



DIRECTORATE OF GRADUATE STUDIES, RESEARCH AND INNOVATIONS

BU/DGSRI.F17

NOMINATION OF AN ASSESSOR FOR MASTER'S CANDIDATE

1. STUDENT INFORMATION

Title, initials and surname			
Student number			
Year first registered for Masters		Subject	
Title of thesis			

2. SUPERVISOR(S) INFORMATION

Supervisor

Title, initials and surname				
Email address				
Phone number	Work	Home	Cell	
Department				
Occupation and institution [if external]				
Highest qualification obtained				

Co-supervisor

Title, initials and surname				
Email address				
Phone number	Work	Home	Cell	
Department				
Occupation and institution [if external]				
Highest qualification obtained				

3. GUIDELINES FOR THE APPOINTMENT OF AN ASSESSOR

- Where there is a substantial difference between the marks of the external and internal examiners, the non-examining chair of the examination panel, invites a senior faculty member from another department to participate in the examination panel.
- The chair enters into a discussion with the external and internal examiners in an attempt to reach a consensus on the final mark.
- A ‘substantial difference’ may be one of (i) a difference of 15% or more between the marks; (ii) where the examiners disagree as to whether or not the thesis should be passed; and (iii) where the examiners differ on whether or not a distinction should be awarded to the candidate. At no time should pressure be placed on examiners to change their views.
- Where no consensus can be reached by the examiners as to the outcome of the examination of a master’s thesis, an independent assessor is appointed.
- The independent assessor is appointed by the chair of the examination panel in consultation with the supervisor on an ad hoc basis for each dispute case.
- The process is managed by the non-examining chair of the examination panel, who acts in accordance with the Faculty’s established practices for processing examination results.
- The independent external assessor should be a senior academic appointed at any other university or research institution in Uganda in the discipline in question and be an expert in the specific area/field/topic raised by the thesis.
- A person who was previously associated with or appointed at Busitema University must have not been in service of this university for a period of at least three years before that person can be appointed as an independent external assessor.
- In exceptional cases, an independent international assessor may be considered; however, supervisors must provide a thorough academic motivation for such an appointment.
- The faculty Dean’s office is responsible for sending the copy of the thesis, copies of examiners’ and supervisor’s reports and necessary documentation to the independent assessor.
- **IMPORTANT: Only an electronic version of the thesis and supporting documents will be sent to the assessor, who is welcome to print their own hard copy.**

Independent external assessor

Title, initials and surname					
Email address					
Secondary email address					
Phone number	Work		Home		Cell
Institution					
Department / Occupation					
Highest qualification obtained					

Detailed reason for the nomination of an independent external assessor	
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Signature of Departmental Chair

Date

[This completed and signed form must be emailed to dgsri@adm.busitema.ac.ug , preferably in Word format]