



UNIVERSITY OF MALAWI POSTGRADUATE POLICY

DOCUMENT CONTROL BOX	
Policy Name	Postgraduate Policy
Policy No.	
Effective Date	29th April, 2015
Last Review	
Council Proposal	Yes
Related Policies	Quality Assurance, Research and Consultancy Policy
Responsible University Officer	College Principal, Registrar, Deans of Faculty and Heads of Department
Responsible Offices:	Vice Chancellor & University Registrar

Preface

The University of Malawi (UNIMA) has served the nation well since it was established in 1964 and enrolled its first students in 1965. The University of Malawi has remained and shall continue to be a premier university in Malawi and the Southern African region. The consistent maintenance of the premier status has been possible because the University recognises that higher education contributes to the growth of knowledge and information base through postgraduate studies and research.

The current trend in higher learning institutions is to establish linkages, networks and partnerships with other relevant institutions beyond the confines of the university in order to strengthen resource bases and outputs of postgraduate studies and research. To promote the quality of postgraduate programmes, research, publication and commercialization, the development of this Policy emphasizes such networking and partnerships with international and local, private and public entities. Currently, university networks have become key public policy spaces for international relationships, including knowledge generation and the engagement of academia in collaborative research as well as ventures with commercial value.

The UNIMA is one of the public universities established by the Government of Malawi (GoM) to provide higher education in the country through teaching, research, consultancies and public outreach. To carry out these functions, the University has four constituent colleges, namely: Chancellor College, College of Medicine, Kamuzu College of Nursing and The Malawi Polytechnic. From their names, most tend to have specialized orientations. The current UNIMA Policy encourages all college faculties to explore opportunities of establishing effective relationships with reputable international and local private or public institutions for symbiotic gain.

The mandate for the development of the UNIMA Postgraduate Policy derives from the UNIMA Strategic Plan. The revision of this Policy has been necessitated by a number of developments, including: the rising importance of split-site postgraduate education programmes; UNIMA hosted projects anchored in Memoranda of Understanding and Intellectual Property Rights provisions; the need for publication of research work, cost recovery and financial sustainability necessitating paying attention to minimum financing and management arrangements for implementing postgraduate and research programmes. These, in turn, require attention to the fee structure, joint research programmes and organizational change involving the creation of Faculty Deputy Deans where appropriate, guidance on awarding of degrees and management of postgraduate data and information.

The University is optimistic that it will significantly contribute towards sustainable and equitable, social, economic and technological development

envisaged in both the Malawi Growth and Development Strategy (MGDS) and National Education Sector Plan (NESP) through the implementation of its Postgraduate Policy and related policies, guidelines and organizational structures on Postgraduate Programmes and Ethical Issues which are under separate and detailed review.

While the University Council will ensure that there is corporate will to enhance quality of postgraduate studies and research, successful implementation of the Policy requires unwavering commitment from all stakeholders. It is therefore my sincere hope that all stakeholders will continue supporting the Council's zeal towards making a difference in the academic and practical experience of our students. Council of the University of Malawi is therefore delighted to be associated with this Postgraduate Policy and approves it in its entirety.

May God bless our Country!

Professor Jack Wirima
CHAIRMAN OF COUNCIL

Foreword

Council, management and staff of the University of Malawi envision the University to be a centre of excellence in higher education and research for sustainable development of Malawi and the Southern African region. The University's Strategic Plan articulates a challenging but attainable mission as a road map for the realisation of the vision.

This is the second policy framework for the development of Postgraduate programmes and research in the University of Malawi (UNIMA). It is the result of extensive consultations held from 1998 to 2013 between the University of Malawi Postgraduate Committee and its constituents at college level. The first Policy was approved by Senate in 2006. The first policy framework, however, proved to be weak in that it failed to address a number of key issues at college and Central levels.

The present Policy document articulates a vision and guiding principles for the development and implementation of academic and other research activities throughout the UNIMA system for enhanced relevance to national developmental needs as enshrined in both Vision 2020 and the Malawi Growth and Development Strategy II (MGDS). The Policy addresses fundamental resource issues such as human, financial, infrastructural, national and international goodwill and networking, which the previous Policy had not emphasized. In particular it recognizes the importance of research output which involves elaborate Intellectual Property issues through innovations, invention and creative works which are assets to the nation and the University.

In order to meet the national aspirations as espoused in the Vision 2020 and maintain the economic stability of the country, the Government of Malawi is committed to:

- Build a broad educational base.*
- Invest in research infrastructure including strong Information and Communication Technology (ICT) capacity.*
- Formulate policies to support higher education.*
- Consider the merits of funding for doctoral studies based on measured outcomes.*

It is expected that this Postgraduate Policy framework will be a catalyst in the development and effective running of postgraduate and research programmes which will enhance the image of the University and the country both locally and internationally.

I, therefore, urge all stakeholders to support this Policy and ensure that it achieves its purpose and objectives for the benefit of students, members of staff, the University and our country.

Professor John D. Kalenga Saka
VICE CHANCELLOR

TABLE OF CONTENTS

<i>Preface</i>	<i>ii</i>
<i>Foreword</i>	<i>iv</i>
<i>List of abbreviations and acronyms</i>	<i>vii</i>
1.0 Introduction	1
1.1 Background	1
1.2 Postgraduate Studies and Research Policy Environment	2
1.2.1 Global and Regional Context	2
1.3 Universities and Development	2
2.0 Rationale for Policy	3
3.0 Broad Policy and Direction	4
3.1 Mission	4
3.2 Vision	4
3.3 <i>Core Values</i>	4
3.4 General Objective of Policy	4
3.5 Specific Objectives	5
4.0 <i>Philosophy of Graduate Education in UNIMA</i>	5
5.0 Policy Themes and Strategies	6
6.0 Roles and Responsibilities	12
7.0 Implementation of the Policy	13
8.0 Evaluation and Review	13

LIST OF ABBREVIATIONS AND ACRONYMS

GoM	Government of Malawi
ICT	Information and Communication Technology
MA	Master of Arts
MGDS	Malawi Growth and Development Strategy
MSc	Master of Science
NESP	National Education Sector Plan
PhD	Doctor of Philosophy
UNIMA	University of Malawi

1.0 Introduction

1.1 Background

The University of Malawi (UNIMA) opened in 1965, a year after the country attained independence in 1964. At that time there were only 30 university graduates in the whole country. The University saw as its primary challenge, the training of required personnel through three to five-year undergraduate programmes leading to Diploma and Bachelor's degree awards respectively. Training beyond this level was viewed as a luxury, which the new nation could not afford.

Under this initial environment, some form of postgraduate education was minimal. The first UNIMA congregation for the award of Diplomas and Degrees held in July 1969 paraded two candidates for the award of Master of Science Degrees and an honorary Doctor of Laws Degree to His Excellency Dr. H. Kamuzu Banda, Malawi's first State President. Throughout the 1970's and beginning of the 1980's, the University was able to provide a limited amount of postgraduate education on a part-time basis. It was only in the mid-1980s that the University embarked on plans for the introduction of full-time postgraduate courses led by Chancellor College and Bunda College of Agriculture.

By the mid-1990s, after 30 years since UNIMA's establishment, four faculties at Bunda College of Agriculture and Chancellor College were offering full-time postgraduate courses aimed at addressing various professional needs in the nation. The consolidation of these courses then resulted in a remarkable increase in the number of MA/MSc degree awards from the late 1990s onwards. For example, between 2000 and 2014 a total of 1122 candidates graduated with Masters Degrees. Furthermore, whereas in the past PhD graduates were minimal, in the year 2014 alone there were 12 candidates who received PhD Degrees.

For sometime following their launch, postgraduate courses, though largely faculty based, heavily depended on the University Central Office and the University Postgraduate Studies Committee for overall coordination and monitoring. In 1997, however, the University Senate decided to decentralize the management of (postgraduate) programmes and research activity, so that each college could have overriding control over such affairs while the Central Office retained the functions of monitoring standards and vetting recommendations for degree awards.

The move called for the establishment of College Postgraduate Committees and appointment of Deans of Postgraduate Studies and Research to serve these committees. The Postgraduate Committees and the Deans for

Postgraduate Studies serve as clearing houses for all matters pertaining to the running and development of Postgraduate programmes.

The University Council approved several policies in the early 2000's and these include a policy on Postgraduate programmes. These policies are contained within the UNIMA Policy Framework. The mandate for the development of the current UNIMA Postgraduate Policy is derived from the shortcomings as identified in the UNIMA Strategic Plan for 2012-2017.

1.2 Postgraduate Studies and Research Policy Environment

1.2.1 Global and Regional Context

Postgraduate education, which depends on high-quality human capital, is a vital asset and source of skilled labour for the modern knowledge-based societies and economies at national, regional and international levels. There has been an explosion in the numbers of Masters' and Doctoral graduates, as well as increased diversification in the content and delivery methods of postgraduate degrees. There has been growing interest from the labour market in employing these degree holders. Thus, everywhere, such programmes appear to constitute an important component of national policies for research and for building a skilled workforce.

Planning postgraduate education and research provision in low and middle-income countries (LMICs) is a very complex process. Country economy and population are critical aspects, with some of the world's most populous nations facing concurrent high demand for both basic education and postgraduate training and research. This situation obliges governments and higher education institutions to strategically choose programmes and delivery likely to: (i) sustain national development priorities; (ii) invest available resources prudently; (iii) provide quality assurance measures; and (iv) foster career opportunities for postgraduate award holders. In addition, it is vital that countries retain their highly-skilled graduates. Thus, international and regional academic cooperation modalities should be geared to this end.

1.3 Universities and Development

The key objectives of universities are the advancement of knowledge, diffusion and extension of technology and learning, the provision of higher education and research and, so far as is consistent with those objects, the nurturing of the intellectual as well as the ethical, social and moral growth of students. Research conducted within universities is the centre-piece for

development and social cohesion. Knowledge generated through research facilitates multifaceted competition internationally. Community-based and orientated research can reverse the perception that universities are elite institutions remote from the everyday concerns of society. The above-mentioned objectives are also in line with the aims and objectives of the development of Postgraduate studies and research in UNIMA which include producing specialists and professionals for various sectors of the economy and strengthening the capabilities of faculties so that they become more effective in carrying out their teaching, research, outreach and consultancy services.

In developing postgraduate programmes, faculties are requested to be mindful of the purposes and objectives of such programmes, which include among others:

- i. Foster independent and original thinking, analytical and interdisciplinary approaches to problem solving, training in modern teaching and research techniques and ability to draw logical conclusions.
- ii. Train specialists and professionals who can bring the latest theories and scientific principles to bear on the problems of society.
- iii. Strengthen teaching and research activities of faculties and departments.
- iv. Foster the creation of centers of academic excellence.
- v. Advance the frontiers of knowledge through discovery type of research.
- vi. Strengthen collaboration and linkages with other institutions.

2.0 Rationale for Policy

The aim of this Policy is to provide guidelines for approval and operation of new and existing postgraduate programmes and related research in the University of Malawi. This will be the basis for increasing the number of high quality, competitive and internationally acceptable postgraduate programmes and research through which the University will contribute effectively to the various needs of the nation and the region. The Policy takes into account the following fundamental elements:

i. Building on Undergraduate Education

Undergraduate Education in all Colleges aims to produce graduates for employment in the public and private sectors and other private employment (including self-employment) or for feeding into postgraduate study.

ii. Strengthening Research

Research programmes are a source of improved technologies and increasing new knowledge to be transmitted to potential beneficiaries and are thus, a major component of postgraduate education. Quality and relevance are therefore kingpins of research.

3.0 Broad Policy and Direction

This Policy is guided by the Mission and Vision of the University of Malawi as outlined below:

3.1 Mission

To advance knowledge and to promote wisdom and understanding by engaging in teaching, research, consultancy, public and community engagement and by making provision for the dissemination, promotion and preservation of learning responsive to the needs of Malawi and global trends.

3.2 Vision

To be a centre of excellence in higher education for sustainable development of Malawi and the region.

3.3 Core Values

The University of Malawi is guided by its core values for quality achievement in service by its staff. This Policy is specifically guided by the following core values:

UNIMA commits itself to foster efficiency, effectiveness and relevance of postgraduate training and research by students and different university faculties.

UNIMA commits itself to enterprise, engaging with local and international partners and institutions, private and public entities in a transparent and trustworthy manner where credits are shared with integrity and accountability.

3.4 General Objective of Policy

The general objective of this Policy is to provide guidance that will promote and foster the academic and managerial environment conducive for undertaking postgraduate studies and research. This will enhance scientific,

technological, social, economic and political development for the improvement of the living standards of the people of Malawi and beyond.

3.5 Specific Objectives

The specific objectives of this Policy are to:

- i. Promote access, equity, quality and relevance of postgraduate studies and research.
- ii. Enhance the profile, marketability and marketing of postgraduate programmes.
- iii. Institute measures to sustain postgraduate programmes.
- iv. Promote cost effectiveness and financial sustainability of postgraduate training and research.
- v. Establish new programmes of good quality and relevance to the University and the nation.
- vi. Strengthen governance and management of postgraduate programmes.

4.0 Philosophy of Graduate Education in UNIMA

Postgraduate education is a logical extension of Higher Education. While providing an opportunity for those who excel in their undergraduate courses to further develop themselves academically, it creates specialized human resources with a professional orientation for the country.

Postgraduate education is a critical input in the deepening of academic programmes and in the enhancement of a university's capacity to address national issues and development challenges.

Postgraduate programmes will be offered on the basis of relevance and quality rather than quantity. This will be achieved through consultations with stakeholders in the design, planning, implementation and evaluation of programmes as well as through the employment of strategies that foster interactive techniques, utilization of technological and scientific advances, development of effective communication skills, and building of learner's self-esteem and confidence.

5.0 Policy Themes and Strategies

Objective 1: Promotion of Access, Equity, Quality and Relevance of Postgraduate Programmes and Research

Equity and Access:

In order to ensure the attainment of equity and access to postgraduate education, the Policy aims to:

- i. Develop guidelines for evening, weekend and vocational postgraduate studies.
- ii. Mobilize funds for development of physical research and welfare infrastructure in priority areas of postgraduate programmes for expansion of teaching space, lecture and seminar rooms, teaching laboratories, office space for academic staff, office space and welfare facilities for postgraduate student.
- iii. Introduce scholarship awards for female postgraduate students in non-traditional disciplines.
- iv. Create funding opportunities in disciplines that are perceived to be non-developmental in order to correct the current situation which favours developmental fields.
- v. Ensure that entry into postgraduate programmes is non-discriminatory and based on merit.
- vi. Set minimum admission criteria by the UNIMA as a whole, but each college shall be encouraged to develop their own elaborate and course-specific criteria within context of University-wide guidelines.
- vii. Admit international students to certain programmes that meet the criteria and are able to secure reliable sponsorship.

Quality:

The University of Malawi places special emphasis on quality of its education programs. In order to promote quality, this Policy aims to:

- i. Promote team work in teaching, research and outreach.
- ii. Establish external accreditation of some of the postgraduate programmes.
- iii. Subject all candidates to both internal and external assessment.
- iv. Define, identify and establish centers of excellence in postgraduate training.
- v. Promote the culture of conducting and participating in seminars and conferences.
- vi. Initiate textbook centres to support postgraduate programmes.
- vii. Develop research skills of staff through links, multidisciplinary projects, and regional/international programmes.

- viii. Enhance research capability of postgraduate students by introducing appropriate courses in research methodology and stipulating research based dissertations.
- ix. Set IT centers for postgraduate students and linking them up to libraries.
- x. Ensure that postgraduate education is based on sound educational, philosophical and measurement principles.
- xi. Offer programmes and courses that meet acceptable international standards.
- xii. Subject curricula and syllabi to peer review with the help of partner universities in the SADC region and beyond every five years.
- xiii. Ensure that courses are offered by experts with relevant credentials, educational background and experience.
- xiv. Develop partnerships at national, regional and international levels, to support, monitor and evaluate postgraduate programmes.

Relevance

Program relevance is key to this Policy. To ensure this, the Policy aims to:

- i. Ensure that courses are community-oriented.
- ii. Introduce relevant aspects of environment and development in all postgraduate programmes.
- iii. Develop courses on entrepreneurship development for postgraduate programmes.
- iv. Equip academic staff with skills to conduct training in entrepreneurship development and problem based learning.
- v. Introduce relevant courses on computer applications for postgraduate students.
- vi. Ensure that programmes make research an important instrument for the development of relevant knowledge and technology.
- vii. Ensure that programmes are based on the need to support the development of different paradigms of knowledge.
- viii. Develop appropriate courses in computer science and informatics for postgraduate students.
- ix. Ensure that Graduate education is relevant to the socio-economic, technological and other developmental needs of Malawi.
- x. Monitor that UNIMA is committed to running postgraduate programmes that accommodate adult learning needs and the country's development plans.

Objective 2: To Enhance the Profile, Marketability and Marketing of Postgraduate Programmes

The Policy regards profiling and marketing of postgraduate programmes as critical to success. To achieve this, the Policy aims to:

- i. Periodically review postgraduate programmes for marketability and realign the curricula to conform to societal needs.
- ii. Develop marketing plans for postgraduate programmes and implement annually.
- iii. Develop a viable strategy for marketing the programmes within and outside Malawi.

Objective 3: To Institute Measures to Sustain Postgraduate Programmes

The Policy considers the sustainability of quality of postgraduate programmes as essential. To guarantee this, the Policy will:

- i. Institute regular academic audits and needs assessment to identify training gaps.
- ii. Lobby Government to accept linking postgraduate training to critical areas of the National Education Sector Plan (NESP), the National Strategy for Sustainable Development and the Malawi Growth and Development Strategy II.
- iii. Institute regular tracer studies of postgraduate products from UNIMA.
- iv. Prepare appropriate policy to use academic staff in research centers to take on a greater responsibility in postgraduate training.
- v. Improve the infrastructure and conditions of service for staff, so that the best qualified staff are retained to run advanced postgraduate courses.
- vi. Train specialists and professionals who can bring the latest theories and scientific principles to solve the problems of society.
- vii. Strengthen teaching and research activities of faculties and departments.
- viii. Create centers of academic and professional excellence.
- ix. Advance the frontiers of knowledge through innovative research and inquiry.
- x. Strengthen collaboration and linkages with other institutions.

Objective 4: Promote Cost Effectiveness and Financial Sustainability of Postgraduate Training

The success of postgraduate programs in the University will also depend on how cost effective and financially sustainable they are. As a way of guaranteeing this, the Policy will follow the following principles:

Cost Effectiveness

- i. Streamline the cost of each postgraduate programme, setting annual targets of student enrolment per programme, identifying

and discontinuing programmes which are not viable and optimizing costs of each programme, based on standards to be achieved and resource utilization per student.

- ii. Provide postgraduate programmes on cost recovery basis.
- iii. Revise learners' fees regularly.
- iv. Translate effectively fees into all necessary cost centres including Intellectual Property Rights (IPRs).
- v. Negotiate with stakeholders for support of its Graduate programmes.
- vi. Prescribe appropriate fees for postgraduate programmes (in conjunction with relevant faculties), with cost recovery as the ultimate aim.

Financial Sustainability

- i. Ensure recognition of the legitimacy of the generation of revenue by Postgraduate programmes.
- ii. Promote enrolment of privately sponsored students, ensuring competitive tuition fees and access.
- iii. Design and promote courses that are of regional appeal to attract international candidates.
- iv. Take full advantage of resources available from collaborative programmes and research (through partnerships) including projects with patent or intellectual property rights potential.
- v. Create a budget line for postgraduate programmes for UNIMA at all levels.
- vi. Diversify private sources of funding including scholarships, financial endowments, trust funds, alumni support and contract research.

Objective 5: To Establish New Quality Programmes

The establishment of new quality postgraduate programs is a mark of growth and development. However, this can only happen under the following conditions:

Postgraduate Certificates and Diploma Programmes

As part of UNIMA's policy of allowing multiple entry and exit, postgraduate programmes which involve coursework and the awarding of certificates and diplomas are encouraged but need Senate's prior approval.

Masters and PhD Degree Programmes

Authorization to start new postgraduate programmes at Masters level shall be granted when the following conditions are met:

- i. The Department mounting postgraduate programmes has attained maturity in terms of quality and experience of staff as well as range and depth of undergraduate courses offered.
- ii. The Department should have research programmes in progress to support the research component of postgraduate studies.
- iii. Adequate library facilities as well as laboratory space and equipment where relevant.
- iv. For each candidate, there should ideally be a supervisor who holds a PhD and/or other comparable qualifications in a relevant discipline.
- v. Faculty to guide postgraduate students should preferably have their own research programmes but split site programmes are recognized and encouraged to safeguard and enhance quality.

In addition to the requirements set for Masters programmes, the following conditions apply to PhD programmes:

- i. There should at least be two specialists holding a PhD in the area in which training is to be offered and therefore capacity in this regard needs to be developed over time. As seniority of academics is required for this level, at least one of the supervisors should be of Professorial or Associate Professorial rank and this can be facilitated by joint postgraduate programmes with collaborative supervision. The programme as a whole should be structured to emphasize the research component.

The foregoing notwithstanding, faculties will be modest in the numbers of students that they recruit into their programmes to ensure that quality standards can be maintained.

Curriculum Consideration

When developing a curriculum for a postgraduate programme, the following shall be taken into consideration:

- i. Ensure that as far as possible courses are community-oriented.
- ii. Promote team work in teaching, research and outreach.
- iii. Research components of programmes can emanate from students' own initiatives, or can be part of ongoing research programmes/projects or contract research of departments, faculties

- or cooperation among wider consortia including national and international partners.
- iv. Achieve a balance between theory and practice.
 - v. Subject students to both internal and external assessment which for Masters' and PhD degree theses will include submission to an open or *viva voce* presided by a panel of examiners and chaired by the Faculty Dean.
 - vi. The time line for the Masters' degree shall be two years (18-24 months) with up to two extensions of 6 months each with fees applicable. Only in exceptional circumstances will extensions be considered beyond this and this applies to part-timers.
 - vii. The PhD degree shall be for three years (36 months) with extensions up to two years (24 months), only in exceptional circumstances will extensions be considered beyond this and this applies to part-timers.

Content/Structure

- i. Ensure that Postgraduate programmes comprise course work and research components which shall be subject to internal and external evaluation and review.
- ii. A publishable manuscript will be a requirement before graduation for the Masters' degree.
- iii. For the PhD degree, candidates shall be required to publish at least two papers and submit a third which shall be certified by an external examiner as a publishable manuscript.
- iv. Certification for publishability shall be among the terms of reference for external examiners.
- v. Postdoctoral programmes will be vehicles that can facilitate further publications related to PhD programmes. To the extent that these need to be supported by the University, there would be a requirement that candidates undertake teaching and/or supervisory activity as directed by Heads of Department.
- vi. Where necessary and is deemed to be in line with international best-practices, postgraduate programmes will be designed to incorporate a variance that requires postgraduate students to participate in periodised tutorials for undergraduate students to earn stipulated credit hours.

Scope of Programmes

- i. Introduce Graduate programmes geared to addressing the developmental needs of the country.
- ii. Ensure that programmes make research an important instrument for the development of relevant knowledge and technology.

- iii. Ensure that programmes are based on the need to support the development of different paradigms of knowledge.

Delivery

- i. Observe that faculties have the autonomy to determine the delivery of postgraduate programmes in specific areas of specialization.
- ii. Encourage collaboration and sandwich programmes to produce graduates adequately prepared to meet the needs and demands of the country.
- iii. Provide a conducive learning and research environment and discipline so as to ensure effectiveness and continuity of programmes.

Objective 6: Strengthening of Governance and Management Systems

Postgraduate Studies and Research shall be structured in a manner that recognizes offices and other entities responsible for the management of research. These elements shall be adequately resourced and supported in terms of specialized management structures, finances and Human Resources including Deans or appropriate officers to provide oversight for Postgraduate Studies and Research.

6.0 Roles and Responsibilities

- i. The ultimate responsibility for running postgraduate programmes, once established, on a day to day basis shall rest with the Head of Department or Heads in the case of multidisciplinary programmes.
- ii. The Head(s) of Department shall liaise with the Dean(s) of Faculty, Dean of Postgraduate Studies, and the College Administration (i.e. Principal or Registrar and/or Finance Officer).
- iii. Concerning postgraduate matters, the Head(s) of Department, Dean(s) of Faculty and Dean of Postgraduate Studies shall be accountable to the College Postgraduate Committee.
- iv. The College Postgraduate Committee shall be accountable to the University Postgraduate Committee.
- v. The University Postgraduate Committee shall be accountable to the University Senate.

7.0 Implementation of the Policy

The Central Office, through the University Wide Postgraduate Committee, shall have the overall responsibility to support and lead the implementation of the Postgraduate Policy for UNIMA. This shall be achieved by:

- i. Establishing a budget for implementation.
- ii. Making the Policy available to all stakeholders in the UNIMA constituent Colleges.
- iii. Briefing college faculty Deans, Heads of Departments, students and academic staff through the Deans of Postgraduate Studies.

8.0 Evaluation and Review

The evaluation and review of the Policy will be conducted periodically by a team selected from the University Wide Postgraduate Committee of UNIMA as agreed by the UNIMA Council and the Senate. The evaluation component will consist of:

- i. Outcome evaluation to determine effectiveness of the Policy and to provide suggestions for enhancing the efficiency of the Policy.
- ii. Process evaluation to monitor progress of the implementation, to show if revisions are necessary with the purpose of meeting the set objectives and to align the Policy with relevant national and global developments.