

GULU UNIVERSITY

Graduate Handbook

2025

GULU UNIVERSITY

GRADUATE HANDBOOK

2025

THE UNIVERSITY COUNCIL ENACTMENT

BE IT ENACTED by the University Council as follows:

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IMPLEMENTATION STRUCTURE

The implementation structure is as follows:

	Supervision:	Deputy Vice Chancellor – Academic Affairs
Implementation:		
	Overall:	Academic Registrar
	Assistance:	Chief, Directorate of Research and Graduate Training
	Application:	To the entire University

PRELUDE

There has been an increasing global understanding and appreciation of what a university is, transitioning from a teaching-centred approach to an increasingly research-focused emphasis. This comes with a greater interest on internationalisation, interdisciplinary engagements in grants, innovation, and community transformation. It is these that graduate training becomes central, as a space for skilling and building, for sustainable development. It is in this light that the Graduate Handbook in which we detail the procedures and processes of the graduate training, becomes extremely important.

The Graduate Handbook therefore serves as both a procedural as well as an enabling framework, to facilitate graduate training, providing a formative procedure and a comprehensive resource for successful graduate training in Gulu University.

I sincerely request that all graduate students and faculty staff take this opportunity to familiarise themselves with the rich information and knowledge in the Handbook.

I appreciate the tireless teamwork and commitment of all the stakeholders who wrote this Handbook.



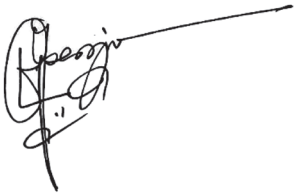
Mrs. Theresa Mary Obbo
Chairperson
University Council

PREFACE

This Graduate Handbook provides a detailed process and pathway for effective graduate training. It refines our visualisation of academic platforms and a very particular research tradition that the institution must dare to undertake to become competitively advantageous in higher education and training in the region.

With a clear mandate, Gulu University has set a good pace in graduate training and has established a strong tradition in basic, applied, and impact-based research for knowledge generation, innovation, and practice, thereby promoting sustainable development and community transformation.

I invite all graduate students and Faculty staff to utilize this Handbook. I also thank the Directorate of Research and Graduate Training, and stakeholders who diligently put this together.



Prof. George Ladaah Openjuru
Vice Chancellor
Gulu University

FOREWORD

The 2025 edition of the Gulu University Graduate Handbook embodies our unwavering dedication to fostering an environment of academic rigor, integrity, and innovation. It has been developed to provide graduate students and Faculty staff with clear and accessible procedures and processes to graduate training.

This Handbook aligns with international best practices while remaining attuned to our specific needs. It reflects collaborative efforts among the Directorate of Research and Graduate Training, academic departments, and our line administrative units to ensure consistency, transparency, and excellence across all graduate programmes.

I implore Faculty staff and our graduate students, to engage fully with this Handbook.



Prof. David Okello Owiny
Deputy Vice Chancellor – Academic Affairs
Gulu University

ACKNOWLEDGMENT

Gulu University acknowledges the invaluable support and contributions from various partners and stakeholders in the development of this Graduate Handbook. Special appreciation goes to the University's Management for the unwavering support and commitment to research and academic excellence, which has provided the energy for this Handbook. We also thank the Chairperson and members of the Board of Research and Graduate Training (BORGT) for their careful observations, which helped improve this Handbook. We also acknowledge the contributions from the Faculty staff, alumni, and students who participated in the consultative processes, providing valuable insights that significantly enriched the content of the Graduate Handbook. We also appreciate the tireless work done by the team at the Directorate of Research and Graduate Training – DRGT; Dr. Beatrice Mpora Odongkara (Deputy Chief), Ms. Devotah Silwany (Assistant Academic Registrar), Ms. Pearl Birungi (Accountant), Ms. Stella Akumu Otim (Administrative Secretary), Ms. Rose Achand Janet (Secretary) and Ms. Oliver Acan (Office Attendant) and lastly, Assoc. Prof. Daniel Komakech. We also extend our gratitude to Building Stronger Universities (BSU) for funding this process.

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SECTION
ONE

GENERAL INTRODUCTION

1.1 Introduction to Graduate Training

Gulu University is a Public University established in 2002 under the Universities and Other Tertiary Institutions Act, 2001, operationalized through the Establishment Notice Instrument of 2003, No. 31, dated June 25, 2003. Parliament enacted this instrument on May 14, 2003.

Gulu University has since made tremendous achievements and developments. Notably, there has been a consistent increase in student enrollment, with Humanities and Natural Sciences accounting for 2,699 and Natural Sciences for 1,869, compared to 2,595 and 1,097 a decade ago, respectively. In particular, the number of graduates being channeled out by the University had increased by 2010 to an annual average of 13.1%, with 44.1% graduating from the science disciplines. The enrollment of graduate students (at the Master's and PhD levels) has also increased since then.

There has also been a significant transformation in terms of resourcing and funding graduate training. The following initiatives have been accomplished so far: Research and Innovation Policy, Staff Development Policy, Supervision Policy, Anti-Plagiarism Policy, Institutional Repository Policy, Community Engagement Policy, Teaching Policy, and Grants Management Policy. These ongoing processes include the Research Agenda, Research Institutional and Infrastructure Framework, E-Learning Policy, and Accreditation of the University Research Journal, among others. These initiatives are expected to increase access to higher education and enhance the quality and relevance of training, research, and community engagement.

On its part, the Government of Uganda, through the African Development Bank and the Higher Education, Science, and Technology (ABD-HEST) initiative, has made a significant contribution to graduate training. These include: the construction of 4 buildings (Faculty of Agriculture and Environment; Multifunctional laboratory; Library; BIC and Cassava Processing

Plant); Development of an E-Learning Platform staff development (Academic: 14 and Administrative: 31); and development of 4 Policies (Disability; HIV/AIDS; Gender Mainstreaming; and Asset Management Policies).

Besides, the current Gulu University Strategic Plan (GUSP) 2020-2025 that is a successor to the GUSP 2009-2019 is not only aligned to the National Development Plan Three (NDPIII &IV) of 2020/21 – 2024/25 and ESSP 2020/21 – 2024/25, but has also drawn from the experiences of the University and therefore, offers us the broad Strategic direction and sets key objectives and targets for enhancing research and improving the quality of graduates for socio-economic transformation.

Key Strategic Objectives of the Graduate Training: In addition to adopting the GUSP 2020/21-2024/25 plan and the strategic objectives of the Education and Sports Sector, the Graduate Training aims to achieve excellence in three key areas: Graduate Training, Research and Innovation, and Transformative Community Engagement.

Key Functional Areas of the Graduate Training: The Graduate Training has identified six key functional areas across which the strategic objectives are aligned. These are: Supervision, Research, Thesis and Dissertation Writing, Examinations, Assessments, and Awards. There are also nine subsidiary areas, namely: Inclusive Training, Guidance and Counselling, Gender and Safe University Graduate Training Environment, Information and Communication Technology, Library and Information Services, HIV/AIDS, Graduate Students' Welfare, Co-curricular Activities, and Administration and Support Services.

1.2 Establishment of the Directorate of Research and Graduate Training.

In 2006, Gulu University Council established a graduate training unit that was called; the Institute of Research and Graduate Studies (IRGS). However, after a period of diligent and consistent operation and growth, in 2024, the University Council approved the restructuring and renaming of the unit to the Directorate of Research and Graduate Training (DRGT), with expanded and specific mandates.

1.2.1 Vision

To be a leading centre for transformative knowledge generation through graduate training, research, innovation, and community engagement.

1.2.2 Mission

To coordinate and monitor quality graduate training, research, innovations, and community engagement for sustainable transformation and development.

1.2.3 Core values of the Directorate of Research and Graduate Training

The Directorate of Research and Graduate Training (DRGT) draws on values central to its mandate. These are: quality, efficiency, professionalism, commitment, and relevance. In addition, it leverages on its national and international partnerships to foster active and strong collaborative partnerships for grants and research projects, upholding the values of accountability and transparency.

1.2.4 Mandate

The Directorate of Research and Graduate Training mandates are;

a) As a non-programme training Directorate that coordinates the administration and management of graduate training at the following levels; Postgraduate, Master, Doctoral, and Postdoctoral.

b) Conduct and Skill Faculty Staff, Non-teaching Staff, and students on Research: Basic, Applied and Impact-based Research.

c) Apply, Win and also Train Faculty Staff, Non-teaching Staff on Grants, Projects and Transformative Innovation.

In the training aspect, the Directorate coordinates with the Faculty, Institute, Faculty and Institute Higher Degrees Committee, Faculty's Departmental Boards, Doctoral Committees and Faculty Graduate Coordinators.

The research, innovation and community engagement aspect are built as an ecosystem at the in-university, in-region, in-country, and global levels. This aims to generate innovation, secure research grants, and produce publications that drive community transformation as its primary outputs and impacts. At all levels, research, grants and innovation, must be basic, applied, and impact-based.

Consequently, the core mandates guide the Directorate to carry out the following functions:

a) Streamline and review regulations, procedures, and practices of graduate training, research, grants, innovations, community engagement and publications at Gulu University.
b) Coordinate Gulu University institutional journals, conferences, distinguished lectures, public lectures, and other academic engagements.
c) Provide a link between Gulu University and the world in graduate training, research, research grants, innovations, community engagement and publications.
d) Undertake any other relevant activity pertinent to graduate training, research, innovation, research grants, and publications.

1.2.5 Management

While the administration of the Directorate handles the day-to-day operations of the Directorate, the management and oversight functions are carried out by the Board of Research and Graduate Training (BORGT). The Board is a Senate Committee with the following functions:

a) Monitoring the administrative performance of the Directorate.
b) Monitoring the quality and efficiency of training, research, research grants, innovations, community engagement and publications.
c) The Board also serves as a policy-making organ that make policies related to the core mandates of the Directorate.

SECTION
TWO

GENERAL ENTRY & ADMISSION REQUIREMENTS

2.1 Types of Graduate Training and Minimum Requirements

a) Postgraduate Level

i. Postgraduate Certificate
ii. Postgraduate Diploma

b) Master's Level

i. Master's Degree Programme – Coursework and Research
ii. Master's Degree Programme – Research
iii. Master's Degree – Coursework and Report

c) Doctoral Level

i. Doctor of Philosophy (PhD) - By Research
ii. Doctor of Philosophy (PhD) - By Coursework and Research
iii. Doctor of Philosophy (PhD) - By Publication

2.2 The Summary Minimum Requirements for the Graduate Training

a) Postgraduate Diploma

i. A candidate is required to hold a relevant Bachelor's degree or its equivalent from a recognized university
ii. It is a one-year programme.

b) Master's Degree

i. A candidate is required to hold at least an Honours degree or its equivalent from a recognized or chartered university or institution.
ii. A candidate who holds a third-class degree or its equivalent may be admitted only after providing proof of academic growth in the field of study.
iii. Other specific requirements shall be as specified in the relevant programme.
iv. Unless otherwise specified, a full-time Master's degree

program is typically two years in duration, while a part-time Master's degree is three years.

c) Doctor of Philosophy (PhD) – By Research

i. A candidate who holds a Master's degree from a recognized University in the relevant field for the doctoral thesis.
ii. Unless otherwise specified, a full-time Doctor of Philosophy program by research typically lasts three to four years. While Doctor of Philosophy by research, part-time is seven years

d) Doctor of Philosophy (PhD) – By Coursework

i. A candidate who holds a Master's degree from a recognized University in a relevant field for doctoral studies.
ii. Unless otherwise specified, a full-time Doctor of Philosophy by coursework is three to four years. A part-time Doctor of Philosophy degree, pursued through coursework, takes seven years.

e) Doctor of Philosophy (PhD) – By Publication

i. A candidate who holds a Master's degree from a recognized University in a relevant field for the doctoral studies.
ii. Unless otherwise, a Doctor of Philosophy by publication shall take a maximum of three years.

f) Doctor of Medicine (M.D.) Degree

i. A Master's degree in Medicine from a recognized University
ii. Unless otherwise specified, a Doctor of Medicine – M.D. is a full-time program that is five Years. While a Doctor of Medicine (M.D.) degree is typically completed in four years full-time, it can also be completed part-time in seven years.

g) Doctor of Laws - LLD. Degree

i. A Master's degree in Law from a recognized University.
ii. Unless otherwise, a Doctor of Laws – LLD., full-time is three years. While a Doctor of Laws – LLD., part time is seven years.

h) D. Lit. & D.Sc.

i. Degrees are awarded upon the successful submission, review, and defense of original works, whether published or unpublished, in the area or topic of specialization.

ii. This type of Doctorate has no time limits. It depends on the successful submission of the required publications.

2.3 English Proficiency

Candidates who come from countries whose language of instruction is not English must show evidence of proficiency in English. For those who lack evidence of proficiency, they may be required to first enroll in an English class offered by the Department of English and Literature, Gulu University, or any other accredited institution.

2.4 Application Procedures

2.4.1 General Application Procedures

All applicants seeking admission to various graduate programmes (including PhD by Coursework, by Research, and by Publication) can apply online through the University's online application portal (apply.gu.ac.ug). However, Doctoral applicants – PhD by Research and PhD by Publication - will have a slight difference in their handling after submitting the online applications (refer to the details contained in sections four and five). All applications must have proof of payment for the application. Foreign students are encouraged to pay in United States dollars for ease of conversion.

2.4.2 When to apply

Normally, the call for new applicants to join the University begins around mid-February to early April of every new Academic Year. Each academic year typically begins around mid-August of the preceding year.

Similarly, applications for the Doctor of Philosophy and other Doctoral programmes, except for Doctor of Philosophy by Coursework degrees, are open throughout the year. Admission to the Doctor of Philosophy program by Coursework is only available as advertised and follows the regular Semester Admission System. However, an applicant is expected to attach a synopsis of 3-6 pages to provide a fair picture of readiness for the Doctoral study being applied for. This is not the same as the Doctor of Philosophy by Research and by Publication's Concept Note and its procedures (see the full procedure under Doctor of Philosophy – by Research and by Publication).

2.4.3 Method of Submission of Application

Usually, applicants are advised to certify their relevant copies of certificates and other academic documents to be uploaded to accompany the application form during the application process.

An applicant must carefully read all the application's instructions to avoid missing vital information that may cause a delay in admission or result in no admission at all.

Certificates and other documents that are not graded according to our national grading system or are not in English are required to undergo translation to or from the equivalent national system by an authorized body before application submission and attachment.

2.4.4 Registration Procedures

All graduate students are required to register with the Academic Registrar's Office after being cleared by the Assistant Registrars at the Faculty and then at the Directorate of Research and Graduate Training. For registration at the Faculty and Directorate of Research and Graduate Training, one must complete a registration form and also attach or file copies of:

a) Application Form
b) Admission Letter
c) Certified Copies of Academic Transcripts and Certificates
d) Graduate Programme (by Research), a Master's Proposal / Doctoral Concept Note
e) Receipt of payments
f) A current, valid identity card (National or passport) for international students.
g) Two passport-size photographs, to be affixed to the registration forms.

It is important to register as scheduled. Any graduate student who has not registered as scheduled will be considered to have declined the University's offer, and therefore, this offer will be cancelled. If a graduate student wishes to join later in the same or a different program, they must reapply for admission when it is next offered.

2.4.5 Change of Student Names

Graduate students are strongly encouraged to refrain from

unconventional name changes. The student shall always register with names as they appear in the Certificates and Transcripts. They shall be the same names on the Admission Letter. However, a student may be allowed to change or add new names if they satisfy the following:

a. Has married and wants to add the spouse's name(s). One shall produce a Deed Poll and a Marriage Certificate.
b. Has changed one's religion or religious affiliation.

2.4.6 Identity Cards

All registered Graduate Students shall be issued with the University Student's Identity Card. The Identity Card is to identify you as a student of the University. It is therefore important that you regularly check the expiry date to ensure timely renewal of the card.

2.4.7 Withdrawal from the Programme and/or Courses

A Graduate Student who may wish to withdraw from a Programme/ Course(s) due to various reasons, including financial difficulties, illness, or any other uncontrollable circumstances. It's important to note that:

a. It is the duty of the graduate student to request withdrawal.
b. A student should apply through his/her respective Department and Faculty to the Office of the Academic Registrar for permission to withdraw from studies at any time during the semester.
c. The student should attach evidence or proof for withdrawal.
d. Permission to withdraw shall be granted by the Senate, upon recommendation by the Department or Faculty to the Academic Registrar.
e. A student will be allowed only a maximum of two withdrawals in an academic programme, and each withdrawal shall not exceed one Academic Year.
f. In the event of withdrawal, the period of a student's enrollment in a programme shall also be staggered against the completion time of the programme for which they are registered.
g. Graduate students should note that the staggering of completion duration does not apply to sponsorship or scholarship.
h. Sponsorship and scholarship are governed by and conditioned upon different arrangements that the

programme regulations may not cover.

i. A graduate student whose request for Withdrawal was granted shall apply to the Academic Registrar through the Department and Faculty to resume studies. One must note that the situations that prompted the withdrawal no longer persist, and therefore, their studies will not be affected.
j. A graduate student who overstays their withdrawal beyond the granted time shall be assumed to be unable to pursue the programme or decline the offer and shall be discontinued from their programme.

2.4.8 Occasional Graduate Students

An application to be an occasional student follows a similar process to applications. An occasional student seeks:

i. To enhance the quality of the student's knowledge base.
ii. To enable a student to acquire more or additional knowledge through socio–ecological learning experiences. That is learning enhanced by being part of a specific environment or a different environment.

In that regard, the general rule guiding occasional studentship is as follows:

i. Studying under the scheme does not lead to any award.
ii. A graduate student applying for admission under this scheme should not be a student of Gulu University.
iii. A registered occasional student shall not transfer their admission to a degree programme or change their registration status based on their performance while on the scheme.

2.4.8.1 Application and admission

i. Applicants for this scheme must meet the following criteria:
ii. Must not be students of Gulu University but students from other recognized universities and institutions.
iii. Qualifies under Gulu University's minimum admission requirements for being an occasional student.
iv. Applicants should apply through the heads of their institutions.
v. All applicants must complete an application form. They should specify the courses they wish to attend, along with the respective faculties, directorates, or departments.
vi. The completed application form should finally be submitted to the Academic Registrar, who shall, in consultation with

relevant bodies within the university, register such a student.

vii. Applicants may apply for admission at any time and may be admitted at the beginning of any semester of the academic year.

viii. All applications must be addressed to the Academic Registrar, who shall, in consultation with relevant bodies within the University, admit and register such students.

ix. Occasional students must be admitted for at least one course unit in a semester and not more than five courses in a semester.

x. An occasional studentship shall not extend beyond one academic year.

2.4.8.2 Examinations and awards

The Occasional Students;

i. Shall not sit for university examinations.

ii. Shall not enter into negotiations with the university for the purpose of obtaining agreements with another university regarding the crediting of their students' work covered during their registration.

iii. Shall be granted only a statement of attendance. Where necessary, their results may be provided upon request.

2.4.9 University Rules, Fees, and Residence

i. Graduate students are expected to adhere to the university's rules and regulations. These rules and regulations shall be given to the individual as soon as they are admitted.

ii. Tuition fees (charged per semester) must be paid before registration.

iii. Gulu University is a non-residential university and therefore shall not be involved in deciding on students' residences.

iv. The university can only recommend suitable residences or hostels to students.

2.4.10 Guidelines for Application for Credit Accumulation and Transfer from Other Institutions

When a graduate student seeks credit accumulation and transfer (CAT), one must meet the following criteria:

i. That the CAT arrangement and exemptions are included in the relevant provisions of the programme applied for.

ii. When the student meets the minimum admission and

programme requirements, the institution from which they are coming is accredited by the National Council for Higher Education (NCHE) or any other recognized and mandated authority.

iii. If it is a transfer from a programme, the programme must be accredited, and the applicant must satisfy all the requirements as outlined in the programme.

iv. It shall be permitted within five (5) years of the date the credits were earned.

v. When Gulu University is satisfied that the course or courses/ modules that have been completed and graded meet the rigour of quality assurance and are relevant to the programme to which one is applying.

vi. It should not exceed 40 % of the total credits to be transferred.

vii. The student shall be required to earn at least 60% of the credit units from Gulu University.

viii. Courses that are transferred and the institution(s) earned from shall be clearly indicated on the transcript.

ix. The credits transferred to Gulu University shall be used to calculate the Cumulative Grade Point Average (CGPA). Those that are transferred to Gulu University as audited and not required for CGPA calculations shall be indicated in the transcript as supplementary (audited) courses.

x. Gulu University will exempt a student from a given course if there is evidence of a pass mark or qualification in that course or a similar one from a recognized institution.

xi. However, the exemption shall not exceed 40% of the programme.

xii. The transfer of credits shall not apply to postgraduate certificates, multidisciplinary courses in taught and research-based PhD studies, or other interdisciplinary courses.

SECTION
THREE

REGULATIONS FOR THE SEMESTER / CREDIT UNIT SYSTEM

3.1. Introduction

This regulations for the semester and credit unit system, is so important to a graduate student because most graduate programmes (except some types of PhD) also run in a semester mode. Accordingly, this section provides us with more details on the semester regulations and the credit unit system.

3.2 Objectives of the Semester / Credit Unit System

The objectives of the Semester/Credit Unit System are to:

a) Facilitate student exchange between universities.

b) Allow for flexibility in terms of choice of options:

i. When a student takes a course.

ii. Number of courses a student can study over and above the approved minimum .

iii. Having courses offered every semester.

c) Enable the administering of credit unit assessments and examinations in each semester.

d) Avail more efficient ways of utilizing scarce human resources such as lecturers to teach particular courses, carry out research, and engage in consultancy work as well as community service.

e) Offer a credit system that can be carried forward in case a student is unable to resume studies after an inter-semester recess, for example, running short of money for tuition.

f) Enable academic departments in the faculty/directorate to hire staff from other universities to come and teach at the university without interfering with their schedules of work in respective universities.

3.3 The Academic Year

a) In a Semester/Credit Unit System at Gulu University, the Academic Year shall be composed of two (2) semesters and one (1) recess semester.

b) The academic programmes shall be designed per semester per academic year, for example, semester one, semester two and where applicable, recess semester for year one, etc.

3.4 Length of a Semester

The length of a semester shall be seventeen (17) weeks, with fifteen (15) weeks for teaching and two (2) weeks for examinations. The duration of the recess semester shall be ten (10) weeks.

3.5 Registration of Students

a) Registration of students is decentralized to faculties/ directorates. The staff from the Office of the Academic Registrar are deployed to carry out the registration exercise at the faculties/directorates.
b) There will be a specific time set aside for registration. Students will be required to ensure that they register within the first three weeks from the beginning of the first semester.
c) Continuing students shall indicate the courses they would wish to take in Semester Two while they are still in Semester One. However, each continuing student shall confirm the courses they would actually offer/take in Semester Two in the first week of that Semester Two.
d) Arrangements can also be made for registration to start before the beginning of the academic year.

3.6 Academic Programmes

a) Each academic programme shall be defined by courses.
b) An academic programme shall be composed of a set of prescribed courses that shall be registered for by a student in order for him/her to qualify for the award of a particular Degree/Diploma/Certificate.
c) The concepts of subjects and papers shall not be used in a Semester/Credit Unit System. Academic Programmes designed shall compare favourably with similar international ones.
d) The structure of a particular academic program shall show clearly the
e) Core, Elective, and Pre-requisite Courses.

3.7 A Course

A course is a unit of work in a particular field or area of study,

typically extending over one semester; the completion of which normally carries credit toward the fulfillment of the requirements for certain Degrees, Diplomas, or Certificates.

3.8 Size of a Course

a) The smallest course shall be three (3) Credit Units.
b) A course that has a practical component within it shall have a maximum of five (5) Credit Units.
c) A course that has no practical component shall have a maximum of four (4) Credit Units.

3.9 Contact Hour

A Contact Hour shall be equivalent to one (1) hour of Lecture, two (2) hours of Tutorial, three (3) hours of laboratory practicals, and five (5) hours of internship or fieldwork.

3.10 Credit or Credit Unit

A Credit or Credit Unit is the measure used to reflect the relative weight of a given Course towards the fulfillment of an appropriate Degree, Diploma, Certificate, or other programme required. One Credit Unit shall be Equivalent to One Contact Hour per Week per Semester or a series of Fifteen (15) contact hours.

3.11 Categorising Courses

a) Courses shall be categorised as Core, Elective, Pre-requisite, or Audited.
b) Not all the Courses in an Academic Programme shall be made Core.
c) The Courses for the First Year Studies shall be called Pre-requisite or Introductory
Courses.
d) All courses with the same content shall have the same Names, Codes, and Credit Units.
e) Only the Academic Departments that have the mandate to teach particular Courses shall be the ones to coordinate and teach such Courses wherever they are taught or offered.
f) The level of content of a particular course has to match the Credit Units allocated to that Course.
g) The number of Elective Courses that each student shall be required to register for in every Undergraduate Academic Programme shall always be stated to guide students when

choosing from a particular set of Elective Courses.

h) There shall always be a ceiling for the number of Undergraduate Students who shall be allowed to register for particular Elective Courses.

i) Undergraduate Students should also be encouraged to register for audited courses.

j) The Elective Courses for Postgraduate students shall be specialized or broad-based and shall be offered in any Semester.

k) The Course Content of postgraduate academic programmes has to match the higher level of study required of Postgraduate students.

3.11.1 Core course

a) A Core Course shall be a course that is essential to an Academic Programme and gives the Programme its unique features. Everyone offering that particular Academic Programme must pass that Course.

b) Core Courses shall be offered in all the Semesters.

3.11.2 Elective course

An Elective Course shall be a Course offered in order to broaden an Academic Programme or to allow for specialization. It is chosen from a given group of Courses largely at the student's convenience. Another Elective Course may be substituted for a failed Elective Course.

3.11.3 Audited course

An audited course is a Course offered by a student for which no credit or credit unit is awarded.

3.11.4 Prerequisite course

A prerequisite is a condition (either a Course or a Classification) that must be satisfied before enrolling in the Course in question. A prerequisite course, therefore, shall be a Course offered in preparation for a higher-level Course in the same area of study.

a) When a student fails a prerequisite course, he/she shall not be allowed to take the Higher-level course requiring a prerequisite.

b) A student will be required to retake the failed prerequisite course before embarking on a higher-level Course requiring

a prerequisite.

3.11.5 Major
A Major shall be a set of Courses in a field or area of specialization in which each student is encouraged to explore the field or area in considerable depth. The set of Courses for a Major shall constitute not less than two-thirds of the Programme Load.

3.11.6 Minor
A Minor shall be a set of Courses in a field or area that is of lesser importance than the Major. A Minor shall constitute not more than a third of the Programme Load.

3.12 Specialization in an Academic Programme
Some Academic Programmes allow some degree of specialization within a particular Programme. A Programme specialization shall be a set of Courses combined from both a Major and Minor areas.

3.13 Course Code Format
a) A course code shall consist of two parts: Three letters signifying the area of academic discipline and four digits.
b) The four-digit code will be used for all courses under the programmes of Gulu University.
c) The first digit indicates the year the course is offered; the second digit represents the semester, and the last two digits identify the course sequence.
d) The first digit for undergraduate, postgraduate diplomas, master's, and PhD degree courses will be 1, 2, 3, 4, 5, 6, 7, and 9, respectively.

Examples of Course Codes for Different Years of Study and Semesters.

PROGRAMMES			
YEAR OF STUDY	**SEMESTER ONE**	**SEMESTER TWO**	**RECESS SEMESTER**
Postgraduate Diplomas			
Year One	PGD 6101	PGD 6201	
Master's degree			

One	MEM 7101	MEM 7201	MEM 7301
Two	MEM 7401	MEM 7501	MEM 7601
Three	MEM 7701	MEM 7801	MEM 7901
PhD (Applicable to taught PhD)			
One	PHD 9101	PHD 9201	
Two	PHD 9301	PHD 9401	
Three	PHD 9501 (Research and Thesis)		

3.14 Academic Programme Load

Academic Programme Load shall be the essential set of Courses registered for/offered by a particular student for the Award of a certain Degree/Diploma/Certificate. It has both Core and Elective Courses.

3.15 Semester Load

a) Semester Load shall be the total number of Courses for a particular Academic Programme offered in a Semester.

b) The Courses to be Retaken and those to be audited shall be within the Maximum Semester Load of every student.

3.16 Semester Load for Graduate Academic Programmes

The Semester Load for Postgraduate Academic Programmes shall range from nine (9) Credit Units to sixteen (16) Credit Units.

3.17 Assessment

Each Course shall be assessed in two (2) parts as follows:

a) The Coursework (Progressive/Continuous Assessment), which shall contribute not less than 30% or more than 40% of the Total Marks.

b) The Coursework (Progressive/Continuous Assessment) Component shall consist of at least one (1) Test and one (1) Homework/Take-Home Assignment OR Two (2) Tests per Course.

c) The University Examinations, which shall contribute a maximum of 70% of the Total Marks.

3.18 Grading of Marks

The overall marks a candidate obtains in each Course he/she took shall be graded out of a maximum of One Hundred (100) Marks and assigned appropriate Letter Grades and Grade Points as follows:

Grading of Marks for Graduate Programmes

Marks	Letter Grade	Grade Point	Interpretation
80 – 100	A	5.0	Excellent
75 – 79	B+	4.5	Very Good
70 – 74	B	4.0	Good
65 – 69	C+	3.5	Pass
60 – 64	C	3.0	Marginal Pass
0 – 59	F	0.0	Fail

3.19 Description of Grading

a) An Excellent: Thorough knowledge of concepts and/or techniques, and exceptional skill or great originality in the application of concepts/techniques to satisfy the requirements of an Assignment or Course.

b) B+ Very Good: Thorough knowledge of concepts and/or techniques, accompanied by a fairly high degree of skill in applying those concepts/techniques to meet the requirements of an Assignment or Course.

c) B Good: A good level of knowledge of concepts and/or techniques, together with considerable skill in applying them to meet the requirements of an Assignment or Course.

d) C+ Fairly Good: An acceptable level of knowledge of concepts and/or techniques, accompanied by considerable skill in applying them to meet the requirements of an Assignment or Course.

e) C Fair: Demonstrates an acceptable level of knowledge of concepts and/or techniques, along with some skill in applying them to meet the requirements of an Assignment or Course.

f) D+ Pass: Demonstrates a slight improvement over the minimum knowledge of required concepts and/or techniques, accompanied by some ability to apply them in a manner that satisfies the requirements of an Assignment or Course.

g) D Marginal Pass: Demonstrates a minimum knowledge of the concepts and/or techniques required to satisfy the requirements of an Assignment of Course.

h) F Fail: Insufficient knowledge of concepts and/or techniques required to meet the requirements of an assignment.

3.20 Retaking a Course or Courses

a) A student shall retake a Course or Courses when next offered in order to obtain at least the Pass Mark of 60% if he/she had failed during the First Assessment in the Course or Courses.

b) A student who fails to obtain at least the Pass Mark during the Second Assessment in the same Course or courses they have retaken shall receive a warning.

c) A student may retake a Course or Courses when next offered to improve his/her pass grade(s) if the Pass Grade(s) obtained at the first Assessment in the Course or Courses were low. A student who fails to attain higher marks after retaking an examination to improve should have the examination results from the first sitting recorded on the transcript, and they should not be recorded as a Retake.

d) Where a student misses sitting an examination for justified reasons as approved by the Senate, the grades obtained after sitting the examination shall not be recorded as a retake, as the candidate is taking the examination for the first attempt.

e) While retaking a Course or Courses, a student shall:

i. Attend 75% of the prescribed lectures/ tutorials/Clinicals/ Practical / Fieldwork in the Course or Courses;

ii. Satisfy all the requirements for the Coursework Component in the Course or Courses; and

iii. Sit for the University Examinations in the Course or Courses.

f) A student shall not be allowed to accumulate more than five (5) Retake Courses at a time. Students are required to register for retake course(s) first before registering for new courses offered in that semester. The retake courses should fit into the approved normal load to avoid timetable clashes.

g) A final-year student whose final Examination Results have already been classified by the relevant Faculty/ Directorate Board and have qualified for the Award of a Postgraduate, Master's, or PhD shall not be permitted to retake any Course or Courses.

h) When a student has retaken a course, the better of the two Grades he/she has obtained in that Course shall be used in the computation of his/her cumulative Grade Point Average

(CGPA).

i) Whenever a Course or Courses has/have been retaken, the Academic Transcript shall indicate so accordingly.

j) Students who have a course(s) to retake and these courses fall beyond the set normal semester load for their Academic Programmes shall pay tuition fees for any Course (s) to be retaken. Besides, such students also pay the re-examination fees per Course retaken as well as the Registration Fees.

3.21 Progression

3.21.1 Normal progression (NP)

Normal progress occurs when a student has passed the assessments in all the courses he/she registered for in a particular semester, not when he/she has passed the assessments in the core courses only.

3.21.2 Probationary progression (PP)

A student who has failed a course and/or obtained a Grade Point Average (GPA) or Cumulative Grade Point Average (CGPA) of less than 2.0 for undergraduate programmes or 3.0 for postgraduate programmes shall be placed on Probation. Such a student shall be allowed to progress to the next semester/academic year but shall still retake the course (s) he/she failed in order to obtain at least the pass mark for the course(s).

3.22 Maximum Period on a Programme

The maximum period allowed for students to stay on the programme is by principle, extendable by two years, for the purpose of allowing them an opportunity to retake failed courses is as follows:

a) For programmes of 5 years, the maximum is 7 years
b) For programmes of 4 years, the maximum is 6 years
c) For programmes of 3 years, the maximum is 5 years
d) For programmes of 2 years, the maximum is 4 years
e) For programmes of 1 year, the maximum is 3 years

3.23 Certificate of Due Performance

a) A student who fails to honour the deadline set for submitting an assignment without justifiable cause shall receive a score of zero or a failing grade for that assignment.

b) A student who does not have coursework marks shall be

denied a Certificate of Due Performance and will not be permitted to sit the University Examinations.

3.24 Examinations

3.24.1 Absence from examination

a) If the Board of a Faculty/ Directorate is satisfied that a student has no justifiable reason for having been absent from a particular examination, such a student shall receive a fail (F) Grade for the Course(s) he/she had not sat the examination in. The Course(s) in which the Fail (F) Grade was/ were awarded shall also count in the calculation of the CGPA.

b). If the Board of a Faculty/ Directorate is satisfied that a student was absent from coursework assessment and/or a final examination due to justifiable reasons, such as sickness or loss of a parent/guardian, then a Course Grade of ABS shall be assigned to that Course(s).

3.24.2 Special examination

a) A student who provides a credible reason for failure to complete a coursework assessment or attend an examination, as outlined in 13.1(b) above, may be permitted to retake the special examination or coursework assignment.

b) Students needing a special exam must submit an application to their respective Dean's or Director's Office. The application and supporting documentation pertaining to the absence must be presented as soon as the student is able, taking into account the circumstances underlying the absence, but no later than the beginning of the semester in which the examination is scheduled. Where the cause is incapacitating illness, a student must present a University Hospital Medical Statement Form. In other cases, such as those involving severe domestic distress, adequate documentation must be provided to substantiate the reason for the absence.

b) In case the application for special examination has been approved, the Department

The person responsible for the course shall make arrangements for the approved special exam.

c) The grades obtained from a special examination shall not be categorized as retake because the assessment(s) is for the first time.

d) A special exam shall not be approved if a student has not

been in regular attendance where attendance and/or participation are required, and/or the student has completed less than half of the assigned work, excluding the final exam.

3.25 Conceded Pass

3.25.1 Definition of conceded pass

A "Conceded Pass" is a pass granted to a final-year candidate who is within five marks of the pass mark in the course assessment. The pass is conceded on the basis that the student's overall performance in other courses for the programme has been sufficiently strong to counter the deficient percentage in that particular course.

3.25.2 Circumstances potentially warranting a conceded pass

The personal circumstances of a student must be taken into account. The student's performance in the course could have been adversely affected by his/her personal circumstances. The circumstances for approval of a Conceded Pass may include, but are not limited to:

i. Student illness or medical condition.
ii. Family issues (e.g., family injury or illness, bereavement).
iii. Commitments to participate in national sports or other activities that warrant favourable consideration.
iv. Commitments to assist with community service activities.
v. Unavoidable and unexpected work commitments (e.g., relocation).
vi. Awarding conceded passes does not compromise the accreditation requirements for that programme by a professional body.

3.25.3 Responsibility and procedure

a). The Conceded Passes are granted at the discretion of the Faculty/ Directorate's Board of Examiners. Students are not automatically entitled to the Conceded Passes and may not request them.

b) The Board of Examiners shall, during the period of consideration of examination results, identify and grant Conceded Passes to eligible students. A Student will then be formally informed that he/she has been offered a Conceded Pass.

3.25.4 Eligibility for a Conceded Pass

A conceded pass shall be granted under the following conditions:

a) A candidate shall be eligible for a Conceded pass if the final mark in a Course is in the range of 45–49% inclusive for undergraduate programmes and 55–59% for postgraduate programmes, with a Cumulative Grade Point Average (CGPA) of at least 2.0 and 3.0, respectively.

b) A Conceded Pass may only be awarded if a student has attempted the paper at least three times. The best grade earned will be used for awarding a Conceded pass.

c) A Conceded pass shall be discretionary, and the Examination Boards shall take into account for the following

i. The results a student has scored each time he/she has attempted the paper.

ii. A student's overall Academic record.

iii. Comments from his/her lecturers, e.g., on class attendance and participation.

iv. Whether the course is required for professional accreditation or necessary for a student to demonstrate professional or clinical competence as part of its assessment requirements.

d) A Conceded Pass shall be granted for the entire course, not for a specific piece of assessment.

e) Candidates granted Conceded Pass shall earn a credit on the basis of Conceded Pass "CP"

f) Only candidates in their final year of studies shall be eligible for a Conceded Pass.

g) In both undergraduate and postgraduate programmes, the number of conceded passes will be restricted to one course only.

h) In the event that a Candidate does not qualify for a conceded pass as stipulated above, the existing provision in the semester regulations will apply as the case may be.

3.25.5 Recording a conceded pass on the academic transcript

A granted Conceded Pass will be recorded on the student's academic transcript, indicating the true percentage or grade achieved, and "CP" as the grading code.

3.26 Discontinuation

a) When a student accumulates three consecutive probations based on CGPA, he/she shall be discontinued.

b) A student who fails to obtain at least the Pass Mark during the Third Assessment in the same Course or courses they have retaken shall be discontinued from their studies at the University.

c) A student who has absconded/overstayed on an Academic Programme by more than two (2) Years shall be discontinued from his/her studies at the University.

d) A student found to have been involved in examination malpractice may be discontinued from the university.

3.27 Change of Course

A student may be permitted to change course(s) in an Academic Programme to substitute the Course(s) failed. The Substitute Course(s) should be within the specified Course (s) for that Academic Programme.

3.28 Change of Academic Programme

3.28.1 Conditions for change of academic programme

a) A student may be permitted to change from one Academic Programme to another on condition that:

i. He/she satisfied the admission requirements for the Academic Programme applies

ii. He/she should not have been attending lectures, tutorials, and other academic activities of the Academic Programme he/she wishes to change to for more than half of the programme's duration

iii. He/she had not been previously dismissed from the University on disciplinary grounds.

b). A student permitted to change his/her Programme may be allowed to transfer the Credits from the previous Academic Programme to the new Academic Programme, provided that the Credits being transferred are relevant to the new Academic programme.

3.29 Guidelines for Transfer of Credit Units

Undergraduate and Graduate Students who apply to transfer from other recognized Universities or equivalent Institutions of Higher Learning to Gulu University should have the following

requirements:

a) Must satisfy the admission requirements for the academic program(s) applied for
b) Must obtain and submit an official academic Transcript(s) from a recognized University/Institution of higher learning in which he/she was previously enrolled, indicating his/her academic status, the courses taken, the credit units completed, and the grades obtained in each course.
c) The credit being transferred must be from a programme with similar course content to the one at Gulu University
d) Must have obtained the equivalent of a Cumulative Grade Point Average of at least 3.0
e) Will be permitted to transfer to Gulu University, provided that credits earned do not exceed 60% of the minimum graduation load of the academic program applied for.
f) If permitted to transfer she/he should not be allowed to transfer the equivalent of credit units in a course in which she/he obtained a Grade point which was lower than 3.0.
g) An application must be accompanied by recommendations from the Institution or Authority she/he is transferring from.

3.30 Re-admission after being Discontinued due to Weak Academic Performance

a). A student who has been discontinued from studies because of weak academic performance may be permitted to re-apply to another Programme and compete with other applicants for re-admission into first year.
b) A student who applies and gains readmission after being discontinued due to weak academic performance will not be permitted to transfer Credits earned from previous Academic Programmes.
c) A student who was discontinued or dismissed from his/her studies because of examination malpractice and irregularities will not be considered for re-admission.

3.31 Withdrawal

a) A student can apply to his/her respective Board of Studies for permission to withdraw from studies at any time during the semester. Reasons for withdrawal should be given in the letter of application.
b) Permission to withdraw shall be granted by the Senate

upon the recommendation of the Admissions Committee, only on compassionate grounds or in cases of illness, financial constraints, serious social or domestic difficulties, or exceptional professional commitments that can be demonstrated to have adversely affected the candidate.

c) A student will be allowed only a maximum of two withdrawals on an Academic Programme, and each withdrawal shall not exceed a period of one academic year.

d) period of withdrawal(s) shall not be counted against the period of candidature for the programme for which a student is registered.

e) A student who has withdrawn from studies shall apply to the Academic Registrar through his/her respective Faculty/ Directorate Board to resume studies and shall indicate that the circumstances that led to his/her withdrawal can no longer affect their studies.

f) A student who has overstayed on an Academic Programme by more than 2 (two) years beyond the period of candidature stipulated in the Programme shall be discontinued from their studies at the University.

g) Students should note that the above regulations do not apply to the period of sponsorship. The regulations and policies of the sponsor govern the period of sponsorship. In the case of government sponsorship by the Ugandan Government, the period is that stipulated in a given Academic Programme.

3.32 Approval of Examination Results

a) The Senate has delegated the power to approve all examination results to the Boards of Faculties and Directorates. But the results shall not be regarded as final until they are confirmed by the Senate upon submission of the Appropriate Pass Lists to the Senate by the relevant Boards. The Appropriate Pass Lists to the Senate should be accompanied by Faculty Board Minutes.

b) Students shall be provided with examination results using the approved testimonial format.

3.33 Appeals

Any student or candidate aggrieved by a decision of the Examinations Malpractice and Irregularities Committee may appeal to Senate for reversal or moderation of the decision of

the committee. The procedures for Considering Appeals from Students are:

a) The Examinations Malpractice and Irregularities Committee (EMIC) shall handle and communicate its decision to the students concerned. In their communication to a student, the EMIC shall mention the following clause: "In case you are not satisfied with the verdict, you are free to appeal directly to the Senate"
b) The EMIC shall communicate the decisions taken to the Senate for noting
c) A student who is not satisfied with the decisions of the EMIC may appeal to the Senate.
d) The appeal shall be in writing addressed to the Secretary of Senate (Academic Registrar) and copied to the Chairperson of EMIC stating clearly the grounds of appeal. The Secretary Senate shall acknowledge in writing to the student/candidate and Chairperson of EMIC receipt of the appeal.
e) shall consider the merits of the students' appeals and handle as appropriate.

3.34 Publication of Results

The relevant department shall publish provisional examination results of candidates in every examination soon after the meeting of Departmental Examination Committee; the Examination Results shall be arranged and published in a manner as prescribed by Senate.

3.35 Graduation Programme Load

Each Faculty/ Directorate Board shall specify the quantity and composition of their Programme Load Requirements for the Award of the Postgraduate, Master and PhD. The composition shall include both Core and Elective Courses.

3.36 Earning of Credits in a Course

a) Each student shall earn Credits for all the Courses specified in the Programme Load
for Graduation.
b) A Credit shall be earned when a student has obtained at least the Pass Mark in each Course he/she had been assessed in. In other words, NO Credit shall be earned in a Course in which a student has failed the Assessment.

3.37 Classification

For purposes of the classification of Degrees, Diplomas and Certificates (where applicable), the Cumulative Grade Point Average (CGPA) for the various Classes shall be as indicated below:

3.37.1 Postgraduate Diplomas

Class	CGPA
First	4.40 – 5.00
Second	2.80 – 4.39
Third	2.00 – 2.79

3.37.2 Doctorate degrees, Master's degrees, and MBChB

These shall not be classified.

3.38 Award

The Board of Examiners in a Faculty or Academic Directorate, upon its satisfaction that the standard required under relevant regulations for the award of a Degree, Diploma, Certificate or other award, as the case may be, has been attained by a candidate in University examinations applicable to him/her, may recommend to the Senate through the relevant Board of the Faculty/ Academic Directorate that such Degree, Diploma, Certificate or other award be conferred upon or granted to such successful candidate. A student who met the standard required above prior to death shall receive a posthumous award.

3.39 Calculation of the Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average at a given time shall be obtained by:

a) Multiplying the grade point obtained in each Course by the Credit Units assigned to the Course to arrive at the Weighted Score for the Course.
b) Adding together the Weighted Scores for all the Courses taken up to that time.
c) Dividing the Total Weighted Score by the total number of Credit Units taken up to that time.

3:40 Enrolment

Enrolment function shows the intent of the student to be available for studies in the current semester. It also enables a student to be billed/invoiced for the current semester and know, in precise terms, his/her financial obligations. This policy introduces an enrolment function with the following provisions:

a) All students will be required to enroll on the first day of the semester but not later than the 4th week of the semester; after which the system will be closed to enrolme

b) Enrolled students will be issued a Provisional Proof of Enrolment Document, which will be used to access University facilities and services up to the 4th week of the semester; after which the Provisional Proof of Enrolment Document will become invalid.

3.41 Payment

3.41.1 Tuition and other University fees are due on the first day of the semester

The following is the payment of fees policy

a) Tuition and functional fees are due on the first day of the semester.

b) A student in the first Semester of his/her studies (Fresher) shall be required to enroll and pay 70% - 100% of tuition fees and all functional fees by the 4th week of the semester. Only the students who have paid 100% of tuition and functional fees shall be registered.

c) If a student in the first Semester of his/her studies (Fresher) has paid less than 100% of
the tuition fees by the 4th week of the semester, the following conditions shall apply:

i. The student shall be required to pay the remaining percentage of tuition fees and register not later than the 8th week of the semester.

ii. On payment of all tuition and functional fees and registering, the student will be issued a Registration Document; to be used to access university facilities and services up to the 15th week of the semester.

iii. After the 15th week, a student will be required to use an Examination Permit to access University facilities and services.

iv. If a student in the first Semester of his/her studies (Fresher) fails to register by the 8th week of the semester, he/she shall

forfeit the place at the University.

d) If an enrolled continuing student is unable to pay all tuition and functional fees by the 4th week of the semester, the following conditions shall apply:

i. The student shall be required to pay at least 50% of tuition fees and all functional fees by the 8th week of the semester and a Full Proof of Enrolment Document will be issued, indicating the percentage of tuition fees and functional fees so far paid.

e) A surcharge approved by the University Council shall be levied on a student who has not fully paid tuition and functional fees by the 8th week of the semester.

f) A continuing student shall only be registered after paying all tuition and functional fees; in any case, not later than the 12th week of the semester.

g) From the 8th Week to the 15th week, a student shall access the university facilities using a Registration Document.

h) After the 15th week, students will be required to use an Examination Permit to access University facilities and services.

i) If an enrolled continuing student is unable to pay all tuition and functional fees and/or register by the end of the 8th week, the following conditions shall apply:

j) The student will be advised to apply for withdrawal from studies; in any case, not later than the 12th week of the semester.

k) If a student fails to withdraw from studies by the 12th week of the semester, he/she shall be deregistered.

l) Sponsored students cleared by the Vice Chancellor at the request of the Sponsors to allow the students to attend lectures and sit exams, and with a commitment to pay by an agreed date, will:

i. Be provisionally registered.

ii. Access all university facilities using a Provisional Registration Card

3.41.2 Refund of tuition fees on withdrawal from studies

a) A student who has been permitted to withdraw from studies shall be refunded the Tuition Fees already paid according to the following schedules:

S/N	The time at which a student has withdrawn in a particular semester	Percentage of the tuition fees to be refunded
1	By the end of the first week.	100%
2	Between the second and fourth week.	60%
3	Between the fifth and eighth week.	40%
4	After the eighth week.	0%

b) Fees for Application, Faculty Requirements, Registration, Examinations, Identity Cards, and guild charges are non-refundable.

c) If an Academic Programme to which a student has been admitted is not offered in a particular academic year, the University will refund the full tuition and fees paid by the student.

SECTION
FOUR

MINIMUM STANDARDS FOR CONDUCTING MASTER'S DEGREE PROGRAMMES

4.1 Introduction

A Master's degree or an equivalent qualification provides advanced knowledge, skills, and abilities beyond those at the Bachelor's degree level. The Master's degree is conferred on individuals who are able to:

a) Apply an advanced body of knowledge in the context of research.
b) Engage in rigorous intellectual debate, investigation, and analysis.
c) Demonstrate a strong foundation of knowledge and comprehension in a multidisciplinary context.
d) Show a strong integration of knowledge, skills, and attitudes in a rigorous and complex way.
e) Show a strong integration of knowledge, skills, and attitudes in a rigorous and complex way.
f) Demonstrate strong and advanced technical skills to present a coherent and well-supported argument, backed by credible data and literature
g) Demonstrate mastery of the study discipline with a high degree of autonomy, including originality and creativity in the application of the knowledge, skills, and practice within the study area.

4.2 Modes of Conducting Master's degree Programmes

Master's degree Programme shall be conducted in any of the following three (3) modes:

a) Master's degree Programme by Coursework and Research, normally referred to as Professional Master's degree Programme.
b) Master's degree Programme by Coursework and Project Report
c) Master's degree program by Research.

4.2.1 Master's degree programme by Coursework and Research

A Master's degree in Coursework and Research shall consist of taught courses prescribed in the faculty-based programmes and a dissertation arising from the candidate's research undertaking. The Coursework component is expected to constitute 50% of the workload. It is typically covered in the first two semesters or three for some programmes, such as the Master of Medicine (MMed) and Master of Business Administration (MBA), among others. The last two (2) Semesters are devoted to research undertaken, resulting in a Dissertation. Once the Supervisors endorse the Dissertation, it is then subjected to the scrutiny of an Internal and External Examiner (s) appointed by the Directorate of Research and Graduate Training. A Master's degree by Coursework and Research may be structured in such a way that, after successful completion of the Coursework requirements, the candidate may qualify for the Award of a Postgraduate Diploma. The intermediate Postgraduate Diploma shall enjoy all rights and privileges like any other Postgraduate Diploma at the same level. A Master's degree by Coursework and Research shall be as follows:

First Year: Semester One

a) Attendance of relevant courses in the Programme, including Cross-cutting Courses.
b) Attending seminars and workshops as required by the Programme.

First Year: Semester Two

a) Attendance of relevant courses in the Programme, including Cross-cutting Courses
b) Attending seminars and workshops as required by the Programme.
c) Extensive Review of the literature related to the Proposed Research.
d) Development of the Research Proposal and Research Instruments and their presentation to the relevant organs of the Faculty and Institutional Research Ethics Committee (REC) for approval
e) Development of a Research Plan with guidance from Supervisor(s).
f) The Research Plan should act as a contract between the

Student, the Supervisor, and the Institution.

Second Year: Semester One

a) Data Collection
b) Data Analysis
c) Research Writing

Second Year: Semester Two

a) Publishing at least one article from the work, in a good Journal or any accredited space.
b) Submission of Dissertation
c) Dissertation Examination process
d) Internal and External Examination Report and Refining the Dissertation
e) Viva Voce (Oral Defense)
f) Making Corrections and Writing the Compliance Report, and signed by Supervisors
g) Submission of the Final Copies of the Corrected Dissertation

4.2.2 Master's degree by Coursework and Project Report

A Master's degree by Coursework and Project Report (Professional Master's Degree) shall consist of Taught courses as prescribed in the Programme. A Master's degree by Coursework and Project Report offers advanced Taught Courses, constituting at least 75% of the Entire Workload, and a Research Report, constituting 25% of the entire Workload. At the end of the Taught Courses, the candidate is required to apply the acquired knowledge and skills in a project, industrial training, or field attachments. The Project Report shall carry at least four (4) Credit Units. The Project Report, once endorsed by the Supervisors, is subjected to the scrutiny of an Internal Examiner appointed by the Directorate of Research and Graduate Training.

A Master's degree by Coursework and Project Report may be structured in such a way that, after successful completion of the first year's workload, the candidate may be awarded an intermediate Postgraduate Diploma. The intermediate Postgraduate Diploma obtained in this manner shall enjoy all rights and privileges accorded to any other Postgraduate Diploma at Gulu University.

4.2.2.1 Programme Plan for a Master's Degree by Coursework and Project Report

A Student pursuing a Master's Degree Programme by Coursework and Project Report shall be required to write a Project Report. The report shall be in the form of a publishable journal article and shall carry at least four (4) Credit Units. The Project Report is expected to be written in clear and coherent prose. Unlike a Dissertation, the Project Report may not be based on primary data, but rather on secondary data, or it may be a report arising from a critical review of literature related to a particular research area.

4.2.2.2 Standards

a) The Master's degree Project Report shall be subjected to the scrutiny of at least one (1) Internal Examiner.
b) Candidates pursuing a Master's degree by Coursework and Project Report shall be required to defend their Project Reports before a panel of experts appointed by the faculty Higher Degrees Committee. For reports from an internship, the panel shall include at least one person from the organization where the internship was carried out.
c) The Project Report shall be in the form of a publishable journal article and shall contain sections on introduction, literature review, methodology, findings and discussions, recommendations, and references.
d) The Project Report shall carry a minimum of four (4) Credit Units. Specifically, the outcome of the assessment shall be communicated within the same period as other Course Units in the same Semester.
e) The Project Report shall be subjected to a plagiarism test.
f) It shall not be subjected to examination by the External Examiner, as it shall be treated like other taught Courses
g) More than one candidate shall not own a project report.

A Master's Degree by Coursework and Project Report can be planned as follows:

First Year, Semester One

a) Attendance in relevant courses within the Programme, including the Cross-Cutting Course.
b) Attending seminars and workshops as required in the Programme.

First Year, Semester Two

a) Attendance of relevant Courses in the Programme, including Cross-cutting Courses
b) Attending seminars and workshops as required in the Programme
c) Extensive Review of the literature related to the proposed Research Report.

Second Year, Semester One

a) Undertaking a Project/Industrial Training/Field Attachment
b) Writing of the Project/Industrial Training/Field Attachment Report under the Supervision of a Faculty Staff Member.

Second Year Semester Two

a) Internal Examination of the Report.
b) Corrections of the Report
c) Compliance Report on the Correction
d) Final Report
e) Submission to the Directorate of Research and Graduate Training
f) Graduation.

4.2.3 Master's Degree by Research

A Master's Degree by Research is awarded to candidates who have demonstrated a systematic investigation and deep critical reflection on current mainstream literature and have established new insights relevant to the field of study. It is a comprehensive, philosophical, scholarly, and advanced work, characterized by originality in investigation, with a practical understanding of how established research techniques and inquiry are applied to create and interpret knowledge. A Candidate pursuing a Master's Degree Programme by Research does not receive any structured instructions apart from the Cross-cutting Courses and selected discipline-related Courses that are tailor-made to the candidate's research work.

4.2.3.1 Programme Plan for a Master's Degree by Research Only

Master's Degree by Research shall run as follows:

First Year

a) Attendance of Cross-cutting Courses
b) If the student's first degree is outside the discipline of the proposed study area, s/he shall be encouraged to undertake key Undergraduate Courses, as determined by the faculty, to enable him/her to cope with theoretical issues in the discipline.
c) Extensive Review of existing scholarly Literature related to the Research.
d) Development of the research proposal and research instruments and their presentation to the relevant committees of the Department, Higher Degrees and Faculty Board.
e) Department, Higher Degrees and Faculty Board to receive and approve the research proposal
f) Development of Research Plan with guidance from Supervisors, and the Research Plan should act as a contract between the Student, the Supervisor, and the Institution.
g) Presentations of Research Plan
h) Making at least two Seminar Presentations, one of which shall be the presentation of the research's intellectual critical ideas.

Second Year

a) Data collection
b) Commencement of the writing process, data analysis, and submission of the dissertation
c) Giving a seminar presentation on the preliminary findings
d) Publication of at least two articles in peer-reviewed journals
e) Dissertation examination process
f) Review of the dissertation, corrections, and compliance report.
g) Presentation of the dissertation before a panel of experts
h) Refinement of the dissertation and submission and Graduation

4.2.3.2 Duration of Candidature

Candidates undertaking a Master's Degree Programme by Coursework and Dissertation are expected to spend a minimum of

two years and a maximum of four years. The two (2) years can be distributed equally between Coursework and Research. Students on a Master's degree Programme by Coursework and Project are expected to undertake Coursework for three (3) Semesters and, during the fourth (4) Semester, they undertake a project, industrial training, or field attachments. The Master's degree Programmes by Research can be undertaken for a minimum of two semesters and a maximum period of three years.

4.3 Joint Master and Double Degree Programmes

4.3.1 Joint Degree

Gulu University may collaborate with another recognized Institution to jointly award qualifications. A Joint Award refers to a qualification issued jointly by at least two or more Recognised Institution(s) based on joint Programme(s) developed and/or provided jointly by the collaborating institutions. The purpose of the Joint Award is to create and maintain national and international visibility through excellence in research undertakings. The award of a Joint Degree, therefore, shall involve a single Programme document endorsed by all collaborating Institutions and accredited that intend to offer the joint Programme.

4.3.2 Double Degree

A Double Degree (sometimes referred to as a Dual Degree) is awarded when two degrees are conferred individually by collaborating Institutions, attesting to the successful completion of two separate Curricula that overlap in a substantial portion of courses, with each Institution responsible for its award.

Standards

a) Any Institution that intends to award a Double or Joint Master's Degree with Gulu University shall be required to sign a Memorandum of Understanding (MOU).
b) The MOU shall specify the roles and obligations of all parties involved.
c) The NCHE shall accredit the Programme for the Joint Degree.
d) The benchmarks applicable to other Master's Degree Programmes shall also apply to Joint and Double Master's Degree Programmes.
e) Gulu University shall not collaborate with any Institution within the country to award Double Degrees. However, we may

collaborate with any Institution within the country to offer Joint Degree(s).

f) Any Double or Multiple Degrees obtained between Gulu University and one or more foreign institutions shall be equated to a single Ugandan qualification.

4.4 Minimum Graduation Requirements Standards

a) The minimum number of Credits per Semester shall be nine (9)

b) The minimum Graduation Load required for the award of a Master's degree,
irrespective of the mode, shall be sixty (60).

SECTION
FIVE

MINIMUM STANDARDS FOR CONDUCTING DOCTORAL DEGREE PROGRAMMES

5.1 Introduction

A Doctoral degree qualifies an individual who applies a substantial body of knowledge to research, investigate, and develop new knowledge and expertise in one or more fields of study or investigation. A Doctorate is conferred on individuals who can:

a) Show a systematic comprehension, independent and in-depth understanding of a discipline with a mastery of skills and research processes related to the field of study.
b) Contribute to original research that broadens the boundaries of knowledge through an in-depth investigation.
c) Use intellectual independence to think critically and evaluate existing knowledge. Undertake systematic investigations and reflect on theory and practice to generate original knowledge.
d) Communicate with peers, scholarly communities, and the broader society concerning the field of expertise.
e) Demonstrate ability to carry out research and generate innovations
f) Take leadership in the area of expertise in evaluating and making decisions in situations with limited information, while considering social responsibilities and related ethical implications.

5.2 Types of Doctorates

There are three types of Doctorates: Doctor of Philosophy, Professional Doctorates, and Honorary doctorates.

5.2.1 Doctor of Philosophy

A Doctor of Philosophy (PhD) is the highest academic qualification. It is awarded for independent, self-directed research under the guidance of an experienced supervisor that makes an original contribution to knowledge in either academic or professional disciplines. The end product of such independent research is

typically a Thesis and an oral examination, also known as a viva voce. The Doctor of Philosophy degree programme develops a high level of research and generic skills, enabling individuals to operate successfully as professional researchers in any setting.

NB: However, several other Universities denote the degree of Doctor of Philosophy with the Post-nominal DPhil. However, most global universities, including Gulu University, denote a Doctor of Philosophy degree with the Post-Nominal Abbreviation PhD.

Standards

a) The title 'Doctor of Philosophy (PhD)' shall be used for all Research-intensive doctorates.
b) The Title shall not be used for honorary awards or any other forms of Doctorates.
c) The PhD Award shall bear the title of an accredited programme. For example, a Doctor of Philosophy (PhD) in Mathematics. This is abbreviated as PhD (Mathematics) or Doctor of Philosophy in Mathematics.

5.2.2 Professional Doctorates

The term "Professional Doctorate" refers to doctorates with a focus on applied research or Applied Knowledge, used for Professional purposes. The Professional Doctorate programme is a programme of advanced study explicitly designed to meet the needs of a particular industry or profession. The Professional Doctorate aims to foster excellence in professional practice, as opposed to Research Doctorates, which require rigorous academic research without a specific professional orientation.

Such doctorates are therefore awarded in a specific field where scholarly and applied knowledge are aligned with a particular profession or industry. They promote close cooperation among institutions, industry, and professions, and provide a framework for integrating professional expertise and scholarly inquiry. Professional doctorates typically include an advanced coursework component that exposes candidates to leading and challenging ideas in their profession.

Examples include:

i. Doctor of Medicine
ii. Doctor of Education (EdD).

iii. Doctor of Engineering (DEng or DIng).
iv. Doctor of Science (DSc)
v. Doctor of Laws (LLD)
vi. Doctor of Letters (DLitt)
vii. Doctor of Social Work (DSW)

Standards

a) The title "Doctor of (subject area)" shall be used for all Professional Doctorates, for example, Doctor of Education or Doctor of Education in Educational Psychology.
b) Gulu University shall propose an internationally acceptable nomenclature and abbreviation for the Professional Doctorate for approval by NCHE, for example, DBA for Doctor of Business Administration.
c) Professional Doctorates are NOT the same as PhD and shall be differentiated at all times.
d) Once intending to offer a Professional Doctorate, the Faculty shall justify why it seeks to offer it rather than a PhD.

5.2.3 Honorary Doctorates

When Gulu University wishes to formally recognise an individual's contributions to a particular field or philanthropic efforts, it shall choose to grant a doctoral degree Honoris Causa (i.e., "For the Sake of the Honour"). In the context, Gulu University shall waive the formal requirements for bestowing a degree. The award is presented to honour the recipient and to benefit Gulu University, as designated by the Association. The range of awardees may include those with no prior higher education qualifications or other honorary awards. An honorary award shall take the form of an Honorary Doctorate.

Standards

a) An Honorary Award (Honoris Causa) is not an academic award and cannot be used for academic, professional, or work-related purposes.
b) An Honorary Doctoral Degree shall be awarded to a distinguished individual who has:

i. Rendered herself or himself such an honour by making extraordinary contributions to academia, society, the nation, for the betterment of culture, society, or the local community through activities that are consistent with the vision, mission, and strategic objectives of Gulu University.

ii. An established international reputation for excellence within a particular academic or practical field and has demonstrated outstanding leadership through activities related to the field of practice and entrepreneurship.
iii. Made a significant and direct contribution to Gulu University in terms of its vision, mission, and strategic objectives.

c) Honorary Degrees granted by Gulu University shall fall into one of the following three categories.

i. Honorary Doctor of Laws (LLD) for distinguished public service by eminent statesmen and women, as well as notable individuals in society.
ii. Honorary Doctor of Letters (DLitt) for outstanding services or contribution in the humanities.
iii. Honorary Doctor of Science (DSc.) for outstanding services or contributions in science, industry, and community transformation.

d) Gulu University shall not award an Honorary Degree to a member who has held an academic or honorary position or been a member of any of Gulu University's organs (Council, Senate, or any Board) at the same institution, or any of its Campuses or Affiliates, within the previous five years.

e) Gulu University shall not award more than Three (3) Honorary Degrees within Five (5) Years

f) An individual who has been awarded an Honorary Degree shall not be eligible for another Honorary Degree by the same institution.

g) The nomenclature for honorary awards shall clearly specify one of the three categories and shall not include the term "PhD" anywhere.

h) A holder of an Honorary Degree shall be required to indicate in the title that the award is referred to as honorary and not academic, and as follows:

i. Ocekido Lalur, LLD (Hon. Causa) or DLitt (Hon. Causa), or DSc (Hon. Causa) as the case may be.
ii. Not Dr. Ocekido Lalur or Ocekido Lalur, PhD.

i) Gulu University shall establish an Honorary Awards Committee, chaired by the Senate Chairperson, with the Academic Registrar as Committee Secretary.

j) The Academic Registrar and the Director of the Directorate of Research and Graduate Training are also members of the Honorary Doctoral Committee.

k) The Committee shall comprise three Senate- and three council-elected members.

l) Gulu University shall ensure that nomination forms and vetting guidelines reflect the Statutory Instrument (SI) 2010's requirement for a written proposal supported by detailed grounds, with no lobbying (Schedule 1, Proc. 1–4).

i. Nomination forms for Honorary Degree awards.

ii. Guidelines for awarding Honorary Degrees, including screening and vetting nominees.

m) Only members of the Senate or Council shall nominate candidates for the award of Honorary Degrees.

n) Upon receipt of a complete nomination dossier (per j–m), the Secretary to Senate (Academic Registrar) shall immediately forward it to the Honorary Awards Committee. The Committee – chaired by the Senate Chairperson and composed of three Senate elected and three Council elected members – will meet in strict confidence to evaluate each nominee's qualifications against the statutory criteria. No lobbying or solicitation of Committee members is permitted at any stage. Gulu University shall report all Honorary Doctorates awarded in a given year in its reporting to the NCHE.

o) Following the Committee's confidential deliberations, it shall submit its ranked recommendations to the Senate. The Senate shall then vote by secret ballot on each recommended candidate. Successful nominees (i.e., those receiving a majority vote) are forwarded to the Council for final approval. Only Senate or Council-nominated candidates may stand; nominees rejected by the Senate may not be re-submitted for five years. Guidelines for the award of an Honorary Degree shall, at a minimum, be as follows:

i. The nomination and selection processes shall be confidential.

ii. The official nomination forms shall be submitted to the office of the Secretary of the Senate (Academic Registrar).

iii. The nomination forms shall be accompanied by a report detailing the nominee's extraordinary contributions to academia, the institution, and/or society, and how these contributions distinguish the nominee.

iv. To ensure the integrity of the process, there shall not be any form of solicitation or lobbying to the Awards Committee.

v. The Honorary Awards Committee shall make recommendations to the Senate.

vi. The Senate shall consider the Awards Committee's recommendations and report to the Council.
vii. The Senate shall approve the award.
viii. The award of Honorary degrees shall be made "In Presentia" except in exceptional cases or posthumously.
ix. A nominee rejected by the Senate shall not be eligible for nomination again until at least five (5) years has elapsed.

5.3 Modes of Conducting PhD Degree Programmes

PhD Programmes can be conducted in any of the following four modes.

a) PhD by Research only
b) PhD by Course Work and Research
c) PhD by Publications
d) Integrated programmes, which combine a Master of Philosophy (MPhil) and Doctor of Philosophy (PhD) degree.

Doctoral research is the unifying characteristic of the four (4) modes. It is largely an independent, self-directed research project under the guidance of experienced supervisors. The end product of such research is usually a Thesis and an Oral Defense before a Panel of Experts.

5.3.1 Doctor of Philosophy Degrees by Research

Candidates pursuing a doctoral degree programme by research receive no structured instruction, except for the Cross-Cutting Courses. A Doctoral study by Research is not subjected to any Examinations apart from the Thesis and the Public Defense Examination.

5.3.1.1 Minimum and maximum duration of candidature

The candidate is expected to spend a minimum of four (4) years and a maximum of seven (7) years. The maximum period takes into consideration interruptions beyond the candidates' control.

5.3.1.2 Minimum admission requirement

In its PhD Programmes, Gulu University shall define and justify its admission criteria for PhD programmes and implement them consistently in its PhD programmes. The criteria shall meet the minimum admission requirements of the NCHE and professional bodies (where applicable) and shall not be compromised

to maintain the desired enrolment. The number of admitted candidates shall be consistent with the available resources, including human resources.

5.3.1.3 Study period

The period of candidature may be planned as follows:

First Year

The student is on Provisional Admission, subject to the approval of his/her research proposal. The key academic activities during this year include:

i. Taking Cross-cutting Courses
ii. Extensive literature review related to the study's topic and exposure to current academic debates in the selected area.
iii. Attending Seminars and Workshops
iv. Development and Defense of the Research Proposal

Year Two:

The second year is essentially a year for:

i. Initiate serious research and, where applicable, initiate data collection.
ii. Candidates should also finish any Cross-cutting Courses that, for some reason, could not be completed in Year One.
iii. They should also endeavour to attend more seminars and workshops.
iv. During the Second Year, candidates should present their preliminary work at a seminar and may be able to present their first paper.

Year Three

This year should essentially be devoted to:

i. Data Analysis, presentation, and publication of findings to fulfill publication requirements.
ii. During the first part of the third year, candidates should be able to conduct one seminar presentation on the preliminary findings
iii. Be able to make a presentation on the second paper.
iv. By the end of the Third Year, candidates should have published at least two papers.
v. It is also this year that the candidate should be able to write an intention to submit the Thesis.

vi. It is also this year that the candidate should submit the Thesis for Marking.
vii. Receive the Examination Report and Viva Voce and make corrections or attend to the Viva Voce report.
viii. Make Final Submission of Thesis and Graduate.

Standard

a) Duration of candidature. The minimum duration of candidature shall be four (4) years.
b) Minimum admission requirements to a Doctoral Degree programme by Research shall be:
i. A relevant Master's degree or its equivalent from Gulu University or a higher education institution recognised by the NCHE and
ii. A Research Concept Paper will be reviewed by experts appointed by the Higher Degrees Committee to assess its clarity, relevance, and suitability.
c) Gulu University shall encourage its students to attend and present at national and international conferences and workshops.
d) During the period of candidature, a candidate shall be required to give presentations on each of the following:
i. A Review of the Literature and Academic Debates in the Field of Study.
ii. Proposal
iii. Preliminary findings

5.3.2 Doctor of Philosophy Degrees by Coursework and Research

An individual pursuing a Doctoral Degree through coursework and research shall take courses in the programme of study. These Doctoral Courses are expected to be advanced, rigorous, and intensive. In addition, the student must fulfil all examination and Thesis requirements as per the Programme. The Thesis requirements are the same as those for a PhD by Research. The candidate for the Doctor of Philosophy by Coursework and Research is expected to spend a minimum of four years and a maximum of seven years.

5.3.2.1 Study Period

Year One

In the first year:

i. The student undertakes at least three courses per Semester, and each should carry at least two credit units (equivalent to 30 Contact Hours).
ii. The Courses at this level are expected to be intensive and rigorous.

Year Two

During the Second Year:

i. The student is expected to complete Course Units, including Cross-cutting Courses.
ii. At this point, the student must submit and defend a Research Proposal.
iii. Extensive review of literature related to the topic of the study and exposure to the current academic debates relating to the selected area.
iv. Attending Seminars and Workshops
v. Research and Data Collection
vi. Presenting preliminary Research Results in Seminars and Workshops
vii. Paper Publication.

Year Three

This year should essentially be for the following:

i. Data Analysis and Thesis Writing
ii. Paper Publication
iii. Writing an Intention to Submit a Thesis
iv. Submission of Thesis
v. Viva Voce
vi. Corrections to the Thesis after Viva Voce
vii. Compliance Report
viii. Submission of the Final Thesis
ix. Graduation and Award

Standards

a) Duration of candidature: The minimum duration shall be four (4) years.
b) Admission Requirements: The minimum admission requirement for a Doctoral Degree Programme by Research is

a relevant Master's degree or its equivalent from a recognised Institution.

c) Accreditation Requirements: Every Doctoral Degree Programme by Coursework and Research shall be presented to the National Council for Higher Education for Accreditation.

d) Coursework load: Each candidate shall complete at least 30 credit units of Coursework.

e) Research shall take a minimum of 60 Credit Units

f) Examination Requirements: The PhD by Coursework and Research shall be subject to the Same Examination and Public Defense requirements as any other mode.

5.3.3 Doctor of Philosophy Degrees by Publications

A Doctoral Degree by Publications is achieved when books, Journal Articles, Papers, and other Academic Works, based on the candidate's research, form a substantial part of the Thesis content. Each published book, journal article, or paper constitutes a chapter of the Thesis.

Standards

a) Admission requirements:

i. A candidate admitted to a Doctoral programme by Publications shall have a Master's degree or equivalent qualification in a relevant field of study but shall not hold a PhD or equivalent qualification.

ii. Present SIX (6) Published Works in Reputable Journals or Publishing Houses

iii. Shall be actively involved in research.

iv. Shall apply for admission with at least two original works, four peer-reviewed journal articles, two book chapters, or ranked Peer-reviewed Conference Papers.

v. The Presentation for the award shall follow a specific thematic area of study and form the basis for the award of a PhD.

vi. Each SIX (6) Papers shall have been published within five (5) years in reputable publishers or journals.

b) Candidate shall be required to undertake all the prescribed Cross-cutting Courses.

c) The candidate shall be required to give at least four (4) Academic Presentations.

d) All publications incorporated into the Thesis shall be based on the candidate's own research.

e) A minimum of SIX (6) papers is required to award a doctorate. At least four of the six papers shall have been written at the awarding institution.
f) Papers selected should be Peer-reviewed Books, Journal Articles, Book Chapters or ranked Peer-reviewed Conference Papers (evidence of publication or acceptance for publication should be included as an appendix to the Thesis).
g) When jointly authored Papers are included, the candidate shall be the principal author, and their contribution shall be specified and endorsed by all other authors.
h) Where several published papers are included, they should be presented sequentially and conform to the requirements of a Doctoral Thesis.

5.3.3.1. Thesis Structure of PhD by Publication

Any Thesis presented incorporating publications shall still have a structure resembling a typical Thesis and a consistent and reasonable flow as a coherent whole. The Thesis shall have the following:

a) An introduction serves as a framework. It clearly articulates the scope of the published work, describes the major questions or arguments addressed by the body of the work, places the research into context, utilizes key relevant literature, and highlights the significance of these questions.
b) A reflection or review of the existing body of knowledge, as presented in published papers.
c) A methodology, discussing the overall approach and broad methodologies. Nevertheless, it is also possible for each of the incorporated chapters to deal with methodological issues.
d) A series of "data chapters" each comprising of a published paper or manuscripts accepted for publication (Chapters, which have not yet been published should be presented in the format for publication, though shall be made clear to the examiner, the status of these papers, Example: drafts, submitted to a specific journal, etc.)
e) Even though the incorporated publications should be "stand-alone" chapters, a brief bridge of one or two paragraphs at the end of each chapter, explaining how each paper relates to or extends or builds upon the previous ones, should be included.
f) There shall be a conclusion chapter. The conclusion shall

summarise the significant findings of the body of the publication, clearly articulating the degree to which the published work answers the major questions or supports the major arguments. It draws overall conclusions, links the research to the established body of knowledge, and clearly describes how the published body of work contributes to the field of knowledge.

g) Duration of Candidature: The minimum duration of candidature shall be two years, following the review of published works, while the maximum duration shall be three years, following the review of published works.

h) Examination Requirement: The Doctoral Thesis by publication shall be subjected to a Viva-Voce examination.

5.3.4 Integrated MPhil and PhD Programmes

The Integrated MPhil / PhD comprises a taught component leading to the award of an MPhil and a Research component leading to the award of a PhD. The student undertakes the two components of the Programme simultaneously and shall complete both to be awarded a PhD. However, if the student is not interested in pursuing a PhD but only the MPhil, he/she will be granted an MPhil, provided they meet the requirements for the Award. However, if one fails to complete the PhD satisfactorily, one shall be granted an MPhil, provided one meets the relevant qualifications.

Standards

a) Admission requirement: a relevant bachelor's degree from at least a second-class upper division or equivalent qualification from a recognised institution. There should be evidence of subsequent achievements for students with a Second-Class Lower Division (e.g., Publications or a Postgraduate Qualification).

b) The candidate's minimum duration shall be Two (2) Years, while the maximum duration shall be Four (4) Years.

c) The candidate will initially be registered for the MPhil component for a minimum period of two (2) 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, subject to the following conditions.

d) After evaluating the Dissertation, the Faculty Higher Degrees Committee recommends progression to the next stage.

e) The candidate can quit the programme after obtaining the MPhil degree.
f) All assessments for the taught elements will be subject to the exact requirements and regulations for the Taught components of a Master's Degree programme.
g) The standards for assessing a Master's Dissertation shall also apply to an MPhil Dissertation. In addition, the MPhil candidate shall be required to have at least two (2) articles published or accepted for publication in a Peer-reviewed Journal.
h) All relevant Cross-cutting Courses for PhD by Research shall apply to the PhD components of the Integrated Programmes.

5.4 PHD Study / Work Plan and Progress Report

Completing a PhD Programme is based on carefully planning and managing a Study/work Plan. The PhD Study and Work Plan is a detailed structure outlining the systematic process of undertaking various activities leading to the completion of the PhD Programme.

Standards

Gulu University shall:

a) Require every PhD student to develop and present for approval a comprehensive Study Plan to guide them in their studies.
b) Establish mechanisms for review, approval, and monitoring the implementation of PhD Study Plans.
c) Develop clear guidelines and procedures for PhD students to report progress.
d) Develop clear guidelines and procedures for extending the Study Period for students who, for sound reasons, cannot complete their studies within the prescribed time and in accordance with the approved Study Plan.
e) Any approval of an Extension of the Study Period should require the student to develop and present a revised Study Plan for approval.
f) Require at least one (1) Annual Progress Report endorsed by the Principal Supervisors

5.4.1 PhD Study Plan Framework

The Study Plan is a significant framework that guides doctoral students in planning their studies and research activities throughout the entire doctoral cycle. The Graduate Student shall

work with the Supervisor(s) to develop a study plan, present it to the Doctoral Committee for recommendation, and to the Higher Degrees Committee for approval. Once finalised and agreed upon, the Study Plan shall be signed by both the Supervisor and the Graduate Student, and it shall become the contract between the Graduate Student, the Supervisor(s), and the Department. The original Study Plan will be submitted to the Directorate for filing and follow-up to evaluate the student's progress.

5.4.2 Guidelines for PhD Study Plan

A semester guide to the PhD study plan is as follows:

Semester 1:

a. Registration at the Department, Faculty, and Directorate of Research and Graduate Training.
b. Attend relevant courses, including cross-cutting courses such as Philosophy of Science, Research Methodology, Proposal Writing, and Scholarly Writing.
c. Developing Research Instruments.
d. Developing Draft Proposal.
e. Attending Courses and seminars as required by the Department
f. Review of the Draft Proposal by the Doctoral Committee

Semester 2:

a. Attending Discipline-Specific Cross-Cutting Courses
b. Developing a Full Proposal and Presentation to the Doctoral Committee.
c. Presentation of the Full Proposal to the Faculty of Higher Degrees and Research Committee.
d. Presentation of the Progress Report to the Directorate of Research and Graduate Training.
e. Full Registration.

Semester 3

a. Registration at the Department, Faculty, and Directorate of Research and Graduate Training with full admission.
b. Laboratory/Fieldwork, Data Collection, and/or Library Research.
c. Presentation at Seminars

Semester 4:

a. Analysis and Writing.
b. Writing Intention to Submit
c. Submission of the Thesis / Dissertation for Examination
d. Waiting for Examination Results
e. Viva Voce
f. Corrections and Submission of Final Thesis/Dissertation
g. Graduation.

Semester 5:

a. Development of a draft or outline of the Thesis.
b. Commencement of the Data Analysis and Writing Process.
c. Presentation at Seminar/Colloquium.
d. Presentation of a Second Paper
e. Publication of a Paper
f. Writing an Intention to submit the Thesis for Examination.

Semester 6:

a. Finalising the writing
b. Submission of Thesis/Dissertation.
c. The Examination process: Viva Voce Examination.

5.5 Doctoral Concept Paper - PhD by Research

The concept paper should outline the research proposed for the Doctoral Study. It should be no more than ten pages (A4, 1.5 spacing, Times New Roman, 12-point font). It should spell out the following components:

i. The research topic,
ii. Background to the study,
iii. Research problem,
iv. Objectives,
v. Significance of the research,
vi. Some key literature
vii. An outline of the methods to be used.

If s/he wishes, an applicant may indicate the names of the person s/he wishes to supervise their research project. However, the final decision rests with the Higher Degrees Committee at the Faculty/ Directorate. The following are the essential steps:

a) The Concept Paper is submitted together with the applications,

through the Academic Registrar's system of Application

b) The Academic Registrar submits the Applications to the Directorate of Research and Graduate Training for onward processing

c) The Directorate of Research, after ascertaining that all application requirements are met, arranges each Doctoral student's file and writes a letter to the Dean of the Faculty to review the Concept Paper.

d) The letter written to the Dean to review the Concept Paper goes together with each Doctoral student's file for easy processing

e) Upon receipt, the Dean refers the matter to the concerned Department to ascertain suitability and, through its Departmental Board, identifies the Reviewer to read and assess the Concept Paper.

f) The Higher Degrees Committee approves the reviewer's details. Once approved, the Reviewer's details are submitted to the Dean for an appointment, subject to the faculty's terms and conditions.

g) The Reviewer considers the following and makes appropriate recommendations within one month of receiving the Concept Paper:

i. Does the candidate qualify for a PhD registration?

ii. Does the applicant clearly know what they intend to do, and can the concept paper be developed into a full proposal?

iii. Can available facilities enable the applicant to pursue a PhD study?

iv. Are there Supervisors?

h) The Review Report submitted to the Department is sent to the Higher Degrees Committee.

i) The Higher Degrees Committee, on recommendation of the Department, approves or declines the Review Report of the Concept Paper.

j) On the strength of the High Degrees Committee's approval, the Dean writes to the Directorate of Research and Graduate Training for Admission of the Candidate. This is accompanied by minutes from the Higher Degrees Committee, which are included in the candidate's file.

k) Upon receipt of the faculty's request, the Directorate of Research and Graduate Training submits it to the Board of Research, Graduate Studies, and Staff Development for

deliberation and approval, or a decision to decline approval.

l) Once approved, the Directorate of Research and Graduate Training writes to the Academic Registrar that the Candidate be admitted – Provisional Admission to become a Doctoral Student of Gulu University.

NB: Provisional Admission is issued to allow a Candidate to become a student. Second, it allows a student to develop his/her thoughts into an acceptable Full Proposal. It is after that that the Student Earns a full admission. This is expected to last for a Maximum of one Year. However, a student may work harder and earn a full proposal within a maximum of one year.

SECTION
SIX

TAUGHT COURSES AND ASSESSMENT

6.1 Taught Courses

Most graduate programmes by Research and Coursework have a component of Taught Courses. These Courses are therefore extremely important and should be assessed in terms of content, delivery, and impact.

6.2 Assessments of Taught Courses

Student Assessment is crucial to show the attainment of expected Learning Outcomes. The results of an effective assessment also serve as the basis for the Conferment of an Award or degree. It is therefore important that Student Assessment is always carried out professionally, and the Assessment methods should be clear, consistent, effective, reliable, and in line with the relevant policies of Gulu University and any other national and international policies. Consequently, assessment principles, methods, and practices should be aligned to the Learning Outcomes and Programme Content as follows:

a) Formative assessment: This involves assessing students' knowledge, critical thinking, practical, technical, professional, scientific, and problem-solving skills through regular research presentations at colloquia, seminars, or workshops.
b) Summative assessment: evaluating all learning outcomes, which include the examination of prescribed Courses in the Programme, assessment of the Dissertation, and Oral Defense.

Standards

a) There is a quality assurance mechanism. Such mechanisms include examination paper moderation, examination invigilation, Internal and External examiner marking, and proposal and project report assessment.
b) Clear and published examination regulations, procedures, and guidelines cover methods of assessment, grading, examinations, progression, and other relevant aspects.

c) The assessment system and learning outcomes are periodically reviewed, based on feedback from Internal and External Moderators, to ensure their effectiveness.
d) In addition, feedback regarding academic performance is received from students and facilitators.

6.3 Examination Moderation by External Moderator

The practice of External Moderation is for quality assurance. That is, to ensure consistency in standards for assessments and grades. The external expert – External Moderator - is required to ensure that students are assessed fairly and receive accurate grades. The External Moderator shall be formally appointed by the appropriate authority at Gulu University, on the recommendation of the relevant Faculty where the Programme is located. They should be drawn from recognised and outstanding Institutions to ensure quality. In addition, their roles and duties are among others:

a) Moderation of examination papers and other forms of assessment.
b) Consideration of the standard for marking examination papers and other forms of assessment, and reporting to Gulu University on any necessary revisions to the marking.
c) Submit a report to Gulu University on the moderated work and any matters relating to quality, generally or specifically, including teaching, organisation, syllabus, structure of the academic programme, and assessment.

Standards

a) Each Programme shall indicate Quality Assurance mechanisms on assessments, including but not limited to examination regulations, methods of assessment, grading, progression, and so on.
b) The assessment criteria shall be aligned to the learning outcomes and programme content through two types of assessment:
i. Formative assessment.
ii. Summative assessment.
c) The External Moderator shall be a PhD holder or hold a Master's degree in a professional discipline, such as medicine, and shall be an expert in the subject or discipline area. One should meet the criteria specified by professional and accrediting bodies, such as NCHE, and be well-versed in the recent

developments in the subject area.

d) External Moderators shall not have held academic or honorary positions and shall not have been a student in Gulu University within the previous five (5) years.

e) The tenure period for External Moderators shall be defined but shall not exceed eight (8) years continuously.

f) Should the Institution become aware of a conflict of interest following the appointment of an External Moderator, the appointment shall be terminated.

g) The assessment should be carried out at Gulu University's campus site to enable Moderators to evaluate the infrastructure and resources supporting the Programme.

h) The pass mark shall be 60%.

i) At the end of the assessment period, the External Moderator shall submit a Written Report using an approved Gulu University format. One should comment on several issues, including:

i. the content and organisation of the programme,
ii. the resources,
iii. the level of examination questions,
iv. the assessment criteria
v. The quality of the candidates' work and their level of achievements, among others.

j) Moderators shall give an Oral Exit Report to the staff of the relevant academic unit.

k) Every Faculty intending to conduct Graduate Programmes shall establish mechanisms for periodic review of assessment criteria and learning outcomes based on feedback from the External Moderator.

l) Faculties shall also establish mechanisms for evaluating the work of External Moderators. As soon as this is determined, moderators found wanting shall be excused from their responsibilities.

6.4 Academic Dishonesty

Academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner. On the other hand, academic dishonesty, the opposite of academic integrity, involves any deliberate attempt to falsify or tamper with data, information, records, or other materials relevant to a student's participation in a course, laboratory, or other academic exercise or function. In this

case, Gulu University shall clearly state its position in this regard, under its existing policies. Academic dishonesty shall include, but is not limited to, plagiarism, cheating, impersonation, collusion, and forgery.

a) Plagiarism: To deliberately present work, words, ideas, theories, etc, derived in whole or in part from a source external to the student as though they are the student's own efforts. Examples of Plagiarism include, but are not limited to the following:

i. Failing to use proper citations to acknowledge the authentic sources of information found on a paper, written or oral examination, or any other academic writing or presentation.

ii. Presenting any work completed, in whole or in part, by any individual or group other than the student, as though the work were the student's own.

iii. Buying, selling, bartering, or otherwise obtaining or distributing material to be used fraudulently as part of any academic exercise.

iv. Cheating: An activity that is intended to gain an unfair academic advantage through: Copying answers, data, or other information (or allowing others to do so) during an examination, quiz, laboratory experiment, or any other academic exercise in which the student is not expressly permitted to work jointly with others.

v. Using any device, implement, or other form of study aid during an examination, quizzes, laboratory experiment, or any other academic exercise without authorization from the authority.

vi. Dissemination or receiving answers, data, or other information by means other than those expressly permitted by the Professor as part of any academic exercise.

b) Impersonation: Assuming another individual's identity or allowing another person to do so on one's behalf to fulfil any academic requirement or enhance the student's grade or academic standing.

c) Back Riding: Falsifying, or attempting to falsify, attendance records, graded exercise of any kind, or any information or document intended to conceal the student's culpability.

d) Forgery: Falsifying and/or fabricating data, records, or any information relevant to a student's participation in any course or academic exercise, or tampering with such information as it is collected or distributed.

6.4.1. Procedures for Dealing with Academic Dishonesty

Gulu University has established a disciplinary mechanism for addressing academic dishonesty and has mechanisms to detect such instances. In all cases of Academic Dishonesty, the following minimum procedures shall be followed.

Standards

a) The Directorate of Research and Graduate Training shall require all PhD and Master's candidates to submit electronic copies of their Thesis or any other material submitted for assessment or examination for a plagiarism test.
b) A plagiarism test shall be carried out on all works/theses and dissertations submitted for examination before a final book is submitted.
c) Gulu University shall cancel an Award in case of Academic Dishonesty.
d) All PhD and Master's Theses and Dissertations shall be published online.

6.5 The Graduate Tracking Systems

The Graduate Tracking System (GTS) at Gulu University is designed to monitor and document graduates' academic and professional progress. This platform helps university administration, academic departments, and stakeholders assess the impact of academic programs on graduates' career paths.

6.5.1 The objectives of the graduate tracking systems

a) Track employment status and career progression.
b) Foster communication with alumni and mentorship opportunities for current students.
c) Assess and improve academic programs.
d) Generate insights for curriculum review and strategic planning.
e) Aligning with global standards from established graduate tracking systems in Europe and the USA.

6.5.2 Stages of Graduate Tracking

The graduate tracking system comprises five stages across departments and faculties, as follows:

a) Application and Admission: Record data of applicants and admitted candidates.

b) Enrolment: Capture details of enrolled students and their specializations.
c) Progress Monitoring: Track academic and research milestones.
d) Graduation: Document program completion and post-graduation plans.
e) Post-Graduation Tracking: Monitor alumni outcomes, including employment and further studies.

6.5.3 Implementation and Data Collection

The Directorate of Research, Graduate Training (DRGT) shall manage the GTS. Data shall be collected through online surveys and collaboration with professional associations. The information gathered includes employment status, further education, and career achievements. Graduates can update their information via a secure online portal, ensuring data privacy is maintained.

The data will be used to:

a) Generate reports on employment and career progress.
b) Support grant applications and partnerships.
c) Facilitate targeted career support and mentorship.
d) Align programs with labour market demands using global tracking models.

SECTION
SEVEN

GRADUATE SUPERVISION AND EXAMINATION OF THESIS / DISSERTATION

7.1 Supervision Requirement

Gulu University has outlined its Supervision Policy in detail, including procedures for appointing supervisors, conditions for changing supervisors, and submitting and evaluating Progress Reports. Consequently, under no circumstances shall Gulu University admit prospective Doctoral Students when there is no evidence of competent, willing, and able prospective Supervisors. Gulu University Supervision shall follow its Supervision Policy on:

a) The procedures for the Appointment of Supervisors
b) Duties of Supervisors
c) Workload of Supervisors
d) Engagement of Doctoral Committees
e) Remuneration of Supervisors
f) Ethical considerations and dispute resolutions between candidates and their supervisors.

Standard

a) The Supervisors shall be given sufficient autonomy to supervise, mentor, and guide the candidate's research process.
b) Supervisors shall be appointed from among Gulu University Faculty staff or outside in honorary positions.
c) The Principal Supervisor shall be an accomplished academic at a minimum level of Senior Lecturer and shall have published at least five (5) publications in the relevant field.
d) A Co-Supervisor shall have a relevant PhD and be a senior lecturer at least.
e) A person shall not be designated as a Principal Supervisor to a Doctoral Student unless they have previously co-supervised at least one Doctoral Student to successful completion.
f) Every Doctoral Student shall be allocated at least two (2)

Supervisors. One supervisor shall be designated as the Principal Supervisor. Others shall be designated as Co-supervisors.

g) Supervisors shall regularly meet with the Doctoral Student (this may be in person, where possible, or electronically) and agree on the direction of the study.
h) The Principal Supervisor shall have the final say on any decision regarding the Doctoral Student's work.
i) The Supervisor shall always uphold professional etiquette and moral principles when interacting with Doctoral Students.
j) A Supervisor shall not have any conflict of interest that might affect the quality of supervision.

7.2 Roles of Supervisors

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

i. Provide an environment that stimulates and encourages candidates to learn and work independently.
ii. Guide the planning and execution of the research project.
iii. Guide the Graduate Student on ethical considerations and intellectual property rights
iv. Advise the Graduate Student on relevant conferences and peer-reviewed journals where the student can submit papers for publication.
v. Foster an ethos of collegiality to promote learning within a scholarly community.
vi. Respect students' reasonable views and ideas on his/her research.

7.3 Supervisory Workload

In determining the workload for academic staff, Gulu University shall consider the average working week of 40 hours and the fact that academic staff are required to teach, conduct research, and participate in community engagement activities. Senior Academic staff are expected to teach for no more than 10 hours and should spend at least 20 hours on research-related activities, which include supervising students. The remaining 10 hours can be used for preparing lectures, setting assignments, Examinations, Marking, and Community Engagement. The workload of a supervisor is therefore derived from that of a typical Senior Academic Staff member, who has four PhD students and allocates twenty hours

for research-related activities.

It is estimated that the Supervisor will dedicate two hours per week to face-to-face interactions with each candidate and will spend three additional hours per week reading and critiquing each candidate's submission, thereby exhausting the twenty notional hours allocated for research-related activities. In deriving the Workload, it is also estimated that the Workload for supervising PhD students is twice that of Master's Degree students.

Standards for Doctoral Students

A supervisor shall be assigned to no more than four doctoral students at any time. Where the Supervisor also has a Master's degree, the following alternatives shall apply.

a) No more than three Doctoral Students and two Master degree students at any one time
b) No more than two doctoral students and four master's degree students at any time.
c) No more than one Doctoral Student and six Master students at any one time
d) No more than eight (8) Master's degree students at any one time.

Standards for Master's

a) A Supervisor shall not be allocated more than eight (8) Master's degree Students at any time.
b) A supervisor shall not be assigned more than two (2) Course Units per Semester in any academic Program.
c) Where the Supervisor also has PhD Students, the following alternatives shall apply:

i. No more than eight (8) Master's degree students at any time
ii. No more than three doctoral students and two master's degree Students at any time.
iii. No more than two doctoral students and four master's degree students are allowed at any time.
iv. No more than one Doctoral Student and six (6) Master's degree Students at any time.

7.4 Thesis and Dissertation Requirements

7.4.1 Doctoral Thesis Requirements

A Doctoral Thesis arises from rigorous, independent, and self-

directed research work undertaken under the mentorship of experienced Supervisors. A Doctoral Thesis is required to make an original contribution to knowledge in the field in which the research is carried out. The general outline and layout of a Doctoral Thesis may differ depending on each Faculty. However, the following are important:

Standards

a) The Doctoral Thesis shall:

i. Represent an original and significant contribution to knowledge.

ii. Clearly demonstrate the candidate's capacity to pursue independent research.

iii. Be written in clear and coherent prose.

iv. Decisions concerning the scope of the Doctoral Thesis and its length should be based primarily upon the nature of the problem being investigated. Conciseness is a literary virtue; quality does not increase or decrease with length.

v. Be capable of development for publication as a scholarly book or articles in peer-reviewed scholarly journals.

b) At a minimum, a Doctoral Thesis shall contain the following:

i. The Title Page: The Title should be universal, concise, and should accurately reflect a Doctoral investigation. The author's name and the name of the University should be indicated on the title page.

ii. Preliminary Pages: (Declaration, Acknowledgments, Approval Section, Table of Contents, and an Abstract).

iii. An Introduction: Under the Introduction, the candidate is expected to introduce the problem to be investigated, how and why it is to be investigated.

iv. Statement of the Problem: Here, the Doctoral Student shall be expected to identify the Right Problem and the Right Question to investigate. Here, Karl Popper's theory of Falsification and Verification is helpful.

v. Research Objectives: The Research Objectives are to state in clear terms what the thesis will investigate and the new knowledge to be generated.

vi. Justification: Given that the area of study or investigation is not entirely new, and if it is, why investigate that area, problem, or issue?

vii. Significance: Here, the doctoral student has to bring us

up to speed on why the research and the new knowledge generated are significant or important.

viii. Literature Review: Under the Literature Review section, a Doctoral Student is expected to present a high-level, critical analysis of existing mainstream (not just available) literature on the subject, to identify contributions, weaknesses, and gaps.

ix. Theoretical Framework: After a careful and critical literature review, a Doctoral Student firms one's domain by establishing a suitable or enhancing Theory(ies) or Theorisation(s) to investigate the subject matter

x. Methodology: In the Methodology, the Doctoral Student is expected to present a consistent way or mode of collecting and analysing data, in connection with the overall Thesis investigation. Ethical and gender considerations shall be included in this section where appropriate.

xi. Results and Discussion: Here, a Doctoral Student develops a high-level thinking on the data as it is critically analysed and discussed. Where applicable, the critical results of the data and its analysis, as well as discussions, may be presented in separate sections or chapters or combined.

xii. Conclusions and Suggestions for Further Research: In this section, a Doctoral Student is expected to provide a high-level reflection on the key research investigations raised and how they contribute to establishing new knowledge. It is also here that a Doctoral Student establishes and recommends further research, particularly in areas or issues he/she observe as additional areas to be investigated

c) The Chapters containing Research Findings, Analysis, Discussions, as well as Conclusions and Recommendations, constitute the key contributions of a Doctoral Student and shall constitute at least 75% of the entire Thesis.

d) The Thesis shall be subjected to a Plagiarism Test before submission to Examiners

e) A Thesis shall be owned by the Doctoral Student, not the Supervisors or Gulu University.

f) The Thesis shall be written in British English unless otherwise required by the subject. If the language of use differs from English, an English abstract must be provided. For further details on House Styles, read the Gulu University House Style.

g) The Final Thesis shall be bound in book format.

7.4.2 Master Dissertation Requirements

A Master's Dissertation is scholarly research arising from students' critical research work undertaken under the mentorship of experienced Supervisors. The Dissertation is expected to show evidence that the candidate has mastered the subject area with a high degree of autonomy including originality and creativity in application of knowledge, skills and practice in study area and that she/he is able to present a coherent and justified argument in the application of techniques necessary to navigate through a given knowledge frontier. The general outline of the dissertation is as attached. However, faculty-specific additional requirements for a Dissertation outline are accommodated.

Standards

The Master Dissertation shall be written in clear and coherent prose. Decisions concerning the scope of the Dissertation and its length should be based primarily upon the nature of the issue(s) being investigated. Otherwise, conciseness is a literary virtue because quality does not increase with length.

a) At the minimum, the dissertation shall contain the following:

i. Title: The Title should accurately reflect the scope and content of the study. In addition, it should be concise, simple, and catchy. The names of the author and Gulu University, as the awarding Institution, shall be indicated on the title page.

ii. Preliminary Pages: This contains the declaration, acknowledgements, approval section, table of contents, abbreviations, and an abstract.

iii. An Introduction: Under the introduction, the candidate is expected to introduce the problem to be investigated, how and why it is to be investigated.

iv. Statement of the Problem: Here, the Master Student shall be expected to identify the Right Problem and the Right Question to investigate. Here, Karl Popper's concepts of Falsification and verification are helpful.

v. Research Objectives: The Research Objectives are to clearly state what the dissertation will investigate and the new knowledge to be generated.

vi. Justification: Given that the area of study or investigation is not entirely new, and if it is, why investigate that area, problem, or issue?

vii. Significance: Here, the Master Student has to bring us up

to speed on why the research and the new knowledge generated are significant or important.

viii. Literature Review: Under Literature Review, a Master's Student is expected to present a high-level, critical analysis of existing mainstream (not just available) literature on the subject, to identify contributions, weaknesses, and gaps.

ix. Theoretical Framework: After a careful and critical literature review, a Master Student firms one's domain by establishing a suitable or enhancing Theory(ies) or Theorization(s) to investigate the subject matter

x. Methodology: In the Methodology, the Master Student is expected to present a consistent way or mode of collecting and analyzing data, in connection with the overall Thesis investigation. Ethical and gender considerations shall be included in this section where appropriate.

xi. Results and Discussion: Here, a Master Student develops high-level thinking on the data as they critically analyze and discuss it. Where applicable, the critical results of the data and its analysis and discussions may be presented in separate sections or chapters or combined.

xii. Conclusions and suggestions for further research: In this section, a Master's Student is expected to provide a high-level reflection on the key research investigations raised and how they contribute to establishing new knowledge. It is also here that a Master Student establishes and recommends further research, particularly in areas or issues he/she observe as additional areas to be investigated

b) The chapters containing research findings, analysis, discussions, as well as conclusions and recommendations, constitute the key contributions of a master student and shall constitute at least 60% of the entire thesis.

c) The Thesis shall be subjected to a plagiarism test before submission to examiners

d) The Thesis shall be owned by the master student, not the supervisors or Gulu University.

e) The Thesis shall be written in British English unless otherwise required by the subject. If the language of use differs from English, an English abstract must be provided. For further details on House Styles, read the Gulu University House Style

f) References and Appendices

7.5 Publication Requirement

7.5.1 Publication for a doctoral student

A Doctoral student shall demonstrate academic growth and maturity by publishing his/her critical investigations in peer-reviewed journals or any other peer-reviewed forms of Publication. The primary reason for publication is to establish early scholarship and be among global peers of writers and scholars, while also improving the quality of the Thesis through comments from the reviewers.

Standards

a) Every Doctoral Student shall be required to have at least two (2) articles published or accepted for publication in peer-reviewed journals.
b) The publication should be current and as an outcome of the Thesis
c) The Doctoral Student shall be the First Author.
d) For further guidelines on publications and Joint Authorship between doctoral students and Supervisors, the grant-awarding organisation, and other stakeholders, refer to the Gulu University Publication Policy.

7.5.2 Publication requirements for a Master's student

One way the candidates can be trained and mentored in scholarly writing is to require them to publish their research findings. Before a manuscript is accepted for publication, the author is provided with opinions on the draft article for improvement, hence enhancing the quality of the Dissertation. Usually, candidates pursuing a Taught Master's degree Programme (excluding those completing a Master's Degree by Coursework and Project Report) are required to meet publication requirements before graduating. However, Gulu University encourages candidates with publication potential to publish as early as possible. Candidates pursuing a Master's degree by Research shall be required to have at least one article accepted for publication in a Peer-Reviewed Journal or any other Peer-Reviewed Publication.

Standards

a) Every student pursuing a Master's degree in research shall be required to have at least one article in a peer-reviewed journal.

b) An article accepted for Publication in a Peer-Reviewed publication should be defended before presenting one's work.
c) It shall be a recent Article, within the framework of the dissertation, and it may be co-authored with the student as the Principal Author.

7.6 Examination of a Doctoral Thesis

Doctoral students' assessment is critical to quality assurance because it stems from the student's learning and demonstrates the attainment of expected Learning Outcomes. The results of an effective assessment also serve as the basis for the award of Doctorate Degrees. A Doctoral Student's assessment shall be carried out professionally at all times, and the assessment methods shall be clear, consistent, effective, reliable, in line with best/current practices, and supportive of attaining the Learning and Learning Outcomes.

Doctoral Theses are usually assessed by the Internal and External Examiners appointed by the Directorate of Research and Graduate Training to assess whether the Thesis contributes to knowledge and whether the candidate is worthy of the award of the highest academic qualification. The External Examination of the Thesis is particularly important to the assessment criteria, which is the best age-old practice in higher education institutions. The External Examiner is an expert in the subject area and external to Gulu University, hosting the Doctoral Student. He/she is appointed, among other responsibilities, to ensure that the quality of the Thesis meets professional and academic standards set by Gulu University and relevant regulatory bodies and conforms to best international practices.

Standards

a) There is a quality assurance mechanism for the Assessment /Examination of the Thesis and its Defense.
b) Respecting the elevated position of an External Examiner
c) Clear criteria and procedures for selection of Internal and External Examiners.
d) The Directorate of Research and Graduate Training appoints Examiners on the recommendation of the relevant Faculties.
e) The duties of Examiners shall be clearly spelled out.

f) Examiners shall be appointed from a relevant academic discipline or profession. They shall be persons of seniority in their field of study, with relevant experience and sufficient knowledge of the subject area to competently assess the candidate's knowledge and skills.
g) Examiners shall hold a PhD and be at a minimum a rank of Associate Professor.
h) The Examiners are expected to submit their Assessment Reports to the Directorate of Research and Graduate Training within one month after receiving the Thesis.
i) There are guidelines on the structure of Examiners Reports.
j) The Examination process, including the Public Defense, shall not take more than one (1) month from the date a Doctoral Student Thesis Examination Report(s) is returned by the examiners.
k) External Examiners shall not have held academic or honorary positions and shall not have been a student at Gulu University for the last five (5) years.
l) The External Examiners shall be required to declare any possible conflicts of interest that may exist.
m) External Examination of each other's candidate is prohibited (Cross Examination).
n) Supervisors shall not be appointed as Examiners of their own candidate's thesis.
o) The performance of Examiners shall be assessed against the standards from time to time, and those found wanting should be relieved of their responsibility.
p) The Thesis shall be examined by at least two (2) Internal Examiners and one External Examiner.
q) The Examiners' Reports shall indicate whether the Thesis Passes as it is, requires Minor or Major Revisions, or Fails.

i. Minor Corrections: It involves minor scientific and epistemological content issues, as well as any other issues specified by the Examiners.
ii. Major Revisions are needed when the science, epistemology, theory, and methodology are flawed or inappropriate. The Examiner (s) may state any other issues that would require the Thesis to undergo Major Revision.
iii. Fail/Rejected: A Thesis Shall Fail or be rejected when the science, epistemology, methodology, data presentation, and analysis are substantially incoherent, of below-scientific

minimum quality, and fail to meet most of the minimum expectations, or exhibit any other issues as specified by the examiners.

r) The Examination Reports shall be received, managed, and considered at the Directorate of Research and Graduate Training.

s) The candidate shall be required to address all issues raised by the Examiners and the Viva Voce, together with a Compliance Report detailing how the student resolved the issues, approved by the person identified to oversee the Correction.

t) The faculty shall assess the candidate's Compliance Report and, upon being satisfied, shall make a recommendation to the Directorate of Research and Graduate Training.

7.7 Public Defense

7.7.1 Doctoral Defense

The Public Defense – Viva Voce is an Oral Examination and serves as the final stage in the Examination process for every Doctoral Student. The Viva Voce involves a formal presentation of the research by the candidate, followed by an interactive session with the Panel and then with the general public. The purpose of the Viva Voce is for candidates to defend and demonstrate ownership of their work, as well as disseminate it to the general public. During the Viva Voce, the academic has the opportunity to clarify any issues that the Panelists and the general public may raise.

Standards

i. Through the Department, the Faculty shall formally invite the candidate for the Public Defense at least one (1) Month after the Examination Reports have been received.

ii. The Public Defense shall last at least one hour, and the proceedings shall be recorded.

iii. There shall be an Examination Panel to assess the candidate. The Panel shall consist of at least five (5) persons, chaired by the Dean or Deputy Dean. The Panelists shall not have access to the Examiners' Reports before the Public Defense to enable them to make an independent assessment.

iv. One of the Panelists will be a Lead Panelist who will engage the candidate and introduce the key issues in the Thesis to the audience.

v. Panelists shall be holders of Doctoral Degrees in the same or a relevant area of study, well-published, and should have experience comparable to that of the Supervisors.
vi. Supervisors should not serve as Panelists and shall not raise any questions during the Public Defense, but may make comments as and when necessary. In addition, shall not chair the Public Defenses of their own candidates.
vii. The Panelist shall make an independent Pass/Fail decision based on the Oral Presentation and the candidate's response to the questions.
viii. The decision of the Panel shall be communicated immediately after it has been taken. This should not be more than one (1) hour from the time of completion of the Public Defense.
ix. In case of a successful Defense, the Panel shall recommend the Award of a Doctorate, and the candidate will be required to submit a Final Thesis endorsed by the relevant persons to the Directorate of Research and Graduate Training.
x. If the candidate earns a Fail, the Panelist will make appropriate recommendations and inform the candidate. In that case, the candidate has to resubmit it.
xi. However, there is also an appropriate appeal mechanism at Gulu University.
xii. The Panelist shall refrain from discussing the content of the Public Defense on any communication channels, including staff lists, print and electronic media, social media sites, blogs, and other similar platforms.

7.7.2 Examination of a Master's degree Dissertation

Internal and External Examiners shall be appointed by the Directorate of Research and Graduate Training to assess the Dissertation of the candidate to be awarded. The following are important:

Standards

Gulu University has a policy and procedures for the selection and appointment of Internal and External Examiners. The criteria include a recommendation from the Department and Faculty where the Dissertation originates from.

a) The Appointment Letter shall spell out the duties and responsibilities of the Internal and External Examiners.
b) Examiners shall be appointed from a relevant academic

discipline or profession. They shall be persons of seniority in their field with relevant experience and sufficient knowledge in the subject area.

c) All Examiners shall have a PhD or equivalent qualifications.

d) External Examiners shall not have held an academic position at Gulu University within the previous three (3) years or shall not have been a student of Gulu University within the previous five (5) years.

e) The Examiners shall declare any potential conflicts of interest and affirm their willingness to act as independent Examiners.

f) Cross examination of each other's candidates shall not be permitted

g) Supervisors shall not be appointed Examiners of their own candidate's work.

h) The performance of Examiners shall be assessed against Gulu University's standards from time to time, and those found wanting shall be relieved of their responsibility.

i) There is a guideline for the termination of the appointment of Examiners. For example, when a conflict of interest arises or when the Examiner fails to meet expected standards.

j) The Examiners' Report shall indicate whether the Dissertation Passes Outright, requires Minor or Major Revisions, or Fail.

i. The Dissertation. Minor corrections involve minor scientific and epistemological content issues, as well as any other issues specified by the Examiners.

ii. Major Revisions are needed when the science, epistemology, theory, and methodology are flawed or inappropriate. The Examiner (s) may state any other issues that would require the Thesis to undergo Major Revision.

iii. Fail/Rejected: A dissertation shall be deemed to have failed or been rejected when the science, epistemology, methodology, data presentation, and analysis are substantially incoherent, of below-scientific minimum quality, and fail to meet most of the minimum expectations, or when the Examiners specify any other issues. The Directorate of Research and Graduate Training has a mechanism to receive, manage, and consider Examiners' Reports. The Department and Faculty shall assess the candidate's Compliance Report as signed by the Supervisor(s) and, upon being satisfied, shall make recommendations to the Directorate of Research and Graduate Training. The Examiners are expected to submit

their Examination Reports of the assessment to the institution within one month after receiving

k) The Directorate of Research and Graduate Training has guidelines on the structure of Examiners' Report

l) The Examination process, including the Oral Defense (viva voce), shall not take more than two (2) months from the date the candidate submits their dissertation to the Directorate of Research and Graduate Training.

7.8 Oral Defense/Viva Voce Examination

The Oral Defense serves as the Final Examination for the assessment process of Graduate Degree students. The Oral Defense involves a presentation by the candidate and an interactive session with a panel of experts. The purpose of the Oral Defense is for a candidate to defend and demonstrate mastery and ownership of their work.

Standards

The following are important:

a) Every Graduate Degree candidate, irrespective of the mode, shall be subjected to an Oral Defense (Viva Voce)

b) The faculty shall formally invite the candidate for Oral Defense at least one (1) month before the scheduled date.

c) The invitation of the candidate for an Oral Defense should not be extended more than once after receipt of all examiners' reports.

d) There shall be an Examination panel to assess the candidate. The panel shall consist of at least five (5) persons and will be chaired by the Dean. In case the Dean is absent or busy, the Deputy Dean shall Chair.

e) The Panelists shall not have access to the Examiners' Reports to enable them to make independent assessments.

f) Supervisors shall not serve as Panelists and cannot Chair Defense of their own candidates, but may be in attendance.

g) Supervisors are not expected to raise any questions during the Defense but may make comments where necessary.

h) It is the Panelists who are supposed to make an independent Pass/Fail decision based on the oral presentation and the manner in which the candidate responded to the questions and comments raised.

i) The decision of the panel shall be communicated to the candidate immediately after the panel has taken that

decision. This decision shall be made within one (1) hour after the Oral Defense.

j) In case of a successful Oral Defense, the panel shall recommend the Award of a Graduate Degree. The Department, through the faculty, shall ensure that the candidate submits a final, endorsed Dissertation/Report to the Directorate of Research and Graduate Training.

k) The Directorate, through its Board of Research and Graduate Studies, shall present the recommendation for the Award. If passed by the Board, it will be sent to the Senate for Approval of the Award and will be awarded accordingly.

l) The Panelists shall refrain from discussing the contents of the Defense through any communication channels, including staff lists, print and electronic media, social networking sites, blogs, and other mediums.

SECTION
EIGHT

DOCTORAL COMMITTEE

8.1 Introduction

The Doctoral Committee shall be constituted for each Doctoral Student to guide Doctoral Students in the art and science of scholarship and academia. The composition of the Doctoral Committee should ensure expertise and multidisciplinary expertise for the benefit of the student.

8.2 Mandate

The Doctoral Committee is mandated to assist in mentoring and monitoring the progress of the Doctoral Student's research work.

8.3 Composition

The Doctoral Committee shall comprise a minimum of three and a maximum of five members from within the University's faculty senior staff, with expertise in the field of study and additional multidisciplinary capacities. The specific composition shall be:

a) One senior Chair to the Doctoral Committee.
b) One (1) senior member with expert knowledge or expertise in the field from the Department where the Doctoral Student is based.
c) One (1) senior member from another Department or Faculty with similar multidisciplinary expertise in the field of the Doctoral Student.
d) Two (2) Supervisors to the Doctoral Student

8.4 Functions

The duties of the Doctoral Committee are:

a) Recommend for approval the PhD Research Concept Paper for Partial/Provisional Admission to the Faculty of Higher Degrees Committee.
b) Recommend for approval the PhD Research Proposal for Full Admission to the Faculty Higher Degrees Committee.
c) Review of Progress Reports from Doctoral Students and Supervisors.

d) Certifies that the completed work/Thesis is satisfactory and that copies of the minutes are attached to the intention to submit and to the submission letter.
e) Identify the External and Internal Examiners for appointments and recommend it to the Faculty Higher Degrees Committee.
f) Identify other academic and research opportunities, both inside and outside Gulu University (e.g., conferences, workshops, etc).

8.5 Appointments of the Doctoral Committee

a) Each Doctoral Student shall have a Doctoral Committee appointed
b) Nominations to the Doctoral Committee shall be conducted by the relevant line Department(s), who shall submit them to the Faculty Higher Degrees Committee for assessment and recommendation to the Directorate of Research and Graduate Training. The Directorate of Research and Graduate Training shall, in turn, present the nominations to the Board of Research.
c) Upon approval by the Board of Research, the Directorate of Research and Graduate Training shall appoint the Doctoral Committee for each Doctoral Student.
d) The appointment to the Doctoral Committee shall last for the three (3) years of the Doctoral Student's studentship. If the studentship is terminated before the Doctoral student completes, the faculty graduate coordinator may request an additional one-year renewal to the Head of Department, the Higher Degrees Committee, and the Directorate of Research and Graduate Training.
e) The Committee is mandated to meet at least monthly or once a month.
f) The Committee's work shall be voluntary, and only refreshments shall be served as and when the faculty can afford them, as reflected in the faculty budget.
g) The above functions shall be spelled as part of the Terms and Conditions of the Doctoral Committee members.
h) The members so appointed shall accept or reject writing within ten (10) days of the appointment.

8.6 The Secretariat to the Doctoral Committee

The Secretariat shall be the Doctoral Coordinator. In all the situations, the Secretariat shall, in principle:

a) Document all committee proceedings in minutes.
b) Cause urgent decisions and Extracts to be brought to the attention of the Chair for immediate action.
c) Shall keep and store all the Proceedings and Files of the Doctoral Committee for each

Doctoral Student.

d) Shall present the action points and issues of the Doctoral Committee in the Higher Degrees Committee as well as the Faculty Board.
e) Any other related assignment from the Chair of the Doctoral Committee

SECTION
NINE

GRADUATE COORDINATOR – DOCTORAL AND MASTERS

9.1 Introduction

Each Faculty shall have a Graduate Coordinator for Doctoral Students and a Graduate Coordinator for Master's Students. Since the Graduate Coordinator is integral to the graduate programmes in the faculty, it is essential that they are current on the Faculty's and the university's policies and procedures for graduate training. The Graduate Coordinator shall have the following mandates.

9.2 Mandate

The Graduate Coordinator serves as a liaison between students, Departments, and Faculty on matters related to graduate training within the Faculty. One is also a Point of Contact for current and prospective graduate students and graduate programmes. The composition of the Graduate Coordinator is as follows:

9.3 Composition

The Graduate Coordinator shall be composed of an individual as;

a) Graduate Coordinator – Doctoral Students
b) Graduate Coordinator – Master's Students

9.4 Functions

The Graduate Coordinators shall perform some specific functions as follows:

a) Provide administrative and secretarial support to the Doctoral Committees and Faculty Higher Degrees Committee
b) Manages schedules and activities related to the Faculty graduate training
c) Provides organizational and administrative support in scheduling graduate meetings, seminars, workshops, colloquia, and other events.
d) Provide frequent communication with graduate students
e) Handles and manages routine activities of graduate training, like:

i. Orientation

ii. Internship placement
iii. Drafting recommendations for the Head of Department or Dean to sign
iv. Scheduling Doctoral and Master's Oral Defense (Viva Voce)
v. Any other as appropriate

f) Assisting Graduate Students to identify appropriate resources or referring them to relevant offices for assistance

g) Advising current and prospective graduate students on graduate requirements and procedures

h) Coordinating, assigning, and monitoring Graduate Assistantship, particularly for Doctoral Students

i) Assisting in planning and conducting orientation sessions for new and prospective graduate students.

9.5 Appointment of Graduate Coordinator

a) The Graduate Coordinator – for Doctoral and Master's, shall, according to the mandate and functions, be appointed by the Faculty Dean.

b) The line Faculty shall consider such appointment and shall be governed by the Terms and Conditions of the Faculty.

c) The Graduate Coordinator shall be appointed for a term of four (4) years, renewable for one additional term.

d) Since this is an administrative duty in the Office of the Dean, the Graduate Coordinator shall be paid a sitting allowance at the rate of the Faculty Board and as reflected in the faculty budget.

e) The above functions shall be spelled out in the appointment letter from the Faculty Dean as part of the Terms and Conditions.

f) The person appointed as Graduate Coordinator shall accept or reject the appointment in writing within ten (10) days of the date of the appointment.

SECTION
TEN

HIGHER DEGREES COMMITTEE

10.1 Higher Degrees Committee

The Higher Degrees Committee (HDC) is a standing committee or sub-committee of the Faculty responsible for overseeing research and Academic matters related to graduate training within the Faculty. Consequently, each Graduate Training Faculty shall have a Higher Degrees Committee that is mandated to:

a) Provide leadership and quality assurance on matters of graduate training, but most importantly.
b) Supervise faculty graduate training to ensure compliance with university policies and processes.
c) Plan Faculty research and higher degrees' matters.

Consequently, each Graduate Training Faculty shall have a Higher Degrees Committee with the following composition.

10.2 Composition

The Higher Degrees Committee shall be composed of a minimum of five (5) and a maximum of nine (9) members of the Senior Faculty staff. The specific composition shall be:

a) Deputy Dean – Chair of the Committee.
b) Graduate Coordinator (Doctoral issues or Master's issues) – Secretariat.
c) A minimum of three (3) members at the Senior Lecturer level.
d) Faculty Staff should fill the remaining positions at the Associate Professor and Full Professor levels.

10.3 Functions

Some of the specific functions of the Higher Degrees Committee are:

a) Reviews Courses, Research, Supervision, and Academic progress of Graduate Students in the Faculty.
b) Reviews Submissions of the Supervisors and Examiners from the Departments and Faculty
c) Addresses issues and requests from Heads of Department,

Graduate Coordinators, and Graduate Students related to Graduate Students in the Faculty.

d) Approves Research Proposals of Graduate Students in the Faculty
e) Receives nominations of Supervisors and Examiners from Departments, considers and recommends them to the Board of Research and Graduate Training.
f) Receives, considers, and responds to Progress and Progress Reports of
g) Graduate Students and make recommendations to be considered by the Faculty
h) Board and onward submission to the Board of Research and Graduate Studies.
i) Reviews and Recommends both Intention to Submit and Submissions to the Directorate of Research and Graduate Training.
j) Receives and considers Reports from the Doctoral and Master's Graduate Coordinators.
k) Develop Faculty-specific information for Graduate Students in the Faculty.
l) Receives and considers the submissions of Doctoral Concept Paper for Provisional Admission and recommends to the Board of Research for Admission or Decline of Admission.

10.4 Appointments for the Higher Degrees Committee

a) The Higher Degrees Committee shall, according to their membership, be appointed by the Faculty.
b) Such an appointment shall be considered by the line Faculty and recommended by the Faculty Board and then presented to the Graduate Board for approval.
c) The Higher Degrees Committee shall be appointed for a term of four (4) years, renewable once.
d) The committee is mandated to meet at least once a month.
e) Since this is a standing committee or subcommittee of the Faculty, the Committee shall be paid a sitting allowance at the rate set by the Faculty Board and as reflected in the Faculty budget.
f) The above functions shall be spelled as part of their Terms and Conditions.

The members so appointed shall accept or reject the appointment in writing within ten (10) days.

10.5 The Chair of the Higher Degrees Committee

The Chair of this Committee shall be the Faculty Deputy In-Charge of Academics.

The Chair shall, on the principle of speedy disposal of business of the Committee, do the following:

a) In situations of urgency or when there is a long wait for the next Committee meeting, the Chair shall act or decide on behalf of the Committee. Such actions or decisions shall be conducted or made in good faith.
b) The actions and decisions shall be brought to the Committee for Ratification.

10.6 The Secretariat to the Higher Degrees Committee

The Secretariat shall be composed of the following:
Doctoral Coordinator – if the Higher Degrees Committee is considering a Doctoral issue. Master's Coordinator – if the Higher Degrees Committee is considering Master's' issues. In all the situations, the Secretariat shall:

a) Document all the Committees' proceedings in Minutes
b) Cause urgent decisions and Extracts to be brought to the attention of the Chair for immediate action.
c) Keep and store all the Proceedings and Files of the Higher Degrees Committee
d) Shall present the action points and issues to the Higher Degrees Committee for consideration by the Faculty Board.
e) Perform any other related assignment from the Chair or the Higher Degrees Committee.

10.7 Submissions to the Directorate of Research and Graduate Training

The Faculty Higher Degrees Committee, through its Secretariat and Chair, shall regularly submit to the Directorate:

a) Its decision on each graduate student.
b) Its general report and specific progress reports on graduate students.
c) Status of graduate proposal Defense, reviews of Concept Papers for doctoral students, reports on doctoral students recommended for admission and those not recommended, cross-cutting courses, and specific other trainings, including research, seminars, lectures, colloquia, etc.

d) A copy of its Higher Degrees Committee Minutes.
e) The Viva Voce decision and report on a graduate student.
f) Vetting report on mandatory doctoral publications: two (2) peer-reviewed journal publications.
g) Disciplinary cases of graduate students and training.
h) Any other relevant matters.

SECTION
ELEVEN

THESIS / DISSERTATION AND VIVA VOCE EXAMINAITON

11.1 Introduction

A Candidate is deemed to have passed when:

a) Both the Internal and External Examiners passed the candidate at a minimum Pass mark of 60%.

b) In a situation where an External Examiner passes the candidate but one of the Internal Examiners fails the candidate, if the candidate passes the External and one (1) Internal Examiner, he/she is still considered to have passed.

c) However, if both the Internal Examiners fail the candidate but the External Examiner passes the candidate, the concerned Department shall request the Faculty Dean to present the case to the Board for a decision. The Board may decide to:

i. Pass the candidate on the strength of the External Examiner's assessment, especially when the External Examiner's marks range between 70 - 100%

ii. If the External Examiner's marks range between 60-69%, the faculty shall request a Third-party evaluation of the Thesis/ Dissertation, and the score of the Third Party is Final. Therefore, if the Third Party passes the candidate, the candidate shall be deemed to have passed. If the Third Party fails the candidate, the candidate shall be deemed to have failed.

11.2 Failing the Thesis / Dissertation

A candidate is deemed to have failed when:

a) The candidate fails to achieve a pass mark of 60% from both the External and Internal Examiners.

b) The External Examiner fails the Thesis/Dissertation candidate.

c) Although the two Internal Examiners pass the candidate, the candidate is deemed to have failed if the External Examiner fails her/him.

d) However, if both the Internal Examiners fail the candidate but the External Examiner passes the candidate, the concerned Department shall request the Faculty Dean to present the

case to the Board for a decision. The Board may decide to:

(i) Fail the candidate on the failure by both Internal Examiners' assessment, especially when the External Examiner's marks range between 60-65%

(ii) If the External Examiner's marks range between 65% and 69%, the faculty shall request a Third-Party evaluation of the Thesis/Dissertation, and the assessment of the Third Party is Final. Therefore, if the Third Party also fails the candidate, the candidate shall be deemed to have failed.

e) In the event of the severity of the failure, the candidate shall be asked to either.

f) Re-submit: This means redoing the entire Thesis/Dissertation for another year and paying
the required fees.

g) Discontinued: In this case, a candidate's studentship is terminated, and the file is closed.

h) In a failure situation, a candidate shall not attend Viva Voce.

11.3 Viva Voce

A viva voce (Latin for "live voice" or "oral defense") is an oral examination or assessment that forms part of the academic requirements for a graduate award. It therefore constitutes rules and regulations for oral examinations, the final examination before the award of a graduate degree. Therefore, this section enhances understanding of the purpose, composition, roles, processes, and procedures of the Viva Voce examination.

11.4 Viva Voce Panel

The primary mandate of a Viva Voce Panel is to conduct Oral Exams and assess the oral defense of graduate students' theses or dissertations. In evaluating the defense, Viva Voce focuses on comprehension, which involves applying basic knowledge, concepts, and logical reasoning to the defense to determine the depth of knowledge and cognitive skills. Specifically, Viva Voce is intended to:

a) Allow the candidate to defend the originality of the Thesis Dissertation

b) Effectively communicate one's subject and the new knowledge created.

11.5 The Location of the Thesis/Dissertation Defense

Regarding the physical location of the student's public defense, the following are important:

a) The Viva Voce shall always be conducted at the University premises unless a prior written request to the DVC-AA to change the location outside the University is sought and in writing
b) In cases where physical Viva Voice, Video Call, Zoom, or any other online infrastructure may be impeded or not warranted, it shall be utilized.
c) In such a situation, there should be an agreement between the Department, Faculty, and the student to use this medium.
d) Once an agreement is reached, the Faculty or Department shall formally request express permission from the Deputy Vice-Chancellor – Academic Affairs (DVC-AA).

11.6 Calling a Viva Voce

A Viva Voce shall be called on the following conditions:

a) The internal and External Examiners have duly assessed the Thesis/Dissertation of the candidate, and he/she has passed.
b) The candidate shall be given at least two weeks' notice or a maximum of one month's written notice before the scheduled Viva Voce.
c) The Viva Voce Panel shall be given at least two (2) weeks' written invitation or a maximum of one (1) month's written invitation before the scheduled Viva Voce.
d) The General Public shall be given at least one week's public notice by any means or mode before the scheduled Viva Voce.

11.7 Conducting the Viva Voce – The Public

The following conduct of the Viva Voce shall be required of the Public:

a) The Public shall gather at least 30 minutes before the Viva Voce begins.
b) The Public shall be seated in the gallery or as the audience and not as Examiners or Panelists.
c) The Public shall be seated and ready ten (10) minutes before the viva voce.
d) No member of the Public shall be allowed to enter the Viva Voce room ten (10) minutes before the Viva Voce. This is to

dissuade unnecessary movements and interruptions

e) Once seated, the public becomes an Audience under the supervision of the Chair for the viva voce.

f) Accordingly, the audience shall observe and maintain the Solemnity of the Viva Voce.

11.8 Conducting the Viva Voce – Candidate

The following conduct of the Viva Voce shall be required:

a) The candidate shall be in the pre-Viva Voce room or place at least 30 minutes before the Viva Voce to sign and be taken through a few etiquettes required of him/her by the Graduate Coordinator.

b) The Candidate shall only enter the Viva Voce room when invited. Otherwise, he/she shall sit in the allocated pre-Viva Voce seat.

c) There shall be a comfortable seat for the candidate at a range and place necessary for the Oral Defense

d) The candidate shall be assisted with all the basic equipment and requirements necessary to aid his/her Oral Defense

e) Once seated and ready, the candidate shall begin his/her Oral Defense only when instructed to do so. Otherwise, he/she should wait.

f) The candidate shall be allowed to present for a minimum of 30 minutes or a maximum of one hour.

g) During the presentation, the candidate shall not be interrupted unless there is an urgent reason to do so.

11.9 Conducting the Viva Voce – Panelists

The following conduct of the Viva Voce shall be required:

a) The Panelists shall enter in an orderly manner, coming in a Procession led by the Chair, followed by the Panelists, and last in the Procession is the Head of Department whose Candidate is participating in the Oral Defense. However, the Head of Department may not be part of the Panel and will, after the Procession, sit in a designated seat.

b) Upon arrival at their seat, the concerned Graduate Coordinator shall hand a chit to the Chair to constitute the Solemnity of the Viva Voce.

c) The Chair shall immediately (while standing) constitute the Solemnity of the Viva Voce by declaring as follows (as written in the chits):

By the authority entrusted to me by the Senate, I Constitute This Gathering into a Solemnity of the viva voce of Gulu University.

d) The Viva Voce starts with the Chair welcoming the candidate and introducing the candidate to the Public, the Panel (preferably each Panel member introduced by the Chair and not to introduce themselves)

e) The Chair shall then state the ground rules (where applicable) such as:

i. Order and silence in the Viva Voce room
ii. Non-interruption of the candidate's presentation
iii. Strict time keeping by the candidate, the Panelists, and the audience
iv. The allocation of time to the candidate to make the Oral Defense
v. Subsequent process of engagement with the Panelist and audience
vi. After the engagements, the Panelists will walk out to another room to assess the Oral Defense (maximum of one (1) hour) and thereafter reconvene in the Viva Voce room for pronouncements. The pronouncement to be made by the Chair. After the ground rules are established, the Viva Voce begins.

11.10 Viva Voce Oral Defense Presentation by Candidate

The following are important:

a) The candidate shall deliver an oral defence presentation lasting between 30 minutes and 45 minutes.

b) The candidate shall be allowed to use any equipment or any written sources to enhance his/her Oral Defense.

c) The candidate is not expected to know the Thesis/Dissertation by heart but to understand its structure, content, and issues.

d) In the process of presentation, the candidate is free to present in any style they think best, but with a minimum recognition of decency in dress, behaviour, and etiquette required of an academic gathering.

e) While presenting, the following shall be observed as framework and flow of the presentation:

i. The issue or problem
ii. The thesis/standpoint
iii. Arguments to show the problem and to show why it is important to articulate it

iv. What the research did to resolve the issue (s)/problem(s) and how it was done
v. The results
vi. Conclusion and recommendation

f) After completion or time out, the candidate shall address the Chair, saying:

Chair, I have finished my Presentation. Thank you.

11.11 Additional Viva Voce Orientation to Remember – Candidate

a) On the principle that your work is not to be learned by heart or crammed, candidates are encouraged to bring any relevant material, particularly their thesis or Dissertation, and any other useful materials.
b) Let the Panelists or audience finish their questions before you answer
c) Do not answer a question you have not adequately understood. Instead, you should ask for clarification.
d) Calmness, respect, and order are strongly recommended.

11.12 The Engagement with the Panel

After the candidate gives the Oral Defense, the Panel shall engage the candidate. The first member of the Panel shall be the Lead Panelist.

11.12.1 Lead Panelist

The Independent Reader shall do the following:

a) As an expert and senior in the field, begin to comprehensively and critically engage with the candidate, noting the key issues raised during the Oral Defense, as well as the assessments from the External and Internal examiners.
b) The Independent Reader shall engage the candidate in a manner that the candidate desires: either by requesting the candidate to answer immediately to some issues or by accommodating all the issues and responding to them at once.
c) In either case, the Independent Reader shall be expected to spend no more than 30 minutes engaging with the candidate.
d) The engagement shall be conducted in a cordial and scholarly manner.
e) At the end, the Independent Reader shall address the Chair,

saying:
Chair, I have finished. Thank you.

11.12.2 Other Panelists

The other Panellists shall also have the following engagement with the candidate:

a) As experts and seniors in the field, begin to comprehensively and critically engage with the candidate, noting the key issues in the Oral Defense and the assessments from the External and internal examiners.
b) They shall engage the candidate in a manner that he or she desires: either by requesting the candidate to answer immediately to some issues or by accommodating all the issues and responding to them at once.
c) In either case, they shall be expected to engage with the candidate for no more than 30 minutes.
d) The engagement shall not be acrimonious but cordial and scholarly

11.12.3 The Audience

The audience (public) shall also have the following engagement with the candidate:

a) As scholars, the audience will also contribute to the comprehensive and critical engagement with the candidate, highlighting the key issues raised during the Oral Defense.
b) The audience shall engage the candidate in a manner that he or she desires: either by requesting the candidate to answer immediately to some issues or by accommodating all the issues and responding to them at once.
c) In either case, they shall be expected to spend no more than 30 minutes engaging with the candidate.
d) The engagement shall be conducted in a cordial and scholarly manner.

11.12.4 Candidate's Response

There shall be a response session from the candidate, and the following are important:

a) The assumption is that, when both the Independent Reader and the other Panelists were asking questions, the candidate was either noting them down in writing or memorizing them.

b) The candidate's response shall be cordial and scholarly, rather than acrimonious.
c) The candidate should be aware that their response is still part of the Oral Defence and, therefore, they are encouraged to respond to all questions as fully as possible, as the response will contribute to the final assessment of the Oral Defence.
d) The candidate is at liberty to return to the presentation points or respond off-head.

11.12.5 Conducting the Viva Voce Assessments – Panelists

After the Viva, the Panelist shall set outside the Viva Voce room to assess the Oral Defense. At this stage, the candidate's supervisor (s) are not part of the assessment and shall remain in the Viva Voce room. The following are important aspects of the assessments:

a) The originality of the Thesis / Dissertation – 10 Marks
b) Candidate's ability to communicate his / her subject and defend the research –10 Marks
c) The issues raised by the research. Are they substantive and of high quality? –
d) 10 Marks
e) How does the research contribute to new knowledge – 10 Marks
f) Is this the candidate's work? - 10 Marks
g) These marks are convertible to a percentage, with a pass mark of 60%. For example, 50/50 x100%.
h) Each Panel then shall score the candidate at a pass mark of 60 %
i) The Average shall be sorted from the Panel members to give the Final Mark.
j) Based on the Final Mark, the candidate either fails or passes the viva voce.

11.13 Presenting the Viva Voce Verdict

After due consultations with the Panelists, assessments, and scoring, a final position will be reached. In the event a position is reached, the Panelists shall return, as announced by the Graduate Coordinator. The following shall be important:

i. The Chair shall stand up and announce the assessment based on the observations made by the Panelists.
ii. Shall pronounce the oral defence of the candidate as Pass or Fail accordingly.

iii. In either way, the Chair will congratulate the candidate. If he/she fails, we shall encourage the candidate to expedite the corrections. In extreme cases of failure, the Chair will defer pronouncing such a decision in the presence of the audience and seek counsel from the Academic Registrar on these procedures.
iv. Once it passes, a candidate is allowed to celebrate.
v. Where funds are allowed, the Department or the Faculty shall organize a cocktail in honour of the candidate and invite all the Panelists and some members of the audience.

11.14 Appeal after Viva Voce Verdict

A candidate who feels he/she was unfairly assessed and believes the process of arriving at the verdict was flawed and illegitimate is allowed to appeal. The following are the necessary steps:

a) The candidate shall express their displeasure by writing to the Chair of the Higher Degrees Committee of the Faculty as an Appellate of First Instance.
b) If the issue is resolved at this initial level, it shall be considered closed.
c) If the issue could not be amicably resolved, the candidate shall appeal to the Chair of Research and Graduate Training (BORGT) as the Second Instance.
d) The Chair BORGT shall independently determine the next course of action.
e) This appeal, if not resolved, is to be taken to the final appellate, the Senate. The Senate's decision shall therefore be final.

SECTION
TWELVE

GRADUATE HOUSE REFERENCING STYLE

12.1 Introduction

In academic writing, we acknowledge that by the time you think and start writing, someone else may have already had the same or similar thoughts or ideas. Therefore, we all stand on the shoulders of each other as we progress our scholarship and academia. As a result, we should acknowledge someone else's ideas, thoughts, words, expressions, diagrams, formulae, and many others. Otherwise, failure to acknowledge these, we commit academic and scholarly dishonesty, which is referred to as plagiarism.

It is on this basis that the Directorate of Research and Graduate Training, Gulu University, presents to both Faculty Staff and graduate students a referencing system that promotes accountability and transparency, based on the American Psychological Association (APA) latest edition Referencing Style, as the Graduate House style of Gulu University. However, since there are also multiple adaptations in the House Style, Gulu University shall accept some modifications or specialized discipline or Faculty modes of style, as requested in writing and approved by the Board of Research and Graduate Training.

Otherwise, the Faculty staff and Graduate Students are requested to use this and strictly follow it in their research and publications, on the one hand, and to strictly observe and apply it in the writing of their dissertations, on the other.

12.2 The Text (In-Text) Referencing

The words we use or the academic information we make or record as we write, particularly when it is not our own, have a source, and that source shall be indicated or reflected in our writing. This is what we refer to as an in-text reference, which is included within the text. When referencing the in-text, include the author's last name and the year of publication of the source (in parentheses). This is also known as the Author–Year style.
Example: Lalur (2022).

If there is a direct quotation, we indicate both the author's last name and the year of publication of the source (in parentheses or brackets), followed by the page number after a colon.

Example: Lalur (2022:1).
If there is more than one page, we include the number of pages involved, separated by a dash.

Example: Lalur (2022: 1-2).
In addition, one may wish to explain an issue further. Since it may be too extensive for the in-text, a footnote can be used, not for referencing, but to provide additional information that may be too extensive for the main text or in-text. A footnote shall also serve to cite the Uniform Resource Locator (URL), and not in the main text or in-text.

In a situation where an author publishes more than one academic work in a year, the many academic works shall be distinguished by alphabet in chronological order.

Example: Lalur (2022a, 2022b, etc)
In a situation where the same author is cited more than once in the same text, but in multiple publications from different years, the publications are distinguished by the year, with a semicolon separating them.

Example: Lalur (2022); Lalur (2022)
In a situation where the author is cited twice in the same text, but in different years and publications, when citing the publications, please place them in parentheses, starting with the older publication, separating them with a semicolon, and ending with the most recent publication year. Close the parentheses.

Example: Lalur (2021; 2022)

12.2.1 Two Authors

When there are two authors in a publication, the surname of the first author should be used as a connector, followed by the surname of the second author, and the year should be included in parentheses.

Example: Lalur and Oketokeny (2022)

12.2.2 Three Authors or More

All authors are listed, along with their year in parentheses.

Example: Lalur, Oketokeny, and Oculi (2022).
One may also decide not to mention all the authors and acknowledge one, noting that there are others as well. This is abbreviated as et al., which is derived from the Latin phrase et aliae, meaning 'and others. In such cases, the surname is followed by a comma, then the word 'et al.' in italics, and a full stop is followed by the year in parentheses. In a case, the surname is followed by a comma, then the word 'et al' in italics, a full stop, and finally the year in parentheses.

Example: Lalur, et al. (2022).

12.2.3 Multiple Sources

In a situation where multiple citations are made within a sentence, list them all, beginning with the first, and in a similar manner. Place them all in parentheses, including the surname and year. If a quotation is done for all, then you put a colon after the year and the page(s).

Example: (Lalur 2022; Oketokeny 2021; Oculi and Punu 2020)

12.2.4 Secondary Referencing

If one is citing a work that has been cited by another author who cannot easily obtain the work itself, then one cites the author who cited the work. The idea here is that you are citing an author who cited another author, and you found the cited work interesting, yet you cannot locate the original work.

In that case, you start by citing the author you read and the year (this time not in parentheses). You then indicate the source that the author you have cited also cited, which must be in parentheses. In that case, the page of the work that the first author cited needs to be included as well.

12.2.5 Online Sources

In the case of citing an online work that only has a web page address or URL, one should cite the author of the organization or institution as ascribed, in the order of author and year, in parentheses. The URL details and date of access to the information shall be included in the footnote.

Example: Government of Uganda (2022).

12.3 Paraphrasing

In the event of paraphrasing, one will not be required to cite, as long as the paraphrasing is based solely on ideas and not on specific expressions as written. This is also referred to as understanding the ideas and translating them into your own words and expressions. This again may require providing the source that helped you generate your ideas. This again is provided as the author's surname and year in parentheses.

Example: Lalur (2022)

12.4 Page Numbers

In situations where ideas or words are taken from an author without an explicit quotation, page numbers are not necessary. It is only necessary when there is a quotation or direct quotation. So, when there is a quotation in your referencing, you will start with the year, followed by a colon, and then the page number where the quotation is taken from.

Example: Lalur (2022: 12).

In the case of a sentence or argument, you conclude it with a reference.

Example: ..... (Lalur 2022:12).

In cases of citing a range of pages, you indicate the pages not by mentioning all of them, but by specifying the range of pages.

Example: Lalur (2022:12-16).

12.4.1 Short Quotation

Short quotes, between 1-2 lines and not exceeding 15 words, can be incorporated into the main text without indentation. However, the quotation shall be in inverted commas.

Example: Lalur (2022:21) in his work, while milking a cow, observes that "it was scientifically healthy, producing milk that was above average.

12.4.2 Long Quotation

Long quotes exceeding 1-2 lines, and likely 3-4 lines, with more than 15 words, should be indented and the quotation font size decreased to font 10, with single spacing, and centered on the page with a 0.5-inch margin. In this case, the author, year, and page number in parentheses open the argument and conclude with a colon. However, the quotation since indented, shall not be in inverted commas.

Example: Lalur (2022:23) observes that "The Republic of Kenya had a successful election, and we congratulate the Kenyans on the peaceful election and their ability to accommodate one another."

12.4.3 Quoting Selectively

While some words and expressions are useful and captivating, others may not be. In quoting, therefore, one is allowed to leave out some words that he/she feels are redundant or not important. To indicate that one is aware that the argument or expression is still ongoing but not necessary or not important, one adds three dots and closes the quote.

Example: Lalur observed that "The Republic of Kenya had a successful election..."

In long quotes, the same principle applies.

Example: Lalur (2022:23) observes that the Republic of Kenya held a successful election, and we congratulate the Kenyans on their peaceful election and ability to accommodate one another.

12.5 No Author

If one fails to locate an author for a work or publication, the use of "Anonymous", abbreviated as "anon", shall be employed. In that case, when 'anon' is used, a full stop is followed immediately by a comma and the date or year is captured.

Example: (Anon., 2022)

12.6 No Year

If one fails to locate the year of a work or publication, the use of 'No Date', abbreviated as n.d., shall be employed. In that case, as n.d. is used, the 'n' is followed by a full stop, and then 'd' is also followed with a full stop.

Example: Lalur (n.d.)

12.7 Identifying Surnames

This is quite a daunting task in some cases, especially if the surname is not out rightly clear. However, the following are ways to resolve this complexity:

i. Names from Reference Materials
ii. It is observed that in most cases, names that come last on the reference material is a Surname:

Example: David Livingston Lalur – in this case, the last name 'Lalur' is the Surname.
This will also be repeated in the References/Bibliography section.

However, this is clearer with certain names in specific cultures, such as those found in Africa and Latin America. In some areas, determining a Surname is a difficult task that requires careful consideration. The principle here is that the name that appears last is the Surname, while the first is the First name.

Example: David James Livingston. In this case, Livingston' is the Surname

12.8 References

References are not really a Bibliography. A Reference is a material that is read and used in the text, while a Bibliography is a list of sources and resources consulted but not cited in the text.

Accordingly, what we are presenting here are the references.

12.8.1 A Journal Article

The title of a published work in a journal article is generally italicized. In a related way, the Surname is the first to appear, followed by a comma, then the first name, which is usually indicated only by an initial. A full stop immediately follows this, and then the year of publication in parentheses, with a final full stop. The details of the Journal are also captured towards the end.

Single Author: Example: Lalur, D. (2022). Decriminalising Polygamy. Journal of Family and Marriage Affairs, Vol. 2, No. 6, pp. 90-145.
Many Authors: Example: Lalur, D. and Oketokeny, J. (2022). Decriminalising Polygamy. Journal of Family and Marriage Affairs, Vol. 2, No. 6, pp. 90-145.

12.8.2 A Book

A Book has a relatively different framing. Besides the principle of surname and First name, year and title as above, the publishing place and house are also important. Additionally, since this is a single thought from one person, the pages are not important to be listed.
Single Author: Example: Lalur, D. (2022). Decriminalising Polygamy. Gulu: Gulu University Press.
Many Authors: Example: Lalur, D. and David, J. (2022). Decriminalising Polygamy. Gulu: Gulu University Press.

12.8.3 Edited Book

Lalur, D. (ed.) (2022). Decriminalising Polygamy. Gulu: Gulu University Press.

12.8.4 Book Chapter

Lalur, D. (2022). Decriminalising Polygamy. In: Oketokeny, J., et al. (Eds.), Family Life in Contemporary Society. Gulu: Gulu University Press, 45-99.

12.8.5 Government and Organisation/Institution

12.8.5.1 Book

Gulu University (2022) Gulu University Silver Jubilee: The Phenomenology of Community Transformation. Gulu University Council. Gulu; Gulu University Press.

12.8.5.2 Act of Parliament

Republic of Uganda. Mycotoxin Act, 2022: Uganda Gazette, No. III. Chapter 34. Entebbe: Uganda Printery and Publishing Corporation.

12.8.5.3 White paper

A White paper is a government policy statement
Example: Government of Uganda (2022). Government /Ministerial Policy Statement on Land in Uganda. Entebbe: Uganda Printing and Publishing Corporation.

12.8.5.4 Green paper

A Green paper is a government proposal put forward for public debate and consideration
Example: Government of Uganda (2022) Government/Ministerial Public Debate on Land in Uganda: Entebbe: Uganda Printing and Publishing Corporation.

12.8.6 A Newspaper Article

Lalur, D. (2022). "De-Criminalising Polygamy." Late Vision, 9 October 2022, p. 11.
Or:
If no Author name is indicated, then the publisher is preferred.
Late Vision (2022). "Decriminalising Polygamy". Late Vision, 9 October 2022, p. 11.

12.8.7 Online Source

Lalur, D. (2022). Decriminalising Polygamy. Available at: http://www.ug.org/decriminalising/polygamy/rs/an (Accessed on: 9 October 2022).

12.8.8 Television Source

Tom and Jerry in a Bar. (2022). UBC, 10 October.

12.8.9 A Video

Daudi Okello and Jildo Irwa. (2022). Directed by Lalur David (Videocassette). Ugawood: MK Entertainment.

12.8.10 CD Rom

Center for African Studies (2022). Leadership, Power and Rhetoric in Africa. (CD Rom). Gulu University: Center for African Studies.

12.8.11 No Author
De-criminalising Polygamy (Anon., 2022).

12.8.12 No Date
Lalur, D. (n.d.). Decriminalising Polygamy. Gulu: Gulu University Press

SECTION
THIRTEEN

GRADUATE CROSS-CUTTING COURSES

13.1 Introduction

This framework establishes the structure and guidelines for implementing graduate cross-cutting courses at Gulu University. The cross-cutting courses are bodies of knowledge that provide Graduate students with intellectual tools that connect knowledge across different disciplines. These cross-cutting courses bridge disciplinary boundaries by exploring core ideas that transcend multiple disciplines. It is therefore to enhance interdisciplinary learning, professional skills, and research competencies among Graduate students.

The cross-cutting courses are essential in preparing Graduate students for advanced and high-quality research, training, skills development, and professional practices.

13.2 Scope and Applicability

All graduate students are required to undertake and successfully complete a set of prescribed cross-cutting courses as part of their degree requirements.

13.3 Objectives

The key objectives of the Graduate cross-cutting courses are:

a) To provide foundational knowledge and skills that transcend specific disciplines.
b) To promote interdisciplinary collaboration and research.
c) To enhance students' competencies in advanced and quality research, training, skilling, and internationalisation of knowledge generation.
d) To prepare Graduates for academic and administrative leadership, policy engagement, and global challenges.

13.4 Core Cross-cutting Courses

Whereas we maintain flexibility on what constitutes the cross-cutting courses, the following core courses shall be mandatory for

all Graduate students, and at a minimum of two credit units

a) Research Methodology and Ethics – Covers research design, data analysis, publication ethics, and academic integrity.
b) Academic Writing and Communication – Focuses on thesis writing, scholarly publications, and effective communication.
c) Leadership and Governance – Equips students with leadership skills, policy analysis, and governance frameworks.
d) ICT and Digital Literacy – Enhances digital competencies, data management, and online research tools.
e) Entrepreneurship and Innovation – Develops business acumen, innovation strategies, and problem-solving skills.
f) Philosophy of Science: This is to enhance the critical thinking and reflection for foundational analysis and problem-solving.

13.5 Nature of a Cross-cutting Course

The cross-cutting courses shall be constituted as follows:

a) Each cross-cutting course shall be between two (2) and four (4) credit units.
b) A cross-cutting course shall be interdisciplinary, multi-disciplinary, and trans-disciplinary.
c) It shall comprise at least 50% foundational theory and 50% field, practice, and skill-oriented content.

13.6 Developing the Cross-cutting Courses

The courses shall be jointly developed by all the faculties and coordinated by the Directorate of Research and Graduate Training. The following are important processes.

a) Once jointly developed, the faculties shall be presented for discussion and recommendation in their Faculty Board.
b) It shall, afterwords, be presented in the Committee of Deans and Chiefs for further recommendation.
c) Thereafter, it shall be presented for approval in the Senate.
d) Once approved by the Senate, it is deemed ready for mounting.
e) Since these are cross-cutting courses and not a programme, they shall not be subjected to accreditation by the National Council for Higher Education.

13.7 Course Delivery and Assessment

Whereas the cross-cutting courses shall not be examined and graded, the following minimum requirements are necessary:

a) Each course shall be at least two (2) credit units.
b) Courses shall be delivered through lectures, seminars, workshops, and online platforms.
c) Assessment shall be based on coursework, presentations, and written assignments.
d) There shall be no formal exams
e) The credit unit shall not be translated into marks and grades. But simply, a pass.
f) A successful completion shall be required for each course.

13.8 Implementation Guidelines

a) The faculty shall oversee the development and implementation of the courses.
b) Faculties shall integrate the courses into their Graduate curricula.
c) Qualified faculty members and industry or private sector experts shall facilitate the courses.
d) Regular evaluation and feedback mechanisms shall be established to ensure continuous improvement.

13.9 Compliance and Monitoring

a) The Directorate of Graduate Training shall ensure adherence to this through periodic monitoring and evaluation.
b) Course facilitators shall submit regular reports on student performance and the effectiveness of the course.
c) Feedback from students shall be collected to improve course content and delivery.

SECTION
FOURTEEN

GRADUATE TRACKING SYSTEM USER GUIDE

14.1 Introduction

The Graduate Tracking System (GTS) is an online management system that processes and monitors graduate progress and completion in a timely manner. This system is designed to streamline the tracking and transparency of all the engagements, helping students and faculty to keep abreast of their responsibilities. Graduate students shall access the system upon fulfilling the registration requirements for their respective programs of study, as outlined in university policies. The procedure for accessing and using the system has already been designed and is part of the University's online system.

14.2 Graduate Application and Admission Tracking System

This facilitates the application process for prospective graduate students and provides real-time tracking of application status. The system is accessible through the university's official website. New users must create an account using a valid email address; returning users can log in with their existing credentials. Password recovery options are available for users who forget their login details.

14.2.1 Application Process

a) Select the desired graduate program from the list of available options.
b) Complete the online application form with accurate personal and academic details.
c) Upload all required supporting documents, such as transcripts, recommendation letters, and personal statements.
d) Pay the applicable application fee through the integrated payment system.
e) Submit the application before the deadline.

14.2.2 Tracking Application Status

a. Log in to the system to view the application status.
b. Status updates include submitted, under review, additional documents required, accepted, or rejected.
c. Notifications will be sent via email and system alerts for any status changes.

14.2.3 Communication and Support

a) Applicants can use the system's messaging feature to communicate with the admissions office.
b) The helpdesk section provides answers to frequently asked questions.
c) Contact the admissions office via email or phone for further assistance.

14.2.4 Security and Privacy

a) User data is encrypted and securely stored.
b) Applicants should not share login credentials with others.
c) The system complies with university and government data protection regulations.

14.2.5 Important Reminders

a) Ensure all information is accurate before submission; errors may cause delays.
b) Keep track of deadlines to avoid missing important application milestones.
c) Regularly check the system and email for updates and additional requests.

14.3 Graduate Students' Registration Tracking System

This is to facilitate the registration process for graduate students and provide real-time tracking of registration status.

14.3.1 Registration Process

a) Complete the online registration form with accurate personal and academic details.
b) Upload all required supporting documents, such as proof of prerequisites or approvals.
c) Pay the applicable registration fee, tuition, and other related dues through the integrated payment system.
d) Submit the registration before the deadline.

14.3.2 Tracking Registration Status

a. Log in to the system to view the registration status.
b. Status updates include submitted, under review, additional documents required, approved, or rejected.
c. Notifications will be sent via email and system alerts for any status changes.

14.3.3 Communication and Support

a. Ensure all information is accurate before submission; errors may cause delays.
b. Keep track of deadlines to avoid missing important registration milestones.
c. Regularly check the system and email for updates and additional requests.

14.4 Graduate Students' Progress Tracking System

This is to facilitate the monitoring of graduate students' academic progress and provide real-time tracking of milestones and achievements.

14.4.1 Progress Monitoring Process

a) Graduate students can view their academic progress, including completed courses, ongoing courses, and pending requirements.
b) The Head of Department, Committee Members, Faculty Deans, and supervisors can update progress records, provide feedback, and set milestones.
c) Graduate students can track the progress of their thesis or dissertation, including proposal submission, approval stages, and defense dates.
d) Any required documents or assessments can be uploaded directly to the system.

14.4.2 Tracking Progress Status

a) Log in to the system to view the progress dashboard.
b) Status updates include in progress, completed, pending review, additional requirements needed, or approved.
c) Notifications will be sent via email and system alerts for any status changes or required actions.
d) Ensure all academic records and progress reports are up to date.

e) Regularly check the system and email for updates and required actions.
f) Maintain communication with the supervisors and faculty members to stay on track.

14.5. Graduate Students' Supervision Progress Tracking System

This is designed to enhance the research supervision of graduate students and provide a tracking system for supervision and academic progress.

14.5.1 Discussion Forums

a) Participate in research discussion boards to share insights and ask questions.
b) Engage with peers and faculty on topics related to dissertation and thesis writing.

14.5.2 Supervisors and Committee Interaction

a) Request virtual or in-person meetings with supervisors through the scheduling tool.
b) Submit revisions and track approval status from the research supervisors and committee.

14.5.3 Supervision Monitoring Process

a) Graduate students can track their progress in supervision, including scheduled meetings, completed milestones, and pending requirements.
b) Supervisors can update progress reports, provide feedback, and set goals for upcoming tasks.
c) Graduate students can monitor the development of their thesis or dissertation, including proposal submission, chapter reviews, and general supervision remarks, as it progresses.
d) Any required documents, chapters, sections, or approvals can be uploaded directly to the system.

14.5.4 Tracking Supervision Status

a) Log in to the system to view the supervision dashboard.
b) Status updates include scheduled, in progress, pending review, additional requirements needed, approved, or completed.
c) Notifications will be sent via email and system alerts for any

status changes or required actions.

d) Ensure all supervision records and progress reports are up to date.
e) Regularly check the system and email for updates and required actions.
f) Maintain consistent communication with supervisors to stay on track.

14.6 Graduate Students' Dissertation and Thesis Submission and Tracking

This is to facilitate the monitoring of dissertation and thesis progress, submission tracking, and the collection of feedback. This guideline provides step-by-step instructions on how users can navigate and effectively utilize the system.

14.6.1 Submitting Dissertation/Thesis Information

a) After logging in, navigate to the "My Dissertation / Thesis" section.
b) Enter details such as research title, abstract, supervisor name, submission date, and any other relevant deliverables.
c) Upload proposal documents and other relevant files.
d) Save changes to keep the information up to date.

14.6.2 Submission & Approval

a) Upload final dissertation/thesis drafts for review and approval.
b) Receive feedback and make necessary revisions before submitting the final version.
c) Track the approval status and obtain certification upon completion.

14.6.3 Security & Privacy to the Dissertation / Thesis

a) Keep login credentials confidential and avoid sharing passwords.
b) Regularly update profile security settings.
c) Report suspicious activity to the system administrator.

14.6.4 Dissertation and Thesis Examination Tracking

This is to help the graduate students and faculty manage the examination process more efficiently.

14.6.5 Submitting Dissertation/Thesis for Examination

a) After logging in, navigate to the "Submit for Examination" space.
b) Enter details such as research title, abstract, supervisor name, and submission date.
c) Upload the final dissertation or thesis document in the required format (e.g., PDF, DOCX).
d) Provide any additional supporting documents that the institution may require.
e) Confirm submission and track the examination process.

14.6.6 Tracking Examination Progress

a) Access the "Examination Tracker" tab to view the status of your dissertation or thesis review.
b) Monitor assigned examiners (but you will not know who they are), review deadlines, and pending evaluations.
c) Receive notifications on examiner comments, requested revisions, and approval stages.
d) Track deadlines and receive automated reminders for any required actions.

14.6.7 Viva Voce Examinations Tracking

a) Graduate students submit their request for viva voce examination once their dissertation or thesis is complete.
b) Supervisors and examination committee members will be notified through the tracking system when a viva voce examination is scheduled.
c) Examiners can review the thesis or dissertation before the viva and provide initial feedback.
d) Students will receive a notification when the viva voce examination is scheduled, along with the details of the committee members.
e) The system will track the viva's status, including scheduling, feedback, and any outcomes (pass, revisions, or resubmission).

14.6.8 Document Revisions and Resubmissions after Viva Voce

a) Review feedback provided by examiners and make necessary modifications.
b) Confirm acceptance of corrections and track final approval status.

c) Upload revised versions of the dissertation or thesis.

14.6.9 Final Approval and Certification

a) Once all examiner comments and revisions are addressed, submit the final document for approval.
b) Monitor final review and institutional certification processes.
c) Download approval certificates and official confirmation of dissertation/thesis acceptance

APPENDICES

APPENDIX 1: PROGRESS REPORTING FORM

GULU UNIVERSITY

P.O. Box 166
Gulu, Uganda

Tel: 0471-35691
Fax: 256-471-32-32094
Email: drgt.gu.ac.ug

THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

GRADUATE STUDENTS' RESEARCH PROGRESS REPORTING FORM
To be filled in per semester (to be filled in triplicate)

Part A: To be Filled by Student

1. Name of the student: .....
2. Registration Number: .....
3. Degree Programme: .....
4. Specialisation (if any):.....

By Course work and Dissertation	
By Thesis	
Other	

5. Nature of the Programme (Please tick (✓) in appropriate box):
6. Faculty: .....
7. Department: .....
8. Title of proposal development/research work: .....
   .....
9. Date of Registration: .....
10. How often have you met supervisors during this quarter? .....
    .....
11. Date of proposal/research commencement: .....
12. Signature.....Date.....

Part B: To be Filled by the supervisors

13. Name of Supervisor: .....

14. Date of appointment as a supervisor: .....
15. Did the previous Supervisor (if any) hand you any report of the student (Please tick (✓) in the appropriate box)

Yes No Not Applicable

16. How often have you met the candidate during this quarter?.....
17. If you have not met, give reasons: .....
    .....
18. What progress has the student made so far for the Proposal/ Dissertation/Thesis (Please tick (✓) in appropriate box):

Research Proposal (Put a Tick (✓)	**Concept Note**	**1st draft**	**2nd draft**	**3rd draft**	**Final draft**	**Presented the proposal in a seminar**	**Approved for research**
Data Collection (Put a Tick (✓)	Starting	Middle	Ending	Data Analysis	Start	Middle	Ending
Dissertation/ Thesis (Put a Tick (✓)	1 draft	2nd draft	3rd draft	Others	submitted for examination	Under correction after	Submitted for graduation
Number of Publications (Pu in Arabic Number)	Draft		Submitted		Accepted	Published	

19. What is the student's progress Level? (Please tick (✓) in the appropriate box):
    Very Good (≥75%) Good (50-75%) Fair (30-50%) Poor (≤30%)
20. Expected date of completion (Months /Year): .....
21. Any additional comments you may have regarding the student's progress: .....
    .....
    Signature..... Date.....

Part C: To be Filled by Head of Department

22. Comments of Head Department: Name.....
    Signature..... Date.....

Part D: To Be Filled by Dean of Faculty

23. Comments by Dean of Faculty: .....

Name.....Date.....

Signature.....

Part E: To be Filled by Director, Directorate of Research and Graduate Training

24. Comments of the Director, Directorate of Research and Graduate Training

.....

.....

Name..... Date.....

Signature.....

APPENDIX 2: DOCTORAL COMMITTEE PROGRESS REPORT FORM

GULU UNIVERSITY
P.O. Box 166
Gulu, Uganda
Tel: 0471-35691
Fax: 256-471-32-32094
Email: drgt.gu.ac.ug



THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

DOCTORAL COMMITTEE PROGRESS REPORTING FORM

To be filled in per Semester (to be filled in triplicate)

Introduction

It is important that the Doctoral Committee consistently monitors the progress of the Doctoral student against key expectations. This is because the Doctoral Committees are tasked with mentoring and assessing the student's growth and scholarship. The primary objective of this form is to enable the Doctoral Committee to assess the Doctoral student's performance, expectations, progress, process, outcomes, success, and challenges.

This progress report is to be completed by the Chair of the Doctoral Committee and signed by all members of the Doctoral Committee.

1. Name of the Doctoral student: .....
2. Registration: .....
3. Doctoral Programme: .....
4. Specialisation: .....
5. Date of Doctoral Degree Programme start (mm/yyyy): .....
6. State of the Progress / Level: .....
7. Date of Doctoral Committee Meeting: .....
8. Members of the Doctoral Committee:.....

S/N	Name	Title	Specialty	Signature	Date

9. Performance Expectations and Evaluation of the Doctoral Student

Theme	Criteria	Performance expectations (To be determined by student and advisor each year)	Rating: Excellent, Very Good, Good, Fair, Unsatisfactory
Academia & Scholarship	General & specific presentations	Seminars, colloquia, peer group presentations, paper/ poster presentations, and other scholarly activities	
	Concept Note transition to Proposal	The sustained speed, capacity, and scholarship of transitioning the concept note into a quality proposal	
	Proposals	Level of the Proposal Quality, Scholarship, and skills	
	Quality of work	Accuracy, thoroughness, efficiency regardless of volume; ability to meet standards of quality	
	Required training	Cross-cutting training, Conferences attended, Research Groups, and Scholarly membership	
	Journal articles	Published, submitted, or in preparation.	
Professionalism	Independent thinking	Levels of critical thought, academic and scholarly levels of readings, and grounding in the area	
	Resourcefulness	Skills developed, capacities, and knowledge generation	
	Initiative	Motivated, imaginative	
	Representativeness	Represents the Faculty, department, and the University in a positive light. High	

	Dedication to studentship	Demonstrates enthusiasm, expresses extra effort, gives full attention to the issues for his / her attention	
Communication	Oral communication	Effective speaking skills: clear, expressive, engaging, and audible	
	Written communication	Effective writing skills: clear, concise, specific, accurate	
Emotional Intelligence and Social Relations	Respect	Treats others with respect, respects diversity of opinions and beliefs	
	Relationships	Interacts maturely and well with others	
Coursework	Completed	Successfully completed coursework requirements	
	GPA	Cumulative GPA	
Thesis Progress	Status of research	Hoe the research is moving. Can it meet date-lines	
	Schedule for finishing	Within time as scheduled for finishing?	
	Next research activity	What is the next level? Is it writing and which chapter? Or Submission or close to submission?	
	Submission	Within schedule or not? If within schedule, at; a) Intension to submit for examination Submitted for examination	
Time Management	Sense of Schedules and datelines	A reasonable sense that the research has to be finished on time and works towards that.	
	Punctual	Completes assignments on time and where applicable, has is at field site on time	
	Organization	Plans and structures work-load efficiently	
	Prioritization	Ability to prioritize and balance commitments	

1. Doctoral Chairperson: Date: ..... & Signature: .....

2. Graduate Coordinator: Date: ..... & Signature: .....

APPENDIX 3: SUBMISSION OF DISSERTATION / THESIS FOR EXAMINATION

GULU
P.O. Box 166
Gulu, Uganda

UNIVERSITY
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Fax: 256-471-32-32094
Email: drgt.gu.ac.ug

THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

SUBMISSION OF DISSERTATION / THESIS FOR EXAMINATION *MASTER'S AND DOCTORATES (PHDs)*

(To be filled in 4 copies for: Student, Head of Department, Dean & Directorate of Research and Graduate Training)

SECTION ONE: STUDENT

Name of Student: .....Registration No: .....
Department: .....
Faculty: .....
Title of Dissertation / Thesis: .....

Academic Declaration: I hereby submit my Dissertation/ Thesis, which I have written myself under the guidance of my Academic Supervisors and within the scope of the Research Proposal I presented to the Higher Degrees Committee.

Date: ..... **Signature of Student:** .....

Financial Declaration: I have also cleared all the University dues (please attach a copy of the financial statement).

Date: ..... **Signature of Student:** .....

SECTION TWO: ACADEMIC SUPERVISOR(S)

This is to certify that the above-named student has, to our satisfaction, written their Dissertation/Thesis under our supervision, and this Dissertation/Thesis is ready for Examination.

Name of Supervisor 1: ..... Date: ..... Signature: .....

Name of Supervisor 2: .... Date: ..... Signature: .....

Received by the Head of Department

Name of HOD: ..... Date: ..... Signature: .....

==========

Received by the Dean

Name of Dean: ..... Date: ..... Signature: .....

==========

Cleared by University Bursar

Name of UB: ..... Date: ..... Signature: .....

==========

Received by Chief DRGT

Name of Director: ..... Date: ..... Signature: .....

==========

APPENDIX 4: GENERAL LAYOUT OF DISSERTATION AND THESIS

This aspect is critical for the successful submission of the Final Dissertation/Thesis for Examinations. In either case, there are minimum standards of layout that are expected.

Paper

i. An A4 size paper (210 x 297 mm) shall be used.
ii. Plain white paper of good quality and sufficient opacity for normal reading must be used.
iii. Only one side of the paper shall be used.

Layout

i. Margins at the binding edge must be at least 40 mm (1.5 inches).
ii. Other margins not less than 20 mm (.75 inches).
iii. Double (2.0) or one-and-a-half (1.5) spacing should be used in typescript
iv. For indented quotations or footnotes, single spacing (1.0) shall be used.

Pagination

i. All pages must be numbered in one continuous sequence, i.e., from the title page of the first to the last page containing the Table of Contents, in Roman Numerals
ii. From the Introduction/Chapter one (1) to the last chapter, shall be paginated in Arabic Numerals.
iii. This sequence must include everything bound in the volume, including maps, diagrams, blank pages, etc., and other relevant materials.
iv. Any material that cannot be incorporated into the text must be placed in an attachment as a clip or on an additional CD-ROM.

Title Page

The title page must bear the following:

i. The officially approved Title of the Dissertation/Thesis is written in Capital Letters
ii. The candidates' full names as registered
iii. The Registration/Student Number comes immediately, but in parentheses
iv. The Degree for which the Dissertation/Thesis is submitted
v. All these in font 12, Bold, 1.5 Spacing, and in Times New Roman

Beneath the Title Page

This contains the specific wordings that establish the Degree and Awarding Institution:

'A Dissertation/Thesis submitted in partial fulfilment for the Requirements of the Award of the Degree of .....(State the Degree) of Gulu University.

NB:

vi. The idea of 'partial fulfilment' is because the candidate has, in addition to the Research Dissertation/Thesis, Coursework as well. Meaning, this is part of the fulfilment, just like Coursework is.
vii. Otherwise, in cases of Research only, there is no need for 'partial fulfilment'. It is simply 'fulfilment'.

Margins

The margins shall be:

i) Margins for bottom, top, and right shall be one (1) inch
ii) The left margin shall be 1.5 inches

Binding

General

The margins shall be:

i) **Colour Selection:** shall be Black
ii) **Surface Material:** Soft, Textured, Light Leather look

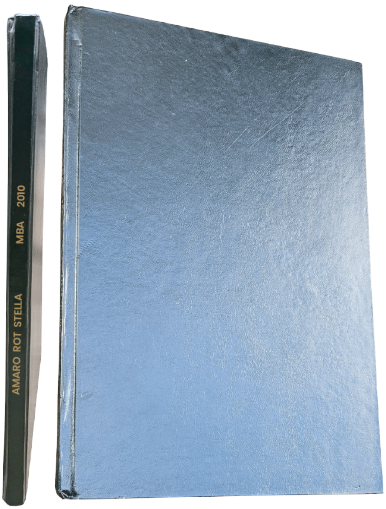
iii) **Customized Embossing:** Golden
iv) **Corner Protectors:** Silver
v) **Ribbon-Colours:** In Silver

Master Dissertation

The following shall be the unique features for Master's Dissertation:

i) The traditional Dissertation
ii) Hard Cover
iii) Black in Colour
iv) The general layout shall be inside the Hard Cover

Example;

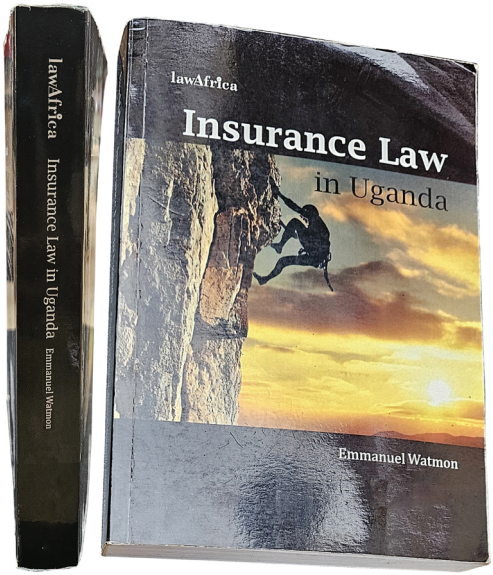


Doctoral Thesis

The following shall be the unique features for the Doctoral Thesis:

i) Shall be in a Book form
ii) Soft Book Cover
iii) Grey in Colour
iv) The general layout shall be outside the Soft Cover

Example:

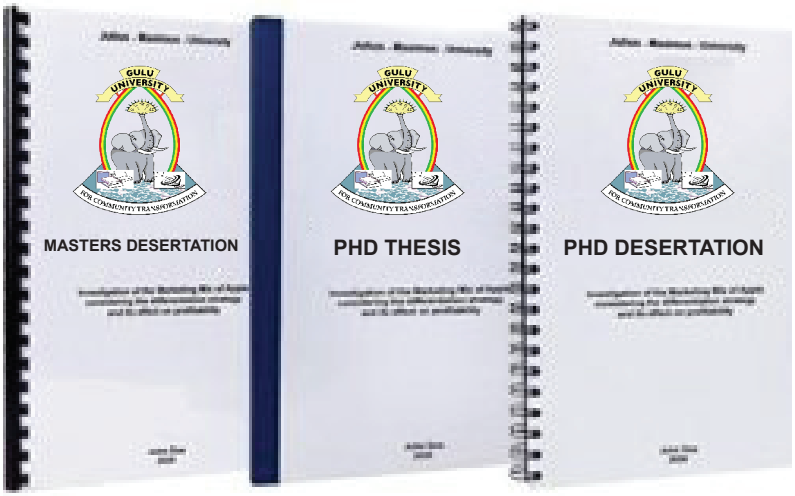


Dissertation/Thesis for Marking

All the requirements above shall be observed, except that the binding shall be Spiral Binding for both the Dissertation and Thesis. This shall bear the following:

i) **Spiral options:** Metal and plastic (Black)
ii) **Surface:** Transparent front cover (Plastic)
iii) **Back page** textured (Cardboard)
iv) **Colours:** White, transparent and black back page, black, green, grey

Example:


GULU UNIVERSITY
FOR COMMUNITY TRANSFORMATION
MASTERS DESERTATION
GULU UNIVERSITY
FOR COMMUNITY TRANSFORMATION
PHD THESIS
GULU UNIVERSITY
FOR COMMUNITY TRANSFORMATION
PHD DESERTATION

APPENDIX 5 A: DOCTORAL ASSESSMENT FORMAT

GULU UNIVERSITY

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Gulu, Uganda

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THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

PhD Thesis Assessment Guidelines: QUALITATIVE

1. Format of Thesis

Gulu University's thesis format requires that the Introduction, up to the Methodology and Literature Review, constitute a single chapter, while subsequent chapters are organized according to the objectives. The contribution to knowledge or analysis, along with new insights, may be presented as a separate chapter.
This format of assessment has been organised around this to candidly assess the quality of the PhD thesis. To guide this, the assessment is in three parts:

a) Qualitative Report, to provide details of the Examiner's remarks that will assist the student and their supervisor(s) in making corrections.
b) Quantitative Report, to provide a statistical report of the Examiner.
c) The Overall Verdict of the Assessment.

2.0. Qualitative Report

2.1. General Issues

a) Whether the Thesis is original.
b) Whether the Thesis contributes to new knowledge
c) The Strengths of the Thesis.
d) The Main Weaknesses of the Thesis.

2.2. Specific Issues

Given this Assessment Form, examine the following:

Name:		**Reg No.:**	
Topic:			
S/N	Section	Page	Corrections to be Made
1	Clarity on the Core Problem and Right Questions		
2	Clarity on the Thesis		
3	Overall Presentation and Structure		
4	Theoretical Framework / Mainstream Literature		
5	Methodology		
6	Scholarly and Intellectual Presentation & Analysis according to Objectives		
7	Contribution to Knowledge		
8	Other Issues (Academic Language, Maturity of Thought, Coherence, etc.)		

Name of Examiner:_____
Expertise / Specialty: _____
Institution: _____
Date: _____
Signature: _____ _____

3.0. Qualitative Marks

The report: Criteria, Maximum marks for, and the marks obtained in each criterion

Name		Reg. No.		
Topic				
S/N	**Criteria**	**Maximum Marks**	**Scores**	**Total Score**
01.	**Problematisation, Context with Mainstream Literature, Debate and Theorising** (i.e., Identification of the Problem, Right Questions, Firm Theoretical Foundation, Background, Problem Statement, Objectives, Research Questions/Hypotheses, Justification, and Significance.)	20		
02.	**Mainstream Literature Review:** (i.e., Knowledge of Mainstream and Relevant Literature, Strong Scholarly Interaction and Debates with the Literature, Identification of Gaps, and Strategies for Filling the Gaps and Reconstituting a New or Enhanced Debate).	15		
03.	**Research Methodology:** (i.e., Core Understanding of the Research Problem, Theoretical Plotlines, and Knowing which Appropriate Methods to Deploy, and data instruments)	10		
04.	**Scientific Presentation and Analysis: (i.e.,** Central Research Issues/Problems, Logical Interpretation, Analysis, and Argumentation of the Emerging Data/Issues).	25		

05.	**Contribution to Knowledge** (i.e., drawn from the Research Problem, Interrogation, and isolating the Problem and Issues): How does that break ground for new knowledge or simply, Knowledge? How is this Knowledge Useful (Theoretically) and/or (Practically)	20		
06.	**Other Issues** (Academic Language, Maturity of Thought and Scholarship, Coherence, etc). expression in English.)	10		
	TOTAL	**100**		

4.0. Overall Assessment and Recommendation

a) I recommend that the candidate PASSES AS IT IS (in Category A) (i.e., 80% - 100%)

b) I recommend that the candidate be awarded a PhD. (in Category B) (i.e., 70% -79%) with MINOR CORRECTIONS_____

c) I recommend that the PhD be awarded (i.e. 60% - 69%) AFTER MAJOR CORRECTIONS have been made _____

d) I recommend that the PhD. should not be awarded to the Candidate _____

(i) REJECTED_____

(ii) OR: TO BE RESUBMITTED_____

APPENDIX 5 B: DOCTORAL ASSESSMENT FORMAT

GULU UNIVERSITY
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THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

PhD Thesis Assessment Guidelines - QUANTITATIVE

1.0 Format of Thesis

Gulu University's thesis format requires that the Introduction, up to the Methodology and Literature Review, constitute a single chapter, while subsequent chapters are organized according to the objectives. The contribution to knowledge or analysis, along with new insights, may be presented as a separate chapter. This format of assessment has been organized around this to enable the thesis.

To guide this, the assessment is in three parts:

a. Qualitative Report, to provide details of the examiner's remarks that will assist in corrections by the student and their supervisor(s).
b. Quantitative Report, to provide a statistical report of the Examiner.
c. The overall assessment verdict.

2.0. Quantitative Report

2.1. General Issues

a. Whether the Thesis is original.
b. Whether the Thesis contributes to new knowledge

c. The strengths of the Thesis.
d. The main weaknesses of the Thesis.

2.2. Specific Issues

Given this Assessment Form, examine the following:

Name		**Reg. No.**	
Topic			
S / N	**Section**	**Page**	**Corrections to be Made**
1	Clarity on the Core Problem and Right Questions		
2	Clarity on the Dissertation / Thesis		
3	Overall Presentation and Structure		
4	Theoretical / Conceptual Framework & Mainstream Literature		
5	Methodology		
6	Scholarly and Intellectual Presentation & Analysis according to Objectives		
7	Contribution to Knowledge / Effort to Contribute to Knowledge		
8	Other Issues (Academic Language, Maturity of Thought, Coherence, etc.)		

Name of Examiner: _____

Expertise/Specialty: _____

Institution: _____

Date: _____

Signature: _____

3.0. Quantitative marks

The report:

Criteria, maximum marks for, and the marks obtained in each criterion

Name		Reg. No.		
Topic				
S/N	Criteria	Maximum Marks	Scores	Total Scores
1	**Problematisation, Context with Mainstream Literature, Debate and Theorising** **The background** should provide the study's concept, theories, and context. It should also suggest the existence of a problem that requires the proposed study, thereby justifying its necessity. Overall, it should clearly link with the study's conceptual framework (5 marks). **The problem statement** should clarify both the ideal and actual situations of the problem, providing suggestions on the magnitude and clear variables of the study **(4 marks)**. **The Main Objective** is a general action viewing of the work. In other words, how will the study address the issue in the context of the research problem? **(2 marks)**. **Specific Objectives** are the proposed clear activities to be undertaken to articulate the research problem, find a solution, or acquire new knowledge. These should be simple, measurable,	**20**		

	achievable, realistic, and time-bound (SMART) **(3 marks)**. **Research Question/Hypotheses** are normally a Question Mark of the Objectives **(2 marks)**. **Significance** – Having established the problem, why should the research be carried out? What is the relevance of the findings to practice? **(2 marks)**. **Justification** should indicate how the research informs policies **(2 marks)**			
2	**Mainstream Literature Review** Knowledge of Mainstream and Relevant Literature, Strong Scholarly Interaction and Debates with the Literature, Identification of Gaps, and how to fill the gaps and reconstitute a new or enhanced debate.	**15**		
3	**Research Methodology** Provides the Core Understanding of the Research Problem and theoretical Plotlines, identifies the appropriate design and Methods to deploy, and provides a clear rationale for the Data Instruments used.	**10**		
4	**Scientific Presentation and Analysis:** This aligns with the central research issues, Problems, and Objectives. It is usually presented as summarised statistics. The summary statistics and figures should be presented, and the emerging data and issues using Inferential Statistics should be interpreted logically.	**25**		
5.	**Discussion:** Contributions to Knowledge drawn from the Research Problem, Objectives, and Research Hypothesis that should be considered, as well as those derived from the Research Problem, Objectives, and Research Hypothesis, as evidenced in the presented data and statistical inferential Analysis. It should also include			

	interrogating and isolating the research problems and issues using existing past studies, which should result in a clear standpoint on how the findings break new ground or extend existing knowledge. Existing/Past Studies should result in a clear standpoint on how the findings build upon existing/past studies, and whether the findings lead to New Knowledge or reinforce existing knowledge. How is this Knowledge Useful (Theoretically) and/or (Practically)	**20**		
6	**Other Issues** (Academic Language, Maturity of Thought and Scholarship, Coherence, English Expression, etc.)	**10**		
	TOTAL	**100**		

4.0. Overall Assessment and Recommendation

a) I recommend that the candidate PASSES AS IT IS (in Category A) (i.e., 80% - 100%) with a DISTINCTION _____

b) I recommend that the candidate be awarded a PhD. (in Category B) (i.e., 70% -79%) with MINOR CORRECTIONS_____

c) I recommend that the PhD be awarded (i.e., 60% - 69%) AFTER MAJOR CORRECTIONS have been made _____ _____ ____

d) I recommend that the PhD. should **not** be awarded to the Candidate _____

i. REJECTED_____

ii. OR: TO BE RESUBMITTED_____

APPENDIX 6 A: MASTER ASSESSMENT FORMAT

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THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

Master Dissertation / Thesis Assessment Guidelines - QUALITATIVE

1. Format of Dissertation / Thesis

Gulu University's dissertation/Thesis format for a Master's degree requires that the Introduction, up to the Methodology and Literature Review, constitute a chapter. In contrast, subsequent chapters are structured according to the objectives. The contribution to knowledge, analysis, and new insights may be presented as a separate chapter. This assessment format has been organized to enable a candid assessment of the quality of the Master's Dissertation/Thesis.

To guide this, the assessment is in three parts:

a) Qualitative Report, which provides details of the examiner's remarks to assist the student and their supervisor(s) in making corrections.
b) Quantitative Report, which will provide an examiner's statistical report.
c) The Overall Verdict of the Assessment.

2.0. Qualitative Report

2.1. General Issues

a) Whether the Dissertation/Thesis is Original or contributes to Originality.

b) Whether the Dissertation/Thesis contributes to or tries to contribute to New Knowledge

c) The Strengths of the Dissertation/Thesis.

d) The Main Weaknesses of the Dissertation/Thesis.

2.2. Specific Issues

Given this Assessment Form, examine the following:

Name		**Reg. No.**	
Topic			
S / N	**Section**	**Page**	**Corrections to be Made**
1	Clarity on the Core Problem and Right Questions		
2	Clarity on the Dissertation / Thesis		
3	Overall Presentation and Structure		
4	Theoretical / Conceptual Framework & Mainstream Literature		
5	Methodology		
6	Scholarly and Intellectual Presentation & Analysis according to Objectives		

7	Contribution to Knowledge / Effort to Contribute to Knowledge		
8	Other Issues (Academic Language, Maturity of Thought, Coherence, etc.)		

Name of Examiner: _____

Expertise / Specialty: _____

Institution: _____

Date: _____

Signature: _____

3.0. Qualitative marks

Name		Reg. No.		
Topic				
S/N	Criteria	Maximum Marks	Scores	Total Score
1	**Problematisation, Context with Mainstream Literature, Debate and Theorising** (i.e., Identification of the Problem, Right Questions, Firm Theoretical Foundation, Background, Problem Statement, Objectives, Research Question/Hypotheses, Justification and Significance.	20		
2	**Mainstream Literature Review:** (i.e., Knowledge of Mainstream and Relevant Literature, Strong Scholarly Interaction and Debates with the Literature, Identification of Gaps, and Strategies for Filling the Gaps and Reconstituting a New or Enhanced Debate.)	15		
3	**Research Methodology:** (i.e., Core Understanding of the Research Problem, Theoretical Plotlines, and Knowing which Appropriate Methods to Deploy, and data instruments)	10		
4	**Scientific Presentation and Analysis:** (i.e., Central Research Issues/Problems, Logical Interpretation, Analysis, and Argumentation of the Emerging Data/Issues.)	25		

5	**Contribution to Knowledge** (i.e., drawn from the Research Problem, Interrogation, and isolating the Problem and Issues): How does that break ground for new knowledge, or simply, Knowledge? How is this Knowledge Useful (Theoretically) and/or (Practically)	20		
6	**Other Issues** (Academic Language, Maturity of Thought and Scholarship, Coherence, etc). expression in English.	10		
	TOTAL	**100**		

4.0. Overall Assessment and Recommendation

a) I recommend that the candidate PASSES AS IT IS (in Category A) (i.e., 80% - 100%)

b) I recommend that the candidate be awarded the Master's. (in Category B) (i.e., 70% -79%) with MINOR CORRECTIONS_____

c) I recommend that the Master be Awarded (i.e., 60% - 69%) AFTER MAJOR CORRECTIONS have been made _____

d) I recommend that the Master's degree should **not** be awarded to the Candidate

e) i. REJECTED_____

f) ii. TO BE RESUBMITTED_____

APPENDIX 6 B: MASTER'S' ASSESSMENT FORMAT

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THE DIRECTORATE OF RESEARCH AND GRADUATE TRAINING

Master's Thesis/Dissertation Assessment Guidelines - QUANTITATIVE

1. Format of Thesis

Gulu University's dissertation/thesis format for a Master's requires that the Introduction, up to the Methodology and Literature Review, constitute a single chapter. In contrast, subsequent chapters are organized according to the objectives. The contribution to knowledge or analysis, along with new insights, may be presented as a separate chapter.

This assessment format has been designed to facilitate an organized evaluation, enabling a candid assessment of the quality of the Master's Dissertation/Thesis.

To guide this, the assessment is in three parts:

a) Quantitative Report, which provides details of the Examiner's remarks to assist the student and their supervisor(s) in making corrections.
b) Quantitative Report, which will provide an examiner's statistical report.
c) The Overall Verdict of the Assessment.

2.0. Quantitative Report

2.1. General Issues

d) Whether the Dissertation/Thesis is Original or contributes to Originality.

e) Whether the Dissertation/Thesis contributes to or tries to contribute to New Knowledge

f) The Strengths of the Dissertation / Thesis.

g) The Main Weaknesses of the Dissertation / Thesis.

2.2. Specific Issues

Given this Assessment Form, examine the following:

Name		**Reg. No.**	
Topic			
S / N	**Section**	**Page**	**Corrections to be Made**
1.	Clarity on the Core Problem and Right Questions		
2.	Clarity on the Thesis		
3.	Overall Presentation and Structure		
4.	Theoretical Framework & Mainstream Literature		
5.	Methodology		
6.	Scholarly and Intellectual Presentation & Analysis according to Objectives		
7.	Contribution to Knowledge		
8.	Other Issues (Academic Language, Maturity of Thought, Coherence, etc.)		

Name of Examiner: _____

Expertise / Specialty: _____

Institution: _____

Date: _____

Signature: _____

3.0. Quantitative Marks

The report:
Criteria, Maximum marks for, and the marks obtained in each criterion

Name		Reg. No.		
Topic				
S/N	Criteria	Maximum Marks	Scores	Total Score
1.	**Problematisation, Context with Mainstream Literature, Debate and Theorising** **The background** should provide the study's concept, theories, and context. It should also suggest the existence of a problem that requires the proposed research, thereby justifying the need for the study. Overall, it should link with the conceptual framework of the study **(5 marks)**. **The problem** statement should clearly define both the ideal and actual situations of the problem and provide suggestions on the magnitude and key variables of the study **(4 marks)**. **The Main Objective** is to provide a general overview of the work. In other words, how will the study address the issue in the context of the research problem? **(2 marks)**.	**20**		

	Specific Objectives are the proposed clear activities to be undertaken to articulate the research problem, find a solution, or acquire new knowledge. These should be simple, measurable, achievable, realistic, and time-bound **(3 marks)**. **Research Question/Hypotheses** are normally a Question Mark of the Objectives **(2 marks)**. **Significance** - Having established the problem, why should the research be carried out? What is the relevance of the findings to practice? **(2 marks)**. **Justification** should indicate how the research informs policies **(2 marks)**.			
2.	**Mainstream Literature Review** Knowledge of mainstream and Relevant Literature, Strong Scholarly Interaction and Debates with the Literature, Identification of Gaps, and how to fill them and reconstitute a new or enhanced debate.	**15**		
3.	**Research Methodology** Provides the Core Understanding of the Research Problem and theoretical Plotlines, and identifies the appropriate design and Methods to deploy, along with a clear reason for the Data Instruments used.	**10**		

4.	**Scientific Presentation and Analysis:** This aligns with the central research issues/ problems and Objectives. It is usually presented as summarised statistics. The summary statistics and figures should be clearly described, and the emerging data and issues should be interpreted logically using Inferential Statistics.	**25**		
5.	**Discussion:** Contribution to Knowledge Derived from the Research Problem, Objectives, and Research Hypothesis, as Evidenced in the Presented Data and Statistical Inferential Analysis. It should also include interrogating and isolating the research problems and issues using existing past studies, which should result in a clear standpoint on how the findings break new ground or add to existing knowledge. How is this Knowledge Useful (Theoretically) and/or (Practically)	**20**		
6.	**Other Issues** (Academic Language, Maturity of Thought and Scholarship, Coherence, Expression in English, etc.)	**10**		
	TOTAL	**100**		

4.0. Overall Assessment and Recommendation

a) I recommend that the candidate PASSES AS IT IS (in Category A) (i.e., 80% - 100%)

b) I recommend that the candidate be awarded a

PhD. (in Category B) (i.e., 70% -79%) with MINOR CORRECTIONS_____

c) I recommend that the PhD be awarded (i.e., 60% - 69%) AFTER MAJOR CORRECTIONS have been made _____

d) I recommend that the PhD. should not be awarded to the Candidate_____ REJECTED_____

OR

ii. TO BE RESUBMITTED_____

APPENDIX 7: DOCTORAL CONCEPT PAPER – PHD BY RESEARCH

The concept paper should outline the research proposed for the Doctoral Study. It should not exceed ten pages (A4, Double-Spaced, Times New Roman, font 12). It should spell out:

a) the research topic,
b) background to the study, -
c) research problem,
d) objectives,
e) significance of the research,
f) some key literature
g) and an outline of the methods to be used.

An applicant may indicate the names of the people he/she wish to supervise his/her research project. However, the final decision rests with the Higher Degrees Committee at the Faculty/ Directorate.

The following are the important steps:

1. The Concept Paper is submitted together with the applications, through the Academic Registrar's system of Application
2. The Academic Registrar submits the Applications to the Directorate of Research and Graduate Training for onward processing
3. The Directorate of Research, after ascertaining that all application requirements are met, arranges each Doctoral student's file and writes a letter to the Dean of the Faculty to review the Concept Paper.
4. The letter written to the Dean to review the Concept Paper goes together with each Doctoral student's file for easy processing
5. Upon receipt, the Dean refers the matter to the relevant Department to ascertain suitability and, through its Departmental Board, identifies the Reviewer to read and

assess the Concept Paper.

6. The Higher Degrees Committee approves the reviewer's details. Once approved, the reviewer's details are submitted to the Dean for appointment, subject to the faculty's terms and conditions.
7. The Reviewer considers the following and makes appropriate recommendations within one month of receiving the Concept Paper:

i. Is the candidate eligible to register for a PhD?
ii. Does the applicant clearly know what they intend to do, and can the concept paper be developed into a full proposal?
iii. Can facilities enable the applicant to pursue a PhD study?
iv. Are there Supervisors?

8. The Review Report submitted to the Department is sent to the Higher Degrees Committee.
9. The Higher Degrees Committee, on the recommendation of the Department, approves or declines the Review Report of the Concept Paper.
10. Studies, based on the High Degrees Committee's approval, the Dean writes to the Directorate of Research and Graduate Training for Admission of the Candidate. This is accompanied by minutes from the Higher Degrees Committee, which are included in the candidate's file.
11. Upon receipt of the faculty request, the Directorate of Research and Graduate Training submits it to the Board of Research, Graduate Studies, and Staff Development for deliberation and approval, or a decision to decline approval.
12. Once approved, the Directorate of Research and Graduate Training writes to the Academic Registrar that the Candidate be admitted – Provisional Admission to become a Doctoral Student of Gulu University.

NB: Provisional Admission is issued to allow a Candidate to become a student. Second, it provides an opportunity for the student to develop one's thoughts into an acceptable Full Proposal. It is after that that the Student Earns a full admission. This is expected to last for a Maximum of one Year. However, a student may work harder and earn a full proposal within a maximum of one year.

APPENDIX 8: PROPOSAL FORMAT FOR MASTER AND PHD

S/N	Format Frame	Description
	Title Page	- This features the inscription of Gulu University and the logo at the top of the Page. - Immediately beneath the University at 10 cm, the Title of the Dissertation / Thesis. - At 20 cm beneath the Title, the student's name and, immediately beneath, their previous academic qualifications. - Immediately beneath the name, the student's registration number. - At 10 cm, the Principal Supervisor's title and name. Immediately beneath, the Co-Supervisor's title and name. - At 5 cm, a Statement: A Proposal Submitted for partial fulfilment of the Requirements for the Award of the Degree of (State the Degree) of Gulu University. - At the bottom, the Month and Year of Submission of the Proposal.
	Declaration	- This states a solemn declaration of Ownership and professional integrity regarding the work. - Example: "I, [state your full name], hereby declare that this Proposal is my original work and that it has never been submitted for an academic award to any University or institution." - At 10 cm below this declaration, the student signs and dates their name.

	Approval	- This is the section for the Supervisors to declare Approval of the Proposal. - Example: "I hereby declare that I have supervised the student's proposal accordingly, and it is now ready for submission." - At 10 cm, the Principal Supervisor has a space to sign, written: Signature..... Date: ..... and immediately below, the Principal Supervisor's name. - At 10 cm, the Co-Supervisor has a space to sign, written: Signature:..... Date..... and immediately beneath, the Principal Supervisor's name
	Acknowledgement	- The student reflects on the people who assisted them throughout their academic journey. - Normally, it is an expression of appreciation for criticism, rather than a platform for criticizing others.
	Dedication	- It is a special dedication to whoever the student feels strongly about. - It is usually expressed in the positive as follows: "I dedicate this Proposal to... (you may indicate the reason or not)."
	Table of Contents	- is a list of all the content in the Proposal. - Each content list must include the page(s) on which it is found in the work. This must correspond.
	List of Acronyms	- In a situation where you have acronyms, this section details them in full.
	List of Tables	- In situations where tables are present, this section allows you to list them and the corresponding pages in the work, indicating their location.

	List of Figures	- In situations where figures are used, this section allows you to list them along with the pages in the work where they are located.
	Abstract	- This is a concise summary of the work, highlighting the key problem, questions, analysis, findings, reflections, and knowledge generated. - It should not be more than 300 words. - It usually is at 1.0 spacing in Times New Roman and justified. - Written in either the Present Continuous or the Past Tense
	Chapter One	**Introduction** - This section has the traditional Introduction that provides key insights into the Problem being dealt with, the Critical Questions/Issues, Examinations/ Assessments of the issues, the initial Thesis/Standpoint, and how the entire Proposal will be - The student may or may not have a background. In the absence of a background, one proceeds directly to the Problem Statement. **Background** - However, if one has a Background, one will elaborate on the historical and academic context of the issue(s). **Problem Statement** - This section deals with the Problem of the Problem(s).

		- In other words, given the problem or issue the Proposal is grappling with, what do you estimate as the core, underlying, or unseen problem propelling this issue? - This is usually articulated in about half a page at maximum. **Objectives** - There shall be General and Specific Objectives - The General Objective is a general overview of the work. In other words, how will the study address the issue in the context of the research problem?
		- Specific Objectives are clear activities to be undertaken to articulate the research problem and find a solution or acquire new knowledge. - Normally, the minimum is one (1) and the maximum is encouraged to be three (3). **Hypothesis / Research Question** - A hypothesis structures the researcher's standpoint visualization. It is typically best suited for literature-based or secondary data-based Research. - Research Questions are a Question Mark of the Objectives. In other words, it sets out to investigate by questioning within the domains of the activities the research seeks to interrogate, which are the Objectives. This is best with field-based Research.

		Justification - This section explains why the research should be conducted. The fact that you have stated the problem itself does not justify the research. Instead, one should ask, having established the Problem, why should the research be carried out?
	Chapter Two	**Literature Review** - This section outlines the key mainstream literature in the research area, including the prevailing debates, orientation, and prevailing positioning. The purpose is to investigate whether the mainstream literature has been exhaustive or not (i.e., whether a gap exists) and how your work challenges the mainstream position and breaks new ground. **Theoretical / Conceptual Framework** - The theoretical framework aims to situate the research within a scholarly theoretical foundation, providing a foundation for grounding your work. This aspect is mandatory for a PhD thesis. - A conceptual framework is typically used as a cluster of concepts to articulate the research work. This is typically generally accepted for Master 's-level research. - Otherwise, it is preferred that, if possible, all Graduates (Master's and Doctoral) use the Theoretical Framework.

		Significance of the Study - This part addresses the value of the research if it were completed. In other words, what is the utility or value of the work once it is completed?
	Chapter Three	**Methodology** - Given the research problem, the work must craft specific, precise, and yet detailed methods of investigation to achieve the desired or undesired data or empirical results. - From its Latin root, "Method" (the Way), how one articulates the way may determine whether one reaches "Canaan" or not. For example, if the research involves measuring the Distance from the IPSS gate to the IPSS Building, it would be incorrect to use a KLM Plane to travel from the gate to the building during the measurement. That means the method is significant in attaining desired or undesired data.
	Schedule of Activities	- This section outlines a detailed proposed plan of activities and timelines leading to the completion of the Dissertation/ Thesis. - The key steps are when to start the IRB, Literature Review, Data collection, Data analysis, and writing, among others.

	Appendices	- This usually entails the following research budget: For field data collection, etc. - Other items like location maps, other illustrations, e.g., graphs, images, etc. - Any other relevant document (e.g., research instruments, etc.

APPENDIX 9: DISSERTATION / THESIS FORMAT FOR MASTER AND PHD

S/N	Format Frame	Description
	Title Page	- This features the inscription of Gulu University and the logo at the top of the Page. - Immediately beneath the University at 10 cm, the Title of the Dissertation / Thesis. - At 20 cm beneath the Title, the student's name, and immediately beneath, their previous academic qualifications. - Immediately beneath the name, the student's registration number. - At 10 cm, the Principal Supervisor's title and name. Immediately beneath, the Co-Supervisor's title and name. - At 5 cm, a Statement: A dissertation/ thesis submitted in partial fulfilment of the Requirements for the Award of the Degree of (State the Degree) of Gulu University. - At the bottom, the Month and Year of Submission.
	Declaration	- States a solemn declaration of Ownership and professional integrity regarding the work. - Example: "I, [state your full name], hereby declare that this Dissertation/ Thesis is my original work and has never been submitted for an academic award to any University or institution." - At 10 cm below this declaration, the student signs and dates.

	Approval	- This section is for supervisors to declare Approval of the Dissertation/ Thesis. - Example: "I hereby declare that I have supervised the student's dissertation/Thesis, and it is ready for Examination/submission." - At 10 cm, the Principal Supervisor has a space to sign, written: Signature: Date: and immediately beneath, the Principal Supervisor's name. - At 10 cm, the Co-Supervisor has a space to sign, written: Signature: Date: and immediately beneath, the Principal Supervisor's name
	Acknowledgement	- The student reflects on the people who assisted them through the academic journey. - Normally, it is an expression of appreciation, rather than a space for criticism of anyone.
	Dedication	- This is a special dedication to whoever the student feels strongly of. - It is usually expressed in the positive as follows: "I dedicate this Dissertation / Thesis to... (you may indicate the reason, or you may not).
	Table of Contents	- is a list of all the content in the Dissertation / Thesis. - Each content list must include the page(s) on which it is found in the work. This must correspond.
	List of Acronyms	- In situations where you have acronyms, this section details them in full.

	List of Tables	- In the situation where there are tables, this section enables you to list them and the pages in the work where they are found.
	List of Figures	- In situations where figures are present, this section allows you to list them along with the pages in the work where they are located.
	Abstract	- This is a concise summary of the work, highlighting the key problem, questions, analysis, findings, reflections, and knowledge generated. - It should not be more than 300 words. - It is generally set at 1.0 spacing in Times New Roman and justified. - Written in either the Present Continuous or the Past Tense
	Chapter One	**Introduction** - This section has the traditional Introduction that provides key insights into the Problem being dealt with, the Critical Questions/Issues, Examinations/Assessments of the issues, the initial Thesis/Standpoint, and how the entire Dissertation/ Thesis will be - The student may or may not have a background. In the absence of a background, one proceeds directly to the Problem Statement.

		Background - However, if one has a Background, one will elaborate on the historical and academic context of the issue(s). **Problem Statement** - This section deals with the Problem of the Problem(s). - In other words, given the problem or issue the Dissertation is grappling with, what do you estimate as the core, underlying, or unseen problem propelling this issue? - This is typically articulated in about half a page at most. **Objectives** - There shall be General and Specific Objectives - The General Objective is a comprehensive review of the work. In other words, how will the study address the issue in the context of the research problem? - Specific Objectives are clear activities to be undertaken to articulate the research problem and find a solution or acquire new knowledge. - Normally, the minimum is one (1) and the maximum is encouraged to be three (3).

		Hypothesis / Research Question - A hypothesis structures the researcher's standpoint visualization. It is typically best suited for literature-based or secondary data-based Research. - Research Questions are normally a Question Mark of the Objectives. In other words, it sets out to investigate by questioning within the domains of the activities the research seeks to interrogate, which are the Objectives. This is best with field-based Research. **Justification** - This section explains why the research should be conducted. The fact that you have stated the problem does not justify the research. Instead, one should ask, having established the problem, why should the study be carried out? **Literature Review** - This section outlines the key mainstream literature in the research area, including the prevailing debates, orientation, and prevailing positioning. The purpose is to investigate whether the mainstream literature has been exhaustive or not (i.e., whether a gap exists) and how your work challenges the mainstream position and breaks new ground.

		Theoretical / Conceptual Framework - The theoretical framework aims to situate the research within a scholarly theoretical foundation, providing a foundation for grounding your work. This aspect is mandatory for a PhD thesis. - A conceptual framework is typically used as a cluster of deployed concepts to articulate the research work. This is typically accepted for Master 's-level research. - Otherwise, it is preferred that, if possible, all Graduates (Master's and Doctoral) use the Theoretical Framework. **Significance of the Study** - This part addresses the value of the research if it were completed. In other words, what is the utility or use of the work once it is completed? **Methodology** - Given the research problem, the work must craft very specific yet detailed investigation methods to achieve the desired or undesired data or empirical results. - From its Latin root, "Methods" (the Way), how one articulates the way may determine whether one reaches "Canaan" or not. For example, if the research involves measuring the Distance from the IPSS gate to the IPSS Building, one will not use a KLM Plane to travel from the gate to the

		building during the measurement, which is incorrect. - That means the Method is significant in attaining desired or undesired data.
	Chapter Two	- This chapter builds on the First Objective - For example, if the objective was "to establish the colonial images of the body of an African woman", the Chapter will be: COLONIAL IMAGES OF THE BODY OF AN AFRICAN WOMAN.
	Chapter Three	- This chapter builds on the Second Objective
	Chapter Four	- This chapter builds on the Third Objective
	Chapter Five	**General Analysis and Discussion** - This chapter is dedicated to a systematic Analysis and Discussion, tying together the entire chapter in an articulate way to isolate the primary and significant observations about the issue and new knowledge.
	Chapter Six	**Conclusion and Recommendation** - This chapter observes the general salient trend across the chapters and draws both general and specific conclusions and recommendations.

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