BINDURA UNIVERSITY OF SCIENCE EDUCATION

HANDBOOK FOR POSTGRADUATE STUDIES

RESEARCH & POSTGRADUATE CENTRE

"Promoting Science for Human Development"

Acknowledgements

Table of Contents

Preamble

The purpose of this handbook is to provide a framework for Higher Degrees by Research (HDR) supervision at Bindura University of Science Education (BUSE) to enhance the University's compliance with the Zimbabwe Council of Higher Education (ZIMCHE) and international Higher Education Standards Framework as relevant to research training. The guidelines outlined in this handbook should be read in conjunction with the standard procedures for Master of Philosophy/Doctor of Philosophy (MPhil/DPhil) as well as associated regulations, procedures and manuals. At BUSE to be a supervisor for HDR students an academic staff must hold a minimum of an earned doctorate degree and be a distinguished scholar through academic research, innovation and publications.

The compilation of the guidelines outlined in this handbook was a rigorous process which drew insights from academics across the faculties while benchmarking with sister institutions in Zimbabwe, regionally and internationally. This handbook replaces all previous policies and guidelines referred to as HDR and/ PGC. The final output is a well-considered document that was approved by *the 66th Bindura University of Science Education Senate.*

Definition or Terms

Candidature means duration of enrolment in a higher degree by research program.

Confirmed candidature means period of enrolment in a HDR program after the successful completion of the confirmation of candidature milestone, up to the date of expiry of candidature for that program.

Co-Supervisor means an academic who meets the criteria for and has been approved for registration as a BUSE HDR supervisor. A holder of an earned doctorate who is not a BUSE employee may also join the supervision panel as a co-supervisor.

Dissertation is an original piece of scholarly writing resulting from research
undertaken by a student and produced during candidature to meet the requirements of a
Master's degree.

Ethical clearance an approval granted to a researcher before undertaking research on human and animal subjects. The ethical clearance guides the researcher upholding intellectual honesty, accuracy, fairness, intellectual property, and protection of human and animal subjects involved in the conduct of their research.

External Examiner is an examiner from outside BUSE who is engaged for his/her expertise in a specific discipline.

Higher degree by research (HDR) means a supervised research programme that requires original research in an area often referred to as MPhil/ DPhil.

Internal Examiner is an examiner who also serves as a BUSE staff member or is engaged to fulfil the role of an internal examiner though he/she may not be a BUSE employee.

Milestone isa significant stage in the development of a student's research.

*Principal Supervisor*means a BUSE academic staff member who meets the criteria. (Refer to the HDR 5 Supervision Contract) for a detailed description of a Principal Supervisor's roles and responsibilities.

Student means a person admitted to a Higher Degree by Research course at the University.

Thesis means an original substantial piece of scholarly writing resulting from research
undertaken by a student and produced during candidature to meet the requirements of a
Doctorate   degree.

1.0 HDR1: MPHIL/DPHIL APPLICATION FOR PROVISIONAL REGISTRATION

Applicant should complete sections 1.1-1.12; 2 & 3 and submit the form to the Faculty Office

1.1 Section 1

1.1.1	Candidate Name:	
1.1.2	Gender:	
1.1.3	Date of Birth:	
1.1.4	Contact Details: *(Cell No; E-mail Address)*	
1.1.5	Qualifications:	
1.1.6	Degree Programme:	
1.1.7	Department / Faculty:	
1.1.8	Proposed Research Topic:	
1.1.9	Field of Study:	
1.1.10	Proposed Supervisors:	
1.1.11	Mode of Study/Duration: Commencement Year:	
1.1.12	Funding Source:	

1.2 Summary of Proposal
   *(To be completed by the Applicant in approximately one thousand **1000** words)*

1.3 Application Checklist
(To be completed by the Applicant)

Have you included the following certified copies?	Please mark (x) where relevant
Research proposal	
Curriculum vitae	
Degree Certificate (Masters)	
Degree transcript (Masters)	
Degree Certificate (Bachelors)	
Degree transcript (Bachelors)	
'A' Level Certificate	
'O' Level Certificate	
Birth certificate	
National Identity Number/ Passport Number	
Marriage certificate	

1.4. Recommendation by Departmental Chair
*(Please attach **minutes of the relevant Departmental Board Meeting** in which the application was discussed).* Comment on:

1.4.1   The ability of the applicant
1.4.2   Viability of project and its feasibility within the time scale of the programme.
1.4.3   Originality of the proposed research.
1.4.4   Availability of necessary resources and facilities.
1.4.5   The research environment (e.g., seminar faculty/departmental seminar programmes, training workshops etc.).
1.4.6   Recommended Supervisors

1.4.7   Principal Supervisor
          Name of Principal Supervisor:
          Academic Qualifications:
          Area(s) of Specialization:
          Employment Details:
          Current Higher Supervision Workload:

          (Indicate number of candidates supervised as Principal/Co-supervisor)

1.4.8   Co-Supervisor
          Name of Principal Supervisor:
          Academic Qualifications:

Area(s) of Specialization:
Employment Details:
Current Higher Supervision Workload:
(Indicate number of candidates supervised as Principal/Co-supervisor)

Having taken into consideration the above factors, Chairperson of the Department recommends that the application:

Be provisionally accepted for registration. ☐

Be rejected. ☐

Signed……………………………………………………….Date……………...…………

Departmental Chairperson

1.5. Approval

Recommendation by Dean of Faculty		Recommended / Not Recommended Signature……………………… Date……………….
Approved by the Senate Chairperson		Approved / Not Approved Signature……………………… Date……………….

2.0 HDR2: GUIDELINES FOR THE WRITING OF POSTGRADUATE RESEARCH PROPOSALS

2.1 Background

These guidelines have been developed for prospective postgraduate candidates, candidates and supervisors to ensure that they embark on their research and supervision journey with clarity and precision. The application dossier consisting of the completed HDR1 form, cover letter, curriculum vitae, transcripts, certificates (Degree, Advanced and Ordinary level, birth and marriage) and research proposal shall be submitted to the *Faculty Office*. The *Faculty Office* will then forward the application dossier to the department for processing.

The application shall be assessed by the department and faculty in terms of feasibility, depth, and appropriateness in relation to the student's study programme. The Faculty Office shall communicate the outcome of the evaluation to the student, the relevant faculty and supervisors. If approved, the student shall then develop a full proposal assisted by his/her supervisors which should be presented to the Faculty Higher Degrees Committee within a period of six months. The student shall then effect any changes recommended by the FHDC and submit the final proposal for presentation by the Dean to Senex.

If the project has been rejected, the applicant can be allowed to submit a new proposal within a period specified by the Faculty Higher Degrees Committee. If the application is unsuccessful the applicant shall be informed within four weeks. Where the University fails to

get supervisors with relevant qualifications and experience the applicant shall be advised within six weeks.

2.2 Tentative Title

The title of the research proposal should be self-explanatory, clear and concise reflecting the content accurately and adequately. From the title, one should be able to clearly infer the subject of the research. The title should avoid abbreviations, formulas and being flashy.

2.3 Introduction

A research proposal should contain an Introduction which provides background information and a setting to the problem of the proposed research. In this section the applicant reviews the key literature pertaining to the research problem indicating what information has already been published on the subject (citing specific authors, where appropriate), what gaps of knowledge still exists and what additional research needs to be done. Here the candidate should demonstrate that he/she has comprehensively mastered the theoretical frame of his/her research area and has clearly presented a statement of the hypotheses/ research questions which will be tested in the proposed research, or which will guide the research. Often it is useful to divide the Introduction section into sub-headings such as:

2.3.1 General Introduction: identifying research concerns and defining the problem area.

2.3.2 Literature Review: focusing attention on the findings of the other researchers on the subject or principal theme of the research project.

2.3.3 Statement of the Problem/Justification: identifying problems the study will help to solve including an elaboration on the significance of the problem, anticipated contribution to knowledge, and/or socioeconomic progress.

2.3.4 Hypothesis: specify questions your research is designed to answer.

2.3.5 Objectives questions: state the overall objective of the study. Specify specific objectives of the study that will be used to accomplish the research questions.

2.4. Methods and Materials

The purpose of this section is to present in a simple and direct manner what is going to be done, when and how. The proposal should provide all the information needed to allow another researcher to repeat your study. Each specific objective requires a clearly stated methodology that will be implemented by the researcher to achieve it.

2.4.1 A research proposal should contain a section that gives details on the methodologies, the theoretical approaches and the materials proposed to be used when conducting the research. A choice between qualitative and quantitative approaches should be made here. The section should be arranged in a chronological order such as where relevant:

2.4.2 The locations where the research will be carried out.

2.4.3 Particular instruments to be used (e.g. animals, plants, observations, interviews, questionnaires) their outlines and specifications as well as the resources available to the candidate should be presented.

2.4.4 If the data are to be collected through sampling, the research design and the sampling procedures should be described.

2.4.5 If standard methods are to be used, full reference to them should be given. If new research methods have been developed by applicant, these should be described in sufficient detail.

2.4.6 The data analysis plan and statistical packages to be used should be indicated.

2.4.7 The botanical names of plants and animals should be italicized.

2.4.8 The International System of Units (SI) system should be used for measurements.

2.5 Budget

Where practical, a budget for the research to be undertaken should be presented.

2.6 Work Plan

The research proposal should have a detailed work plan that shows what is to be done, when it will commence and end. Each specific objective should have its own detailed work plan that indicates the activities to be carried out and their time frame.

2.7 References

At the end of the proposal, the applicant should prepare a bibliography of the references cited in the text following APA guidelines.

3.0 HDR3: RESEARCH PROPOSAL TEMPLATE FOR HIGHER DEGREES

3.1 Instructions

3.1.1 Type in Times New Roman 12-point font in one and half line spacing.

3.1.2 Use American Psychological Association (APA) system of referencing style

3.1.3 You may expand sections to fit contents but keep within the specified maximum length.

3.1.4 Please complete this form in conjunction with the HDR 6.

3.1.5 Failure to complete this form or violation of its requirements invalidates the proposal.

Faculty				
Department				
Degree				
Student Surname			Student No	
First Names			Title	
Postal Address				
Cell No.			Email:	
Supervisor			Title	
Cell		E-Mail		
Co-Supervisor			Title	
Cell		E-Mail		

3.2 Section A:

3.2.1 Full title of Dissertation/ Thesis

3.2.2 Introduction (Background and context of the study- approximately three hundred and fifty (350 words)

3.2.2.1 Problem statement(approximately four hundred 400 words)

3.2.2.2 Research Aims and Objectives (write in point form- approximately one hundred100 words)

3.2.2.3 Research questions/Hypothesis (number your points – approximately one hundred 100 words)

3.2.2.4 Objectives

3.2.2.5 Significance of the study (approximately four hundred 400 words)

3.2.2.6 Limitations and Delimitations (Write in point form - approximately one hundred100 words)

3.2.2.7 Assumptions (write in point form- approximately one hundred100 words)

3.2.2.8 Scope of the study (approximately one hundred and fifty 150 words)

3.2.3 Literature Review(approximately two thousand **2000** words)
3.2.3.1 Theoretical/Conceptual framework
3.2.3.2 Case studiesof similar studies done/model development.
3.2.3.3 Gap identification

3.2.4. Research Methodology and Design

3.2.4.1 Study type and justification (approximately two hundred**200** words)

3.2.4.2. Target population (approximately one hundred and fifty **150** words)

3.2.4.3. Sample selection (approximately one hundred and fifty **150** words)

3.2.4.4. Size of sample determination (approximately one hundred**100** words)

3.2.4.5. Data collection methods and justification (approximately three hundred**300** words)

3.2.4.6. Coding of data (approximately one hundred **100** words)

3.2.4.7. Processing of data (approximately one hundred **100** words)

3.2.4.8. Validity and Reliability (approximately four hundred**400** words)

3.2.4.9. Structure of the questionnaire/data collection instrument (approximately three hundred **300** words)

3.2.4.10. Ethics considerations (approximately two hundred **200** words)

3.2.5 Potential Outputs of the study (approximately two hundred**200** words)

3.2.6 Structure of the Dissertation/Thesis chapters (briefly state the main issues to be covered on each chapter- approximately four hundred **400** words)

3.2.7 Plan of activities/timetable with projected date of completion	
Activity	Timetable
3.2.8. List of references	

3.3 Section B

3.3.1 Ethics							
Note: Kindly ensure that you are aware of and have complied with the relevant BUSE ethics requirements.							
Tick as appropriate:							
Humans		**Organisations**		**Animals**		**Environment**	
Yes	No	Yes	No	Yes	No	Yes	No
Indicate Category (X)							
1.	Exempt from Ethics and Bio safety Research Committee Review (straightforward research without ethical problems)						
2.	Expedited review (minimal risk to humans, animals, or environment)						
3.	Full Ethics and Bio safety Research Committee review recommended (possible risk to humans, animals, environment, or a sensitive research area)						
4.	Full Ethics and Bio safety Research Committee review required (risk to humans, animals, environment, or a sensitive research area)						
Please initial alongside if the project is to be registered as secret. The student is to submit a typed motivation indicating why the project is considered secret (or confidential). The **FHDC** will also forward a letter to the student affirming the confidential nature (which can be either the protocols or security reasons) of the research project. **A letter from the FHDC also must be obtained.**							

3.3.2 Student Declaration

I, the undersigned, certify that:

3.3.2.1 I am familiar with the rules regulating higher qualifications at BUSE and understand the

seriousness with which the University will deal with violations of ethical practice in my

research.

3.3.2.2 Where I have used the work of others, this has been correctly referenced in the proposal and again referenced in the bibliography. Any research of a similar nature that has been used in the development of my research project is also referenced.

3.3.2.3 This project has not been submitted to any other educational institution for the purpose of a qualification.

3.3.2.4 All subsidy-earning outputs (artefacts and publications) from postgraduate studies will be in accordance with the Intellectual Property Policy of BUSE.

3.3.2.5 Where patents are developed under the supervision of the Bindura University of Science Education involving institutional expenditure, such patents will be regarded as joint property entitling the BUSE to its share, subject to the University's policy on the Management and Commercialisation of Intellectual Property.

3.3.2.6 I understand that I am expected to publish an article based on my research results within 9 months after graduating.

3.3.2.7 I understand that plagiarism is wrong and incurs severe penalties.

I HEREBY DECLARE THAT THE ABOVE FACTS ARE CORRECT.

Signed: _____ Date:_____
Student

3.3.3   **Supervisor Declaration**

3.3.3.1 I approve the student's provisional title of research project.

3.3.3.2 I acknowledge that the topic is researchable, and the student has the potential to complete the dissertation/thesis in the suggested time frame allowed.

3.3.3.3 I am satisfied with and approve the Research Proposal.

3.3.3.4 I approve of the Co-Supervisor(s) proposed by the departmental chair and student.

3.3.3.5 I have checked that the student has complied with all the instructions outlined in the Postgraduate Student handbook and those appended to the Research Proposal and confirm that the Research Proposal is ready for submission to the FHDC.

3.3.3.6 I accept responsibility to advise and guide the student.

3.3.3.7 I accept/ decline the appointment of Supervisor.

Signed: _____ Date: _____
Supervisor

Signed: _____ Date: _____
Co-supervisor

3.3.4 **Head of Department Declaration**

I, _____ (Full name of Chairperson of Department) have read the Research Proposal and I hereby submit to **FHDC** for approval.

Signed: _____ **Date:** _____
Chairperson

3.3.5 Approval by FHDC	

The above-mentioned proposal (including the ethical considerations) has been considered and approved by the **FHDC.**

Signed: _____ **Date:** _____

Chairperson:FHDC

3.4 CHECKLIST AND EVALUATION OF THE RESEARCH PROPOSAL					
Departmental Chairperson		Title			
Tel (W)	**Cell**	**Fax**		**E-Mail**	
[TICK FOR EACH QUESTION OR MARK WITH AN **X**]		**Yes**	**No**	**Un-clear**	**Comment**
3.4.1	**Research Topic**				
3.4.1.1	Is the research problem identified and explained clearly?				
3.4.1.2	Is the topic significant and does it make a contribution?				
3.4.1.3	Is scope of the study clearly outlined? (Delimitations if any?)				
3.4.1.4	Are the key objectives clearly aligned to the study?				
3.4.2	**Literature Review**				
3.4.2.1	Is the literature relevant and current to the problem?				
3.4.2.2	Has an adequate conceptual framework been developed?				
3.4.2.3	Does the research show a well referenced logical flow, coherency and aligned to the topic?				
3.4.2.4	Is the referencing in the text & bibliography correct and consistent?				
3.4.3	**Research Methodology and Design**				

3.4.3.1	Does the research design address the research objectives?				
3.4.3.2	Are headings of above explained and referenced by authors?				
3.4.3.3	Are the data analysis methods appropriate?				
3.4.3.4	Have ethical considerations been addressed? [1]				
3.4.4.	**General**				
3.4.4.1	Is the proposal free of grammar, language/ typographical errors?				
3.4.4.2	Is the proposal generally free of plagiarism? [2]				
3.4.4.3	Is the research manageable in terms of the time frame?				
3.4.4.4	Is the budget indicated in the research proposal realistic?				
3.4.5	**Funding**				
3.4.5.1	Is the proposal financially viable?				
3.4.5.2	How is the research going to be funded?				
3.4.6.	**EthicalClearance**				
3.4.6.1	Does the research require clearance by the ethics committee				
3.4.7	**Plagiarism**				
3.4.7.1	Does the research proposal meet the requirements of the Plagiarism Policy? In the case of plagiarism, the proposal should be returned to the candidate with warnings/penalties according to the Policy.				

4.0 HDR4: GUIDELINES FOR SUPERVISION OF HIGHER DEGREES BY RESEARCH (MPHIL/DPHIL)

4.1   BUSE Register of HDR Supervisors

4.1.1   The aim of HDR supervisor registration is to establish, maintain and continually build upon a standard for quality supervision across the University and to support the ongoing involvement of HDR supervisors in professional development around supervision. Furthermore, registration of supervisors aims to ensure that academic staff have the skills and knowledge to successfully supervise students throughout their candidature.

4.1.2   To be appointed as Principal Supervisor or Co-Supervisor of a HDR student in the University, a person must meet the criteria for inclusion in the 'BUSE Register of HDR Supervisors' at the time of appointment as supervisor and be admitted to the Register prior to commencing supervision of the student.

4.1.3   People who do not meet the supervisor eligibility criteria may participate on supervision panels as consultant supervisors in addition to at least two registered supervisors.

4.1.1.1 The 'Register of HDR Supervisors' is maintained in the relevant database and the University record system. An academic staff member's registered status is also updated on their staff profile webpage to facilitate searching by prospective research students.

4.1.1.2 For admission to the 'Register of Faculty HDR Supervisors', BUSE researchers should complete the relevant form, providing evidence that each criterion has been met.

4.1.1.3 Applications will be assessed and may be approved by the Faculty Higher Degrees Committee (FHDC) for a period of up to four years, after which time the staff member will re-apply for admission to demonstrate their continued eligibility to supervise HDR students.

4.1.1.4 The *Faculty Office* will advise the applicant of admission to the Register, with a copy to the relevant department.

4.1.1.5 The *FHDC* will monitor admissions to the Register to ensure registered HDR supervisors meet the supervisor eligibility criteria.

4.1.1.6 The FHDC will ensure staff whose registration has lapsed are notified, and where required will make alternative supervision arrangements for continuing students.

4.2 Supervisor eligibility criteria

4.2.1 The following criteria must be demonstrated for registration as a HDR supervisor of HDR students at this University:

4.2.1.1 An academic appointment at the University.

4.2.1.2 A doctoral qualification or demonstrated equivalent research experience as approved by the Faculty Higher Degrees Committee (FHDC).

4.3 Supervision panel

4.3.1 All HDR students must have a minimum of two registered supervisors: A Principal Supervisor and a Co-Supervisor.

4.3.2 Researchers and other advisors who do not meet the supervisor eligibility criteria may participate on supervision panels as consultant supervisors in addition to at least two registered supervisors.

4.3.3 The Executive Dean will recommend supervisors for each student. The supervision panel must be approved by Senex or the Chairperson acting on behalf of the Committee at the time of accepting an application for admission to candidature.

4.3.4 The FHDC will liaise with the relevant department of the supervisor(s) to seek approval for workload commitment required for the proposed supervisor's participation on the supervision panel.

4.3.5 The supervision panel arrangements will be reviewed and confirmed in conjunction with confirmation of candidature.

4.3.6 Supervisors must advise the Dean of any perceivable conflict of interest between themselves and the student or other members of the supervision panel. Supervisors must not engage in supervision of students with whom they have a close personal relationship.

4.3.7 The relevant Chairperson of Department is required to recommend change of supervisor in the case of supervisors leaving the institution and where it is felt the supervisor will not be able to continue with the supervision. If the Principal Supervisor leaves the university, the Dean has responsibility for ensuring that continuity of appropriate supervisory expertise is maintained throughout candidature.

4.3.8   If the Principal Supervisor is absent from the University for a period more than 6 weeks, the Principal Supervisor and relevant Chairperson of Department shall organise alternative supervisory arrangements for the period of absence.. This change is only applicable to resident candidates otherwise for part-time students the supervision shall continue as initially agreed.

4.3.9   Deans/Chairpersons will give proper recognition of the workload required for supervisors to carry out their duties, taking overall workload into account. Supervisory loads will be monitored by the relevant FHDC and by the supervisors themselves. The ratio must be low enough for effective intellectual interaction. A supervisor whose other duties have not been reduced (for example teaching, extension services, administrative duties) should not normally be permitted to have a total supervisory load greater than the equivalent of five full-time students.

4.3.10   Supervisors from a different faculty to the HDR student must have approval from their FHDC to participate on the supervision panel, to be formally requested by the Executive Dean of the faculty of enrolment prior to approving a supervision panel.

4.3.11   The Executive Dean is responsible for ensuring the quality of HDR Supervision provided to students enrolled within their faculty.

4.3.12   Supervisors who are found to be lacking in the provision of any aspect of quality HDR supervision may be:

4.3.12.1 Required to undertake specific professional development,

4.3.12.2 Excluded from joining any new supervision panels.

4.3.12.3 Removed from the Register of Faculty HDR Supervisors on the recommendation of the FHDC. In such cases, the Executive Dean will make alternative supervision arrangements will be made for current students for whom the de-registered supervisor is a member of the supervision panel.

4.4   Supervisor responsibilities

4.4.1.1 The Principal Supervisor shall be responsible for the academic and administrative supervision of the student. It is anticipated that the Principal Supervisor and Co-Supervisor(s) shall agree on specific duties and areas of supervision.

4.4.1.2 In general, all supervisors are responsible for:

4.4.1.3 Ensuring that the student has a clear understanding in general terms of the main aspects of graduate research; the concept of originality; the different kinds of research; the form and structure of the dissertation/thesis; the necessary standards to be achieved; the importance of planning and time management; the procedures for monitoring and reporting progress,

4.4.1.4 Working with the student to establish an effective supervisory relationship, thereby supporting the student,

4.4.1.5 Giving guidance on the nature of the research and the standard expected; the planning and timing of successive stages of the research programme, literature, and sources; research methods and instrumental techniques,

4.4.1.6 Ensuring that the student is aware of the need to exercise probity and conduct his/her research according to ethical principles, avoidance of plagiarism, respect for copyright and of the implications of research misconduct,

4.4.1.7 Ensuring that the research project is completed fully, including preparation of a thesis with the time available, and advising the student accordingly,

4.4.1.8 Having an input into the student's development needs,

4.4.1.9 Providing timely, constructive, and effective feedback on the student's work, including his/her overall progress within the programme,

4.4.1.10 Ensuring that regular supervisory sessions take place. The frequency of such sessions will vary according to Departmental policy, the nature of the research (e.g., whether laboratory work is involved), the research project, and may depend on whether the student is registered on a full time or part time basis. The key point is that both student and supervisor should have a clear, agreed understanding of the frequency and nature of contact required at any stage of the project,

4.4.1.11 Arranging, as appropriate for the student to present work to staff or graduate seminars and should take an active part in helping the student to interact with others working in the field of research, for example, encouraging the student to attend conferences, supporting him/her in seeking funding for such events; and where appropriate to submit conference papers and articles to refereed journals, and advising the student well in advance of any planned periods of absence from the University. He/she should ensure that appropriate arrangements for alternative supervision are made, and that the student is informed accordingly,

4.4.1.12 Assessing work in progress by jointly going over the reports prepared by their candidate and submitting a report on the candidate's progress to the faculty Higher Degrees Committee every six months. The candidate's performance shall be measured against the milestones defined in the research project. In addition, supervisors shall keep each other informed of the candidate's progress on a regular basis, and at least once every three months,

4.4.1.13 Authorizing submission of the dissertation/thesis,

4.4.1.14 Assisting the candidate in preparing for viva voce examination,

4.4.1.15 Ensuring candidate effects all corrections as recommended by examiners.

4.4.2 Principal Supervisor responsibilities include:

4.4.2.1 Recommending students for admission to a HDR only after careful consideration and in   accordance with BUSE's Admission and Enrolment – Guidelines.

4.4.2.2 Monitoring the progress of HDR students and keeping other supervisors, the relevant faculty informed via regular reports on candidature progression including achievement of milestone and obstacles to progress, other updates as required to account for periods of leave, and actively resolves any outstanding candidature milestones, or nominates a Co-Supervisor to fulfil these duties and notifies the FHDC which supervisor is the primary administrative coordinating contact.

4.4.2.3 Conducting required risk assessments as may be required throughout candidature, including but not limited to research at external locations, non-compliance with ethics requirements.

4.4.2.4 Maintaining a complete supervision timetable to meet the individual student's needs at every stage of their candidature, including formalising interim arrangements for supervision during periods of absence greater than one month, in consultation with the Chairperson of the Department.

4.4.2.5 Normally the subject-matter expert with substantial knowledge of the student's research topic and recent research activity in the relevant discipline.

4.4.2.6 Maintaining regular communication with the student and other members of the supervision panel, and ensures that there is a communication plan between the parties as documented in the student's Research Supervision Agreement.

4.4.2.7 Ensuring students are familiar with their rights and responsibilities including requirements for compliance with all discipline specific and University policies, including, but not limited to, the Research – Academic Policy and associated Procedures, the Research Misconduct – Governing Policy and associated Procedures and the Higher Degrees by Research – Academic Policy and associated Procedures.

4.4.2.8 Ensuring students understand their obligations and complies with University Health, Safety and Wellbeing – Governing Policy

4.4.2.9 Providing advice and guidance to students in their post-HDR career development.

4.4.2.10 Providing advice, guidance, and mentorship to less experienced co-supervisors as and when appropriate.

4.4.3 Co-Supervisor responsibilities include:

4.4.3.1 Contributing to the student's progression towards successful completion of their degree and to the supervision panel as agreed in the student's Research Supervision Agreement.

4.4.3.2 Fulfilling the responsibilities of the Principal Supervisor during periods of absence in support of consistency of supervision, and or fulfils the administrative coordination aspects of the role of Principal Supervisor where so nominated.

4.4.3.3 Providing input to the candidature milestone progression process.

4.4.3.4 Providing advice and guidance to less experienced supervisors on the panel as appropriate (e.g., where a registered Principal Supervisor joins an individual student's supervision panel as a co-supervisor).

4.4.4 Supervision professional development

4.4.4.1 The University will provide supervision professional development opportunities and resources for supervisors. This includes an Induction to Graduate Research Student Management at BUSE.

4.4.4.2 The FHDC provides support to HDR Supervisors in the case-management of individual HDR students as required.

4.5 Supervision contact hours
The Supervision contact hours are guided by the Academic Workloads Policy.

4.5.1 MPhil: 234.38 h

4.5.2 DPhil: 300 h

4.6 Milestones/Progress Reports
The Supervisors shall ensure that Milestones/Progress Reports are submitted to the department once in every six months.

4.7 Ethical review of proposals
All proposals shall be reviewed by the Departmental/Faculty/Research Ethics Committee.

4.8 Research Focus Areas
Supervisors shall assist students in carrying out research activities in line with national imperatives and the University's strategic directives. It therefore anticipated that individual research project shall contribute to the objectives of broader research programmes.

4.9 Grievances

Supervisors having trouble with any aspect of their supervision of a HDR student should discuss the problems with the student and other supervisor(s) in the first instance (if appropriate). Where the issue cannot be resolved within the supervision panel, it should be escalated to the Chairperson of the Department, failure which the matter should be brought to the relevant Dean for informal resolution. Grievances should be handled as outlined in the standard procedures for MPhil/ DPhil and other relevant policies.

5.0 HDR5: SUPERVISION CONTRACT FOR MASTER OF PHILOSOPHY AND DOCTOR OF PHILOSOPHY STUDIES

This agreement defines the academic, research, financial and administrative modalities of the Master of Philosophy (MPhil) and Doctor of Philosophy (DPhil) candidate's supervision.

The parties commit to comply with Bindura University of Science Education (BUSE) regulations and guidelines for the MPhil and DPhil Degree programmes.The respective faculty shall generate contract letters which will be forwarded to HR for processing of supervisor appointment letters. Signed copies of the contract and appointment letters should be submitted to the Faculty Office.

Where a signature is requested, either an electronic signature can be inserted, or the typed full name of signatory can be inserted.

5.1 Candidate Details

CANDIDATE'S NAME:

Degree programme:	
Department and faculty:	
Dissertation/thesis working title:	
Field of study:	
Part time/full time:	
Programme duration:	
Commencement month/year:	

5.2   Supervisors
The following experts jointly take full responsibility for the supervision of the candidate's work and commit to fully assume their role of study director.

5.2.1 Principal Supervisor

Name:	

E-mail:	
Contact Numbers	
Affiliation(Research Unit/Department, University)	

5.2.2 Co-Supervisor

Name:	
E-mail:	
Contact Numbers	
Affiliation(Research Unit/Department, University)	

5.3   The Supervision Agreement

5.3.1   Duties of the MPhil/DPhil candidate

The candidate shall:

5.3.1.1 Acknowledge and accept primary responsibility for his/her education,

5.3.1.2 Demonstrate a good work ethic,

5.3.1.3 Strive to meet the expected throughput rate as stipulated in the regulations,

5.3.1.4 Share ideas and work collegially,

5.3.1.5 Participate in and to contribute to the life of the department, including being available to demonstrate at undergraduate practical /tutorials,

5.3.1.6 Participate in conferences, seminars, symposia, workshops that are organized by Bindura University of Science Education along with activities organized by joint supervisors,

5.3.1.7 Commit to co-publication with the supervisor(s),

5.3.1.8 Familiarise him/herself with the University rules, particularly regarding plagiarism, and to commit to respecting those rules.

5.3.1.9 Prepare reports on his/her work in progress every six months presenting the preliminary results obtained. The report shall include a list of the various courses, seminars, conferences, or other relevant activities that the candidate had attended/participated in.

5.3 .2   Duties of the Supervisors

5.3.2.1 The Principal supervisor shall be responsible for the academic and administrative supervision of the student. It is anticipated that the Principal Supervisor and Co-Supervisor shall agree on specific duties and areas of supervision. In general Supervisors shall:

5.3.2.2 ensure that the student has a clear understanding in general terms of the main aspects of graduate research; the concept of originality; the different kinds of research; the form and structure of the dissertation/thesis; the necessary standards

to be achieved; the importance of planning and time management; the procedures for monitoring and reporting progress,

5.3.2.3   Work with the student to establish an effective supervisory relationship, thereby supporting the student,

5.3.2.4   Give guidance on the nature of the research and the standard expected; the planning and timing of successive stages of the research programme, literature and sources; research methods and instrumental techniques,

5.3.2.5   Ensure that the student is aware of the need to exercise probity and conduct his/her research according to ethical principles, avoidance of plagiarism, respect for copyright and of the implications of research misconduct,

5.3.2.6   Ensure that the research project is completed fully, including preparation of a thesis with the time available, and advising the student accordingly,

5.3.2.7   Having an input into the student's development needs,

5.3.2.8   Provide timely, constructive and effective feedback on the student's work, including his/her overall progress within the programme,

5.3.2.9   Ensure that regular supervisory sessions take place. The frequency of such sessions will vary according to Departmental policy, the nature of the research (e.g. whether laboratory work is involved), the particular research project, and may depend on whether the student is registered on a full time or part time basis. The key point is that both student and supervisor should have a clear, agreed understanding of the frequency and nature of contact required at any particular stage of the project,

5.3.2.10 Arrange as appropriate for the student to present work to staff or graduate seminars and should take an active part in helping the student to interact with others working in the field of research, for example, encouraging the student to attend conferences, supporting him/her in seeking funding for such events; and where appropriate to submit conference papers and articles to refereed journals, and

5.3.2.11 Advise the student well in advance of any planned periods of absence from the University. He/she should ensure that appropriate arrangements for alternative supervision are made and that the student is informed accordingly.

5.3.2.12 Assess work in progress by jointly going over the reports prepared by their candidate and submitting a report on the candidate's progress to the faculty Higher Degrees Committee every six months. The candidate's performance shall be measured against the milestones defined in the research project. In addition, supervisors shall keep each other informed of the candidate's progress on a regular basis, and at least once every three months.

5.3.3   Final examination

The dissertation/thesis shall be subject to an examination process according to University regulations governing the submission and examination of MPhil/DPhil Dissertation/Thesis. At least one of the Supervisors shall be present at the defence.

5.3.3.1   Authorization to defend the thesis.
At least three months prior to the scheduled date for the submission of the thesis, the respective candidate shall through his/her supervisors, submit a notice in writing to the Departmental Chairperson who shall forward it with written support to the Faculty Higher Degrees Committee declaring their intention to submit their theses. The notice shall be accompanied by an abstract of the thesis, which shall not exceed 300 or 500 words for a master's or a Doctoral thesis, respectively. The

abstract shall be a synopsis of the methodology of the research undertaken, the results and the major conclusions reached. The Faculty Higher Degrees Committee shall then convene a meeting to appoint the Examiners of the thesis.

5.3.3.2 Composition of the viva voce panel

The viva voce panel shall normally be constituted as follows: Dean of the Faculty, Examiners of the dissertation/thesis and Chairperson of the department concerned. The Supervisor(s) of the dissertation/thesis are invited to attend the viva voce examination; however, they shall not take an active part in the examination.

5.3.4 Publications

A student must submit evidence of at least one refereed or peer-reviewed publication from his/her MPhil research, or at least two refereed or peer-reviewed publications from his/her DPhil research to the Department and the Faculty Office.

5.3.5 Intellectual Property

5.3.5.1 Intellectual property generated from studies at Bindura University of Science Education shall be guided by the Institution's Intellectual Property Policy.

5.3.5.2 The MPhil/DPhil candidate hereby agrees that his/her dissertation/thesis essay's title and abstract will be posted on Bindura University of Science Education Institutional Repository when his/her degree is awarded.

5.3.5.3 The MPhil/DPhil candidate hereby agrees that the Bindura University of Science Education may restore and protect the dissertation/thesis essay, either as a hard copy or as a softcopy according to the Bindura University of Science Education procedures.

5.3.5.4 Moreover, the MPhil/DPhil candidate will be asked to sign a disclosure contract, that will allow the Bindura University of Science Education library make to his/her thesis available to the research community. This contract is not exclusive and the candidate may revoke it at any time. The disclosure contract will not be deemed as a copyright transfer.

5.3.5.5 The product/results of the study belong to their author and will thus be protected by intellectual property law according to the University's IP Policy.

5.3.5.6 Handling of Intellectual Property upon termination of studies by the Student or termination of supervision services shall be guided by the University's IP Policy.

5.3.6 Administrative issues

5.3.6.1 Candidate's status
While performing studying at the Bindura University of Science Education, the candidate will benefit from (labour contract/student's status).

5.3.6.2. Financial issues
Please indicate the funding support for the candidate

5.3.7 Appointment

Supervisors shall be formally appointed by the Human Resources Department, detailing remuneration conditions.

5.3.8 Modification, mediation, and cancellation

5.3.8.1 It is the signatories' responsibility to inform *in writing* the Faculty Office of any changes this agreement may need. The Faculty Higher Degrees Committee shall be informed of any amendment.

5.3.8.2 In the event that one of the supervisors' changes, or a major change in the candidate's research project seems necessary – such as an extension of the duration or a major change in the topic, then a new agreement must be drawn up requiring the consent of the Faculty Higher Degrees Committee. The contract may be cancelled if the candidate does not fulfil the scientific requirements and other obligations set out in the agreement.

5.3.8.3 In the event of minor changes to this agreement, an amendment may be proposed by the party concerned and incorporated to the agreement as an annex signed by all parties.

5.3.8.4 Any breach of contract by the candidate may lead to the cancellation of this agreement.

5.3.8.5 The Faculty Office is responsible for the monitoring of the agreement. If serious problems develop in this student-supervisor relationship, the student shall normally:

5.3.8.5.1 Raise the matter with the supervisor(s) and seek to resolve the matter amicably,

5.3.8.5.2 If that does not work, the problem shall be referred to the Departmental Board which shall make recommendations to the FHDC within two weeks,

5.3.8.5.3 If the supervisor is the Chairperson, an Acting Chairperson shall chair the Departmental Board meeting to resolve the issue.

5.3.8.5.4 If the supervisor is the Faculty Dean, a Dean from another Faculty shall chair the FHDC to resolve the issue.

5.3.8.5.5 If the matter remains unresolved, the FHDC shall refer the issue to SENEX

A signed copy of this agreement shall be stored at the Faculty Office, and Deputy Registrar's (Academic) Office.

5.3.9 Signatures:

I agree to comply with the provisions of this agreement.

Student: …………………………………………… Date……………………………..

I agree to supervise the student until completion and be bound by the provisions of this contract.

Principal Supervisor: ……………. …………………Date…………………………

Co-Supervisor: …………………………….........Date………………………..

Chairperson of Department: ………………….....…..Date…………….................…..

Faculty Dean: ……………………………….....…Date……….……………..

6.0 HDR6: GUIDELINES FOR WRITING MPHIL DISSERTATION/DPHIL THESIS

This document has been primarily prepared to assist students in preparing their dissertation/thesis following the monogram presentation. It is hoped that they should also be useful to supervisors, examiners, researchers, and editors of scientific documents published at BUSE to ensure uniformity of writing style. Preparations of good quality thesis will greatly minimize frustrations of students, headaches for supervisors, examiners, and readers alike. Faculties have room for improving on these standard guidelines to suit their specific requirements.

6.1.   Typescripts and Layout

6.1.1   The sequence of Chapters/sections should be in the following order: Title page, Abstract, Declaration, Acknowledgement, Dedication, Table of Contents, List of Tables, List of Figures, List of Appendices, List of Abbreviations and Symbols, Introduction, Literature review, Materials and Methods (Research Methodology), Results, Discussion or Results and Discussion. Conclusions and Recommendations, References and Appendices.

6.1.2   The title of thesis must be brief and should have 15 words or less.

6.1.3   Type text in double spacing on one side of A4 size paper.

6.1.4   The preliminary pages that precede the introduction should be numbered in lower case Roman numerals i.e., i, ii, iii, etc. The page numbering for the body of the thesis should be in Arabic numerals (i.e., 1, 2, 3, etc.) and numbered consecutively throughout. The page numbers should appear just below the centre of the upper margin.

6.1.5   Leave wide margins with the left-hand margin being 4.0cm from the left edge of the paper, the right-hand margin 2.5cm from the right edge, the top margin 4.0cm from the top of the page and the bottom margin 2.5cm from the bottom of the paper.

6.1.6   The title page must be arranged as follows:

6.1.6.1   Title of thesis in capital letters (well-centred): indicate your full name starting with first name, then middle name(s) and lastly family name. The following statement should be written under your name, well centred and systematically arranged.

A DISSERTATION / THESIS SUBMITTED IN FULFILMENT/PARTIAL FULFILMENT* (*whichever is applicable) OF THE REQUIREMENTS FOR THE DEGREE OF (insert name of degree) OF BINDURA UNIVERSITY OF SCIENCE EDUCATION, FACULTY OF (insert name of Faculty). Indicate the month and year of submission at the bottom (centred).

The abstract should follow the title page and begin on new page. It should be concise but comprehensive (not more than 300 words for Master's (MSc/MPhil) Degrees and not more than 400 words for PhD/DPhil thesis).

6.1.7   Table of contents should be sufficiently informative with specific page numbers of all sections and chapters indicated. List of tables, Figures, Plates, Abbreviations should be pages and arranged in the general format as the Table of Contents.

6.1.8   Ensure that typescripts are legible and that the fonts as well as the format are consistent throughout.

6.1.9   To itemize within a paragraph, use the forms (a), (b) and (c). Consecutive short sentences can also be itemized by starting them with a bullet point aligned with the left-hand column margin and ending them with a semi-colon.

6.1.10   Spelling should follow that of the UK English Dictionary. Use 'Spell Grammar' checker facility in the MS word.

7.0 HDR (7A) HIGHER DEGREES RESEARCH PROGRESS/MILESTONES REPORT

7.1   Introduction and Background

7.1.1   Higher degrees require research management tools to mark specific milestones along a project timeline. The Milestone Progress Report is the means by which progress of MPhil/DPhil studies is periodically assessed by the student and supervisory team and reported to the administration.

7.1.2   A student shall attend at least 3 workshops or relevant training sessions per annum as may be arranged by departments, faculties and appropriate training programmes outside the University.

7.1.3   If serious problems develop in the student-supervisor relationship, the student shall normally:

7.1.3.1 Raise the matter with the supervisor(s) and seek to resolve the matter amicably,

7.1.3.2 If that does not work, the problem shall be referred to the Departmental Board which shall make recommendations to the FHDC within two weeks.

7.1.4   If the supervisor is the Chairperson, an Acting Chairperson shall chair the Departmental Board meeting to resolve the issue.

7.1.5   If the supervisor is the Faculty Dean, a Dean from another Faculty shall chair the FHDC to resolve the issue.

7.1.6   If the matter remains unresolved, the FHDC shall refer the issue to SENEX.

7.2   Procedure for submission and processing of Milestone Progress Reports
Following completion of initial registration process, students must submit milestone progress reports every six months. The procedure for the submission and processing of the report shall be as follows:

7.2.1   Milestone reports to be submitted twice per year, that is, after every six months.

7.2.2   The student shall submit a completed Milestone Progress Form to the principal supervisor for endorsement and signing by the supervisory team.

7.2.3   The Principal Supervisor shall report on each student's progress at least twice a year to the appropriate Departmental Board and/or the Faculty Higher Degrees Committee.

7.2.4   Each year, the Dean shall present to Senex, progress reports on every Higher Degrees candidate.

7.2.5   Presentation of progress reports shall be synchronized with dates for Senex meetings as follows:

7.2.5.1 For candidates, whose initial registration date lies within the period 1st of February to 31st of July, the progress reports shall be presented during the January Senex.

7.2.5.2 For Candidates whose initial registration date lies within the period 1st of August to 31st of January, the progress reports shall be presented during the July Senex.

7.2.6   The Faculty Higher Degrees Committee (FHDC) shall meet to consider progress reports by the following dates:

7.2.7   For the January Senex presentations: by 30th of November each year.

7.2.8   For the July Senex presentations: by 30th of April each year.

7.2.9   The consideration of progress shall be against the objectives agreed in the Progress Report forms/Milestones.

7.2.10   If the progress meets the work plan outlined in the Progress Report forms, the candidate shall be coded "Continue" and may proceed to register the following year.

7.2.11 If progress is deemed to be unsatisfactory by the Supervisor(s) and this is supported by the ***Chairperson of the Department and the decision upheld by the FHDC, then the candidate shall be assigned a status of FHDC-P (status pending FHDC decision)***

7.2.11.1 The Faculty SAR shall communicate the decision to the candidate.

7.2.12   The candidate shall be given an opportunity to work on the highlighted areas and a revised Progress Report form shall be signed covering the period between communication of the decision and the registration deadline of the following year.

7.2.13   Should the progress during this "pending" period be satisfactory, as recommended by the supervisor(s) and Chairperson of the Department, the student shall be assigned a code of FHDC-C (FHDC concession to continue) and shall be allowed to register in the following year.

7.2.14   If the progress during the "pending" period is deemed unsatisfactory, the student shall be coded FHDC-DCN (Discontinue, ineligible to continue) and shall not be permitted to register the following year.

7.2.15   The Dean shall present to Senex, recommendations concerning Continuation, Amendment, or Termination of each MPhil/DPhil candidate's programme.

Table7A.1: Indicative deliverables – MPhil (Part-time)

Milestones	Deliverables	Time Frame
M1:ResearchProposal Approved	- Introduction - Background - Problem statement - Research Questions/Hypothesis - Literature review - Methodology - Justification - Work plan - Budget **Seminar presentation**	0 – 6 months
M2: Literature Review, Introductory and Methodology chapters completed	- Literature Review Draft - Introductory Chapters - Methodology Chapter - Research instruments	6 – 12 months
M3: Data Collection completed	- Pilot study for quantitative studies - Field work	12 – 18 months

Milestones	Deliverables	Time Frame
M4: Data Analysis completed	• Data Coding • Data Analysis • Presentation of Results • **Seminar presentation**	18 – 24 months
M5: Discussion/Conclusion First Thesis Draft submitted to supervisors	• Discussion • Conclusions • Recommendations • compilation of First Draft Thesis • Editing/proof-reading	24 – 30 months
M6: Final Thesis copy submitted, and Viva preparations completed	• Final Draft Thesis • **Viva Preparations and presentation**	30 – 36 months

Table 7A.2: Indicative deliverables – DPhil (Part-time)

Milestones	Deliverables	Time Frame
M1: Research Proposal Approved	• Introduction • Background • Problem statement • Research Questions/Hypothesis • Literature review • Methodology • Justification • Work plan • Budget • **Seminar presentation**	0 – 6 months
M2: First Draft Literature Review completed	• Comprehensive and Critical Literature Review Draft	6 – 12 months
M3: Literature Review, Introductory and Methodology chapters completed	• Final Literature Review Draft • Introductory Chapters • Methodology Chapter • Research instruments • **Seminar presentation**	12 – 18 months
M4: Data Collection completed	• Pilot study for quantitative studies • Field work	18 – 24 months
M5: Data Analysis completed	• Data Coding • Data Analysis • Presentation of Results • **Seminar presentation**	24 – 30 months
M6: Discussion/Conclusion	• Discussion • Conclusions • Recommendations • Seminar presentation	30 – 36 months
M7: First Thesis Draft submitted to supervisors	• compilation of First Draft Thesis • Editing/proof-reading	36 – 42 months

M8: Final Thesis copy submitted, and Viva preparations completed	• Final Draft Thesis • **Viva Preparations and presentation**	42 – 48 months

HDR (7B). HIGHER DEGREES RESEARCH PROGRESS/MILESTONES REPORTING

This form must be completed twice a year capturing progress made between (January - June) and (July – December). Endorsed progress reports must be submitted to the Faculty Office *by 30 June and 31December).*

7.3 Student Details

To be completed <u>in duplicate</u> by the student and submitted to the Supervisor.

7.3.1 Name: ………………………………….…………………………………..

7.3.2 Department: …………………………………………………………………..

7.3.3 Faculty: ….……………………………………………………………………

7.3.4 Working Title for the Research Project:

…………………………………………………………………………………………………
…

7.3.5 Date of First Registration……….

7.3.6 Minimum Completion date………. *(Indicate month and year)*

7.3.7 Maximum Completion date………. *(Indicate month and year)*

7.3.8 Milestones achieved in the past 6 months.(beginning _____ending_____)

Reporting the Milestones

The progress to be reported shall be based on measurable activities undertaken in the fulfilment of set objectives for the research project/ dissertation or thesis. It should spell out the exact activities instead of saying "worked on chapter 2" it should be written like "…worked on literature review focusing on …".

Table 7B1: Summary of Milestones Achieved

Objectives(being addressed)	**Activities**	**Outputs**

Table 7B.2: Activities planned for the next 6 months

Objectives	Activities	Outputs

7.3.9 Problems encountered in the reporting period:

Signed:

……………………………………………….………..Date:………………………

NB: A student who does not submit forms as stipulated will be presumed to have done no work in the preceding 6 months. This may jeopardize registration.

7.4 Supervisor's Report

To be completed in <u>duplicate a</u>nd handed to Departmental Office within one week of receipt.

7.4.1   Name   of   Supervisor:

………………………………….…………………………………………

7.4.2   Name   of   Joint/   Associate   Supervisor:

………………..…..…………………………………

REPORT (If there are problems use additional papers)

Signed: ……………………………   ……………………………....Date: …………………………

7.5   Departmental Chairperson's Report

Name: …………………………....Signed: ……………………….…….Date: ……………………

  Departmental Chairperson

Name: …………………………....Signed: ……………………….…….Date: ……………………

     Dean

8.0 HDR8: NOTICE OF INTENTION TO SUBMIT AN MPHIL DISSERTATION /DPHIL THESIS FOR MARKING

NOTE

At least six (6) months prior to the scheduled date for the submission of the dissertation/thesis, the respective MPhil/DPhil candidate shall through his/her supervisors submit a notice in writing to the Departmental Chairperson who will forward it with written

support to the Faculty Higher Degrees Committee (FHDC), declaring their intention to submit their dissertation/thesis.

The notice shall be accompanied by an abstract of the dissertation/thesis which shall not exceed 300/500 words for an MPhil or a DPhil dissertation/thesis respectively, and an originally approved proposal. The abstract shall be a synopsis of the methodology of the research undertaken, the results and the major conclusions reached.

Section A: To be completed by the Candidate

Name of candidate (use block capitals)   Amount of Exam fees paid.
………..

(Attach receipt)

Surname:
………………………………………………………………………………………
…

Names:
…………………………………………………………………………………………
...

Candidate's   Number:
……………………………………………………………………….……….

Department:
…………………………………………………………………………….………...

Faculty:
……………………………………………………………………………….………..

Date of commencement of the programme of study in the University……………………………….

Registration Profile *(Indicate your current registration status and give your registration history).*

Title   of
Thesis:……………………..…………………………………………………………….…

I confirm that I will submit my thesis on………………………..…………….........................

Candidate's   signature: …………………………….…
  Date…………………….....................................

Section B: To be completed by the Supervisor(S)

It is possible/not possible for the candidate to submit his/her thesis for marking on the date given above. If not possible, please give reasons.

Principal Supervisor………………….…………Signature……..……….Date…………..
………….

Co-Supervisor:…………………………………Signature……..……...Date……….….
………….

Section C: To be completed by the Chairperson of Department
The Department is proposing the following Examiner(s) for the thesis. (Curriculum vitae for the External Examiner(s) must be attached).

Internal Examiner(s):
    Name…………………………………………………………………………………..
    Name…………………………………………………………………………………..
    Name……………………………………………………………………………….......
External Examiner(s):
    Name: ………………………………………………………………………………….
    Address: …………………………………………………………………………………
    Name: ………………………………………………………………………………….
    Address: …………………………………………………………………………………
    Name……………………………………………………………………………………
    Address: …………………………………………………………………………………
    Name…………………………………..Signature……………………………..Date………..

Section D: To be completed by the Dean of the Faculty
The Dean shall submit to Senex, the completed form together with the original approved proposal, thesis abstract and relevant minutes of the Faculty Higher Degrees Committee.

The Faculty Higher Degrees Committee has noted the examination arrangements by the Department and recommends/does not recommend* the arrangements.

    Dean…………………….…………….……Signature….………..………………Date……...…
……

* Delete what is not applicable.

9.0 HDR 9: GUIDELINES FOR THE SUBMISSION AND EXAMINATION OF MPHIL/DPHIL DISSERTATION/THESIS

9.1 Submission Guidelines
At least six (6) months prior to the scheduled date for the submission of the dissertation/thesis, the respective MPhil/DPhil candidate shall through his/her supervisors submit a notice in writing to the Departmental Chairperson who will forward it with written support to the Faculty Higher Degrees Committee (FHDC), declaring their intention to submit their dissertation/thesis.

    9.1.1   The notice shall be accompanied by an abstract of the dissertation/thesis which shall not exceed 300/500 words for an MPhil or a DPhil dissertation/thesis, respectively. The abstract shall be a synopsis of the methodology of the research undertaken, the results and the major conclusions reached.
    9.1.2   The FHDC shall then convene a meeting to consider examiners of the Dissertation/thesis and make recommendations to SENEX at least three (3) months before examination.
9.2 Guidelines for the Examination of the Submitted MPhil/DPhil Dissertation/Thesis
    9.2.1   *Marking of thesis/dissertation*

9.2.1.1 Every dissertation/thesis shall be assessed by a minimum of three examiners: at least two internal and one external for MPhil and at least two external examiners and one internal for DPhil.

9.2.1.2 The candidate must provide three loosely bound copies of the dissertation/thesis and a PDF copy for marking by the examiners.

9.2.1.3 The supervisors of the student are not eligible to be appointed as examiners of the dissertation/thesis.

9.2.1.4 The examiners shall be required to submit their detailed reports about the dissertation/thesis within a period of two months from the date of receipt of the documents. If their assessments are not received within two months, new examiners must be appointed.

9.2.1.5 Each of the examiners shall be required to examine the dissertation/thesis in detail and complete the appropriate Report of Examiners Form (HDR 11A for MPhil and HDR11B for DPhil).

9.2.2 Processing of examiners reports

The Chair of the FHDC shall present to SENEX examiners' reports.

9.2.2.1 Oral/Viva Voce Examination

Purpose
In addition to writing a dissertation/thesis, all MPhil/DPhil candidates shall appear for a *viva voce* examination, to defend their dissertation/thesis before a panel of examiners. The *viva voce* examination is an integral part of the examination process and allows the examiners opportunity to explore with the candidate areas of interest, controversy, weaknesses, obscurity, etc., before they can make definite recommendations to SENEX. In some cases, the *viva voce* may do more than confirm a favourable opinion already formed from the dissertation/thesis; in other cases, it will provide the candidate with the opportunity to compensate for weaknesses in the dissertation/thesis or dispel examiners' reservations; in some cases, it may confirm the examiners view that the candidate should fail the dissertation/thesis. It is, therefore, an important occasion for which candidates should be as well prepared as possible. Discussion may focus on specific sections of the dissertation/thesis, research methodology, lab work, etc., or may expand to look more generally at the broader field and the dissertation/thesis' contribution.

9.2.2.2 In summary, the *viva voce* examination allows panellists to determine whether:

9.2.2.2.1 The dissertation/thesis presented is the original work of the candidate,

9.2.2.2.2 The broader subject area in which the research is based is fully grasped by the candidate.

9.2.2.2.3 Any weaknesses in the dissertation/thesis can be adequately clarified by the candidate and,

9.2.2.2.4 The candidate is deemed to have passed or failed.

9.2.2.3 The candidate to defend his/her research and dissertation/thesis, expanding or clarifying sections, providing more detailed background information, etc., and

9.2.2.4 The examiners to moderate/review their opinion/view regarding the dissertation/thesis,

9.2.3 *Preparing for Viva voce*

9.2.3.1 *Faculty SAR*
The Faculty SAR in consultation with the Deputy Registrar-Academic, shall be responsible for the following:

9.2.3.1.1 Advising the candidate, members of the *viva voce* panel, and the public of the date and conditions of the *viva voce* examination. Although the candidate is normally consulted about the timing of the *viva voce* examination, it is the candidate's responsibility to be available at the arranged time,

9.2.3.1.2 Overall logistical issues pertaining to the *viva voce* examination, including communication of guidelines, fees, and processing of expenses.

9.2.3.2 *The FHDC*

The Chair of the FHDC shall liaise with the Registry in preparation for the *viva voce*.

9.2.3.3 *The Candidate*
The candidate should thoroughly review the dissertation/thesis plus background research, experiments, analyses, etc. It is recommended that the candidate first take part in a 'mock examination' organized by the supervisor(s) to familiarize him or herself with the process and likely content.

9.2.3.4 *The Supervisor*

The Supervisor shall assist the student in preparing for the *viva voce*, including, if possible, holding a mock *viva voce*.

9.2.4 *The viva voce examination*

9.2.4.1 *Viva voce panel composition.*
The *Viva voce* panel shall normally be constituted as follows: Dean of the Faculty, Examiners of the dissertation/thesis andChairperson of the department concerned.The Supervisor(s) of the dissertation/thesis are invited to attend the *Viva voce* examination; however, they shall not take an active part in the examination.

Chair of Viva voce panel
The Dean of the Faculty shall chair the *Viva voce*. He/she shall be responsible for ensuring that:

9.2.4.2 the *Viva voce* examination process is rigorous, fair, reliable, and consistent,

9.2.4.3 the candidate can defend the dissertation/thesis and respond to all questions posed by the examiners,

9.2.4.4 questioning by the examiners is conducted fairly and professionally,

9.2.4.5 examiners adhere to the General Academic Regulations, giving advice on these matters if necessary, and

9.2.4.6 Recommendations of the *Viva voce* panel are communicated clearly to the candidate, and in a timely fashion.

9.3 Structure of *Viva voce* examination

The Faculty SAR shall be responsible for servicing the *viva voce* proceedings, which shall take place in three segments as follows:

9.3.1 *Public Defense by the candidate (maximum 45 minutes)*

9.3.1.1 The candidate presents his/her dissertation/thesis to the public comprising of members of the BUSE community and any interested stakeholders (30 min).

9.3.1.2 This is followed by questions from the public (maximum 15 min), after which the public leaves the examination arena.

9.3.1.3 *Defense to the examination panel (maximum 1 hr)*
The candidate shall defend his/her dissertation/thesis to the examination panel.

9.3.2 *Determination of viva voce outcomes*
The *viva voce* panel shall decide on the outcome of the *viva voce*. Typically, the panel may recommend the following overall decisions:

9.3.2.1 *Pass*

9.3.2.1.1 The overall decision Pass shall apply to a student who has satisfied the examiners and therefore merits the award of the DPhil or MPhil degree. In such a case:

9.3.2.1.2 The degree may be awarded subject to **corrections** being made within 3 months from the date of notification of the result of the decision. The term corrections refer to typographical errors, occasional stylistic or grammatical flaws, corrections to references, etc.

9.3.2.1.3 The degree may be awarded subject to minor **amendments** being made within 6 months from the date of notification of the decision. The term amendments refers to stated minor deficiencies, requiring some textual revision;

9.3.2.2 *Fail: Re-submit Thesis.*

9.3.2.2.1 The overall decision Fail: Re-submit thesis shall apply to a student whose thesis, though adequate, requires some major revision.

9.3.2.2.2 Such a student shall be permitted to re-submit the same thesis within period of 12 months after publication of the result and shall be subjected to further oral or other examination.

9.3.2.2.3 A student who fails to re-submit his/her thesis within the stipulated 12 months shall be deemed to have failed.

9.3.2.3 *Fail: DPhil Re-submit Thesis for the MPhil Degree*

9.3.2.3.1 The overall decision Fail DPhil: Re-submit thesis for the MPhil degree shall apply to a DPhil student whose thesis, in the opinion of the Examiners and the Board of Examiners, does not justify a recommendation for the award of a DPhil Degree, nor for the re-submission of the thesis in a revised form for that degree but, at their discretion, recommend that the candidate be awarded an MPhil Degree.

9.3.2.3.2 Such a student shall be allowed to rewrite the thesis in the usual format for the MPhil degree, incorporating all the corrections and amendments recommended by

the Examiners and the Board of Examiners within a period of 12 months or less after publication of the result.

9.3.2.3.3 The Board of Examiners may, or may not, recommend that the student be subjected to another oral examination.

9.3.2.3.4 The resubmitted thesis must be to the satisfaction of Chairperson of the Board of Examiners, after consultation with the Chairperson of the Department concerned, before lodgement of the final bound copies of thesis.

9.3.2.4 *Fail*

9.3.2.4.1 The overall decision Fail shall apply to a student whose thesis fails to meet the required standard for the award of the degree and is in such a state that no amount of improvement to the thesis is deemed to be possible by the Board of Examiners.

9.3.2.4.2 Such a student may be allowed by Senate to reapply for re-registration, but on a completely new and different thesis topic.

**For MPhil thesis, decision shall be Pass, Fail, and resubmit, or Fail.

9.4 *Processing of Viva voce results*

9.4.1 The Chair of the FHDC shall present to SENEX recommendations from the *Viva voce.*

9.4.2 SENEX shall decide on recommendations made by the *Viva voce* panel. The MPhil/DPhil degree shall not be graded: the examination shall be on pass/fail basis only.

9.4.3 A candidate who has passed shall make all corrections recommended by the examiners.

9.4.4 The internal examiner shall verify and present a written report to the Departmental Chairperson confirming that all issues raised during the examination process have been addressed by the candidate, who shall in turn inform the Dean. The Dean shall in turn present a report, together with a final copy of the thesis/dissertation ring bound, examiners reports, and minutes of the *Viva voce* examination and Faculty Board of Examiners, to SENEX.

9.4.5 After approval by SENEX, the candidate shall submit four (4) executive bound copies (Black for DPhil and Blue for MPhil) and a PDF copy each to the Library, Registrar, Faculty, and the Department before publication of results.