



Hawassa University

School of Graduate Studies (SGS)

**A Comprehensive Graduate Studies Guideline
(For Master's and PhD Programs)**

February 2020

Hawassa University, School of Graduate Studies
PO Box 5, Hawassa University Main Campus
Hawassa, Ethiopia
[www.http://www.hu.edu.et](http://www.hu.edu.et)

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February,2020 Hawassa Ethiopia

Members of the Task Force

1. Dr. Hanna Getachew (Chairperson, SGS Dean)
2. Dr. Mihret Dananto (Member, Institute of Technology, RTT Officer)
3. Dr. Rahmato Abebe (Member, Research Directorate Director, Acting VPRTT)
4. Dr. Solomon Asnake (Member, College of Medicine and Health Sciences, CMHS)
5. Dr. Elias Alemu (Secretary, Director of International Relations and Alumni Affairs)

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Acronyms

APD	Academic Program Directorate
ASQAC	Academic Standard Quality Assurance Committee
CGC	College Graduate Committee/Council
CGPA	Cumulative Grade Point Average
DGC	Department Graduate Committee/Council
FGC	Faculty Graduate Committee/Council
HU	Hawassa University
HURAAD	Hawassa University Registrar and Alumni Affairs Directorate
MoSHE	Ministry of Science and Higher Education
SGC	School Graduate Committee
SGPA	Semester Grade Point Average
RAAD	Registrar and Alumni Affairs Directorate
SDAC	Student Dissertation Advisory Committee
SGS	School of Graduate Studies
VPAA	Vice President for Academic Affairs
VPRTT	Vice President for Research and Technology Transfer

Definition

- **Continuing and Distance Education Program:** refers to an alternative organization of academic programs other than the regular programs. They are conducted in the evening, during weekends or summer vacations, and in distance mode in the form of graduate training.
- **Graduate programs:** refer to Master's and PhD programs in the various Departments/Schools of Hawassa University.
- **Advanced Standing Admission:** is a special type of admission which is offered to applicants who have successfully completed a minimum of one year of study in a similar graduate program in another institution.
- **Student Dissertation Advisory Committee:** a group of professionals, holding a PhD with a rank of associate professor and above, working on PhD candidate's research investigation.
- **Department/ School Graduate Committee (DGC/ SGC):**refers to Department/School level council that oversees the graduate program activities of the respective Departments/schools.
- **Joint program:** refers to graduate programs which are handled by HU and other external educational institutions and/or the respective academic unit of HU. These programs are made to be handled by two parties when the academic unit of HU or the other party do not have adequate staff profile to launch the program. Joint programs could also be a result of international collaboration between HU and a foreign institute that has already signed an MoU or enter a formal agreement with a department/school and a prior knowledge of the SGS and RAD.
- **School of Graduate Studies:** refers to university level graduate program that oversees activities of the graduate programs in colleges, institutions and departments/ schools.
- **Council of Graduate Studies:** stands for a higher body of council composed of PG heads of Colleges/Institutes, the Directors of RAD, APD, CPED, and SGS Expert in charge of practical matters of graduate studies in all campuses at HU.

PART I
General Guidelines

Section One

1. Introduction

About the Guideline

This guideline provides a comprehensive account of provisions for the smooth running and coordinated functioning of graduate studies at HU. The initiative to prepare the guideline has emerged out of recognition of the limitation and shortcomings of the SGS guideline published in 2012, and due to the rapid expansion of graduate studies at HU over the past seven years. The guideline is a result of extensive work by members of the task force which comprises a group of five individuals from different colleges, the IoT and the SGS.

Established by the VPAA, the task force has been working on the revision of the old guideline by collecting experiences within the country and abroad. A number of guidelines from Higher Education Institutions (HEI's) in the country were reviewed, and useful experiences were drawn from abroad in order to enrich the details of the guideline. Besides, the guideline has been well substantiated with the provisions of the existing HU legislation (2015).

As such, the guideline is expected to be implemented by academic units under HU in all campuses that are running graduate studies at Master's and PhD level. In some circumstances, however, academic units may issue specific rules and regulation in relation to entrance requirement depending on their particular interest. However, the provisions of this guideline are equally applicable to all graduate studies of HU.

Finally, the SGS would like to extend its gratitude to the Offices of VPAA and the President for their extraordinary commitment in providing the required support throughout the entire process of the revision of the guideline.

Section Two

2. Purpose of the Guideline

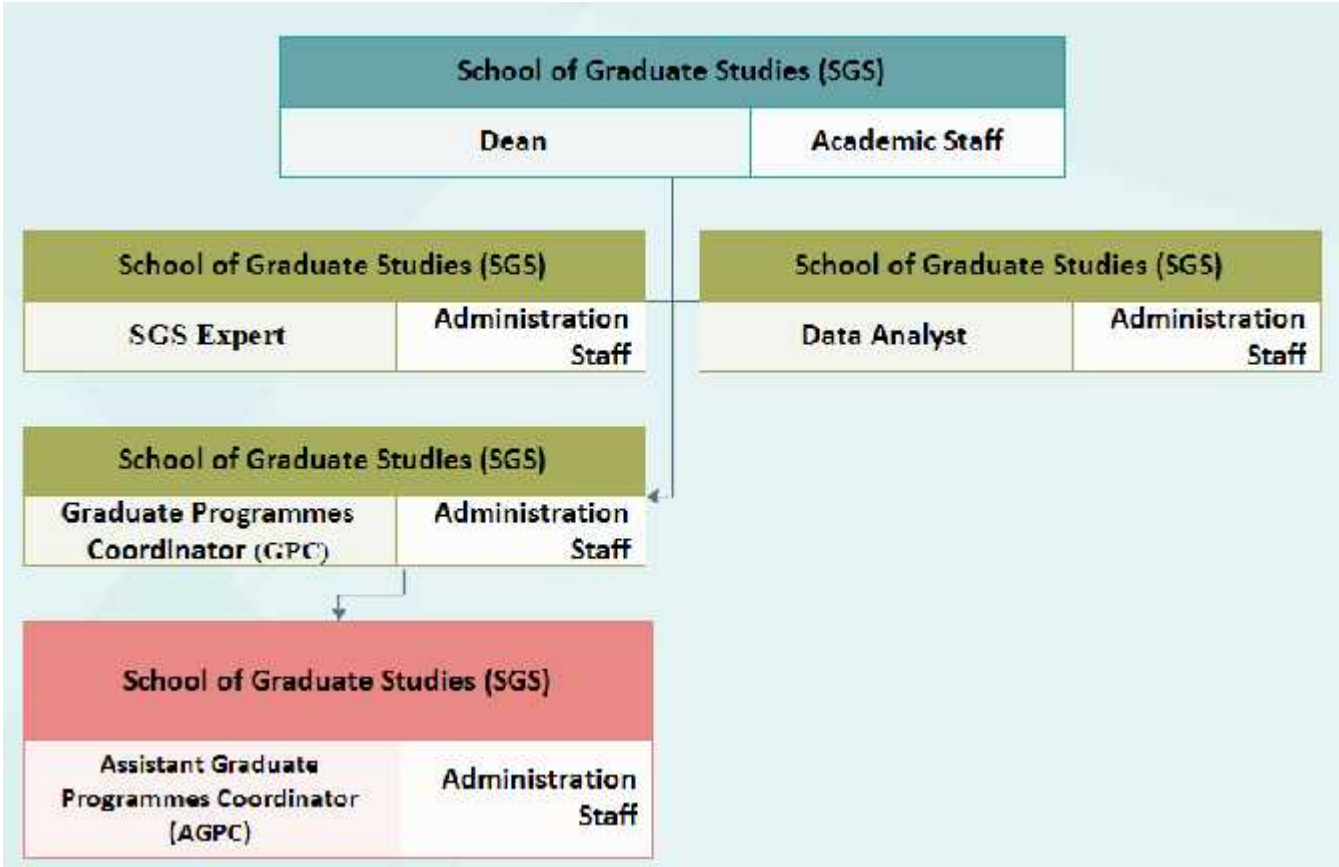
The purpose of this guideline is to:

- ✓ Establish uniform working procedures pertaining to SGS across academic departments/ schools, colleges/ institutes in the university.
- ✓ Determine the ways in which graduate studies can be integrated and run smoothly at HU.
- ✓ Establish a sense of accountability, responsibility and transparency, at all levels, on issues related to graduate studies and of the SGS.
- ✓ Provide quick reference to academic unit heads, staff, students and other stake holders in general so that issues related to SGS can be easily accessed.

Section Three

3. Structure of SGS, Council of Graduate Studies and Follow-up Mechanism of Graduate Programs at HU

Organogram of Hawassa University SGS



3.1 Duties and Responsibilities of SGS Dean

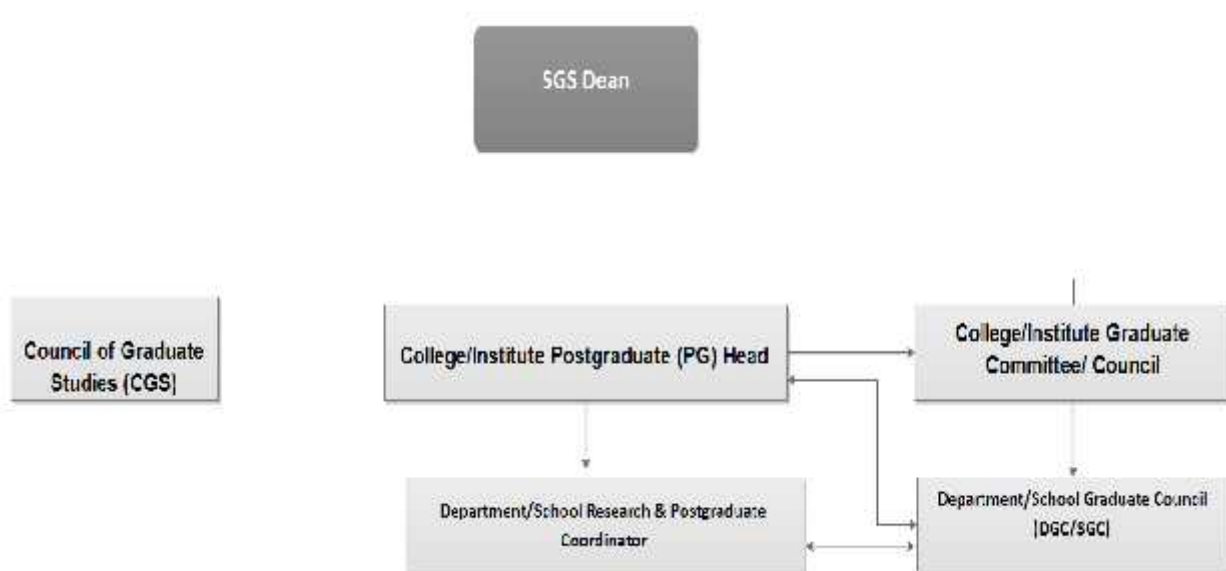
The Dean of the SGS shall be accountable to the Vice President for Academic Affairs (VPAA) and shall have the following duties and responsibilities:

- A. Monitor the activities of graduate studies and programmes through college heads and committee/council;
- B. Presents the annual budget of the School to the VPAA, and administers such funds as may be placed at its disposal;
- C. Implements the policies laid down by the Senate for proper administration of the programmes of Graduate Studies and the Welfare of students;
- D. In cooperation with the Registrar and Alumni Directorate (RAD), issues directives pertaining to registration, record keeping and the like for programmes of graduate studies;
- E. Keeps up-to-date record of graduate programmes at HU every semester of the academic year;
- F. Makes recommendations for the strengthening and development of existing programmes or for initiating new ones, and carries out any other tasks that foster the development of graduate studies in the university;
- G. Promotes the initiation of inter-disciplinary and multidisciplinary graduate studies programmes at HU;
- H. Together with the VPAA and RAD decide intake capacity of Department/Schools for graduate programmes;
- I. Announce important dates of graduate programmes through the media in relation to calls for new and existing graduate programmes;
- J. Disseminate up-to-date information in relation to graduate programmes at HU;
- K. Solves or gets solved the complaints, if any, of graduate students in time based on the senate legislation and other relevant policies of HU;
- L. Monitors the activities of graduate studies through College and Institute graduate committees'/councils;

- M. Develops monitoring mechanisms for course offering, distribution, appointment/assignment of advisors and co-advisors in relation to postgraduate programmes and follow-up its implementation across Colleges and Institutes;
- N. Submits annual report to the Senate through the VPAA.
- O. Performs many other duties as may be assigned by the VPAA.

3.2 Council of Graduate Studies (CGS)

A council of Graduate Studies at HU shall have the following structure:



3.2.1 Council of Graduate Studies (CGS)

i. **A Council of Graduate Studies (CGS) shall be established as provided hereunder:**

- | | |
|--|--------------|
| A. The Dean of Graduate Studies | Chairperson; |
| B. College/ Institute Postgraduate Heads | Members; |
| C. Research Director of HU | Member; |
| D. Director of the Registrar | Member; |
| E. Academic Programme Directorate | Member; |
| F. CDED Director | Member; and |
| G. University SGS Expert | Secretary. |

ii. Duties and Responsibilities of the Council of Graduate Studies (CGS)

The CGS shall have duties and responsibilities in relation to:

- 1.1 Ensure effective implementation of the policies laid down by the Senate and the CGS and for the proper administration of graduate programs, research and the welfare of students;
- 1.2 Take appropriate actions in consultation with the respective ACs on recommendations with regard to programs, candidates or other academic matters;
- 1.3 Issue directives pertaining to registration, record keeping and the like for graduate programs and ensure their implementation;
- 1.4 Present to the senate via the Dean of the SGS about academic rules and policies and other administrative issues of the graduate program;
- 1.5 Submit to the RAD the names of candidates eligible for registration in conformity with University rules and regulations;
- 1.6 Make recommendations for the strengthening and development of existing programs or for commencement of new ones and carry out any other task that fosters the development of graduate studies in the University;
- 1.7 Study and recommend the initiation of interdisciplinary and multi-disciplinary post graduate programs; and
- 1.8 Set standards for ensuring quality for all post graduate programs and admission classifications.
- 1.9 Perform such other duties as may be assigned by the Vice President for Academic Affairs (VPAA).

3.3 College/Institute Graduate Council (C/IGC)

Each College or Institute shall have a Graduate Council/Committee (C/IGC).

3.3.1 Composition and Term of Office of C/IGC:

- A. The C/IGC shall have the following members, with the PG Heads of Colleges and Institutes as a chairperson;
- B. PG coordinators of the department/school for programmes having graduate level education;

- C. PG Heads and PG Coordinators are nominated as per the existing regulations and guidelines of HU;
 - D. Associate Deans for Academic affairs of each College and Institute.
 - E. A member shall be eligible for the second round.
- i. **Duties and Responsibilities of the C/IGC**
- A. The functions of **C/IGC** shall be to:
 - 2.1 Follow up the development of graduate programs;
 - 2.2 Checkup review /or revision of the programs at least every three years;
 - 2.3 Coordinate and supervise all activities of the programs;
 - 2.4 Prepare semester reports on its activities and submit the same to the academic council (AC) and the SGS;
 - 2.5 Monitor graduate students' academic progress;
 - 2.6 Approve a research advisor for each graduate student suggested by the senior PG coordinator and DCS/SGC/FGC; and
 - 2.7 Present members of examining board for thesis, dissertation and other qualifying examinations for approval by the academic council (AC) and the SGS; and
 - 2.8 Consider any matter entrusted to it by the SGS or the Associate Dean for Academic Affairs of the College or the institute.

3.4 Head for College/ Institute Postgraduate Studies

- i. **Appointment and terms of office:**
- A. Head for postgraduate shall be appointed by the college dean following an open competition and evaluation by students, staff and the college management.
 - B. The nominee shall be a fulltime teaching staff member of the college preferably with a minimum academic rank of lecturer and who has worked in the academic unit of the college for at least two years.
 - C. The term of office of head for postgraduate shall be three years. However, he/she shall be subject to periodic performance evaluation which may result in termination of the office term.
 - D. The head for postgraduate may only be appointed for one more consecutive term.

- ii. **Duties and Responsibilities:** The head for postgraduate shall be accountable to the College/Institute Academic Associate Dean and for the Dean of the SGS and shall have the following duties and responsibilities:
- 3.4.1.1 Work with school/department postgraduate program coordinators and provide advice/information to postgraduate students about coursework and conducting thesis/dissertation;
 - 3.4.1.2 Follow up the availability and accessibility of reference materials in the library;
 - 3.4.1.3 Initiate and coordinate the revision of course contents to standardize course outlines in consultation with the course instructors;
 - 3.4.1.4 Initiate and coordinate to standardize and issue thesis/dissertation write-up template (structure and content of the report);
 - 3.4.1.5 Ensure the documentation of power point presentation slides, course outlines, exams, portfolios, etc. developed by instructors and students;
 - 3.4.1.6 Coordinate thesis/dissertation defense and seminar presentations;
 - 3.4.1.7 Oversee the effective implementation of academic calendar;
 - 3.4.1.8 Propose guidelines for the appropriate evaluation of seminars and theses;
 - 3.4.1.9 Propose guidelines for selecting instructors to offer postgraduate courses, supervise postgraduate students, and involve in thesis/dissertation examining board;
 - 3.4.1.10 Oversee the performance evaluation of postgraduate instructors and propose corrective measures if necessary;
 - 3.4.1.11 Organize and facilitate awards offering events for role model postgraduate instructions of the college;
 - 3.4.1.12 Maintain postgraduate student database, files and lists;
 - 3.4.1.13 Prepare quarterly, mid-year and annual activity plan and performance report of the *office and submit to the SGS*;
 - 3.4.1.14 Provide orientation to new graduate students following admission of students by Schools/Departments; and

- 3.4.1.15 Confirm all the members of the board of examiners assigned for thesis/dissertation and qualifying examinations are qualified and approved by the SC/DC;
- 3.4.1.16 Facilitate transportation and accommodation services for external examiners invited by the school/department for MSc/PhD thesis/dissertation defense;
- 3.4.1.17 Perform other duties assigned by the SGS.

3.5 Department/School Graduate Committee (D/SGC)

Departments with active postgraduate programs shall function through Department Graduate Committees (D/SGC), **hereinafter referred to as the D/SGC.**

i. **Members and Terms of Office of DGC**

The D/SGC shall be composed of the Department Head as Chairperson, postgraduate program representative as secretary, and at least three staff members but not exceeding seven with the rank of Assistant Professor or above to be elected by the department council(DC/SC). The term of service of elected members of the committee shall be three years. A member shall be eligible for re-election.

ii. **Duties and Responsibilities DGC**

The D/SGCs shall:

- 3.5.1 Supervise all activities of the programs;
- 3.5.2 Approve status of the students, and review and endorse grades;
- 3.5.3 Prepare periodic reports on its activities and submit the same to the academic unit;
- 3.5.4 Recommend and/or approve a research adviser for each graduate student;
- 3.5.5 Recommend members of examining Board for thesis, dissertation and other qualifying examinations for approval by the DC;
- 3.5.6 Review and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors;
- 3.5.7 Oversee settings of entrance examinations and screen candidates and approve for admission;
- 3.5.8 Screen and assign graduate students eligible for teaching assistantship;
- 3.5.9 Attend to all academic problems that concern the academic unit at graduate studies level;
- 3.5.10 Suggest revision and amendment of policies, rules and regulations governing graduate studies in the academic unit;
- 3.5.11 Approve graduate program course offerings and thesis research proposals of graduate students;
- 3.5.12 Endorse proposals of the DC concerning new graduate programs for subsequent approval by the Senate and periodically assess and evaluate existing ones;

- 3.5.13 Accomplish all other duties assigned by the DC and the University
- 3.5.14 Consider any matter entrusted to it by the Senate or the academic unit council/ dean/director.

3.6 Follow up and monitoring mechanism of graduate programmes

- 3.6.1 Departments/Schools should have a record of list of course offering, distribution and class schedules of each instructor assigned to teach graduate courses regularly;
- 3.6.2 School/Department PG coordinators are responsible to make sure the implementation of all the activities mentioned above;
- 3.6.3 Department/School PG Coordinators shall submit reports to the SGS regarding the progress of the teaching-learning process of graduate programmes and missed classes via department/school PG Coordinators, College/Institute PG Heads and Associate Dean for Academic Affairs;
- 3.6.4 Department/School shall urge instructors' to compensate missed classes that are believed to have a significant effect on the course well before the end of each semester; and submit a report of their follow-up to College/Institute PG Heads, Associate Dean for Academic Affairs, Academic Programme Directorate (APD) and the SGS.
- 3.6.5 Departments/Schools running graduate programmes shall prepare annual calendar/schedule for the submission of research/project titles, proposals, progress reports of their findings and the final submission of graduate thesis and/or projects and notify the calendar/schedule to advisors, co-advisors and graduate students of each batch;
- 3.6.6 PG Coordinators of are responsible to ensure that the calendar/schedule prepared departments/schools are adhered by both advisors and graduate students during throughout the supervision and timely submission of graduate researches/projects.
- 3.6.7 Graduate students who do not follow the department/school calendar/schedule in their graduate research/ projects shall be informed of the consequences.
- 3.6.8 PG Coordinators shall submit reports about advisors and/or co-advisors who may not adhere to the calendar/schedule in their supervision and follow-up of graduate researches and projects to departments/schools.

PART II

For M.A., M.Ed., M.Sc., MPH, LL.M etc. Programs

**Section 4: Specific Guidelines for M.A., M.Ed., M.Sc., MPH, LL.M etc.
Programs**

4.1. Content of the M.A., M.Ed., M.Sc., MPH, LL.M Studies

The Master's programs at HU mainly comprise a course and research work under supervision. The Master's program includes:

- a. Completion of an independent piece of research project in cooperation with the appointed advisor/s and possibly other researchers.
- b. Approved and organized academic training.
- c. Writing Master's dissertation/thesis based on an independent research project/title.

4.2. Admission

4.2.1 Announcement

Under normal circumstances, the concerned departments/schools send the request for announcement for registration and admission to the School of Graduate Studies (SGS) before eight weeks of stipulated registration time twice a year except for summer students. After evaluating and organizing the request of Departments/ schools, the SGS sends the same to the registrar's admission office for central announcement for further action.

4.2.2 Admission Frequency

Admission to Master's program shall take place twice in one academic year. Application for admission into the Master's graduate program is normally processed before the beginning of each semester.

4.2.3 General Admission Provisions

Unless stated otherwise, the admission requirements and selection criteria provided hereunder (between 4.2.3- 4.2.7) works both for regular and Continuing and Distance Education Division program students of HU.

- a. A candidate who has a high scholastic standing, whose professional experience has been superior and who has received good recommendations shall be given priority for admission. Moreover, priorities in admission may be granted to government sponsors as per the pressing need of the government.
- b. A minimum of ten (10) and a maximum of twenty-five (25) students should be admitted

- in any one year in order to run a specialization in a graduate program of a school/department of the University.
- c. In some cases, however, when the AC/FC provides a sound justification, the CGS and the VPAA may decide to enroll less than ten (10) students in order to run a specialization in a graduate program of a school/department of the University.
 - d. The academic unit may, from time to time, include additional admission requirements in conformity with the University's rules and regulations. These may be of general application or may pertain to specific programs of graduate studies.
 - e. Continuing and Distance Education Division (CDED) may decide on the minimum and maximum number of students to launch a graduate program in any given year depending on the availability of resource & feasibility of the program.

4.2.4 Academic Admission Requirements

- a. A candidate should have a BSc/ BA/ BBA/ BPH/ LLB degree in related fields.
- b. A candidate should have a strong academic record from his or her previous studies and should get a recommendation from two referees and should gain an approval of admittance by the SGS.
- c. The applicant must meet satisfactorily the selection criteria which may include the entrance examination to be administered by the Academic Units concerned.
- d. Foreign applicants may, in lieu of sitting for entrance examination, submit results of GRE.
- e. For applicants whose undergraduate and/or graduate programs' medium of instruction is not English, TOEFL, IELTS or equivalent, language proficiency examinations, may be required.
- f. The minimum requirement to be enrolled in the Master's program shall be a "Good" grade (B) in a BA/ BSc or any other undergraduate project/senior essay.
- g. For applicants with less than "good grade" in their BSc/BA or undergraduate project; **excellent performance on the entrance exam must be required.**
- h. Eligibility to admission shall consider the academic potential, interest and financial

capacity of the applicant.

- i. Admission will pay attention to equity and diversity (there will be greater emphasis on gender equity and on attracting talented students from historically disadvantaged communities).
- j. The admission of candidates of MoSHE shall be jointly planned, negotiated and decided between HU and MoSHE.
- k. MoSHE applicants may compete among each other in cases there are few places than the number of applicants.
- l. The status of all candidates applying to join Hawassa University in the Master's program should be determined by calculating the average result, out of the total, of all criteria provided under article 4.2.5.

4.2.5 Selection Criteria

- a. The selection criteria includes but not limited to CGPA, entrance examination, relevance of the previous training to the selected field, service year, recommendation and gender.
- b. The selection of applicants should be made based on the academic achievement and other related requirements mentioned above which would be assessed as follows:

S. No.	Selection Criteria	Percent
1	CGPA	40
2	Entrance Examination	40
3	Relevance of the previous training to the selected field:	
	3.1 Major field of specialization	6
	3.2 Short term training in the field (duration 3 months)	2
4	Service year	5
5	Recommendation	2
6	Gender (to be added for female candidates after the total mark is calculated)	5
	Total	100%

- c. An applicant should score 50%, out of hundred, in order to be enrolled in a graduate program of Hawassa University.
- d. Eligibility for admission depends on the number of space and resources available for the program.

4.2.6. Non-academic Admission Requirements

- a. Academic Units on their curriculum may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASQAC.
- b. Academic Units may also set appropriate work experience requirements subject to the approval of the ASQAC.
- c. The candidate must produce two letters of recommendation from former instructors,

employers or professional associates.

- d. The Master's program applicants shall be required to present evidence of financial support.

4.2.7. Applications for admission to a Master's program

Such an application must include:

- a. Documentation of fulfilled admission requirements
- b. Assessment result of the entrance exam
- c. Funding plan
- d. Applications must be made on the available application forms, and submitted to RAD.

4.3. Graduate students' placement Procedures

- a. Departments/schools report their intake capacity to SGS six months prior to the date of admission as stipulated in the university's annual academic calendar. The call should come from the SGS.
- b. After organizing the intake capacity of all departments/schools, SGS sends the same to the Registrar and MoSHE through the VPAA.
- c. MoSHE, based on the report of the intake capacity, sends the list of assigned students in the University through the VPAA.
- d. VPAA forwards the placement of students to the SGS for prompt action.
- e. SGS forwards the list of assigned graduate students to the RAD and all concerned Departments/Schools for their information and further action.
- f. The academic units send the selected candidates to the SGS for endorsement.
- g. SGS gives letter of acceptance to eligible candidates for registration.
- h. Candidates who are eligible for admission should get transferred their official transcript to the Registrar of HU from the Universities where they did their first degree before their actual registration.
- i. The sponsoring organization of the candidates should deposit the specified research fund into the account opened for this purpose before registration.
- j. Sponsored candidates become eligible for registration only when the research fund is

deposited by the sponsor of a candidate.

- k. The Department/School provides status report of graduate students to SGS every semester. The report shall be copied to the College/Institute Postgraduate Program Coordinator's Office.
- l. Simultaneous enrollment in more than one graduate program is not allowed to candidates.
- m. No department/school can make the selection and admission of graduate students without the knowledge and permission of SGS and the RAD unless otherwise justified.
- n. This guideline is equally applicable to all continuing, extension, summer and distance graduate programs, if any.

4.4. The case of joint programs

- a. The above guideline shall work for joint Master's programs too.
- b. However; announcement and admission requirement for joint graduate programs shall be governed as per the TOR signed by the two signatory parties with prior knowledge and in consultation with the SGS and RAD.

4.5. Priority Admission

- a. In line with the national priority accorded to expansion of Higher Education, Hawassa University will plan and carry out the admission of students into most of its programs in conjunction with MoSHE.
- b. SGS accordingly will communicate data on intake capacity as received from concerned departments/schools to MoSHE six months before the time of formal enrolment.
- c. MoSHE submits the list of recommended candidates to the SGS Office at least three months ahead to formal enrollment.
- d. MoSHE applicants shall be given priority for admission.
- e. Applicants from Regional/ Federal Offices shall be considered in the second place; and finally private applicants shall be considered.

4.6. Regular Admission

- a. Any well-qualified person with a bachelor's degree from an accredited institution of higher learning or with equivalent international education may apply for admission to the master's program.
- b. Foreign applicants may, in lieu of sitting for entrance examination, submit results of

GRE/TOEFL/ELTS or equivalent, language proficiency examinations (for applicants whose undergraduate medium of instruction is not English, etc.)

- c. In line with the national priorities and the vision and mission of the university, the SGS determines the eligibility criteria and sets the procedures for the testing, selection, and admission of graduate students into its programs.
- d. The Office of Graduate Admission receives and compiles the application and sends files of the students to the departments/schools to which students have applied.
- e. Departments/schools screen the candidates on the basis of admission criteria and funding/grant admission to qualified candidates.
- f. Departments/ schools send the list of recommended students for admission to the SGS.

4.7. Provisional Admissions

- a. Students admitted to a program from a field of specialization other than the intended area of specialization will be required to take undergraduate courses which will be determined by the SC/DC/FC/CC.
- b. A student who was given provisional admission has to complete the prescribed courses before being formally accepted as a regular graduate student. The performance of the student in the prescribed undergraduate courses will not be considered for SGPA and/or CGPA calculation but will appear on the transcript.
- c. The duration of the student's stay in the University as a provisionally admitted student shall be determined by the Academic units concerned, but shall not exceed one academic year.
- d. A provisionally admitted student who has satisfactorily completed the prescribed undergraduate courses shall be granted regular graduate student status.
- e. A provisionally admitted student may, upon permission of the SC/DC/CC/FC, register for and take graduate level courses as qualified.
- f. Such a student must obtain a grade of at least "C" in the undergraduate courses taken as prescribed in sub-article 3 of Article 98 of 2015 senate legislation.

4.8. Registration

- a. Upon permission of the SC/DC/CC/FC, the candidates who have fulfilled the requirements for admission shall receive acceptance letter from the SGS.
- b. Lists of selected students shall be sent to RAD through SGS, and be registered at the

registrar.

- c. Acceptance letter from the SGS is mandatory for registration.

4.9. Credit Requirements and Course Load at the GP

- a. The total number of credit hours for course work shall be 24-32 for research-based thesis, and 37-48 for non-thesis-based programs or program to be completed with comprehensive written exam only.
- b. A total of 12 to 15 credit hours per semester shall normally be regarded as typical full load for a full-time Master's student for programs requiring thesis work. If the semester load of a student is greater than 15 credit hours, it should be endorsed by the DC/SC/FC/CC of the respective Department/ School/College/Faculty.
- c. A minimum of 15 credit hours per semester is required for non-thesis programs.
- d. For CDEP programs the minimum and maximum semester load would be 7 and 10 credit hours respectively.
- e. Notwithstanding the provisions of sub-article 'a' hereof, the credit requirements for candidates shall be determined by the SC/DC/CC/FC.
- f. Duration of study for regular master's students is two years. The duration for CDEP program would be 3 years.
- g. No master's candidate, with the exception of those with advanced standing status, may anticipate finishing a program in less than one and a half academic year.
- h. A master's candidate may be allowed to continue for up to a maximum of four years if it can be shown that the extension is required by force majeure and if it is recommended by the DGC/SGC/FGC and FC/SC/DC. Such extension of time shall be recommended by the DGC/SGC/FGC and approved by the FC/SC/DC every semester.
- i. A master's candidate taking more than the normal two-year duration for completion of a program shall fulfill the special conditions set forth by the SC/DC/FC/CC.

4.10. The Grading System at the Graduate Program

- a. Examinations are graded on the following letter grading system with corresponding points, based on the new grade scale approved by HU (SEC 01/11 decision).

Raw Mark	Letter Grade	Grade Points
[95-100]	A+	4.00
[85-95)	A	4.00
[80-85)	A-	3.75
[75-80)	B+	3.50
[70-75)	B	3.00
[65-70)	B-	2.75
[60-65)	C+	2.50
[50-60)	C	2.00
[40-50)	D	1.00
<40	F	0.00

4.11. Academic Status of Graduate Students

- a. To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00. At the end of each semester the DGC/SGC/FGC/CC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00. The inquiry shall attempt to determine why the candidate failed, and whether there is reason to believe the candidate will meet the required academic standards in the future. A candidate may be placed on discretionary probation if, as a result of this inquiry, it is determined that valid reasons exist to explain and justify that academic failure can be removed and the candidate can achieve the required academic standards at the time of graduation.
- b. Probation is a discretionary decision to allow candidates who failed to score below the required standards of the University to continue their studies. But, since the purpose of probation is to facilitate the academic rehabilitation of such students, the decision is made based on the validity of the reasons and considering other relevant circumstances which are convincing that the student can academically raise himself to the required level of academic achievement.
- c. To the extent that inquiry into the cases of probation indicates, the DGC may attach

certain conditions to the granting of probation, which must then be met if the candidate is to remain enrolled. These conditions may be restrictions designed to remove in whole or in part the cause of academic failure.

- d. When a candidate is placed on probation the candidate shall be notified by the head of their status and what is expected of them by way of academic performance in the future, the restrictions or requirements stipulated by the probation and the consequence of failure to meet these conditions.
- e. Any first year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 may be placed on probation by the DGC. However, a graduate student is subject to dismissal without first being put on probation if academic performance falls below 2.50 in the first semester results. If a student who had been placed on probation for the first time in literature-based thesis programs, achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the FC/SC/DC may place the student on final probation in the following semester if it finds that there is reason to believe that the student will attain CGPA of 3.00 or above in the third semester.
- f. For research-based thesis programs, if a student who had been placed on probation for the first time achieves during the next semester, a SGPA of 3.00 or above but the CGPA still falls below 3.00, the FGC/SGC/DGC may recommend such a student to repeat courses.
- g. A student who had been placed twice on probation shall be dismissed for failing to achieve a CGPA of 3.00 in the next semester.
- h. Consecutive probations are given a maximum of two times.
- i. No candidate subject to dismissal may expect discretionary probation as a matter of right.
- j. The academic status of a graduate program student shall be determined per semester based on the semester credit hours indicated in the curriculum of the program.
- k. Refer to the 2015 Senate Legislation Article 105 for the details of Probation and Dismissal.

4.12. Repeating Courses

- a. Courses with grades lower than B may be repeated when the CGPA of the student is less than 3.00 and if the student has more than one “C” in Master programs. A master’s student is allowed to graduate with a minimum CGPA of 3.00 and only one “C”. Students having two “C+” grades shall also be allowed to graduate as long as their CGPA is not below 3.00.

- b. Under very special circumstances, the DC/SC/FC/CC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of “C, C⁺ or B” to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.
- c. A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.
- d. The final grade for repeated courses or a course in which re-exam has-been taken shall be recorded and used for computation of CGPA.

4.13. Withdrawal from and Readmission to the Graduate Program

4.13.1. Withdrawal

- a. A student who wishes to withdraw from the GP must consult and explain any reasons to their academic advisor. Any student who withdraws from GP must be informed that the student must have reasonable grounds for withdrawal to be granted readmission.
- b. Unless there are compelling reasons, official withdrawal forms shall be completed within 30 days of discontinuation of classes. A candidate who fails to comply with this requirement shall not be eligible for readmission.

4.13.2. Readmission

- a. A candidate in good academic standing who discontinues studies with good reason may apply for readmission through the Registrar into the discontinued semester.
- b. A candidate suspended for disciplinary reasons qualifies for automatic registration as soon as the student has served the term.
- c. A candidate may be readmitted only where the withdrawal is effected owing to any of the reasons specified hereunder:
 - I. If the candidate cannot follow-up the program for medical reasons in which case the health status shall be ascertained by a medical doctor.
 - II. If the University is unable to carry out the relevant program and advises the candidate accordingly.
 - III. If the candidate is unable to continue due to force majeure other than those outlined in 4.13.2.c.I and 4.13.2. c. II above.
- d. A candidate who wishes to withdraw for reasons mentioned under 4.13.2.c of this Article shall petition the concerned DGC/SGC stating the justification for, and the duration of,

absence sought.

- e. A candidate who has been dismissed for academic reasons may apply for readmission on the following grounds:
 - I. If the student, at the end of the first semester, had obtained a SGPA of not less than 2.00.
 - II. If the student, at the end of second and third semester, had obtained a CGPA of not less than 2.5 and 2.75, respectively.
- f. No student who has been dismissed on academic grounds shall be readmitted more than once regardless of transfer from other Universities.
- g. A candidate who withdraws from the GP without the approval of the concerned DGC/SGC/FGC as in 4.13.2 d of this Article shall not be eligible for readmission.
- h. Where withdrawal is effected with the approval of the concerned DGC/SGC/FGC, a copy of the official withdrawal form submitted to the Admission Officer shall be accompanied by the minutes of the meeting of the DGC/SGC/ in which permission for withdrawal is granted.
- i. Withdrawal made with the approval of the concerned DGC/SGC/ does not imply automatic readmission whenever it is sought. The length of absence and the number of places available shall be taken into consideration.

4.14. Transfers from One Program to Another in the Graduate Program

- a. A graduate student registered in one graduate program may be allowed to transfer to another program provided that the following requirements are fulfilled.
 - I. The candidate must have very good, justified reason(s) for requesting the transfer.
 - II. The candidate must present a letter in support of the desired transfer from a sponsor where applicable.
 - III. The candidate must have completed not more than one fourth of the originally joined program (50% of the course work).
 - IV. The candidate must satisfy the academic requirements for admission into the program to which transfer is sought.
 - V. Dismissed students may not be allowed to transfer.
 - VI. The approval of the concerned DGC and FC/SC/DC must be obtained.

- b. Transfer of credits shall be determined by the Academic Units receiving the candidate.

4.14.1 Transfer from another university into a graduate program of HU

A PG student could be transferred to a graduate program of Hawassa University provided the following criteria are fulfilled:

- a. The PG student/ applicant should have been enrolled in a graduate program of another MoSHE recognized Ethiopian university offering similar field of specialization and equivalent courses.
- b. The PG student needs to submit an application letter to the department/school. The PG Coordinator of the Department/ School presents the case for discussion by the College/Institute Graduate Committee.
- c. The PG student shall enclose evidence for the completion of not more than one third of the course work (one semester) and obtained a satisfactory result.
- d. The SGS and RAD should be communicated the result of the transfer case through the College/Institute PG Head.
- e. Transfer cases shall be entertained based on the availability of adequate space, supervisors and other required resources in the department/school.

4.15.The Graduate Thesis

4.15.1 General Requirements

- a. A thesis shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.
- b. A thesis shall serve as partial fulfillment of the requirement for the Master's Degree, except in a program where it is not required.

4.15.2. Selection and Approval of Thesis Topic

- a. The topic for thesis work shall be selected in consultation with, and prior approval of the thesis advisor.
- b. The selection of thesis topic shall be on the basis of the broad needs of the country and/or the priority areas of research topics as determined by the concerned academic units. Special provision shall be provided for self-sponsored or foreign students.

- c. The topic of the thesis of each candidate shall be approved by the DGC/SGC as early as possible, as and not later than the time of the candidate's enrollment into the second half of the program.
- d. College/Faculty heads of Graduate Studies shall prepare a time table for preparation and defense of thesis proposal in consultation with the SGS.

4.15.3 Format of the Thesis

The SGS has developed the following standard format to be used by all graduate (Master's) students enrolled at HU while preparing their thesis for submission. The 'thesis report format' is meant to be used by all students unanimously, unless compelling reasons are presented by the concerned academic unit to make minor adjustment based on the requirement of the particular department/ school.

Thesis Report Format

A. Language, Paper Specification, Typing and Illustrations and Photographs

I. **Language:** English

II. Paper Specification:

- Color: White
- Size: 21 cm x 29.7cm (A4)
- Weight: 80 gm

III. Typing:

- Left margin: 3.5 cm
- Right margin: 2.0cm
- Top margin: > 3.0 cm
- Bottom margin: 2.5 cm
- Spacing: Double
- Side: Front single
- Number of lines: 2per page
- Font size 12 (size 10 is smaller than 12)
- Font type: Times New Roman
- Font style: Regular
- Font color: Black

- Breaking a word on 2 lines: Not allowed
- Corrections with fluid: Not allowed
- Overwriting: Not allowed
- Crossing out words: Not allowed
- Typing machine: Computer
- Printing quality: Laser or better quality
- Copies: High quality photocopy

IV. Illustrations and Photographs

- Place within thesis text at appropriate places
- Paste the photographs or illustration plates which are printed on special papers
- Type titles at the bottom of the illustration in the font used in the text
- Protect the photographs by butter paper sheet bound into the thesis, where appropriate

B. Top Cover, Title Page, Approval Sheet and Acknowledgments

i. Top cover (See appendix section)

- Typed in all capital letters, should include
- Approved thesis title typed in the middle of the page
- Name of the degree, e.g. MA Thesis or M .Sc. Thesis
- Full name of the author typed in the middle of the page
- Name and location of the University
- Month and year of thesis submission typed 5 cm above the bottom margin

The left binding width should contain:

- Name of the degree, e.g. Master of Science
- Short name of the author followed by a coma and year of submission. e.g. ChaltuGedebo, 1999

ii. Title Page (A sample is given in appendix section)

- Title length commonly not longer than 15 words.
- It is the first page under the top cover typed in all capital letters and center justified on each line with the following information.

- Approved thesis title 5 cm below the top of the page
- Full name of the author typed 8 lines below the title
- The following contents typed 8 lines below the title:

THESIS SUBMITTED TO
HAWASSA UNIVERSITY
DEPARTMENT/SCHOOL OF.....,
COLLEGE/INSTITUTE OF, SCHOOL OF
GRADUATE STUDIES, HAWASSA UNIVERSITY,
HAWASSA, ETHIOPIA

- Further 3 lines below, the following should be typed:

IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE
DEGREE OF

- Further 3 lines below, the following should be typed.

Name of the degree
Specialization: (Within parentheses)

- Month and year of final copy of thesis submission should be given at the bottom line

iii. Approval Sheet

- Each thesis submitted for evaluation should contain two certificates
- Approval Sheet from of the major and/or Co-advisor (See appendix section)
- Approval Sheet from the Board of Examiners (See appendix section)

iv. Acknowledgements

- A short acknowledgement sheet should be inserted right after the title sheet. Acknowledgements contain brief information about contributions of all concerned individuals and institutions including financial sponsors, if any.

C. Table of Contents

- Dedication and statement of author (optional)
- Abbreviations
- List of tables
- List of figures/illustrations
- List of tables/figures etc. in appendices
- Abstract

D. The text of the thesis should usually consist of the following chapters:

- Abstract
- Introduction
- Literature Review
- Materials and Methods
- Results
- Discussion
- Summary and conclusion
- References
- Appendices
- Certain chapters, such as results and discussion may be combined if considered appropriate by the student's DGC/SGC.
- Each of the above main chapters may have sub-titles.
- At the time of submission each page of the thesis should have a page number temporarily, however, permanent page number will be given in finally bound copies.

E. References

- Standard style of quoting references should be used in the text and under the heading “References”.
- The references should be arranged strictly alphabetically.
- Different sources and types of publications should be given as follows.
- ***Journal Article:*** Name (s) of author (s). Year of publication of the article. Full name of the journal, volume no; and pages.

- **Simple Book:** Name(s) of author(s). Year of publication. Title of the book. Volume number (in case of multivolume book), edition no. (If it is later than the first edition). Publisher's name, place of publication, pagination (when a particular page of the book is cited then 'p' should be mentioned before page number cited; 'p' following the page number means total number of pages contained in the document).
- **Contribution to composite Book:** Name(s) of author(s). Year of publication. Title of Contribution. Connecting word "In;" following items of information of the source document: Name (s) of author(s). Title of the book. Volume no. (In case of multivolume book). Edition no. (If it is later than the first edition). Place of writing plural pages).
- **Conference/ workshop/ symposium/ Seminar proceedings:** Name of the conference, etc; place, Date of Conference etc; Year of publication. Title of the publication. Name(s) of editor(s). Publisher's name, place of publication, pagination (when a particular page of the book is cited then 'p' should be mentioned before page number cited; 'p' following the page number means total number of pages contained in the document).
- **Contribution to conference/ Workshop/ symposium/ seminar/ Proceedings:** Name (s) of author (s). Year of publication. Title of contribution. Connecting word 'In': and following items of information of the sources document: Name of the Conference. Place and date of the conference. Title of the publication, Name (s) of editor(s). Publisher's name, place of publication, pagination (pp' should be used before writing plural pages).
- **Thesis:** Name of the author. Year of submission. Title of the thesis. Name of the degree. The word thesis. Name of the university, place, pagination (when a particular page of the thesis is cited then 'p' should be mentioned before page number cited; 'p' following the page number means total number of pages contained in the thesis).

- **Institution /Society publications:** Name of the institute/ society, place. Year of publication. Title of publication. Publisher's name, place of publication, pagination (when a particular page of the publication is cited then 'p' should be mentioned before page number cite; 'p' following the page number means total number pages contained in the document).

- **Government publications:** Name of the Organization. Name of the Department, Section. Year of publication. Title of publication. Publisher's name. Place of publication, pagination (When a particular page of the publication is cited then 'p' should be mentioned before page number cited; 'p' following the page number means total number of pages contained in the document).
- When citing references in the text of the thesis, the last names of the authors for up to two authors, and last name of the first author and "*et al.*" for more than two authors should be given followed by the year of publication within parentheses. When reference is made to more than one publication by the author (s) in the same year, the publication should be numbered as (a) and (b) of that year with the earliest publication the year being designated (a) and so on.

4.15.4. Submission of Thesis

- a. No candidate may be permitted to submit a thesis in less than one academic year from the date of initial registration except with a special permission of the FC/SC/DC.
- b. A Master's candidate may submit the thesis at any time during or after the last semester of course work and no later than the end of the fourth semester after the initial registration with the exception of candidates allowed for extended residency.
- c. Four hard copies and a PDF version of the thesis shall be submitted to SGS. Each year, SGS produces a compiled abstracts of all the theses and releases on the web-page of the University and documents it to the library system.

4.15.5. Procedures for Examination of the Thesis

- a. When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the DGC/SGC/FGC/CGC shall appoint an examining Board and select an external examiner.
- b. The external examiner should be decided in good time and obtain a copy of the thesis of the candidate at least six weeks before the date set for the defense.
- c. The Board shall have a maximum of three consisting of at least one member of the University.

- d. An external member of the examining Board shall be the external examiner of the candidate whose decision shall play a major role in determining the fate of the thesis defense.
- e. Normally internal members of the examining Board shall be drawn from the advisory committee where this is already established. All members of the examining Board will comment on all aspects of the thesis.
- f. Detailed procedural guidelines to be followed in the administration of the thesis open defense are annexed with this guideline.

4.15.6. Thesis Evaluation and Rating

4.15.6.1. Evaluation:

- a. Based on the results of the open defense and assessment of the thesis by each member of the Board of Examiners, the Thesis that is defended shall be evaluated as follows:

i. Accepted

The Thesis is

- a. Accepted with no changes, or
- b. Accepted with minor changes to be made to the satisfaction of the advisor, or
- c. Accepted with major modification/comments to be made to the satisfaction of the external examiner and the rest of the Board of Examiners. Under certain circumstances the external examiner may delegate the Board of examiners, or
- d. If a thesis requires substantial changes in substance (methodology, analysis, finding,...etc), which are to be made to the satisfaction of members of the examining Board or its designate, the examining Board's report shall include a brief outline of the nature of the changes required and indicate the time by which the changes are to be completed.
- e. A thesis with major modification/comments shall be submitted between six and twelve months after the first public defense was made.

ii. Rejected

A thesis shall be rejected if

- a. The work does not meet the required standards set by the University; or

- b. The work is plagiarized as judged by the examining Board; or
- c. The work has been already used to confer a degree from this or another University. However, this shall not preclude the candidate from submitting such work provided enough extra work has been done to expand the scope and depth of the subject.

4.15.6.2. Criteria for Thesis Rating and Interpretation of Results

- a. The thesis examination process is made up of three components:
 - I. The examination of the thesis,
 - II. The oral presentation, and
 - III. The response of the candidate to questions raised during defense
- b. Both examiners shall evaluate the thesis looking at the merit on the thesis. Accordingly the examiners shall agree on the thesis either to be defended or not before the oral presentation.
- c. Should one of the examiners raise issue of plagiarized material, decisions must be passed based on relevant regulations stipulated above (4.15.6.1.II) before the oral presentation.
- d. The Master's thesis examination is the finale of the students' program. It exposes their research and their thesis to academic criticism and gives the student the opportunity to defend it.
- e. Upon initial submission of a thesis to the department/school, the DGC/SGC/ FGC/CGC, in consultation with the student's advisor/s, appoints a Board of Examiners.
- f. The Graduate Program Coordinator forwards the Committee's evaluation form to the department/school. This form lists the members of the Board of Examiners, the name and address of the external examiner and the preferred date and time for the oral examination.
- g. The Board of Examiners consists of at least three members, of whom one must be from the candidate's department/school or program within the University (internal examiner) and one from outside the University (external examiner).

- h. The Chairman of the DGC/SGC/ FGC/CGC or his designate shall be the chair of the Board.
- i. Should the DGC/SGC/ FGC/CGC Chair be the advisor of the defending student, the DGC/SGC/ FGC/CGC shall assign the chair of the Board.
- j. The candidate's advisor/s shall be a non-voting member of the Board of Examiners.
- k. The department/school announces the upcoming defense via notice posted on the department's/school notice board. Any member of the University can attend a master's defense.
- l. The candidate first presents the thesis orally with whatever aids are required to make an effective presentation.
- m. The candidate is then questioned on the thesis. The chair (Internal Examiner-II) will give priority to questions from members of the Board of Examiners. The chair (Internal Examiner-II) adjourns the examination when the Board of Examiners decides that further questioning is unnecessary.
- n. The decision of the Board of Examiners is based both on the thesis and on the candidate's ability to defend it.
- o. All members of the Examination Board, except the advisor(s), are to provide a vote on whether the thesis should be accepted or rejected.
- p. These decisions shall not be made in the presence of the advisor(s).
- q. In addition to the joint report of the Board, external examiners are required to submit a brief report on the session and any other remarks or recommendations of general nature related to the program of study.
- r. The Board of Examiners can render one of the four decisions, subject to a vote of majority. The thesis can be:

I. Accepted as submitted this may include corrections that do not require the advisor's approval.

II. Accepted with minor modifications defined as corrections which can be made immediately and to the satisfaction of the advisor.

III. Accepted with major modifications/comments- The Board's report shall include a precise description of the required modifications along with a date (between six months and a year) to complete the remaining work. It is the responsibility of the student's advisor and the PG coordinator to confirm in writing to the Board of Examiners and the department/school that the required modifications have been incorporated in order for the student to defend the thesis for the second time; **or**

IV. Rejected- Such a thesis may be re-submitted only once, in revised form or with some additional work. Such resubmission can only be made six months or more from the date of the original defense. Formal re-submission of a thesis follows the same procedure as an initial submission. The candidate shall then defend his/her thesis. The DGC/SGC/ FGC/CGC shall assign members of the Board of Examiners, which may include the same examiners who suggested the re-submission.

- s. When the above decision has been made, the next step is to rate the thesis. Theses rendered either of the first two decisions above (accepted as submitted and/or accepted with minor modifications) shall be rated as excellent, very good, good, or satisfactory.
- t. A thesis that has been accepted with major modification/comments cannot be graded right after the defense. The grading for such a thesis shall be done during the second defense after the required work has been accomplished.
- u. A thesis that has been rejected shall be rated fail. The ratings shall be based on points given by the external examiner, Internal Examiner-I and the chair (internal examiner-II) and), and. The points given by the external examiner, the two internal examiners shall be multiplied by 0.5, 0.25 and 0.25 respectively, and added up.

I. Excellent [85 – 100) – “A”

A thesis rated ‘excellent’ ought to be an original contribution to knowledge. This does not mean that it must explore a ‘new’ or little studied problem. An original contribution to knowledge can

also result from a novel and perceptive reassessment of a familiar question. The thesis should be exemplary both in the selection of problems and data for consideration and in the manner by which conclusions are drawn about the problems. If based upon empirical data, the thesis graded ‘excellent’ should report the data clearly and completely. The conclusions drawn from the data should be persuasive. The reader of a work rated ‘excellent’ should conclude that he or she knows something new about the problem.

II. Very good [75 – 85)– “B⁺”

A thesis rated ‘very good’ should demonstrate a mature and sustained critical engagement with the theoretical and practical context of the work. The research should show very high familiarity with the literature in the area of study. The work should also reflect an in-depth integration of research data and a student’s personal contributions. The analysis and interpretation parts of the thesis should demonstrate a clear understanding of the issues and critical judgment. The thesis ought to be well organized, written, and proofread – with very few errors tolerated.

III. Good [60 – 75) – “B”

A thesis rated ‘good’ need not be a contribution to knowledge, but should show sound judgment, a substantial amount of work, clarity of thought and presentation, and some creativity. The writer of a thesis with ‘good’ pass need only demonstrate that he or she has thought intelligently and carefully about a problem and presented those thoughts clearly and persuasively. If the thesis is an empirical one, the research design should be sound and the data judiciously interpreted, although slight flaws in design or analysis may occur. The thesis ought to be well organized, written, and proofread – with occasional errors tolerated.

IV. Satisfactory [50 – 60) – “C⁺”

A thesis rated ‘satisfactory’ has to demonstrate some understanding of debates and issues appropriate to the area of study. While a thesis with ‘satisfactory’ pass should be deficient in no major way, it may be weak in selection of the problem, manner of presentation, research design and analysis, or interpretation and conclusions. The deficiency in a thesis with satisfactory pass

may be in one of these areas or to a lesser degree in a number of them. A ‘satisfactory’ pass student is able, when provoked, to offer limited critical reflection.

V. Fail (Below 50)– “C”

There is no reason why a student should automatically pass an oral exam just because he or she has written a thesis. A thesis should be rated according to its merits. Poor ones should receive poor ratings. A thesis rated ‘fail’ shows minimal industry, deficient understanding of the subject discussed, poor presentation, and insufficient familiarity with the relevant literature.

Following these principles, quantitative grading can be done as follows:

1. Content of the thesis:	80 %
1.1. Abstract	5%
1.2. Materials and Methods	15%
1.3. Literature Review	10%
1.4. Result and Discussion	40%
1.5. Summary and Conclusion	10%
2. Defense Examination:	20%
2.1. Manner of presentation	5%
2.2. Confidence in the subject matter	5%
2.3. Ability of answering questions	10%
3. Total	100%

Evaluation weight (%) = 0.5 x External examiner’s + 0.25 x Internal Examiner’s + 0.25 x Internal Examiner’s.

- v. These are guidelines and colleges/departments can work out details depending on the type of research project.

- w. If the Board of Examiners is unable to reach a decision concerning the thesis at the time of the defense, it is the responsibility of the **second** internal examiner to determine what is required by the Board of Examiners to reach a decision; to make the necessary arrangements to fulfill any requirements of the Board of Examiners; and to promptly call another meeting and inform the student that the Board of examiner's decision is pending. The student is not normally required to be present at the second meeting of the Board of Examiners.
- x. The relevant Graduate Studies Committee renders a decision on whether the student has fulfilled the requirements of the master's degree based on the Board's and its own records of the student's progress in their assigned program of study. Where the relevant DGC/SGC/ FGC/CGC has assessed that the student has fulfilled the requirements of the master's degree, it shall request that the department/school recommends to the Council of the School of Graduate Studies that the master's degree be awarded. The Council of the School of Graduate Studies shall make a recommendation to Senate for the award of the master's degree. Once such recommendation has been passed by the Senate, the electronic version of the thesis may be made available to the public.
- y. The VPAA may bring before the Council of the School of Graduate Studies (**CGS**) any matter that may affect the acceptance of the thesis or the award of the master's degree.

4.15.6.3 Appeal to Rejected Thesis

1. A candidate has the right to appeal his/her complaints in writing on his/her own or with the comment of the advisor(s) to SGS through the DGC/SGC when a thesis is rejected by the Board of Examiners.
2. The SGS will examine the candidate's appeal vis-à-vis the Board of Examiner' decision by establishing a committee of professionals and pass a final verdict which will be communicated to the candidate by the Board of Examiners.
3. A candidate, however, is not allowed to appeal, after the public defense, if the final grade approved by the Board of Examiners is not "rejected" and obtained a grade of either "satisfactory", "good", or "very good".

4.15.7. Final Submission – After Thesis defense

- a. The candidate should correct the thesis in accordance with the decision of the Board of Examiners before submitting to the SGC.
- b. The candidate must submit the thesis after incorporating the required modification as per the decision of the board of examiners within three (3) weeks after the public defense for a thesis that was graded (not rejected or labeled "thesis pending") during the public defense.
- c. Candidates must submit the final version of their thesis, in hard copy as well as electronically in a PDF format.
- d. Then the Academic Unit will accept five copies of the typed final draft thesis, both in electronic and hard copies, from the candidate and it will be verified by the DGC.
- e. The final version of the thesis must include any required modifications requested by the Examination Board and any formatting revisions requested by the department.
- f. The candidate is responsible for the final electronic submission of his/her thesis and program coordinator of the department/school is responsible for ensuring that all required forms, duly completed and signed, are forwarded to the department/school.
- g. Upon final submission of the thesis, a student shall be deemed to have granted the University a non-exclusive, royalty free license to reproduce, archive, preserve, conserve, communicate to the public by telecommunication or on the internet, loan, and distribute the thesis worldwide for noncommercial purposes, in any format.

4.16. Course Offering for the Master's Program

4.16.1 A person needs to have a position of assistant professorship and above in order to provide courses at the Master's level.

4.16.2 Staff members or faculty on study leave should not be assigned to offer courses in the Master's program.

4.16.3 In cases where there are adequate qualified instructors in the department/school with a graduate program, course offering should follow the following order of priority.

Order of priority for course	Master's Program
	Qualification and academic rank
1 st	Professor
2 nd	Associate Professor
3 rd	Assistant Professor with PhD
4 th	Assistant Professor without PhD

4.17. Advisorship

4.17.1 A candidate should have one advisor/supervisor.

- a. In some cases where the DGC/SGC is convinced there is a need for a second advisor/supervisor, then the Master's student may have a co-advisor. The co-advisor should be assigned when there is a felt need for a co-advisor who could be of help in filling a gap in methodology and focus area of research.
- b. In circumstances where the Master's student has two advisors then one of the advisors will be major and the remaining will be considered as co-advisor.
- c. The Master's student and the main advisor shall be in regular contact. The major advisor is supplied 72 hours per year, and a co- advisor of 48 hours per year in the effective study time. The responsible department/school is in charge of the immediate appointment of new advisor/s in cases of long-term illness, leave of absence, etc.
- d. The Master's student and the advisor/s commit themselves in reporting the student's progress in accordance with the regulations approved by the HU legislation.

4.18. Appointment of Advisor(s)

- a. The DGC/SGC appoints the research Advisor and/or co-advisor, for a student admitted to the Master's program, based on his/her specialization.
- b. Advisor can be any full-time faculty member of the department or the Faculty having a Master's degree with assistant professorship and above; or a faculty without a Master's having an associate professorship status.
- c. Individuals who have a family relationship with the Master's student, or have a relationship with the Master's student that impairs their objectivity, do not qualify for the position of advisor or co-advisor.

- d. A candidate in the “Joint Master’s Program” scheme will have a second advisor (or depending on the relevance a major advisor) from the coordinating partner University.
- e. The main advisor has the task of supervising the Master’s student and ensuring that the thesis satisfies the requirements pursuant to these regulations.
- f. The co-advisor assists the main advisor in the supervision of the Master’s student.
- g. Advisor duties and responsibilities are mentioned in article 4.19 of this guideline.

4.19. Responsibilities of Main Advisor and Co-Advisor/s

4.19.1 The main advisor shall hold but not limited to the following activities:

- a. The main advisor can modify the title of the thesis, upon the acceptance of the DGC/SGC/FGC/CGC, in a feasible manner.
- b. Any adjustment happen to the title shall be communicated to the PG coordinator & the co-advisor right away. However, the main advisor is not entitled to utterly change the title accepted by the DGC/SGC/ FGC/CGC, but under extreme circumstances, with the consult of the PG coordinator, it can be made possible.
- c. The main advisor shall decide on the general skeleton of the thesis such as statement of the problem, objectives, methodology etc. In this step, a thorough examination on the pertinent parts of the proposal submitted, along with succinct, but comprehensive comments shall be made. This shall be communicated to the PG coordinator, co-advisor and advisee via e-mail.
- d. In the course of time, until the thesis gets done, the major advisor shall examine the work progress of the respective advisee. Therefore, up on the submission of progressive draft, the draft with detailed commentary thereon shall be returned to the advisee as soon as possible, and also convey it to the co-advisor/s and PG coordinator via e-mail.
- e. The main advisor shall put his/her signature on the final draft of the thesis before one week of the deadline of submission to the department, once the main advisor and co-advisor/s altogether confirm the thesis is to the standard.

4.19.2 The co-advisor/s shall hold but not limited to the following activities:

- a. If the co-advisor has reservations on the general framework of the thesis, stated in 4.19.1/c, that the major-advisor has already made, the co-advisor shall discuss the issue with the major-advisor responsibly. But the ultimate power, in case of unremitting controversy, is entrusted to the major advisor.
- b. The co-advisor shall oversee the work progress of the advisee and make sure that the advisee is taking all the comments given into account. Eventually, the co-advisor shall undertake in-depth inspection of the modified proposal / thesis draft against the given comments, before submitted to the major advisor. Once the co-advisor confirms the draft is modified / edited accordingly, let it pass to the major-advisor for further examination.
- c. In the course of time, the job of the co-advisor shall be limited to make sure the progressive thesis draft is edited accordingly so that the draft is to the standard to be submitted to the major advisor for further scrutiny.
- d. Besides, the co-advisor is assumed to provide any technical supports, in case of any difficulties that the advisee faces in the course of time.

4.20. The External Examiner

4. 20.1. Purpose:

The purpose of having external examiners is to ensure that degrees awarded in similar subjects at the University are comparable in standard with those awarded by other universities, though their content does, of course, vary; and that the assessment system is fair.

4. 20.2. Functions

- a. The main function of the external examiner is to serve as a member of the Board of examiners, a determining role in examining and deciding the fate of the Thesis.
- b. The external examiner shall also comment and give advice on course content, balance and structure.

4. 20.3. Selection and Appointment

- a. Normally, one external examiner is required for each student/Thesis except in situations where the nature of the Thesis work requires more than one external

- examiner.
- b. The DGC/SGC/FGC/CGC selects external examiners and recommends to the SC/DC/FC/CC.
 - c. Appointment is made by the head of the School/Department after the approval of the SC/DC/FC/CC.
 - d. In approving the nomination of an external examiner, the SC/DC/FC/CC shall ascertain the following:
 - I. Only persons of seniority and experience are appointed and in all cases must have an academic rank of at least Assistant Professor (or equivalent)
 - II. Exceptions shall be approved by the SC/DC/FC/CC on a case by case basis when presented to it by the concerned DGC/SGC/FGC/CGC.
 - III. An external examiner must be external to the University.
 - IV. Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.
 - e. One external examiner should not be assigned per program for more than three Theses at any one time.
 - f. External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary.

4.21. Participation in Assessment Procedures

- a. The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.
- b. The signature of the members of the Board of examiners shall be required as evidence of their decision on the student's thesis work.
- c. External examiners are encouraged to comment on the assessment process and the schemes for marking.

4.22. Discussion of Course Structure

- a. Academic Units shall use the opportunities created by the visit of external examiners to discuss the structure and content of the course and of the graduate program and the assessment procedures.
- b. Any comments or suggestions made by the external examiners shall be discussed by the Academic Units and decisions shall be made whether or not to accept the

comments.

4.23. Reports

- a. External examiners may make written confidential reports to the College/Faculty/School/Department head at the end of their visits. They are free to make any comments they wish, including observation on teaching and course structure and content.
- b. The head shall instruct the DGC to take action with respect to the comments. The head has the responsibility to see to it that the recommendations are considered and the proper measures are taken.

4.24 Graduation Requirements

4.24.1. General provision

- a. To graduate from the Master's program, a study duration of minimum 2 years are required.
- b. Continuous registration is mandatory at the home institution or partner institution abroad at the beginning of each semester. (If the candidate is abroad, he/she should send the confirmation letter from Co-Advisor/s to College/Faculty of Dean at HU)
- c. A candidate who fails to maintain a continuous registration without officially withdrawing from the program will be considered as dropped out. However, the candidate may be considered for readmission with the approval of DGC/SGC/FGC/CGC of the university provided that the degree can be completed within a maximum of 4 years.
- d. In case of extension request, the candidate should submit the progress of the work along with the application for the extension of time, in the prescribed format given in the annexure, at least three months before the completion of the second year.
- e. Candidate should complete the residential work (for international students) and course work before the stipulated period (2 years) for the Master's program to be eligible for extension.
- f. It is mandatory to present the necessary recommendation for the extension demanded from the Advisor and Co-Advisor.

- g. Candidate should have paid the fee without any arrears during the active academic status period.

4.25. Award

A candidate who fulfills the requirements laid down in these regulations, and whose research study and examination results are judged to be of sufficient merit, shall be recommended by the head or director or dean of DGC/SGC/ FGC/CGC, on behalf of the Council of Graduate Studies, to the University Senate, through the Office of Registrar, for approval of the award of the degree of M.A., M.Ed., M.Sc., MPH, LL.M.

4.26. Degree Nomenclature

Upon successful completion of all the requirements laid down in this regulation, an M.A., M.Ed., M.Sc., MPH, LL.M candidate will be awarded the M.A., M.Ed., M.Sc., MPH, LL. M Degree which shall be designated as:

Master of ----- Degree in ----- (Mention the discipline)
 በ-----የ ማስተራት ዲግሪ----- (የ ስልጠና ወዘር ፍይዳ 4ሐ)

Appendices

A. Slips and Forms for Master's Students

Appendix-1 Letter of Acceptance to Master's Program

Date: _____

LETTER OF ACCEPTANCE TO THE SCHOOL OF GRADUATE STUDIES

To: _____ (Full Name)

Dear Applicant,

I am pleased to inform you that your application to join the Mater's program in
“ _____ ” (Field of Study) in the
Department/ School of _____ has been accepted.

Thus, you are admitted to the School of Graduate Studies (SGS) at Hawassa
University (HU) to pursue your graduate studies. I wish you success in your
studies.

Sincerely,

Name of the Dean

Signature and Stamp

Dean, School of Graduate Studies (SGS)
Hawassa University

Appendix- 2 Application Form

**Hawassa University Office of the Registrar and Alumni Directorate
Graduate Studies Programs Application Form**

Form No.....

FOR OFFICE USE ONLY

File No..... Fellowship/ source of fund.....

Specialization..... B.Sc/B.A/MSc/MA/MPH/MBA/MD+ Specialty or equivalent degree-----

(To be filled out by the candidate) Please complete and send this form to:

Office of the Registrar and Alumni Directorate

Hawassa University

P.O./Box 05

E-mail.....

Tel. No.....

Fax.....

Hawassa, Ethiopia.

Personal Data (Please write in block letters)

Full Name.....

Place and date of birth.....

Sex..... Marital status..... Nationality.....

Postal address.....

City..... Country.....

Tel. No..... Cell phone.....

Fax..... E-mail

FELLOWSHIP (Please mark in the boxes)

I will pay all my expenses (including research grant and tuition fee)	
Fellowship is requested but has not yet been granted	
Fellowship support is required	
Fellowship has already been awarded	

If the fellowship has been awarded, please indicate the name of the sponsor and attach statement of award:

.....

.....

.....

.....

.....

.....

.....

Please mark one: MSc/MA/MBA/MPH/PhD program and specialization

Program (Example: Animal and Range Science)	
---	--

Specialization

Example: MSc in Animal Production	

Academic Records (*Start from recently obtained Credential*)

University/College	Country	Major Field of Study	Year of Attendance	
			From	to

Employment Records (*Start from the recent employer*)

Name of employer/organization	Address	Position(s) held	Service Year	
			From	To

Publications (if any)

Attach list of articles you have published, write name of journal(s) and year of publication

.....

Checklist of documents submitted (mark in the boxes)

Completed application form	
Copy of Diploma/Degree/Master’s	
Copy of transcript (student copy)	
Curriculum vitae	
Sponsorship letter (if any)	
Recommendation letters (3)	

Statement by the applicant

I hereby certify that all the information given in this form is complete and correct. I fully realize that the university is entitled to take any action on me; including dismissal if the information given by me here is found incorrect or misleading at any time. I also realize that I will not be entitled to any reimbursement of whatever fee I might have paid in cases where the university takes any action on me as a result of the incorrect or misleading information given by me. I further undertake to observe all the rules and regulations of the university if I am accepted by the university, and to refrain from any activity which may be contrary to the interest of Ethiopian people. I shall take full responsibility for reading and abiding by the rules and regulations of the University.

Date and place:.....Signature:

ATTENTION! Please check the academic calendar of Hawassa University for the date of entrance examination

Appendix- 3 Letter of Recommendation Form

Hawassa University
Office of the Registrar and Alumni Directorate
Letter of Recommendation Form
(To be filled out by the candidate)

Full name of the applicant *(in block letters)*

.....

(To be filled out by a university instructor, employer or by a member of a professional association)

The above mentioned candidate has applied for admission into the school of graduate studies of Hawassa University. The Office of the Registrar and Alumni Directorate will greatly appreciate your assistance in assessing the applicant by answering the following questions. The information supplied will be held confidential.

1. For how long and in what capacity have you known the candidate?

.....

2. Give your evaluation of the applicant's academic potential to pursue graduate studies.

.....
.....
.....

3. State the candidate's special points of strength and/or weakness in his/her area of specialization.

.....
.....
.....

4. State how the graduate program in the area of the candidate's specialization will equip the candidate to serve the best interests of the country better than with the education he/she has now.
has.....
.....
.....

5. Describe the candidate's character and ability specially with respect to withstanding the rigors of graduate studies, and professional commitment.
.....
.....
.....

Name:Position:
Date:Signature:
Organization:
P. O. Box/Street:
Town/City: Country:
Fax: E-mail:
Telephone:

Please seal and sign on the postage mail the completed form directly to the following address

Office of the Registrar and Alumni Directorate
Hawassa University
P. O. Box 05
Hawassa, Ethiopia

Appendix- 4 Letter of Sponsorship for Graduate Study

**Hawassa University
Office of the Registrar and Alumni Directorate
Letter of Sponsorship for Graduate Study**

(To be filled out and signed by the head of the organization)

The University appreciates your assistance in filling out (three copies) and sending this form to

**Office of the Registrar and Alumni Directorate
Hawassa University
P. O. Box 05
Hawassa, Ethiopia**

On behalf of _____, the organization of which I am head, I am committing the said organization to grant a financial support to Mr./Mrs./Miss _____ in the course of his/her post-graduate training in _____. The financial support which is intended to cover *(please mark on the financial support you are intended to cover)*

- 1) Living expense
- 2) Tuition fee
- 3) Research expenses

of the graduate student will be maintained until the completion of the study. Moreover, I express the organization's agreement to refrain from obligating the graduate student to undertake extra-work assignments which may jeopardize his/her program of study. I am cognizant of the fact that the concrete reality of the country dictates that education in general, and graduate studies in particular, must be geared towards the solution of specific problems affecting the society. I am, therefore, aware that this specific training my organization is sponsoring must be geared towards fulfilling a definite national purpose. Accordingly, through my signature affixed below, I am

committing my organization to maintain an appropriate position of employment for the student after the completion of his/her graduate studies.

Date _____

Official seal

Signature: _____

Name: _____

Position: _____

Organization: _____

Address: _____

Appendix- 5 Performance Certificate for Master’s Degree

**Hawassa University
School of Graduate Studies
Performance Certificate for Master’s Degree**

Name of Student: _____

Department/School: _____

Specialization: _____

1. Course Work Performance

Course Code	Course Title	Cr. Hr.	Letter Grade	Remark
	Total Credit Hours and CGPA			

2. Thesis Title _____

3. Board of examiner’s decision: Mark **X** in one of the boxes.

Pass **Fail** **or thesis pending**

If "Fail", and/or 'Thesis Pending' give reasons and indicate plans for re-examination

4. **Approved by:** Name and Signature of Members of the Examining Board, and Department/School Graduate Committee (DGC/SGC).

_____	_____	_____
Internal Examiner- I	Signature	Date

_____	_____	_____
Internal Examiner -II	Signature	Date

_____	_____	_____
Major advisor	Signature	Date

_____	_____	_____
(DGC/SGC)	Signature	Date

_____	_____	_____
SGS	Signature	Date

Signature and Stamp of the Department/School

Signature and Stamp of SGS

Remark: One soft copy of final thesis, with 3 hard copies of final thesis: one to Department/School, one to RAD, and one to SGS after getting the stamp of SGS.

Appendix- 6
ADVISORS' APPROVAL SHEET
SCHOOL OF GRADUATE STUDIES
HAWASSA UNIVERSITY ADVISORS' APPROVAL SHEET
(Submission Sheet-1)

This is to certify that the thesis entitled
“_____”s
ubmitted in partial fulfillment of the requirements for the degree of **Master's** with
specialization in _____,the Graduate Program of the
Department/School of _____, and has been carried
out by_____ ID. No._____, under my/our supervision.
Therefore I/we recommend that the student has fulfilled the requirements and
hence hereby can submit the thesis to the department.

Name of major advisor	Signature	Date
Name of co-advisor (if there is any)	Signature	Date

Appendix- 7
Examiner’s APPROVAL SHEET-I
SCHOOL OF GRADUATE STUDIES
HAWASSA UNIVERSITY EXAMINERS’ APPROVAL SHEET-1
(Submission Sheet-2)

We, the undersigned, members of the Board of Examiners of the final open defense by _____ have read and evaluated his/her thesis entitled “ _____, and examined the candidate. This is, therefore, to certify that the thesis has been accepted in partial fulfillment of the requirements for the degree.

Name of Major Advisor	Signature	Date
Name of Internal Examiner-I	Signature	Date
Name of Internal Examiner-II	Signature	Date
Name of External examiner	Signature	Date
SGS Approval	Signature	Date

Final approval and acceptance of the thesis is contingent upon the submission of the final copy of the thesis to the School of Graduate Studies (SGS) through the Department/School Graduate Committee (DGC/SGC) of the candidate's department.

Stamp of SGS Date:_____

Remark

- Use this form to submit the thesis with **MINOR CORRECTION** suggested by the examining board
- 3 copies

Appendix- 8
SUMMARY REPORTS ON MASTER'S DEFENSE EXAMINATION
HAWASSA UNIVERSITY
SCHOOL OF GRADUATE STUDIES
SUMMARY REPORTS ON MASTER'S DEFENSE EXAMINATION
Performance Certificate for Master's Degree

Name of Internal Examiner- II of Board of Examiners

Signature

Name of the candidate: _____

Department/School: _____ Specialization: _____

Thesis Title: _____

Date of Public Defense: _____

1. Comment on thesis preparation and defense

2. Suggestions made by Board of Examiners

3. Modification(s) to be made

4. Final decision by the Board of Examiners

5. Evaluation result (Excellent, Very Good, Good, Satisfactory, Fail)

Name of Internal Examiner-II of Board of Examiners

Signature

Date

Appendix-10 Declaration

Declaration

I hereby declare that this MSc/MA/MPH/MBA/ MD+ Specialty or equivalent thesis is my original work and has not been presented for a degree in any other university, and all sources of material used for this thesis / dissertation have been duly acknowledged.

Name: _____

Signature: _____

This MSc/MA/MBA/MPH MD+ Specialty or equivalent thesis has been submitted for examination with my approval as thesis advisor.

Name: _____

Signature: _____

Place and Date of Submission: _____

B. Sample cover page , Title Page and Style of Referencing

Appendix- 11 Top Cover Page

**CHARACTERIZATION AND IMPROVEMENT OF COFFEE
GERMPLASM USING MOLECULAR MARKERS**

MSc/M.A/MPH/MBA/MD+ Specialty or equivalent THESIS

ABEBE HAILU T/MARIAM

HAWASSA UNIVERSITY, HAWASSA, ETHIOPIA

OCTOBER, 2018

Appendix- 12 Title Page (Sample of the Title Page)

CHARACTERIZATION AND IMPROVEMENT OF COFFEE
GERMPLASM USING MOLEULAR MARKERS

ABEBE HAILU T/MARIAM

A THESIS SUBMITTED TO THE
DEPARTMENT OF PLANT SCIENCES,
HAWASSA COLLEGE OF AGRICULTURE, SCHOOL OF
GRADUATE STUDIES
HAWASSA UNIVERSITY
HAWASSA, ETHIOPIA

IN PARTIAL FULFILLMENT OF THE
REQUIREMENTS FOR THE
DEGREE OF

MASTER OF SCIENCE IN PLANT SCIENCES
(SPECIALIZATION: PLANT BREEDING)

MAY, 2019

Appendix- 13 Referencing

A. Journal Article

Sharma, R.C., H.J. Dubin, M.R. Bhatta and R.N. Devkota. 1997. Selection for spotlotch resistance in four spring wheat populations. *Crop Science* 37: 432-437. Geletu Bejiga, Abebe Tulu and SeifuTsegaye. 1994. Effect of sowing date and seeding rate on yield and other characteristics of chickpea (*Cicerarietinum*L.). *Ethiopian Journal of Agricultural Sciences* 14(1): 7-14.

B. Simple Book

Ignacimuthu, S. 1996. Applied plant biotechnology. McGraw Hill Publishing Co. Ltd. Tata.314p.Steel, R.G.D. and J. H. Torrie. 1980. Principles and procedures of statistics. 2nd ed. McGraw-Hill Book Co., city 633 p.

C. Contribution of Composite Book

Dubin, H.J. and M. van Ginkel. 1991. The status of wheat diseases and disease research in warmer areas. In: D.A. Saunders (ed.), *Wheat for the non-traditional warm areas*. CIMMYT, Mexico. pp. 125-145 Bjorkman, O. 1981. Responses for different quantum flux dignities. In: L.O, Lange, P.S. Nosel and H. Zeigler. (eds.) *Encyclopedia of plant physiology*. Vol 2A *Physiological plant ecology*. Springer-Verlag, Berlin. pp 57-107.

D. Conference/ Workshop / Symposium/ Seminar proceedings

International Workshop on Mountain Agriculture and Crop Genetic Resources, Kathmandu, February 14-19, 1987. *Mountain Agriculture and Crop Genetic Resources: Proceedings* edited by K.W. Riley and N. Mateo. Oxford IBH, New Delhi.298 p.

E. Contribution to Conference/ Workshop/ Symposium/ Seminar Proceedings

Suzuki, H. 1965. Origin of variation in *Pyriculariaoryzae*. In; *Symposium on the Rice blast disease*, Los Banos, July, 1963. . *The Rice blast disease*. Johns Hopkins Press, Baltimore. pp 111- 146. Tung, D. 1971. Recent advances in numerical analysis of structural Eigen value

problems. In: Tokyo Seminar on Finite Element Analysis, Tokyo, November 5-7, 1973. Theory and practice in finite structural analysis proceedings. Tokyo University of Tokyo. pp. 247-171.

F. Thesis

Roumen, E.C. 1991. Partial resistance in rice to blast and how to select for it. Ph.D Thesis. Agricultural University, Wageningen, The Netherlands. 108 p. Turna, H.S. 1989. Evaluation of elite tomato (*Lycopersicon esculentum* Mill) lines for growth, yield and ketchup processing. M.Sc Thesis. G.B. University of Agriculture and Technology, Pantanagar. 84 p.

G. Institution/ society Publication

Institute of Agriculture and Animal Science (IAAS). 1997. IAAS Bulletin. Rampur, Chitwan, Nepal. 155 p. (it cites entire publication as a reference). International Rice Research Institute (IRRI). 1975. Annual Report for 1974. Los Banos, p 20. (It cites a particular page 20 of the publication as a reference).

H. Government Publication

Ministry of Agriculture. 1992. Agricultural Development Plans. Addis Ababa, Ethiopia, ARS Publications. 150 p. Central Statistics Authority. 1992. Agricultural Statistics. 1991. Addis Ababa, Ethiopia, CTR Publications. 250 p.

PART III
For PhD Programs

Section 5: Specific Guidelines for PhD Program

5.1 Content of the Doctoral Studies

The PhD programs at HU mainly comprise research work under supervision. A PhD program includes:

- a. Completion of an independent piece of research (PhD thesis/dissertation) in cooperation with the appointed advisor/s and possibly others.
- b. Approved and organized academic training (course work).
- c. Writing a PhD dissertation based on an independent PhD research project.

5.2. Admission

5.2.1 Admission to a PhD program can take place twice in an academic year. Application for admission into the PhD program is normally processed before the beginning of each semester.

5.2.2 Academic Admission Requirements

- a. A candidate should have an MSc/ MA/ MBA/ MPH/ LLM degree in related fields.
- b. A candidate should have a strong academic record from his or her previous studies and should get a recommendation from two referees and should gain an approval of admittance by the SGS.
- c. Faculties/departments may require PhD applicants to present preliminary PhD research themes.
- d. The applicant must meet satisfactorily the selection criteria which may include the entrance examination and interview to be administered by the Academic Units concerned. Foreign applicants may, in lieu of sitting for entrance examination, submit results of GRE. For applicants whose undergraduate and/or graduate programs' medium of instruction is not English, TOEFL, IELTS or equivalent, language proficiency examinations, may be required.
- e. The minimum requirement to be enrolled in the PhD program shall be a "Good" grade (B) in a master's thesis.
- f. For applicants with less than "Good" grade in their master's thesis; at least one individual

publication in a reputable journal shall be considered for enrollment to the PhD program at HU. In cases where the applicant has a publication with a group of individuals, he shall be a corresponding author.

5.2.3 Non-academic Admission Requirements

- a. Academic Units on their curriculum may, for pedagogic reasons or special requirements of the field of study, set appropriate age limits subject to the approval of ASQAC.
- b. Academic Units may also set appropriate work experience requirements subject to the approval of the ASQAC.
- c. The candidate must produce three letters of recommendation from former instructors, employers or professional Associates.
- d. PhD applicants shall be required to present evidence of financial support.

5.2.4 Applications for admission to a PhD program must include:

- a. Documentation of fulfilled admission requirements
- b. Project/Dissertation description (summary)
- c. Assessment of required supervision, and proposed advisor(s)
- d. Funding plan
- e. Applications must be made on the available application forms, and submitted to RAD.

5.2.5 Provisional Admission

- a. Students admitted to programs from fields of specializations other than the intended area of specializations will be required to take undergraduate/graduate courses which will be determined by the SC/DC. A student deemed deficient in certain field is required to take additional courses. The student will be graded for such course and will be treated as other PhD course grades within the PhD program. In certain circumstances, the student may need only to audit such courses. But this has to be specified at the start. On the other hand, a student who is found to have gained sufficient knowledge in certain subjects (of the prerequisite courses) may not be

forced to take all the courses under the PhD program. Thus, the course combinations required to be taken are needed to be planned at the start of the study program and approved.

- b. A student given provisional admission has to complete the prescribed courses before being formally accepted as a regular graduate student. The performance of the student in the prescribed undergraduate/graduate courses will not be considered for SGPA and/or CGPA calculation but will appear on the transcript.
- c. The duration of the student's stay in the University as a provisionally admitted student shall be determined by the Academic Units concerned, but shall not exceed one academic year.
- d. A provisionally admitted student who has satisfactorily completed the prescribed courses shall be granted regular graduate student status.
- e. Admission can be granted to, all PhD applicants, with certain reservations, such as funding, admission capacity, and formulation of an individual training schedule, additional education and intellectual property rights agreements.
- f. The letter of admission shall state advisors, allocate responsibilities for other needs mentioned in the application (e.g., workplace, necessary equipment), and determine the contractual period (including starting date and duration). Any extension of the contractual period must be related to student's rights or covered by a special agreement.
- g. Admission can be denied if the prospective PhD student lacks the necessary academic background.
- h. A provisionally admitted student may, upon permission of the SGC or DGC register for and take graduate level courses as qualified.
- i. Such a student must obtain a grade of at least C and B in the undergraduate and graduate prescribed courses, respectively as indicated in Article 5.2.6.a, herein.

5.2.6 Advanced Standing Admission

- a. Qualified persons may apply for advanced standing admission which is determined

by the concerned SC/DC; if applicants, have successfully completed a minimum of one year of study in a similar graduate program in another institution; and

- b. Meet the special requirements of the School/Department they are applying to.
- c. Upon admission of such a student, the SC/DC shall determine the courses from which the student is to be exempted.

5.2.7 Enrollment and Registration at the Graduate Program

- a. Every student must register at the beginning of each semester in order to keep enrollment active. A student who fails to maintain continuous registration without officially withdrawing from the program shall be considered to have dropped out. If such a student wishes to resume studies, the student must apply in writing for readmission. The program for a readmitted student shall be reassessed in terms of the rules and regulations in force at the time of readmission.
- b. A minimum of five(5) and a maximum of ten (10) students should be admitted in any one year in order to run a specialization in a PhD program of a School/Department of the University.
- c. Payment for course and dissertation work of PhD students shall be appended with this guideline (See Appendix).
- d. Private applicants shall pay the stated amount for registration, tuition and dissertation of the PhD program (See Appendix).

5.3 The Study Plan

5.3.1 Upon successful admission the candidate, with the help of his/ her major and co-advisors, draws a study plan. A plan for the PhD program and a complete project/dissertation description shall be made within six months after admission to the program. The program plan shall be completed in cooperation with the main advisor, and shall specify:

- a. Description of the research project/dissertation
- b. List of courses to be taken
- c. Work schedule for the research/dissertation
- d. Work schedule for the academic training program (course work)

- e. An account of necessary infrastructure
- f. Description of any plans to spend some time at other Universities, research institutes or companies (including foreign universities, research institutes or companies for literature review and gathering relevant materials as part of the PhD program).
- g. The PhD program plan is to be approved by the respective program advisory committee.

This study plan will be presented to the DGC/SGC/FGC/CGC. The advisor and co-advisor will join the committee if they are not members of the DGC/SGC/FGC/CGC already. The research proposal may be required to pass an open defense. The DGC/FGC is responsible for approving the program of study, following up the execution of the study plan and ensuring that the student's doctoral program is of the required quality. However, the day to day activity follow-up is the responsibility of the major and co-advisors.

5.4 Agreement

5.4.1 Admission to a PhD program is formalized in a written agreement between the PhD student, the advisor(s) and the department/ school at which the student has been admitted. External bodies may also be parties to this agreement. If the PhD student is to be associated with another employer, an agreement must be made which regulates working conditions, including how much time is to be used for the PhD work, the use of materials and access to scientific equipment. The agreement shall ensure that the PhD student regularly participates in an active research group, and enable the completion of the doctoral program within the contractual period. If there are substantial changes to the agreement during the time of the study, a new agreement must be drawn up.

5.4.2 Upon significant breach of contract, such as lacking progression, violation of ethical rules and substantial changes of the research project/dissertation such as title and contents, the DGC/SGS/FGC/CGC can decide that a PhD student must discontinue the doctoral degree program prior to its completion.

5.5 Duration of Study

5.5.1 The PhD program has a prescribed duration of three to four academic years of full-time study. The contractual period can be extended due to leaves of absence and agreed part-time study that have been approved by the department/ school.

5.5.2 The maximum time of study for the PhD degree is six years from the admission date to thesis submission. Any leaves of absence, lengthy periods of illness, work duties and approved part-time study are not to be included in the 6-year period. If the maximum time of study is exceeded, the candidate is not permitted to defend his/her thesis.

5.6 Course Work and Grading

5.6.1 HU shall provide academic training at a higher scientific level to all of its PhD students. If HU, or the unit administering the program, does not organize the entire training program itself, they should enable the student to receive equivalent training at other institutes/bodies which supply approved doctoral degree program. For topics for which no suitable educational program/courses are available, an individual reading list may be approved as part of the academic training program.

5.6.2 Organized academic training shall consist of courses with a work load equivalent to 20 to 30 credits. At least 20 credits should be taken for graduation.

5.6.3 The passing grade in courses taken as part of the PhD degree academic training is “**B**” or **higher**. For courses that are assessed as either "pass" or "fail", the student must obtain a "pass" grade. Doctoral students who have obtained the grade C (not allowed for a single "C" if CGPA is ≥ 3.00), D, F or "fail" in a course taken as part of their academic training can re-sit for the exam, either in the period for re-sits and postponed exams, or the next time the exam is normally given. Organized academic training shall be completed and approved before the PhD thesis is submitted.

5.6.3.1 Academic Standards

- a. If a student needs to take courses to support his/her research work, the research progress of the student is reviewed at the end of the first semester.
- b. Failure to make satisfactory progress at any of the academic year and failed to remain in Good Standing can result in Academic Probation, Suspension for a stated time or until stated conditions are met, or Dismissal, as per the HU legislation.

5.6.3.2. Satisfactory Progress

- a. The doctoral committee reviews the progress of each PhD student annually.
- b. Any student not making Satisfactory Progress may be subject to withdrawal

from the program

5.6.4 Applications for changes of the approved academic training plan shall be prepared in agreement with the main advisor, and submitted to the Department/ School commission for approval.

5.7 The Doctoral Thesis

5.7.1 The PhD thesis is to be independent scientific research at an international standard. The thesis shall meet stringent scientific standards in terms of the formulation of the issues it addresses, its precise use of terminology, its methodological, theoretical and empirical basis, documentation and presentation. The thesis shall help develop new scientific knowledge and be of a standard suitable for publication as part of the literature in its discipline. The thesis can consist of a number of smaller publications. The candidate's contributions to joint publications can be approved as part of the thesis.

5.7.2 In cases where the PhD student has co-authored articles but not the senior author, the PhD student's contribution shall be specified upon submission of the thesis. All co-authors shall sign a declaration stating the extent of their contribution.

5.7.3 HU shall be listed as the main address in articles and other publications included in the thesis. The thesis shall be published using the official HU title page design.

5.7.4 The PhD thesis/dissertation shall be written in English. However, in circumstances where the thesis is written in a local language (other than English), an executive summary of the major findings must be enclosed in English.

5.7.5 Publications which have been accepted as a basis for previous examinations cannot be accepted for evaluation. A revised edition of a PhD thesis which has previously been rejected at HU cannot be re-evaluated until at least six months after the evaluation committee decided to reject the thesis. Only one (1) such re-evaluation can be made.

5.7.6 Public access and publication of a PhD thesis shall not be restricted, except if there has been a prior agreement to postpone the date for publication. Such a postponement may be implemented when the thesis, or parts thereof, is externally funded, to allow the external party to consider patenting or commercialization. An external party cannot demand that the thesis, or parts thereof, shall be withheld from public access or publication.

5.7.7. Publications

- 5.7.7.1 The candidate is expected to give progress report about the research in every semester to the respective post graduate program coordinator. The progress report shall be a maximum of two pages. The progress evaluation approval will be given by the DGC/SGC/ FGC/CGC.
- 5.7.7.2 The PhD candidate is to expected to conduct at least three seminars about his/her research progress to DGC/SGC/ FGC/CGC throughout the study period. College/Institute PG Heads should closely work with the respective departments/schools to organize seminars that will be attended by students and staff. These seminars should be attended by advisors, faculty, students and other interested individuals within HU.
- 5.7.7.3 Normally a PhD graduate is expected to publish three articles in peer reviewed reputable journal (according to reputability guideline of HU) from the result of the thesis work. However, no PhD candidate shall graduate without publishing at least one article in peer reviewed journal (The latest journal reputability assessment criteria of HU is used for the purpose of reputability evaluation.
- 5.7.7.4 Department/School and College/Institute Graduate Councils are responsible for ensuring the reputability of articles submitted by candidates in their PhD work.
- 5.7.7.5 Results published 5 years before the completion of the thesis shall not be included in the thesis.

5.7.8 Course Offering for PhD Program

- ✓ A person needs to have a position of associate professorship and/or above in order to provide courses at the PhD level.
- ✓ In cases where there are adequate qualified instructors in the department/school with a graduate program, course offering should follow the following order of priority.

Order of priority for course offering	PhD Program
	Qualification and academic rank
1 st	Professor
2 nd	Associate Professor with PhD

5.8 Advisorship

5.8.1 The PhD thesis must be written under a team of advisors. As a rule, there shall be a group of several researchers acting as advisors for each PhD student. The PhD student and the advisor/s are to be in regular contact, and the student shall be included in an active research group. (A group of advisors is defined as two or more advisors). The major adviser supplied is: 96 hours per year, and a co- adviser of 72 hours per year in the effective study time; a total of 400 hours for the total length of study. The responsible department/school is in charge of the immediate appointment of new advisor (s) in cases of long-term illness, leave of absence, etc.

5.8.2 Advisors must hold doctoral degrees with associate professorship and above. In a group of advisors, one of them shall be appointed as the main advisor, responsible for the scientific follow-up of the PhD student. Priority should be given for HU staff with the required qualification and experience to become the main advisor of the PhD candidate.

5.8.3 The PhD student and advisors commit themselves in reporting the student’s progress in accordance with the regulations approved by the HU Senate.

5.9 Appointment of Advisor(s)

- a. The DGC/SGC/FGC/CGC appoints the research Advisor, for a student admitted to the program, based on his specialization.
- b. Advisor can be any full-time faculty member of the department or the Faculty having a PhD degree with Associate professorship status and above.
- c. Individuals who have a family relationship with the PhD candidate, or have a relationship with the PhD candidate that impairs their objectivity, do not qualify for the position of advisor or co-advisor or a promoter.

- d. A candidate in the “sandwich” scheme will have a second advisor (or depending on the relevance major advisor) from the coordinating partner University.
- e. The Advisor has the task of supervising the PhD candidate and ensures that the thesis satisfies the requirements pursuant to these regulations.
- f. The SGC in consultation with major advisor and the student appoints a co-advisor.
- g. The co-advisor aids the major advisor in the supervision of the PhD candidate.
- h. A candidate may have a minimum of 2 and a maximum of 3 advisors (one of the advisors will be major and the remaining will be considered as co-advisor/s).
- i. Advisor duties and responsibilities are mentioned in article 5.11 of this guideline.

5.10. Eligibility criteria for Advisor/Co-Advisor

- a. Faculty member/scientist from any recognized Ethiopian University, Government Research & Development (R&D) organizations, Private R&D organizations recognized by the University, Research centers (departments from any relevant educational institutions) recognized by the University, can act as an advisor/co-advisor.
- b. If the Advisor or Co-Advisor is from any government organization, then it is mandatory that the Co-Advisor or Advisor is from Hawassa University, respectively.
- c. The eligibility criteria to act as Advisor/Co-Advisor are as follows:
 - i. Faculty member/Scientist who has earned PhD from recognized Universities, Government Universities or Research organizations of any country.
 - ii. Faculty member/Scientist should have a minimum research experience of one year after completion of his/her PhD.
 - iii. Faculty member/ Scientist should have at least four National and International Journal publications and at least two out of them should be after acquiring PhD.
 - iv. Faculty member/Scientist should not supervise more than 4 PhD candidates as main Advisor.
 - v. Faculty member/Scientist should not supervise more than 4 PhD candidates as Co-Advisor.
 - vi. Maximum of three PhD scholars are permitted to register under one main advisor per year.

- vii. Maximum of three PhD scholars are permitted to register with a Co-Advisor per year.

5.11. Responsibilities of Main Advisor and Co-Advisor/s

5.11.1 The main advisor shall hold but not limited to the following activities:

- a. The main advisor can modify the title of the thesis, upon the acceptance of the DGC/SGC/FGC/CGC, in a feasible manner.
- b. Any adjustment happen to the title shall be communicated to the PG coordinator & the co-advisor right away. However, the main advisor is not entitled to utterly change the title accepted by the DGC/SGC/ FGC/CGC, but under extreme circumstances, with the consult of the PG coordinator, it can be made possible.
- c. The main advisor shall decide on the general skeleton of the thesis such as statement of the problem, objectives, methodology etc. In this step, a thorough examination on the pertinent parts of the proposal submitted, along with succinct, but comprehensive comments shall be made. This shall be communicated to the PG coordinator, co-advisor and advisee via e-mail.
- d. In the course of time, until the thesis gets done, the major advisor shall examine the work progress of the respective advisee. Therefore, upon the submission of progressive draft, the draft with detailed commentary thereon shall be returned to the advisee as soon as possible, and also convey it to the co-advisor/s and PG coordinator via e-mail.
- e. The main advisor shall put his/her signature on the final draft of the thesis before one week of the deadline of submission to the department, once the main advisor and co-advisor/s altogether confirm the thesis is to the standard.

5.11.2 The co-advisor/s shall hold but not limited to the following activities:

- a. If the co-advisor has reservations on the general framework of the thesis, stated in 5.10.1/c, that the major-advisor has already made, the co-advisor shall discuss the issue with the major-advisor responsibly. But the ultimate power, in case of unremitting controversy, is entrusted to the major advisor.
- b. The co-advisor shall oversee the work progress of the advisee and make sure that the

advisee is taking all the comments given into account. Eventually, the co-advisor shall undertake in-depth inspection of the modified proposal / thesis draft against the given comments, before submitted to the major advisor. Once the co-advisor confirms the draft is modified/edited accordingly, let it pass to the major-advisor for further examination.

- c. In the course of time, the job of the co-advisor shall be limited to make sure the progressive thesis draft is edited accordingly so that the draft is to the standard to be submitted to the major advisors for further scrutiny.
- d. Besides, the co-advisor is assumed to provide any technical supports, in case of any difficulties that the advisee faces in the course of time.

5.12. Appointment of Student Dissertation Advisory Committee (SDAC)

5.12.1 The DGC/SGC/FGC/CGC in consultation with the student and main supervisor should establish SDAC within a week (but not later than a month) from the date of initial registration.

5.12.2 The roles and responsibilities of SDAC, under the leadership of the chairman, are to follow-up the student research and to develop the student's interdependence in research.

5.12.3 All the members of the (SDAC) should be PhD degree holders.

5.12.4 The maximum number of members in SDAC is three along with the respective Candidate's Advisors.

5.12.5 The members of SDAC could be:

- a. Chairman (advisor of the PhD student)
- b. One member from the Department/School/Faculty/College or other Department/School/Faculty/College who is expert in the field with a position of Assistant Professor or above may serve on a SDAC with approval of DGC/SGC/FGC/CGC
- c. One member from other universities or institutions in the country

5.12.6 Any member of SDAC may resign at any time. The DGC/SGC/ FGC/CGC must facilitate the replacement of the resigned member.

5.12.7 Candidate must attend minimum of two (SDAC) meetings to report his/her progress before the pre-talk which is mandatory. A brief report is to be submitted, for technical discussion before attending the SDAC meeting. Suggestions of SDAC about each candidate have to be submitted to the DGC/SGC/ FGC/CGC for necessary record.

5.12.8 The suggestions given in the pre-talk may be incorporated in the thesis in consultation with Advisor & Co-advisor. The Advisor and Co-Advisor may issue the certificate to the DGC/SGC/ FGC/CGC to that effect.

5.13 Thesis Submission

5.13.1 The application for thesis evaluation must be submitted to HU. Six copies of the thesis and proof of completion and approval of the organized academic training must be enclosed together with the application. Declarations from any co-authors shall also be included. The submitted thesis will be assessed by the DGC/SGC/ FGC/CGC. If it is approved, of the 6 copies enclosed with the application, the department/ school shall send three copies to the members of the Board of Examiners, one hard and soft copy to SGS, and one copy to the HU library and retain one copy to the department/ school.

5.13.2 Once submitted, a thesis cannot be withdrawn until a final decision has been reached as to whether it can be approved for defense of the PhD degree. After submission, the doctoral candidate can only make corrections of a formal character and all such corrections must be submitted no later than one month before the date of the public defense.

5.13.3 If a thesis cannot be accepted for public defense, a recommendation can be made that it is to be submitted in a revised form for reassessment, if the evaluation committee thinks that this would produce a satisfactory result within a period of about six months.

5.13.4 A thesis that was not accepted at an earlier assessment can be submitted in a revised form, however, not before six months have passed since the University Senate Council, on the basis of the evaluation committee suggestions decided to reject the original thesis. A thesis can only be reassessed once.

5.13.5 A re-submitted thesis should be assessed by the originally appointed committee.

5.14 Change of Area and Change of Advisor/Co-Advisor

5.14.1 Candidate has to submit the application in the prescribed format (See Appendix) for the Change of study Area. However, he/she may be permitted to change, if he or she satisfies the following:

- a. Application for change of study area should be submitted, with the recommendations of Advisor and Co-Advisor along with abstract. This may be examined by the SDAC and DGC/SGC/ FGC/CGC and their recommendations are required to accept the change of area.
- b. Examination has to be given for the pre-PhD subjects and Credit course as per the changed area of research, if necessary, based on the recommendations of the SDAC.
- c. Change of area is permitted only once in the PhD program. The submission of thesis is permitted only after two years, from the date of change of area. Change of Area is permitted within 4 years from date of admission.
- d. If the candidate is permitted to avail change of area, then the candidate has to attend minimum one SDAC meetings after the date of approval for change of area.

5.14.2 Candidate has to submit the application in the prescribed format (See Appendix) for the Change of Advisor/Co-Advisor. However, he/she may be permitted for the change of Advisor/Co-Advisor, if he/she satisfies the following:

- a. New Advisor/Co-Advisor should have been already enrolled in the University and satisfy the eligibility criteria.
- b. Application of the candidate is required to be signed by both the present and new Advisor/Co-Advisor.
- c. Change of Advisor/Co-Advisor may be permitted by the recommendations of SDAC.
- d. Change of Advisor/Co-Advisor is permitted in unforeseen circumstances only with the special permission of the DGC/SGC/ FGC/CGC, during the entire period of PhD program.
- e. Submission of thesis is permitted only after one year from the date of change of an Advisor/Co-Advisor.

5.15 Appointment of an Evaluation Committee

5.15.1 The department/school/faculty/college proposes Board of Examiners through the DGC/SGC/ FGC/CGC. The proposal should be justified, and show how the Board of Examiners jointly covers the scientific field dealt with in the thesis. The PhD student must be given the chance to make written comments on the Board's composition, before the proposal is sent to HU's Council of Graduate Studies. The PhD student's advisors and any co-authors cannot be appointed as members of the Examination Board. The final decision on the composition of the Board of Examiners is made by HU's Council of Graduate Studies. If the composition of the Board is changed, due to long-term illness or leave of absence, HU's Council of Graduate Studies shall immediately appoints another member to the Examination Board. The Board's composition should ensure that:

- a. Both sexes, if possible, are represented.
- b. Two of the members are not affiliated with Hawassa University and at least one of the members should be affiliated with a recognized foreign institute (This is mainly for department/schools having already established partnership with universities abroad).
- c. One of the members is a permanent academic staff of Hawassa University, and is also the chairperson to the Board.
- d. All members have doctoral degree.

5.15.2 The Board must submit a report, recommending whether or not the thesis is worthy of being publicly defended for the PhD degree. The Board must justify the recommendation, and specify any dissent among the Board members.

5.15.3 The Board report must be forwarded to the doctoral student, who can submit written comments on the report within a maximum of 10 weekdays. If the PhD student does not wish to make any comments, the Examination Board is to be notified immediately.

5.15.4 The main advisor can be summoned to the Board meetings to give an account of the student's supervision and thesis work.

5.15.5 The Board may require that the doctoral student submits source material as well as supplementary and clarifying information.

5.15.6 The Board report must be submitted within three months after the Board has received the thesis. If the Board approves a revision of the thesis, the deadline is renewed from the date of thesis resubmission.

5.15.7 A unanimous Board report must be accepted, thus enabling the PhD student to defend the thesis.

5.15.8 If there is dissent in the Board, the University Senate can:

- a. Make a decision in the case, without further assessment.
- b. Ask the Examination Board for further clarification.
- c. Appoint two new experts to submit independent reports on the thesis.
- d. Decide that the two new experts shall be included in an extended Examination Board.

5.15.9 Any comments made by the PhD student must also be enclosed. The University Senate then makes its decision based on the Board report and the obtained statements.

5.16 Thesis Evaluation (Mock Defense)

5.16.1 The PhD degree is to be conferred on the basis of:

- a. Approved completion of the organized academic training.
- b. Completion of courses indicated in the study program with minimum CGPA of 3.00 and not more than one “C” grade. The minimum credit hour requirement is 20.
- c. Approved academic thesis.
- d. Satisfactory public defense of the thesis.

5.16.2 After the PhD thesis is successfully completed and approved by the advisors for submission:

- a. Candidate has to present his work to SDAC before submission. Suggestions and Comments of SDAC should be incorporated in the Thesis with the guidance of advisors.
- b. The thesis approved by the advisors and recommended by SDAC should be

submitted to DGC/SGC/ FGC/CGC for processing the PhD thesis evaluation.

- c. Novelty check and anti-Plagiarism approval letter shall be issued based on the Anti-Plagiarism report of ICT Directorate/ or HU main Library and Documentation Services Directorate.
- d. Internal and external examiners shall be identified by DGC/SGC/ FGC/CGC in consultation with advisors. This list will be sent to the Board of Examiners.
- e. The Board of Examiners shall consist of a minimum of three (3) and a maximum of five (6) members. These shall include the College/Faculty Head of Graduate studies Or Department/School PG Coordinator or Head of the Department (Chairperson non-voting); main advisor and co-advisor/s (non-voting members); one internal and two external examiners with a minimum academic rank of associate professor.
- f. Assessment of the Draft PhD Thesis/Dissertation by Board of Examiners.
- g. The Board of Examiners will select 4 Examiners from the list which is given by DGC/SGC/FGC/CGC. The thesis will be sent to 3 Examiners for evaluation.
- h. The external and internal examiners should receive the thesis six weeks ahead of the final examination.
- i. Within six weeks of receiving the thesis, the examiners are expected to provide detailed comments and suggestions to improve the thesis.
- j. Before the final defense examination the candidate should revise the thesis based on the comments of examiners. The candidate should be given enough time to revise the thesis based on examiners feedback and the advisor will follow up and confirm the proper revision as per the comments.
- k. The reports of the three examiners and their decision compiled by the Board of Examiners and decide the public defense.
- l. After the positive evaluation by external and internal examiners, the

candidate can attend the examination with revised final Thesis.

- m. On the acceptance of thesis evaluation, the date of oral examination will be fixed by the DGC/SGC/ FGC/CGC.
- n. The examination shall be led by the external examiner within Ethiopia or from abroad.
- o. This shall be a face to face examination to be conducted by selected professors from the department to be assigned by DGC/SGC/ FGC/CGC and the purpose is to examine the overall knowledge of the candidate in his/her field of research work – the result could be satisfactory or not satisfactory.
- p. This examination covers the general subject of the dissertation.
- q. On the date set by the DGC/SGC/ FGC/CGC, the candidate gives a public presentation on the content or partial content of his/her thesis. The duration shall not exceed 30 minutes.
- r. In the disputation, the candidate has to defend the content of his/her dissertation. The disputation covers the content of the dissertation. But it can also include basics of the subject matter. The active disputation occurs among the examination Board and the PhD candidate. The disputation shall not exceed one and half hours (30 minutes each). Along with these, should follow the guidelines of defense ceremony (See Appendix)
- s. Award of Degree details are clearly mentioned in article 112.

5.17 Presentation and Dissertation Defense (Actual defense of the PhD thesis)

5.17.1 The public defense of the thesis must be announced at least 10 weekdays ahead of time, including the time and place where it will be held, and how the thesis has been publicized.

5.17.2 The public defense is normally held in English. For dissertations written in languages other than English, the public defense shall be held in the language of writing.

5.17.3 There are normally two ordinary external opponents. The opponents are members of the Board of Examiners other than the chairperson and the PhD student.

5.17.4 The event of the public defense is chaired by the head of Department/School, the PG head of the College/Institute, or by the PG Coordinator. The chairperson is to give a brief account of the submitted thesis and the assessment made. Then the doctoral student is to review the purpose and results of the academic work in the thesis. The first opponent opens the discussion, which is concluded by the second opponent. Other persons present who wish to participate in the discussion, must give notice of this to the chairperson before the expiry of the time limit determined by the chairperson.

5.17.5 After the defense, the Board of Examiners submits a report to the University Senate, in which it gives an account of its evaluation of the public defense of the thesis. This report shall include:

- a. The Board's assessment of the thesis.
- b. The Board's assessment of the public defense of the thesis.
- c. The Board's assessment of the academic standard of the thesis in relation to the international standard.
- d. A report of the department's approval of the PhD student's organized academic training. The report must conclude whether the public defense has been approved or not approved.

5.17.6 If the public defense is not approved, a new public defense may be held after a period of 6 months. A renewed public defense should be assessed by the original Examination Board.

5.18 Decision on the Acceptance of Doctoral Dissertation

5.18.1 Accepted Doctoral Dissertation:

- a. Accepted with no change or with some minor changes.
- b. Accepted with modification in which the doctoral dissertation requires substantial changes in substance, which are to be made to the satisfaction of members of the Examining Board or its designate.
- c. The Examining Board's report must include a brief outline of the nature of the changes required and must indicate the time by which the changes are to be completed.

5.18.2 Rejected Doctoral Dissertation: a doctoral dissertation will be rejected if:

- a. The work does not meet the required standard;
- b. The work is plagiarized as judged by the examining Board;
- c. It has been already used to confer a degree from this or another University. However this shall not preclude the candidate submitting such dissertation provided enough work has been done to expand the scope and depth of the subject.

5.18.3 Grade of the PhD Dissertation

- a. If a candidate passes the oral examination, he/she obtains a grade of "Pass", and a grade of "Fail" if he/she fails to pass.
- b. Immediately after the end of the oral examination, the examination Board decides on the final grade in a non-public session based on the oral examination report.
- c. The final grade shall be “passed with excellent results”, “passed with very good results”, “passed with good results” and “passed with satisfactory results”. (For thesis/dissertation rating and interpretation of results, see article 5.19 of this guideline).
- d. A rejected thesis shall be rated "Fail".
- e. The examination Board decides whether modifications of the dissertation are required prior to publication.
- f. After the grade has been decided, the head of examination Board informs the candidate about the final result.

5.19. Doctoral Thesis/Dissertation Rating and Interpretation of Results

The Doctoral process is made up of three components: the examination of the doctoral thesis, the oral presentation and the questioning of the PhD candidate. An examiner evaluates a thesis by completing the Evaluation Form. Examiner reports and ranking forms must be submitted to the department at least one day before a doctoral thesis defense.

Requirements for Doctoral Thesis/Dissertation Examination

The doctoral thesis examination is the finale of the students' program. It exposes their research and their thesis to academic criticism and gives the student the opportunity to defend it.

Upon initial submission of a thesis to the department, the DGC/SGC/ FGC/CGC, in consultation with the student's advisor/s, appoints a Board of Examiners. The Graduate Program Coordinator forwards the Committee's evaluation form to the department. This form lists the members of the Board of Examiners, the name and address of the external examiner and the preferred date and time for the oral examination.

The Board of Examiners consists of at least three members, of whom one must be from the candidate's department or program within the University (internal examiner) and one from outside the University (external examiner). The Chairman of the DGC/SGC/ FGC/CGC or his designate shall be the chair of the Board. Should the DGC/SGC/ FGC/CGC Chair be the advisor of the defending student, the DGC/SGC/ FGC/CGC shall assign the chair of the Board. The candidate's advisor shall be a non-voting member of the Board of Examiners.

Any member of the Board of Examiners who cannot attend the defense must submit a written report on the thesis with questions to be raised on the thesis to the chair of the DGC/SGC/ FGC/CGC at least one week before the defense. The department/school will then appoint a proxy to raise these questions at the examination. The proxy examiner will assume the role of the absent member of the Board of Examiners.

The department/school announces the upcoming defense via notice posted on the department's/school notice board. Any member of the University can attend a doctoral defense.

The candidate first presents the thesis orally with whatever aids are required to make an effective presentation. The candidate is then questioned on the thesis. The chair will give priority to questions from members of the Board of Examiners. The chair adjourns the examination when the Board of Examiners decides that further questioning is unnecessary.

The decision of the Board of Examiners is based both on the thesis and on the candidate's ability to defend it. The external examiners shall provide a vote on whether the thesis should be accepted or rejected.

The advisor or members of the advisory committee shall not take part in the rendering of final decision on the thesis and its grading. These decisions shall not be made in the presence of the advisor(s).

It is the responsibility of the chair to see to it that a report on the examination is prepared before the Board adjourns. This report will be written on a report format prepared for this purpose, and will carry the signatures of all members of the Board of Examiners, including the proxies of absent members. The written reports of absent readers, and of members of the Board of Examiners who dissent from its decision, must accompany it.

In addition to the joint report of the Board, external examiners are required to submit a brief report on the session and any other remarks or recommendations of general nature related to the program of study.

The Board of Examiners can render one of four decisions, subject to a vote of majority. The thesis can be:

I. Accepted as submitted this may include corrections that do not require the advisor's approval.

II. Accepted with minor modifications defined as corrections which can be made immediately and to the satisfaction of the advisor.

III. Accepted with major modifications. The Board's report shall include a precise description of the modifications along with a date (maximum of six months) for their completion. It is then the responsibility of the student's advisor to confirm in writing to the Board of Examiners and the department/school that the required modifications have been made and approved. It is not necessary for the Board of Examiners to reconvene **or**;

IV. Rejected. Such a thesis may be re-submitted only once, in revised form or with some additional work. Such resubmission can only be made six months or more from the date of the original defense. Formal re-submission of a thesis follows the same procedure as an initial submission. The candidate shall then defend his/her thesis. The DGC/SGC/ FGC/CGC shall assign members of the Board of

Examiners, which may include the same examiners who suggested the re-submission.

Should one of the examiners raise issue of plagiarized material, decisions must be passed based on relevant regulations stipulated in the plagiarism policy of HU and the Senate Legislation.

When the above decision has been made, the next step is to rate the thesis. Theses rendered one of the first three decisions above (accepted as submitted, accepted with minor modifications, accepted with major modifications) shall be rated as excellent, very good, good, or satisfactory. A thesis that has been rejected shall be rated fail. The ratings shall be based on points given by the external and internal examiners. The points given by the external and internal examiners respectively shall be multiplied by 0.6 and 0.4, respectively, and added up.

Excellent [85 – 100)

A thesis rated ‘excellent’ ought to be an original contribution to knowledge. This does not mean that it must explore a ‘new’ or little studied problem. An original contribution to knowledge can also result from a novel and perceptive reassessment of a familiar question. The thesis should be exemplary both in the selection of problems and data for consideration and in the manner by which conclusions are drawn about the problems. If based upon empirical data, the thesis graded ‘excellent’ should report the data clearly and completely. The conclusions drawn from the data should be persuasive. The reader of a work rated ‘excellent’ should conclude that he or she knows something new about the problem.

Very good [75 – 85)

A thesis rated ‘very good’ should demonstrate a mature and sustained critical engagement with the theoretical and practical context of the work. The research should show very high familiarity with the literature in the area of study. The work should also reflect an in-depth integration of research data and a student’s personal contributions. The analysis and interpretation parts of the thesis should demonstrate a clear understanding of the issues and critical judgment. The thesis ought to be well organized, written, and proofread – with very few errors tolerated.

Good [60 – 75)

A thesis rated ‘good’ need not be a contribution to knowledge, but should show sound judgment, a substantial amount of work, clarity of thought and presentation, and some creativity. The writer of a thesis with ‘good’ pass need only demonstrate that he or she has thought intelligently and carefully about a problem and presented those thoughts clearly and persuasively. If the thesis is an empirical one, the research design should be sound and the data judiciously interpreted, although slight flaws in design or analysis may occur. The thesis ought to be well organized, written, and proofread – with occasional errors tolerated.

Satisfactory [50 – 60)

A thesis rated ‘satisfactory’ has to demonstrate some understanding of debates and issues appropriate to the area of study. While a thesis with ‘satisfactory’ pass should be deficient in no major way, it may be weak in selection of the problem, manner of presentation, research design and analysis, or interpretation and conclusions. The deficiency in a thesis with satisfactory pass may be in one of these areas or to a lesser degree in a number of them. A ‘satisfactory’ pass student is able, when provoked, to offer limited critical reflection.

Fail (Below 50)

There is no reason why a student should automatically pass an oral exam just because he or she has written a thesis. A thesis should be rated according to its merits. Poor ones should receive poor ratings. A thesis rated ‘fail’ shows minimal industry, deficient understanding of the subject discussed, poor presentation, and insufficient familiarity with the relevant literature.

Following these principles, quantitative grading can be done as follows:

1. Content of the thesis:	80 %
1.1. Abstract	5%
1.2. Materials and Methods	15%
1.3. Literature Review	10%
1.4. Result and Discussion	40%
1.5. Summary and Conclusion	10%

2. Defense Examination	20%
2.1. Manner of presentation	5%
2.2. Confidence in the subject matter	5%
2.3. Ability of answering questions	10%
3. Total	100%

$$\text{Evaluation weight (\%)} = 0.6 \times \text{External examiner's} + \text{Internal Examiner's} \times 0.4$$

If the Board of Examiners is unable to reach a decision concerning the thesis at the time of the defense, it is the responsibility of its chair to determine what is required by the Board of Examiners to reach a decision; to make the necessary arrangements to fulfill any requirements of the Board of Examiners; and to promptly call another meeting and inform the student that the Board of examiner's decision is pending. The student is not normally required to be present at the second meeting of the Board of Examiners.

The relevant Graduate Studies Committee renders a decision on whether the student has fulfilled the requirements of the doctoral degree based on the Board's and its own records of the student's progress in their assigned program of study. Where the relevant DGC/SGC/ FGC/CGC has assessed that the student has fulfilled the requirements of the doctoral degree, it shall request that the department recommends to the Council of the School of Graduate Studies that the doctoral degree be awarded. The Council of the School of Graduate Studies shall make a recommendation to Senate for the award of the doctoral degree. Once such recommendation has been passed by the Senate, the electronic version of the thesis may be made available to the public.

The AVP may bring before the *Council of the School of Graduate Studies* any matter that may affect the acceptance of the thesis or the award of the doctoral degree.

Final Submission – After Thesis defense

Students must submit the final version of their thesis, in hard copy as well as electronically in a PDF format. The final version of the thesis must include any required modifications requested by

the Examination Board and any formatting revisions requested by the department. The student is responsible for the final electronic submission of his thesis and program coordinator of the department is responsible for ensuring that all required forms, duly completed and signed, are forwarded to the department. Upon final submission of the thesis, a student shall be deemed to have granted the University a non-exclusive, royalty free license to reproduce, archive, preserve, conserve, communicate to the public by telecommunication or on the internet, loan, and distribute the thesis worldwide for noncommercial purposes, in any format.

5.20 Submission of the Thesis

5.20.1 If the thesis is approved for public defense, the PhD student shall submit:

- Additional 11 copies of the thesis.
- A brief summary (as an electronic document) for use as a press release.
- A thesis summary in English.

5. 20.2 The thesis shall be publicly accessible at the HU library no later than two weeks before the date of its defense.

5.21 Conferment of the PhD Degree and Diploma

5.21.1 When the University Senate has approved the training program, thesis and the public defense of the thesis, the degree of doctor of philosophy is awarded to the doctoral candidate by Hawassa University Senate/Board.

5.21.2 Certificates are issued on an ongoing basis. The certificate is to contain information about the title of the thesis, the subjects covered in the organized academic training, and name(s) of advisor(s). In addition, a doctoral degree diploma, signed by the President of Hawassa University, is issued.

5.22 Provisions for Complaints

5.22.1 Upon rejection of their application to a PhD degree program, students have the right to lodge a complaint. The complaint, including an account of the grounds for the complaint, is to be sent to the SGS for a final ruling.

5.22.2 For complaints regarding the rejection of applications for approval of course works or other parts of the organized academic training program, the applicable law is the

HU Senate Legislation and this guideline. Complaints against the grading of specific examinations or other student assessments are lodged in accordance with the Senate Legislation.

5.22.3 Complaints regarding rejected applications for thesis evaluation, and non-approval of the thesis, or public defense can be made to **the Council of Graduate Studies**. The council can thoroughly investigate all aspects of the challenged decision.

5.23 Graduation Requirements

5.23.1. General provision

- h. To graduate from the PhD program, a study duration of minimum 3 years is required.
- i. Continuous registration is mandatory at the home institution or partner institution abroad at the beginning of each semester. (If the candidate is abroad, he/she should send the confirmation letter from Co-Advisor/s to College/Faculty Dean at HU)
- j. A candidate who fails to maintain a continuous registration without officially withdrawing from the program will be considered as dropped out. However, the candidate may be considered for readmission with the approval of DGC/SGC/FGC/CGC of the university provided that the degree can be completed within a maximum of 6 years.
- k. Candidate should submit the progress of the work along with the application for the extension of time, in the prescribed format given (See Appendix), at least three months before the completion of six years.
- l. Candidate should complete the residential work (for international students) and course work before the stipulated period (6 years) for the PhD program.
- m. Necessary recommendation from the Advisor and Co-Advisor
- n. Candidate should have paid the fee without any arrears and attended minimum of two SDAC meetings during the 6 years.

5.24 Award

A candidate who fulfills the requirements laid down in these regulations, and whose research study and examination results are judged to be of sufficient merit, shall be recommended by the head or director or dean of DGC/SGC/ FGC/CGC, on behalf of the

Council of Graduate Studies (CGS), to the University Senate, through the Office of Registrar, for approval of the award of the degree of Doctor of Philosophy (PhD).

5.25 Degree Nomenclature

Upon successful completion of all the requirements laid down in this regulation, a PhD candidate will be awarded the Doctoral Degree which shall be designated as:

PhD Degree in ----- (Mention the discipline) with the
specification in parenthesis as follows:

The Degree of Doctor of Philosophy (PhD) in

(Research Topic)

የፍልስፍና የዶክትሬት ዲግሪ ----- (የስልጠናው ዘርፍ ይጻፉ)

(የምርምር ጉዳይ ይጻፉ)

Appendices

Appendix- I Acceptance Letter to the PhD Program

Ref. No: _____

Date: _____

Letter of Acceptance to the School of Graduate Studies

To: _____ (Full Name)

Dear Applicant, I am pleased to inform you that your application to join PhD program in “ _____ ” (Field of Study) in the _____ (Department/ School) has been accepted **in accordance with the approval provided from your supervisor (s) and department/ school** and hence you are admitted to the School of Graduate Studies of Hawassa University (HU) to pursue your PhD study.

I wish you success in your studies.

Sincerely,

Name of SGS Dean

Signature and stamp

Dean, School of Graduate Studies
Hawassa University

Appendix II- Evaluation Criteria for Admission to the PhD Program

A PhD student to HU

S. No.	Name of Student	Relevance of Master's Research (10%)	Publication/s (15%)	Master's Thesis Result (10%)	MSc/MA Score (15%)	Interview from Evaluators by averaging (50%)	Total Score

NB: Excellent = 90 and above

: Very good = [75-90)

: Good = [65-75)

: Satisfactory = [50-65)

: Fail = below 50

Name of compiler: _____ Signature: _____

Appendix- III PhD Applicant's Interview Grading

Full name of the applicant _____

S. No.	Evaluation Criteria (equal weight)	Grading			
		1	2	3	4
1.	Career goals (Why do you intend to do your PhD? How will this program help achieve your goal?)				
2.	Rationale for pursuing a PhD (why is this right for you at this moment?)				
3.	What relevant experience do you have so far which will help you for a research project at the PhD level?				
4.	Willingness to collaborate with mentors, advisors, and others students				
5.	Proposed methodology for anticipated/ planned project (if the candidate was called for an interview after submitting a proposal for the PhD program)				
6.	What is your plan for the accomplishment of the PhD project within time?				
7.	Sources of funding. Do you have own source of funding for the entire PhD project? What are your expectations in terms of funding and facilities during your stay?				
8.	Overall quality of presentation				
	Average grade				

NB: Excellent (4) ; Very Good (3); Good (2) ; Satisfactory (1)

Further remark if any, _____

Name of evaluator: _____ Signature: _____

Appendix-IV Student Dissertation Advisory Committee (SDAC)

Use this form to form a SDAC comprising your advisor (the chairperson) and two/three members within college, from other colleges/ IoT or outside of HU. A signed copy of members of the SDAC, the head of college/IoT PG study be submitted to your advisor, Registrar and Alumni Directorate (RAD) and the SGS.

Background information of the PhD student:

First Name	Middle Name	Last Name
ID No.	Email	Faculty/ College

Names and signature of SDAC members:

Chairperson (Advisor)	Email	Signature	Date
Member (Co-chairperson)	Email	Signature	Date
Member	Email	Signature	Date
Member	Email	Signature	Date
Member	Email	Signature	Date
Institute Dir./College Dean	Email	Signature	Date
Dean of SGS	Email	Signature	Date

Appendix- V PhD Proposal (defense) Evaluation Criteria (format)

S. No.	Evaluation criteria (equal weight criteria)	Grading Scale			
		1	2	3	4
1.	Title addresses the present challenge of society and the research gap is well indicated/ identified.				
2.	Scope of the study is manageable/appropriate and statement of the problem is well articulated (state of the art is well written)				
3.	Objectives are clearly stated and doable/ achievable				
4.	Well justified and doesn't contradict the objectives				
5.	Clarity of presentation and time management				
6.	Adequate response to questions from members of the SDAC				

NB: Excellent (4) ; Very Good (3); Good (2) ; Satisfactory (1)

Total result of PhD student out of four: -----

Further comments, if any

Appendix- VI Dissertation (PhD) Proposal Approval Form*

This form should be filled by the PhD student right after the successful completion of the PhD proposal defense.

Student's Name: _____

ID. No. : _____

Degree: _____

Dissertation/ PhD Project Title: _____

Expected Completion Date: _____

Dissertation/PhD Project Proposal Approved:

_____	_____	_____
Committee chair	Signature	Date
_____	_____	_____
Member	Signature	Date
_____	_____	_____
Member	Signature	Date
_____	_____	_____
Member	Signature	Date
_____	_____	_____
Member	Signature	Date
_____	_____	_____
Member	Signature	Date

*A copy of the dissertation proposal must accompany this form and will be kept on file in the School of Graduate Studies. Submit completed form directly to the School of Graduate Studies.

Appendix- VII PhD Progress Reporting Form

PhD candidates are required to prepare a progress report following the format below and get approval from their supervisors before they get registered every semester. The progress report is to be prepared in three copies: one copy to be submitted to the department, the second copy to the Graduate Program Coordinator and the third copy to the supervisor/s.

I. Background Information

1. Academic year: _____ Semester: _____

2. Name of PhD student: _____ ID No. _____

3. Name of supervisor (s): _____

4. Research Title:

II. Works planned for the reporting period

III. Work Accomplished during the reporting period

IV. Challenges encountered

V. Work Plan for next semester

VI. Others

VII. Supervisor's assessment of the candidate accomplishment of tasks (executions of plans and feasibility future plan)

PhD Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

**Appendix- VIII Sponsorship request form (for MoSHE and other
Government Sponsored Students)**

**Hawassa University
Office of the Registrar and Alumni Directorate
Letter of Sponsorship for Graduate Study**

(To be filled out and signed by the head of the organization)

The University appreciates your assistance in filling out (three copies) and sending this form to:

**Office of the Registrar and Alumni Directorate
Hawassa University
P. O. Box 05
Hawassa, Ethiopia**

On behalf of _____, the organization of which I am head, I am committing the said organization to grant a financial support to Mr./Mrs./Miss in the course of his/her PhD training in _____. The financial support which is intended to cover (*please mark on the financial support you are intended to cover*)

- 1) Living expense _____
- 2) Tuition fee _____
- 3) Research expenses _____

of the graduate student will be maintained until the completion of the study. Moreover, I express the organization's agreement to refrain from obligating the graduate student to undertake extra-work assignments which may jeopardize his/her program of study. I am cognizant of the fact that the concrete reality of the country dictates that education in general, and graduate studies in particular, must be geared towards the solution of specific problems affecting the society. I am, therefore, aware that this specific training my organization is sponsoring must be geared towards fulfilling a definite national purpose. Accordingly, through my signature affixed below, I am committing my organization to maintain an appropriate position of employment for the student after the completion of his/her graduate studies.

Name: _____ Official seal

Signature: _____

Organization: _____

Position: _____

Date: _____

Address: _____

**Appendix- IX Sponsorship request form (for Non-Governmental
Organization Sponsored Students)**

**Hawassa University
Office of the Registrar and Alumni Directorate
Letter of Sponsorship for Graduate Study**

(To be filled out and signed by the head of the organization)

The University appreciates your assistance in filling out (three copies) and sending this form to:

**Office of the Registrar and Alumni Directorate
Hawassa University
P. O. Box 05
Hawassa, Ethiopia**

On behalf of _____, the organization of which I am head, I am committing the said organization to grant a financial support to Mr./Mrs./Miss in the course of his/her PhD training in _____. The financial support which is intended to cover (*please mark on the financial support you are intended to cover*)

- 1) Living expense _____
- 2) Tuition fee _____
- 3) Research expenses _____

of the graduate student will be maintained until the completion of the study. Moreover, I express the organization's agreement to refrain from obligating the graduate student to undertake extra-work assignments which may jeopardize his/her program of study. I am cognizant of the fact that the concrete reality of the country dictates that education in general, and graduate studies in particular, must be geared towards the solution of specific problems affecting the society. I am, therefore, aware that this specific training my organization is sponsoring must be geared towards fulfilling a definite national purpose. Accordingly, through my signature affixed below, I am committing my organization to maintain an appropriate position of employment for the student after the completion of his/her graduate studies.

Name: _____ Official seal
Signature: _____
Organization: _____
Position: _____
Date: _____
Address: _____

**Appendix- X Sponsorship Request Form (for Self-Sponsored Students)
Hawassa University**

Office of the Registrar and Alumni Directorate

Letter of Sponsorship for Graduate Study

(To be filled out and signed by the head of the organization)

The University appreciates your assistance in filling out (three copies) and sending this form to:

Office of the Registrar and Alumni Directorate

Hawassa University

P. O. Box 05

Hawassa, Ethiopia

On behalf of _____, the organization of which I am head, I am committing the said organization to grant a financial support to Mr./Mrs./Miss in the course of his/her PhD training in _____. The financial support which is intended to cover (*please mark on the financial support you are intended to cover*)

1) Living expense _____

2) Tuition fee _____

3) Research expenses _____

of the graduate student will be maintained until the completion of the study. Moreover, I express the organization's agreement to refrain from obligating the graduate student to undertake extra-work assignments which may jeopardize his/her program of study. I am cognizant of the fact that the concrete reality of the country dictates that education in general, and graduate studies in particular, must be geared towards the solution of specific problems affecting the society. I am, therefore, aware that this specific training my organization is sponsoring must be geared towards fulfilling a definite national purpose. Accordingly, through my signature affixed below, I am committing my organization to maintain an appropriate position of employment for the student after the completion of his/her graduate studies.

Name: _____ Official seal

Signature: _____

Organization: _____

Position: _____

Date: _____

Address: _____

Appendix- XI Change of Area/Topic Complaint Format
APPLICATION FOR CHANGE OF TOPIC

- 1) Name of the Research Scholar (PhD Candidate): _____
- 2) Address with Tel. No. & mail-id: _____
- 3) Date of Admission: _____
- 4) Copy of Admission Letter to be enclosed: _____ YES / NO _____
- 5) (a) Name of the Research Program : Ph.D./M.S. _____

(b) Department/School in which Candidate Registered: _____

- 6) Name of the Supervisor with Designation, Address, Tel. No., mail- id: _____
- 7) Name of the Co-supervisor with Designation, Address, Tel. No., mail-id: _____
- 8) Name of the Present TOPIC /TITLE (at the time of Registration) in FULL: _____
- 9) Brief details of progress of Research Work: (attach separate sheet bulleting the works done and quantum/percentage of work done so far – the sheet to be signed by the Supervisor & Co-supervisor): YES / NO _____
- 12) Name of the Proposed TOPIC/ TITLE: _____

I hereby understand that any further request for change of Topic/ Title will not be permitted by the University and further that a change of research topic entails a one year delay in the submission of the thesis effective from the date of change.

13) Reason for Change of Topic

Date
Candidate)

Signature of the Research Scholar (PhD)

Signature of the Supervisor

Signature of Co-Supervisor

Note: *Two Separate Hard Copies of all the enclosures must be submitted.*

Appendix-XIII Readmission and Request for Extension of Time

List of Enclosures for EXTENSION OF TIME FOR Ph.D.

(Please Tick Mark in the respective bracket)

1. Application form of Research Scholar Yes() / No()
2. Admission letter Copy to be enclosed Yes() / No()
3. Research Guidelines copy Yes() / No()
4. All Particulars of fees paid (till date) receipts to be enclosed Yes() / No()
5. Technical Publications in Refereed Journals & Presentations in Seminars/ Conferences (published after the date of Admission/ Registration for Ph.D.; List of Papers and full length copies to be enclosed) Yes () / No ()
6. A photo-copy of the Proceedings, if the permission is given for change of Supervisor/ Co-Supervisor Yes() / No()
7. A photo-copy of the Proceedings, if permission is given for change of Topic Yes() / No()
8. A photo-copy of the Proceedings, if permission is given for change of Title Yes () / No()
9. A photo-copy of the proceedings, if permission is given for Extra chance to appear Pre-PhD Exams. Yes () / No()
10. Copies of Pre PhD Marks memos to be Enclosed Yes () / No()
11. Research Review Meetings Attended / Not Attended (List the Attended Dates)
12. Status of Research Work - List out the works completed, and Yes () / No () Remaining works to be done in bullets form in separate sheets, duly signed by the supervisor (s)
13. Quantum of work done (% wise)_____
14. Extension period Required (Max. 1 Year only) _____
15. Contact Phone No._____
16. Approval/Recommendation of Supervisor and Co-Supervisor with their seal and date (Above enclosures are to be submitted IN THE SAME SERIAL ORDER)

CANDIDATE'S NAME: _____

SIGNATURE: _____

Appendix- XIV Guideline for Defense Ceremony

Specific provisions

- i. The PhD dissertation is defended in an open session. The communication of the entire ceremony will be conducted in the respective medium of instruction of the PhD program.
- ii. The Board of Examiners shall meet 30 minutes before the defense ceremony to decide on comments and questions to be posed.
- iii. The chairperson of the examining board determines, in consultation with the members of the Board of Examiners, the order in which the examination/questions are to be asked and objections are made.

Defense Protocol

- i. The PhD candidate shall present and defend the dissertation for 30 and 60 minutes, respectively.
- ii. During the defense ceremony, the chairperson, the supervisors, the members of the Board of Examiners, and the PhD candidate shall be clothed as follows:
 - a. PhD candidate, gentlemen: a suit with black shoes and white socks.
 - b. PhD candidate, ladies: festive clothing in subdued colors.
 - c. Board of Examiners: gown and ceremonial cap with black shoes and white socks.
- iii. The chairperson opens the meeting and invites the PhD candidate to take his/her place and present the results in 30 minutes.
- iv. The chairperson then invites each examiner in turn to state his/her objections or to ask a questions; after each examiner has spoken, the chairperson gives the PhD candidate the opportunity to reply. Examiners remain seated while making their comments or putting their questions; only the chairperson may interrupt them. If the PhD candidate is interrupted by an examiner, he/she is given the chance to reply.
- v. The order of opposition is governed by the following rules:
 - a. External members are allowed to speak first; the co-supervisor speaks before the major supervisor and the major supervisor speaks last;
 - b. All members of the Board of Examiners except the chairperson will, as far as possible, be given an opportunity to speak.
- vi. Members of the Board of Examiners address the PhD candidate as Dear PhD candidate. The PhD candidate addresses the members of the Examination Board as follows:
 - Chairperson: Mr/Madam chairperson,
 - Supervisor: esteemed Supervisor,
 - Examiner: esteemed examiner,
- vii. Unless decided otherwise by the chair, the session lasts for precisely one and half hours
- viii. At the end of the session the board provides the candidate with a performance certificate (See Appendix XVII below) that summarizes the comments made.

Appendix- XV Advisors' Approval Sheet

**ADVISORS' APPROVAL SHEET
SCHOOL OF GRADUATE STUDIES
HAWASSA UNIVERSITY ADVISORS' APPROVAL SHEET**

This is to certify that the thesis/dissertation entitled
“ _____
_____” submitted in partial fulfillment of the
requirements for the degree of Doctor of Philosophy (PhD) with specialization in
_____,the Graduate Program of the Department/School
of _____, and has been carried out
by _____ ID. No. _____, under my/our supervision.
Therefore, I/we recommend that the student has fulfilled the requirements and hence
hereby can submit the dissertation to the department.

_____ Name of major advisor	_____ Signature	_____ Date
_____ Name of co-advisor	_____ Signature	_____ Date

**Appendix- XVI Examiner’s APPROVAL SHEET-I
SCHOOL OF GRADUATE STUDIES
HAWASSA UNIVERSITY EXAMINERS’ APPROVAL SHEET-1**

We, the undersigned, members of the Board of Examiners of the final open defense by _____ have read and evaluated his/her thesis/dissertation entitled

“ _____ ”, and examined the candidate. This is, therefore, to certify that the thesis/dissertation has been accepted in partial fulfillment of the requirements for the Doctor of Philosophy degree (PhD).

Name of Major Advisor	Signature	Date
-----------------------	-----------	------

Name of Internal Examiner	Signature	Date
---------------------------	-----------	------

Name of Chairperson	Signature	Date
---------------------	-----------	------

Name of External examiner	Signature	Date
---------------------------	-----------	------

SGS Approval	Signature	Date
--------------	-----------	------

Final approval and acceptance of the thesis/dissertation is contingent upon the submission of the final copy of the dissertation to the School of Graduate Studies (SGS) through the Department/School Graduate Committee (DGC/SGC) of the candidate's department.

Stamp of SGS Date:_____

Remark

- Use this form to submit the dissertation with **MINOR CORRECTION** suggested by the examining board
- 4 copies

**Appendix- XVII SUMMARY REPORTS ON PhD DEFENSE
EXAMINATION**

**HAWASSA UNIVERSITY
SCHOOL OF GRADUATE STUDIES
SUMMARY REPORTS ON PhD DEFENSE EXAMINATION
Performance Certificate for PhD Degree**

Board of Examiners Chairperson

Signature

Name of the PhD candidate: _____
Department/School: _____ **Specialization:** _____
Thesis/Dissertation Title: _____

Date of Public Defense: _____

1. Comment on dissertation preparation and defense

2. Suggestions made by Board of Examiners

3. Modification(s) to be made

4. Final decision by the Board of Examiners

5. Evaluation result (Excellent, Very Good, Good, Satisfactory, Fail)

Board of Examiners Chairperson

Signature

Date

Appendix- XVIII PhD Dissertation Evaluation Format

Hawassa University
School of Graduate Studies
PhD Dissertation Evaluation

Name of PhD Candidate: _____

1. Content of the dissertation:	80 %
1.1. Abstract	_____5%
1.2. Materials and Methods	_____15%
1.3. Literature Review	_____10%
1.4. Result and Discussion.....	_____40%
1.5. Summary and Conclusion	_____10%
2. Defense Examination:	20%
2.1. Manner of presentation.....	_____ 5%
2.2. Confidence in the subject matter	_____ 5%
2.3. Ability of answering questions.....	_____ 10%
3. Total	100%

Evaluation Result: (Excellent, Very Good, Good, Satisfactory, Fail) _____

Name of Examiner	Signature	Date
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NB: The grading scales of each rank are interpreted as follows:

Rank	(%)*
Excellent	85
Very Good	75 X <85
Good	60 X < 75
Satisfactory	50 X < 60
Fail	<50

* *Evaluation weight (%) = 0.6 x External examiner's + 0.4 x Internal Examiner's*

Appendix- XIX Declaration

Declaration

I hereby declare that this PhD dissertation is my original work and has not been presented for a degree in any other university, and all sources of material used for this dissertation have been duly acknowledged.

Name: _____

Signature: _____

Date: _____

PhD and Master's Students Fee*

Appendix- XX Tuition Fee for Master's Students

S/N	Item	Proposed Rate for HU
1.	Courses without laboratory and tutorial	800 Birr/ Cr.hr
2.	Laboratory/ tutorial	800 Birr/contact hour
3.	Thesis	13,500/student
4.	Re payment for failed thesis	8000/student
5.	Makeup Exam	150 Birr per course
6.	Supplementary Exam	200 Birr/ Cr.hr
7.	Application cost for admission	250 Birr per applicant
8.	Registration for each semester	100 Birr per student
9.	Penalties for late registration	200 Birr per student
10.	Accommodation Service fee	20 Birr/day
11.	Food service fee	30 Birr/day

*Adopted from the payment rate of the CDED and liable for periodical revision upon the recommendation of Hawassa University Senate Executive Committee

Appendix-XXI Tuition Fee for PhD Students

S/N	Item	Proposed rate for HU
1.	Courses without laboratory and tutorial	2000 Birr/ Cr.hr
2.	Laboratory/ tutorial	2000 Birr/contact hour
3.	Thesis	150,000/student
4.	Re payment for failed thesis	30,000/student
5.	Makeup Exam	500 Birr per course
6.	Supplementary Exam	700 Birr/ cr.hr
7.	Application cost for admission	1000 Birr per applicant
8.	Registration for each semester	300 Birr per students
9.	Penalties for late registration	500 Birr per students
10.	Accommodation Service fee	25 Birr/day
11.	Food service fee	100 Birr/day

Appendix- XXII Reimbursement Mechanism for Graduate Students and/or Sponsors

S/N	Items	Refund	Remarks
1	Tuition fee	tuition fee is not refunded	After one month
2	Tuition fee	75% of tuition fee will be refunded	Personal problems (willingness comes from student side) before one month b/c of quota occupied of other students
3	Tuition fee	100 % of tuition fee will be refunded	Terminations of the program for various reasons
4	Tuition fee	100 % of tuition fee will be refunded	By deficiency of grade (if student cannot continue his class for semester due to insufficiency of last semester grade)
5	Tuition fee	100 % of tuition fee or can be considered and active while courses are available	If courses are not available for given semester
6	Tuition fee difference	100 % of difference be refunded or can be considered for other semesters	If students or sponsors paid more than required amount of tuition
7	Privately paid tuition fee by student	100 % of tuition fee	If a sponsor covers the tuition fee for the graduate student
8	Tuition fee	100% of tuition fee	Paid by mistake (Regular students, by name of other students, sectors, etc)
9	Food /dormitory /Research/tuition fee expense	Refunded based on MOU (agreement)	Sponsored students or sponsor
10	Application and Registration fee	Non- refundable (0%)	Receipt and service cost is considered

Appendix- XXIII Payment for PhD proposal review, Dissertation supervision and Examination

Payment schedule	Payment rate	Remark
Supervisor's Honorarium (Both External and Internal Supervisor)	25,000 per student	Payments shall be made <ul style="list-style-type: none"> • 25% after successful proposal defense
Co-Supervisor's Honorarium	20,000 per student	<ul style="list-style-type: none"> • 35% after submission of 1st draft • 40% after successful defense
Hourly Payment to Internal Supervisors (Both main and co-supervisor)	2 hours * 32 weeks * 3years * 120 birr = 23,040 birr	However, this shall be payable only if the hours indicated are overload and are paid by the respective college/institute
Hourly payment to supervisors External to the University and the country	2 hours * 32 weeks * 3 years * 120 birr = 23,040 birr	Are payable each year based on the progress report of the student
Hourly payment to supervisor/s (main and co) External to the University	2 hours * 32 weeks * 3 years * 120 birr = 23,040 birr	Are payable each year
Proposal Reviewers	Two reviewers internal and external 2500 birr each for each proposal Reviewed	
External Examiner	<ul style="list-style-type: none"> • 10,800 birr for each student examined • Transport cost, bedroom expense, all meals and drink covered 	
Internal Examiner	<ul style="list-style-type: none"> • 10,800 birr for each student Examined 	
Chairperson	<ul style="list-style-type: none"> • 1,500 birr per session chaired 	
Total expense for a PhD Student	45,000+46080+5000+21,600+1500	119,180 Birr

PART IV
Hawassa University
School of Graduate Studies (SGS)
Plagiarism Statement, Policy and Procedures

Section Six: Plagiarism Statement, Policy and Procedures

6.1. Plagiarism Statement

The creation of knowledge and wider understanding in all academic disciplines depends on building from existing sources of knowledge. HU upholds the principle of academic integrity, whereby appropriate acknowledgement is given to the contributions of others in any work, through appropriate internal citations and references. Students should be aware that good referencing is integral to the study of any subject and part of good academic practice.

HU understands plagiarism to be the inclusion of another person's writings or ideas or works, in any formally presented work (including essays, theses, projects, laboratory reports, examinations, oral, poster or slide presentations) which form part of the assessment requirements for a course or programme of study, without due acknowledgement either wholly or in part of the original source of the material through appropriate citation. Plagiarism is a form of academic dishonesty, where ideas are presented falsely, either implicitly or explicitly, as being the original thought of the author's¹. The presentation of work, which contains the ideas, or work of others without appropriate attribution and citation, (other than information that can be generally accepted to be common knowledge²) is an act of plagiarism.

Plagiarism includes the following:

- 1.1.1 Presenting work authored by a third party, including other students, friends, family, or work purchased through internet services;
- 1.1.2 Presenting work copied extensively with only minor textual changes from the internet, books, journals or any other source;
- 1.1.3 Improper paraphrasing, where a passage or idea is summarized without due acknowledgement of the original source;
- 1.1.4 Failing to include citation of all original sources;
- 1.1.5 Representing collaborative work as one's own;
- 1.1.6 The lowest cut point for plagiarism shall be **40%** out of the entire work (report, thesis, dissertation, etc) submitted for evaluation over the duration of the graduate study. Below 40% is tolerable with comments and oral advice. If the plagiarism level is between 40-70% the work can

¹ Author refers to a person who submits an assignment, a report, a thesis, a dissertation and materials for evaluation during his/her stay in the graduate programme at HU.

² Common knowledge refers to information, which is generally known and does not require to be formally cited in a written piece of work. Each subject area will have its own set of common knowledge.

be re-submitted after measures being taken as per the policy procedure. Plagiarism above 70% will lead to outright rejection of the work submitted by the graduate student (including papers, course assignments, proposals, thesis and dissertation).

- 1.1.7 The cut point shall be determined by using the novelty check software's such as '**Plagiarism Checker**' and other similar electronic checking technologies that the SGS and HU are capable of making available for use/ plagiarism checking.

Plagiarism is a serious academic offence. While plagiarism may be easy to commit unintentionally, it is defined by the act not the intention. All graduate students are responsible for being familiar with HU's policy statement on plagiarism and are encouraged, if in doubt, to seek guidance from an academic staff member, PG coordinators of their respective department/school, immediate advisors and/or co-advisors, DGC/SGS and FGC. HU advocates a developmental/incremental approach to plagiarism and encourages students to adopt good academic practice by maintaining academic integrity in the presentation of all academic work.

6.2. Plagiarism Policy

- 6.2.1 Plagiarism is a serious academic issue and HU will examine all alleged instances of plagiarism thoroughly and apply such penalties as it considers appropriate where plagiarism is confirmed to have taken place;
- 6.2.2 Alleged cases of plagiarism should be examined carefully to establish the facts and relative context of the alleged offence taking into account the nature and extent of plagiarism as well as the experience and seniority of the student;
- 6.2.3 HU's statement on plagiarism and associated procedures will be published (online and in hard copy in terms of booklet, brochure, etc.), available widely and accessible to all staff and graduate students;
- 6.2.4 Prior to the submission of assessments, graduate students will be briefed on plagiarism by PG Coordinators of their department/school and PG Heads of their College and Faculty, and they will be provided with information about the accepted citation methods for all assessed work in their subject area;
- 6.2.5 All assignments will have a **plagiarism declaration** which indicates that the work presented is that of the graduate students'.

- 6.2.6 Each Head of Department/School will ensure that appropriate advisory arrangements are in place to promote academic integrity in the subject area and to provide guidance on instances of plagiarism. This responsibility may be vested on the DGC/SGC and/or Department/School PG coordinators;
- 6.2.7 Each Department/School will periodically evaluate its arrangements for dealing with plagiarism to ensure that where any recurrent patterns of plagiarism emerge, either in the case of individual students, or groups of students, its overall approach is appropriate and capable of ensuring that any further recurrences are addressed;
- 6.2.8 Suspected instances of plagiarism should be assessed within the Department/ School and a determination made as to whether the matter may be resolved at a local level or whether a referral to the SGS (or Graduate Council), or their nominee, under the HU's disciplinary procedures is required;
- 6.2.9 The SGS reserve the right to use electronic and other detection mechanisms to identify instances of potential plagiarism and any work submitted for assessment may be subject to electronic or other detection procedures;
- 6.2.10 Records will be retained of all instances of plagiarism and will be held on a student's record by HU's Registrar and Alumni Affairs Directorate.

6.3. HU's Plagiarism Procedures (measure against proven incidents of plagiarism)

- 6.3.1. Where an examiner detects a suspected instance of plagiarism in a student's assignment or examination, taking account of the specific context and nature of the case, any of the following courses of action may be followed:
 - a) Discussion directly with the student to provide advice about correct citation and how to avoid plagiarism in the future. The graduate student may be required to resubmit the work without any further penalty;
 - b) Referral of the alleged instance for review according to the Department's/ School's plagiarism advisory arrangements run by the DGC, SGC, FGC. The graduate student may receive a verbal or written warning, will receive advice about correct citation and may be required to resubmit the work with or without an academic penalty;

- c) Referral of the alleged instance to the SGS for resolution via the disciplinary procedures of the graduate council. In some contexts, a first instance may require referral directly to the SGS/Graduate Council/.
- 6.3.2. Where an alleged case is referred to the Department/School or the SGS, a short report outlining the grounds of suspicion, a copy of the piece of work and any supporting evidence should be provided;
- 6.3.3. In all cases of referral the graduate student should be informed by the Department/School, *or* the Institute or College of Postgraduate Head's, that their assignment or examination script is under scrutiny as an alleged instance of plagiarism;
- 6.3.4. In all cases of referral graduate students will have the right to support and representation such as that provided by their **academic advisors, staff, Department/School Heads**;
- 6.3.5. Where a case of plagiarism referred to the Department/School has been proven, the outcome of the case should be recorded on the graduate student's record by the Department/ School;
- 6.3.6. Where a graduate student has been referred previously to the Department /School and found to be in breach of the terms of HU's Plagiarism Policy, the Department /School will make a judgment as to whether a recurrence can be handled at a local level or whether it merits being handled as a disciplinary matter by the SGS;
- 6.3.7. Instances of plagiarism referred to the SGS for resolution under HU's disciplinary procedures, if established, will be subject to the following penalties which may be applied in whole or in part:
 - a) Re-submission, where the maximum grade awardable is D- or equivalent;
 - b) Exclusion/dismissal from the **course**; which will be recorded "F" at the end of the semester and the graduate student will repeat the course after a year of the incident.
 - c) Exclusion/dismissal from the graduate programme;
- 6.3.8. Where a case of plagiarism referred to the SGS/ Council of Graduate Studies/ has been proven, the outcome of the case will be detailed on the student's record by the Directorate of Registrar and the SGS.