has acknowledged all reference sources...”***

- ii) ***“Dissertation Approved for the Degree of Doctor of Philosophy of Kabale University.”***
- d) The dissertation/ thesis/ proposal should include a Disclaimer: A declaration by the candidate, stating that
 - i) The dissertation has not been submitted for a degree in any other University and that no Part of the Thesis or Dissertation is plagiarized work)
 - ii) The dissertation does not contain any other person’s data, pictures, graphs or any other information unless specifically acknowledged as being sourced from other persons
 - iii) This dissertation does not contain text, graphs or tables copied and pasted from internet unless specifically acknowledged, and the source being detailed in the thesis and in the reference section

4.4. Submission of PhD Dissertation/ Thesis for Examination

- a) PhD Candidates on a programme by coursework and dissertation and who have qualified to continue with the dissertation research after the coursework part shall be required to submit a dissertation in partial fulfillment of the Degree requirements, after a specified period set.
- b) All dissertation PhD candidates shall be requested to give at least one seminar presentation before the initial submission of the dissertation. However, in case the candidate has had a paper published or presented at a local or international conference out of his or her work, this requirement may be waived off.
- c) At least three months before submitting a dissertation or a thesis a candidate shall, through the supervisor, give notice in writing to the Dean expressing intention to submit the dissertation/thesis.
- d) The dissertation/thesis shall also contain a declaration by the candidate's supervisor, confirming that he/she has read the dissertation/thesis and found it to be in a form acceptable for examination.

- e) No candidate may be permitted to submit a thesis for the PhD degree in less than 34 months from the date of registration (the minimum duration of a PhD shall be three years (36 months)).
- f) Every thesis submitted for the PhD degree of the Uganda Technology and Management University must be accompanied by a declaration by the candidate, stating that it is the candidate's own original work and that it has not been submitted for a similar degree in any other University. The thesis must be submitted in four loose-bound copies, plus one soft copy.
- g) No part of the thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means: electronic, mechanical, photocopying, recording, or otherwise, without prior written permission of the author or Kabale University.
- h) Every thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and literary presentation. The thesis must contain a one-page abstract of not more than 300 words, which shall concisely indicate the problem investigated the procedures and research methods employed, the general results and new contributions made, and the major conclusions reached.
- i) Every submission of a dissertation / thesis must be accompanied by a clearance form indicating that the student has no fees obligations to the university or any other requirement.
- j) Every student once submitting the dissertation / thesis must sign the submission book with clear details on the name of the person submitting, the date, the title of the dissertation/ thesis and any other requirement information.
- k) There will be a formal written and signed clearance from the supervisors as well as a clearance that the dissertation/thesis has been proofread by a language editor.

4.5. Submission of a Masters Dissertation for Examination

- a) All Masters Students on a programme by coursework and dissertation and who have qualified to continue with the dissertation research after the course-work part shall be required to submit a dissertation in partial fulfillment of the Degree requirements
- b) The dissertation shall also contain a declaration by the candidate's supervisor, confirming that he/she has read the dissertation and found it to be in a form acceptable for examination.
- c) No candidate shall be permitted to submit a dissertation the Master's degree unless he or she has done all the taught components and passed them.
- d) Every dissertation submitted for the Master's degree of the Kabale University must be accompanied by a declaration by the candidate, stating that it is the candidate's own original work and that it has not been submitted for a similar degree in any other University. The dissertation must be submitted in four loose-bound copies, plus one soft copy.
- e) Every dissertation to be submitted for examination must be accompanied by a declaration by the supervisors that they are satisfied with the quality of the dissertation and is ready for examination
- f) Every submission of a dissertation must be accompanied by a clearance form indicating that the students have no fees obligations to the university or any other requirement
- g) Every student once submitting the dissertation must sign the submission book with clear details on the name of the person submitting, the date, the title of the dissertation and any other requirement information
- h) There will be a formal written and signed clearance from the supervisors as well as a clearance that the dissertation has been proofread by a language editor

4.6. Examination of Dissertation /Thesis and Award of a PhD Degree

- a) For every PhD candidate approaching submission the School shall appoint, on the recommendation of the departmental board at least three qualified examiners, one of whom shall be External to the University. The Examiners shall be required to assess the dissertation/thesis following standards similar to those applicable to PhD degrees in all recognized Universities elsewhere.
- b) The Examiners shall be required to submit independent reports on the PhD dissertation/thesis as shall be prescribed in the guide to external examination. The examiners shall be required to submit the detailed reports on the dissertation/thesis within a period of two months from the date of receipt of the thesis. If the reports are not received within two months, new examiners shall be appointed but after sending a remainder of a maximum of two weeks to the examiner.
- c) The PhD dissertation/thesis should show evidence that the candidate has made an original and significant contribution to knowledge, and each examiner shall submit a summary of the report on the dissertation/thesis using and examiners must give a definite recommendation for one of the following actions: -
 - i) The PhD degree is awarded to the candidate unconditionally;
 - ii) The degree is awarded subject to typographical corrections and/or minor revisions;
 - iii) The degree is awarded subject to making substantial revisions and corrections recommended.
 - iv) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD dissertation / thesis for re-examination after a further period of study and/or research;
 - v) The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for a Master's degree award.
 - vi) The dissertation / thesis is rejected outright.

- d) The University shall pay an honorarium to the External Examiner and the Internal Examiner as shall be determined from time to time by the University Council on receiving detailed reports and summary reports of the thesis under examination.
- e) A thesis recommended for revision as per regulation 11.3 [c] above must be revised and submitted within three months. However, those which need major revisions will be submitted in six months.
- f) A dissertation/thesis rejected as per regulation 11.3 (d) above must be re-written and re-submitted for re-examination within 6 months. Candidates who fail to submit the dissertation/thesis within the period shall be discontinued from studies.
- g) Where the examiners are not in agreement in the overall recommendation, Higher Degrees and the Doctoral Committee through the school of studies shall consider the case and recommend one of the following actions:
 - i) The recommendation of the External Examiner be adopted; or
 - ii) An additional independent examiner be appointed; or
 - iii) Establish a panel of experts, internal and/or external to the university's, with Senate's approval, to examine the candidate orally.

4.7. Viva Voce Examination for PhD Candidates

- a) In addition to writing a dissertation / thesis, the PhD candidate shall appear for a *viva voce* examination which shall be open to the members of the public.
- b) The *viva voce* examination shall take place only after the department has been satisfied that the dissertation / thesis submitted by the candidate is considered by the examiners to be of acceptable standard.
- c) The questions in the *viva voce* examination shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity in the thesis subject area.

- d) The members of *viva voce* panel shall be selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research or related area.
- e) The *viva voce* examination shall comprise at least five examiners appointed by the School Board on recommendation of the Departmental board. The composition of the *viva voce* panel shall be as follows: -
- i. Chairperson with voting power.
 - ii. External Examiner who examined the thesis or his/her representative.
 - iii. Internal Examiner who supervised the work and examined the dissertation / thesis.
 - iv. A second internal or external examiner or his/her representative, where applicable, who may or may not have supervised the candidate, but who also examined the dissertation / thesis.
 - v. Appointee of the Doctoral Committee of University where the candidate is registered.
 - vi. Any other qualified co-opted members, at most 2 invited by the relevant Doctoral Committee and approved by school through the relevant committee.
- f) The Chairperson of the *viva voce* panel, who need not be a specialist in the candidate's dissertation / thesis area, shall be a senior academician at least senior lecturer, and shall be appointed by the School on the recommendation of the Departmental Board.
- g) Panelists under Regulation no. 12.5 who are unable to be present at the *viva voce* examination, shall submit the oral examination questions to the department, and also nominate their representatives where possible to the *viva voce* who shall be appointed accordingly.
- h) The *viva voce* panelists shall be provided with full texts of the dissertation / thesis examiners' reports, and copies of the candidate's dissertation / thesis, at least two weeks before the date of the oral examination.

4.8. Role of the Viva Voce

- a) The role of the *viva voce* shall be to ascertain that: -
 - i) The dissertation / thesis presented the data, methodology, analysis and findings is the original work of the candidate;
 - ii) The broader subject area in which the study is based is fully grasped;
 - iii) Any weakness in the dissertation / thesis can be adequately clarified by the candidate; and
 - iv) To make a definite recommendation whether the candidate has passed or failed.
 - v) The *viva voce* panel should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the panelists are unable to reach a unanimous agreement as to whether the candidate passes or fails a vote shall be taken to arrive at a decision. A majority vote in favor of passing the candidate shall be required for passing a *viva voce* examination.
 - vi) At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examinations Results form giving a specific recommendation on the candidate's performances.
 - vii) The duration of the *viva voce* examination shall normally not exceed three hours.
 - ✓ Maximum of 45 minutes of presentation
 - ✓ Maximum of 2 hours of questions and answers
 - ✓ Maximum of 15 minutes of deliberations
- b) Senate shall make the final decision on the PhD degree award to the candidate, on the recommendation of the School Board of studies.

4.9. Resubmission of Dissertations

- a) A student whose draft thesis/dissertation fails to pass shall be advised accordingly. He/she may be requested to rewrite or go back to the field and resubmit.

- b) A student whose draft thesis/dissertation fails to pass shall be offered only a maximum of two more chances to do so.
- c) A student who fails a third time shall be offered a Certificate of due performance, indicating Failed Dissertation/Thesis.
- d) Students who fall under this category shall pay resubmission fees for examination, registration, admission and Library

4.10. Management of Reports of Examiners

- a) Examiners are expected to submit the reports in a period of utmost one for Masters and two months for PhD. Failure to submit, the examiners are reminded to do so within two weeks. A complete failure *shall need immediate nomination of a new examiner.*
- b) The reports of examiners are sent to the Dean who studies them for subsequent appropriate consideration.
- c) The HOD shall handle the reports as follows:
 - i) Where all the reports are favorable one of which must be from the external examiner and only minor corrections are required, the department shall go ahead to organize the **viva voce** examination without delay.
 - ii) After a successful **viva voce** examination, a candidate shall be advised by the chair of the viva panel in case it is not the dean to carry out the minor corrections to the satisfaction of the supervisors.
 - iii) Finally, the **VIVA VOCE** panel submits its recommendations to the Board of Graduate Studies through the departmental board for the **award** of the degree.
 - iv) The supervisor/internal examiner appointed to ensure that corrections are effected should submit his/her report to the dean indicating that he or she is satisfied that the corrections have been made as recommended.

- d) With the exception of Masters Degrees, the viva voce process is a public defense for PhD candidates, whereby other members of the university Community, other than the Viva Voce Panel, may ask questions. The following procedures shall be followed:
- i) Notice of the viva voce is given to all the seven or so panel members including copies of the thesis for examination (two weeks in advance), for them to read and make comments.
 - ii) The Chair guides the process of the examination.
 - iii) Four members of the panel, including the convener, the opponent and the public, should form a quorum.
 - iv) The doctoral candidate is accorded adequate time to present his/her work followed by discussions. An exhaustive face to face intellectual discourse and engagement between the opponent or discussant and Candidate is followed by general questions and discussions by the other members of the panel and the public. This may run for about 2 to 3 hours for PhD and one hour for Masters.
 - v) The Viva Voce examination for Masters Students is a closed one conducted by the appointed panel only.
 - vi) The panel will evaluate the student's performance and report back to the meeting to provide a verdict.
 - vii) The Department should make available, all the relevant facilities to the candidate for the Public Defense. They (the panel) evaluate the candidate's presentation, the quality of the thesis/dissertation as well as the candidate's response to questions.
 - viii) The assessment then follows laid down criteria where Panelists evaluate the presentation, the project/thesis/dissertation and the response to the questions and give a percentage mark.
 - ix) If a candidate is assessed and found to be on borderline, the panel takes a decision and makes an appropriate recommendation.

- x) In case of revision/corrections being required, one of the internal examiners should be satisfied with the completeness of the exercise.
- xi) In case of failure the candidate may be advised to redo the work or to discontinue from the degree programme.
- xii) The report of the viva voce examination includes the membership and recommendation of the panel and is signed by all panelists that attended the viva voce.
- xiii) With the exception of resubmission cases, candidates are expected to make corrections within a period of Three Months ONLY. Failure to comply without due explanations, will mean that the candidate has failed hence; Such a candidate will not graduate.
- xiv) Examiner's reports should be sent directly to the DEAN.
- xv) The Doctoral Committee may form part of the Viva Voce panel.

4.11. 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.

SECTION FIVE: DISSERTATION/THESIS REPORT WRITING

5.1. Title Page

The title page should have the title of the dissertation in CAPITALS; full names of the researcher; a statement that the dissertation is submitted to the department of higher Degrees in partial fulfillment of the award (name of the degree programme) of Kabale University; the month and year of submission.

5.2. The Preliminaries

The preliminary pages which are to be numbered in roman numerals consist of the following:

5.2.1. Declaration by the candidate

This is a pronouncement by the candidate that his/her study is original and has not been published and/or submitted for any other degree award to any other university or institution of higher learning before. The researcher must sign it. The declaration must also state that the dissertation has been submitted for examination with the approval of the supervisor(s) and carry the signature(s) and date.

5.2.2. Approval by the supervisors

The supervisors who oversaw the candidate through the research process must sign the dissertation as a proof that the submission is authorized. In case there is a sharp disagreement between the student and the supervisor, or the supervisor for one reason or another is not accessible by the candidate and time of submission is of particular significance, the DEAN may sign on behalf of the supervisor. For the doctoral students, there will be a special page where three members of the doctoral committee may sign. The three members will include the chair, and any other two members who have played a major role in guiding the student.

5.2.3. Dedication (optional)

The candidate may wish to dedicate his/her work to a specific person or a number of people. If this is the case, the name(s) must be indicated. However, including a dedication is optional.

5.2.4. Acknowledgement

The acknowledgement entails recognition of supervisor(s), mentors, colleagues, individuals, sponsors and institutions, which supported the research.

5.2.5. Table of Contents

This is the list of headings, subheadings and their corresponding page numbers. It must include all sections and sub-sections of the report, starting with the declaration and ending with a list of appendices.

5.2.6. List of Tables and Figures

This comprises a complete list of all tables and figures presented in the dissertation and the corresponding pages.

5.2.7. List of Abbreviations (where applicable)

This is a complete list of abbreviations used in the report. Normally only abbreviations other than those commonly used (i.e., e.g., et al., etc.), are listed. It must follow internationally standardized abbreviations (i.e. UGX instead of US\$).

5.2.8. Abstract

The abstract is a short summary of the complete content of the study (never exceed one page). It should contain answers to the following questions:

- i) What was the study about and what were your research objectives or questions?
- ii) How did you go about answering the research questions?
- iii) What did you find out in response to your research objectives or questions?
- iv) What conclusions did you draw regarding your research questions and what are the key recommendations?

- v) The abstract should be objective, precise and easy to read. Much as it appears here, it is written after the dissertation has been finalised.

5.3. The Main Text Body

The main text body consists of seven chapters:

- **Chapter I:** Introduction
- **Chapter II:** Literature Review and Theoretical Framework
- **Chapter III:** Research Methodology
- **Chapter IV:** Results and Discussions
- **Chapter V:** Conclusions and Recommendations
- **Chapter VI:** Contributions of the study
- **Appendices:** Letter of Consent, Questionnaires/Tools, etc

SECTION SIX: POSTGRADUATE POLICY MAKING ORGANS

6.1. Introduction

The University has different Governance and management levels for overseeing, coordinating, and managing the different processes of graduate training and research. These levels have different roles and responsibilities. Below, the roles and responsibilities of different Units/organs are briefly described.

6.2. The University Council

The overall policy making organ of the University is the University Council and as such offers the overall oversight of all university activities including graduate training and education. The University Council is responsible for policy of the University including academic policy and ensures academic committees are fully constituted and functional. The University Council also appoints officers of the University including those in the Directorate of Postgraduate Training.

6.3. The University Senate

According to the University and Other Tertiary Institutions Act, the Senate is the supreme academic organ in the University. The Senate is responsible for the organization, control and direction of the academic matters of the University and as such the Senate shall be in charge of the teaching, research and the general standards of education and research and their assessment in the University. Suffice to say that Senate has put in place: The Directorate of Postgraduate Training, the Directorate of Research and Publications, Directorate of ICT and Directorate of Quality Assurance, School Boards, Departmental Boards and the Quality Assurance Committees at different levels.

6.4. The Academic Registrar

The Academic Registrar assists the Deputy Vice Chancellor Academic Affairs in overseeing the coordination, administration and organization of all academic matters in the Faculties/ Schools including admission, Registration, Managing examination processes, arranging senate meetings, graduation and issuing of academic documents. The Academic Registrar is the Secretary of the University Senate. The duties and responsibilities of the Academic registrar include.

- i) Planning and coordinating curriculum development for all programs and courses taught at the university.
- ii) Directing implementation of regulations governing student admissions requirements for all programs.
- iii) Implementing all academic policies and procedures approved by the Council.
- iv) Directing the safe custody of all documents and information relating to admissions, examinations and academic results.
- v) Coordinating the setting of teaching and examination timetables and sourcing for External Examiners.
- vi) Directing compliance with approved schedules for setting and marking examinations and release of results.
- vii) Monitoring and advising the Deputy Vice Chancellor/ Academic Affairs on cases of academic impropriety that may include fraud, dishonorable or scandalous conduct for action by the Senate.
- viii) Organising and coordinating undergraduate, graduate, diploma and Certificate graduation ceremonies.
- ix) Coordinating matters pertaining to administration of research grants and publications.
- x) Coordinating vetting of publications of Academic Staff for promotion.
- xi) Being the Secretary to Senate and its Committees.
- xii) Organizing and coordinating all University Alumni activities.

- xiii) Coordinating the election of Deans, Directors and Heads of Academic Faculties and Departments.
- xiv) Setting performance targets, supervising and appraising staff of the Office.

6.5. Directorate of Postgraduate Training

The overall direction and guidance to the Directorate of Postgraduate Training is nested in the Postgraduate Board which is responsible for policy on postgraduate studies and is coordinated by the secretariat headed by the Director of Postgraduate Training. The Director of the Graduate Training is responsible for: -

- i) Monitoring the registration status and the progress of Graduate students at different levels and in different Colleges/Schools.
- ii) Identifying sources of and soliciting for funds to support research and Graduate programs.
- iii) Coordinating graduate research activities of the University and managing the research output; both electronic and print in liaison with relevant University Units to increase its visibility.
- iv) Strengthening links with other universities and research institutions/organizations on Graduate research activities.
- v) Promoting and periodically reviewing the University graduate training/research agenda to reflect the priorities of the University and the Community.
- vi) Providing support to conferences and organizes workshops, seminars, symposia on graduate research activities
- vii) Developing, implementing and regularly reviewing financial strategy for the Directorate.
- viii) Developing and nurturing a culture of excellence in graduate training at the Directorate and the University at large.

6.6. Directorate of Research and Publications

The Director Research and publications assist the Deputy Vice Chancellor Academic Affairs in the coordination, administration and organization of all matters regarding research and Publication. The duties and responsibilities of the Director include: -

- i) Initiating, obtaining approval of and promoting policies, plans, standards and programs that will sustain and enhance the conduct of research and publications at the University.
- ii) Developing, reviewing and advising on the implementation of a framework for viable, sustainable and relevant research and publications in University academic programs.
- iii) Managing the compilation of various school/ faculty/ institute graduate research and publications requirements, in liaison with the Directorate of Graduate Training, to develop an overall University research and publications budget.
- iv) Lobbying for the acquisition of research grants and grants in aid for publications.
- v) Managing the administration of research grants and grants in aid for publication.
- vi) Coordinating cooperation and networks relating to the conduct of research and publication between the University and other entities in various disciplines.
- vii) Liaising with the Deans of Faculties/ Institutes and Schools for the development of research programs.
- viii) Directing monitoring of the quality of implementations of research programs and publications and tender advice accordingly.
- ix) Facilitating Principal Investigator meetings including orientation meetings for peer-review of research undertakings.

6.7. The Faculty/School Board/Higher Degrees Committees

The Deans of faculties/schools are responsible for the academic and administrative matters of the Faculty/School and as such assist the Deputy Vice Chancellor Academic Affairs in the coordination, administration and organization of all academic matters in the Faculty/School including admission, undergraduate studies, postgraduate studies, examinations, publications, research and innovation. The Dean is the Chairperson of the Faculty/School Board of Studies. The duties and responsibilities of the Dean include: -

- i) Providing professional stewardship to all academic staff and programs of the Faculty/ School.
- ii) Overseeing the administrative and support functions of the Faculty/ School including planning, budgeting, budget implementation and policy oversight.
- iii) Supervising academic staff for the effective and timely realization of the teaching curriculum as specified in the Faculty/ School academic schedule/ timetable.
- iv) Initiating linkages between the Faculty/ School and external academic institutions of higher learning within and outside Uganda to enhance collaboration and cooperation in the promotion of knowledge.
- v) Coordinating and supervising research programs, in liaison with the Directorate of Under-graduate, Post-graduate and other qualified studies offered by the Faculty/ School or affiliated institutions.
- vi) Resourcing for funds for academic and other programs necessary for the effective operation of the Faculty/ School.
- vii) Participating in the recruitment, selection, promotion and disciplining of academic and non-academic staff of the Faculty/ School in accordance with the law and University policy and standards.
- viii) Assessing training needs of staff within the Faculty/ School and recommending appropriate action for follow-up.
- ix) Managing the performance of staff with appropriate recommendations.

- x) Directing the proper and efficient management of Faculty/ School academic and administrative records.
- xi) Directing the management, including inventory, utilization and maintenance, of all physical assets allocated, acquired or disposed of by the Faculty/ School and the disbursement and accountability for fiscal resources.
- xii) Participating in or chairs Committees or Sub-committees of the University as stipulated by law, Council or Senate resolutions.

6.8. The Academic Department

The postgraduate programmes are hosted by particular Departments within the Schools. The Head of Department is responsible for the academic and administrative matters of the department and as such assists the Dean in the coordination, administration and organization of all academic matters in the department including admission, undergraduate studies, postgraduate studies, examinations, publications, research and innovation. The Head of Department is the Chairperson of the Department Board of Studies.

6.9. The Doctoral Committee

There shall be a PhD committee which will be composed of senior faculty members and will include the student's supervisor/adviser and shall be approved by the Departmental board and the School Board of Studies once a student has fully registered for the PhD programme. All members of the doctoral committee will be intimately involved and will actively participate in the activities of the doctoral student at all the stages of the student's research career. The doctoral committee shall be composed of a minimum of three members who may be the University faculty or an outside member from a different university or institution of higher learning where special expertise is missing within the University. In such a case, at least two of the doctoral committee members must be from the University faculty. Additional committee members with specialized expertise who do not meet the criteria for the Kabale doctoral faculty may serve on doctoral committees as

additional members, with special permission of the Chair of the Committee who shall be the appointed by DVC Academic Affairs on the recommendation of the School Board of Studies.

6.10. The Quality Assurance Unit

The Quality Assurance Unit of the University plays a major role in graduate possibilities of education. The duties and responsibilities of the Unit include: -

- i) Developing or reviewing the quality assurance framework, plans, tools and strategies for approval by Council or other relevant decision-making organ of the University.
- ii) Overseeing the University's response to and implementation of Council policies and decisions, quality standards and any other policy or quality requirements as set by the Sector Ministry, National Council for Higher or other relevant quality assurance bodies.
- iii) Advising on and monitoring quality assurance requirements for teaching, learning, research and community outreach programs.
- iv) Providing technical and professional support to the various academic and administrative units in the implementation or enhancement of quality assurance systems within the University.
- v) Supervising the Quality Assurance teams in their undertakings and oversees the quality assurance and quality enhancement activities of the University.
- vi) Planning, implementing and continually improving the quality management systems of the University in conformity with universally acceptable standards.
- vii) Evaluating quality assurance or inspection reports from the various units of the University.
- viii) Overseeing the provision of support to University units in eliminating impediments to implementation of quality programs in their internal operations.

- ix) Coordinating the conduct of quality management system audits and conformity assessments by External Advisors, Assessors and auditing, certification, accreditation or pre-qualification bodies.
- x) Overseeing and participating in the sensitization, education and training of both staff and other relevant Stakeholders in Quality Management Systems.
- xi) Preparing and submitting to the Vice Chancellor periodic reports on quality assurance audits in accordance with the University quality assurance policies.
- xii) Communicating quality management targets, shortfalls, remedial measures and improved processes and procedures.

6.11. The Directorate of ICT

In a changing world environment influenced by the demands of the fourth industrial revolution, higher education today is highly dependent on ICT and the computer age. Therefore, at Kabale University, postgraduate training is equally supported by an ICT framework that enables the smooth running of academic programs using a quality ICT facility. In order to espouse the importance of the ICT unit in postgraduate education, there is a Directorate of ICT and it has the following duties and responsibilities: -

- i) Initiating, developing and reviewing the internal ICT policies of the University for Consideration by Management and Council.
- ii) Evaluating user needs of the academic and administrative units and system functionality and ensures that ICT facilities meet these needs.
- iii) Managing the planning, supervision and delivery of ICT projects, both internally initiated and contracted.
- iv) Directing the provision of technical support to the various units of the University including training of end users, systems maintenance, crisis management and disaster recovery.
- v) Researching on existing and emerging ICT technologies and trends that can be of benefit to the University and advises management accordingly.
- vi) Supervising installation of new or refurbishing of existing ICT infrastructure.

- vii) Developing and maintaining procedures for installation, configuration, security and update of operating systems and applications.
- viii) Overseeing implementation and application of acceptable ICT systems standards, practices and compliance to software licensing laws.
- ix) Supervising, mentoring, coaching, counselling and appraise staff in the Department to undertake their tasks in relation to graduate training.
- x) Monitoring, evaluates and prepares periodic reports on the University's ICT environment.

6.12. National Council for Higher Education (NCHE)

The Universities and Other Tertiary Institutions Act (UTIOA, 2001) provides a body to regulate higher education in the country. National Council for Higher Education (NCHE) is a regulatory body and accredits all postgraduate programmes to be offered by the University. NCHE also sets minimum standards for postgraduate training and research, and sets the quality assurance standards to be followed by the universities.