



**MULUNGUSHI UNIVERSITY**  
**OFFICE OF THE DEPUTY VICE-CHANCELLOR – ACADEMIC AFFAIRS**  
**MEMORANDUM**

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**TO** : All Postgraduate Students

**FROM** : Deputy Vice-Chancellor – Academic Affairs

**DATE** : 23<sup>rd</sup> March, 2025

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**RE** : **MANDATORY REQUIREMENTS FOR GRADUATION**

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This serves to remind all postgraduate students of the key requirements for graduation under the revised 2025 Postgraduate Guidelines and Regulations. Compliance is mandatory.

**1. Publication Requirements**

- **PhD:** Minimum of **two (2)** articles published or accepted in peer-reviewed journals (Sections 4.6.1h, 4.6.2e).
- **Master's by Research:** Minimum of **one (1)** article published or accepted (Section 4.3f).
- **Master's by Coursework & Research:** Evidence of **submission** of one (1) article (Section 4.4f).
- **Master's in Medicine:** Evidence of **submission** of one (1) article (Section 4.5).

**2. Electronic Deposit**

You must upload your final, approved dissertation or thesis to the University's institutional repository. No graduation clearance will be issued without this (Section 20.0).

**3. Supervisor Certification**

Your Principal Supervisor must certify that all revisions are complete, publication requirements are met, and the electronic copy matches the final bound copy.

**4. Extension Fee Clearance**

If you extended your studies, an extension fee of **50% of tuition fees** must be cleared in full before final submission (Section 5.1.4).

These regulations will be strictly enforced. Please consult your Supervisor or School for further guidance.

We wish you success as you complete the remaining requirements for your degree.



**Prof. Patricia Katowa-Mukwato, PhD**

**Copy:** Vice-Chancellor  
Deputy Vice-Chancellor – Research and Innovation  
Chief Librarian  
Chief Financial Officer  
Director - Postgraduate Studies  
Director - Research and Innovation  
All Deans  
Manager - Academic Office  
Assistant Dean - All Schools  
Head of Department - All Schools