

Uganda Martyrs University

Making a Difference



School of Postgraduate Studies and Research

HANDBOOK
2018/2019

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Please Note

The university reserves the right to amend programmes, rules, and fees with the approval of Senate and Council. Such changes take immediate effect.

**SCHOOL OF POSTGRADUATE STUDIES AND
RESEARCH STAFF**

Sr. Dr. Elizabeth Namazzi
Dean

Dr. Jimmy Spire Ssentongo
Associate Dean

Ms. Christine Aliba
Senior Assistant Registrar

Ms. Patricia Poni
Administrator

Mr. John Bampabwire
Research Fellow

Mr. Bruce Twesigomwe
| Documentation officer

CALENDAR FOR THE ACADEMIC YEAR – 2018/2019

Full time - Main Campus (Nkozi)

Semester 1: August 2018 - December 2018

Semester 2: January 2019 - May 2019

Semester 3: May 2019 - September 2019

Part time - Rubaga and Masaka:

17th August 2018 – 30th July 2019

Part time - Mbale

1st September 2018 - 30th July 2019

GENERAL TIMETABLES

The general timetables will be distributed at the start of the academic year by the respective Faculties. Please note, however, that during the course of the programme unavoidable changes may be made on the timetables.

QUALIFICATIONS OFFERED

The University will grant Postgraduate Diplomas, Master's Degrees, M.Phil. and PhD degrees to students who, under conditions laid down in the regulations, have completed the approved courses of study, passed examinations and submitted research papers, practical projects and/or dissertations in accordance with the regulations of the University. Current qualifications being offered include:

Master of Arts in Development Studies

Full time (Nkozi), Part time (~~Masaka~~—Mbale, Lubaga), Distance learning (Nkozi)

Master of Arts in Human Rights - Part time (Lubaga)

Master of Refugee and Migration Studies - Part time (Lubaga)

Master of Arts in Counseling Psychology-Part time (Fort Portal)

Master of Education – Full time (Nkozi), Part time (Masaka, Rubaga), Holiday (Lubaga, Mbale)

Master of Business Administration - Full time (Nkozi), Part time (Mbale, Masaka, Lubaga)

Specializations include: Management, Finance and Marketing

Master of Science in Development Economics

Full time (Nkozi), Part time (Lubaga)

Master of Science in Information Systems - Part time
(Lubaga)

**Master of Science in ICT Management, Policy and
Architectural Design** (Part time Lubaga)

**Master of Science in Health Services Management - Full
time** (Nkozi), Part time (Lubaga)

Master of Public Health Full time (Nkozi), Part time
(Lubaga)

Master of Science in Agro ecology - Part time (Lubaga)

Master of Science in Monitoring and Evaluation - Full time
(Nkozi), Part time (Rubaga)

Master of Arts in Microfinance Management – Part time
(Lubaga), Distance Learning (Nkozi).

**Master of Arts in International Trade Policy and Law -
Part time** (Lubaga)

**Master of Arts in Diplomacy and International Studies -
Part time** (Rubaga)

**Master of Arts in Sustainable Peace and Conflict
Management - Full time** (Nkozi)

**Master of Arts in Local Governance and Human Rights -
Distance Learning** (Nkozi)

Master of Mental Health Counselling Psychology Full Time
(Nkozi)

Master of Research and Public Policy - Full time (Lubaga)

Master of Arts in Bioethics - Full time (Nkozi), Part time (Lubaga)

Master of Architecture - Full time (Nkozi)

Master of Medicine in Obstetrics & Gynaecology - Full time (Nsambya)

Master of Medicine in General Surgery - Full time (Nsambya)

Master of Medicine in Paediatrics - Full time (Nsambya)

Master of Medicine in Emergency Medicine - Full time (Nsambya)

Master of Medicine in Internal Medicine - Full time (Nsambya)

DEGREE ASSESSMENT

Master's Programmes:

Courses: 80%
Dissertation: 20%

PG Diploma:

Courses: 85%.
Research Paper: 15%

The dissertation mark:

Written dissertation: 70%
Oral Defence: 30%

Classification of Degrees

Master's degrees are classified as follows:

- 60 - 64 Pass
- 65 -74 Credit
- 75+ Distinction

SCHOOL OF POSTGRADUATE STUDIES AND RESEARCH (SPGSR) REGULATIONS

Language Proficiency and Computer Literacy

Students who completed their undergraduate education in a non-English-speaking environment must provide proof of English proficiency or take the English Language course offered by the University in August each year.

Postgraduate students are expected to be computer literate. All full-time students shall take a Computer Literacy Test during the orientation week. Those who fail the test will be required to follow an additional course in computer literacy. This course will run during semester I (at a modest charge) and must be followed by those whose skills are not sufficient to cope with computer technology at Master's level. Those who pass the final test at the end of the course will be awarded a certificate.

Equating of degree, diploma or certificate

It shall be the responsibility of those students who obtained education outside Uganda, to seek and pay for the cost of equating their degrees, diplomas and certificates either at the Uganda National Examinations Board (UNEB), or at the Uganda National Council for Higher Education (NCHE) before they can obtain admission to any programme.

Duration of Programmes

All full-time Master's programmes are of four semesters duration. During the first two residential semesters, the courses will be completed. The third and fourth semesters are semesters for completing and writing up the dissertation.

Part-time Master's programmes run for two academic years, although students can follow the programmes over a three- or four-academic year period. The dissertation is submitted in the year the final course was followed and examined.

Distance-learning programmes run for three academic years although students can follow the programmes over a period of four or five academic years.

The dissertation is submitted in the final year of study after all other course work and examinations have been completed.

Admission requirements and Courses

To be admitted into a postgraduate programme, one must hold a Bachelor's degree (second class honours or above) or its equivalent. Prospective Master's students will be admitted only if they pass the Graduate Admission Test (GAT) of Uganda Martyrs University and/or the admission test of the specific Faculty/Department such as that of the Medical School. Such tests/examinations are held in March, April, May, June and July. These tests may be administered at any of the campuses and Constituent Colleges of Uganda Martyrs University and at any Catholic University in Africa.

The GMAT and GRE tests will be considered equivalents to the Graduate Admission Test of Uganda Martyrs University. Other admission requirements for the M.Phil. and PhD degrees can be found in the Higher Degrees Handbook.

All postgraduate students must follow the prescribed courses as stipulated in the curriculum. After consultation with his/her Dean, permission must be sought from the SPGSR by any student intending to take a course outside the Faculty curriculum. Permission will be granted if it is judged that the

extra course will not affect adversely the student's performance in the prescribed courses and examinations.

Students should note that **elective** courses can be offered only if a minimum number of six students wish to follow a particular course. Elective courses will be chosen through group consensus for each specialization.

Research Paper/Dissertation

All postgraduate students are required to submit a research paper (PG Diploma) or dissertation (Master's) as part of the requirements for the award of the diploma or degree. Full-time PG Diploma and Master's students will be allocated a supervisor at the end of the Research Methodology course. Part-time and Distance learning students will be informed about the dates for the submission of research proposals. The supervisor should be consulted on all academic matters and will be responsible for guiding the preparation of the research paper/dissertation. Dates for submission of research papers and dissertations will be given by the respective Faculties.

Attendance

Students must attend class and sign in each day of lectures (Please note: The university only recognises the signature that a student used during registration), take class tests as determined by the Lecturer, participate in group work exercises, and submit assignments and essays at the specified times. **Students who miss out one third or more of the hours allocated for the course will not be allowed to sit the final assessment and will be asked to follow the course again when next offered, and will have to pay the required fees.**

Lecturers are neither obliged to accept work submitted after the date given, nor to grant extensions. Students have no automatic right to re-submit assignments or essays or to re-do class tests. Assignments submitted by postgraduate students must be typed. Course work must be passed before the final assessment can be done.

Students absent from class for more than three consecutive days must inform in writing the Lecturer concerned or the Coordinator of the Centre where the course is being given, and not the class representative (Please note that this information cannot be given retrospectively). In such a case the student should give valid reasons for the absence and the reasons must be supported by acceptable documentation.

As a rule, mobile phones **must** be switched off during class and are not permitted in any examination room.

Honesty and Assignments

All students are expected to follow the general rules of academic honesty. Assignments and research papers should be the work of each individual. Any form of dishonesty, cheating, or plagiarism is a serious violation of the norms of academic honesty, and will be dealt with severely in accordance with university regulations. Assignments which are copied will automatically receive a zero. Therefore, be sure to document all sources you quote, paraphrase, and/or summarize in your writing. Note that putting other people's ideas into your own words is borrowing and you must cite your sources. In dissertations and projects, please acknowledge all sources. Direct copying without acknowledgement will result in the work being rejected (failure). In case a Lecturer/Supervisor suspects plagiarism, whether intended or not, you will be called for an interim oral defence of your work before a panel.

This defence will determine whether your work will be accepted or not.

All written work and assignments submitted must conform to appropriate academic standards. Work which contains many spelling or grammatical mistakes or is badly written or poorly presented shall normally be resubmitted for assessment after revision.

Library

Each Lecturer gives a list of recommended or required readings at the beginning of each course. Books held on reserve in the Library are subject to strict borrowing conditions and fines are imposed for late return. Books should be treated with care as lost or damaged books must be paid for or replaced.

Problems/challenges

Students faced with problems, either academic or otherwise, should in the first instance consult with their Dean. If the issue cannot be resolved with the Dean, the student can refer it to the SPGSR.

SPGSR General Meetings and Class Representatives

A general school meeting will be held at the beginning of each semester and at the end of the academic year. Full-time students' class representatives meet with the SPGSR Director twice a semester and class issues can be discussed at these meetings. SPGSR staff will meet with Rubaga students once a semester. Part-time class representatives may contact the SPGSR office at any time if they have issues to discuss.

Respect and Grievances

All students are reminded that Uganda Martyrs University upholds a policy of respect and non-discrimination on the grounds of social status, sex, race, tribe, or disability.

Academic freedom is an important element in the life of any academic community. Students and staff alike are reminded that such freedom cannot be compromised. Please listen carefully to your colleagues and respect their viewpoints. Try to express your opinion in a respectful manner and you will be listened to.

Students who do not comply with University policy will face strict disciplinary sanctions. Students, who feel they have a grievance against or have been unfairly treated by a member of the University staff or a student, should in the first instance outline the nature of their complaint in writing to the Director SPGSR. Students who are victims of sexual or other forms of harassment or bullying are encouraged to consult with the Director SPGSR, or their Dean. All details of such complaints will be kept strictly confidential.

Withdrawal/Discontinuation

Students who withdraw from the University or who are discontinued from studies are required to settle all outstanding bills with the Finance Department and must return their Identity Card and Library Card to the Registrar's Office.

Transcripts, References, and Correspondence

Final transcripts will be issued after Senate has approved all the results and after the candidate has cleared with all university departments. The degree certificate will be issued at the graduation ceremony. Duplicate transcripts or degree

certificates can be obtained from the SPGSR office upon payment of the required fee.

A partial transcript may be issued to one in need of it after payment of the required fee, and will bear the word 'partial transcript' on it meaning that some requirements are not yet fulfilled by the bearer.

Students who require a member of the university staff to act as referee are requested to consult the person concerned **before** completion of their Curriculum Vitae or before submitting the name of the person as a referee. Please write or phone before travelling to Nkozi to collect references.

Registration and Payment of Fees

All postgraduate students must have registered by the stipulated date. Full time, Part time and Distance learning students are reminded that they must register at the start of each academic year. Failure to register by the dates specified will incur a late registration fee.

Re-registration

Students who exceed the normal duration allocated for the programme (two years for full time; two years for part time; three years for distance learning) will be required to re-register for each subsequent academic year. The student will pay a re-registration fee of **UGX 500,000 (five hundred thousand shillings only)**.

ASSESSMENT REGULATIONS

The general final assessment exercises take place at the end of each course. Students who attempt to compromise their academic integrity by cheating in final assessment exercises or supplementary examinations will not be permitted to complete any further assessment exercise or examination in that session and will be subjected to disciplinary sanctions, including immediate expulsion from the University. Supplementary and special examinations will be held when next offered.

Course Assessment

Senate has ruled that students will be assessed continually throughout each course in at least three assessment exercises, one of which will be the final assessment exercise. Each assessment exercise may be made up of more than one assessment category. These may include essays, seminars, tests, assignments, group work, practicals, book reviews, tutorials, orals, debates, and written examinations. Assessment methods for each course will be communicated at the beginning of the course. Students will be given adequate notice regarding the nature and timing of assessment exercises.

The first two assessment exercises shall contribute 50% of the course mark and the final assessment exercise shall contribute 50% of the course mark. The pass mark for each course (coursework or final assessment) is 60% **Both course work and final assessment must be passed separately in order to pass a course. A student who fails coursework shall not sit final assessment and will have to repeat the course/module when next offered.**

A student who is a borderline case (58% - 59%) in not more than **one** course at postgraduate level will have attendance and general participation in courses and class-work taken into consideration. The mark may be raised to 60% subject to approval of the Faculty Board and Senate.

Oral Assessments

Master's students who have physical or other difficulties with a written assessment may apply to take an oral assessment. The university regulations on oral assessment apply.

Assessment Completion

Course work which is not submitted by the specified date will be regarded as late submission and will receive 60% if it satisfies the examiner. Lecturers/examiners are not obliged to accept work submitted after the deadline, or to grant extensions.

Students who submit work after the deadline and the work is not accepted by the lecturer will repeat the course when next offered.

Students who do not complete the first two assessment exercises during the course for valid medical or social reasons which must be put in writing and brought to the notice of the respective lecturer, may, with the agreement of the lecturer concerned, be allowed to do a supplementary assessment exercise in lieu of the given assessment.

Students who do not complete the final assessment exercise for any course for valid medical or social reasons (subject to the submission of acceptable evidence), shall be required to take special examinations for such courses as scheduled (upon

payment of the requisite fee) and the transcript will record the actual mark gained in all assessment exercises.

Final Assessments and Supplementary/Special Examinations

Students who do not present themselves for a final assessment without informing the respective Faculty in advance will automatically take a supplementary assessment at the next scheduled examination session upon payment of the requisite fee. If the Faculty is notified in advance and the request is supported by acceptable documentary evidence, the Faculty may recommend sitting special assessments upon payment of the requisite fee.

Students who do not present themselves for special or supplementary examinations without prior notice to the Faculty and SPGSR (giving details which must be valid and serious in writing), will normally be considered to have discontinued themselves from the university. However, in serious circumstances (to be judged valid by the SPGSR board) a student who misses a special or supplementary examination may, upon written application, be permitted to take a supplementary examination, or repeat the course when next offered. A student who misses a supplementary/special examination automatically repeats the course and pays for it. Decisions taken by the SPGSR Board are binding. However, a student may appeal to Senate through the Registrar against a decision taken.

Please note that permission to sit a special examination cannot be given retrospectively.

The transcript will record the mark obtained after a supplementary examination with an asterisk (SP) against the mark and an explanation shall be made on the back of the transcript that such a mark was obtained after sitting

a supplementary examination. Similarly, the transcript will record the marks obtained after a repeat of a course with an asterisk (RT) against the mark and an explanation shall be made on the back of the transcript that such a mark was obtained after repeating a course.

Course Failure

A. Students who fail less than or up to 20% of the courses in a PG Diploma or Master's programmes, may, at the discretion of the appropriate faculty Board through Senate, receive permission to take supplementary examinations in those courses at the next examination session upon payment of the requisite fee. To pass a failed course, a student must receive at least 60 % in the supplementary examination and the final mark on the transcript will read 60 % if successful.

If a Master's student fails one supplementary examination only, s/he will normally seek permission to repeat that course when next offered. If the course is passed, a mark of 60% will be recorded on the transcript (with an asterisk [SP] against the mark). If the course is failed, a Master's student will be offered the opportunity to continue the programme as a postgraduate diploma student if provided for in the curriculum. If a Master's student fails more than one supplementary examination, s/he will normally be recommended by the Faculty Board to repeat failed modules as a PG Diploma student if provided for in the curriculum..

B. Students who fail more than 20% but less than 30% of the courses in the Master's programme, may, at the discretion of the Faculty Board, continue the programme as PG Diploma students if provided for. Supplementary examinations in the courses failed must be passed in order to continue as a PG Diploma student. Failure of **one** supplementary assessment

will necessitate repeating that course. Failure of more than one supplementary will mean discontinuation from the PG Diploma programme.

C. Students who fail 30% of the courses in the Master's programme may be offered the opportunity to repeat the programme or to continue in the programme for a certificate of attendance for those modules passed.

D. Students who fail more than 30% of the courses in the Master's programme will be discontinued from the programme. Application may be made to continue in the programme for a certificate of attendance for those modules passed.

E. A Student who fails a module and refuses to do a supplementary and opts for a retake or repeat of the module, such student should be allowed to do so but on the transcript it should be indicated that the module was passed after a retake or repeat (**RT**).

A student, who fails a supplementary examination while repeating the programme or course, shall be discontinued from studies.

Sickness during Assessment

All students with medical problems during the time of assessment are required to submit a medical certificate to the SPGSR office from a recognized medical practitioner. Students who do not inform the university authorities in advance about any illness or condition which could lead to failure of courses, **cannot** submit medical certificates retrospectively. Students who are sick during the time of assessment exercises and do not report their condition, are will

normally be required to take a supplementary examination in which they must receive at least 60% to pass the course. The mark on the transcript will read 60% if successful.

Timing of Supplementary and Special Examinations

Supplementary and special examinations for all modular courses are held when next offered both at Nkozi and Rubaga Campuses. Timetables are obtainable from respective Faculty, Institute or School.

Degree Aegrotat

If a Master's student in her final semester, having successfully completed all other courses and continuous assessments, and is prevented by medical conditions, as certified by an approved specialist medical practitioner, from completing the final assessment exercises, the SPGSR Board may, at its discretion, and on receipt of an application from the candidate, recommend to Senate the award of a diploma or degree aegrotat, provided that the candidate's marks in the completed assessments show that he/she was very likely to pass the course, and had the final assessment exercises completed.

PROJECTS, RESEARCH PAPERS, AND DISSERTATIONS

Part time Postgraduate Diploma Research Papers

For part-time PG Diploma students, the choice of research topic should be made before the end of Semester II in Year I and a supervisor shall be appointed to guide the preparation of this work. A one-page proposal should be submitted to the Research Methodology lecturer at the end of the course. These topics will be approved by the dean and supervisors shall be appointed before the long vacation begins. The full proposal should be presented to the supervisor early in September of Semester III.

Supervisors expect to receive individual chapters as they are written and the full draft should be submitted to the supervisor (together with all materials relating to the work: completed questionnaires, draft chapters, etc.) on the date stipulated. The final draft should be submitted (two loose-bound copies) on the date stipulated. The research paper will be returned for final correction after marking and a final hard and soft corrected copy should be submitted when due after semester IV. The research paper shall contribute 15% of the final mark for diploma students. All other regulations governing the diploma research paper remain as for the Master's dissertation – see further below.

Full-time PG Diploma Research Paper

Proposals for the research paper will be submitted to the Research Methodology lecturer at the end of the course. The Research Paper will be submitted in two copies in May and will be not more than 50 pages in total. It shall contribute 15%

of the final mark. All other regulations governing the diploma research paper remain as for the Master's dissertation – see further below.

Master's Dissertation

All students enrolled in Master's programmes are required to submit a dissertation as part of the degree programme. The dissertation will account for 20% of the final degree mark.

A one-page outline of the broad dissertation topic is normally submitted to the Research Methodology lecturer(s) at the end of the course. A full proposal is submitted on the date specified; this proposal shall constitute the course work for the Research Methodology course. Supervisors will be allocated thereafter. Supervisors will give initial feedback and advice before the end of semester I (full time) or Year I (part time). The feedback received at this point will enable you to embark on your fieldwork in a more focussed way. You are expected to consult regularly with your supervisor; lack of cooperation could result in loss of marks.

Submitting Research Papers and Dissertations

The Progression of Work

Supervisors expect to receive individual draft chapters as you complete them. Please ensure that the work you submit is not simply a rough first draft but one that has been revised and proofread carefully by you. Allow supervisors ample time to read individual chapters.

The complete draft should be submitted to supervisors as early as possible but in any case not later than one month before the submission deadline. When you submit the first complete draft, you are required to submit all documents (papers, questionnaires, draft chapters, and so on) to your supervisor.

These will be returned to you when you submit the final copies for examination.

All tools used in the field such as filled in questionnaires, recorded material, observation check lists etc must be submitted to the supervisor for verification.

A supervisor has the right to bring to the faculty board issues concerning dissertation work that is not up to standard. The board may refuse permission for you to submit a dissertation that is not up to the required standard. Thus, you should note that it is advantageous to meet all deadlines set by the supervisor with quality work. Supervisors complete supervision records to enable them track the progress of your work. Students will also sign a declaration stating that they take final responsibility for submitting their dissertation for examination.

Submission for Examination and Viva Voce

Master's dissertations should be between 20,000 and 30,000 words in total and research papers 10,000 - 15,000 words, **excluding** tables, appendices, and bibliography. Three loose-bound copies will be submitted to the relevant faculty office before 5pm on the date stipulated. Copies for examination are submitted in a soft-cover spiral binding. The submitted will be submitted to examination by two internal examiners and one external examiner. For a student to be invited for the viva voce, at least one internal examiner and the external examiner must have independently passed the dissertation. The Supervisor will not examine the dissertation he has supervised. The external examination process will be overseen by the SPGSR in consultation with the Faculty Deans. At an appropriate date set by the respective Faculty Deans, the student will be invited for the viva voce.

The panel for the viva voce shall comprise of at least four panellists:

- a) A Chairperson appointed by the Dean
- b) The internal examiner
- c) The external examiner
- d) The Supervisor who will not ask questions
- e) The Department or Faculty Administrator or her/his representative to record proceedings of the viva voce.

If the candidate fails the viva voce, he or she may be given another chance at the next viva voce session. If the student fails a second time he/she will have failed the research component of the Masters Degree course and may apply for a Postgraduate Diploma if provided for.

Please note

- 1. Research Papers and Dissertations may not be submitted until all fees have been cleared.**

2. Please note that a dissertation that gains 58-59% cannot be compensated and must be re-submitted.

Failure to Submit

If you fail to meet the submission deadline, you will be required to seek permission, in good time, from the Faculty Dean through the supervisor to submit at a later specified date. Please note that permission cannot be given retrospectively. You will be charged a late submission fee of **UGX 500,000/= (Five hundred thousand shillings only) for late submission** except in cases where the SPGSR and the respective faculty find that there are reasons for not paying this fee. In exceptional circumstances, the faculty in consultation with the SPGSR may extend the submission deadline without penalty.

If the extended deadline is missed, there will normally be no further possibility to submit work and a partial transcript will automatically be issued.

Application for a second extension is rarely given except in very exceptional circumstances. If granted (upon submission of substantial evidence), a further late submission fee will be levied.

Students who have permission to submit late or re-submit the dissertation should enclose a copy of the receipt for the appropriate amount with the dissertation.

Corrections

If your dissertation contains mistakes that do not affect the overall quality of the work, then the dissertation will be passed on to the library once you have corrected the work and submitted a final hard cover bound copy (an original, not a photocopy) and a copy on a CD. When you receive your

copies for correction, please ensure that you collect a Dissertation Declaration form and bind this after the cover page of the work. Graduation cannot take place until a final corrected copy has been submitted.

Corrections should be complete before the end of September following submission or graduation for that academic year will not be assured. Corrected copies signed by the supervisor should be submitted to the SPGS office on the date specified. If you fail to correct your work by this date, you will not graduate. Dissertations gaining a mark of 70% or above may qualify to be edited and placed on the university Intranet and the Library, and may be considered for publication.

Failure

The Faculty and SPGSR Boards may recommend that if the work fails to satisfy the examiners or contains so many mistakes that the substance of the work is affected, one copy be resubmitted by the next submission date. If you must re-submit your dissertation, you will be required to pay a re-submission fee of UGX **500,000/= (five hundred thousand shillings only)**. If you do not resubmit by the date specified, you must seek permission from the Faculty Dean to resubmit at a later date and a re-submission fee will be charged.

Resubmitted work shall receive 50% if the work satisfies the examiners. If the work does not satisfy the examiners, you will have failed the research component of the Masters degree course. The candidate may apply to be awarded a Postgraduate Diploma.

Supervision

Supervisors should spell out the working programme clearly at the start of collaboration; read individual chapters and drafts in as short a time as possible given work load, but especially to give priority to drafts. Supervisors also complete the

supervision record form and submit this to the SPGSR office on the final hand-in date. Supervisors are expected to be available for adequate consultation during the preparation of the work.

The time schedule set by your faculty/institute and supervisor should be followed with regard to the submission of draft chapters. Failure to cooperate with your supervisor can have detrimental results in terms of your final mark. Supervisors are under no obligation to work with you if you miss deadlines or do not cooperate fully. In the process of supervision if a supervisor or student encounters difficulties, he/she can consult with the Faculty Dean. If the Dean feels that a change is necessary then the student may be allocated a different supervisor.

Sample Cover page of Research work

The following is a sample of the cover page for your research paper/dissertation. **Please ensure that your cover page follows this format exactly.**

The Importance of Good Research Presentation

**Case Study: Research Presentation at Uganda Martyrs
University**

**Your name
Your Registration Number**

Uganda Martyrs University

Month and Year

Sample of the title page inside the book

The following is a sample of the title page inside the book.
Please ensure that your title page inside the book follows this format exactly.

The Importance of Good Research Presentation

**Case Study: Research Presentation at Uganda Martyrs
University**

**A postgraduate dissertation
presented to
Insert name of your Faculty/Department
in partial fulfilment of the requirements for
the award of the degree
MBA/MA/MSc – write in full
Insert title of course**

Uganda Martyrs University

Your name

Registration Number

Month and Year

Research and Writing Process

There are many ways to do research and you will be introduced to these methods in the Methodology course. You may decide to undertake qualitative, quantitative, or a mix of the two methods of research, or you may decide to do library research. You may also decide to start with a research question and attempt to create theories rather than make use of existing theories (grounded theory). However, whichever method you choose, we encourage you to be creative. Please discuss your method fully with your supervisor.

At the end of the Methodology course, you will submit a one-page summary of the proposal to the SPGS through the course lecturer(s). The full research proposal is submitted to the course lecturer and constitutes the course work for the course. If your research is approved, you will be allocated a supervisor who will assist you while you prepare and write up the research. We advise you to read widely in your chosen area. Once your approach has been approved by your supervisor, you may proceed with data collection.

Once the data collection period is completed, it is time to collate, present, and analyse the data. Please ensure that you keep careful records while in the field and ensure that your sample is large enough to allow for concrete analysis and recommendations. At this stage of your work, you should still be reading as much as possible in order to present the background/theories to your research and link your findings with current academic debates and research.

When you are analysing your data, you must do so in the light of current scholarship. Be precise in terms of how you use secondary sources to support (or even refute!) your findings. Your use of literature in the area of your study is extremely

important and you must be as familiar as possible with current theories and literature. Once you have written up each chapter, make sure that you proofread it carefully before submission to your supervisor. You should then amend and correct as indicated.

Supervisors expect to see each individual part of your research as these are completed. Allow ample time for supervisors to read individual chapters. The full research work should be submitted on the date stipulated. Please ensure that all work submitted to your supervisor is quality work that has been carefully proofread and corrected to eliminate grammatical, typological, and formatting errors. Your supervisor is not your proof reader. Also remember that supervisors may need up to a month to read a full draft, so please ensure that you allow them enough time to read your work and to return it to you for correction before final submission for examination.

Supervisors have the right to refuse permission for you to submit research that is not up to the required standard. You should note that it is advantageous for you to meet all deadlines with quality work. Supervisors keep detailed supervision records and you should sign this record each time you consult with your supervisor.

Presentation of Work

All work should be printed on good-quality paper, size A4 and on one side of the paper only. The text should be typed using double spacing and the text should be fully justified using the font Times New Roman (12 point). Long quotations, that is, more than four lines of text, should be indented and typed in single spacing without quotation marks. All margins should be set for 2.54 cm (1 inch). As far as possible, please ensure that you use gender inclusive language. Please note that papers,

projects, and dissertations are also marked for English language.

Enhancing Text

The first page of each chapter: centre the number of the chapter in bold capitals. Leave one line and then centre the title of the chapter in bold capital letters. Leave two lines and begin typing. Headings and sub-headings within a chapter should be typed at the left margin in bold letters (not capitals) and should be numbered serially using Arabic numbers, e.g. 1.2, 1.2.1

Always tab in the first line of a paragraph. Make sure to follow the rule of one space after all punctuation, including full stops. Always proof read your document before printing the final copy.

Order of Presentation

Title page (see attached example)

Dedication (optional)

Acknowledgments (these pages should **not** be included in the table of contents and should be numbered using Roman figures.

Abstract (not more than 1 page, single spaced).

Table of Contents (all headings and sub-headings should be listed; indent sub-headings)

List of Tables

Preface (optional)

Chapter 1, (start numbering with Arabic numbers).

Appendices (maps, questionnaires, list of people interviewed and respondents should be numbered as I, II, III etc.).

Bibliography – your bibliography is not an appendix and is the last item to be inserted in your work

Research Guidelines

The following guidelines are provided to assist you present your work professionally. Please ensure that you follow any additional guidelines given by your faculty.

Abstract

An abstract is a **brief summary** of the research. It gives a brief background to the study and highlights the research **objectives/questions, methodology used, key findings and recommendations**. It is a very useful part of the research report. It gives readers a **quick overview** of the **issues** addressed and **summary** of **results** obtained. An abstract **facilitates** the **dissemination** of research **findings** as it enables readers to gain quick **access** to research **outputs of interest**. It is recommended that **all** dissertations have an abstract at the **beginning** and be as **concise** as possible, in any case not exceeding one page.

DISSERTATION FORMAT

Cover page
Approval
Dedication
Acknowledgements
Table of Contents
List of Tables
List of Figures (*if any*)
List of Abbreviations
Abstract

CHAPTER ONE: GENERAL INTRODUCTION

1.0 Introduction
1.1 Background of the Study

- 1.2 Statement of the Problem
 - 1.3 Objectives of the Study
 - 1.3.1 Major Objective
 - 1.3.2 Specific Objectives
 - 1.4 Research Questions *OR* Hypothesis
 - 1.5 Scope of the Study
 - 1.6 Significance of the Study
 - 1.7 Justification of the Study
 - 1.8 Definition of Key Terms
 - 1.9 Conceptual Framework (*if you did not use a Theoretical Framework*)
-

CHAPTER TWO: LITERATURE REVIEW

- 2.0 Introduction

Sub-section this chapter in line with your objectives and research variables/concepts

Theoretical Framework (*if used*)

CHAPTER THREE: RESEARCH METHODOLOGY

- 3.0 Introduction
- 3.1 Research Design
- 3.2 Area of Study
- 3.3 Study Population
- 3.4 Sampling Procedures
 - 3.4.1 Sample Size
 - 3.4.2 Sampling Techniques
- 3.5 Data Collection Methods and Instruments
 - Highlight them as used with explanations and justifications*
- 3.6 Quality Control Methods
- 3.7 Data Management and processing
- 3.8 Data Analysis
- 3.9 Ethical Considerations
- 3.10 Limitations of the Study

CHAPTER FOUR: PRESENTATION, ANALYSIS AND DISCUSSION OF FINDINGS

4.0 Introduction

Present in line with the research objectives

Conclusion

CHAPTER FIVE: SUMMARY, CONCLUSION AND RECOMMENDATIONS

5.0 Introduction

5.1 Summary of Findings

5.2 Conclusion

5.3 Recommendations

5.4 Suggestions for Further Research (*if any*)

References

Appendices

Appendix I

Appendix II

Appendix III

NB: _ everything put in italics and underlined and/or in brackets is for explanatory purposes but not part of the structure.

_ those doing Library Research shall discuss the structure with their supervisors.

Citations and References

The proper **citation** of academic materials lies at the heart of **scholarship**. There are two main issues concerning citation, namely: **acknowledgement** and **format** of acknowledgement. Failure to acknowledge the contributions of other writers and researchers amounts to **plagiarism**, a serious breach of academic integrity.

The key issue in the case of format is **consistency** as there is a number of different citation formats. Uganda Martyrs University uses the “**Harvard**” system of citation and the guidelines for this format are given below.

All the **sources of information** used in the study should be **specified** in the **list of references**. These include **books, journal articles**, published reports and **Internet resources** that have been used. It is important **not to omit** any important **source** materials that have been **used**, as some readers may want to follow up some of the arguments and ideas. It is also an equally important research ethic **not to include** sources that have **not been used** in the list of references! Supervisors will **check** to ensure academic integrity in this regard.

Appendices

The appendices contain **materials** and **tools** that do not normally form part of the formal presentation of the research findings. These may include **research instruments, copies of statutes or laws, pictures, photographs, aerial maps**, and lists of original **data sources**.

Marking Scheme for Master’s Dissertations

Overall Structure, Presentation, and English Language: logical flow of ideas; structural coherence; general creativity and originality; accurate citation methods; writing style, accuracy, and clarity of expression in English **15 marks**

Theoretical Framework: appropriate use of secondary sources in building up the theoretical framework; awareness/understanding of

current debates; how well sources have been understood and exposed; the logical application of theory to the case **15 marks**

Research Methodology: formulation of research problem/questions/hypotheses; appropriateness of chosen research instruments; use of instruments in data collection; quality of questionnaires; quality of data collected; appropriateness of study types, sample selection, and sampling methodology **15 marks**

Presentation of Findings: logical flow in presentation; clarity and appropriateness of presentation **15 marks**

Data Analysis and Interpretation: accuracy of interpretation of data; link between theoretical framework and data analysis; appropriateness and success of data analysis technique **15 marks**

Implications and Significance of Data Presented and Analyzed 15 marks

Recommendations: relevance, feasibility and originality of conclusions (based on results) and recommendations (based on conclusions); potential usefulness of findings **10 marks**

Guidelines for Citations and Presentation of References

When writing reports, essays, or dissertations it is important that you give your reader sufficient details to trace the references you use. This guide shows you how to use the *Harvard Referencing System (Version 2010)*, which is recommended for use at Uganda Martyrs University at the moment.

Citations appear in the body of the text and references appear separately in a list of references at the end of the work. This guide shows you how to write citations and references. If you follow the examples in this guide your work will be correctly cited and referenced.

Citing the authors you have consulted helps you to avoid plagiarism and to situate your argument(s) in a scholarly discourse. By not citing other authors' work correctly, you may be accused of **plagiarism** (theft of ideas) which within academia is considered a serious offence.

When you cite you should include the author's name and the year of publication after each reference in your text. If the author's name occurs naturally in the text, the year follows in brackets. If it does not, then both name and year appear in brackets. You should also provide the page number(s) whenever you use a direct quotation. This will help the reader when using your list of references.

When citing a document with two, three or four authors, the surnames of all authors are given before the year of publication. Where there are more than four authors, only the surname of the first author is cited followed by "et al." (which means "and others"). If no author's name is given, then use "Anonymous" or "Anon". Where no year of publication is given, use "n.d." (meaning 'no date').

Example

The problems of image retrieval are extenuated by the convergence of technology (Enser, 2009). This convergence has "led to a number of intellectual property problems" (Horner, et al., 2013, p. 231). It may be, as Gill (2014, p. 67) pointed out, that "we live in a techno-centric society" which ignores the social needs of communities in the information society (Day, 2015; Leach, 2015). However, this view has been challenged by Robson, Kizito and Muhete (n.d.) who argued that technology ...

Quotations

It is sometimes useful (but not essential) to quote an author directly. The change in pace and style of writing often adds impact and draws the reader's attention to an important point. However, do not be tempted to overdo the use of quotes. You do not need to quote directly

every time you cite someone else's work, but you must reference the author (Kizito, 1989, p. 45). If the quotation or reference runs beyond one page in the source you are using, indicate this as follows (Kizito, 1989, pp. 41-43). Separate quotes from the body of text by use of space lines before and after and indent the quote on both sides of the page. You need to do this especially if the quote is four sentences or more.

Example

The proper way to quote someone else's work is to indent the quote at both margins and separate the quote from the body of the text by use of space lines. (Day, 1998, p. 17)

Presenting References

The Harvard System has strict guidelines on how to present references. References appear at the end of your text. Each reference has a number of parts which **MUST** be written in the correct order using the correct layout. The order of reference elements in the Harvard System are:

Author, Initials

Year of Publication

Title of the publication

Place of publication and publisher

Numeration of the item (e.g. volume and edition and page numbers)

Location or type of the item, if rare or non-print format (website, archive film, TV programme).

Author's names

Give the author's surname (last name) followed by their initials (Kizito, J.B.,). If there are two authors their order of appearance is exactly as they appear on the title page of the source document (Kizito, J.B. and Mukasa, D.,). If there are more than four authors,

give the first author's surname followed by initials and "et al" (Kizito, J.B. et al.). If the source is from a corporate organization, then the author's name is the organization (e.g. UBOS). Note that the name is followed by a comma.

Year of Publication

After the author's name write the year of publication followed by a full stop (2008.). If you cite two sources by the same author written in the same year you must differentiate the two by labelling them **a** or **b** (Kizito, 2014b.).

Title of the publication

Write the title in italics followed by a full stop.

Place of publication

State the place (city) of publication followed by a colon (:) and then followed by the name of the publisher (publishing company/press).

Numeration

For edited books this is the page number. For journals, this is the volume, edition, and page numbers.

Location or type

This is only used for non-print sources such as TV programmes, films and websites or for rare documents.

Examples

BOOKS

Bride, M., 1996. *Teach Yourself HTML Publishing on the World Wide Web*. London: Hodder & Stoughton.

Kizito, J.B., 2014b. *Good Publications*. Nkozi: UMU Press.

CHAPTERS IN EDITED BOOKS

Harrar, H.J., 2012. Photographs, Pictures and Prints. In: P.S. Grove, ed. *Non-print Media in Academic Libraries*. Chicago: American Library Association. pp. 173-192.

JOURNAL ARTICLES

The name of the Journal and **NOT** the name of the article should be written in italics.

McLeod, J., et al., 1998. Records Management Today. *Managing Information*, 5 (7), pp. 23-26.

NEWSPAPER ARTICLES

Author, Initials., Year. Title of article. Title of Newspaper, Day and Month. Page number. Some newspaper articles will not have an author. If this is the case use the newspaper's name instead.

Mukasa, B., 2015. How to grow potatoes. *The NewVision*. 22 Sept. p. 41.

The Observer. 2015. Mushroom growing in Kooki. 22 Sept. p. 31.

ELECTRONIC DOCUMENTS

The same format as for the other sources above must be applied to websites as far as possible. Many websites do not give a publication date so do not guess when it was published. However, you **must** give the full web Uniform Resource Locator (URL) and the **date** when you looked at it.

Ombok, E. and Ojambo, F., 2015. Uganda's shilling falls to record on corporate dollar demand. *Bloomberg Business* [online]. Available at: <http://www.bloomberg.com/news/articles/2015-03-09/uganda-s-shilling-falls-to-record-amid-corporate-dollar-demand> [Accessed 20 June 2015].

MORE INFORMATION ON REFERENCING

For detailed information on the Harvard Referencing System contact the University Library staff or online resources. For now, try to follow version 2010 of the Harvard Referencing System. Examples of helpful

online resources can be found at:

www.biosocsoc.org/sbha/reference/harvard_referencing_guide.pdf

<https://www.youtube.com/watch?v=oW0DdWTx298>

<https://www.youtube.com/watch?v=BESwC-m2fDw>

UMU Statement on Plagiarism

All students are expected to follow the general rules of academic honesty. Essays and research papers should be the work of each individual. Any form of dishonesty, cheating, or plagiarism is a serious violation of the norms of academic honesty, and will be dealt with severely. Essays which are copied will not be marked and will automatically receive a zero. Therefore, be sure to document all sources you quote, paraphrase, and/or summarize in your writing. Note that putting other people's ideas into your own words is borrowing and you must cite your sources.

In dissertations and projects, please acknowledge all sources. Direct copying without acknowledgment will result in the work being rejected. If a lecturer/supervisor suspects plagiarism - whether or not intended - you will be called for an oral defense of your work before a panel. This defense will determine whether your work will be accepted or not.

All written work and assignments submitted must conform to UMU standards. Work which contains many spelling or grammatical mistakes or is badly written or presented, shall normally be sent back to the student for correction before resubmission for assessment.

Dissertation Submission Dates for 2018/2019

These dates will be communicated by the respective Faculties. Contact the Faculty/Institute/School Administrator for details.

SPGSR FEES

Each time you make a payment to the University you are required to show your receipt to the authorized persons and have your Fee Payment Record updated. An up-to-date fee structure can be obtained from the Finance Department of the University.

Registry	Issuing Documents
Application Form	50,000
GAT	65,000
Postgraduate Admission letter	35,000
Late Registration	50,000
Late Fee Clearance	50,000
Degree Cert.	100,000
Change of Campus	200,000
Change of Program after registration	100,000
Issuing Documents	
Re-issuing Transcript	100,000
Transcript	100,000
Partial transcript	50,000
ID card	25,000
Dissertation	
Re-submission fee	500,000
Re-registration fee	500,000
Late submission fee	500,000

Miscellaneous

Accommodation for non-residential postgraduate students is Ugx 11,000 per day.

THE ROLE OF THE SCHOOL OF POSTGRADUATE STUDIES AND RESEARCH (SPGSR) IN RELATION TO FACULTIES

Here below are the responsibilities of the SPGSR in relation to Faculties as passed by Senate in its meeting of 2 November 2007.

A. INFORMATION ON POSTGRADUATE PROGRAMMES

1. In collaboration with the respective Faculties, the SPGSR will conduct market research for the demand for new postgraduate courses and programmes and advise the Faculties on their development.
2. In collaboration with the Faculties, the SPGSR will advertise all postgraduate programmes on offer each academic year.

B. PREPARING AND CONDUCTING THE GRADUATE ADMISSION TEST (GAT)

3. The SPGSR will receive application forms and forward them to the respective Faculties offering the course applied for scrutiny and recommendation on who to invite to the Graduate Admission Test (GAT)
4. In collaboration with the SPGSR, the Faculties will verify the compliance of the candidates with the minimum entry requirements for the various courses applied for.
5. The Faculties will advise the SPGSR on the candidates to be short listed to attend the GAT
6. The SPGSR will set a suitable date for the GAT and invite the short-listed candidates for the test.
7. In collaboration with the Faculties, the SPGSR will set suitable examination questions for the GAT, taking into consideration the peculiarities of the different Faculties.
8. In collaboration with the Faculties, the SPGSR will administer the GAT.
9. Together with the Faculties, SPGSR will organize the marking of the GAT scripts and publish the results.

C. ADMITTING AND REGISTERING POSTGRADUATE STUDENTS

10. The Registry and the Faculties will advise the SPGSR on the suitable number of candidates that may be admitted per Faculty and per course.

11. The SPGSR, together with the Faculties, will prepare the final list of Candidates selected for admission at the University.

12. The Registrar will admit selected candidates who meet University entry requirements and communicate to them.

13. Admitted Candidates will register with and obtain a University Registration Number from their respective Faculties.

14. Each Faculty will open a personal file for each registered postgraduate candidate and forward a list to the registered candidates to the SPGSR.

15. The SPGSR will open a personal file for each registered postgraduate candidate for the purpose of tracking their academic performance.

16. Together with the Faculties, the SPGSR will organize and Coordinate the orientation of postgraduate students.

D. DEVELOPING AND TEACHING JOINT COURSES

17. The SPGSR will coordinate the preparation of a joint timetable by the Faculties for jointly organized core postgraduate courses such as Research Methodology, Computer Literacy, Consultancy skills, Communication skills and others.

19. The teaching and development of curricula for the courses above will be the responsibility of the Faculties working in collaboration with the SPGSR.

E. RESEARCH PROJECTS AND EXAMINATIONS.

20. Postgraduate examinations will be set and marked by the Faculties.

21. The results of each examination (including results of Supplementary and special examinations) will be discussed by the Faculty Boards and presented by the Dean to senate for approval.

22. The Faculty will forward the approved results (including results of Supplementary and Special examinations) to the SPGSR for record-keeping and tracking the performance of the candidates.

23. Each Faculty will be responsible for following up the teaching, research projects and dissertations.

24. Together with the Faculties, the SPGSR will organize the oral Defence of Postgraduate dissertations.

25. Each Faculty will prepare and disseminate the approved results letters for its candidates at the end of each semester.

26. At the end each candidate's course, the Faculty will prepare the final results of each candidates and present them to the registry for the preparation of the final Academic transcript and Diploma /Degree Certificate.

27. Academic Transcripts and Diploma/ Degree Certificates will be issued by the Registrar.

F. GRADUATE STUDIES BY HIGHER GRADUATE COMMITTEE

28. The SPGSR will organize and coordinate meetings and activities of the Higher Degrees Committee (HDC).

29. The SPGSR will implement the rules and regulations of the HDC.

30. The SPGSR will register and open individual files for all MPhil and PhD candidates.

31. The SPGSR will track the progress of all Doctoral candidates, in liaison with the HDC.

32. The SPGSR will organize the oral defence of Doctoral Theses.

G. REQUEST FOR CHANGING PROGRAMME/FACULTY AND FOR DEAD YEAR.

33. Request for transfer from one Faculty to another and/or from one academic programme to another will be addressed to the Dean of the receiving Faculty after which the SPGSR will be informed, The SPGSR will prepare a transfer form to facilitate the transfer.

a. For full time students, a transfer will be accepted within the

first 2 weeks of the semester.

b. For Part Time students, a transfer will be accepted before the end of the first module.

c. For Distance learning students, a transfer will be accepted before the end of the first month after the taking of the first module.

d. In all cases, the transfer from one program to another will attract a fee of Shs. 100,000/=.

34. For purpose of information, requests for a dead year, special/supplementary examinations, and late submission of dissertations should be sent to the Director SPGSR through the respective Faculty/Department Head.

H. OTHER RESPONSIBILITIES

35. All payments for additional postgraduate teaching outside the stipulated hours of work, at Nkozi, Rubaga or other Centers of UMU will be processed by the Faculty in liaison with the relevant University authorities.

36. The SPGSR will work with the Faculties to put in place measures to ensure and promote quality in postgraduate academic programmes.

CONTACT DETAILS

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School of Postgraduate Studies and Research
P.O. Box 5498**

Kampala - Uganda

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Website: www.umu.ac.ug

All information given in this Handbook was correct at the time of printing and may be subject to change with approval of Senate or the University Council.

Version: August 2018