



THE UNIVERSITY OF ZAMBIA

**REGULATIONS FOR POSTGRADUATE
TRAINING**

DIRECTORATE OF RESEARCH AND GRADUATE STUDIES

MARCH 2015

Section 1 Introduction

In 2008, the Directorate of Research and Graduate Studies undertook a comprehensive review of the University Regulations for Postgraduate Studies which had been in use since 2006. A wide consultative process involving all internal stakeholders was adopted and completed in September 2009. The new regulations were approved by the Board of Graduate Studies in November the same year and officially came into effect on 20th July 2010. Since then, a number of areas have been identified which require strengthening thereby necessitating another review which also involved a consultative process resulting in the production of the March, 2015 version of the regulations.

These revised regulations are presented in this document in twenty nine self-explanatory sections and two appendices. Quality assurance is the central theme of the regulations contained herein.

Each section deals with a specific activity/process integral to postgraduate study:

- Sections 1-18: Regulations common to all programmes
- Section 19-22: Additional regulations governing the Diploma, Masters and Doctoral Degrees
- Section 24: Regulations governing Sandwich postgraduate programmes
- Section 25: Regulations governing Higher Doctorates other than Honorary Doctorates
- Section 26: Assessment and Progression Regulations
- Section 27: Guidelines for preparation of dissertation/thesis for examination
- Sections 28-29: Interpretation, implementation and review of the regulations

The Appendices contain guidelines for referencing and the forms supporting the procedures.

- Appendix A: Guidelines for citing references in the main body of the text and for referencing
- Appendix B: Forms for supporting procedures for the Regulations contained herein.

The document derives strength from the University Act Number 11 of 1999, the University Senate and the General Regulations governing study at the University of Zambia.

Section 2 Scope

- 2.1 The Academic Regulations detailed in this document shall govern all postgraduate studies at the University of Zambia and are binding.
- 2.2 An individual School of the University may stipulate specific regulatory requirements, over and above those specified herein, provided that such additional requirements do not in any way conflict with or compromise the regulations detailed in this document. Such additional regulations shall require approval by the Board of Graduate Studies on behalf of the University Senate.
- 2.3 Any such additional requirement(s) can only be rescinded by a decision of the Board of Graduate Studies.

Section 3 Postgraduate Programmes Offered

The University offers opportunities for postgraduate studies at Diploma, Masters and Doctorate levels.

3.1 **Postgraduate Diploma**

There are two categories of Postgraduate Diplomas offered at the University:

- (a) Continuing education: that is in the context of continuing professional development; and
- (b) Exit award: where a diploma is awarded for a specified level of achievement, normally in alternative elements of assessment in lieu of proceeding to the dissertation.

3.2 **Masters Degree**

The University of Zambia offers Masters Degrees in the following ways:

- (a) Mode A: Taught Masters Degree by coursework only
- (b) Mode B: Taught Masters Degree by a combination of coursework and a dissertation
 - (i) Non-Clinical Masters Degree
 - (ii) Clinical Masters Degree (for Medicine and Veterinary Medicine)
- (c) Mode C: Masters Degree by Research and Thesis

3.3 **Doctorate Degree**

The University of Zambia offers Doctorate degrees by research. However, a Student may be required to take appropriate courses as recommended by the Department.

3.4 **Higher Doctorate Degree**

The University offers opportunities to suitably qualified Candidates to obtain Higher Doctorate Degrees through published research.

Section 4 **Application and Admission Procedures**

The University shall invite applications for admission through the Media at a certain time each year. However, prospective Applicants for the Masters by research and for the Doctorate shall be free to apply at any time of the year.

4.1 **Application Procedure**

4.1.1 A prospective Applicant can obtain the “Application Form for Admission to Postgraduate Study in two ways:

- (a) From the Directorate of Research and Graduate Studies Office upon payment of the prescribed non-refundable application fee;
- (b) By downloading the form from the University website <http://www.unza.zm>. In such a case:
 - (i) The prescribed fee including any bank charges must be paid into the bank account of the Directorate of Research and Graduate Studies, whose account number is given on the application form, and
 - (ii) The Applicant shall be required to attach the original bank deposit slip to the completed application form and send it to the Directorate of Research and Graduate Studies, which will use it for verification of payment.

4.1.2 All duly completed Application Forms should be sent to:

The Director, Directorate of Research and Graduate Studies
University of Zambia
P.O. Box 32379
Lusaka, 10101
Zambia.

4.1.3 Each Applicant shall furnish with his/her application sufficient proof that he/she meets the entrance requirements prescribed for **the** programme of study applied for.

4.1.4 The Application Form shall make clear that meeting the prescribed eligibility requirements is no guarantee of admission into a postgraduate programme. Other factors such as the number of eligible Applicants and the teaching and Supervisory capacity of the Departments concerned shall also contribute to the decision on admission.

4.2 **Admission Procedure**

- 4.2.1 All duly completed applications for admission, together with all required accompanying documents, received by the Directorate of Research and Graduate Studies shall be forwarded to the Assistant Dean for Postgraduate Studies of the appropriate School. Any incomplete applications received will not proceed beyond this stage.
- 4.2.2 The Assistant Dean shall then forward the applications to the respective Departments, which in turn shall select suitable Candidates to recommend to the School Postgraduate Studies Committee for admission.
- 4.2.3 The School Postgraduate Studies Committee shall, among other things, satisfy itself that the proposed area of research of each Applicant is viable and current and that the necessary academic facilities and resources to successfully pursue the research at the University of Zambia are available.
- 4.2.4 The School Postgraduate Studies Committee may require an Applicant to attend interviews at the University in order to determine his/her suitability for admission.
- 4.2.5 The School Postgraduate Studies Committee shall subsequently make recommendations to the Board of Graduate Studies for admission and appointment of the proposed Supervisors of the selected Applicants.
- 4.2.6 Upon the approval of the Board of Graduate Studies, the Directorate of Research and Graduate Studies shall:
- (a) Publish the names of all successful Applicants in the Media;
 - (b) Issue admission letters to the successful Applicants; and
 - (c) Inform the unsuccessful Applicants in writing.
- 4.2.7 Successful Applicants shall be required to formally accept the offer of admission by signing and returning a copy of the admission letter.
- 4.2.8 As soon as the admission document has been signed and received by the Directorate of Research and Graduate Studies, a contract shall be entered into between the University and the Applicant. This contract obliges both parties to comply with these and other University regulations.
- 4.2.9 The University Admission Policy which is applicable to University Staff, their spouses and their children for undergraduate programmes shall also be applicable to prospective postgraduate Students.

Section 5 Enrolment

5.1 All admitted Applicants who accept a place at the University shall be required to enrol either on full-time or on part-time/distance education basis at the times specified to the Student by the University.

However, an Applicant admitted to a Postgraduate Diploma or a Taught Masters Degree programme shall normally enrol for his/her studies as a full-time Student only, unless otherwise stipulated in the individual programme.

5.2 Enrolment for part-time research shall be permitted by the University only where the Board of Graduate Studies is satisfied that a Student shall be able to attend the University for such periods of time as shall be necessary for adequate supervision.

5.3 Applicants who accept a place at the University shall be required to pay the requisite fee in order to enrol in the relevant programme of study.

5.4 A full-time or part-time/distance education Student shall be enrolled in one programme of study only in each **academic year**.

5.5 All enrolled Students shall abide by these and any other relevant University regulations.

5.6 Failure to comply with the University's requirements of Sections 5.1, 5.2, 5.3, 5.4 and 5.5 shall result in the withdrawal of the offer of a place and/or in the termination of the Student's enrolment.

5.7 A Student who wishes to change his/her enrolment status shall be required to apply to the Directorate of Research and Graduate Studies for permission to do so.

Section 6 Registration

6.1 All enrolled Students shall be required to report to the Directorate of Research and Graduate Studies for course/module/programme registration and payment of required fees at the beginning of each **academic year**.

However, Students studying by research can register at the beginning of any of the three terms upon payment of the stipulated fees.

6.2 Payment of fees alone shall not constitute registration.

6.3 Students are required to complete in triplicate an official course registration form from the Directorate of Research and Graduate Studies at the beginning of each **academic year**. All three copies of the completed registration form must be returned to the Directorate.

- 6.4 Registration for postgraduate studies shall normally be effective from the beginning of the first term of each academic year. However, for Masters by Research and Doctoral candidates registration shall be effective from the beginning of any of the three terms of the academic year.
- 6.5 A Student who registers or enrolls later than the end of the normal registration period without prior approval and in the absence of a medical or other good cause shall be liable to a late registration charge.
- 6.6 A Student on a postgraduate programme by research who has not started his/her programme of study within one **term** from the effective registration date as stipulated in Section 6.4, **shall be considered as having absconded from the programme and** his/her admission shall be deemed to have lapsed. **Consequently**, he/she shall be required to re-apply to the Directorate of Research and Graduate Studies if he/she desires to proceed with studies.
- 6.7 A Student who wishes to withdraw from studies is required to obtain permission to do so from the Directorate of Research and Graduate Studies. **A Student who stays away from studies without permission shall be deemed to have absconded and shall be deregistered without notice.**
- 6.8 Unless otherwise approved by the University, a registered Student shall normally not be allowed to register on part-time or full-time or by distance education for any other qualification at the University.
- 6.9 Failure to comply with the requirements of Sections 6.3, 6.4 and 6.8 shall result in the Student's exclusion from assessment in the courses/modules for which he or she failed to register.

Section 7 Termination of Registration

7.1 Grounds for Termination of Registration

A Student's registration may be terminated on any one or more of the following grounds:

- 7.1.1 Failure to settle fees within the stipulated period and according to the agreed conditions.
- 7.1.2 In the absence of a satisfactory and adequately documented reason, the Student fails to satisfy the requirements for attendance or progression to the next stage of the programme of study or submission of work specified for the course.
- 7.1.3 Failure to adhere to the regulations stipulated in this document and those stipulated in the specific programme of study in which the Student is registered and any other relevant University regulations.
- 7.1.4 Involvement in any unlawful activity.

7.1.5 Involvement in unethical professional, research or academic activities such as plagiarism and cheating.

7.1.6 Failure to maintain self-discipline.

7.2 **Procedure of Termination of Registration**

7.2.1 If certain grounds develop which could lead to eventual termination of the registration of a Student, the following steps shall be taken:

- (a) The appropriate Head of Department shall issue a written warning to the Student.
- (b) If no satisfactory improvement is observed within a month, the Head shall report the matter to the School Assistant Dean for Postgraduate Studies who shall issue a first formal written warning to the Student. The warning letter shall state the reason(s) for the dissatisfaction of the Supervisor or the Department and any specific area(s) which must be improved upon to avoid deregistration.
- (c) If no satisfactory improvement is observed within three weeks the School Assistant Dean for Postgraduate Studies shall issue a second and final formal written warning to the Student.
- (d) At each warning, the Student shall have an opportunity to meet with the Supervisor or Head of Department in the presence of the School Assistant Dean for Postgraduate Studies to discuss the grounds for dissatisfaction. The Student may request one other member of academic staff of the Department to be present at the meeting.

The Head of Department or the Supervisor may set the warning aside in writing at this point.

- (e) Any formal warning that has not been set aside will remain active for the duration of the Student's period of study.
- (f) If after the second warning from the School Assistant Dean for Postgraduate Studies, the Head of Department or the Supervisor deems it necessary that the Student's registration should be terminated, a recommendation for deregistration shall be made by the School Postgraduate Studies Committee to the Board of Graduate Studies.
- (g) Upon approval by the Board, the Directorate of Research and Graduate Studies shall write to the Student informing him/her of the decision and the reasons for it, of the right to appeal against the decision, of the appeal procedure and of the date by which any appeal should be lodged.

7.2.2 There shall be no appeal against the academic judgment of Examiners.

7.2.3 The Board of Examiners is not required to follow the formal warning procedure.

Section 8 Assessment

8.1 Methods of assessment are stipulated in individual programmes and/or courses/modules and shall be communicated to Students through the course outline.

8.2 By registering for a course/module, a Student shall also be deemed to have entered him/herself for examination in that course/module.

8.3 In order to qualify for a final grade in a course from the Examiners, a Student is required to satisfy the attendance requirements stipulated and to complete and present for assessment all work stipulated for the course within stipulated deadlines.

8.4 Examinations shall be organised by the Directorate of Research and Graduate Studies, which shall consult with the Schools on examination dates. A more comprehensive treatment of this matter is contained in Section 25.

8.5 Quality Assurance

In line with the University motto “Service **and** Excellence”, the quality of all postgraduate programmes at the University shall be ensured through a variety of instruments, including:

(a) External Examination

The University postgraduate programmes shall be subjected to external examination in two ways:

(i) Postgraduate Diploma and Taught Masters Degree

External Examiners for taught Masters Degree programmes shall be appointed who shall be expected to visit the University once in two years. This visit shall normally take place at the time of consideration of final examination results.

In between the External Examiner's visits, full consultation shall take place between the External Examiner and the teaching Department, a written record of which shall be made available to the School Postgraduate Studies Committee.

(ii) **Masters by Research and Doctorate Degree**

External Examiners shall be appointed to examine Masters and Doctorate theses in accordance with Sections 10.1, 10.2, 10.4 and 10.5.

(b) **Curriculum Review**

The University postgraduate programmes shall be reviewed periodically to reflect the latest developments in respective fields and also to meet the changing societal, national, regional and international needs.

(c) **Research Supervision**

The quality of supervision shall be strengthened to promote cutting edge research and innovation. The Schools shall regularly organise training workshops for Supervisors to update them on new developments. The seminars shall be coordinated by the Directorate of Research and Graduate Studies.

8.6 **Assessment Procedure for Postgraduate Diploma and Taught Masters Degree (Mode A and Part I of Mode B)**

All the following regulations apply to both programmes.

8.6.1 A Student for the Postgraduate Diploma or the Taught Masters Degree shall be examined in coursework and where applicable, practical reports. Normally all coursework examinations shall take place at the end of the **academic year**, unless where prior approval is obtained from the Board of Graduate Studies to have the examinations at other times.

8.6.2 The coursework examination shall consist of:

- (a) Continuous coursework assessment based on tests, essays, laboratory work, and such other assignments as may be deemed necessary for the particular programme; and
- (b) A written examination.

8.6.3 The criteria for course assessment and the relative weights of the components are stipulated in the individual courses/modules.

8.6.4 A grade representative of the Student's performance shall be awarded for each course/module in which the Student is registered. The pass threshold for all courses/modules is grade C.

8.6.5 The grading system is as follows:

Grade	Percentage	Remarks
A+	86-100	Upper Distinction
A	75-85	Lower Distinction
B+	70-74	Merit
B	65-69	Credit
C+	55-64	Definite Pass
C	50-54	Bare Pass
D+	45-49	Bare Fail – Supplementary (where applicable)
D	40-44	Fail -Repeat
F	0- 39	Definite Fail

8.6.6 The academic Department responsible for teaching a particular course/module shall be responsible for assessing and grading Students in the course/module material.

The Head of Department shall be responsible for submitting the grades to the School's Assistant Dean for Postgraduate Studies for consideration by the appropriate School Postgraduate Studies Committee. The Committee shall in turn report to the Board of Graduate Studies within the stipulated deadlines.

8.6.7 **Approval of Examination Results**

Following the deadline for submission of final examinations grades, there shall be a meeting of the Board of Graduate Studies at which all the grades shall be reviewed.

If the Board of Graduate Studies cannot meet within the stipulated time, the Chairperson of the Board shall approve the examination results on behalf of the Board of Graduate Studies.

Only grades approved by the Board of Graduate Studies shall be released to Students. Individual Schools and staff who have access to grades prior to the Board of Graduate Studies having approved them shall not release them or use them to make decisions regarding the Students.

8.6.8 **Deferred Examination**

A Student who did not write or complete an examination or part of an examination in courses/modules in which he/she was registered due to a valid reason such as illness or bereavement of a close relative or any other cause deemed sufficient by the Board of Graduate Studies may with the approval of the Board:

- (a) Write the examination in those courses/modules in which he/she was not able to be examined on the next occasion when the examination is held; or

(b) Write a deferred examination in those courses/modules missed.

8.7 **Supplementary Examination**

8.7.1 Upon recommendation of the appropriate School Postgraduate Studies Committee, the Board of Graduate Studies may grant permission to an eligible Student to write a supplementary examination in the courses/modules failed.

8.7.2 To be eligible for consideration for a supplementary examination, the Student must have:

(a) Passed at least 75 % of the courses/modules for which he/she was registered;

(b) Passed the continuous assessment component of the courses/modules failed; and

(c) Fulfilled the attendance and other requirements prescribed for the courses/modules failed.

8.7.3 Notwithstanding the provisions of Section 8.7.2, a supplementary examination may not be granted if the course/module is offered in the subsequent **term**.

8.8 **Additional Regulations for the Taught Masters Degree (Mode A and Part 1 of Mode B)**

8.8.1 The coursework examination may, where applicable, include an oral examination.

8.8.2 For the Clinical Degree Programme, the Student's score in a course/module shall be the aggregate of the written and oral clinical examination scores. However, a Student who fails to achieve a pass grade in either component of the examination shall be deemed to have failed the whole course/module.

Section 9 Procedure for Submission of Research Proposals for Masters and Doctoral Degrees

9.1 A Student pursuing the Taught Masters Degree Mode B, the Masters Degree by Research or the Doctoral Degree shall be required to submit a research proposal conforming to the format stipulated by the Directorate of Research and Graduate Studies.

9.2 Research proposals for Part II of the Taught Masters Degree shall be approved at Department level subject to endorsement by the School Postgraduate Studies Committee.

9.3 Research proposals for Masters and Doctoral theses shall be approved at the School level.

- 9.4 The Student shall present a seminar on his/her proposed research topic to the concerned Department and subsequently submit the full research proposal and a summary to the Head of the Department.
- 9.5 Length of Research Proposal Summary:
- (a) Masters Degree by coursework and dissertation: One page
 - (b) Masters Degree by Research and Thesis: Three pages
 - (c) Doctor of Philosophy: Five pages
- 9.6 The Department shall submit its recommendations and the research proposal summary together with the Minutes of the relevant departmental meeting to the School Postgraduate Studies Committee for approval.
- 9.7 The School Postgraduate Studies Committee shall consider the research proposal summary and determine if the proposed research requires ethical clearance from the University Research Ethics Committee.
- 9.8 A copy of the approved research proposal summary shall be submitted to the Directorate of Research and Graduate Studies by the School Assistant Dean for Postgraduate Studies.
- 9.9 The Candidate shall be notified of the decision of the School Postgraduate Studies Committee regarding his/her research proposal by the School Assistant Dean for Postgraduate Studies.

Section 10 Examination of Masters Dissertations and Masters/Doctoral Theses

- 10.1 A Student shall be examined by a Board of Examiners appointed by the appropriate School Postgraduate Studies Committee upon the recommendation of the appropriate Department.
- 10.2 The Board of Examiners shall comprise:
- (a) **Taught Masters Dissertation**
 - (i) Three Internal Examiners, normally from within the University, preferably from the teaching Department, none of whom should have supervised the Student.

(ii) The Dean of the appropriate School or his/her representative shall chair the Board.

(iii) **The Head of the appropriate Department or his/her representative.**

(iv) The School Assistant Dean for Postgraduate Studies shall be the Secretary to the Board.

(b) **Masters and Doctoral Theses**

(i) One External Examiner from within or outside Zambia.

(ii) Two Internal Examiners, neither of whom should have supervised the Student.

(iii) The Dean of the appropriate School or his/her representative shall chair the Board.

(iv) **The Head of the appropriate Department or his/her representative.**

(iv) The School Assistant Dean for Postgraduate Studies shall be the Secretary to the Board.

10.3 **Criteria for Selecting Internal Examiners**

The following shall be the criteria for selecting Internal Examiners:

(a) The Internal Examiners shall normally be selected from the teaching Department/School/Unit of the University.

(b) Candidates for Internal Examiner shall be academics and/or professionals who are well qualified and conversant with the subject area. This implies that if they are academics, they should normally be at Lecturer I level (or equivalent) or above. If they are professionals, they should be at comparable career levels.

10.4 **Criteria for Selecting External Examiners**

The following shall be the criteria for selecting External Examiners:

(a) Candidates for External Examiner shall be academics and/or professionals who are well established within their fields. This implies that if they are academics, they should be at Senior Lecturer level (or equivalent) or above. If they are professionals, they should be at comparable career levels.

- (b) Individuals who have no record of research publications shall not be considered for nomination as External Examiners.
- (c) An External Examiner shall be experienced in, or be familiar with, the role of External Examiners in the monitoring of academic/professional standards.
- (d) An External Examiner should be engaged in pursuits, including creative/research/publication activities relevant to the appropriate discipline in Which he/she is called to examine.
- (e) To uphold neutrality in the assessment process, the External Examiner should not have co-published any papers, books or other academic work with the principal Supervisor or the Co-Supervisor of the Student to be examined in the past five years.

10.5 **Appointment of the Board of Examiners**

10.5.1 The relevant Department shall submit the following to the School Assistant Dean for Postgraduate Studies for approval by the School Postgraduate Studies Committee.

- (a) The list of proposed Examiners; and
- (b) The curriculum vitae of the External Examiner and of any Internal Examiner who is not a member of academic staff at the University.

10.5.2 The School Assistant Dean for Postgraduate Studies shall submit the approved Board of Examiners for each Masters and Doctorate Degree Student to the Directorate of Research and Graduate Studies for record.

10.5.3 The School Assistant Dean for Postgraduate Studies shall inform Internal Examiners and the Directorate of Research and Graduate Studies shall inform the External Examiners of their appointments.

10.6 **Responsibilities of External Examiners**

An External Examiner shall be expected to:

- (a) Examine the thesis and submit a duly signed detailed Examination report to the School Assistant Dean of Postgraduate Studies within two months of despatch of the thesis by courier. The examined thesis shall also be returned.
- (b) Conduct the VivaVoce examination for Doctoral Candidates and for Masters by Research Candidates.
- (c) Participate in the Board of Examiners' meeting for the Candidate being examined.

- (d) Certify the results of the examinations.

10.7 Guidelines for Examining Theses and Dissertations - Major Areas of Focus

In examining the thesis/dissertation, examiners are required to make specific comments or observations on, among others, the following:

- (i) Comprehensiveness of the abstract with regard to: What was investigated, Why it was investigated, How it was investigated (Data collection, Data analysis), Major findings of the investigation, Implications of the findings, Conclusion, Recommendations for further research;
- (ii) Appropriateness of the statement of the problem, the main research objective or research question, the specific research objectives or research questions and the research design in relation to the title;
- (iii) Appropriateness of the theoretical or conceptual framework (where applicable) in relation to the main research objective or research question, the specific research objectives or research questions;
- (iv) Where neither theoretical nor conceptual framework is applicable, the examiner should consider appropriateness of the ontological or epistemological orientation being applied;
- (v) Appropriateness and adequacy of the literature review and significance of the gap or gaps identified in relation to the theoretical or the conceptual framework, the main research objective or research question, the specific research objectives or research questions;
- (vi) Where literature review is not applicable, the examiner should consider appropriateness of the ontological or epistemological orientation being applied;
- (vii) Coherence of reasoning advanced to justify the research paradigm followed, the research design adopted, and the methodological specifics of sampling procedure, sampling site, sample size, participant inclusion/exclusion criteria, design of research instruments, type of data collected and data analysis procedures applied in relation to the gap or gaps identified;
- (viii) Adequacy of the presented findings in relation to the title, the main research objective or research question, the specific research objectives or research questions and the identified knowledge gap;
- (ix) Adequacy of the discussion of the presented findings in relation to the title, the main research objective or research question, the specific research objectives or research questions, the theoretical or conceptual framework or the ontological or epistemological orientation and the literature review including addressing the gap or gaps identified; and
- (x) Appropriateness of the conclusion and the recommendations in relation to the main research objective or research question, the theoretical or the conceptual framework or the ontological or the epistemological orientation and the findings.

10.8 Guidelines for Preparation of Reports on Dissertations/Theses Examinations

When preparing the report on the Student's performance, the Examiner shall be required, among other things, to state his/her view on whether:

- (a) the scope of the dissertation/thesis examined is what might reasonably be expected after one year of full-time research for the Taught Masters Degree, two years of full-time research for the Masters by Research and at least three years of full-time research for the Doctoral Degree.
- (b) the dissertation/thesis is the Student's own account of his/her investigations.
- (c) the dissertation/thesis is either a record of original work or of an ordered and critical exposition of existing knowledge and provides evidence that the field has been surveyed thoroughly.
- (d) the dissertation/thesis has an attachment of a copy of at least one paper that has been submitted for consideration for publication, to a recognised peer-reviewed journal.
- (e) the quality of writing and the general presentation of the dissertation/thesis are satisfactory.
- (f) the dissertation/thesis is an integrated whole and demonstrates clarity of expression, coherence of thought and the logical development of arguments and conclusions;
- (g) the stated objectives of the dissertation/thesis were achieved; and
- (h) when all the above are taken into consideration, the work is worthy of contributing to partial fulfilment/fulfilment of the requirements for the award of the Degree registered for.

10.9 Dissertation/Thesis Examination Verdict

The Examiners shall give the dissertation/thesis one of the following Verdicts as the final result of the examination conducted on the document:

10.9.1 Masters by Coursework and Dissertation

- (a) **Pass without any corrections**
The dissertation has passed as submitted, with no corrections to be made.
- (b) **Pass subject to minor corrections**
(**Minor corrections include:** typographical, grammatical and stylistic errors). These corrections have to be made to the final copy of the dissertation to the satisfaction of the Principal Supervisor within one (1) month from the date of the formal notification of the candidate of the outcome of the dissertation examination.
- (c) **Pass subject to moderate corrections**
(Moderate corrections include: re-organisation of the dissertation; transfer of material/data from one section of the dissertation to another; beefing up of the literature review; providing more detailed explanation of issues; providing clearer linkage of the various components of the dissertation). These corrections have to be made to the final copy of the dissertation to the satisfaction of the examiner or examiners who deemed the dissertation Pass subject to moderate corrections within two (2) months from the date of the formal notification of the candidate of the outcome of the dissertation examination.

- (d) **Re-submission within six months for re-examination by internal examiners only**
(Corrections include: re-calculation/re-analysis and re-interpretation of data already in the dissertation; re-writing sections of the dissertation; collection of new primary or secondary data to strengthen the dissertation; re-analysis, re-interpretation and re-integration of old data and new primary data; re-writing the dissertation). The revised dissertation shall be re-submitted for re-examination by all internal examiners within six (6) months from the date of the formal notification of the candidate of the outcome of the dissertation examination). The Board of Examiners will determine whether another oral presentation (*viva voce*) will be required during the re-examination.
- (e) **Award Postgraduate Diploma**
The award of a Postgraduate Diploma of the University of Zambia in the subject area of study of the candidate, instead of a Masters degree. This is in case where the dissertation submitted by the candidate has not attained the Masters level of scholarship but is good enough for the award of a lower qualification, subject to the recommended corrections, where applicable.
- (f) **Outright Fail**
The objectives of the research were not achieved. The candidate has not met the requirements for the award of the degree for which he or she is being examined and the work done is not good enough for the award of a lower qualification.

10.9.2 Masters by Research - Thesis

- (a) **Pass without any corrections**
The thesis has passed as submitted, with no corrections to be made.
- (b) **Passsubject to minor corrections**
(Minor corrections include: typographical, grammatical and stylistic errors). These corrections have to be made to the final copy of the thesis to satisfaction of the Principal Supervisor within one (1) month from the date of the formal notification of the candidate of the outcome of the thesis examination.
- (c) **Pass subject to moderate corrections**
(Moderate corrections include: re-organisation of the thesis; transfer of material/data from one section of the thesis to another; beefing up of the literature review; providing more detailed explanation of issues; providing clearer linkage of the various components of the thesis). These corrections have to be made to the final copy of the thesis to the satisfaction of the examiner or examiners who deemed the dissertation Pass subject to moderate corrections within two (2) months from the date of the formal notification of the candidate of the outcome of the thesis examination.

- (d) **Re-submission within six months for re-examination by internal examiners only**
(Corrections include: re-calculation/re-analysis and re-interpretation of data already in the thesis; re-writing sections of the thesis; collection of new primary or secondary data to strengthen the thesis; re-analysis, re-interpretation and re-integration of old data and new primary data; re-writing the thesis). The revised thesis shall be re-submitted for re-examination by all internal examiners within six (6) months from the date of the formal notification of the candidate of the outcome of the thesis examination). The Board of Examiners will determine whether another oral presentation (*viva voce*) will be required during the re-examination.
- (e) **A referral for re-writing and re-examination within nine months by all examiners, including a *Viva Voce* examination, where applicable**
(substantial work to be done to the thesis including: redesigning/strengthening of the research design; collection of new primary data from the field; re-analysis, re-interpretation and re-integration of old data and new primary data; re-writing the thesis). The re-written thesis shall be submitted for re-examination by all examiners (including the external examiner), within nine (9) months from the date of the formal notification of the candidate of the outcome of the thesis examination.
- (f) **Outright Fail**
The objectives of the research were not achieved. The candidate has not met the requirements for the award of the degree for which he or she is being examined and the work done is not good enough for the award of a lower qualification.

10.9.3 Doctor of Philosophy - Thesis

- (a) **Pass without any corrections**
The thesis has passed as submitted, with no corrections to be made.
- (b) **Pass subject to minor corrections**
(**Minor corrections include:** typographical, grammatical and stylistic errors). These corrections have to be made to the final copy of the thesis to satisfaction of the Principal Supervisor within one (1) month from the date of the formal notification of the candidate of the outcome of the thesis examination.
- (c) **Pass subject to moderate corrections**
(**Moderate corrections include:** re-organisation of the thesis; transfer of material/data from one section of the thesis to another; beefing up of the literature review; providing more detailed explanation of issues; providing clearer linkage of the various components of the thesis). These corrections have to be made to the final copy of the thesis to the satisfaction of the examiner or examiners who deemed the thesis Pass subject to moderate

corrections within two (2) months from the date of the formal notification of the candidate of the outcome of the thesis examination.

(d) **Re-submission within six months for re-examination by internal examiners only**

(Corrections include: re-calculation/re-analysis and re-interpretation of data already in the dissertation; re-writing sections of the dissertation; OR collection of new primary or secondary data to strengthen the dissertation; re-analysis, re-interpretation and re-integration of old data and new primary data; re-writing the thesis). The revised thesis shall be re-submitted for re-examination by all internal examiners within six (6) months from the date of the formal notification of the candidate of the outcome of the thesis examination). The Board of Examiners will determine whether another oral presentation (*viva voce*) will be required during the re-examination.

(e) **A referral for re-writing and re-examination within nine months by**

all Examiners, including a *Viva Voce* examination, where applicable **(substantial work to be done including:** redesigning/strengthening of the research design; collection of new primary data from the field; re-analysis, re-interpretation and re-integration of old data and new primary data; re-writing the thesis). The re-written thesis shall be submitted for re-examination by all Examiners (including the External Examiner), within nine (9) months from the date of the formal notification of the candidate of the outcome of the thesis examination.

(f) **Award Master of Philosophy**

The award of Master of Philosophy degree of the University of Zambia in the subject area of study of the candidate, instead of a Doctor of Philosophy degree. This is in case where the thesis submitted by the candidate has not attained the doctoral level of scholarship but is good enough for the award of a lower qualification, subject to the recommended corrections, where applicable.

(g) **Outright Fail**

The objectives of the research were not achieved. The candidate has not met the requirements for the award of the degree for which he or she is being examined and the work done is not good enough for the award of a lower qualification.

The examiner is required to compile a list of corrections to be made to the dissertation/thesis by the candidate. The examiner's report must be sent together with a copy of the dissertation examined to the Assistant Dean (PG) in the respective School. The examination reports are to be submitted to **both the appropriate** Assistant Dean for Postgraduate Studies **and the appropriate Head of Department** within one month of receipt of the dissertation by the Examiner.

10.10 **Receipt of Examiners' Reports**

- 10.10.1 In order to accelerate the examination of dissertations, all Examiners shall be required to submit their examination reports to **both** the **appropriate** Assistant Dean for Postgraduate Studies **and the appropriate Head of Department** within **one month** after the thesis has been distributed to them.
- 10.10.2 If after one month no report has been received, the Examiner concerned shall be written to by the relevant School Assistant Dean for Postgraduate Studies and be given **two weeks as deadline** for the submission of the report.
- 10.10.3 If after the communicated deadline, the concerned Examiner has failed to submit the Examination Report, he/she shall be replaced and the decision to do so communicated to him/her.
- 10.10.4 All correspondence on the matter shall be copied to the Directorate of Research and Graduate Studies for information.

10.11 **Processing of Dissertations/Theses Examinations Reports**

The following procedure shall apply to the processing of the Examinations Reports for both **Taught Masters Degree Dissertations and Masters and Doctoral Theses**:

10.11.1 **Oral (VivaVoce) Examination**

- (a) After the dissertation/thesis Examination Reports have been received from all the Examiners, the appropriate School Assistant Dean for Postgraduate Studies shall forward them to the Chairperson of the Board of Examiners. Within two weeks of receipt of the reports, the Chairperson of the Board of Examiners shall convene a Board of Examiners meeting to discuss the dissertation/thesis Examination Results and then to conduct the VivaVoce examination.
- (b) The VivaVoce examination shall be mandatory. The Student shall bring with him/her to the examination a copy of the thesis that was submitted for examination.
- (c) The normal duration of the VivaVoce examination shall not be more than three hours.
- (d) The Supervisor shall be in attendance at the Viva Voce examination.
- (e) The appropriate Head of Department shall represent the Department at the Viva Voce examination. Where the Head of Department is also either Supervisor or Examiner, the Head shall delegate an appropriate member of staff to represent the Department.**
- (f) The VivaVoce examination shall be conducted by the duly appointed Board of Examiners in two Parts:

(i) **Part I**

The Student shall make a presentation on his/her thesis to the Board of Examiners and to the members of the public. The duration of the presentation shall normally be 30 minutes.

(ii) **Part II**

At the end of the oral presentation, the Board of Examiners shall examine the Student on his/her presentation. The members of the public may also ask questions.

- (g) The questions in the Viva Voce examination shall primarily be focussed on the Student's dissertation/thesis research area. Questions in peripheral areas shall also be encouraged in order to establish the Student's level of academic accomplishment in his/her thesis subject matter.
- (h) The function of the Viva Voce examination shall be to ensure:
- (i) That the thesis presented with respect to methodology, data, analysis and findings is the original work of the Student;
 - (ii) That the broader subject area of the study is adequately grasped; and
 - (iii) That if there are any weaknesses in the thesis, these can be adequately rectified by the Student.
- (i) All members of the Board of Examiners are expected to be present at the Viva Voce examination. For non-local External Examiners, the following shall apply:
- (i) The respective School Dean should contact the Directorate of Research and Graduate Studies in advance to arrange to fly the External Examiner to Zambia for the VivaVoce examination.
 - (ii) If the External Examiner cannot be flown to Zambia, an oral examination by telephone, with conference facilities, should be arranged.
 - (iii) If neither (j) (i) nor (j) (ii) above can be effected, a local academic "Proxy" should be appointed. The "Proxy" shall conduct the Viva Voce examination on behalf of the External Examiner. The Proxy shall be an academic in a research field closely aligned with the Candidate's research area.

10.11.2 **The Board of Examiners Meeting**

The deliberations of the Board of Examiners shall be as follows:

- (a) A consultative meeting shall be convened by the Chairperson of the Board of Examiners to consider the issues raised by the Examiners in their examination reports.
- (b) The VivaVoce examination shall be conducted immediately after the consultative meeting.
- (c) After the VivaVoce examination, a final meeting of the Board of Examiners shall be held to consider the Examiners reports on the thesis as well as the performance of the Candidate at the VivaVoce examination.
- (d) The final Board of Examiners meeting shall arrive at the overall Verdict for the thesis and the VivaVoce examination.
- (e) At the conclusion of the final Board of Examiners meeting, the Principal Supervisor shall informally tell the Student the outcome of his/her thesis examination. However, this should be treated as provisional and may in fact change at the meeting of the Board of Graduate Studies.
- (f) After the final Board of Examiners meeting, the Chairperson shall prepare a consolidated final Examination Report (Chairperson's Report) which shall include the Verdict of the Board of Examiners. The report shall be signed by all the Examiners attesting to the satisfactory completion of the thesis and the VivaVoce examinations.

The Chairperson's Report shall be submitted to the appropriate Assistant Dean for Postgraduate Studies, **within two weeks following the Board of Examiners meeting**, who in turn shall submit it as an agenda item for consideration at the next meeting of the Board of Graduate Studies.

10.11.3 **Chairperson's Report on the Board of Examiners' Meeting**

The Chairperson's Report shall, among other items, contain:

- (a) A resume of the thesis/dissertation;
- (b) Digests of all Examiners' reports;
- (c) Minutes of the Board of Examiners' meeting which shall include among others the recommendations of the Board of Examiners' meeting;
- (d) Verdict of the Board of Examiners; and
- (e) Report of the VivaVoce Examination.

10.11.4 **Consideration of Chairperson's Report by the Board of Graduate Studies**

The Chairperson's report shall be submitted to the Directorate of Research and Graduate Studies by the appropriate Assistant Dean for Postgraduate Studies for consideration and approval by the Board of Graduate Studies.

10.12 **Communication of Examination Results**

10.12.1 Examination results shall be released to Students only by the Directorate of Research and Graduate Studies after they have been approved by the Board of Graduate Studies.

10.12.2 The examination results of any Student who is in debt to the University shall not be released.

10.13 **Follow-up Procedure on Dissertation/Thesis Examination Results**

After the dissertation/thesis examination result has been communicated to the Student by the Directorate of Research and Graduate Studies, the following regulations shall apply for implementing the decision of the Board of Graduate Studies. If the final Verdict was:

10.13.1 **Pass** without any corrections:

(a) The Student shall be required to submit **three** hard-bound copies as well as a soft copy of his/her dissertation/thesis to the Directorate of Research and Graduate Studies through the appropriate School Assistant Dean for Postgraduate Studies within four weeks of the date of the Board of Graduate Studies consideration and endorsement of the Examiners recommendations.

(b) Failure to this, the Student shall be regarded as not having met the requirements for the award of the degree and may be required to pay examination and/or other fee(s).

(c) The Student shall be responsible for ensuring that the hardbound copies and the soft copy of his/her dissertation/thesis conform to the specifications prescribed under Section 26.

(d) Upon receiving the **three** acceptable hard-bound copies and a soft copy of the dissertation/thesis, the Directorate of Research and Graduate Studies shall, on behalf of the Board of Graduate Studies, recommend the Student to the University Senate for the award of the appropriate degree.

10.13.2 **Pass** subject to minor corrections:

(a) The Student shall be required to make all corrections and/or amendments ,in accordance with the Examiners' recommendations, to the final copy of the dissertation/thesis, to the satisfaction of his/her Supervisor (s)and to submit **three** acceptable hard-bound copies as well as a soft copy of his/her dissertation/thesis to the Directorate of Research and Graduate

Studies through the appropriate School Assistant Dean for Postgraduate Studies within one (1) month from the date of the formal notification of the candidate of the outcome of the dissertation/thesis examination.

Failure to this, the Student shall be regarded as not having met the requirements for the award of the degree and may be required to pay examination and/or extension fees.

- (b) The Student shall be responsible for ensuring that the hard- bound copies and the soft copy of his/her dissertation/thesis conform to the specifications prescribed under Section 26 and attach the Supervisor's certificate to the effect that all recommended corrections and/or amendments had been incorporated.
- (c) Upon receiving the **three** hard-bound copies and the soft copy of the dissertation/thesis, the Directorate of Research and Graduate Studies shall, on behalf of the Board of Graduate Studies, recommend the Student to the University Senate for the award of the appropriate degree.

10.13.3 **Pass subject to moderate corrections**

The Student shall be required to make all corrections and/or amendments, in accordance with the Examiners' recommendations, to the final copy of the dissertation/thesis, to the satisfaction of his/her Supervisor (s) and to submit **three** acceptable hard-bound copies as well as a soft copy of his/her dissertation/thesis to the Directorate of Research and Graduate Studies through the appropriate School Assistant Dean for Postgraduate Studies within two (2) months from the date of the formal notification of the candidate of the outcome of the dissertation/thesis examination.

Failure to this, the Student shall be regarded as not having met the requirements for the award of the degree and may be required to pay examination and/or extension fees.

- (b) The Student shall be responsible for ensuring that the hard- bound copies and the soft copy of his/her dissertation/thesis conform to the specifications prescribed under Section 26 and attach the Supervisor's certificate to the effect that all recommended corrections and/or amendments had been incorporated.
 - (b) Upon receiving the **three** hard-bound copies and the soft copy of the dissertation/thesis, the Directorate of Research and Graduate Studies shall, on behalf of the Board of Graduate Studies, recommend the Student to the University Senate for the award of the appropriate degree.

10.13.4 **Re-submission for re- examination within six months:**

- (a) The Student shall be required to act, under supervision, on all recommendations made by the Board of Examiners, to rewrite his/her dissertation/thesis and re-submit four loosely bound copies (six copies in case of PhD thesis) of the revised dissertation/thesis for re-examination within six months to the Head of the concerned Department, who shall

forward it to the SchoolAssistantDean for Postgraduate Studies for action.

Failure to this, theStudent shall be deemed to have failed the re-examination.

- (b) TheStudent shall be required to attach his/her Supervisor'scertificate to the effect that the revised dissertation/thesis is ready for re-examination.
- (c) If theStudent's registration had lapsed, he/she shall berequired to re-register and pay the stipulated fees. The dissertation shall be revised and re-submitted for re-examination within the period of registration.
- (d)The SchoolAssistantDean for Postgraduate Studies shallsend the copies of the revised dissertation/thesis to theExaminers for re-examination.
- (e) Where re-examination of the dissertation is required, theExaminers shall give one of the following Verdicts:
 - (i) **Pass after re-examination**
 - (ii) **Pass subject to minor corrections**
 - (iii) **Fail**

10.13.5 **Re-submission for re- examination** within nine months by all Examiners including a VivaVoce examination, where applicable:

- (a) The Student shall be required to act, under supervision, on all recommendations made by the Board of Examiners, to rewrite his/her dissertation/ thesis and re-submit four loosely bound copies (six copies in case of PhD thesis) of the revised dissertation/thesis for re-examination within six to nine months to the appropriate AssistantDean for Postgraduate Studies through the Head of the concerned Department.

Failure to this, the Student shall be deemed to have failed the re-examination.

- (b) All provisions of the Regulation 10.13.4 shall apply to Resubmission for re-examination within six to nine months cases.
- (c) In addition to provisions of Section 10.13.3 above, the Student shall appear for the VivaVoce examination, if required.
- (d) The VivaVoce examination, if required, shall be conducted in accordance with the provisions of Regulation10.11.2.1.
- (e) The Board of Examiners meeting shall be conducted according to Regulation 10.11.2.2.

10.14 **Processing of Examiners' Reports for Re-examination**

The re-examination reports from the Examiners shall be processed in accordance with Section 10.10 of these regulations.

10.15 If the Student fails to submit his/her revised dissertation/ thesis for re-examination within the stipulated period of six or nine months, he/she shall be deemed to have failed. In such a case, the Student shall be excluded from the University.

10.16 **Examination Irregularities**

10.16.1 The University of Zambia Examinations Regulations shall apply.

10.16.2 All inquiries on the examination process shall be made to the appropriate School Assistant Dean for Postgraduate Studies with copies of the correspondence to the Directorate of Research and Graduate Studies.

10.16.3 All written examinations shall be conducted under the University regulations. Any violation will attract the appropriate penalty under the regulations.

10.16.4 A Student who interferes with the confidentiality and integrity of the examination process through contact in writing or in person with the Examiners shall be disqualified from the examination.

10.16.5 Quoting a work without due acknowledgement shall constitute plagiarism.

(Need to provide guidelines regarding Penalty for plagiarism in dissertation/thesis writing. How is it done in other universities?)

Section 11 Research Ethics Committee

11.1 Each School shall direct research proposals to the appropriate University Research Ethics Committee for approval. There shall be three Research Ethics Committees as follows:

(a) The Schools of Agricultural Sciences, Medicine and Veterinary Medicine Research Ethics Committee.

(b) The Schools of Education, Humanities and Social Sciences, Law and INESOR Research Ethics Committee.

(c) The Schools of Engineering, Mines and Natural Sciences Research Ethics Committee.

Section 12 Research Supervision

12.1 Research shall be undertaken only on an approved topic and only under the supervision of an approved Supervisor or Supervisors.

12.2 **Procedure for Appointment of Supervisors**

12.2.1 The Student shall have the opportunity of identifying a potential Supervisor and a research area. But the Department shall have the ultimate responsibility of assigning the Supervisor or Supervisors for each Masters and Doctorate Student taking into account the expertise available, the workloads and the potential funding in the Department. However, wherever possible, the Student shall have a say in the choice of his/her Supervisor.

12.2.2 The Supervisor or Supervisors shall be nominated at the departmental level by the Department and approved by the Board of Graduate Studies on the recommendation of the appropriate School Postgraduate Studies Committee. This process shall take place at the time of approving applications for admission.

12.2.3 When it is desirable to access specific expertise elsewhere, an additional Supervisor may be appointed from another Department or from outside the University.

12.2.4 Two or more Supervisors shall be appointed where the research is interdisciplinary or if all, or part, of the research is carried out in a location outside the University, or at another University as part of a sandwich programme.

12.2.5 Where two or more Supervisors are appointed, one of them shall be designated as Principal Supervisor and the others shall be designated as Co-Supervisors.

12.2.6 **Number of Supervisors**

(a) **Part II of the Taught Masters Degree**

Each Student in Part II of the Taught Masters degree shall normally be assigned two Supervisors.

(b) **Masters Degree by Research**

A Student for a Masters degree by Research shall normally be assigned at least two Supervisors.

(c) **Doctoral Degree**

A Student for the degree of Doctor of Philosophy shall normally be assigned one Supervisor. However, two or more Supervisors shall be appointed where the research is inter-disciplinary or if all, or part, of the research is carried out at a location outside the University, or at another University as part of a sandwich programme.

12.3 **Criteria for Appointment of Supervisors**

12.3.1 The Principal Supervisor shall be an academic member of staff of the Department at the University of Zambia in which the research Student is registered. The Co-Supervisor may be an academic staff from a Department at the University of Zambia or may be employed by another institution from within or from outside Zambia.

12.3.2 **Principal Supervisor**

- (a) For the Taught Masters Degree, the Principal Supervisor shall normally be the holder of either a Masters degree, with at least Lecturer I level of appointment, or a Doctorate.
- (b) For the Masters Degree by Research, the Principal Supervisor shall normally be the holder of a Doctorate degree. A Lecturer with a Master's degree may be appointed as Principal Supervisor provided that he/she is at least at the Senior Lecturer level of appointment.
- (c) For the degree of Doctor of Philosophy, the Principal Supervisor shall normally be the holder of a Doctorate degree and shall be at the rank of Senior Lecturer or above. However, the requirement of possessing a Doctorate does not apply to Professorial ranks.
- (d) Notwithstanding the provisions of Section 12.3.2 (c), in special circumstances the School Postgraduate Studies Committee may recommend a Lecturer below the rank of Senior Lecturer for appointment as Principal Supervisor provided that he/she has the necessary expertise and experience in the relevant field, or has already supervised a Doctoral degree Candidate.

12.3.3 **Co-Supervisor**

The Co-Supervisor shall normally hold a qualification at least equivalent to that for which the supervised Student is studying. However, this requirement does not apply to the Professorial ranks.

12.4 **The Role of Supervisors**

12.4.1 The role of Supervisors shall be spelt out in the letter of appointment. The Supervisors and the Students shall receive a copy of a document outlining their responsibilities.

12.5 **The Role of the Principal Supervisor**

The major responsibilities of the Principal Supervisor shall include:

- (a) To guide the Student in developing his/her research topic and, where necessary, to recommend the courses to take;
- (b) To orient the Student as to the facilities, resources, library support and other services provided by the University;
- (c) To advise the Student on how to conduct research, and to develop the Student's skills in areas such as thesis writing, computing and data analysis, literature searching, and the management of databases and archival material;
- (d) To supervise the Student through weekly research meetings, advise on any problems encountered and set deadlines for work schedules;
- (e) To monitor and record the progress of the Student through academic reports at appropriate times;
- (f) To advise the Student on possible revisions to the thesis before submission for examination; and
- (g) To identify and recommend to the Head of Department prospective External Examiner(s) and Internal Examiners for the Student.

12.6 **The Role of the Co-Supervisor**

The responsibilities of a Co-Supervisor shall be:

- (a) To assist the Principal Supervisor in supervising the Student and to serve in place of the Principal Supervisor when he/she is absent;
- (b) To read and comment on the Student's research progress reports and share any suggestions with the Principal Supervisor;
- (c) To read and comment on the Student's dissertation/thesis and share any suggested revisions with the Principal Supervisor; and
- (d) To act for the Principal Supervisor, if required, as a member of the Examination Board in the oral examination, where applicable.

12.7 **Quality Assurance**

- 12.7.1 All new Supervisors shall be expected to attend a training course on research methodology and management, University policies and current practices with respect to supervision of postgraduateStudents.
- 12.7.2 The Directorate of Research and Graduate Studies shall regularly organise training workshops for the Supervisors to update them on new developments. The seminars shall be coordinated by the Directorate of Research and Graduate Studies.
- 12.7.3 Each Department or School shall establish its Graduate Studies vision and capacity annually and aim to meet the established targets and/or exceed them.
- 12.7.4 The number ofStudents a Supervisor shall be responsible for shall depend on his/her other duties in the Department, especially the undergraduate teaching load. The Principal Supervisor shall not concurrently supervise more than three PhD and five MastersStudents, or not more than ten MastersStudentswhere there are no PhDStudents.
- 12.7.5 **The Dean, the AssistantDean for Postgraduate Studies and the respective Heads of Department shall monitorthe number ofStudents of each Supervisor with regard to agreed ceilings.**
- 12.7.6 The University shall put in place a Code of Ethics for Supervisors.The Supervisors andStudents shall be made aware of this during induction/training.

Section 13 Monitoring the Progress of PostgraduateStudents

- 13.1 The Principal Supervisor shall submit a Postgraduate Progress Report on each of his/herStudents through the appropriate SchoolPostgraduate Studies Committee to the Directorate of Research and Graduate Studies at the end of every academic year. The report shall be signed by all the Supervisors.
- 13.2 The AssistantDean for Postgraduate Studiesshall submit a Postgraduate Progress Report to the Directorate of Research and Graduate Studies at the end of every academic year.
- 13.3 The performance of aStudent who does not maintain adequate contact with his/her Supervisors shall be deemed unsatisfactory and appropriate sanctions shall apply.**All contact sessions between the Student and the Supervisor shall be recorded on the Research Supervision Record Form, copies of which will be retained by the Supervisor, the Head of Department and the Student.**
- 13.4 The progress of aStudent shall be signified by one of three letter status grades on the Postgraduate Progress Report Form, namely:

S: Satisfactory (research to continue);

U: Unsatisfactory (remedial action recommended); and

W: Withdrawn (recommended to withdraw from research).

13.5 A Student who is deemed not to be making satisfactory progress shall be asked to meet with his/her Supervisor(s) and Head of Department to agree on a course of action that will lead to completion of the research.

13.6 In instances where a course of action is not agreed upon, and progress is unlikely, the Student may be requested by the Supervisor(s) and Head of Department to withdraw from the programme.

13.7 A Student shall be required to participate in seminars in order for the relevant School and Supervisors to assess the Student's progress more effectively and in order to keep the Student in constant contact with his/her Department and School.

13.8 Graduate seminars shall be conducted by Schools in conjunction with the Directorate of Research and Graduate Studies at some stage of the postgraduate programme during **the second and third term break periods**. The seminars shall be grouped according to Schools as follows:

(a) Schools of Education, Humanities and Social Sciences and Law (for two days);

(b) Schools of Veterinary Medicine, Medicine and Agricultural Sciences (for two days); and

(c) Schools of Natural Sciences, Engineering and Mines (for one day).

13.9 Prizes shall be given to the three best oral presentations and to the three best posters from each of the groups of Schools indicated above.

Section 14 Grievance Procedure and Change of Supervisor

14.1 In the event of dissatisfaction, a Student may make a complaint about the adequacy of supervision in the first instance to the Supervisor and the Head of Department. If the matter remains unresolved, the Student may make a formal written complaint to the Supervisor and the Head of Department or to the Assistant Dean for Postgraduate Studies.

14.2 If the Supervisor is the Head of Department, the formal written complaint should be copied to the Assistant Dean for Postgraduate Studies.

14.3 The Head of Department shall normally investigate the complaint within ten working days and shall make a recommendation for action and shall inform the Student and the Supervisor in writing as to the outcome of the investigation with a copy to the appropriate Assistant Dean for Postgraduate Studies.

14.4 If the matter remains unresolved, the Student may write to the Dean of the appropriate School who shall convene a meeting of the School Postgraduate Studies Committee to consider the matter.

If the Student's complaint is found to be justified, the Committee may appoint one or more additional or alternate Supervisors as appropriate and make any necessary arrangements to rectify the situation.

14.5 Complaints about adequacy of supervision shall not be entertained once a thesis/dissertation has been presented for examination.

14.6 A change of Supervisor may be made if the original Supervisor becomes unavailable, or where the Supervisor and the Student cannot agree on how to proceed with work, or where a relationship, apart from the academic relationship, develops between the Supervisor and the Student.

14.7 The new Supervisor shall be appointed in accordance with the provisions set out in Sections 12.2 and 12.3 above.

Section 15 Period of Study

15.1 The period of study for a Postgraduate Diploma shall normally be **twelve months of full-time study or twenty-four months** of part-time study/distance education, unless stipulated otherwise in the individual programme regulations.

15.2 The Clinical Masters Degree programme in the School of Medicine and the School of Veterinary Medicine shall be on full-time basis with a minimum period of study of four years and a maximum of eight years.

15.3 The period of study for the Taught Masters Degree by coursework only shall normally be **eighteen months** of full-time study except for the Master of Arts in Economic Policy Management and the Master of Arts in Defence and Security Studies which shall be **twelve months**.

15.4 The period of study for the Taught Masters Degree by coursework and dissertation shall normally be **twenty-four months** of full-time study or **thirty-six months** of part-time study/distance education.

15.5 The period of study for the Masters Degree by research and thesis shall normally be **twenty-four months** of full-time study or **thirty-six months** of part-time study/distance education.

15.6 The period of study for the degree of Doctor of Philosophy shall normally be **thirty-six months** of full-time study or **forty-eight months** of part-time study.

15.7 The period of study for any programme shall normally be continuous. The Board of Graduate Studies may grant an interruption of studies of up to **twelve months**

on financial, medical or personal grounds on the recommendation of the Student's Head of Department through the respective School Postgraduate Studies Committee.

15.8 Students who interrupt their studies shall become deregistered for the duration of the interruption and shall not have the right to attend classes, use University facilities, or receive tuition or supervision.

15.9 Save for the case of 'sandwich programmes' and unless stipulated otherwise in the individual programme regulations, a Student shall follow the entire programme of study at the University of Zambia.

Section 16 Extension of Study Period

16.1 Where circumstances dictate, the School Postgraduate Studies Committee, acting on the recommendation of the appropriate Department, may extend the period of study by a maximum period of **six months**.

16.2 Further extension of the study period can only be granted by the Board of Graduate Studies on the recommendation of the School Postgraduate Studies Committee. This shall normally be for **six months** only.

Section 17 Classification of Postgraduate Diplomas and of Degrees

The Postgraduate Diplomas and Degrees of the University of Zambia are not classified.

Section 18 Structure of Programmes

18.1 The structure of programmes of study at graduate level will be stipulated in the regulations for individual programmes of study in each School.

18.2 The University shall reserve the right to vary the content and delivery of programmes of study, to discontinue, merge, or combine programmes, and to introduce new programmes if such action is reasonably considered to be necessary in achieving the University's mission.

Such change may occur either before or after admission. Students shall be informed, as soon as practicable, of any substantial changes which might affect their programmes of study.

18.3 The University shall at all times aim to offer flexibility within programmes of study. The Board of Graduate Studies may, at its discretion, allow part of the programme to be undertaken at another institution under the 'sandwich' arrangement provided the institution at which the learning has to take place and its arrangements for the assessment of Students shall have been approved by the Board of Graduate Studies.

18.4 For the purposes of credit transfer, the Board shall consider only information on courses/modules and assessment results provided and certified by the host institution.

Section 19 Regulations Governing the Postgraduate Diploma

19.1 Eligibility for Admission

19.1.1 The following shall be eligible to apply for admission to the Postgraduate Diploma of the University:

- (a) Graduates of the University who have the appropriate Bachelor degree; or
- (b) Graduates of any other recognised universities who have the appropriate Bachelor degree; or
- (c) Applicants who have alternative qualifications obtained by written examination and which are considered sufficient by the University.

19.1.2 Notwithstanding the provisions in Section 19.1.1 above, the Candidates shall also be required to meet any additional admission requirements stipulated in the relevant programme of study.

19.2 Structure of Postgraduate Diploma Programme

19.2.1 A Student shall pursue a course of study approved by the Board of Graduate Studies, and shall present himself/herself for the relevant examinations at the appropriate times.

19.2.2 The course of study shall comprise:

- (a) Coursework as required by the respective School/Department;
- (b) Attendance at lectures, tutorials and study groups as well as participation in field trips/seminars as directed by the course lecturers; and
- (c) Any other academic activity/practical needed to attain the level appropriate for the award of a Postgraduate Diploma.

19.2.3 The course material shall be delivered in any appropriate mode, which will depend on the subject syllabus and the number of Students enrolled. Whatever the mode of delivery, there shall be some means of assessment, such as a written examination or submission of a report.

19.2.4 Where a Supervisor is required, he/she shall be appointed at the departmental level.

19.3 Examination

19.3.1 The specific mode of assessment of the courses shall be specified in course outline.

19.3.2 Courses shall be examined in accordance with the provisions of the Sections 8.6 and 8.7 of these regulations.

19.4 **The Award of the Postgraduate Diploma**

19.4.1 A Student who has complied with all the conditions for completing the Postgraduate Diploma shall be awarded the University of Zambia Diploma in the relevant field of study.

19.4.2 All Diplomas shall be conferred at the graduation ceremony of the University.

19.4.3 A Student who qualifies for both the Diploma and the Masters award shall receive the Masters award. No Student shall receive more than one award for the same period of study (see Section 19.5.3 below).

19.5 **Conversion from the Diploma to the Taught Masters Programme**

19.5.1 A Student registered for a Postgraduate Diploma programme may be eligible to transfer to a Taught Masters Degree programme either during or at the end of the programme. Such eligibility to transfer shall not confer an automatic right to transfer.

It is at the discretion of the Board of Graduate Studies to stipulate the precise requirements for transfer to a Masters Degree programme from the corresponding Postgraduate Diploma programme.

19.5.2 The requirements prescribed for transfer from the Postgraduate Diploma programme to the corresponding Taught Masters Degree programme shall be clearly stipulated in the programme regulations for both the Postgraduate Diploma and the Masters Degree programmes. These shall include entrance requirements and expected levels of achievement during the programme and in the examination.

19.5.3 A Student who is awarded the Masters Degree after transfer in accordance with Sections 19.5.1 and 19.5.2 above shall not be eligible to receive the Postgraduate Diploma as well.

19.5.4 A Student who is awarded the Postgraduate Diploma and who in a subsequent academic year registers for the corresponding Masters Degree may retain the Postgraduate Diploma even though he/she is awarded the Masters Degree.

Section 20 Regulations Governing the Taught Masters Degree Programmes

All the following regulations shall apply to both the Masters Degree by coursework only and the Masters Degree by coursework and dissertation.

20.1 **Eligibility for Admission**

20.1.1 The following shall be eligible to apply for admission to the Taught Masters Degree (Modes A and B) of the University:

- (a) Graduates of the University who have the appropriate Bachelor Degree with at least a Credit; or
- (b) Graduates of any other recognised universities who have the appropriate degree of Bachelor with at least Lower Second Class Honours; or
- (c) In exceptional circumstances, graduates who possess a Bachelor Degree with a Pass or its equivalent and have a minimum of four years' acceptable professional experience at an appropriate level or other qualifications relevant to their pursuit of graduate studies, may be accepted for admission.

However, the above criteria may be revised depending on competition.

20.1.2 In addition to the provisions in Section 20.1.1 above, Candidates shall also be required to meet any other admission requirements stipulated in the relevant programme of study.

20.2 **Structure of Taught Masters Degree Programmes other than the Clinical Masters Degree in Medicine or Veterinary Medicine**

20.2.1 A Student shall pursue a course of study approved by the Board of Graduate Studies, and shall present himself/herself for the relevant examinations at the appropriate times.

20.2.2 The Taught Masters Degree programme by coursework only shall consist of coursework undertaken over **eighteen months**.

20.2.3 The Taught Masters Degree programme by coursework and dissertation shall consist of two parts, which shall be undertaken consecutively: Part I (course work) and Part II (research)

20.2.4 Part I shall be undertaken over a period of **twelve months** of full-time study or **eighteen months** of part-time study/distance education and comprises:

- (a) Coursework as required by the respective School/Department;
- (b) Attendance at lectures and tutorials/laboratories as well as participation in field trips/seminars as directed by the course lecturers;
- (c) A written examination at the end of each ; and

- (d) Submission of a research proposal for Part II of the programme for approval.

20.2.5 Part II shall be undertaken over a period of **twelve months** of full-time study or **eighteen months** of part-time study and shall comprise supervised research work culminating in the submission of a dissertation. The topic (research proposal) for the dissertation shall be approved by the School Postgraduate Studies Committee, on the recommendation of the concerned Department, in the last seven weeks of the **first academic year** (Part I).

20.2.6 No Student shall be permitted to proceed to Part II of the degree programme unless he/she has satisfied the requirements for Part I or he/she has been exempted from them on the basis of equivalent standing acquired elsewhere.

20.3 **Structure of Taught Clinical Masters Degree Programmes in Medicine or Veterinary Medicine**

20.3.1 The Master of Medicine programme shall be an in-service training programme based at the University Teaching Hospital.

20.3.2 A Student shall pursue a course of study approved by the Board of Graduate Studies, and shall present himself/herself for the relevant examinations at the appropriate times.

20.3.3 The minimum duration of the programme shall be four years and the maximum duration shall be eight years.

20.3.4 The Clinical Masters Degree programme shall consist of four parts, namely Part I, Part II, Part III and Part IV, which shall be undertaken consecutively.

20.3.5 Part I shall be undertaken over **twelve months** of full-time study and shall comprise:

- (a) Coursework (revision and expansion of relevant basic sciences) as required by the School/Department;
- (b) General clinical experience in the Candidate's specific Department at an introductory level;
- (c) Attendance at lectures and tutorials as directed by the Candidate's specific Department, and
- (d) Written, clinical and oral examinations.

- 20.3.6 Part II shall normally be undertaken over **twelve months** of full-time study and shall comprise:
- (a) Coursework (in the practice of the field in general) as required by the respective School/Department;
 - (b) Acquisition of general clinical experience in the Candidate's specific Department at an intermediate level;
 - (c) Submission of an approved research proposal in the specific field; and
 - (d) Written clinical and oral examinations.
- 20.3.7 Part III shall normally be undertaken over **twelve months** of full-time study and shall comprise:
- (a) Coursework (in the principles and practice of the major specialities in the field) as required by the respective School/Department;
 - (b) Acquisition of specialist clinical experience in the Candidate's specific Department at an introductory level and clinical experience in the general field at an advanced level;
 - (c) Supervised research on an approved research topic;
 - (d) An elective rotation in a District practice, or other approved clinical electives; and
 - (e) Written clinical and oral examinations.
- 20.3.8 Part IV shall normally be undertaken over **twelve months** of full-time study and shall comprise:
- (a) Coursework (in the principles and practice of the sub-specialities in the field) as required by the respective School/Department;
 - (b) Acquisition of sub-specialist clinical experience in the Candidate's specific Department at an introductory level and clinical practice in the general field at an advanced level;
 - (c) Submission of dissertation for examination at least three months before the final clinical and oral examinations;
 - (d) Written clinical and oral examinations; and
 - (e) Examination of the dissertation.

20.3.9 NoStudent shall be permitted to proceed from one part to the next without passing the oral and clinical examinations and fulfilling all other requirements as stipulated.

20.4 **Submission of Part II Dissertationsfor Examination**

20.4.1 Students in Part II of their studies shall normally complete their supervised research **three months before the end** of their study programme, and must submit three loosely bound copies of the dissertation to the SchoolAssistantDean for Postgraduate Studies for distribution to the Board of Examiners.

20.4.2 The dissertation should be submitted on the date set by the Directorate of Research and Graduate Studies except where School regulations apply like in the School of Medicine.

20.4.3 The three copies of the dissertation should include a declaration by theStudent confirming that the dissertation has not been submitted for the award of a degree in another University or similar institution and that the dissertation's contents are the original work of theCandidate.

20.4.4 Submission of theStudent's dissertation may only be made with the prior agreement of the Supervisor and shouldbe accompanied by a statement signed by the Supervisor certifying that the dissertation is ready for examination. It shall be understood that the Supervisor's consent that the dissertation be submitted should not be taken to mean that theStudent shall be successful in his/her examination.

20.4.5 It shall be theStudent's responsibility to ensure that the dissertation conforms in layout and presentation to the requirements as stipulated by these regulations in Section 26.

20.5 **Examination of the Taught Masters Degree by Coursework Only and Part I of the Taught Masters Degree by Coursework and Dissertation**

20.5.1 The specific mode of assessment of the courses shall be specified in course outline.

20.5.2 Courses shall be examined in accordance with the provisions of the Sections 8.6,8.7 and 8.8 of these regulations.

20.6 **Examination of Part II of the Taught Masters Degree by Coursework and Dissertation**

20.6.1 Examination of Part II of the Taught Masters degree programmes by coursework and dissertation shall consist of the examination of theCandidate's dissertation by a Board of Examiners in accordance with Section 10 of these regulations.

20.7 **Examination of Parts II, III and IV of the Clinical Masters Degree by Coursework and Dissertation**

20.7.1 The Candidates shall be examined in all Parts in coursework by means of written and oral examinations in accordance with the provisions of the Sections 8.6,8.7 and 8.8 of these regulations.

20.7.2 The dissertation shall be examined in Part IV in accordance with the provisions of the Section 10 of these regulations.

20.8 **The Award of a Taught Masters Degree**

20.8.1 A Student who fulfils the coursework requirements for the Taught Masters Degree by coursework only and has satisfied the Board of Examiners shall be recommended to the Senate, through the Board of Graduate Studies, for the award of the University of Zambia Masters Degree in the relevant field of study.

20.8.2 A Student who fulfils the requirements for the Taught Masters Degree by coursework and dissertation and has satisfied the Board of Examiners shall be recommended to the Senate, through the Board of Graduate Studies, for the award of the University of Zambia Masters Degree in the relevant field of study.

20.8.3 The Degrees shall be conferred at a graduation ceremony of the University.

Section 21 Regulations Governing the Masters Degree by Research

21.1 **Eligibility for Admission**

21.1.1 The following shall be eligible for admission into the Masters Degree by Research (Mode C) of the University:

- (a) Graduates of the University who have the appropriate Bachelor degree with at least a Merit; or
- (b) Graduates of other recognised universities with a Bachelor's degree equivalent to that of the University of Zambia.
- (c) In exceptional circumstances, graduates who possess a Bachelor degree with a Credit or its equivalent, and who have a minimum of four years' acceptable professional experience at an appropriate level or other qualifications relevant to the pursuit of the degree.

21.1.2 A Student entering the Masters programme by research on the basis of the above qualifications shall be required to either possess a substantial portfolio of research experience or to undertake a Research Module (where available) which shall have to be completed successfully before the Student is permitted to register for the Masters Degree by Research.

21.1.3 Notwithstanding the provisions in Sections 21.1.1 and 21.1.2 above, the Applicant shall also be required to meet any additional admission requirements stipulated for the relevant programme of study/School.

21.2 **Location of Research**

21.2.1 The research may be carried out at the University or at another location approved by the Board of Graduate Studies. In order to grant such approval, the Board of Graduate Studies shall have to be satisfied that the Candidate will receive adequate supervision of the research.

21.2.2 The research may also be undertaken under a Sandwich Programme, which is a Split-Site option available mainly at Masters and Doctoral level. Under such a programme, the Student pursues his/her research programme at two Universities unlike under regular programmes which are done at one University. Regulations for these programmes are presented in Section 23.

21.3 **Structure of the Masters Degree Programme by Research**

21.3.1 The normal duration of a Masters Degree by Research shall be **twenty-four months** of full-time study or **thirty-six months** of part-time study.

21.3.2 A full research proposal and a three page summary shall be submitted and an oral presentation of the same shall be made by the Candidate to the Department, which in turn shall submit the three page summary for consideration and approval by the appropriate School Postgraduate Studies Committee. The approved research proposal shall be sent by the School Assistant Dean for Postgraduate Studies to the Directorate of Research and Graduate Studies for record.

21.3.3 On the recommendation of the appropriate School Postgraduate Studies Committee, the Board of Graduate Studies may require a Student to attend a course or such courses as may be found necessary to remedy any deficiencies in the Student's academic background so as to endow the Student with specialised skills or knowledge to assist him/her in his/her study or research. Performance in the course(s) offered may be assessed.

21.3.4 The Student shall be required to submit four copies of the thesis for examination.

21.4 **Examination of the Masters Thesis**

21.4.1 The Master's thesis shall be examined by a Board of Examiners comprising one External and two Internal Examiners in accordance with the provisions of Section 10 of these regulations.

21.4.2 In addition to the thesis examination, there shall be an oral examination (Viva Voce) for the Student. The Viva Voce shall be conducted by the Board of Examiners in accordance with the provisions of Section 10.10.2.1.

21.5 **The Award of the Masters Degree**

21.5.1 The award of the Masters Degree is contingent upon a Student having:

- (a) Completed an approved programme of supervised research;
- (b) Presented a written thesis which demonstrates an advanced level knowledge and understanding in the Candidate's field of study and which describes and summarises the research undertakings and findings;
- (c) Satisfied the Board of Examiners in an oral examination on matters relevant to the subject matter of the thesis;
- (d) Complied with the supervision and attendance requirements as laid down by the relevant School; and
- (e) Submitted the draft of an article based on his research work to his/her Supervisor for possible publication.

21.5.2 A Student who has fulfilled the requirements of Section 21.5.1 and satisfied the Board of Examiners shall be recommended to the Senate, through the Board of Graduate Studies for conferment of the University of Zambia Masters Degree in the relevant field of study.

21.5.3 The degree shall be conferred at a graduation ceremony of the University.

Section 22 Regulations Governing the Degree of Doctor of Philosophy

22.1 **Eligibility for Admission**

22.1.1 The following shall be eligible to apply for admission to the degree of Doctor of Philosophy of the University of Zambia:

- (a) Graduates of the University of Zambia or other recognised universities who hold the appropriate Masters degree;
- (b) A Candidate whom the University recognises as having equivalent standing to holders of the Masters Degree of the University;
- (c) A Candidate who does not possess a Primary Degree but has completed a Masters Degree.

22.1.2 Notwithstanding the provisions in Section 22.1.1 above, an Applicant for admission to the Doctor of Philosophy programme may be required to take a qualifying examination and, in certain cases, to pursue an approved course in preparation.

22.1.3 Transfer from Masters Degree Programme

An Applicant with a first degree with a Distinction or Meritor equivalent, who has been pursuing a Masters Degree by Research for a minimum of **twelve months** at full-time or a minimum of **twenty-four months** at part-time, may apply for transfer to the Doctor of Philosophy Register. The following procedure will then apply:

- (a) The Student shall be required to make a written as well as an oral presentation of his/her research to an open forum which shall be attended by a Board consisting of members from three Departments, two of whom should not be directly involved in the supervision of the Student.
- (b) The Board shall make one of the following recommendations to the Board of Graduate Studies for approval:
 - (i) The work of the Student is of a sufficiently high standard to warrant a transfer from the Masters to the Doctoral Register; or
 - (ii) The work of the Student is not of a sufficient standard to warrant a transfer from the Masters to the Doctoral Register, but the Candidate may re-apply within six months; or
 - (iii) The Student should continue pursuing the Masters Degree.

22.2 Location of Research

22.2.1 The research may be carried out at the University or at another location with the approval of the Board of Graduate Studies. The Board shall have to be satisfied that the Candidate shall receive adequate supervision of the research.

22.2.2 Research may also be undertaken under a Sandwich programme, which is a Split-Site programme mainly at Masters and Doctoral level. Under this programme, the Student shall pursue his/her research programme at two Universities, unlike under the regular programmes where all work shall be done at one University. Regulations for Sandwich programmes are stipulated in Section 23.

22.3 Structure of the Doctoral Degree Programme

22.3.1 The normal duration for the Doctoral Degree programme shall be three years of full-time study or four years of part-time study.

22.3.2 A Student holding a Masters Degree in a field of study closely related to that of the Doctor of Philosophy programme shall spend a minimum period of **twenty-four months** at full-time or **thirty-six months** at part-time study.

- 22.3.3 A period of study originally approved for the Masters Degree may be accepted as part of the period of study required for the degree of Doctor of Philosophy, if a Student transferred from the Masters Registry to the Doctoral Registry.
- 22.3.4 The Board of Graduate Studies may, on behalf of Senate, approve part or the whole period of study originally approved for the degree of Doctor of Philosophy as part or the whole period of study required for the Masters Degree.
- 22.3.5 The Doctoral programme shall comprise supervised research work culminating in the submission of a thesis.
- 22.3.6 Upon the recommendation of the relevant Department, the Candidate's full research proposal as well as a five page summary for the Doctoral Degree shall be considered for possible approval by the appropriate School Postgraduate Studies Committee. The School Assistant Dean for Postgraduate Studies shall submit the five page summary to the Directorate of Research and Graduate Studies for record.
- 22.3.7 The whole process of proposal preparation and approval shall normally not exceed:
- (a) The duration of the first **six months** of study in the case of full-time candidates; and
 - (b) The duration of the first **nine months** of study in the case of part-time Candidates.
- 22.3.8 On the recommendation of the appropriate School Postgraduate Studies Committee, the Board of Graduate Studies may require a Student to attend a course or such courses as may be found necessary to remedy any deficiencies in the Student's academic background or to equip the Student with specialised skills or knowledge to assist him/her in his/her study or research. Performance in the course(s) offered may be assessed.
- 22.3.9 The Student shall be required to submit six loosely bound copies of his/her thesis for examination in accordance with the procedures stipulated in Section 27.

22.4 **Examination of the Doctorate Thesis**

- 22.4.1 The Doctorate thesis shall be examined by a Board of Examiners comprising one External and two Internal Examiners in accordance with the provisions of Section 10 of these regulations.
- 22.4.2 In addition to the thesis examination, the Board of Examiners shall conduct an oral examination (Viva Voce) for the Doctoral Candidates in accordance with the provisions of Section 10.10.2.1.

22.5 **The Award of the Doctoral Degree**

22.5.1 The award of the degree of Doctor of Philosophy is contingent upon a Student having:

- (a) Completed an approved programme of supervised research;
- (b) Presented a written thesis based on original research which demonstrates an advanced level of knowledge and understanding in the Candidate's field of study and which describes and summarises the research undertakings and findings;
- (c) Satisfied the Board of Examiners in an oral examination (VivaVoce) that the Candidate has a deep understanding of the field of study;
- (d) Complied with the supervision requirements as laid down by the respective School; and
- (e) Published at least one article in a referred journal.

22.5.2 A Student who has fulfilled the requirements of the research programme, submitted an acceptable thesis, and satisfied the Board of Examiners at the VivaVoce examination shall be recommended to the Senate, through the Board of Graduate Studies, for conferment of the degree of Doctor of Philosophy of the University of Zambia.

22.5.3 The Degree shall be conferred at a graduation ceremony of the University.

Section 23 Regulations Governing Sandwich Postgraduate Programmes

23.1 **Sandwich Programme Definition**

A Sandwich programme is a Split-Site study programme mainly at Masters and Doctoral level. Under this programme, a Student pursues his/her programme at two universities, unlike under the regular programme where all the work is done at only one University. To participate in the programme, the Student must meet the admission criteria of both universities.

23.2 **Registration**

The Student shall fulfill the registration formalities at both universities.

23.3 **Academic Supervisors**

The Student shall have at least two Academic Supervisors, one at each University. However, a Memorandum of Understanding (MOU) shall stipulate who the Principal Supervisor shall be.

23.4 **Submission and Examination of Dissertations and Theses**

23.4.1 The Candidate shall submit his/her dissertation/thesis to the degree granting University. The examination of the dissertation/thesis shall be conducted by the University awarding the degree.

23.4.2 Where the University of Zambia is the degree awarding University, all University of Zambia regulations governing postgraduate studies shall apply.

23.5 **Award of the Degree**

23.5.1 The Degree shall be awarded by the University stipulated to be the Principal University in the Memorandum of Understanding.

23.5.2 At the inception of the programme it shall be clearly spelt out which of the two Universities shall be the principal one (where most of the work will be done).

23.5.3 A Student who has fulfilled the requirements of the research programme and all other requirements of the Principal University shall be eligible for the award of the appropriate Degree.

23.5.4 The Degree shall be conferred at a graduation ceremony of the University, if applicable.

Section 24 Regulations Governing Higher Doctorates of the University other than Honorary Doctorates

24.1 **Higher Doctorates Offered**

24.1.1 The following shall be the Higher Doctorates offered by the University:

- (a) Doctor of Science: Applicable to academic disciplines in the Schools of Agriculture, Engineering, Medicine, Mines, Natural Sciences and Veterinary Medicine.
- (b) Doctor of Letters: Applicable to academic disciplines in the Schools of Education and of Humanities and Social Sciences.
- (c) Doctor of Laws: Applicable to academic disciplines in the School of Law.

24.1.2 A Higher Doctorate shall be awarded for a sustained, original and distinguished contribution to a branch of knowledge, as stipulated in Section 24.1.1 above.

24.2 **Eligibility**

The following shall be eligible for candidature for a Higher Doctorate of the University:

- (a) A holder of a Doctorate Degree of the University of Zambia of at least six years standing; or
- (b) A holder of a Doctorate Degree of any other recognised University who at the time of applying for the Higher Doctorate Degree, has served in a teaching or research role for not less than four years at the University of Zambia; and
- (c) Any member of the University academic staff who has published scholarly work/research in internationally recognised referred journals and made an original contribution to knowledge.

24.3 **Application for Candidature**

24.3.1 A prospective Candidate for a Higher Doctorate shall in the first place apply to the Directorate of Research and Graduate Studies through the School in which his/her academic discipline is studied.

24.3.2 The Applicant shall provide the following documents to support his/her application for the Higher Doctorate candidacy:

- (a) Curriculum vitae;
- (b) Evidence of his/her qualifications;
- (c) Evidence of his/her publications;
- (d) Four copies of a concise and comprehensive unifying statement of not more than five hundred words summing up his/her research work;
- (e) Four loosely bound copies of the compiled published work, excluding any work which has been submitted for the award of any degree/diploma at this or any other University; and
- (f) A signed declaration that the compiled work has not been submitted for Higher Doctorate at any other University.

24.4 **Evaluation of Candidature for Higher Doctorate**

24.4.1 The appropriate School Postgraduate Studies Committee shall consider all applications for the Higher Doctorate and evaluate the eligibility of the Applicants.

24.4.2 The Dean of the concerned School shall submit the recommendations of the School Postgraduate Studies Committee to the Directorate of Research and Graduate Studies.

24.5 **Examination Procedure**

24.5.1 The Board of Graduate Studies shall, on the recommendation of the appropriate School Postgraduate Studies Committee, appoint a panel of at least three Examiners for theCandidate. Two of the Examiners shall be external to the University.

24.5.2 The function of the Examiners shall be to certify and critically assess the Candidate's published work to ascertain that:

- (a) The work has made a substantial and original contribution to knowledge; and
- (b) The presentation format of thework is acceptable.

24.5.3 The Examiners shall submit a signed report on theCandidate's work to the Directorate of Research and Graduate Studies within three months. The Examiners shall state in definite terms whether or not the Higher Doctorate should be awarded to theCandidate.

24.5.4 The Examiners may, if need be, recommend theCandidate to appear for an oral examination (VivaVoce).

24.5.5 If aVivaVoce is recommended, theVivaVoce regulations for the Doctorate Degree contained in Section 10.10.2.1 shall apply.

24.5.6 In case of disagreement among the Examiners,regulations similar to those prescribed for Doctoral DegreeCandidates for such a case shall apply.

24.5.7 ACandidate who fails to qualify for the Higher Doctorate award shall only be allowed to re-apply for the same degree after a minimum period of five years.

24.6 **Criteria for Appointment of Examiners**

24.6.1 The Examiners for a Higher Doctorate shall be selected from amongst highly distinguished scholars in the appropriate discipline and should preferably be themselves holders of the Higher Doctorate.

24.6.2 An Examiner should not have co-published with theCandidate.

24.7 **The Award of the Higher Doctorate**

24.7.1 Final approval of the award of the degree shall be granted by the Senate on the recommendation of the Board of Graduate Studies after it is satisfied that the work presented makes a substantial and distinguished contribution to knowledge.

24.7.2 The degree shall be conferred at a graduation ceremony of the University.

24.7.3 A successful Candidate for the Higher Doctorate award shall be required to give a public lecture on his/her work.

Section 25 Assessment, Grading and Progression for Postgraduate Students

25.1 **Procedure for Assessment in the University**

25.1.1 The granting of a University of Zambia award shall be on the basis of a Student's performance in assessments or other tests of knowledge or ability which have been set by the Department of the University and approved and monitored by the Board of Graduate Studies.

25.1.2 The term 'assessment' in this document shall be construed to include reference, as appropriate, to written and oral examinations, assessment of coursework, project work, examination of theses, dissertations and similar work, and such other forms of assessment of Candidates' performance as may have been approved or prescribed by the Board of Graduate Studies in relation to any course of study or instruction.

25.1.3 **Responsibility for Final Assessments**

The Directorate of Research and Graduate Studies shall have the overall responsibility for the conduct of the end of year assessments and shall in particular ensure:

- (a) The proper conduct of assessments, including invigilation;
- (b) Implementation of maximum security in all matters pertaining to assessments;
- (c) That assessment papers are prepared by Internal Examiners approved or moderated by External Examiners and printed in good time for final assessments;
- (d) That appropriate assessment arrangements are made for each Candidate;
- (e) That scripts and other assessment materials are examined by Internal Examiners and that results for each Candidate as approved by the appropriate School Postgraduate Studies Committee are made available for

meetings of the Board of Graduate Studies called to consider assessment results;

- (f) That accurate records in regard to Student assessment along with all associated materials are maintained up to date; and
- (g) Timely transmission of the recommendations of the Board of Graduate Studies to concerned Students.

25.1.4 **Internal Examiners and their Role**

25.1.4.1 The academic staff in the Department responsible for assessment functions shall be deemed to be Internal Examiners.

25.1.4.2 The role of Internal Examiners shall be as follows:

- (a) To prepare appropriate assessment instruments in accordance with internationally established and accepted academic practice and to conform to internationally acceptable academic standards;
- (b) To submit the agreed assessment papers in good time to the Office of the Head of Department;
- (c) To determine, after consultation with the External Examiner(s), the grades to be awarded to each Candidate, prior to the meeting of the appropriate School Postgraduate Studies Committee; and
- (d) To attend and contribute to the deliberations of meetings of the appropriate School Postgraduate Studies Committee, when requested.

25.2 **Grading**

25.2.1 At the end of each **academic year/each trimester**, an appropriate letter grade representative of the quality of a Student's performance (in a particular course) shall be awarded for each course for which a Student is registered.

25.2.2 **Grades**

The Tables on page 47 list the grades which can be awarded:-

(a) **Pass Grades**

Grade	Meaning
A+	Upper Distinction
A	Lower Distinction
B+	Merit
B	Credit
C+	Definite Pass
C	Bare Pass
S	Satisfactory, Pass in Practical Course
P	Pass in a Supplementary Examination
AG	Agro tat(compassionate grounds or complimentary pass)

(b) **Fail Grades**

Grade	Meaning
D+	Bare Fail – Supplementary where applicable
D	Fail – Repeat
F	Definite Fail
NE	No examination taken
LT	Left the course during the academic year without permission
DQ	Disqualified in a course by the Board of Graduate Studies
WD	Withdrawn from the course with penalty for unsatisfactory academic progress; recorded when a Student has not completed the required level of coursework after a final warning by the Dean

(c) **Administrative Grades**

Grade	Meaning
DC	Deceased during the course
DF	Deferred examination: (recorded where, for health or other compassionate reasons, aStudent is to be allowed to write the final examination later, during the period reserved for the deferred examination)
DR	Student de-registered for failure to pay fees
IN	Incomplete: (recorded where aStudent has not yet completed all the requirements of a course and has been given an extension with formal permission by the Board of Studies).
RS	Re-sit course examination only: (recorded when aStudent was allowed by the Board of Studies to re-sit the final examination and carry over coursework continuous assessment)
SP	Supplementary examination: (recorded where aStudent is allowed to write a supplementary examination during the period reserved for supplementary examinations).
WP	Withdrawn from the course with permission

25.2.3 **Grade Check Request**

25.2.3.1 AStudentwho considershimself/herself to have been assigned an incorrect grade in a course may request for a check of his/her grade within two weeks of the relevant results becoming available.

25.2.3.2 He/she shall apply to the Directorate of Research and Graduate Studies and shall pay the grade check fee prevailing at the time.

25.2.3.4 The Internal Examiners shall be required to review the grade on receipt of the formal request.

25.2.3.5 **Guidelines for Grade Check**

The following guidelines shall be used when checking a grade:

- (a) Check to ensure that marks given to individual elements of an examination are included in the total marks;
- (b) Check that the original total mark is accurate; and
- (c) The Board of Graduate Studies shall ratify the grade incases where the check places the Student in another category. It should be noted that a grade may be changed to a lower or higher grade according to the results of the grade check.

25.3 **Student Progression**

25.3.1 The Departmental Examination Board shall review the grades awarded to each Student in the programme or programmes in its Department at the end of each academic year.

25.3.2 The Departmental Examination Board shall comprise the Head of Department and the academic staff responsible for teaching/coordinating the courses graded in the programme under consideration. The Departmental Examination Board shall decide on the progress of each Student in line with his/her performance.

The Departmental Examination Board shall make recommendation(s) to the relevant School Postgraduate Studies Committee as to the progress of each Student.

25.3.3 The School Postgraduate Studies Committee shall consider Student progression at the end of each academic year and submit its recommendations to the Board of Graduate Studies for approval.

25.3.4 The Board of Graduate Studies shall review the progress of each Student at the end of each academic year, with a view to determining whether or not the Student should proceed to the next stage of the programme of study.

25.3.5 The following Table lists comments that may be recorded on a Student's academic report at the end of the academic year:

Comment	Definition	Progression
Clear Pass (Applicable to programmes lasting more than two academic years)	A student has passed all courses in a given academic year.	A student shall continue the programme with new courses in the next academic year.
Proceed to next semester (No longer valid under UNZA term system but valid under UNZA-ZOU collaboration programmes)	A student has failed 50% or less of the semester courses but, according to the School Regulations, may repeat and carry the failed courses and proceed to the next semester.	A student shall continue programme but must repeat failed courses or equivalent, as defined by the Board of Graduate Studies.
Proceed to Part II	A student has passed all Part I courses and has completed all of the requirements for Part I and shall proceed to Part II.	A student shall register for Part II of the programme.
Deferred Examinations (temporary)	A student has missed, a final examination for certified illness or other reasons applied by the Board of Graduate Studies on compassionate grounds.	A student shall sit for missed examinations at the time prescribed for deferred examinations and shall obtain normal classified grades, after which his/her progression status shall be determined.
Supplementary Examinations (temporary)	A student has failed one or more examinations and has been permitted by the Board of Graduate Studies to sit for a supplementary examination as defined by the School regulations.	A student shall sit for a supplementary examination at the time prescribed for supplementary examinations and shall be awarded either a pass or fail grade, after which his/her progression status shall be determined.
At Part-time	A student is already at part-time and does not qualify or does not wish to take up full-time studies.	A student shall register as a part-time student next semester. Progression shall be determined at the completion of all the required coursework for the programme.
To Part-time	A student has not completed all course work required for the programme as specified in the school regulations and has been given permission by the board of Examiners to complete the remaining course on Part-time basis.	A student should register as a Part-time student next academic year. Progression shall be determined at the completion of all the required coursework for the programme.
To Full-time	A student has passed all the required courses to qualify for full-time study as defined by School regulations.	A student shall register as a full-time student next academic year.
Incomplete (temporary)	A student has not completed all	Student's progression status

	coursework required for the course as specified in the School regulations and has been given permission to complete by the Board of Examiners.	shall be determined after unfinished coursework has been presented and graded.
Special Case (temporary)	A student under disciplinary investigation.	Progression status shall be determined by the decision of the Board of Graduate Studies.
Graduate	A student has completed all programme requirements to graduate and is presented to Senate for the Award of the degree.	Graduate at the next Graduation Ceremony.
Award Posthumously	A student has completed all programme requirements to graduate but passed away before being presented to Senate for the University Award.	Graduate at the next Graduation Ceremony.
Suspended	A student has been found to have committed a disciplinary offence and was suspended by Senate.	A student shall be suspended from studies for the next academic year.
Expelled	A student has been found to have committed a disciplinary offence and was expelled from the University by Senate.	A student shall not register in the University of Zambia without permission of Senate.
Exclude	A student has failed to such an extent as to be disallowed from continuing with the programme as specified by the School regulations or has not shown satisfactory progress with research or has exceeded allowable period for the programme or is unable to pay fees.	A student shall not be readmitted in the programme without permission of the Board of Graduate Studies.
Withdrawn with Permission	A student requested to leave studies during the academic year and was granted permission by the School.	A student shall register next academic year. If withdrawn on health grounds, a medical certificate shall be required to register.

Section 26 Procedure for Preparation of Dissertations/Theses for Master's and Doctorate Degrees

26.1 A dissertation/thesis shall be satisfactory as regards format and literary presentation. It shall consist of preliminaries, text and end matter.

Preliminaries

The preliminaries shall consist of the following items, and in the order given:

(a) Title Page

The title page shall carry the following information suitably spaced and centred:

- (i) Full title of dissertation/thesis and sub-title, if any;
- (ii) If there is more than one volume, the total number of volumes and the number of the particular volume;
- (iii) By;
- (iv) Student's full name (as recorded on his/her birth certificate);
- (v) The statement "A thesis/dissertation submitted to the University of Zambia in partial fulfilment of the requirements of the degree of (Degree) in (Subject)" or "A thesis submitted to the University of Zambia in fulfilment of the requirements for the degree of (Title of the Degree) in (Subject)";
- (vi) THE UNIVERSITY OF ZAMBIA
LUSAKA; and
- (vii) Date (Year only)

(b) Copyright Declaration**(c) Declaration**

A signed declaration by the Student that the dissertation/thesis represents his/her own work, and that it has not previously been submitted for a degree, diploma or other qualification at this or any other University. Alternatively, if published work or material from the Candidate's other work has been incorporated, this must be indicated here.

(d) Certificate of Approval

This is the approval page for the signatures of the Board of Examiners when the thesis is approved. The page shall state:

'This thesis/dissertation of (Candidate's full name) has been approved as fulfilling the requirements or partial fulfilment of the requirements for the award of (Title of the Degree) in (Subject) by the University of Zambia'; and

It shall have spaces for the signatures of the Examiners and for the date of approval.

(e) **Abstract**

This shall be a concise summary of the thesis and should not be more than 500 words or one page in length.

(f) **Acknowledgements or Preface of Acknowledgements**

(g) **Table of Contents**

(h) **List of Tables**

(i) **List of Figures, Maps and Illustrations**

(j) **List of Abbreviations and Acronyms**

Abbreviations or acronyms which refer only to the bibliography may be placed at the head of the bibliography.

26.3 **Text**

The text shall be organised into appropriate chapters, including an Introduction, a Literature Review, the Methodology, Results, a Discussion, a Conclusion or a Discussion/Conclusion as well as Recommendations.

26.4 **End Matter**

This shall contain references, appendices and any attachments.

26.5 **Language**

26.5.1 The dissertation/thesis shall be written in English, except for sources, quotations and other cases where other languages may be required. At the discretion of the Board of Graduate Studies, a thesis in a language subject may be written in another language.

26.6 **Miscellaneous**

26.6.1 Unless required by context, measurements shall be in the metric or SI (Système International) system of units.

26.6.2 For geographical names, reference shall be made to the Times Index-Gazetteer of the World (London: Times Publishing House, 1965) and in case of Zambia to the Gazetteer of Geographical Names in the Republic of Zambia (Lusaka: Government Printer, 1967).

- 26.6.3 For personal names, reference shall be made to any standard biographical dictionary.
- 26.6.4 Non-English words and phrases used in the text shall be underlined, e.g., Mukoka, par excellence or typed in italics: *Mukoka, par excellence*.
- 26.6.5 Enumeration shall be by words or figures, but not both together (e.g. not ‘ten (10)’). In general, numbers up to ten may be spelled out, and numbers over ten written as figures.
- 26.6.6 The word ‘percent’ shall be used to denote such values in the text, but in tables the symbol ‘%’ should be used.
- 26.6.7 Exterior quotation marks shall be single, and interior ones doubled. Thus: He said ‘I don’t like the word “naive.” ’ The full stop should be placed inside the final quotation marks except for the purpose of setting off a citation.
- 26.6.8 Sources of tables and diagrams, or of the data contained therein, shall in all cases be clearly stated beneath the table or diagram concerned.

26.7 **Production Specifications**

26.7.1 **Paper**

The typescript of the thesis shall be on A4 size white 80g/m² paper. Only one side of the paper should be used.

26.7.2 **Font Size, Typeface and Spacing**

All copies submitted shall be clearly typed, using a standard 12 point font size with double or one-and-a-half line spacing in the body of the text. Times New Roman typeface is preferred. For footnotes and indented quotations single spacing may be used.

26.7.3 **Margins**

Margins at the binding edge shall be not less than 40 mm, and the other margins not less than 25 mm.

26.7.4 **Illustrations**

Any tables, charts, graphs, diagrams, maps or supplementary information which are larger than the overall measurements of the required A4 size shall be presented ready for binding either by mounting and folding in, or by inserting into a pocket on the inside back cover of the volume after binding.

Alternatively, if the volume of illustrative material warrants it, a separate volume of larger size should be submitted.

26.8 **Pagination**

- 26.8.1 Each page of the dissertation/thesis shall be numbered. The preliminaries shall be numbered in lower case Roman numerals while the text and end matter shall be numbered in Arabic numerals.
- 26.8.2 Pages shall be numbered consecutively throughout the text, including those pages incorporating photographs or diagrams which are included as whole pages.
- 26.8.3 Where the thesis consists of more than one volume, the pagination shall indicate the Arabic number of the volume as well as the page number referring to the particular volume.
- 26.8.4 Appendices shall be named alphabetically, and each appendix paginated consecutively with the main text and with the others.
- 26.8.5 Page numbers shall be located centrally at the bottom of the page and approximately 20 mm above the edge of the page.

26.9 **Abstract of Dissertation/Thesis**

- 26.9.1 The Abstract, of not more than 500 words or one page in length, shall be bound as an integral part of the dissertation/thesis and should precede the main text. Each copy of the dissertation/thesis submitted should be accompanied by a separate copy of the Abstract.
- 26.9.2 The Abstract shall be printed in single spacing and should indicate the author and title of the dissertation/thesis in the form of a heading.

26.10 **Length of Dissertation/Thesis**

- 26.10.1 For a Masters Degree the length of the dissertation/thesis shall not be more than 60,000 words. For a Doctorate Degree, the thesis shall not exceed 100,000 words.
- 26.10.2 The above figures are maximum values and it is expected that the majority of dissertations/theses will be considerably shorter than these limits.

26.11 **Referencing (See also Appendix A)**

One of the following methods should be used for the referencing and citation of published work in the dissertation/thesis:

- (a) The Harvard System as recommended by the Directorate of Research and Graduate Studies, which is described in Appendix A;
or
- (b) A recognised standard method appropriate to the discipline and agreed

with the Supervisor with the endorsement of the appropriate School Postgraduate Studies Committee.

26.12 **Binding and Cover**

26.12.1 The final version of the dissertation/thesis shall be bound with hard boards to a finished size of 220 mm x 307 mm, and shall be covered in 'Zambian Green' buckram (Redbridge Book Cloth Co. Everest Washable, light green shade 631 or equivalent).

26.12.2 The boards shall have sufficient rigidity to enable the dissertation/thesis to stand upright on a shelf without other support. The binding shall also be such as to enable the pages to lie flat when the dissertation/thesis is placed lying down and opened at any page.

26.12.3 The dissertation/thesis shall be securely bound in such a way that leaves cannot be removed or replaced. Any photograph or diagram, which is not reproduced integrally with the text, shall be fixed firmly in place.

26.12.4 The spine of the cover shall bear:

- (a) The name of the Student (consisting of the forename, middle names initialised, and the Candidate's surname); and
- (b) The Degree for which the dissertation/thesis is submitted, as well as the year in which it has been accepted.

This information shall run from head to tail and be in a minimum of 18 point letters stamped in good quality copper coloured foil (Whiley's Newvap Magna 432 or equivalent).

26.13 **Pre-Publication, Copyright and Ownership**

26.13.1 A Student shall be encouraged to publish material in advance of the submission of the dissertation/thesis. If available, reprints of such published material should be appended to the dissertation/thesis.

26.13.2 Copyright of the dissertation/thesis resides with the Student. Ownership of other intellectual property arising in the course of the preparation of the dissertation/thesis and patent rights in respect of any associated product or process shall be agreed in advance between the Student and the University.

26.13.3 In cases where the material in the dissertation/thesis is confidential or proprietary, the Examiners shall be required to sign a non-disclosure undertaking in respect of the material.

- 26.13.4 The Principal Supervisor shall advise the Directorate of Research and Graduate Studies in regard to the basis on which access to the dissertation/thesis for purposes of research may be accorded to third parties.
- 26.13.5 The University Library shall retain a copy of the dissertation/thesis and shall make this copy available for consultation in accordance with normal Library practice.
- 26.13.6 Notwithstanding the provisions of Section 26.13.5, in cases where the material in the dissertation/thesis is confidential, the University Library shall restrict access to the dissertation/thesis for a specified time after it has been lodged in the Library.
- 26.13.7 The University Library shall make provision for the inclusion of abstract of the dissertation/thesis in the appropriate directories of abstracts for reference by the international academic community.

26.14 Acceptability of Dissertations/Theses

- 26.14.1 Only dissertations/theses prepared according to the above guidelines shall be acceptable for postgraduate degrees in the University of Zambia. It is the responsibility of the Supervisor(s), as Internal Examiner(s), to ensure that dissertations/theses are prepared according to the foregoing regulations.
- 26.14.2 The dissertation/thesis may incorporate published work or material from a thesis submitted for a degree in this or any other University, provided that the dissertation/thesis contains a declaration form acknowledging any work which has been so incorporated.
- 26.14.3 Violation of Regulation 26.14.2 shall result in the disqualification of the dissertation/thesis.

Section 27 Procedure for Submission of Dissertations/Theses for Examination

- 27.1 A Student shall give notice in writing to the Director of the Directorate of Research and Graduate Studies through his/her Supervisor of his/her intention of submitting the thesis at least three months before the intended date of submission. He/she shall copy the notice to the appropriate School Assistant Dean for Postgraduate Studies and the Head of Department.
- 27.2 Submission of the Student's thesis may only be made with the prior agreement of the Supervisor and shall be accompanied by a statement signed by the Supervisor certifying that the thesis is ready for examination. The Supervisor's consent that the thesis should be submitted shall not be taken as an *a priori* judgement that the Student shall be successful in his/her examination.

- 27.3 A Student shall have the right to appeal to the relevant Head of Department, in the event that the Supervisor advises against the submission of the thesis for examination.
- 27.4 If the Supervisor deems the thesis not ready for examination, the Supervisor shall give the reasons in writing to both the Student and the Head of Department or the Assistant Dean for Postgraduate Studies, if the Head of Department is the Supervisor.
- 27.5 The Head of Department, following consultation with the relevant School Assistant Dean for Postgraduate Studies, may ask an independent arbitration panel, comprising one internal Departmental member and one external member, to consider whether the thesis is worthy of examination. The recommendation shall be presented to the Board of Graduate Studies, through the appropriate School Postgraduate Studies Committee. The decision of the Board of Graduate Studies shall be final.
- 27.6 A Candidate for the Masters Degree shall submit four loosely bound copies of the dissertation to the School Assistant Dean for Postgraduate Studies for examination by the Board of Examiners.
- 27.7 A Candidate for the Doctorate Degree shall submit six loosely bound copies of the thesis to the School Assistant Dean for Postgraduate Studies for examination by the Board of Examiners.
- 27.8 It shall be the Student's responsibility to ensure that the thesis conforms to the layout and presentation stipulated by the Directorate of Research and Graduate Studies.

Section 28 Implementation and Interpretation of the Regulations Governing Postgraduate Programmes

28.1 Implementation

- 28.1.1 The Directorate of Research and Graduate Studies shall be responsible for implementation of these regulations.

28.2 Interpretation

- 28.2.1 In the event of any disagreement or conflict in regard to the interpretation of any of these regulations, the matter shall be referred to the Board of Graduate Studies, whose ruling shall be final.

Section 29 Review of the Regulations

- 29.1 These regulations shall be subject to periodic review, according as the University Senate may require.

29.2

The University shall reserve the right to add, amend, withdraw or make other alterations to the regulations at any such times as may be deemed necessary.

APPENDIX A

Guidelines for the Citation of References in Dissertations/Theses at the University of Zambia

A.1 This Appendix is intended as a guide to the Harvard System.

A.2 Referencing Style for Different Information Sources

A.2.1 Books

The following are the guidelines for referencing books.

(a) **If there is only one author:**

- (i) The citation in the body of the text shall be, for example, "(Leevai, 1990)"; and
- (ii) The reference shall be shown below:
Leevai, D.C., 1990. Physics: Principles with Applications. 3rd ed. Englewood Cliffs, N.J.: Prentice Hall.

(b) **If there are two authors:**

- (i) The citation in the body of the text shall be, for example, "(Shigley and Mischke, 1976)"; and
- (ii) The reference shall be shown below:
Shigley, M. and F. P. Mischke, 1976. Writing Scientific Papers in English, Amsterdam: Elsevier/North Holland/Medica.

(c) **If there are more than two authors:**

- (i) The citation in the body of the text shall be, for example, "(Bird et al., 1960)"; and
- (ii) The reference shall list all the authors as shown below:
Bird, R. B., W. F. Stewart and E. N. Lightfoot, 1960. Transport Phenomena, Phenomena, New York: Wiley.

- (d) It is acceptable to cite an author by name, e.g., "Leevai (1990)", in the body of the text.

A.2.2 **Edited books**

- (a) The citation of an edited anthology in the body of the text should be, e.g., “(Juran, 1952)”; and
- (b) The reference shall be as shown below:
Juran, J.M. (ed.), 1952. *The Poems and Letters of Andrew Marvell*, 2 vols., 2nd ed. Oxford University Press.

A.2.3 **Dissertations/Theses**

May be cited as in the example given below:

- (a) The citation of a dissertation/thesis in the body of the text should be, e.g., “(Caremeway, 1997)”; and
- (b) The reference shall be as shown below:
Caremeway L., 1997. *Optimisation of the Mechanical Properties in an Investment Cast Aluminium Alloy*. PhD Thesis, University of Zambia.

A.2.4 **Chapter in an Edited Book**

- (a) The citation to a contribution in a book in the body of the text, should be, e.g., “(Pauling, 1972; Louis and Che, 1985)”; and
- (b) The references shall be as shown below:
 - (i) Louis, C., and M. Che, 1985. The structure of CeO₂, in: *Reactivity of Solids*, P. Barret, Ed, 1057-1059, Amsterdam: Elsevier.
 - (ii) Pauling, L., 1972. *Science and Peace: Nobel Lecture*, December 11, 1963. In: F.W. Haberman (Ed), *Nobel Lectures, Peace 1951 - 1970*. Amsterdam: Nobel Foundation/Elsevier.,271-287.

A.2.5 **Unauthored Works**

Occasionally a book has no obvious author. In such a case:

- (a) Most of the reference should be cited in the text, e.g., “(Handbook of Industrial Materials. 1992.)”. Another example would be “(Ireland. Department of Education, 1984)”; and
- (b) The references shall be as shown below:
 - (i) *Handbook of Industrial Materials*. 2nd. ed., 1992. Oxford: Elsevier.

- (ii) Ireland. Department of Education, 1984. Ages for Learning: Decisions of Government. Dublin: Stationery Office.

A.2.6 **Journal Articles**

- (a) The citation in the body of the text should be, e.g., “(Carey, 1975a; Kim and Johnston, 1987; O’Bradaigh et al., 1991)”. If an author has published more than once in the same year, the citations may be differentiated as “(Carey, 1975 a; Carey, 1975 b)”; and
- (b) The references shall be as shown below:
 - (i) Carey, S.W., 1975 a. "The expanding earth; an essay review. Part 1" Earth-Sci. Rev., 11, 105-143.
 - (ii) Carey, S.W., 1975 b. "The expanding earth; an essay review. Part 2" Earth-Sci. Rev., 11, 106-189.
 - (iii) Kim, K. and K.P. Johnston. 1987. "Molecular interactions in dilute supercritical fluid solutions", Ind.Eng.Chem.Res., 26, 1206-1213.
 - (iv) Bradaigh, C.M., R.B. Pipes and P. Mallon. 1991. "Issues in diaphragm forming of continuous fiber reinforced thermoplastic composites." Polymer Composites, 12(4), 246-256.

A.2.7 **Magazine or Newspaper Articles**

- (a) Newspaper and periodical articles are cited in the same way as other publications in the main body of the text, e.g., “(Fisk, 1993; Divine, 1965)”.
- (b) The references shall be as shown below:
 - (i) Divine, D., 1965. "Will Bomber Command Last?", Sunday Times, January 31st, p.19.
 - (ii) Fisk, R., 1993. "Destinies Collide on the Nile." Independent on Sunday, 28 March, p.18.

A.2.8

Conference Proceedings

- (a) A citation to a paper in conference proceedings in the main body of the text should be, e.g., “(Kaunitz, 1985)”. Alternatively, the entire conference may be cited, e.g., “(Supercomputing Systems, 1985)”.

Sometimes conference proceedings are published as issues of journals and author citations should be made accordingly, e.g., “(Bouras, C., 1975)”.

- (b) The references shall be as shown below:
- (i) Kaunitz., J. 1985. "Database backup and recovery in transaction driven information systems." In: Supercomputing Systems: Proceedings of the First International Conference, St. Petersburg, Florida, December 16-20, 1985. Svetlana P. Katashev and Steven I. Katashev, eds. Washington, D.C.: IEE Computer Society Press, 265-272; or
 - (ii) Supercomputing Systems: Proceedings of the First International Conference, 1985. St Petersburg, Florida, December 16-20, 1985. S. P. Katashev and S.I. Katashev, Eds. Washington, D.C.: IEEE Computer Society Press.
 - (iii) Bouras, C., 1975."Particular difficulties in the conservation and study of Greek historical monuments."InPhotogrammetric Surveys of Monuments and Sites. Photogrammetria, J. Badekas (Editor) 30: 99-105.

A.2.9

Patents

- (a) A citation in the body of the text to a patent or a patent application should be, e.g., “(Philip Morris Inc.; 1981, Winget Ltd, 1967)”; and

- (b) The references shall be as shown below:
- (i) Philip Morris Inc., 1981. "Optical perforating apparatus and system". European patent application 0021165A1. 1981 01-07.
 - (ii) Winget Ltd 1967 "Detachable bulldozer attachment for dumper vehicles". Inventor: Reginald John England. 8 Mar Appl: 10 June 1963. Int C1: E02F 3/76. GB C1: EIF 12 GB Patent.

A.2.10 **Technical Reports**

- (a) The citation in the body of the text should be, e.g., “(Brinkley et al., 1986)”.
- (b) The references shall be as shown below:

Brinkley, J., C. Cornelius and R. Altmann, 1986. "Application of constraint satisfaction techniques.", Technical Report KSL - 86 - 28 Stanford University, CA.

A.2.11 **Additional Guidance**

- (a) A particular feature of the Harvard System, which is often overlooked, is that the initials of the first author follow the surname in the list of references, but this is reversed for the remaining authors (Louis and Che, 1986).
- (b) The list of references should be given at the end of a chapter or dissertation/thesis in alphabetical order. Where the authors of two entries have the same surname the entries should be ordered alphabetically according to the different authors' initials regardless of publication date. Where the first cited author is cited with two different co-authors, the entries should be entered alphabetically by second author.
- (c) In citing journal names, the full name or an acceptable abbreviated form may be used. The most important consideration is to be consistent, so that abbreviations are not mixed with full titles and no more than one abbreviation is used for a particular journal.

APPENDIX B

Forms for Procedures in the Directorate of Research and Graduate Studies

The following Forms have been designed to ensure that each stage of the Postgraduate Student's progress is followed in accordance with the Regulations for Postgraduate Studies. The stage and/or process to which a Form is applicable is referred to in the Title of the Form.

UNZA PG-Form 1	Postgraduate Student Registration
UNZA PG-Form 2	Notice of Intent to Submit Dissertation/Thesis for Examination
UNZA PG-Form 3	Nomination of Examiners for Taught Masters Degree
UNZA PG-Form 4	Nomination of Examiners for Masters Degree by Research and Doctoral Degree
UNZA PG-Form 5	Submission of Dissertation/Thesis for Examination
UNZA PG-Form 6	Examiners' Report – Taught Masters Degree
UNZA PG-Form 7	Examiners' Report – Masters Degree by Research and Thesis
UNZA PG-Form 8	Examiners' Report – Doctor of Philosophy Degree
UNZA PG-Form 9	Change of Supervisor(s)
UNZA PG-Form 10	Postgraduate Student Progress Report
UNZA PG-Form 11	Application for Extension of Study Period
UNZA PG-Form 12	Submission of Article for Publication
UNZA PG-Form 13	Research Supervision Record Form

THE UNIVERSITY OF ZAMBIA
DIRECTORATE OF RESEARCH AND GRADUATE STUDIES

POSTGRADUATE REGISTRATION FORM

PART I: Student and Study Programme Particulars

Name of Student: _____ Student ID Number: _____

Sex: Female/Male Nationality: _____ NRC/Passport Number: _____

Date of Birth: _____ Marital Status: Unmarried/Married/Widowed/Divorced

Current Mailing Address: _____

_____ Phone Number: _____

Name and Address of Next of Kin: _____

_____ Phone Number: _____

Programme of Study: _____

Date of Commencement of Programme of Study: _____ Year of Study: _____

Mode of Study: Full-time/Part-time/Distance Education Academic Year _____: _____

Signature of the Student: _____ Date: _____

PART II: Course Registration

Applicable to Postgraduate Diploma and Part I of the Taught Masters Degree (Modes A and B) Students

Course Code	Course Title	Lecturer's Signature	Date

Name of Head of Department: _____

Signature of Head of Department: _____ Date: _____

PART III: Registration for Research Work

Applicable to Part II of the Taught Masters, Masters by Research and Thesis and Doctorate Students

Signature of Student: _____ Date: _____

Name of Supervisor: _____

Signature of Supervisor: _____ Date: _____

Name of Head of Department: _____

Signature of Head of Department: _____ Date: _____

PART IV: For Official Use Only

Bursar’s Office:

Self-Sponsored/Sponsored (If sponsored, indicate name and address of the sponsor):

Fees Paid: _____ Receipt Number: _____ Date: _____

Name of Financial Officer: _____ Signature: _____ Date: _____

Admitting School:

I recommend/do not recommend the above Student for registration

Name of AssistantDean (Postgraduate) _____

Signature: _____ Date: _____

Office of the Dean of Student Affairs

I confirm that the above Student is accommodated/not accommodated.

Name of Hostel/Room Number where applicable: _____

Directorate of Research and Graduate Studies

I confirm that the aboveStudent’s registration has been Approved/Not approved

Name: _____

Signature: _____ Date: _____

THE UNIVERSITY OF ZAMBIA

DIRECTORATE OF RESEARCH AND GRADUATE STUDIES

NOTICE OF INTENT TO SUBMIT DISSERTATION/ THESIS FOR EXAMINATION

Title of Degree: _____

Name of Student: _____

Computer Number: _____

School: _____

Department: _____

Dissertation/Thesis Title: _____

Name of Supervisor: _____

Proposed Submission Date: _____

Signature of Student: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Note: This Form must be submitted to the Director, Directorate of Research and Graduate Studies and copied to the School Assistant Dean for Postgraduate Studies and the Head of Department at least three months before the intended date of submission of the dissertation/thesis for examination.

THE UNIVERSITY OF ZAMBIA
DIRECTORATE OF RESEARCH AND GRADUATE STUDIES
NOMINATION OF EXAMINERS - TAUGHT MASTERS DEGREE

Title of Degree: _____

Name of Student: _____

Computer Number: _____

School: _____

Department: _____

Dissertation Title: _____

Proposed Submission Date: _____

Nomination of Internal Examiners:

Internal Examiner 1:

Name: _____ Position in UNZA: _____

Internal Examiner 2:

Name: _____ Position in UNZA: _____

Internal Examiner 3:

Name: _____ Position in UNZA: _____

Nominated by:

Name of Supervisor: _____

Signature: _____ Date: _____

Approved by:

Name of Head of Department: _____

Signature: _____ Date: _____

-
- Notes: 1. This Form must be submitted to the appropriate School Assistant Dean for Postgraduate Studies for approval by the School Postgraduate Studies Committee.
2. A curriculum vitae should be submitted for any Examiners who are not members of the University academic staff.

THE UNIVERSITY OF ZAMBIA

DIRECTORATE OF RESEARCH AND GRADUATE STUDIES

NOMINATION OF EXAMINERS - MASTERS DEGREE BY RESEARCH AND DOCTORAL DEGREE

Title of Degree: _____

Name of Student: _____

Computer Number: _____

School: _____

Department: _____

Thesis Title: _____

Proposed Submission Date: _____

Nomination of Internal Examiners:

Internal Examiner 1:

Name: _____ Position in UNZA: _____

Internal Examiner 2:

Name: _____ Position in UNZA: _____

Nomination of External Examiner (Curriculum Vitae must be submitted)

Name and Address: _____

Qualifications: _____

Position Held: _____

Nominated by:

Name of Supervisor: _____

Signature: _____ Date: _____

Approved by:

Name of Head of Department: _____

Signature: _____ Date: _____

Notes: 1. This Form must be submitted to the appropriate Assistant Dean for Postgraduate Studies for approval by the School Postgraduate Studies Committee.

2. A curriculum vitae should be submitted for any Examiners who are not academic staff of the University.

THE UNIVERSITY OF ZAMBIA
DIRECTORATE OF RESEARCH AND GRADUATE STUDIES
SUBMISSION OF DISSERTATION/THESIS FOR EXAMINATION

Title of Degree: _____

Name of Student: _____

Computer Number: _____

School: _____

Department: _____

Dissertation/Thesis Title: _____

Signature of Student: _____ Date: _____

Supervisor's Comments:

I recommend/do not recommend this dissertation/thesis for submission for examination.

Signature of Supervisor: _____ Date: _____

Co-Supervisor's Comments:

I recommend/do not recommend this dissertation/thesis for submission for examination.

Signature of Co-Supervisor: _____ Date: _____

Name of School Assistant Dean (PG): _____

Signature: _____ Date of Receipt of the Dissertation/Thesis: _____

Note: If a Supervisor does not support the submission, he/she should additionally submit a report to the Assistant Dean for Postgraduate Studies through the Head of Department regarding his/her position.

**THE UNIVERSITY OF ZAMBIA
DIRECTORATE OF RESEARCH AND GRADUATE STUDIES
EXAMINERS' REPORT – TAUGHT MASTERS DEGREE**

Name of Student: _____

Title of Degree: _____

Title of Dissertation: _____

Name of Examiner: _____

Examiner's Report:

1. Please attach two signed copies of the written report on the dissertation examination. The report should include general comments, specific comments and suggested amendments. In addition, a list of corrections to be made should also be attached.

2. Recommendation: Please make one of the following recommendations:
 - (a) **Pass Without any Corrections** (the dissertation has passed as submitted, with no corrections to be made)

 - (b) **Pass Subject to Minor Corrections** (Minor corrections include: typographical, grammatical and stylistic errors).

 - (c) **Pass subject to moderate corrections** (Moderate corrections include: re-organisation of the dissertation; transfer of material/data from one section of the dissertation to another; beefing up of the literature review, providing more detailed explanation of issues; providing clearer linkage of the various components of the dissertation).

 - (d) **Re-submission** within six months for re-examination by Internal Examiners only (re-calculation/re-analysis and re-interpretation of data already in the dissertation; re-writing sections of the dissertation; collection of new primary or secondary data to strengthen the dissertation; re-analysis, re-interpretation and re-integration of old data and new primary data; re-writing the dissertation)

 - (e) **Award Postgraduate Diploma**
The award of a Postgraduate Diploma of the University of Zambia in the subject area of study of the candidate, instead of a Masters degree. This is in case where the dissertation submitted by the candidate has not attained the Masters level of scholarship but is good enough for the award of a lower qualification, subject to the recommended corrections, where applicable.

 - (f) **Outright Fail** (Objectives of the research were not achieved)
The candidate has not met the requirements for the award of the degree for which he or she is being examined and the work done is not good enough for the award of a lower qualification.

Signature of Examiner: _____ Date: _____

THE UNIVERSITY OF ZAMBIA
DIRECTORATE OF RESEARCH AND GRADUATE STUDIES
EXAMINERS' REPORT – MASTERS DEGREE BY RESEARCH AND THESIS

Name of Student: _____

Degree to be Awarded: _____

Title of Thesis: _____

Name of Examiner: _____

Examiner's Report:

1. Please attach two signed copies of the written report on the dissertation examination. The report should include general comments, specific comments and suggested amendments. In addition, a list of corrections to be made should also be attached.

2. Recommendation: Please make one of the following recommendations:

(a) **Pass Without any Corrections** (the thesis has passed as submitted, with no corrections to be made)

(b) **Pass Subject to Minor Corrections** (Minor corrections include: typographical, grammatical and stylistic errors).

(c) **Pass subject to moderate corrections** (Moderate corrections include: re-organisation of the dissertation; transfer of material/data from one section of the dissertation to another; beefing up of the literature review, providing more detailed explanation of issues; providing clearer linkage of the various components of the thesis).

(d) **Re-submission within six months for re-examination by Internal Examiners only** (re-calculation/re-analysis and re-interpretation of data already in the dissertation; re-writing sections of the dissertation; collection of new primary or secondary data to strengthen the dissertation; re-analysis, re-interpretation and re-integration of old data and new primary data; re-writing the thesis).

(e) **A referral for re-writing and re-examination within nine months by all examiners, including a *Viva Voce* examination, where applicable** (substantial work to be done to the thesis including: redesigning/strengthening of the research design; collection of new primary data from the field; re-analysis, re-interpretation and re-integration of old data and new primary data; re-writing the thesis).

(f) **Outright Fail** (Objectives of the research were not achieved) The candidate has not met the requirements for the award of the degree for which he or she is being examined and the work done is not good enough for the award of a lower qualification.

Signature of Examiner: _____ Date: _____

**THE UNIVERSITY OF ZAMBIA
DIRECTORATE OF RESEARCH AND GRADUATE STUDIES
EXAMINERS' REPORT – DOCTOR OF PHILOSOPHY DEGREE**

Name of Student: _____

Degree to be Awarded: _____

Title of Thesis: _____

Name of Examiner: _____

Examiner's Report:

1. Please attach two signed copies of the written report on the dissertation examination. The report should include general comments, specific comments and suggested amendments. In addition, a list of corrections to be made should also be attached.

2. Recommendation: Please make one of the following recommendations:
 - (a) **Pass Without any Corrections** (the thesis has passed as submitted, with no corrections to be made)

 - (b) **Pass Subject to Minor Corrections** (Minor corrections include: typographical, grammatical and stylistic errors).

 - (c) **Pass subject to moderate corrections** (Moderate corrections include: re-organisation of the dissertation; transfer of material/data from one section of the dissertation to another; beefing up of the literature review, providing more detailed explanation of issues; providing clearer linkage of the various components of the thesis).

 - (d) **Re-submission within six months for re-examination by Internal Examiners only** (re-calculation/re-analysis and re-interpretation of data already in the dissertation; re-writing sections of the dissertation; collection of new primary or secondary data to strengthen the dissertation; re-analysis, re-interpretation and re-integration of old data and new primary data; re-writing the thesis).

 - (e) **A referral for re-writing and re-examination within nine months by all examiners, including a *Viva Voce* examination, where applicable** (substantial work to be done to the thesis including: redesigning/strengthening of the research design; collection of new primary data from the field; re-analysis, re-interpretation and re-integration of old data and new primary data; re-writing the thesis).

 - (f) **Award Master of Philosophy**
The award of a Master of Philosophy degree of the University of Zambia in the subject area of study of the candidate, instead of a Doctor of Philosophy degree. This is in case where the thesis submitted by the candidate has not attained the doctoral level of scholarship but is good enough for the award of a lower qualification, subject to the recommended corrections, where applicable.

 - (g) **Outright Fail** (Objectives of the research were not achieved)
The candidate has not met the requirements for the award of the degree for which he or she is being examined and the work done is not good enough for the award of a lower qualification.

Signature of Examiner: _____ Date: _____

THE UNIVERSITY OF ZAMBIA
DIRECTORATE OF RESEARCH AND GRADUATE STUDIES
REQUEST FOR CHANGE OF SUPERVISOR(S)

Title of Degree: _____

Name of Student: _____

Computer Number: _____

School: _____

Department: _____

Dissertation/Thesis Title: _____

Proposed New Supervisor(s):

1. Name: _____

2. Name: _____

Name(s) of Previous Supervisor(s):

1. Name: _____

2. Name: _____

Reason(s) for change of Supervisor(s): _____

Signature of Head of Department: _____ Date: _____

Note: This Form must be submitted to the School Assistant Dean for Postgraduate Studies for approval by the School Postgraduate Studies Committee.

THE UNIVERSITY OF ZAMBIA
DIRECTORATE OF RESEARCH AND GRADUATE STUDIES
POSTGRADUATE STUDENT PROGRESS REPORT

Title of Degree: _____

Name of Student: _____

Computer Number: _____

School: _____

Department: _____

Dissertation/Thesis Title: _____

Current Student Status (tick box)

Full-time Part-time Full-time writing up Part-time writing up

Progress (tick box)

Satisfactory (S) Unsatisfactory (U) Withdrawn (W)

On target to submit thesis within prescribed period (2 years for Masters, 3 years for PhD)

Yes No

Expected Date of Submission of Dissertation/Thesis _____

Principal Supervisor's Comments: _____
(Please continue on a new sheet if necessary)

Name of Principal Supervisor: _____

Signature: _____ Date: _____

Name of Head of Department: _____

Signature: _____ Date: _____

Name of School Assistant Dean (PG): _____

Signature: _____ Date: _____

THE UNIVERSITY OF ZAMBIA
DIRECTORATE OF RESEARCH AND GRADUATE STUDIES
APPLICATION FOR AN EXTENSION OF STUDY PERIOD

Title of Degree: _____

Name of Student: _____

Computer Number: _____

School: _____

Department: _____

Dissertation/Thesis Title: _____

Date of First Registration: _____

Extension Requested: _____

(Please indicate if this is a first extension request)

Reasons for Extension: _____

(Please continue on a separate sheet if necessary)

Expected Date of Submission of Dissertation/Thesis: _____

Signature of Student: _____ Date: _____

Comments by Principal Supervisor: _____

(Please continue on a separate sheet if necessary)

Name: _____ Signature: _____ Date: _____

Comments by Head of Department: _____

Name: _____ Signature: _____ Date: _____

Note:

1. A request for an extension must be made at least two months before the expiry of the normal period of study, failure to which a penalty fee will be charged, in addition to the prescribed fees for continuation of study.
2. This form should be submitted to the School Assistant Dean for Postgraduate Studies for consideration/approval, as appropriate, by the School Postgraduate Studies Committee.

**THE UNIVERSITY OF ZAMBIA
DIRECTORATE OF RESEARCH AND GRADUATE STUDIES**

SUBMISSION OF ARTICLE FOR PUBLICATION

Title of Degree: _____

Name of Student: _____

Computer Number: _____

School: _____

Department: _____

Article Title: _____

Signature of Student: _____ Date _____

Supervisor's Comments:

I recommend/do not recommend this Article for submission for Publication

Signature of Supervisor: _____

Date: _____

Co-Supervisor's Comments:

I recommend/do not recommend this Article for submission for Publication

Signature of Co-Supervisor: _____

Date: _____

Name of School Assistant Dean (Research): _____

Signature: _____ Date of Receipt of the Article _____

Name of School Assistant Dean (Postgraduate): _____

Signature: _____ Date of Receipt of the Article _____

Note: If a Supervisor does not support the submission, he/she should additionally submit a report to the Assistant Dean for Postgraduate Studies through the Head of Department regarding his/her position.

Submitted for the Board's deliberation and resolution

**THE UNIVERSITY OF ZAMBIA
DIRECTORATE OF RESEARCH AND GRADUATE STUDIES**

Research Supervision Record Form

Please type or complete in black pen and delete where appropriate

SCHOOL.....

DEPARTMENT.....

Research Topic.....

.....

Student Name: Student ID No:

PG Diploma	Masters	PhD	DISTANCE	Full-time	Part-time
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Year of Study

1	2	3	4	5	6
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Expected date of completion/submission of thesis:

Date of Meeting: Meeting type:

Face to Face	Skype	E-mail	Video Conference
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Supervisor(s) present: Supervisor 1: Supervisor 2:

Activity for meeting (as per time line)

Summary of discussion including action to be taken by student

Proposed date and agenda for next meeting

Signatures:

I agree that the statements above are a correct record of the supervision tutorial.

Student: Date:

Supervisor 1: Date:

Supervisor 2: Date:

Copies to: Student / Assistant Dean (R) Assistant Dean (PG) /HOD