

1.0 Introduction

The Copperbelt University like any other University in the World was established with the sole aim to facilitate and promote academic excellence of acceptable international standards through teaching and research at three levels, i.e., Undergraduate, Masters and Doctorate. Since its establishment, the undergraduate programmes have been conducted in the strictest sense to maintain international standards.

Contrary, the Masters and Doctorate programmes have not been promoted to the expectations of the Academicians both within and outside the country. The Postgraduate Studies Department was established in 1996 with the view to evolve Postgraduate Programmes in line with the technological, social and economic needs of the country. Unfortunately, the University has not been able to initiate and launch a significant number of Masters and Doctorate programmes as projected in its strategic development plan. So far the School of Business has made significant efforts to uphold the ideals of the University in realizing the dream of conferring Postgraduate degrees and diplomas to qualified students who enroll in the Master of Business Administration programmes.

With the strides made by the School of Business and the recognition by the Zambian public, there is increasing demand for the Copperbelt University to move a step further in increasing the number of Masters programmes i.e., both by taught courses and by research) as well as introducing Doctorate Programmes. The challenge is on all the Schools to initiate postgraduate programmes, i.e., by course work or purely on research basis. Whilst efforts are being made by all the Schools to respond to the demands and challenges there are constant inquiries regarding when the Copperbelt University would start offering Doctorate degrees in the programmes it is currently offering at the undergraduate level. The numerous inquiries have been made as a result of the quality of teaching and the performance of the University's graduates in the industry.

It must be acknowledged that, the commencement of doctorate programmes at the Copperbelt University has been mainly constrained by the limited number of experienced academic staff holding doctorate degrees to provide the right scholarly and academic guidance and leadership. However, with the academic staffing position improving each year, i.e., with the number of PhD holders returning from their studies and the desire of the University Management to recruit More professors and PhD holders, it has now been realized that the delay in the introduction of doctorate programmes should no longer continue, hence it is about time the University introduced more masters and PhD programmes.

It has been observed that the University has the capacity to initiate PhD by research programmes. However, to enroll students to the doctorate programmes, the guidelines and structures must be established. This document outlines guidelines for postgraduate application procedures, evaluation of applications and approval, registration procedures, enrollment and appointment of supervisors, types and options of doctorate programmes to be offered, selection criteria for both Masters and PhD candidates, period of research programmes, examination procedures and the code of practice for both the students and supervisors.

2.0 Guidelines for Masters and Doctorate Study Programmes

The guidelines have been clearly formulated as a template for all the Schools that intend to offer opportunities to potential Master of Philosophy (MPhil), Master of Science (MSc.) Master of Arts (MA), Master of Science in Engineering MSc. (Eng) and Doctor of Philosophy (PhD) Candidates, i.e., on both full time and part time basis. As already disclosed in the latter part of the introduction, the details of the guidelines are as follows:

2.1 Application Procedure

Prospective Masters (i.e., MPhil, MSc. MSc(Eng.), and MA) and PhD candidates would be required to purchase application forms from the University at a fee. The completed application form together with the necessary supporting documentations as may be required by the Directorate of Postgraduate Studies would have to be submitted to the Academic Office for processing.

2.1.1 Application Forms

Application Forms would be sold to potential candidates when the Registrar's Office advertises for potential candidates to apply in the case of Masters Degree. PhD applications are open throughout the year.

2.1.2 Enrolment Requirements

Based on applications received, enrolment procedures will be governed by Senate Regulations as set out by the Directorate of Postgraduate Studies. All prospective postgraduate candidates would be expected to fulfill the following:

2.1.2.1 Masters by Research

- Possess minimum Bachelor's degree qualification of **credit** from a recognized institution.
- A research proposal

- Provide proof of full financial support for the entire programme.

2.1.2.2 PhD by Research

- Possess a relevant masters degree from a recognised institution.
- A research proposal
- Provide proof of full financial support for the entire programme.

2.2 Evaluation of Applications and Approval

2.2.1 Graduate Study Selection Committee

All applications for both Masters and Doctorate programmes in the University would be evaluated by School's Graduate Study Selection Committee. Upon the recommendations of the School's Graduate Study Selection Committee to the Directorate of Postgraduate Studies, admission letters of successful candidates shall be prepared and posted.

2.2.2 Submission of Applications to the Directorate of Postgraduate Studies

All applications would first be received by the Directorate of Post Graduate Studies before they are passed on to the School's Graduate Study Selection Committee for the selection of qualified candidates.

2.3 Options and Types of Masters Programmes

The Copperbelt University is obliged to conduct graduate studies for the award of Master's degree. This is to provide the students with knowledge in a given field at a higher level than that of the undergraduate programme of studies. The Copperbelt University will pursue the conventional process of promoting graduate studies through teaching and research.

2.3.1 Taught and Research Masters and Masters by Research

Two types of Masters programmes shall be offered by the Copperbelt University, i.e., MPhil by research only and MSc. or MA (depending on the field) by both coursework and research. The two options of Masters programmes could be offered on Full Time and Part Time basis. The research or project for the Master's degree can take various forms, according to the field of study. It can be theoretical or experimental; it can deal with pure or applied science, in which various phenomena are investigated, or with more practical matters such as engineering design or the development of engineering or production processes.

2.4 Options and Types of Doctorate Programmes to be offered

The University will offer two PhD programmes by research. The programmes shall be offered on Full Time and Part Time basis.

2.4.1 Research PhD

This is a complete research programme. For registration purposes, all PhD candidates shall be required to register for MPhil. Candidates who shall be found by the School's Graduate Study Selection Committee to lack foundational courses to pursue the PhD shall be expected to do foundational courses that must be passed before given the go ahead to proceed with research for the PhD. Candidates admitted to pursue this programme shall be expected to complete within the stipulated time period of not more than Four (4) years for Full Time candidates and Six (6) years for Part Time candidates. However, Senate has the mandate to extend the period of research by a further One (1) year.

2.4.2 Full Time PhD Candidates

The Full Time PhD Candidates shall be expected to engage in full time research work, and shall be expected to meet their supervisors at least once a week.

2.4.3 Part Time PhD Candidates

The Part Time PhD Candidates are students who are in active employment but at the same time undertaking the research work. They are to be seen by their supervisors at least two (2) times in a month, i.e., once fortnightly. In addition, Part Time PhD candidates shall be required to show proof of consent of their employers and sponsors. The PhD study programme on part-time basis will also have to meet all other conditions stipulated for full time students.

2.5 Selection of Masters and Doctorate Candidates

Applicants who meet the requirements shall be recommended by the School's Graduate Study Selection Committee to the Directorate of Post Graduate Studies for approval before notification is made.

2.5.1 Appointment of Supervisors for PhD Candidates

The School's Graduate Study Selection Committee in consultation with the Directorate of Post Graduate Studies shall appoint two supervisors to form a supervisory team for the PhD candidate (see the Code of Practice of Supervisors). Supervisors for Graduate study

programmes shall be full time academic members of staff at the level of Senior Lecturer and above.

In exceptional circumstances, Senate Admissions Committee may appoint Associate Professor or Professor as main supervisor who is on part-time employment. Such academic personality may have established himself or herself in the academic arena to be of high repute.

2.6 Evaluations of Previous Academic Qualifications for PhD Candidates

Where the School's Graduate Study Selection Committee is of the view that a requisite MSc./MA/MPhil./MSc(Eng.), qualification attained by a prospective PhD candidate is not adequate in the execution of the PhD studies, the Committee through the Directorate of Postgraduate Studies shall in consultation with the Department the candidate applied to, prescribe the relevant make-up courses to bring the student to an acceptable level (see Subsection 2.4.1 above).

The Directorate of Post Graduate Studies upon the advice of the School or Department where the applicant is to enroll shall set specific composite requirements with respect to the courses to be followed by the student, so as to ensure a certain measure of depth and breadth is attained. Only graded or equivalent evaluated activities may count toward received course.

2.7 Registration of Graduate Students

Selected graduate students (i.e., Masters and Doctorates) shall be expected to register with the University at the beginning of the academic year in May every year.

2.8 Tuition Fees

Tuition fees for Masters and Doctorate programmes shall depend upon the requirements of the programme, i.e., there would be a variation in the fees. The tuition fees for each programme shall be worked out by the Department or School and shall be subjected to approval by the Senate.

2.9 Elements of the Masters and Doctorate Programmes

The following are the main elements required to be accomplished by Graduate students in their pursuit of Masters' or Doctorate degree at the Copperbelt University.

1. Students must develop original research projects under serious academic supervision.
2. In order to ensure that postgraduate programmes administered at the Copperbelt University are unique relative to other Universities in Africa and the world at large, the Directorate of Postgraduate Studies will vigorously curb acts of plagiarism or dishonest use of unacknowledged sources by Postgraduate students.
3. Students must develop skills in research techniques encompassing bibliographic searching, literature review, data collection and mode of analysis.
4. Students should develop an academic culture where they should be able to critically appraise the works of leading scholars on their topics and strive to present results of research in a scholarly fashion.
5. Students would be expected to be actively involved in relevant research environments prevailing within Zambia and the Southern African Region.
6. A Postgraduate candidate shall be expected to produce a study plan as recommended by the Principal supervisor and approved by the Directorate of Postgraduate Studies (see details of the constitution of the study plan).

2.10 Study Plan

All graduate students shall be required to prepare and submit a **Study Plan** to the Directorate of Post Graduate Studies at least one (1) month after enrolment. If the deadline for submitting the study plan is not met, the Graduate Board of Study through the Directorate is obliged to issue a warning to the student, and thereafter shall have two (2) weeks to correct the situation. This opportunity shall be given once for the entire course of study.

Each PhD candidate is expected to fulfill the University's requirements regarding the satisfactory completion of the PhD programme according to a research and study plan. The PhD candidate shall prepare the study plan together with his or her main supervisor.

The study plan shall contain the following information:

1. Name, address, and computer number.
2. Date of enrolment and expected date of study completion.
3. Name of main supervisor and information about any additional co-supervisors.
4. If the course of study is to be in cooperation with other parties, the study plan should include intellectual-property rights agreements.

5. A detailed timetable with measurable milestones for each element of study. The milestones shall be synchronized with the submission deadlines for half year reports, i.e., detailed and focused stipulation on the originality of the research plan which should be targeted at generating new knowledge/information within the time frame of the programme. This point should be emphasized to avoid re-cycling information.

The study plan is a plan that should be updated continually. Revisions to the study plan must be approved by the Directorate of Post Graduate Studies.

2.11 Code of Practice for Master's and PhD Candidates

Students who enroll at the Copperbelt University for any Postgraduate studies programme would be expected to show convincing evidence of the capacity to pursue scholarly research or scholarship in their fields of study. In addition, the candidates would be expected to:

1. Be in constant touch with their Supervisors on their research activities.
2. The PhD students would be required to prepare for their candidacy examinations within nine (9) months of registration.
3. Be expected to be conversant with research techniques to guide their research work.
4. Regularly update the supervisor on the progress work on the research.
5. Attend and participate actively in seminars and conferences on topical issues related to the research work at least once every year before the completion date. This is to deepen their knowledge through work and independent study.
6. Be required to complete the research within a minimum of three (3) years and maximum of five (5) years for Full Time candidates and minimum of five (5) years and a maximum of seven (7) years for Part Time candidates.
7. Deliver a seminar to the University Community on the outcome of the research before the submission of final thesis for examinations.
8. The final research document (thesis) is not to be more than 100,000 words for Arts and 60,000 words for Sciences, which makes original constitution to knowledge and the completed thesis must contain material of a standard appropriate for publication.
9. The student would be required to publish at least two articles from the project in peer or refereed journals.

2.11.1 Duties

In addition to being enrolled, the Master's or PhD candidate may be offered academic assignments involving research and teaching duties to support academic and research personnel provided that CBU has adequate funds available for such services.

Agreements may be entered into between the candidate and CBU regarding the reduction of duty hours required, corresponding in a reduction in allowances, where applicable.

In the event that the candidate wishes to take on additional paid assignment not specifically mentioned in the contract, the Directorate of Post Graduate Studies shall grant permission for the candidate to do so.

2.12 Code of Practice for Supervisors

Every PhD candidate would be allocated two Supervisors who are PhD or D.Sc. holders with the rank above Senior Lecturership position with teaching experience of not less than 5 years after the Doctorate was conferred upon them.

1. There would be a main supervisor and supporting supervisor. The two supervisors are expected to collaborate and guide the student in his or her research work including regular guidance with respect to the project's depth, quality, and scientific level.
2. Advice on course offerings, participation in courses, and opportunities for relevant teaching activities or other forms of knowledge dissemination, including approval of course participation.
3. Advice on study visits (national and international) and participation in relevant conferences.
4. Serve as helpful intermediary between the PhD candidate and contacts at other research institutions.
5. Evaluate and sign quarterly reports, approve travel requests and other requests for economic aid, and ensure that requested resources are available so that the study can be completed satisfactorily (see Appendix I for details; see also the attached forms for the reports).
6. At the close of the PhD studies, the supervisor shall be required to write a formal statement (the supervisor's statement) about the extent to which the studies have been completed satisfactorily.
7. Participate in the Examination of the candidate.

8. The supervisors are expected to consult each other on conflicting issues in other not to confuse the candidate.
9. The supporting supervisor is to be responsible for the candidate if the main supervisor is either indisposed or out of town and the candidate requires attention on his work.
10. The main Supervisor would be required to submit regular progress reports (i.e., quarterly reports) on the candidate to the Director of Postgraduate Studies (See Details of the requirements for the Quarterly Reports in the Appendix).
11. The Supervisory team in consultation with the Director of the Directorate of Postgraduate Studies would identify the qualified examiners who would be considered as experts in the field of research conducted by the candidate.
12. The supervisor or the supervisory team with the candidate would be required to publish at least two (2) papers from the research in peer reviewed or refereed journals.
13. The Supervisory team would be expected to liaise with the University Research and Publication Committees to publish the final corrected version of the Thesis.

2.13 Candidacy Examination for PhD Candidates

Within nine (9) months of registration with the University, a doctorate candidate shall be subjected to a candidacy examination. The purpose of the examination is to offer the student opportunity to demonstrate his or her research problem, methods of solution which he or she proposes and his or her ability to pursue independent research. It must be stressed that the research to be conducted by the candidate must be original, representing a significant contribution to human knowledge. The candidate shall be required to prepare his or her research proposal which would highlight the research problem and techniques to address the research problem and the expected results. The examination would be conducted by a panel of 4-6 academic experts, highly knowledgeable on the research topic. The constitution of the Panel would be as follows:

1. One Professor or Senior Lecturer from any other School other than the Department or School where the candidate is expected to pursue his or her studies.
2. One Professor or Senior Lecturer from the School where the candidate is expected to pursue his or her studies.
3. The appointed Supervisor of the Candidate

2.14 General Guidelines of Masters and PhD Theses

The Masters and PhD theses serve as documentations of the candidates' scientific work during their Masters and PhD studies, and the candidates' ability to state in writing the acquired competencies and findings achieved.

The Master's or Doctorate thesis is composed independently by the candidate in the context of the programme's specific academic area, and may not be submitted by more than one author. The thesis shall include a summary of all scientific findings achieved during the course of study. As a rule, findings or portions thereof should be of such quality as would be suitable for publication in a relevant international scientific journal.

A Master's or Doctorate thesis may comprise one or more articles related in content or method, and in which findings are reported or published. The line of thought determining the structure of the thesis will embrace:

1. A comprehensive **title** which should clearly convey the meaning of the subject.
2. The **rationale** that should spell out reasons for undertaking the research topic.
3. The **objectives** for carrying out the proposed original research topic.
4. **Methods or procedures** that are applied to the research.
5. The **results** that arise from the methods used in the analysis to describe the findings considered new in science or technological fields.

The thesis usually comprises of the following:

- a. **An Abstract:** This is a summary of the research findings on the topic covered in the study.
- b. **The General Introduction:** This comprises of a comprehensive review of literature on the subject under study. This is the aspect of the thesis that should describe the rationale with emphasis on the relevance of the research to Zambia and/or the Southern African region. The objectives of the study must be clearly stated to indicate the uniqueness of the topic relative to studies made in Africa and abroad in a similar discipline.
- c. **Literature Review:** A critical discussion of the work of other researchers in the field, as well as comparison between theirs and the Master's or Doctorate's candidate on findings, such that the candidate's work may be seen in the context of relevant ongoing work in the area studied.
- d. **Conceptual and Theoretical Framework of the Study:** Describes the concepts and theories underlying the research study (For Arts).
- e. **Methodology:** This section of the thesis describes procedures designed to meet the objectives of the research project.
- f. **Results:** describe the findings of the research project.

- g. **References:** Provides the comprehensive set of literature that has actually been cited in the text of the thesis. This section of the document is very important to ensure that candidates avoid acts of plagiarism in their habit or culture of misquotation or misrepresentation of other authors (see Appendix for the details on the Guidelines for research proposals).

The Master or Doctorate thesis shall be written in English.

A Master or doctorate thesis normally shall be submitted in paper format. With special application to and subsequent approval from the Directorate of Post Graduate Studies, the thesis may also consist partially materials in electronic, universally readable format.

2.15 Masters and Doctorate Study Management Mechanisms

To ensure quality and maintenance of academic standards, all Schools running graduate programmes shall be expected to establish Academic Performance Assessment Committees.

2.15.1 School Graduate Study Committees

The School Graduate Study Committees shall be primarily responsible for monitoring the academic progress of the graduate study candidates. The Committees shall be mandated to receive progress report from the main supervisors of the graduate studies candidates, evaluate them before they report officially to the Directorate of Postgraduate Studies.

2.16 Submission of Masters and PhD Theses

The Master or Doctorate thesis shall be submitted to the Directorate of Post Graduate Studies, at which time the submission date shall be officially recorded.

2.16.1: Submission of Master's By Research Thesis

Two (2) weeks before the submission of the Master's Thesis, the Candidate through the supervisor shall officially inform the Directorate of Postgraduate Studies his or her intentions to do so. This will facilitate the identification and appointment of the members of the Examination Committee (see Appendix II for details) to assess the Thesis.

The Master's thesis shall be submitted for assessment in one unbound manuscript, and three (3) loosely bound copies (one copy of which shall be for the main supervisor). The submitted copies thereafter become the property of CBU.

Before the final thesis may be submitted, the supervisor shall compose a formal statement (supervisor statement) about the research project and the degree to which it was carried out satisfactorily. The supervisor shall submit this statement to the Directorate of Post Graduate Studies for approval. It is the supervisor's role and responsibility to prepare and submit this statement.

The Master's programme is formally completed once the Directorate of Post Graduate Studies has approved the supervisor's statement and the Master's thesis has been properly submitted for assessment.

CBU shall not accept any thesis submission from candidates not previously enrolled at CBU.

2.16.2 Submission of PhD Thesis

Two (2) weeks before the submission of the PhD Thesis, the Candidate through the Main supervisor shall officially inform the Directorate of Postgraduate Studies his or her intentions to do so. This will facilitate the identification and appointment of the members of the Examination Committee (see Appendix II) to assess the Thesis.

The Doctorate thesis shall be submitted for assessment in one unbound manuscript, and five loosely bound copies (one copy of which shall be for the main supervisor). The submitted copies thereafter become the property of CBU.

Before the final thesis may be submitted, the main supervisor shall compose a formal statement (supervisor statement) about the research project and the degree to which it was carried out satisfactorily. The main supervisor shall submit this statement to the Directorate of Post Graduate Studies for approval. It is the main supervisor's role and responsibility to prepare and submit this statement.

The main supervisor's statement shall contain an outline of how the Doctorate candidate acquired his or her teaching experience or other form of knowledge dissemination. The main supervisor's statement shall also include a description of any study outside CBU and any research groups with which the student has been in contact during the course of study. The main supervisor's statement shall be drawn up objectively and precisely, must not exceed two A4 pages in length.

The Doctorate programme is formally completed once the Directorate of Post Graduate Studies has approved the main supervisor's statement and the Doctorate thesis has been properly submitted for assessment.

CBU shall not accept any thesis submission from candidates not previously enrolled at CBU.

2.17 Thesis Examination (Viva Voce)

The final stage of graduate studies for Master or Doctorate degree is the final examination (i.e., the viva of the project) which deals with the subject of the thesis.

2.17.1 Viva Voce of Master's Thesis

For the Master's degree the examination shall be conducted by three (3) academic experts knowledgeable on the subject matter. The experts shall be selected from both within and outside Zambia. The time and place for the viva shall be approved by the University. Approval shall occur during the thesis-assessment period. The thesis shall undergo assessment no longer than 14 days before the viva date.

2.17.2 Viva Voce of Doctorate Thesis

For the PhD degree, the Examination Panel or Examination Committee shall be constituted by at least three (3) experts who are knowledgeable on the subject matter one of whom should be from another recognized University (See Appendix II for the details). The time and place for the viva shall be approved by the University. Approval shall occur during the thesis-assessment period. The thesis shall undergo assessment no longer than 14 days before the viva date.

2.17.3 Time for the Viva of PhD Thesis

At the viva, the Doctorate candidate shall have at most one (1) hour to present the thesis, its relevant findings, and applied scientific methods including critical discussion of the validity of the work.

The entire viva proceedings shall last a maximum of 2 to 3 hours depending upon issues that may be raised during the presentation by the candidate.

2.17.4 Remarks from Examination Committee Members

The final remarks from the Examination Committee Members on the assessment of the thesis shall read one of the following:

- Pass
- Passed with Minor corrections
- Passed with major corrections
- Unacceptable for consideration of award of PhD
- Recommended for MPhil with minor corrections
- Recommended for MPhil with major corrections
- Fail

Passed with major corrections may require a re-writing of the thesis or for the candidate to repeat components of his /her research.

2.18 Submission of Final Project

2.18.1 Corrections Suggested by the Examiners

The Degrees of MPhil, MSc., MSc (Eng) and MA as well as PhD would be conferred on a successful candidate only after he or she has done all the corrections to the satisfaction of the Examiners and has submitted three (3) copies of the thesis to the Graduate School.

2.17.2 Conferral of the Masters and PhD Degrees

As soon as the Viva is done, the Examination Panel or Examination Committee shall hand down its final report (see Appendix II for details) regarding the degree to which the thesis and its viva have documented the fulfillment of the requirements for the Master's or PhD degree. This report shall be based on either unanimous consent or majority rule.

The report shall be well founded, and shall include a realistic, objective, and critical evaluation of the Master's or PhD student's work with respect to standard scientific practice. The report should include, in addition to discussions of the pertinent discrete elements of the thesis, an aggregate assessment highlighting the work's most significant findings. A conclusion should be included, written in clear, understandable terms. The report should be 3-4 A4 pages.

The Examination Committee's final report shall be forwarded to the University (Academic Office), which shall present to Senate for the conferral of the MPhil/ MSc./MA or PhD degree.

2.19 Exceptions

2.19.1 Withdrawal with Permission

The Directorate of Post Graduate Studies shall approve withdrawal with permission from the graduate programme. Statements from both the main supervisor and the Head of Department shall be included with the application to withdraw with permission. The entire period may not exceed one (1) year without the Vice Chancellor's prior approval.

2.19.2 Delay of Thesis Submission

The Directorate of Post Graduate Studies may grant an extended deadline for thesis submission if the Master's or PhD candidate applies for it with tangible reasons, and therewith the enrolment period shall be extended up to 3 months. In special cases, an additional 3 months extension may be granted, but the entire period may not exceed 6 months. Other approved leaves of absence do not count in total. With the application for the 3-month extension, the main supervisor shall confirm that the applicant is in full understanding of the terms of extension, and sign the application. With the application for an additional 3-month extension, a list of detailed grounds for the extension shall be provided, which must be approved by the main supervisor. Any economic or similar consequences for the Master's or PhD candidate in connection with extensions are not relevant to CBU.

2.19.3 Change of Main Supervisor

In extenuating circumstances, the main supervisor may be changed. The School graduate Studies Committee may appoint a new supervisor. The Director of Post Graduate Studies shall communicate the decision of the School Graduate Studies Committee to the student.

2.19.4 Appeals

Appeals and protests shall be addressed to the Director of Post Graduate Studies.

Approved by SENATE Date:

APPENDICES

Appendix I

Quarterly Reports

In the quarterly report, all activities and achievements of the past three months are laid out:

1. The research that has been carried out (including any publications)
2. An account of knowledge dissemination, including any teaching activities, lectures given, posters presented, etc.
3. A certified statement of cumulative duty work, including teaching activities, documented in terms of hours spent on each.

The Directorate of Post Graduate Studies shall set hard semi-annual deadlines for the submission of half-year reports.

The quarterly report shall be seen as an occasion for open and critical evaluation of the progress of the research project and its viability, and as an invitation for dialogue between the PhD student and the main supervisor concerning these topics. The report shall be annotated and signed by the main supervisor. Additionally, the co-supervisor shall sign off on the number of duty hours worked. Finally, the PhD student shall also sign off on the half-year report's aggregate contents.

Based on the quarterly the Directorate of Post Graduate Studies shall evaluate whether the stated objectives have been achieved, and whether the PhD student is progressing according to schedule.

Should the Directorate of Post Graduate Studies in agreement with the main supervisor decide that the PhD student is not meeting the objectives given in the study plan the PhD the Directorate of Post Graduate Studies may choose not to approve the quarterly report. In such event, the student shall be granted 1 month to correct the situation; however this opportunity shall be granted only once for the entire course of study.

If the PhD student accepts the offer of correcting the situation, an assessment shall be completed within two weeks following the conclusion of the 1-month grace period.

If the assessment is positive, and the new study plan is approved, enrolment continues unchanged.

If the assessment is negative, enrolment shall be terminated. The PhD student may appeal this outcome to the Vice Chancellor within 1 week of the rejection. Any documentation regarding illness or parental leave shall be taken into consideration in any assessment of the progress of the course of study.

Appendix II

Thesis Examination Committee

Presuming all requirements for the course of study have been fulfilled, the Directorate of Post Graduate Studies shall recommend an Examination Committee to Senate, in conjunction with suggestions offered by the main supervisor. Suggestions for committee members shall state the grounds for member inclusion, and the list of suggestions must be submitted to the Directorate of Post Graduate Studies at the same time as the main supervisor's statement.

The Examination Committee shall comprise 3 members, of which a minimum of 2 shall be external. All members be at least at the level of Associate Professor (in special circumstances with the permission of Senate a senior lecturer may sit on this Committee).

The PhD student has at most 8 days after the Directorate of Post Graduate Studies approval to protest the composition of the Assessment Committee.

The Examination Committee shall evaluate whether the PhD thesis lives up to the requirements that, "the document be an acceptable completion of a scientific project because of original applications of the research area's methods, and because it furthers the field of knowledge at a level that corresponds to international standards for the PhD degree with the relevant research area".

After conferring with the PhD student and the main supervisor, the Examination Committee shall inform the University about the date for the thesis defense. The defense shall normally take place within 3 months after the thesis submission date. Departures from this rule concerning defense date shall be based on consensus among all parties.

The Examination Committee chair may allow limited changes or additions to the thesis in advance of the defense, so long as doing so does not result in a delay of the defense.

The Preliminary Report

The purpose of the Examination Committee's work is to prepare a report that will serve as the basis for the conferral of the PhD degree. This report is prepared first in a preliminary, or draft, version and then the final version. The preliminary version shall be completed at least one month before the scheduled viva date.

The preliminary report shall be well founded and written in straightforward, objective language; it shall provide a critical evaluation of the PhD student's work with respect to standard scientific practice. The report should additionally contain a point-by-point discussion of the discrete elements of the thesis, and should include an aggregate evaluation of the same, with the work's most significant findings highlighted. The conclusion shall be formulated in general and understandable terms. This report shall normally be 3-3 A4 pages in length.

If the Examination Panel finds, either unanimously or by rule of majority, that the thesis cannot be recommended for defense, the report must state the committee's objections clear. The thesis may be resubmitted in revised form within 3 months' time.

In the event the thesis is resubmitted in revised form, it shall be evaluated by the same Examination Panel as before, unless extenuating circumstances apply.