

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

TO : All Postgraduate Students in their Final Year of Study
FROM : Deputy Vice-Chancellor - Academic Affairs
DATE : 5th August, 2026

SUBJECT : **REMINDER: MANDATORY SUBMISSION/
PUBLICATION AND GRADUATION REQUIREMENTS
FOR FINAL-YEAR POSTGRADUATE STUDENTS**

The above subject matters.

Further to the memoranda dated **23rd March 2025** and **12th May 2026** on the mandatory requirements for graduation, this memorandum serves to remind all postgraduate students in their final year of study that compliance with the requirements set out in the revised 2025 Postgraduate Guidelines and Regulations is mandatory and will be strictly enforced.

1. Publication Requirement

- **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 and 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).

Evidence may take the form of a published article, a formal letter of acceptance from the journal, or an acknowledgement of submission generated by the journal's editorial system.

2. Other Graduation Requirements

- **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).
- **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.

- **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).

3. Submission of Your Evidence

You are required to submit your evidence of publication, acceptance or submission to your **Assistant Dean (Postgraduate)**, through your Principal Supervisor, by **Wednesday, 12th August 2026**. Schools will thereafter submit consolidated compliance lists to the Office of the Director – Postgraduate Studies.

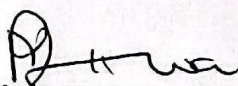
4. Please Take Note

Students who do not meet the publication requirement applicable to their programme **will not be cleared for graduation and will not graduate**, even where the dissertation or thesis has been successfully examined.

Students requiring guidance on identifying credible peer-reviewed journals, avoiding predatory publishers, or converting a dissertation chapter into a journal article should consult their Principal Supervisor or the Directorate of Postgraduate Studies.

These regulations will be strictly enforced.

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



Prof. Patricia Katowa-Mukwato, PhD

Copy: Deputy Vice-Chancellor – R & I
Chief Financial Officer
Chief Librarian
All Deans
Director – Postgraduate Studies
Manager - Academic Affairs
Assistant Deans – All Schools
Heads of Department – All Schools

