



MULUNGUSHI UNIVERSITY

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

**GUIDELINES AND REGULATIONS
FOR
POSTGRADUATE PROGRAMMES**

2017

FOREWORD

Mulungushi University endeavours to become the leading, innovative, relevant and reputable university of excellence in Africa and beyond. It has a Mission of providing “*high quality academic programmes, research and consultancy services through stakeholder engagement*”. The core value of the university is to produce quality graduates that are responsible, relevant and innovative capable of competing at local and international markets to meet developmental needs of the country and beyond.

This manual therefore, represents a significant mile stone towards the achievement of our mission statement and vision of being a leading, innovative, relevant and reputable university. The guidelines and regulations for postgraduate studies will enable aspiring candidates for Postgraduate studies through the Directorate of Research and Postgraduate Studies in coordinating key areas of postgraduate training and research. It is envisaged that while undergraduate training produces graduates with capacity to demonstrate all round general knowledge in a given subject area, there is great need also at postgraduate level for students to participate in advanced research and contribute to national development. This will not only positively contribute to the critical mass of a cadre of intellectuals but also contribute to national development through research findings and innovations to current developmental needs of the country and beyond.

It is therefore, my sincere desire and expectation that even if we all came to Mulungushi University with different backgrounds and different ideas, we together share a common passion of ensuring that we deliver quality postgraduate and research training in a Responsible, Accountable, Relevant and Ethical (RARE) way.

Prof. Hellicy Ngambi

VICE CHANCELLOR

Mulungushi University
Kabwe, Zambia

PREFACE

Mulungushi University was established in January 2008 as one of the three public universities in Zambia. The university has a vision of becoming a leading innovative, relevant and reputable university of excellence in Africa and globally. In order to achieve this vision, the university aspires to meet the core functions of university education that is; teaching, research and community service. Mulungushi University has six schools namely: Agriculture and Natural Resources; Business; Education, Medicine, Science Engineering and Technology and Social Sciences. These schools offer various undergraduate degree programmes as well as postgraduate programmes at; Postgraduate Diploma, Master and Doctorate level.

The Directorate of Research and Postgraduate Studies coordinates all postgraduate degree programmes in the university. To effectively carry out this mandate, this document hereby provides guidelines and regulations for postgraduate studies at Mulungushi University.

These regulations and guidelines have been developed to inform prospective postgraduate students, academic supervisors and the entire Mulungushi University academic staff concerning postgraduate education being offered at Mulungushi University. They provide a succinct account of regulations and guidelines for postgraduate studies. These include: types of postgraduate degree programmes offered, modes of delivery; admission procedures, registration formalities, entry qualification and requirements, duration of programmes; and responsibilities of both the student and supervisors; submission procedures for dissertation and thesis for examination; examination procedures and lastly the awarding of the degree or diploma.

It is the wish of the Directorate that academic staff, prospective postgraduate students and both private and public sectors will find these guidelines and regulations very helpful in guiding prospective students in studying for postgraduate studies at Mulungushi University.

Dr. Adrian Phiri

DIRECTOR

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The development of these Postgraduate Guidelines and Regulations involved a laborious consultative process involving all stakeholders at Mulungushi University. The following Schools were involved in the process: Agriculture and Natural Resources, Business, Education, Medicine, Science, Engineering and Technology and Social Sciences.

Mulungushi University management and the Directorate of Research and Postgraduate Studies would like to recognise the effort and contribution of the Technical Committee in developing these Guidelines and Regulations. Gratitude goes to the following members of staff:

1. Prof. Sikwibele - **Chairperson**
2. Prof. Syed Ali
3. Dr. Mwansa Kamukwamba
4. Dr. Emmanuel Musaba
5. Dr. Chansa Chomba - **Secretary**
6. Mr. Joseph T. Mwale
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1.0 POSTGRADUATE PROGRAMMES

Mulungushi University offers postgraduate programmes at various levels with varying durations. Details of the programmes are available at the website www.mu.ac.zm and the Directorate of Research and Postgraduate studies.

1.1 Postgraduate Diploma

A Postgraduate diploma is a qualification higher than an undergraduate degree but lower than a Master's degree. This is at level eight (8) of the Zambia Qualification Framework (see www.zaqa.gov.zm).

1.2 Master's Degree

A Master's degree is a qualification higher than an undergraduate degree. This is at level nine (9) of the Zambia Qualification Framework.

There are three types of Master's degree programmes with the minimum duration of two years namely; Master's by course work; Master's by research; and Master's by course work and research. The programmes are offered through Full Time; Open Distance Learning (ODL) or E-learning modes.

1.3 Doctoral Programmes

Mulungushi University offers Doctoral programmes by Coursework and Research or by Research only in relevant academic department of the University.

2.0 APPLICATION AND ADMISSIONS GUIDELINES

2.1 Application for Enrolment

- i. Applications for postgraduate studies shall be submitted to the Registrar or online at www.mu.ac.zm. School offering the programme will select suitable candidates. Names of selected candidates will be submitted to the Director, Research and Postgraduate Studies for record keeping;
- ii. All applicants are required to submit dully completed forms with certified copies of their relevant certificates, transcripts, letters of motivation, research concept note of not more than 1500 words as per requirement of the specific programmes (especially programmes offered by research only); and:

- iii. Candidates applying for different postgraduate programmes are responsible for securing two referees reports available on www.mu.ac.zm regarding their suitability for undertaking postgraduate programme. The referees are required to send these sealed confidential reports together with the application or online submission using a website (www.mu.ac.zm) of Mulungushi University; and
- iv. All applicants shall pay a non-refundable application fee.

2.2 Registration

Admitted and returning students will be required to register every semester.

- i. Depending on the school in which the programme is offered, students may register as fulltime or Open and Distance Learning

2.3 Entry Qualifications

2.4.1. Postgraduate Diploma

- i. Applicants are required to have an equivalent of Grade 12 certificate with 5'O levels including English;
- ii. Students from non English speaking countries will be required to submit acceptable proof of competence in written and spoken English or proof of English as a medium of instruction;
- iii. Applicants for Postgraduate Diploma should hold a Bachelor's degree or its equivalent from institution recognised by the Zambia Qualification Authority; and
- iv. The university reserves the right to admission based on other considerations as it may wish.

2.4.2 Master's Degree

- i. Applicants for Master's degree by course work must have a Bachelor's degree or its equivalent from a recognised institution by the Zambia Qualification Authority;
- ii. Applicants for Master's degree by Research only must have a minimum of a credit at Bachelor's degree level or its equivalent and may further be subjected to a pre-registration examination to ascertain the suitability of the students in their intended area of study;

- iii. Applicants for Master's degree by Course work and Research must have a minimum of a credit at Bachelor's degree level or its equivalent and may further be subjected to a preregistration examination to ascertain the suitability of the students in their intended area of study;
- iv. The university reserves the right to admission based on other considerations as it may wish.

2.4.3 Doctoral Programmes

- i. Applicants for admission to Doctoral degree programmes shall be required to possess a Master's degree or the equivalent from a recognized institution;
- ii. Submit a research concept note (not more than 2500 words) on the intended research topic or area of study to the School where the programme is offered
- iii. On the basis of relevant Department's recommendations, the School shall nominate a supervisor. Additional supervisors may be considered where it is found to be necessary and upon the recommendation of the School where the programme is to be offered. The nominated supervisor/s shall be forwarded to Director, Research and Postgraduate for appointment;
- iv. The university reserves the right to admission based on other considerations as it may wish.

3.0 GENERAL REQUIREMENTS FOR POSTGRADUATE STUDIES

3.1 Postgraduate Diploma

- i. It will involve a minimum of two (2) semesters of coursework and a research paper;
- ii. To complete the coursework and research component of the programme the candidate must pass all courses in the programme and present a research paper in the department;
- iii. A candidate who has successfully conducted research, submitted and presented a research report will be awarded a Postgraduate diploma in a specific field of study.

3.2 Master's by Coursework

- i. It will involve a minimum of three semesters of coursework and research paper;

- ii. Candidates pursuing Master's Degree by Coursework shall be required to fulfill the following:
 - a) The candidate prepares a comprehensive proposal by the end of the first year and presents to the School where the study programme is offered for approval,
 - b) The School submits such proposals to the Postgraduate committee to grant registration of research study and jointly appoint supervisors;
 - c) To complete the coursework component of the programme the candidate must pass all courses in the programme;
 - d) Other relevant regulations may apply;
 - e) A candidate who has successfully conducted research, submitted and presented a research report will be awarded a Master's degree in a specific field of study.

3.3 Master's by Research

- i. It will involve research proposal development and approval within a year;
- ii. Candidates pursuing Master's degree by Research shall be required to fulfill the following:
 - a) Within three (3) months of registration the candidate must have submitted a comprehensive substantive research proposal (a minimum of three hard copies and an electronic copy) for the Departmental Seminar for review and approval;
 - b) The proposal should follow the structure and conditions provided in APPENDIX I on the check list. The length of the proposal should not exceed 30 pages;
 - c) If the proposal meets the quality, the Department will submit to the School for approval;
 - d) The School shall then report to the Directorate of Research and Postgraduate Studies who shall submit to Senate committee for postgraduate studies for ratification; and
 - e) A candidate who has successfully present a proposal shall proceed to conduct a research and submit a thesis leading to award of a Master of Philosophy degree.

3.4 Master's by Coursework and Research

- i. It will involve a minimum of two semesters of course work and two semesters of research work
- ii. Candidates pursuing Master's degree by Research shall be required to fulfill the following:
 - a) By the end first year, the candidate must have submitted a comprehensive substantive research proposal (a minimum of three hard copies and an electronic copy) for the Departmental Seminar for review and approval; and
 - b) The proposal should follow the structure and conditions provided in APPENDIX I. The length of the proposal should not exceed 30 pages;
 - c) If the proposal meets the quality, the Department will submit to the School for approval;
 - d) The School shall then report to the Directorate of Research and Postgraduate Studies who shall submit to Senate committee for postgraduate studies for ratification; and
 - e) A candidate who has successfully presented a proposal shall proceed to conduct research and submit a thesis leading to award of a Master of Arts or Science in the specific field.

3.5 Master's in Medicine

- i. It will involve a minimum of four (4) years;
- ii. In addition to type of master's requirements stated above, other specific relevant programme requirements shall apply.

3.6 Doctoral Degree Programmes

- i. The minimum duration of the programmes shall be three (3) years;
- ii. The registration of Doctoral candidates will follow admission criteria stipulated clause 2.4.3 ; and
- iii. All candidates shall be required to register at the beginning of every semester of study using the university registration system.

3.6.1 Doctoral Degrees by Coursework and Research

Candidates pursuing Doctoral Degrees per course work shall be required to fulfill the following requirements:

- i. a minimum of two semesters of course work and four semesters of research work;
- ii. By the end first year the candidate must have submitted a comprehensive substantive research proposal (a minimum of three hard copies and an electronic copy on a CD) for the Departmental Seminar for review and approval;
- iii. The proposal should follow the structure and conditions provided in APPENDIX I. The length of the proposal should not exceed 50 pages;
- iv. If the proposal meets the quality, the Department will submit to the School for approval;
- v. The School shall then report to the Directorate of Research and Postgraduate Studies who shall submit to Senate committee for postgraduate studies for ratification;
- vi. A candidate shall graduate after publishing at least two (2) Journal articles in a recognized and peer reviewed journal from the results obtained during her/his research or at least has evidence to show that the papers have been accepted for publication; and
- vii. A candidate who has successfully presented a proposal shall proceed to conduct a research and submit a thesis/dissertation leading to award of a Doctor of Philosophy or Doctoral degree in a specific field and;
- viii. Other relevant regulations may apply.

3.6.2 Doctoral Degrees by Research

- i. It will involve research proposal development and approval within a year; and
- ii. Candidates pursuing a Doctoral degree by research shall be required to fulfill the following:
 - a) Within six (6) months of registration the candidate must have submitted a comprehensive substantive research proposal (a minimum of three hard copies and an electronic copy on a CD) for the Departmental Seminar for review and approval;

- b) The proposal should follow the structure and conditions provided in APPENDIX I. The length of the proposal should not exceed 50 pages;
- c) If the proposal meets the quality, the Department will submit to the School for approval; and
- d) The School shall then report to the Directorate of Research and Postgraduate Studies who shall submit to Senate committee for postgraduate studies for ratification;
- e) A candidate shall graduate after publishing at least two (2) Journal articles in a recognized and peer reviewed journal from the results obtained during her/his research or at least has evidence to show that the papers have been accepted for publication;
- f) A candidate who has successfully presented and submit a thesis will be awarded a doctoral degree in a specific field of study.

3.7 Allowable Maximum Period of Study

- i. A student is required to complete his/her studies within a prescribed period. No student who has not completed his/her studies by the end of the allowable maximum period of study shall be entitled to further registration in the University.
- ii. The following maximum periods shall be allowed for study:
 - a) **Postgraduate Diploma**
One year beyond the normal period.
 - b) **Master's Degree**
Two years beyond the normal period of study.
 - c) **Doctoral Degree**
Four (4) years beyond the normal period of study.

Candidates may with valid reasons may apply to extend the registration period in order to finish their dissertation/thesis by applying for extension using a form provided in APPENDIX VII.

4.0 SUBMISSION FOR EXAMINATIONS FOR POSTGRADUATE PROGRAMMES

- i. Postgraduate programmes with course work shall have Continuous Assessment (CA) of 50 percent and final examination 50 percent or 60 percent and final 40 percent;
- ii. The school may prescribe the CA *versus* final examination total as appropriate to the specific programme;
- iii. Postgraduate examination results shall be presented at the school Board of Examiners offering the programme; and
- iv. The Dean shall then submit the results to the Director, Directorate of Research and Postgraduate Studies who in turn will present to the Senate Committee for Examinations for approval.

4.1 Postgraduate Diploma

- i. A candidate must pass all the courses including the research report;
- ii. The research report should be presented at a school seminar and ;
- iii. Other appropriate Mulungushi University regulations shall apply in the conduct of examinations.

4.2 Initial Submission of Dissertation and Thesis for Examination

- i. Candidate who intend to submit their thesis/dissertation for examination must fill the in the Notice of Intent for submission form see APPENDIX IV;
- ii. Deadline for submission of Dissertation and Thesis shall be on the last day of the final examinations for full-time semester Two (II); and
- iii. Candidates deferring submission for examinations shall only be allowed to do so the following academic year deadline as per Mulungushi University examinations regulations;

4.2.1 Master's submission

- i. Candidates pursuing Master's Degree shall submit THREE (3) loosely bound copies and a soft copy of the Dissertation to the Head of Department (HOD);
- ii. The supervisor shall then submit the dissertation to the HOD who in turn submit to the Dean of the school;

- iii. The Dean of the School shall submit the dissertation with names of proposed examiners to the Directorate of Research and Postgraduate Studies who shall submit to Senate committee for postgraduate studies for approval ;
- iv. The Director of Research and Postgraduate Studies shall write letters of appointment to the examiners;

4.2.2 Doctoral submission

- i. Doctoral candidates shall submit FIVE (5) loosely bound copies and a soft copy of the Thesis for examination purposes;
- ii. The supervisor shall then submit the thesis to the HOD who in turn submit to the Dean of the school;
- iii. The Dean of the School shall submit the thesis with names of proposed examiners to the Directorate of Research and Postgraduate Studies who shall submit to Senate committee for postgraduate studies for approval ; and
- iv. The Director of Research and Postgraduate Studies shall write letters of appointment to the examiners;

4.3. Examinations for Master's Degrees

4.3.1 Master's by Coursework

- i. A candidate must pass all the courses including the research report;
- ii. The research report should be presented at a school seminar and ;
- iii. Other appropriate Mulungushi University regulations shall apply in the conduct of examinations.

4.3.2 Master's by Research

- i. When a Master's candidate is about to submit a dissertation for examination, should first fill in the letter of Intent to Submit (see APPENDIX IV) to the Head of Department shall notify the Dean of the School who shall write to the Director of Research and Postgraduate Studies with a proposed names of examiners for appointment;
- ii. The Director will submit to Postgraduate Committee of Senate to approve and then the Director writes the letter of appointment;
- iii. There shall be one internal examiners and one external examiner where possible appointed;

- iv. Examiners shall be required to independently examine the dissertation and submit the report. The external examiner shall be required to submit a detailed report on the dissertation within a period of one (1) month from the date of receipt;
- v. The examination report shall focus on the following:
 - a) Theoretical background;
 - b) Research methods/design;
 - c) Research findings;
 - d) Discussions and conclusions;
 - e) Literature cited (particularly use of journal publications),
 - f) Other relevant components from respective schools may also be considered; and
 - g) Overall presentation of the dissertation and new knowledge generated by the dissertation.
- vi. The master's dissertation should show clear evidence to demonstrate that the candidate has made an undeniably original piece of work which is a significant contribution to the pool of knowledge. Each examiner shall additionally be required to mark and grade the thesis based on the form given in APPENDIX V and then summarize a report on the dissertation by filling in with definite recommendations as follows:
 - a) The degree be awarded to the candidate unconditionally;
 - b) The degree be awarded subject to typographical corrections and other minor revisions shall be resubmitted within 1 month;
 - c) The degree be awarded subject to making substantial corrections and revisions recommended shall be resubmitted in not less than 1 month but within 3 month;
 - d) The degree should not to be awarded under the current status, but the candidate may be allowed to revise and resubmit the dissertation for re-examination after a further period of study and/or research;

- e) The degree should not be awarded, but the candidate may be permitted to re-submit the work in a revised form for an appropriate postgraduate diploma award; and
- f) The dissertation is rejected.

4.3.3 Viva Voce Examination of masters by course work and research and masters by research

- i. All masters candidates shall in addition to writing a dissertation appear for a *viva voce* examination;
- ii. The viva voce examination shall only be convened after the Director, Research and Postgraduate Studies is satisfied that the thesis submitted by the candidate is considered by examiners to meet the minimum acceptable quality and standard;
- iii. Members of the viva voce panel shall be selected to ensure that the masters candidate is examined by well qualified and capable scholars in research or related area;
- iv. Members of the viva voce examination panel are required to focus primarily on the candidate's research area (see APPENDIX VI). Questions in areas related to the topic may be encouraged if they help to establish the candidates' level of academic disposition of the thesis research area;
- v. The composition of the panel shall be at least three (3) and shall always be an odd number, appointed by postgraduate committee of Senate as recommended by the relevant School;
- vi. The panel composition and powers shall be as follows:
 - a) Chairperson shall be the Dean of the school where the candidate is registered;
 - b) One External examiner (or their representative) who examined the dissertation;
 - c) One Internal examiner (or their representative) and the supervisor who supervised the work and examined the thesis;
 - d) The Director, Research and Postgraduate Studies as the secretary.
- vii. Panelists who are unable to attend shall submit their Comments through the Chairperson and additionally nominate their representatives (where possible);
- viii. The School shall ensure that all members of the viva voce panel are notified the date of the viva voce at least 14 working days before the date of presentation; and

- ix. The main function of the viva voce panel shall be to authenticate that:
 - a) The thesis presented thus; the data, methods, analysis and results/findings is the original work of the candidate;
 - b) The broader area of the subject matter has been thoroughly and technically covered and properly presented;
 - c) Weaknesses if any in the thesis can adequately be clarified by the candidate; and
 - d) To make a recommendation to the Director, Research and Postgraduate Studies who shall submit the verdict to the Postgraduate Committee of Senate that the candidate has **PASSED** or **FAILED**.
- x. The panel shall to the extent possible arrive at a unanimous decision on the candidates overall performance. Should the panelists fail to reach a collective decision on whether the student has PASSED or FAILED, the Chairperson shall call for a vote. A majority vote shall entail that the candidate has PASSED a viva voce examination; and
- xi. At the end of the viva voce examination, the members of the panel shall sign the viva voce results form (APPENDIX VI) giving a specific recommendation which could be one of the following:
 - a) The master's degree be awarded to the candidate unconditionally,
 - b) The degree be awarded subject to typographical corrections and other minor revisions shall be resubmitted within 1 month,
 - c) The degree be awarded subject to making substantial corrections and revisions recommended shall be resubmitted in not less than 1 month but within 3 month,
 - d) The degree should not to be awarded under the current status, but the candidate may be allowed to revise and resubmit the master's dissertation for re-examination after a further period of study and/or research,
 - e) The degree should not be awarded, but the candidate may be permitted to re-submit the work in a revised form for an appropriate postgraduate diploma award, or
 - f) The dissertation is rejected.
- xii. A dissertation passed subject to regulation (d) above shall be re-written and resubmitted for re-examination within 6 months ;

- xiii. Candidates who fail to resubmit their dissertation within 12 months without a valid reason shall be deemed to have been discontinued from studies; and
- xiv. The Duration of the viva voce examination will normally not exceed 60 minutes which will include 20 minutes of presentation by the candidate;
- xv. The recommendation of the examiners shall be submitted to senate for approval by the Director Research and Postgraduate Studies.

4.4 Examination of Thesis for Doctoral Degree

- i. When a doctoral candidate is about to submit a thesis for examination, should fill the Notice of intent (APPENDIX IV) to the supervisor who in turn forward to the Head of Department to the Dean of the School who shall write to the Director of Research and Postgraduate Studies with a proposed examiners for appointment;
- ii. The Director will convene the graduate committee to approve and then the Director writes the letter of appointment;
- iii. There shall be two internal examiners and one external examiner appointed
- iv. Examiners shall be required to independently examine the doctoral thesis and submit the report. The external examiner shall be required to submit a detailed report on the thesis within a period of three (3) months from the date of receipt;
- v. The examination report shall focus on the following:
 - a) Theoretical background;
 - b) Research methods/designs;
 - c) Research findings;
 - d) Discussions and conclusions;
 - e) Literature cited (particularly use of journal publications);
 - f) Other relevant components from respective schools may also be considered; and
 - g) Overall presentation of the thesis and new knowledge generated by the thesis.
- vi. The Doctoral thesis should show clear evidence to demonstrate that the candidate has made an undeniably original piece of work which is a significant contribution to the pool of knowledge. Each examiner shall additionally be required to mark and grade the thesis based on the Examiner guidelines form given in APPENDIX

V, and then summarize a report on the thesis by filling in with definite recommendations as follows:

- a) The doctoral degree be awarded to the candidate unconditionally;
 - b) The degree be awarded subject to typographical corrections and other minor revisions shall be resubmitted within 3 months;
 - c) The degree be awarded subject to making substantial corrections and revisions recommended shall be resubmitted in not less than 3 months but within 6 months;
 - d) The degree should not to be awarded under the current status, but the candidate may be allowed to revise and resubmit the doctoral thesis for re-examination after a further period of study and/or research;
 - e) The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for an appropriate Masters degree award, or
 - f) The thesis is rejected.
- vii. A thesis passed subject to regulation (d) above shall be re-written and resubmitted for re-examination within 18 months ;
- viii. Candidates who fail to resubmit their thesis within 18 months without a valid reason shall be deemed to have been discontinued from studies; and

4.4.1 Viva Voce Examination of doctoral

- i. All doctoral (or equivalent) candidates shall in addition to writing a thesis appear for a *viva voce* examination;
- ii. The viva voce examination shall only be convened after the Director Research and Postgraduate Studies are satisfied that the thesis submitted by the candidate is considered by examiners to meet the minimum acceptable quality and standard;
- iii. Members of the viva voce panel shall be selected to ensure that the doctoral candidate is examined by well qualified and capable scholars in research or related area;
- iv. Members of the viva voce panel are required to focus primarily on the candidate's research area. Questions in areas related to the topic may be encouraged if they help to establish the candidates' level of academic disposition of the thesis research area;

- v. The composition of the panel shall be at least five (5) and shall always be an odd number, appointed by Senate as recommended by the relevant School Board;
- vi. The panel composition and powers shall be as follows:
 - a) Chairperson shall be the Dean of the school where the candidate is registered;
 - b) One External examiner (or their representative) who examined the thesis;
 - c) Two Internal examiners (or their representative) who supervised the work and examined the thesis;
 - d) Director, postgraduate studies as the secretary
- vii. Panelists who are unable to attend shall submit their questions through the Chairperson and additionally nominate their representatives (where possible);
- viii. The School shall ensure that all members of the viva voce panel are notified the date of the viva voce at least 21 working days before the date of presentation; and
- ix. The main function of the viva voce panel shall be to authenticate that:
 - a) The thesis presented thus; the data, methods, analysis and results/findings is the original work of the candidate;
 - b) The broader area of the subject matter has been thoroughly and technically covered and properly presented; and
 - c) Weaknesses if any in the thesis can adequately be clarified by the candidate; and
 - d) To make a recommendation to the Director Research and Postgraduate Studies who shall submit to the senate that the candidate has **PASSED** or **FAILED**.
- x. The panel shall to the extent possible arrive at a unanimous decision on the candidates overall performance. Should the panelists fail to reach a collective decision on whether the student has PASSED or FAILED, the Chairperson shall call for a vote. A majority vote shall entail that the candidate has PASSED a viva voce examination and;
- xi. At the end of the viva voce examination, the members of the panel shall sign the viva voce results form (APPENDIX VI) giving a specific recommendation which could be one of the following:
 - a) The doctoral degree be awarded to the candidate unconditionally;

- b) The degree be awarded subject to typographical corrections and other minor revisions shall be resubmitted within 3 months;
 - c) The degree be awarded subject to making substantial corrections and revisions recommended shall be resubmitted in not less than 3 months but within 6 months;
 - d) The degree should not to be awarded under the current status, but the candidate may be allowed to revise and resubmit the doctoral thesis for re-examination after a further period of study and/or research;
 - e) The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for an appropriate Masters degree award, or
 - f) The thesis is rejected.
- ix. A thesis passed subject to regulation (d) above shall be re-written and resubmitted for re-examination within 18 months ;
 - x. Candidates who fail to resubmit their thesis within 18 months without a valid reason shall be deemed to have been discontinued from studies.

The Duration of the viva voce examination will normally not exceed three (3) hours which will include 30 minutes of presentation by the candidate,

- xii. The recommendation of the examiners shall be submitted to senate for approval by the Director Research and Postgraduate Studies.

5.0 WITHDRAWAL WITH PERMISSION FROM POSTGRADUATE STUDIES

- i. A postgraduate student may apply for withdrawal with permission to the relevant Dean of the School under which the programme is offered on condition that they provide supporting documents as per section 8 of Mulungushi university academic regulations (www.mu.ac.zm).

6.0 TRANSFER FROM OTHER UNIVERSITIES

- i. Candidates from other Universities recognized by Mulungushi University and Zambia Qualification Framework including those with subsisting Memoranda of Understanding who would like to complete their postgraduate studies at Mulungushi University, may apply to the Director Research and Postgraduate Studies through their respective Schools to transfer from their previous university

courses for the programme, provided that such candidates meet the minimum entry qualifications for the programme they wish to pursue.

7.0 JOINT POSTGRADUATE PROGRAMMES

- i. Mulungushi University will offer joint postgraduate programmes with other recognized universities; and
- ii. There shall be Agreements with such universities on a case – by – case basis providing details of how such joint programmes will be managed including the transfer of courses and other requirements.

7.1 Sandwich Postgraduate Programmes

- i. In cases where Mulungushi University has established links with other academic institutions, it may, on a case – by- case basis, collaborate in postgraduate training.
- ii. Masters or doctoral students registered for course work can during their course work phase undertake part of their course work at Mulungushi University as occasional or short-term students;
- iii. Students pursuing their postgraduate studies may also where facilities and support staff are available have an opportunity to conduct part of their research at Mulungushi university;
- iv. Short-term students shall mean a student whose study programme lasts for one (1) full academic year, and occasional students shall be taken to mean a student whose study programme lasts for one (1) full semester;
- v. Occasional students may where necessary register for some undergraduate courses which are found necessary for the student’s academic enhancement;
- vi. All short term and occasional students pursuing postgraduate studies through course work are required to take end of semester university examinations as governed by the university regulations; and
- vii. Occasional students shall pay their fees *pro rata* in line with the fees prescribed for regular postgraduate students.

8.0 INTELLECTUAL PROPERTY CONTRACT

- i. All research findings and innovations done by students shall remain the property of Mulungushi University,
- ii. Authorship of publications emanating from student research work shall include the student and supervisor as authors

8.1 Plagiarism

- i. Plagiarism is a violation of intellectual property rights and shall lead to the candidate being withdrawn from postgraduate degree award. Refer to SECTION 22 of Mulungushi University Academic Regulations (www.mu.ac.zm).

8.2 Research Ethical Clearance

- i. All candidates undertaking research shall be required to seek ethical clearance from their respective schools. The school ethical committees shall be required to submit to the Directorate of Research and Postgraduate Committee a record of ethical clearance for ratification.

9.0 EVALUATION AND GRADING OF POSTGRADUATE COURSEWORK

9.1 Diploma, Master's and Doctoral programmes by Coursework

- i. All postgraduate students registered under course work programme components shall sit for university examinations in accordance with the subsisting Mulungushi University examination regulations;
- ii. The grading system shall be in accordance with the University Regulations as follows:

Range	Grade and Classification
86 - 100	A+ Distinction
76 - 85	A Distinction
66 - 75	B+ Merit
60 - 65	B Credit
55 - 59	C+ Credit
50 - 54	C Pass

0 - 49	F Fail
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9.2 Appeals

- i. The general Mulungushi University regulations shall govern the conduct of appeals relating to any grievance being academic or otherwise in writing to the Vice Chancellor within 14 days of the incident complained of.

10.0 SUPERVISION OF POSTGRADUATE STUDENTS

- i. Each postgraduate candidate at **Masters Level** will be assigned one (1) supervisor. In instances where the topic chosen is multidisciplinary there may be need for additional supervisors for each academic discipline, but there will be only one Principal Supervisor;
- ii. At **Doctoral level**, each candidate will assigned two (2) supervisors. One of the two supervisors will be the principal supervisor. The principal supervisor shall be at the level of Senior Lecturer and above.

10.1 Major Duties and Responsibilities of a Supervisor

- i. The Dean and the respective Head of Department where the programme is offered should consider the supervisor's area of expertise, qualifications and experience as prerequisites for nomination as supervisor;
- ii. The supervisor is the official representative of the School to ensure that:
 - a) The postgraduate student is making progress in her/his research by filling the Academic Progress Report form (see APPENDIX III);
 - b) The student is given adequate advice and guidance, and encouragement on the research project and dissertation/thesis writing;
 - c) The dissertation /thesis is reviewed critically on regular basis;
 - d) The student completes the research within the given time frame;
 - e) Help the student in instances where there are academic or challenges of quality of the work being carried out so that the failing piece of work can be restored and given academic credibility to allow the student to continue to completion.

10.2 Responsibilities of the Candidate

- i. It is not the duty of the supervisor to write the dissertation/thesis on behalf of the student or to significantly influence the final product such that it reflects the opinion of the supervisor. The role of the supervisor is that of guiding the student only. The doctoral candidate is solely and exclusively responsible for research and the production and content of the final dissertation/thesis;
- ii. The student should ensure regular and consistent consultation with the supervisor so that he/she does not depart from the core aims of the research in data collection, analysis and dissertation/thesis writing;
- iii. To use a standard progress report provided by Mulungushi University in preparing progress reports. Such progress reports shall be in conformity with the work plan submitted;
- iv. Where the student is required to attend some courses or other training sessions found necessary, the student shall ensure compliance with such programmes;
- v. Where necessary and as the Head of Department may specify, assist with undergraduate teaching;
- vi. To operate and take great care of all equipment and apparatus made available to them in the course of their study at Mulungushi University; and
- vii. As doctoral candidates to exhibit high levels of maturity and adhere to high moral principles and professional standards, honesty and integrity in all areas.

10.3 Resolving Conflicts between Supervisor and Candidate

- i. In the event of conflict or differences between supervisor and candidates the concerned parties should be encouraged to resolve their differences amicably within the school.

11.0 STRUCTURE OF DISSERTATION AND THESIS

The final dissertation/thesis shall follow the format of with Preliminary pages (APPENDIX II).

11.1 Typing, Font and Font size

- i. The dissertation/thesis shall be printed on A4 paper, typed on one side of paper only and 1.5 spaced.

- ii. Font size for the text except for the title page shall be prepared using New Times Roman 12 – point typeface. The text should be justified.

11.2 Pagination

- i. Pagination shall be as follows: prefatory pages shall be in lower case Roman Numerals (i, ii, iii, etc.) The body of the dissertation/thesis shall have Arabic Numerals (1, 2, 3 etc.) from Introduction to the end of the text and shall be justified. The page numbers shall be centred and placed just below the centre of the lower margin.

11.3 Margins

- i. Margins shall be as follows: The left margin must be 4.0 cm from the left edge of the paper to facilitate binding; the right margin 2.5 cm from the edge of the paper; top margin 2.5 cm from the top of the page; and the bottom margin 2.5 from the bottom of the edge of the paper.

11.4 Front and Title pages

The front of title page must appear as follows:

- i. Title of dissertation/Thesis in CAPITALS (well indented and centered) in 14 font size and bold. A sub title must be in Capital and small letters.
- ii. The candidate should insert the name at the centre of the title page. The name should be in Capital and Small letters font size 12 and bold.
- iii. Below the name the candidate should insert the following “A Dissertation/Thesis (whichever is applicable) Submitted in Partial Fulfillment (for Dissertation) or in Fulfillment (for Thesis) of the Requirements for the Degree of (insert name of Degree) of Mulungushi University. Just below, give the date (Month and Year) of completion of dissertation/thesis (the year when the final corrections to the dissertation/thesis were made).

11.5 Certification

- i. The supervisor must certify that he/she read the dissertation/thesis, and found it to be in a form that is suitable and acceptable for examination and award of degree.

11.6 Declaration by the Candidate and Statement of Copyright

- i. *Declaration:* All dissertation/theses submitted for award of a postgraduate degree of Mulungushi University shall have a declaration by the candidate ascertaining that it the students' own original work, and that it has not been submitted for any other degree in an institution;
- ii. *Statement of Copyright:* This Dissertation/Thesis may not be reproduced by any means, in full or in part, except for short extracts for research or private study, critical scholarly review or discourse with due acknowledgement; without the written permission of the Directorate of Research and Graduate Studies, on behalf of both the author and Mulungushi University;

11.7 Acknowledgement

- i. In this section the candidate acknowledges people or institutions that supported the research work financially or otherwise and hence making it possible for the candidate to complete research and write the dissertation/thesis.

11.8 Dedication

- i. Many candidates may wish to dedicate their work to their parents, guardians and other sources of inspiration and/or encouragement.

11.9 Abstract

- i. Must be succinct, concise and comprehensive. It should cover between 1000 and 1500 words. It must carry essential points of the dissertation/thesis including; important results obtained and conclusions reached.

11.10 Table of Contents

- i. The table of contents be very analytical and have corresponding page numbers of Chapter, Main and Subtitles.
- ii. If the text contains a number of Figures and Tables, these should appear separately as List of Figures and List of Tables which should be arranged in the same format as the Table of Contents. A table showing a list of abbreviations and acronyms may be necessary depending on the number used in the main text (APPENDIX II).

11.11 Body of Dissertation/Thesis

- i. The tables, text figures, should be numbered sequentially based on the chapter in which they appear. Each figure or table should have a comprehensive caption. Figures must be very clear as to come out clearly if the page was to be photocopied. Colour figures may require dpi of no less than 600.
- ii. The text should contain a well written and comprehensive: *Introduction* - a Statement of the Research Problem, Purpose/Aim, Objectives, Research Questions, Hypotheses, Significance of the Study, Limitations of the Study, Structure of the Dissertation/Thesis; *Literature Review* - Highlighting current studies that address issues in the dissertation/thesis and should state clear gaps in quoted studies; *Research Methods* – study area location and description, study materials/ research instruments, research design, target population, sample selection, data collection techniques, data analysis/statistical analyses; *Results* - presentation of major findings; *Discussion* – discuss results obtained and compare with other findings, conclusions and recommendations (depending on the length of text this may stand on its own as a chapter), and also suggestions for future research.

11.12 Literature Cited

- i. Refers to materials that have been referred to or quoted in the study. It is a list of articles and books referred to in the text and shall be based on the Harvard system. It must be arranged in alphabetical order at the end of the dissertation/thesis beginning with surname of the author, initial(s), date (year) of publication, title of the material, place of publication and publishers. There are various presentation formats for different materials and the candidate should use the Mulungushi University library for details.

12.0 LENGTH OF DISSERTATION/THESIS AND POSTGRADUATE DIPLOMA

- i. At Mulungushi University the maximum length of dissertation/thesis shall be as follows:
 - a) *Masters by Course Work with research report* : shall have between 60 pages and 100 pages all inclusive;

- b) *Masters by Research and Master's by course work and research* : shall normally contain between 150 and 200 pages;
- c) *Doctoral by Course Work and thesis*: shall normally have about 300 pages;
- d) *Doctoral. by Research and Thesis*: shall have normally 350 pages; and
- e) *Postgraduate Diploma*: Research reports for postgraduate diploma shall normally be 50 pages.

13.0 PROCEDURES FOR SUBMISSION OF FINAL DISSERTATIONS/THESES

13.1 Binding and Final Submission

- i. After the candidate has completed all corrections recommended by examiners, each Master's degree candidate will be required to submit four (4) copies and doctoral candidates four (4) copies of fully bound dissertations/theses and a soft copy on a CD respectively to the Directorate of Research and Postgraduate Studies.

13.2 Cover design, Colour and Other Features

- i. Final copies shall be in hard cover of the following colours:
Sky Blue for Masters and *Brick red* for doctoral dissertation/thesis;
- ii. The title of the work shall be printed in gold letters on the front cover of the bound volume;
- iii. The spine shall be embossed in gold reading as follows:
 - a) The Surname and initials of the candidate;
 - b) The Degree (abbreviated) for which the dissertation/thesis has been submitted.
 - c) The year of degree award; and
- iv. The writing on the spine shall be read from the top to bottom.

10.0 APPENDICES

Checklist of useful forms for Postgraduate are available on the website www.mu.ac.zm

APPENDIX I	Structure Of Research Proposal
APPENDIX II	Sequencing of Preliminary Pages for Dissertation/thesis
APPENDIX III	Academic Research Progress report
APPENDIX IV	Notice of Intent for submission of Dissertation/Thesis
APPENDIX V	Examiners' marking guide for Dissertation/Thesis
APPENDIX VI	Viva Voce Examination Guidelines
APPENDIX VII	Application for Extension of Studies