



VICTORIA  
UNIVERSITY  
Kampala • Uganda

VICTORIA UNIVERSITY

GRADUATE HANDBOOK

2017

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## **1.0 General Information**

### **1.1 History of Victoria University**

### **1.2 Establishment of School of Graduate Studies (SGS)**

### **1.3 University Vision and Mission**

### **1.4 Structure of Graduate School**

The School of Graduate Studies and Research (SGRS) is part of the structure of Victoria University. The School is headed by a Director and assisted by Assistant Registrar(s), Secretary and an office attendant. The School operates through the Board of Graduate Studies and Research, a committee of Senate which is the highest Academic body.

### **1.5. Board of Graduate Studies and Research**

The Board of Graduate Studies is responsible for admissions, registration and approval of University graduate students; which shall include persons on PhD, Masters and Postgraduate Diploma programmes.

The School shall also receive, consider and recommend to Senate proposals for new academic programmes.

### **1.6 The functions of the Board of Graduate Studies and Research shall include;**

- a) To peer review and make recommendations for all graduate programmes
- b) To receive from respective Faculties/Schools/Institutes recommendations on applications for admission to the University
- c) To consider and take decisions on cases of appeals on examination matters
- d) To submit and make reports to Senate regarding Postgraduate teaching and training at Victoria University
- e) To promote research activities at the University by developing policy on research, publications and dissemination
- f) To administer funds for research and publications from the University funds and other donors

### **1.7 Membership of the Board of Graduate Studies and Research**

The membership of the Board of Graduate Studies and Research shall comprise the following:

- a) The Deputy Vice Chancellor as Chair or any other delegated Management staff
- b) The Director, School of Graduate Studies and Research
- c) Deans of faculties
- d) Academic Registrar

## **1.8 General Entry Requirement to Post Graduate Programme**

### **1.8.1 Post graduate Diploma**

- a) An applicant shall be required to have obtained at least a passing Bachelor's Degree in the relevant field from a recognized university.
- b) Candidates whose degree is in a different field may be considered on individual merit, and shall be on a case by case basis.

### **1.8.2 Master's Degree**

- a) An applicant shall be required to have obtained a Bachelor's Degree with a second class degree in the relevant field from a recognized university.
- b) An applicant who is a holder of a third class degree or its equivalent may be admitted after obtaining a postgraduate diploma in a relevant field of study.

### **1.8.3 Doctor of Philosophy Degree (PhD)**

- a) An applicant shall be required to have obtained a Master's Degree in the relevant field from a recognized university.
- b) In addition to the academic qualifications, the applicant shall submit a synopsis of the planned research to be endorsed by the prospective supervisor and the head of department.
- c) The prospective supervisor(s) shall hold an appointment of at least Senior Lecturer and shall express willingness to supervise the candidate in writing to the Higher Degrees Committee.
- d) An applicant's admission will be provisional for the first year. After successfully presenting a research proposal, the candidate will be fully admitted.

## **2.0 Application procedures**

### **2.1 General application procedures**

- a) The process of admission of prospective postgraduate (Postgraduate Diploma, Masters, and PhD) students shall commence with application by the prospective students.
- b) It shall be the responsibility of the applicants to pay the application fee, complete the application form, ensure that two confidential references are submitted, and provide copies of the relevant academic documents to the Office of the Academic Registrar.
- c) The duly completed application form shall be scrutinized by the Office of the Academic Registrar in consultation with the departments where the postgraduate programme is offered.
- d) The decision to admit an applicant shall be based upon the recommendation from the line department communicated by the Dean/Director of the Faculty/Institute in which the line department is based.
- e) PhD applicants shall accompany their application form with a short synopsis of 3-5 pages detailing the areas of interest of their research for vetting and approval before they can qualify for admission
- f) The recommendation from the line department shall be based on the assessment of at least two members of staff of the department.
- g) Applicants shall not be allowed to enroll for more than one concurrent postgraduate programme at Victoria University.

### **2.2 Credit Accumulation and Transfer**

Guidelines for the transfer of credit Units for Graduate Students who apply to transfer from other recognized Universities or equivalent Institute of Higher Learning to Victoria University shall comprise the following requirements

### **Applicants:**

- a) Must satisfy the admission requirement for the academic programme(s) applied for.
- b) Must obtain and submit official academic transcript (s) certificate from a recognized University/institution of Higher learning in which he/she was previously enrolled indicating his/ her academic status, the courses offered/taken, the credit units completed and the grades obtained in each course.
- c) To be awarded qualification of Victoria University, the applicant must have earned not less 60% of the credits from Victoria University
- d) An application must be accompanied by recommendations from the Institution or Authority she/he is transferring from.

### **3.0 Fees**

All fees and dues to the University shall be paid in the amount, manner and time period as prescribed in the University Fees Payment Policy.

### **4.0 Registration of Postgraduate students**

- a) Applicants admitted for postgraduate programmes shall be registered only if they have obtained an admission letter and have duly paid all university fees according to the university fees payment policy.
- b) It shall be the responsibility of every postgraduate student to register with the Office of the Academic Registrar, the Office of the Dean/Director of the Faculty/Institute, and the line department.
- c) As part of registration, the student must obtain and sign the University's Rules and Regulations governing postgraduate students.
- d) Fully registered students shall be issued with a University Smart Identity Card for the duration of the programme.

- e) After initial registration, students shall be required to sign up for their respective course every semester. Registration shall also be done online.

#### **5.0 Duration of Postgraduate programmes**

- a) Postgraduate Diploma programmes shall normally last for two semesters.
- b) Master's Degree Programmes shall normally last for four semesters.
- c) For Clinical Programmes, the duration for Master's Degree Programmes shall normally be for six semesters.
- d) Doctoral studies shall normally last for six semesters.
- e) A Doctoral or Masters student who cannot complete his/her studies within the prescribed time may apply for an initial extension of one academic year for Doctoral studies and six months for Masters Studies.

The application for extension shall include;

- i. Duration of the extension stating the dates of commencement (day after the end of the valid study period) and completion.
- ii. Brief details of the justification (attach evidence if applicable) for extension and description of a full completion work plan for the extension period approved by the main supervisor.
- iii. Recommendation from the Supervision Team duly endorsed by the Head of Department and Dean/Director of the Faculty/Institute.
- iv. At least 3 copies of monthly progress reports.
- v. Such a request shall be considered by the Higher Degrees Committee upon receipt of an application materials.
- vi. Subsequent extensions of periods not exceeding one academic year each shall only be granted if the justification for such a request is exceptional. If the justification for the subsequent request for extension is not strong enough, then the candidate may be recommended for discontinuation.
- vii. When the extension request is granted, the student shall re-register at the beginning of the extension period and shall pay the full extension fees.



- viii. If the student does not make good progress after two consecutive extensions, she/he shall be de-registered.

### **6.0 Progress Report**

Every candidate is required to submit (through a supervisor) reports on his/her progress twice a year in a filled in standard form that is available at the School of Graduate Studies and Research. Failure to fulfil this requirement may lead to discontinuation.

### **7.0 Coursework and end of Semester Examinations**

- a) There shall be coursework done by Postgraduate students at Postgraduate Diploma and Master's degree programmes for the respective courses undertaken
- b) Course work shall be done for the respective two semesters of the Postgraduate Diploma programme and in the case of Master's Degree Programmes, at least the first two semesters shall be used for coursework. For clinical Masters Programmes, the coursework shall be conducted during the first four semesters, while the last two semesters shall be used for research.
- c) Students shall undertake end of semester examinations for the taught semester programmes in which course works were done.
- d) Students are required to attend all prescribed classes (including lectures, practical classes, demonstrations, seminars, and tutorials), as instructed by the faculties/institutes.
- e) Course work shall contribute 50% of the final grade. Each course shall carry a pass mark of 60%.
- f) Each department shall submit the course results through their Faculty/Institute Boards to the Board of Graduate School and Research for consideration and thereafter for final approval by Senate.

### **8.0 Qualification of Supervisors**

- a) A main supervisor shall primarily be selected from amongst the full time academic staff members of Victoria University who are involved in research within the area of the students' interest.
- b) The prospective main supervisor for a Postgraduate Diploma and Masters student shall be at the rank of at least a Lecturer and senior lecturer respectively.

- c) The prospective main supervisor for a PhD student shall be at the rank of at least a Senior Lecturer.
- d) In case there are no members of academic staff at Victoria University with knowledge and experience in the proposed area of research, supervisors shall be sourced from outside. Such supervisors shall be appointed as Honorary Lecturers/Professors of Victoria University.
- e) All PhD students shall have more than one supervisor, with one a specialist in the area of research
- f) All supervisors shall be formally appointed by the Board of the graduate studies and Research on recommendation of the departments and faculties/institutes.
- g) The maximum number of students supervised by a single person at any given time shall not exceed the required standard as stipulated in the guidelines issued by the Uganda National Council of Higher Education.

#### **8.1 Supervisors responsibilities**

- a) To complete regular/annual report to the students' progress
- b) To provide support and advise to the students on the preparation of suitable dissertation/thesis outline
- c) To give guide in detailed advice on the necessary completion of successive stage of work, so that the whole work may be submitted within scheduled time
- d) To provide mentorship to the students and provide a balanced assessment of the work
- e) To identify internal and external examiners
- f) Supervisors shall meet their students at least once per month. The number of meetings may be more frequent if mutually agreed on between the student and the supervisor. This can be physical meetings or by electronic methods
- g) The supervisors shall make themselves available at appropriate times if advice is urgently required.
- h) Each meeting shall be recorded on the Supervision Report Form, a template of which is herein attached. Two copies of the Supervision Report Forms shall be duly signed by both the student and the supervisor.
- i) One copy of the Supervision Report Form shall be kept by the supervisor and the other by the student.

## **8.2 Students responsibilities**

- a) Prepare a research proposal to be approved by a vetting committee
- b) Maintain a regular and constant contact with supervisor(s)
- c) Discuss with supervisor comments and agree on scheduled meeting
- d) Attend all workshops and seminars related to research
- e) Attend all cross-cutting courses
- f) Inform the supervisor of areas of difficulties
- g) Submit regular written progress reports through the supervisor to the School
- h) Be aware of the University's regulations and policies on research

## **8.3 Research supervision Team**

- a) Each postgraduate student shall be allocated to a Research Supervision Team.
- b) A Research Supervision Team is tasked with supporting the allocated supervisors in offering mentorship to the student.
- c) Each Research Supervision Team shall be made of not less than 3 members for Masters programmes and not less than 5 members for PhD programmes
- d) The supervisor(s) of the student's research shall be a member of the Research Supervision Team
- e) The Research Supervision Team shall vet the student's proposals and advise at all stages of the student's progression. However, the final decision of the student's work is with the supervisor
- f) The Supervision Teams shall be constituted by at least three senior members of staff in a department. Members from other departments may be included on the Supervision Team on their individual merit.
- g) The Supervision Team shall primarily oversee the quality and progress of the students' research. Furthermore, they shall adjudicate in cases of conflict between students and their supervisors.

## **8.4 Strategy for dispute resolution**

- a) In case a student fails to make satisfactory progress or attain satisfactory standard of research work, the main supervisor(s) shall discuss the matter

with the student and document the proceedings using the Supervision Report Form.

- b) In the circumstance where the supervisors may not successfully resolve the matter, a meeting of the candidate, her/his supervisor(s), and the Supervision Team shall be convened to resolve the matter.
- c) At this stage, the issues shall be communicated in writing to Faculty/Institute Postgraduate and Research Committee for intervention.
- d) If the performance of the candidate does not improve, the Dean/Director shall refer the matter to Higher Degrees Committee for appropriate action.
- e) If a supervisor fails to provide adequate guidance to her/his student, the student shall first discuss the matter with the supervisor(s). However, if the supervisor(s) does/do not cooperate, then the student through the Dean shall request the Supervision Team to intervene.
- f) The Dean shall immediately request the Supervision Team to convene a meeting to discuss the matter in which the Dean will Chair and the supervisor invited to attend.
- g) Where the Dean and the Research Supervision Team fails to address the matter, it shall be referred to the School of Graduate Studies and Research in which it shall be discussed at the next Board of Graduate Studies and Research.
- h) If there are such many cases time again brought against the same supervisor, the Dean shall ask the supervisor to show cause of why his contract should not be terminated and where it's the Dean, the Director Graduate School shall ask the Dean to show cause on the same and where it's the Director and anybody higher, the Board of Graduate and Research studies shall take a decision.

#### **9.0 Components of a Research Proposal**

- a) The components of research proposal shall be developed by each Faculty to accommodate for differences according to discipline
- b) Each Faculty should ensure that the adopted research should include but not limited to the following sections: background, research problem, aim, objectives, scope, justification or significance, materials and methods, time frame, budget, references, and appendices.

- c) In some disciplines, hypotheses and research design are essential sections of the proposal, and some disciplines will require more thorough explanations of the framework in which this research question is developed.
- d) The details on research proposal format, style of writing and Thesis/Dissertation format are contained in the University document on: 'Proposal, Thesis, and Dissertation Guidelines'.

#### **10.0 Proposal approval procedure**

- a) All postgraduate proposals shall initially be approved by the supervisor(s) upon presentation and defense to the Research Supervision Team.
- b) The student should ensure that a proposal submission form is duly filled and signed by the Supervisor(s). In addition, 4 (four) copies of spiral bound proposal duly signed by the supervisor(s) should be submitted to the Dean and a copy to the Director of the School of Graduate Studies and Research
- c) Where the research involves application for grants or ethical issues, an Institute Research Committee (IRB) established at the School of Graduate studies and Research shall review and vet the proposal
- d) The approval of the proposal shall be communicated by the Dean of the Faculty in a letter written to the Director of the School of Graduate Studies and Research with the accompanying minutes.
- e) All research proposals that shall use human and animal in the research as subjects shall apply for ethical approval from the IRB before approval by the Research Supervision Team and the Supervisor(s).
- f) The approved research topic shall not be changed without express approval from the Supervision Team and the Dean of the Faculty. The request for change of topic shall be originated by the student with the

#### **11.0 Thesis and Dissertation Format**

The format that should be adopted by the student should be discussed and approved by the supervisor(s) and the Research Supervision Team at the Faculty.

##### **11.1 Monograph format**

The Monograph format presents the preliminary pages and the results are presented according to the objectives a general discussion presented. It normally consists of the title page, preliminary pages, and the main text structured in five basic chapters (introduction; theory and literature review; materials and methods; results, analysis, and discussions; conclusions and recommendations).

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More chapters may be added depending on the nature of objectives that are set to be achieved. The reference section and any appendices shall follow the last chapter.

### **11.2 Paper format**

The paper-based format for dissertations or theses shall consist of published manuscripts as chapters. The published manuscripts shall be from peer reviewed journal and included as part of the dissertation or thesis. The published work shall be from the findings

The paper shall have the title page, preliminary section, introduction, and general methodology, published papers, list of references, published papers, appendices, and bibliography.

Students on Master's programme shall be required to have at least one published article before the dissertation is accepted for examination while PhD students should have at least two published articles

## **12.0 Examination of Thesis and Dissertation**

A student who has successfully completed his/her thesis/dissertation should submit it for examination

### **12.1 Submission process**

- a) Students intending to submit their thesis/dissertation are required to submit or notify the School of Graduate Studies and Research through their respective Faculties
- b) For the case of Master, students should submit the intention three (3) months before the date of submission.
- c) In the case of a doctoral degree, the intention to submit the thesis or dissertation shall be made at most six months before actual submission of the work.
- d) The student shall submit soft copy that should be subjected to plagiarism test before being allowed to bind hard copies
- e) Students shall submit four copies of spiral-bound theses or dissertations for examination to the Dean of the Faculty.

- f) The Dean shall forward the thesis/dissertation to the Director of the SGRS for disbursement to the external examiners

#### **12.2 Appointment of Internal Examiners**

- a) Internal examiners shall be identified from among qualifying university community members
- b) An Internal examiner shall have credentials of a supervisor
- c) There shall be two internal examiners for each dissertation/thesis
- d) Students supervisor(s) shall not conduct internal examination of their students
- e) The Internal examiner shall be recommended by the Research Supervision Team and approved by the Dean of the Faculty
- f) The Dean shall forward the names of the internal examiners to the Director of SGRS for formal appointment
- g) The Internal examiner shall assess and submit the marked thesis/dissertation within a period of three (3 months)

#### **12.3 Appointment of External Examiners**

- a) The Dean with the help of the Research Supervision Team shall recommend an external examiner
- b) The external examiner shall not be a member of staff of Victoria University
- c) The external examiner shall be formally appointed by the Director SGRS
- d) The external examiner shall assess and submit the marked dissertation for Masters within a period of three (3) months and five (5) months for PhD thesis.
- e) The external examiner shall declare any possibility of conflict by filling the conflict of interest form
- f) An external examiner shall not have been an employee of Victoria University in the last three (3) years
- g) Information about the identity of the external examiner shall be kept confidential

#### **12.4 Examination of Thesis and Dissertation by External Examiners**

- a) Both Masters and Doctoral theses and dissertations shall be assessed by three examiners of which one shall be an external examiner. The supervisor cannot be an examiner.
- b) Both External and Internal Examiners shall compile a report on their assessment of the thesis or dissertation and send the report to the Director of SGRS.
- c) Both the External and Internal Examiners shall assess the thesis/dissertation out of 100 marks.
- d) The pass mark for both internal and external examination shall be 50% of which a student who fails to meet shall not be presented for Viva voce
- e) Where an External examiner detects significant intentional plagiarism, the External Examiner shall report the suspected plagiarized material in writing to the Director SGRS, giving reference to the original material which is plagiarized.
- f) The plagiarism case shall be investigated by a committee set-up by the Director SGRS and action taken on the student according to the recommendations of the report.
- g) Both External and Internal Examiners report shall recommend the thesis/dissertation as following: "Pass as is without corrections", "Pass with minor corrections", "Pass with major corrections", "Fail"
- h) If an External Examiner recommends the thesis/dissertation with minor corrections while the internal examiners recommend the thesis/dissertation for the award, the Supervision Team shall handle such a matter under the chairmanship of the Dean/Director and make recommendations to Higher Degrees Committee for appropriate action.
- i) Major revisions shall consist of additional research required or extensive re-writing due to an extremely low quality presentation.
- j) External Examiners shall compile a report on their assessment of the thesis or dissertation and sent the report to the Director SGRS.
- k) Copies of the External Examination Report shall be circulated to the department, faculty/institute, viva voce panelists, the supervisor(s), and the candidate if a candidate qualifies for viva voce defense.

### 12.5 Thesis/Dissertation Assessment Guidelines

Theses and Dissertations shall be evaluated and awarded marks in accordance to provisions provided in these guidelines.



The SGRS requires a comprehensive and critical review of the thesis and dissertation. In the course of doing this, the examiner should draw the attention of the committee to such circumstances and factors that are key to note. The examiner's report should be compiled using the following general format, where applicable:

#### **12.5.1 Background**

This section must assess the theoretical and conceptual background, objectives, rationale and clarity and precision of presentation.

#### **12.5.2 Problem statement**

Does the candidate clearly state the nature of the problem and its magnitude or extent? How concise is it? Is there reference to the issues detected in the background that either needs practical or theoretical sense? (Maximum score 5)

#### **12.5.3 Research Methods**

Indicate whether the candidate has used an appropriate approach to investigate the subject and has not neglected other methods which could have yielded better results. Assess for adequacy and relevance of the data collected and the appropriateness of the tools and instruments, including data analytical procedures/techniques. Assess the appropriateness of hypothesis, questions and relevant assumptions. (Maximum score: 20)

#### **12.5.4 Results**

Evaluate for the adequacy of data analysis, effectiveness of results presentation, accuracy, transparency, contributions from the study. (Maximum score 15)

#### **12.5.5 Discussions**

Does the candidate discuss his/her own findings and relate them to other researched work? Does the writer show honesty and transparency in discussing the limitations of his/her study? (Maximum score 10).

#### **12.5.6 Conclusions and recommendations**

Does the conclusion and recommendation emerge from the candidate's own work? Does the study stimulate further inquiry or scholarship? (Maximum score 10)

#### **12.5.7 Originality of Contribution**

Please, state clearly whether the thesis makes an original contribution to the existing fund of knowledge. For a PhD/doctoral degree the contribution must be significant, worthy of, for example, 3-5 papers, if the subject is scientific. to qualify for a doctorate, there should be strong evidence that the subject is thoroughly understood, with some original thinking. (Maximum score 15)

#### **12.5.8 Literature Citation**

Has the candidate made use of available and relevant literature? Does this adequately describe the background, and is she/he abreast of the current literature? Has the candidate exercised due diligence in scholarly bibliographic write-up? (Maximum score 10).

#### **12.5.9 Overall presentation final write-up**

Indicate whether the candidate has presented the data in a logical flow and concise manner; for example, with cross-references to other sections, and with specific objectives following through appropriate methods leading to the results and discussion of each objective, thus ensuring that conclusions can be logically drawn from the information gathered. Is the abstract informative or not? Does the presentation provide the flavor of scholarly and professional output? (Maximum score 10).

#### **12.5.10 Corrections or Revision**

Indicate exactly what corrections are necessary or whether the thesis needs to be revised. Occasionally theses require extensive corrections or revision. If this is the case, please set out the corrections and paragraphs affected. Whether minor corrections are required, please indicate them (in ink on the thesis or in your report).

#### **12.5.11 Final Evaluation**

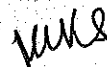
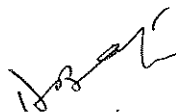
- a) Please state frankly and without ambiguity whether the thesis:
- b) Is worthy of the degree award in the present form.
- c) Is worthy of the degree award after effecting minor

#### **12.6 Viva Voca Examination**

- a) Viva voce examinations shall be public and compulsory for both Masters and Doctoral degree defense.
- b) The candidate shall be formally invited for the viva voce examination by the Dean of the Faculty.
- c) In case a candidate is not ready to defend the work orally, the candidate shall apply for postponement of viva voce.
- d) The viva voce examination shall be chaired by the Dean of the Faculty in which the student is registered.
- e) The venue, panelists, and required facilities for presentation during the oral defense shall be organized by the Faculty.
- f) The members of the examination panel shall be provided copies of the thesis or dissertation and both internal and external examiners report in advance of the examination.
- g) There shall be an opponent for the case of PhD defense who shall not a member of the Faculty.
- h) Members of the examination panel shall be drawn from staff of the department or staff in related study areas.
- i) The supervisor(s) of the candidate shall not be appointed on the examination panel.
- j) The oral defense shall consist of presentation by the candidate and interaction through questions and answers with panelists and audience.
- k) The presentation shall last for one hour for a Doctoral defense; and thirty minutes for Masters defense.
- l) The opinions from the audience shall only be used to enrich quality of the thesis/ dissertation discussion but shall not be used to determine the decision of the examination panel.

#### **12.7 Verdict of Viva Voca Panel**

- a) The viva voce examination panel shall make an independent decision on the quality of the work based on the content of the dissertation or thesis, presentation by the candidate, and the manner in which the candidate



responds to the questions and comments raised during the viva voce examination.

- b) If the student is determined to have passed the viva voce exam, the mark on the viva voce examination shall be weighted at 40% to determine the final mark for the thesis/dissertation.
- c) The viva voce panel may pass the defense conditionally, requiring that minor corrections are made to the thesis/dissertation to the satisfaction of the supervisor(s).
- d) Each panelist shall score the student on his/her presentation weighted at 40% and an average shall be obtained to determine the final Viva voce score.

### **13.0 Award of Degree**

The candidate shall be considered for the award of the degree by Senate if:

- a) All the minor or major corrections are made to the satisfaction of the supervisor or other persons designated by the viva voce examination panel.
- b) Four (4) final hardcover bound copies are submitted to the Faculty and forwarded to the Director SGSR.
- c) Soft copy of the abstract is submitted for publication on Victoria University website.
- d) The student submits a citation of not more than 150 words on his work for those on PhD programme
- e) The student submits published articles from the work accompanying the hardcover bound copies. The published articles should be presented in both soft and hard copies
- f) The postgraduate dissertations/thesis shall be bound using the following colours as identity for Victoria University:
  - i. BROWN for Masters dissertation
  - ii. BLACK for PhD
- g) For PhD, the student's name shall be printed on the thesis/dissertation along the spine starting with the surname, followed by the initials and year of submission.

### **14.0 Publication of Theses and Dissertations**

- a) Students on Masters programme shall be required to at least publish one article from the research work before graduation
- b) Students on doctoral studies shall be required to publish at least two (2) articles from the research work before graduation
- c) The supervisor(s) are allowed to publish alongside the students and the students must be the first authors.

## 15.0 Ethical issues

### 15.1 Cheating, Plagiarism and Non-Compliance with Copyright Issues.

- a) Post graduate students shall properly acknowledge copyrighted material used in his/her thesis/dissertation. Where permission is required for the inclusion copyrighted material, such permission must first be secured before the input is utilized. Failure to do this amounts to plagiarism and is unacceptable in the academic community.
- b) Plagiarism is expressing other peoples published expressions or work as one's own, without acknowledging the source. Plagiarism is not tolerated at Victoria University and leads to discontinuation from the degree programme.
- c) In addition, cheating of any sort is unacceptable and must be reported. Students should always first talk with their department head or someone in the faculty/institute/ school leadership if they suspect there is cheating.

### 15.2 Human Rights Issues/ Relationships – Code of Conduct

- a) Romantic and/or sexual relationships between staff and students, or supervisors are problematic should therefore be discouraged. Such relationships have the potential for adverse consequences, including the filing of charges of sexual harassment. Given the fundamentally asymmetric nature of the relationship where one party has the power to give grades, thesis supervision /advice, evaluations, recommendations, promotions, or performance evaluations, the apparent consensual nature of the relationship is inherently suspect.
- b) The relationship between the supervisor and his/her student may sometimes develop into intimate personal relationships. Where such a

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situation arises, the supervisor is likely to take biased or impartial decisions regarding the research of the graduate student. In a similar way, impartial decisions regarding the supervision of a close relative (a parent, sibling) are not allowed. Therefore, close relative or a partner of the student is not eligible as either main or co-supervisor. In either case, another supervisor shall be appointed by the Faculty Higher Degrees committee.

#### 16.0 Graduation

- a) When a student has successfully completed her/his studies at postgraduate level, she/he reserves the right to graduate either in person or in absentia.
- b) The graduation guidelines shall be obtained from the Office of the Academic Registrar.