

Uganda Martyrs University

Making a Difference



Higher Degrees Handbook for MPhil and PhD

2017/2018

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Higher Degrees Committee

Dr. Elizabeth Namazzi
B.Ed. (MUK); MA.EdMgt; PHD (UBC)

Dr. Jimmy Spire Ssentongo
Dip.Phil; BAPhil (URB); MA (MAK); MSCEfS (LSBU); PhD (UVH)

Prof. John Chrysostom Maviiri
Dip. Phil. (Alokolum); Dip. Theo. (Ggaba); Lic. Theo. (Urban); STD (Urban)

Assoc. Professor Mawa Michael
B.Eds (UMU); MAED (CUEA); PhD (Pontifical University)

Assoc. Prof. Harriet Mutonyi
BSc Educ (IUIU); MA (UBC); PhD (UBC)

Assoc. Prof. MaximianoNgabirano
BA Phil; BA Theo (Urban); MA; PhD (Leuven)

Assoc. Prof. Julius Mwine
BSc Agric; MSc Agric (MUK); PGD (IPM) Denmark; PGD Mgt (Bonn); PhD (Ghent)

Assoc. Prof. Simeon Wanyama
ACCA (UK); MBA (St. John's New York), PhD (Dundee)

Associate Prof. Margaret Angucia
BA (CUEA); MA (Mak); PhD (Groningen)

Associate Prof. Speranza Namusis
Dip. Educ (ITEK); BA (MUK); MA (MUK); PhD (Innsbruck)

Dr. Modest Odama Kayi
BA. (MUK); BA. (SML); MA. (SML); STL (SML); Me.D (Loyola
Un.Chicago; Ed.D (Loyola Un. Chicago)

Dr. Christopher Mukidi
Dip. Phil (Katigondo); Dip. Theol. (Ggaba); Dip. Theo (MAK); B.A.
Theol. (Urban); M. Ed (Unv. of Portland, OR); PhD (Duquesne)

Dr. John Mary Mooka Kamweri
Dip. Phil. (A.J., Nairobi); BA Theol (Urban); MA Healthcare Ethics -
Bioethics (Duquesne); PhD Healthcare Ethics - Bioethics (Duquesne)

Dr. Richard Awichi
BSc (Ed); MSc (MAK); PhD (JKU)

Dr. Richard Ssembatya
BSc; MSc (MAK); PhD (UCT)

Dr. Mark R. O. Olweny
B. Arch. St. (Hons), B.Arch. (Hons) (Adel); M.Reg. & Urb.Pl.
(UniSA); M. Arch. St. (Adel.); PhD (Cardiff)

Dr. Denis Mugizi Rwabiita
Bvm (MAK); MSc (MAK); PhD(MAK)

Dr. Nakitende Marie
Dip. Acc. (Nkokonjeru); BA B.Mgt. (Alverno College); MBA
(Cardinal Stritch University); PhD (Cardinal Stritch University)

Dr. Albert Luswata
Dip. Phil; BA. Phil (MUK); BA Theol; MA; PhD (Rome)

Dr. Jude Ssebuwufu
BA Phil (MUK); BA Theol (Urban); BA Educ; MA Educ, PhD
(UNISAL)

Dr. Maurice Mukokoma

Dip. Educ Business Studies (ITEK); BBAM (UMU); MBA(Leeds);
ACCA (ACCA) CPA (ICPAU); MPil (MSM); PhD (MSM)

Assoc. Prof. Laura Otaala

B.A (MUK); M.A Ling (Nairobi); PhD (Univ of WC)

Dr. William Kaggwa

Dip. Phil (KNMS); MDV; MA (Columbus-Oh); PhD (Rome)

Dr. Denis Musinguzi

Dip Phil, BA (MAK), PGD (MAK); MA (MAK); PhD (UMU)

Dr. Sheba Nyakaisiki

B. Eds (UMU); MSc Computing(Bradford); PhD ICT (TUDelft)

Dr. Kabura Pascal

Dip. Phil (KAT); Dip. Theol. (Ggaba); Dip. Theo (MAK); B.A.
Theol. (Urban); MA (St. Edwards Univ., Texas); MA (Duquesne);
PhD (Ganon PA)

Dr. Beinomugisha Abel

Dip.Theo; Dip.Phil, (Nairobi); MA Phil (Urban Univ, Rome); PGD
Ed (MAK); PhD Phil (Urban Univ, Rome)

Dr. Musisi, John Kevin

Dip. Theo. and Religious Studies (Ggaba); Dip. Philosophy (KAT);
MAK; BA Theo. (Urbaniana); MA Religious Studies; PhD Religious
Studies (CUEA)

Dr. John Paul Kasujja

BA Educ. (MAK); MA History (MAK); PhD History (MAK)

Dr. Bwegyeme Jacinta

MMS-HRM (UMI); PGD-Bus.Mgt (MUK); B.Arts/Edu (MUK); PhD (MUBS)

Dr. Kiwanuka Henry

Dip. Phil. (Katigondo); MA Divinity; MA Religious Studies (St. John's Seminary California); BSc. (Hons) Math/Econ (San Francisco, California); MSc. Maths (Marquette University, Wisconsin); PhD (KU Leuven)

Introduction

Uganda Martyrs University (UMU) is committed to academic excellence both in its teaching and research programmes. Research in this context refers to original enquiry which contributes to knowledge and is especially relevant to contemporary Africa with the aim of social transformation.

For the moment, UMU is offering MPhil and PhD degrees only which are awarded on completion of advanced study and research with the submission of a thesis. These include:

1. PhD by Research Only
2. Joint PhD in Governance, Peace and Development (PGPD) (offered jointly with four other African Universities - by UMU, Copper Belt University (CBU) and UPEACE)
3. PhD in Agro-ecology and Livelihood Systems
4. Integrated MPhil and PhD

The aim of these degrees is to facilitate the acquisition of thorough knowledge and scholarship in a particular subject area, to produce researchers for universities as well as scientific and medical institutes, and to prepare researchers for employment in non-research industries, including government and the private sector.

Note: While the MPhil is managed under the School of Postgraduate Studies and Research, there are other M.A Programmes housed in the various Schools/Institutes/Faculties of the University.

The regulations in this Handbook will be reviewed from time to time by the School of Postgraduate Studies and Research.

General Regulations

Duration of PhD Programmes excluding the pre-MPhil and Pre-PhD years

PhD by Research only: Normally a minimum of 4 years and a maximum of 6 years.

MPhil: Normally a minimum of 2 years, maximum of 4 years

PhD by Course Work and Research: Normally a minimum of 3 years and a maximum of 5 academic years with the first year devoted to course work and at least two years for research. The first year of course work will also include research proposal development. Candidates on this programme will normally be full time students.

Note: The above schedule includes 4-6 consultations per year.

Mode of Conducting PhD Programmes

PhD programmes are conducted in three modes:

- **PhD by Research Only**

Candidates pursuing doctoral programmes by research only will receive no content based courses apart from the crosscutting courses. Please note that crosscutting courses are Credit courses and are therefore compulsory. They include:

- Philosophy of knowledge (Epistemology),*
- Research methodology,*
- Introduction to Institutional Pedagogy,*
- Scholarly Writing and Publication skills, and*
- Computer Applications in Research.*

Depending on one's background, the candidate may be required to attend courses at undergraduate and graduate level,

which will expose them to the theories, literature and debates in the field. Apart from the crosscutting courses, individuals pursuing a doctorate degree by research only are not subjected to any other examinations apart from the examination of the thesis and the public defense.

- **PhD by Course Work and Research**

PhD programmes offered in this mode include:

- i) the Joint PhD in Governance, Peace and Development (PGPD) and
- ii) PhD in Agro-ecology and Food Systems.

Candidates pursuing a doctoral degree by course work and research are expected to undertake prescribed Credit courses in the program of study. In addition, they shall fulfill all thesis and examination requirements. Thesis requirements shall be the same as those for PhD by research only. Candidates are expected to spend a minimum of three years and a maximum period of six years on the programme.

- **Integrated MPhil and PhD**

The Integrated MPhil/PhD comprises a taught component leading to the award of an MPhil and a PhD. Students undertake the two components of the programme simultaneously and shall complete both if they are to be awarded the doctorate.

The MPhil is a terminal degree of considerable distinction in its own right. The candidate will be initially registered for the MPhil component for a minimum period of two academic years. Upon successful completion of the MPhil, the candidate shall be eligible for promotion to phase II of the programme and registered for the PhD on the following conditions:

- a. After evaluating the dissertation, the panel shall recommend progression to the next stage.
- b. The candidate will be at liberty to quit the programme after obtaining the MPhil degree.
- c. All assessments for the taught elements of the MPhil will be subject to the same requirements/regulations as for the taught components of a Masters Degree programme.
- d. The standard assessment of Masters Dissertation shall apply to the MPhil.
- e. The MPhil candidate shall be required to have at least one article published or accepted for publication in a peer-reviewed journal.
- f. All requirements for a PhD by Research shall apply to the PhD component of the integrated programme.

The unifying characteristic in each of the three modes is doctoral research. Doctoral research is largely an independent, self-directed research project under the guidance of experienced supervisor(s).

Entry Requirements

MPhil: Candidates seeking admission into a programme leading to the award of the degree of MPhil should normally possess a primary degree: first class or an upper second class honours. Candidates can also be admitted to the MPhil programme who possess a Master's Degree obtained through following taught courses and the presentation of a minor thesis in a recognised university. Such candidates will be expected to submit their dissertation within a shorter period of time. In exceptional circumstances, candidates can be admitted with relevant work experience and appropriate professional qualifications.

PhD: Candidates seeking admission into a programme leading to the award of a PhD degree shall normally possess a Master's

Degree (with a 70% in the dissertation mark) in a relevant area from a recognised university.

A doctorate by research only is generally suitable for individuals who have completed Masters Degrees in recent years and who have already identified the research direction they intend to pursue. Normally, such individuals have been involved heavily in research at a lower level and are desirous to upgrade such research to doctoral level. In exceptional circumstances, candidates can be admitted with relevant work experience and appropriate professional qualifications in addition to a primary degree.

Application and Admission Procedure

The procedure for application and admission to the MPhil/ PhD programme is outlined below:

1. Applicants intending to pursue a doctoral programme at UMU should submit a letter of expression of interest to the School of Postgraduate Studies and Research describing reasons for seeking to engage in doctoral studies, explaining specific interest in the UMU doctoral programme and stating whether they intend to pursue a PhD by Research Only or a PhD by Course work and Research. Enclosed with the letter of interest the candidate will include a concept paper/proposal of not more than 10 pages about the topic s/he would like to study, a curriculum vitae and academic transcripts.
2. On receipt of the package, the SPGSR (with or without help of the respective Faculty/Institute or School) will identify a prospective supervisor who will review the concept paper/proposal to establish whether or not the candidate presents a researchable topic, demonstrates knowledge of empirical research and provides some possible relevant literature review. The Reviewer will then provide a report to the School of Postgraduate Studies and Research on the

reviewed concept paper with a recommendation whether or not to admit the candidate.

3. In exceptional circumstances, a prospective PhD candidate having trouble with the conceptualization of his study may be put in touch with a prospective supervisor for guidance
4. In all circumstances, the concept paper/proposal is a vital starting point in the candidate's admission process. We recommend that the concept paper be discussed with the prospective Advisor and the SPGSR before submission. If the prospective PhD student satisfies the admission panel in the way s/he writes and presents his/her proposal he/she is allowed to proceed to put in a formal application. Forms are available at the SPGSR office and the Registry at Nkozi, or at the UMU Office at Rubaga, Kampala.
5. The Admission Panel will look for, among other things, high level of analytical ability and technical research skills of the candidate; clear evidence of a good working knowledge and understanding of relevant and contemporary academic literature in the area of the proposed research; and the ability to formulate and answer specific and relevant research questions.
6. The application must include the following:
 - A completed application form
 - Full Curriculum vitae
 - Certified copies of all certificates and transcripts relating to previous diplomas/degrees to be verified against the originals before registration into the programme.
 - Three confidential letters of recommendation must be submitted by those in a position to assess the

applicant's past performance and future academic potential, (they must not be from persons related to the applicant either by blood or marriage). References should be submitted on official headed paper, must be stamped and sealed in a separate envelop. The referee should include name, status, address, telephone and email contacts where applicable.

- A copy/copies of any academic work published (do not include dissertations).
- Two recent coloured passport size photographs

Applications and proposals can also be obtained from third party bodies, such as business, industry, etc., to the university. In such cases, the applications are asked for from either the public or from within the university.

Note: Incomplete applications cannot be processed.

7. Once admitted, a PhD student will continue to work on his/her proposals. We recommend that the PhD student continue to polish his/her proposal and to discuss it with his/her Advisor before submission for defence at a progressive panel. In the meantime, a student on a PhD programme by Research Only will be considered to be on a Pre-PhD year until he/she defends at a progressive panel by the end of the year. If s/he fails to satisfy the panel s/he will be given one more chance to improve his/her proposal/ concept paper within six months. During this time, the candidate must continue with the cross cutting courses.

8. For the candidate on a PhD by Course work and Research, once admitted, will immediately embark on the approved

Credit Courses of the specific programme while simultaneously working to develop his/her proposal, which he/she will defend by the end of the first semester. If the student satisfies the Panel in the way s/he writes and presents his/her proposal and in the way s/he performs in the examinations, s/he is allowed to proceed to the second semester. In case the candidate is unsuccessful, s/he will be given a second chance to improve his/her proposal within six months. During this time, the candidate must continue with the credit courses s/he is taking. Failure to satisfy the panel at the second attempt means that the panel will determine whether the candidate continues as an MPhil or PhD student depending on performance in the courses s/he will have been taking.

9. Proposals vary but a typical proposal should include the following:

- *Introduction and Background* The
- *Statement of the Problem* *Statement*
- *Research Objectives* The
- *Research Questions* The
- *Hypotheses* *Hypotheses*
(often optional if one chooses to use research questions)
- *Significance of the Study* *Significance*

- Theoretical Framework The
- Literature review The
- Methodology The
- Timetabl
e (outline of the time-frame of the research period).
- Budget
(Candidate, especially those seeking financial support for their study, are encouraged to make estimates of the cost of the study).

Programme design

Candidates pursuing an MPhil or a PhD by Research Only will spend most of their time on research. In addition, all candidates will be required to follow the cross-cutting courses. Where need be, a candidate may be asked to follow a course in other areas at Master's level relevant to his/her area of interest. Such courses will be chosen with the assistance of the Director of the School of Postgraduate Studies and Research and the Candidate's Advisor.

Should an appropriate course be unavailable at Master's level, the Advisor will recommend and guide the candidate through a reading course. The candidate may be asked to follow more or fewer courses depending on his/her academic and professional background and experience. S/he then follows the courses that have been identified and in which s/he will be examined at the end of the semester in which the course is being offered. Such a candidate must pass the course(s) s/he is taking and also submit a thesis. The candidate will regularly consult his/her Advisor. While it is probable that the nature of the research may change over time, it is important that a specific field of study is identified at this stage.

Candidates pursuing a PhD by Course Work and Research will be required to complete an approved programme of Course work consisting of a minimum of 30 Credit Units during the first year of study. The minimum Graduation load shall be a total of 60 credit units but with at least two papers submitted and accepted for publication. Apart from the course work, the candidate shall also submit a thesis. The thesis shall carry credit range of 20 - 30 Credit Units.

External examination of the thesis in both cases shall be mandatory. As well, seminar series for all registered PhD students will be mandatory. Students will select topics of their choice depending on their areas of interest and shall be required to make presentations during the seminar series.

Supervision

The School of Postgraduate Studies and Research shall normally assign one core Supervisor to each Candidate, preferably (though not necessarily) from UMU. The SPGSR will approve and determine a Co-supervisor to assist if necessary, but it is understood that the core Supervisor has the administrative responsibility of accompanying the candidate.¹ Interdisciplinary promotion is recommended by the university.

Roles and Responsibilities of Supervisors

A Supervisor should see each individual part of your research as it is completed. Allow ample time for your Supervisor to read individual chapters. 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

¹ In this Handbook, the singular “Supervisor” should be understood to mean “Supervisors” depending on the context.

Supervisor is not your proof reader. Also remember that your Supervisor may need up to one 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.

A Supervisor has 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. A Supervisor will keep detailed supervision records and you should sign this record each time you consult with him/her.

The time schedule set by you and your Supervisor should be followed with regard to handing in draft chapters. Failure to cooperate with your Supervisor can have detrimental results in terms of your final submission. Remember you are responsible for your own work; Supervisor can only make suggestions/ corrections.

During the first and subsequent years of formal study, the candidate must meet his/her Supervisor at least 4 times a year and a record of this must be kept by the Supervisor and be signed by both of them.

A candidate who has problems with his/her Supervisor, and is not able to solve them with the Supervisor, is advised to consult the Director of the SPGSR for advice.

Annual Progress Panel/Doctoral Committee

A candidate will be required to present an annual progress report before a panel chosen by the SPGSR, with approval of his/her Supervisor. These presentations are intended to evaluate your progress as an MPhil/PhD candidate. A copy of the written presentation must be made available to the SPGSR at least four weeks prior to the presentation.

The Supervisor and the candidate must also separately submit a progress report with the written presentation to the panel.

A favorable report from the annual progress panel is necessary for the candidate to be able to proceed to the next year of study. The report of the panel is communicated to the SPGSR which will inform the candidate. In the case that an unsatisfactory report is received, a candidate will present again within a six-month period. A second unfavourable report for a PhD candidate will mean disqualification from the PhD programme. An opportunity to continue as an MPhil candidate may be offered at this time. For an MPhil candidate, a second unfavourable report will normally mean discontinuation from the programme.

Requirements for the Award of MPhil and PhD

MPhil: For the award of the degree of MPhil, a candidate should submit an original thesis of not more than 60,000 words. Word count includes citations and footnotes or endnotes, but excludes bibliography and appendices. Appendices should contain information that readers may refer to but which are not necessary for understanding of the work.

An MPhil thesis is expected to display a good general knowledge of the field of study; a comprehensively particular knowledge of some part or aspect of the field of study; and a recognizable original contribution to knowledge.

The degree is awarded to students who have demonstrated a systematic understanding of knowledge, and a critical awareness of current problems and/or new insights relevant to their 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 in the discipline.

PhD: For the award of the degree of PhD, a candidate must submit a substantial original thesis of not more than **90,000** words. Word count includes citations and footnotes/endnotes, but excludes bibliography and appendices. Appendices should contain information that readers may refer to but which is not necessary for an understanding of the work.

The PhD thesis should demonstrate a substantial original contribution to knowledge and how this contributes towards transforming society. The degree is awarded to students who have demonstrated the creation and interpretation of new knowledge, through original research or other advanced scholarship, of a quality to satisfy peer review, extend the forefront of the discipline, and merit publication; a systematic acquisition and understanding of a substantial body of knowledge which is at the forefront of an academic discipline or area of professional practice; the general ability to conceptualise, design, and implement a project for the generation of new knowledge, applications, or understanding at the forefront of the discipline; a detailed understanding of applicable techniques for research and advanced academic enquiry; and contribute substantially to the development of new techniques, ideas, or approaches that are relevant to African realities.

Submission of Thesis (for graduation in November in any year)

Beginning of February: Notice to submit thesis for defense accompanied by a report from the Supervisor. The Notice to Submit form can be obtained from the SPGSR office. Note that the final decision to submit for examination rests with the candidate, not the Supervisor. At this time, the candidate is asked to recommend an external examiner.

Beginning of April: Submission of written thesis (temporarily bound, 5 copies) with an abstract of not more than 350 words.

By September: An oral defense of the thesis is a requirement for the award of all higher degrees by research. The defense panel will be made up of the Supervisor, the external examiner recommended by the student, the external examiner recommended by the SPGSR, and two internal readers to be nominated by the SPGSR. The Chair shall normally be the Dean of the SPGSR. The defense is open to staff and students of the university and family, friends, and colleagues of the candidate. After the defense, the defense panel takes the time necessary to deliberate and afterwards the Chair announces whether the candidate has successfully defended his/her thesis. Approval of Senate is given after this stage and the thesis is returned for corrections and minor adjustments.

If the thesis and oral defense of an MPhil candidate do not satisfy the examiners, the panel may give permission to re-submit within a period of one calendar year with payment of the required fees. Failure to satisfy the examiners at the second submission will mean that the candidate has failed.

If the thesis and oral defense of a PhD candidate do not satisfy the examiners, the panel may allow the candidate to re-submit within a period of one calendar year for the award of PhD. Failure to satisfy the examiners at the second submission will mean that the candidate has failed.

End of October: Submission of two hard bound copies according to UMU specifications, with abstract. A separate copy of the abstract to be submitted to the SPGSR office with a soft copy containing the work

as it appears in PDF format. Official result is communicated formally to the candidate with permission to graduate. It is only after graduation that the candidate may use the title MPhil or PhD.

Extension of Submission Date

The SPGSR may give permission to extend the submission deadline for a six-month period, on payment of the set fee, provided the candidate and Supervisor furnish the committee with acceptable reasons. Further extensions will be exceptional and judged on a case-by-case basis provided documented evidence of a serious social or medical situation or condition is submitted with the application. In the case that a further six-month period is granted, this will be the final extension.

Fees Structure

MPhil		
	Ugandan (in UGX)	International Students in \$
Application form	100,000	60
Proposal year	6,500,000	5,545
Submitting a proposal	500,000	300
Subsequent years	6,500,000	5,545
Dissertation	650,000	390
PhD by Research		
Application form	100,000	60
Proposal	6,500,000	5,545
Submitting proposal	500,000	300
Subsequent years	6,500,000	5,545

Thesis	1,000,000	600
Submission deadline extension	750,000	450
PhD in Agro-Ecology and Food Systems		
First Year	8,215,000	6,000

UMU Staff are asked to contact the SPGSR office about their fees structure.

Fees for Full time PhD programmes are provided for differently and not in this booklet

Note: Fees and estimates as given above were correct at time of printing and are liable to change without notice.

Estimates for Field Research and Other Costs

The candidate is encouraged to consult the SPGSR about other costs involved in doing their studies.

Thesis Regulations

Format and order

Cover Page

The cover page shall conform to the sample set out in Appendix 1 to these regulations.

Title Page (inside cover) reproduces what is on the cover page.

Pagination starts right from the title page using Roman numbers until the abstract but the pages only appear beginning with the dedication, if included, and if not included, with the acknowledgement(s).

Beginning with chapter one, you will use Arabic numbers for page numbering. The appendices must also be numbered.

Subsequent Pages

Dedication (not mandatory)

Declaration as to the originality of the thesis. Please collect from SPGSR office before binding.

Acknowledgment(s) - to express gratitude to whoever was resourceful in your research (not mandatory but recommended).

Abstract (not more than 350 words). An abstract is a brief summary of the research. It highlights the research questions and findings. 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.

Table of Contents - should include Appendices, Tables, Software Code, Data Diagrams, Pictures, other illustration and Bibliography – not previous pages).

Abbreviations and Acronyms - should provide in full names that have been abbreviated. In the body of the thesis, it is advised that you first give abbreviation/acronyms in full followed by the short form between brackets, and henceforth you can use the abbreviation.

Recommended Outline for MPhil/PhD Thesis

Please note that what follows is a suggested guide. You may have to adjust it to suit the nature and presentation of your study. The

important thing is that the necessary elements expected in the thesis must be included.

Chapter 1: Introduction (Suggested contents)

- An explanation of the key concepts
- Introduction of the research problem(s)
- Objectives of the research
- Research Questions / Hypotheses
- Significance of research

You should clearly explain important keywords and concepts in the introduction chapter. These explanations should be put in the context of the study and related to the issues being addressed. Any modifications in the usual meanings of terms for the purposes of the research should be clearly stated. Chapter one should also briefly introduce the research problem and the questions being raised in relation to the research problem. Chapter one is also an appropriate place for the researcher to set the proposed research theme in the context of prevailing discourse on the subject. The chapter normally also outlines the objectives and significance of the study.

Being an introductory chapter, many of the issues highlighted are elaborated in other parts of the thesis. It is therefore, useful and encouraged that you make references to the parts of the thesis where particular issues are elaborated. Therefore, this is a chapter which must be rewritten after the study has been finished.

Chapter 2: Theoretical Framework and Literature Review (Suggested content)

- Theoretical framework that underpins your study

- Review of the contributions of different scholars to the subject
- development of the researcher’s own conceptual framework

In the literature review section, you review and synthesise existing literature relevant to the research theme and engage in critical discussion with existing literature. It is important that you demonstrate familiarity with the key contributions in the field and in particular how these contributions relate to your study. The key theories and relationships between the variables of interest are normally used to develop a conceptual framework within which you will carry out the analyses of empirical data.

As a researcher, you will normally be in position to specify informed research questions and hypotheses if you carry out detailed literature review or if you have firsthand experience of the subject being addressed. Extensive literature review will enable you to make logical extensions of the prevailing theoretical and empirical issues to your own subject of interest. Indeed, one of the important aims of literature review is to identify the gaps and omissions in existing theory or the application of such theory in new contexts or conflicts between theories or between theory and new observation. Such gaps or “anomalies” constitute the research problem and usually signal the need for further empirical investigation of existing theories. This ongoing “self-critical” approach is the essence of the scientific method, the predominant methodology in contemporary academic research. In summary therefore, the literature review chapter synthesizes relevant theories and insights currently available on the subject and relates them to your own reflections, questions, and hypotheses.

Chapter 3: Methodology (Suggested content)

- Elaboration of the research problem
- Specification of research questions
- Specification of hypotheses
- Specification of types of empirical data
- Specification of the sources of empirical data
- Specification of Technique of analysis

The methodology chapter elaborates on the research problem, research questions and the hypotheses to be examined in the research. It develops the research design and the strategy that you will employ to test the hypotheses and answer the research questions.

A research problem is any area of knowledge that requires clarification or investigation. It can be any aspect of a phenomenon of interest that has not been fully explained by current knowledge. It may also be a conflict or an anomaly between existing theory and new observation or indeed between theories. You should be able to develop specific research questions from the research problem. The questions should be aimed at clarifying what is not properly understood about the chosen subject. Usually, you would have, indeed it is encouraged, to have tentative answers, hunches, or intuitions concerning the relationships between the key variables of the

phenomenon. These tentative answers or propositions constitute the working hypotheses of the research.

You are encouraged to make these propositions explicit in form of the research hypotheses. The research hypotheses often takes the form of “if A, then B”, and entails the suggestion of underlying associations that may or may not be of causal nature. For example “advertising leads to higher sales” or “smoking causes lung cancer” or “higher interest rates reduce investment”. A good hypothesis is clear, specific, testable, and value-free. The methodology chapter also discusses the hypothesised model that relates the dependent and independent variables of interest or the “conceptual framework”; the type and sources of data required for the empirical test; the techniques of analysis; and the criteria for interpreting the results of the empirical analysis where applicable. Finally the researcher will normally also need to discuss the limitations and delimitations of the study.

Limitations or weaknesses of the studies normally originate from such things as:

- Quality of data
- Availability of relevant data or
- Appropriateness of the technique of analysis itself.

Chapter 4: Empirical Analysis (Suggested contents)

- Analysis of empirical data
- interpretation of empirical data
- resentation of results and findings

In the empirical analysis chapter, you analyse the empirical data obtained and relate the findings to the research questions and

hypotheses stated earlier. This is the chapter in which you employ the analytical techniques selected and usually specified in the methodology chapter to analyse the empirical data. You must also be able to interpret accurately the findings and draw logical conclusions from them in relation to the research questions and hypotheses. To present a coherent analysis and interpretation, you need to clearly explain how the findings provide the necessary information to answer the research questions and prove any stated hypotheses. It is in the empirical analysis chapter that you can demonstrate the coherence of your “thesis” by unifying insights drawn from literature review and empirical data through analysis and interpretation.

Chapter 5: Implications of the Study (Suggested contents)

- Implications of findings for theory / policy / practice
- possible policy or other suggestions and recommendations
- implications from methodology and data availability

Drawing out implications from the research findings constitutes an important part of the thesis. These may be in relation to government policy, business practice, or theory. To facilitate the application of academic research in policy circles and or practice, it may also be necessary to show how the findings translate into policy or business practice. Implication from the methodology normally cautions the reader about the level of confidence that may be put on the findings and interpretations given the limitations of the design and technique of data analysis employed in the study.

Chapter 6: Conclusion (Contents)

- Overall conclusion from the study and further conclusions based on results
- Recommendations based on conclusions
- Suggestions for further research

You should clearly specify the conclusions you draw from the research. This should be in reference to the research questions and hypotheses stated earlier. The conclusion should clearly state whether the research questions have been answered or not and whether the hypotheses specified have been supported or been disproved by the empirical evidence. Reference to the research questions and hypotheses will ensure linkage and coherence in the study.

Bibliography

All and only the sources of information used in the study should be specified in the bibliography. These include library books, journal articles, and Internet and other resources that have been used. It is important not to omit any important resource 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 resources that have not been used in the bibliography. Supervisors and examiners will check to ensure academic integrity in this regard.

Citations and References

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

The key issue in the case of format is consistency as there are a number of different citation formats. The SPGSR recommends the “Harvard” system of citation and provides the guidelines for this format below.

Appendices

The appendix contains materials and tools that do not normally form part of the formal presentation of the research findings. These may be questionnaires, copies of statutes or laws, pictures, photographs, aerial maps, and original data sources.

Presentation of thesis

Text should be fully justified (flush right and left). The ordinary and usual rules of research and project reporting shall apply. These include the following.

Long quotations, that is, more than four lines to be indented and typed in single spacing without quotation marks. As far as possible, ensure that you use gender inclusive language. As far as possible, try not to have only one line of text at the bottom or top of a page. Please follow the referencing regulations of UMU (see Appendix 2).

Bibliography should be in alphabetical order of authors.

Enhancing Text:

The first page of each chapter: centre the number of the chapter in **bold capitals**. Leave one line then centre the title of the chapter in **bold capital** letters. Leave two lines and begin typing.

Heading within a chapter should be typed at the left margin in bold letters (not capitals) and two lines from previous paragraph. Subdivisions should be indicated in italics and further subdivisions should

be in under-lined type (not bold) and only one line from heading/previous paragraph. Always tab in the first line of a paragraph (except immediately after a heading). Make sure to follow the rule of one space after all punctuation, including full stops.

Ideally the thesis should be printed on a good A4 size paper using double or 1.5 spacing, Times New Roman font, and 2.54 cm margins.

Printing:

Before submitting your flash disk or CD-Rom for printing, make sure that you spell check your document. If you are printing on a different printer you should change the default printer of your computer. Be sure to proofread the document again (since some format may change if you have not been typing with this selection of printer throughout).

Proofreading:

The exercise of proofreading is extremely important. Read through your document carefully and slowly concentrating solely on spelling (spell check will only detect blatantly misspelled words, not errors of usage, e.g. there and their). Read through a second time for sense. Make your corrections are clearly indicated in the margin. When correcting your text on computer, please check that you have corrected properly as further mistakes can be made when correcting!

Once all your chapters have been corrected by you and re-printed, submit the complete document to your Supervisor. It is important that s/he sees the complete work for final correction. At this stage note that final corrections and changes (some of which may be substantial) may still be made, so make sure that you give your Supervisor ample time to reread your work before you make final corrections and the final printing (a minimum of 8 weeks).

After your text has been returned to you, please correct carefully. You must scroll through your complete text at this time in order to make sure your format is as you wish it. Please make sure that you spell check again and proofread properly before final printing - many mistakes, even careless layout, can cost you valuable time. Your final copy should be printed with the highest print quality. Please remember that throughout the thesis you should exhibit a mastery of language.

Submission

The five copies must be submitted to the SPGSR temporarily bound following the timetable communicated to you. You will, at this stage, sign a declaration confirming the originality of your work. Submission should follow the schedule given in this booklet.

Assessment Guide for Examiners/Supervisors

While assessing the performance, examiners shall have due regard to the following guidelines:

Title and problem formation

This should unambiguously lay bare the problem forming the impetus for research about the subject.

Statement of the objectives of the study

The objectives of the study must be geared towards solving the problem already identified. The organization of materials should be logical and result in a coherent presentation. There should be a manifest analysis of issues. Plagiarism cannot be tolerated - the use of someone else's words or using someone else's ideas (without proper acknowledgment) as if they were your own will result in the thesis being rejected.

The content of the thesis should be relevant to the topic. The presenter must never lose sight of the subject of research as per the title of the project.

There should be fairness of academic judgment displayed throughout the thesis. Facts (findings), observations, opinions, and conclusions should be made clear.

Marking Scheme for MPhil/PhD Theses

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
- 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 type, 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

- Implications and significance of data presented and analyzed (**15 marks**)

Recommendations

- Relevance, feasibility and originality of conclusions (based on results)
- Recommendations (based on conclusions)
- Potential usefulness of findings (**10 marks**)

Uganda Martyrs University

Conditions for Defending a PhD Thesis

Conditions for Defense

An oral defense of the thesis is a requirement for the award of all higher degrees. The defense panel will be made up of the Supervisor, Co-supervisor when there is one, the external examiner recommended by the student, the external examiner recommended by the SPGS, and two internal readers to be nominated by the SPGS.

Permission to defend will be given after at least one of the two internal and external examiners have recommended separately that the thesis is worth a PhD or MPhil award.

The Chair of the defense panel shall normally be the SPGS Director. The defense is open to the staff and students of the university, and family, friends, and relatives of the candidate. After the defense, the panel takes the time necessary to deliberate and afterwards the Chair announces whether the candidate has successfully defended his/her thesis or not.

Conditions for Graduation

If the candidate defends his/her thesis successfully and has no corrections to make, s/he presents 2 hard-bound copies and one soft copy of thesis in PDF format to the SPGS within less than one month after the defense. The candidate may then be given permission by Senate to graduate. It is only after graduation that the candidate may use the title MPhil or PhD of Uganda Martyrs University.

In case the candidate successfully defends his/her thesis but has corrections and adjustments make, s/he must work on these must within 6 months after the defense. After these corrections have been made to the satisfaction of the Supervisor, one internal reader and the Director of the SPGS, the candidate submits 2 hard-bound copies and

one soft copy of the thesis in PDF format. The SPGS Boar then approves of the Students' passing of the defense and proposes to Senate to allow the candidate to graduate. It is only after graduation that the candidate can use the title MPhil or PhD of Uganda Martyrs University.

Failure to Meet Conditions for Defense

If the thesis or oral defense of an MPhil or PhD candidate does not satisfy the examiners, the panel of examiners or of defense may give permission to re-submit within a period of one calendar year with payment of the required fees. Failure to satisfy the examiners at the second submission will mean that the candidate has failed.

**Appendix I
Cover Page**

**THE IMPORTANCE OF GOOD DISSERTATION
PRESENTATION**

CASE STUDY: UGANDAMARTYRS UNIVERSITY

Submitted by

**YOUR NAME (as it appears in university records)
Registration number**

**A thesis submitted to
UGANDAMARTYRS UNIVERSITY
in fulfilment of the requirements for
the award of the degree of
MPhil/PhD**

Month and Year

**[The name of the candidate is to be written in capital letters,
downwards, on the spine of the thesis]**

Appendix 2:

Guidelines for Presentation of Footnotes and Bibliography

When writing your thesis, it is important that you give your reader sufficient details to trace the references you used. This guide shows you how to use the *Harvard Citation System*, which is commonly used in academia because it is concise and makes citing other people's work easier.

Citations appear in the body of the text and references appear separately in a list called a Bibliography. This guide shows 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 shows that you have researched your subject and where you obtained your information or arguments. It also acknowledges that previous authors have proposed arguments you raise. By not citing an author's work you may be accused of plagiarism (theft of ideas) which within academia is considered as theft.

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 wherever you can – this is mandatory when you use a direct quotation or when you refer to a specific argument or idea raised by the author. This will help the reader when using your Bibliography.

When citing documents with two authors, the surnames of both are given before the date (all in brackets). If there are three or more authors, only the surname of the first author is cited followed by *et al.* (a Latin phrase written in full as *et alii*, which means “and others”). If no author's name is given, then use *Anon.* If two or more authors make

the same point, include both citations but make sure you clearly state that they are separate and not co-authors of the same paper. The example below shows how citations look within your text.

Example

The problems of image retrieval are extenuated by the convergence of technology (Enser, 1995). This convergence has led to a number of intellectual property problems, as noted by Horner et al. (1994, p. 231). It may be, as Anton Gill (1989, p. 67) pointed out, that we live in a techno-centric society which ignores the social needs of communities in the information society (Day, 1993; Leach, 1995).

References (Bibliographies) 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 Systems are:

- Author(s) names
- Year of Publication
- Title(s) 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).

The Harvard System has strict guidelines on how to present references in Bibliographies and this is as important as writing the reference correctly.

Author's names

The author's name(s) must be in capital letters. Surnames (family names or given names -- KIZITO) are written first followed by their initials. If there are two authors their order of appearance is exactly as they appear on the title page. If the source is from a corporate organization then the author's name is the organisation. 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. If you cite two sources by the same author written in the same year you must differentiate the two by labelling them a orb (Kizito, 1996b).

Title of the publication

This must be written in italics or underlined.

Place of publication

The place is written followed by a colon (:) followed by the name of the publisher.

Numeration

For 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

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

HARRAR, H.J., 1975. Photographs, Pictures and Prints. In: GROVE, P.S. (ed), *Non-print Media in Academic Libraries*. Chicago: American Library Association. pp. 173-192.

Note: The name of the Journal and NOT the name of the article should be written in italics (or underlined)

Example

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

Some newspaper articles will not have an author. If this is the case, use the newspaper's name instead. You must put the date and page number at the end of the citation.

Examples

The Times, 1998. Chocs away. 22 September, p. 31.

FENNELL E, 1998. The harsh law of averages. *The Times*. 22 September p. 41.

The same format 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.

Examples

CHOLAS D., 1998. Hacking the net. *Ariadne* (Web version) Issue 16, July. <http://www.ariadne.ac.uk/issue16/cover> [Viewed 22-9-98].

HM TREASURY, 1997. EMU Practical information for business. <http://www.hm->

treasury.gov.uk/pub/html/docs/emubus/main.html [Viewed 22-9-98].

HMSO, 1998. Data Protection Act. C29.

<http://www.hmso.gov.uk/acts1998/19980029.htm> [Viewed 22-9-98].

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, use pp. to indicate multiple pages (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.

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)

This is the same approach you would use for indicating chapters in books or articles in journals, newspapers, etc. and must always be used for quotes.

UMU Statement of Plagiarism

All students of UMU are expected to follow the general rules of academic honesty. Any form of dishonesty, cheating, or plagiarism is a serious violation of the norms of academic honesty, and will be dealt with severely. Therefore, be sure to document all sources you quote, paraphrase, and/or summarize in your work. Note that putting other people's ideas into your own words is borrowing and you must acknowledge/cite all sources used. Direct copying without acknowledgement will result in the work being rejected. If your Supervisor suspects plagiarism, whether or not you intended it, you may be called for an oral defence of your work before a panel.

NOTE: The above guidelines/regulations may be amended at the discretion of the SPGSR Board with approval of Senate.

Contact

**Uganda Martyrs University
School of Postgraduate Studies and Research
P.O. Box 5498
Kampala - Uganda
General phone: +256 382 410611
SPGSR office Tel: +256 454 660159
Fax +256 382 410100
E-mail: spgs@umu.ac.ug
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