

*SGS Guideline, Hawassa University, 2012*

# **GENERAL POLICY GUIDELINES FOR GRADUATE STUDIES**



## **HAWASSA UNIVERSITY SCHOOL OF GRADUATE STUDIES**

**2012  
HAWASSA**

**TASK FORCE MEMBERS**

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**List of Abbreviations**

- ❖ **CDEP:** Continuing and Distance Education Program
- ❖ **CGPA:** Cumulative Grade Point Average
- ❖ **CGPC:** College Graduate Program Coordinator
- ❖ **DC:** Department Commission
- ❖ **DGC:** Department Graduate Committee
- ❖ **HwU:** Hawassa University
- ❖ **ID. No:** Identification Number
- ❖ **IGPC:** Institute Graduate Program Coordinator
- ❖ **MA:** Master of Art
- ❖ **MBA:** Master of Business Administration
- ❖ **MD:** Medical Doctor
- ❖ **MoE:** Ministry of Education
- ❖ **MPH:** Master of Public Health
- ❖ **MSc:** Master of Science
- ❖ **PhD:** Doctor of Philosophy
- ❖ **QAD:** Quality Assurance Directorate
- ❖ **RAD:** Registrar and Alumni Directorate
- ❖ **SC:** School Commission
- ❖ **SGC:** School Graduate Committee
- ❖ **SGPA:** Semester Grade Point Average
- ❖ **SGS :** School of Graduate Studies
- ❖ **VPAR:** Vice President for Academic and Research

## **Operational Definitions**

- **Continuing and Distance Education Program:** refers to an alternative organization of academic programs other than the regular programs. They are conducted in the evenings, during weekends or summer vacations, and in distance mode in the form of graduate training.
- **Graduate programs:** refer to Masters 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.
- **Advisory Committee:** a group of professionals, holding a PhD with a rank of associate professor and above, working on PhD candidates' research investigation.
- **College Graduate Program Coordinating Office:** refers to college level office that oversees activities of graduate programs of the respective colleges.
- **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 HwU and other external educational institutions and/or the

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respective academic units of HwU. These programs are made to be handled by two parties when academic units of HwU or the other party do not have adequate staff profile to launch the program.

- **School of Graduate Studies:** refers to university level graduate program that oversees activities of the graduate programs in colleges, institutions and departments/ schools.

*Note: In all respects, except in the form of delivery, duration of study time, and scheduling, master's program in the regular, continuing and distance education shall have equal value.*

## **Section-1: Introduction**

Hawassa University comprises seven colleges and one institute. The three oldest colleges are Hawassa College of Agriculture, Wondo Genet College of Forestry and Natural Resources, and College of Medicine and Health Sciences. The other four newly established colleges/institutes are: College of Natural and Computational Sciences, College of Social Sciences and Humanities, College of Law and Governance, College of Business and Economics, and Institute of Technology (Hawassa University Research Strategy Document for 2010 - 2015, 2010).

Almost all Colleges host graduate programs in their respective departments/ schools, and PhD level program is currently in progress in the three oldest colleges: Hawassa College of Agriculture, Wondo Genet College of Forestry and Natural Resources, and College of Medicine and Health Sciences.

As it was already indicated in its vision statement, Hawassa University aspires to be a higher learning institution that is the best and leading in Ethiopia, competent in Africa, and accredited internationally by the year 2016.

School of Graduate Studies contributes a lot for better achievement of the University's vision by making the graduate training a well integrated program with research and community services. The School of Graduate Studies, which was used to be run by the respective



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departments/ schools in the last two years, is currently re-established as a separate academic unit at University and College levels. The re-establishment enables it to discharge its maximum contribution for quality and relevant education by integrating the overall activities of graduate programs in the respective colleges. In addition, it helps graduate programs to be well organized, to have clear accountability and better communication system.

School of Graduate Studies is an academic body that oversees all academic activities related to graduate studies in academic departments/ schools, colleges and institutions. On top of creating educational opportunities for diverse groups of the society, offering graduate programs in various modalities is also hoped to generate internal revenue in order to complement government funding and make the university competitive in today's rapidly changing environment.

To make the graduate program effective and pertinent, school of graduate studies is expected to observe all parameters of quality and relevance by establishing uniform system across all colleges/institutes of the university.

## **Section-2: Purpose of the Guideline**

The purpose of this policy guideline is to:

- Determine the ways in which graduate studies can be integrated and run smoothly at Hawassa University.
- Establish uniform working procedures pertaining to SGS across academic departments/ schools, colleges/ institutes in the university.
- Establish a sense of accountability, responsibility and transparency, at all levels, on issues related to 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-3: SGS Organizational Structure and Human Resource

### 3.1. SGS Organizational Structure

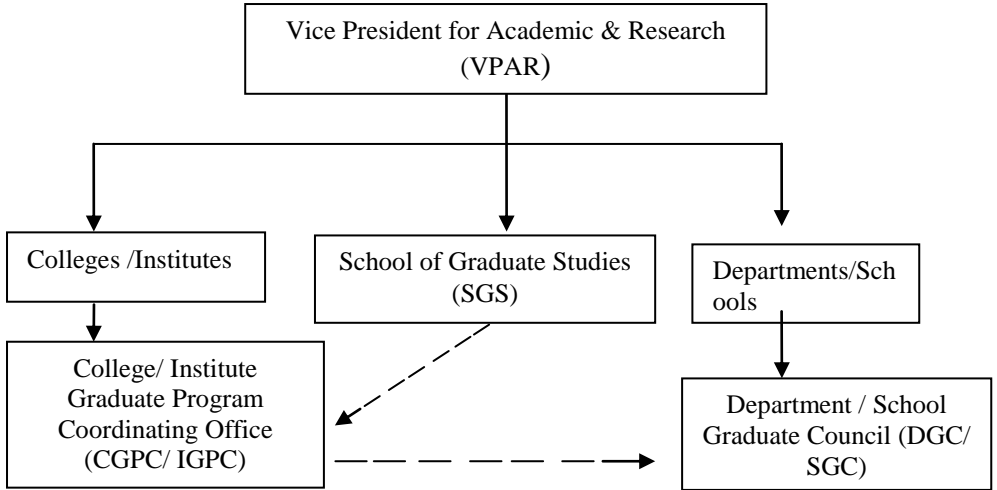


Fig. 1: Organizational Structure of SGS

### 3.2. Human Resource requirement

#### 3.2.1. Human Resource requirement for SGS

S.No	Staff Required for SGS	Number
1	Dean of School of Graduate Studies	1
2	Assistant for the Dean of School of Graduate Studies	1
3	Office Assistant	1
4	Data Analyst	1
5	Office boy /girl	1
	Total	6

### **3.2.2. Human Resource Requirement for CGPC/IGPC**

<b>S.No</b>	<b>Staff Required for CGPC/IGPC</b>	<b>Number</b>
1	Coordinator of College/Institute Graduate Program Coordinating Office	<b>1</b>
2	Assistant for Coordinator of College/Institute Graduate Program Coordinating Office	<b>1</b>
3	Office Assistant	<b>1</b>
	Total	<b>3</b>

### **3.3. Duties and responsibilities**

#### **3.3.1. Duties and Responsibilities of the Dean of School of Graduate Studies (SGS)**

The Dean of SGS is appointed by VPAR on the basis of open competition and is accountable to Vice President for Academic and Research. The term of office for the Dean of SGS shall be four years, and has the following duties and responsibilities:

- Presents the annual budget of the School to the Vice President for Academic and Research, and administers such funds as may be placed at its disposal.
- Implements the policies laid down by the Senate for proper administration of the programs of Graduate Studies and the Welfare of students.

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- Takes appropriate actions, in consultation with the respective institutes, Colleges and pertinent departments/ schools.
- In Cooperation with the Registrar, issues directives pertaining to registration, record keeping and the like for programs of graduate studies and their implementation.
- Makes recommendations for the strengthening and development of existing programs or for initiating new ones, and carries out any other tasks that foster the development of graduate studies in the university.
- Promotes the initiation of inter-disciplinary and multi-disciplinary graduate studies programs, and
- Performs many other duties as may be assigned by the Vice President for Academic and Research.
- Solves or gets solved the complaints, if any, of Graduate students in time.
- Submits annual report to the Senate through the VPAR.

**3.3.2. Duties and responsibilities of College Graduate Program Coordinating Office (CGPC) coordinator**

The term of service of elected coordinator shall be four years. However, the coordinator shall be eligible for re-election for the second term. The coordinator of CGPC is accountable to respective College Dean/ institute director, and has the following duties and responsibilities:

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- Supervises all activities of the programs across the College/ institutes
- Prepares periodic reports on its activities and submits the same to the College/ institute and/or SGS
- Facilitates the preparation of entrance examinations, and screening of candidates for GRADUATE STUDIES.
- Mobilizes common resources (class room, internet, transportation, etc) for Graduate Studies program across the college/ institute
- Organizes and schedules research defense, seminar presentations and other related cross cutting Graduate Studies activities at College level.
- Attends to all academic problems that concern the academic unit at graduate studies level and makes follow up for corrective measures.
- Formulates, revises and amends policies, rules and regulations governing graduate studies in the academic unit along with other concerned offices.
- Supervises graduate program course offerings and thesis research proposals of graduate students at college level.

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- Organizes report and submits it to College Dean/Institute Director and/or SGS Dean on issues pertaining to Graduate Studies program on annual basis.
- Undertakes periodic evaluation and assessment of graduate programs.
- Formulates appropriate recommendations and supervises the implementation of the decision of the SC/DC thereof.
- Supervises the uniform implementation of rules governing the assignment/appointment of advisors/Examination Board members and selection of external examiners.
- Organizes enrollment data of graduate students and academic staff profile at college level.
- Accomplishes all other duties assigned by the College Dean/Institute Director and/or SGS Dean.

**3.3.3. Duties and Responsibilities of Department/ School Graduate Committee (DGC/SGC)**

The DGC/SGC shall be composed of the Department Head as Chairperson and at least three staff members but not exceeding seven with the rank of Assistant Professor or above to be elected by the department commission. The term of service of elected members of the committee shall be five years. However, a member shall be eligible for re-election.

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The DGC/SGC is accountable to Head of the Department/School and has the following duties and responsibilities

- Supervises all activities of the Graduate programs in the departments/ Schools.
- Approves reviews and endorses grades and status of students.
- Prepares periodic reports on its activities and submits the same to the department/School.
- Recommends and/or approves a research adviser for each graduate student.
- Recommends members of examining board for thesis, dissertation and other qualifying examinations for approval by the SC/DC.
- Reviews and approve thesis research proposals submitted by graduate students under the supervision of their academic advisors.
- Oversees the preparation of entrance examinations, screens candidates for SGS program, and approves their admission.
- Screens and assigns eligible graduate students for teaching assistantship.
- Attends to all academic problems that concern the academic unit at graduate studies level.
- Formulates, revises and amends policies, rules and regulations governing graduate studies in the academic unit.
- Lays down general policy on the welfare of graduate students, the award of graduate studentships and other awards for the purpose of training graduate students as approved by SC/DC.



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- Approves graduate program course offerings and thesis research proposals of graduate students.
- Endorses proposals of the SC/DC concerning new graduate programs for subsequent approval by the Senate, and periodically assesses and evaluates existing ones.
- Submits annual report to the SGS through the respective departments/Schools.
- Undertakes periodic evaluation and assessment of graduate programs, formulates appropriate recommendations, and supervises the implementation of the decision of the SC/DC thereof.
- Ensures a uniform implementation of the rules governing the assignment/appointment of advisors / Examination Board members as well as their functions.
- Reviews and proposes graduate programs.
- Accomplishes all other duties assigned by the SC/DC and the SGS
- Considers any matter entrusted to it by the department/School or the SGS;

*Note: All Departments/Schools running graduate studies in their respective programs have to report to the School of Graduate Studies, and all communications made with SGS should be copied to the College Graduate program Coordinating Office .*

## **Section-4: Specific Guidelines**

### **4.1 Application for Admission**

#### **4.1.1 Announcement**

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

#### **4.1.2 Requirement for Admission**

##### **4.1.2.1 General Admission Provisions (Senate legislation Article 96)**

- 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.
- A minimum of ten students should be admitted in any one year in order to run a specialization in a graduate program of a department of the University. However, the optimum (minimum

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and maximum) number of students in the different graduate programs shall be determined by the respective SC/DC taking into consideration the number of staff, availability of space and demand for training.

- 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.

**4.1.2.2. Specific admission provisions**

- Eligibility to admission shall consider the academic potential, interest and financial capacity of the applicant.
- 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).
- The admission of the candidates of MoE shall be jointly planned, negotiated and decided between HwU and the MoE.
- MoE applicants may compete among each other in case there are few places than the number of applicants.
- All candidates applying to join Hawassa University in the Graduate Program should pass the entrance examination prepared for the same purpose.

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- The selection of applicants should be made based on the academic achievement and other related requirements which would be assessed as follows:

<b>S.No.</b>	<b>Selection Criteria</b>	<b>Percent</b>
1	CGPA	30
2	Entrance Examination	50
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 $\geq$ 3 months)	2
4	Service year	5
5	Recommendation	2
6	Gender	5
	<b>Total</b>	<b>100%</b>

*Note: An applicant should get a minimum of 50% in entrance examination in order to compete for admission into the graduate program. Eligibility for admission depends on the number of space and resources available for the program. The minimum and maximum number of students in a given specialization shall be determined by the respective DGCs/SGCs as stipulated in the senate legislation.*

#### **4.1.3 Graduate students' placement Procedures**

1. Departments 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 SGS.

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2. After organizing the intake capacity of all departments/schools, SGS sends the same to the Registrar and MoE.
3. MoE, based on the report of the intake capacity, sends the list of assigned students in the University through VPAR.
4. VPAR forwards the placement of students to SGS for prompt action.
5. SGS forwards the list of assigned graduate students to the RAD and all concerned Departments/schools for their information and further action.
6. The academic units send the selected candidates to the SGS for endorsement.
7. SGS gives letter of acceptance to legible candidates for registration.
8. Candidates who are legible for admission should get transferred their official transcript to the Registrar from the Universities where they did their first degrees before their actual registration.
9. The sponsoring organization of the candidates should deposit the specified research fund into the account opened for this purpose before registration. Sponsored candidates become legible for registration only when the research fund is deposited by the sponsor of a candidate.
10. The Department provides status report of graduate students to SGS every semester. The report shall be copied to the College level Graduate Program Coordinating Office.

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11. Simultaneous enrollment in more than one graduate program is not allowed to candidates.
12. No department can make the selection and admission of Graduate students without the knowledge and permission of SGS and the RAD unless otherwise justified.

*Note: This guideline is equally applicable to all continuing, extension, summer and distance graduate programs, if any.*

**4.1.4 The case of joint programs**

Announcement and admission requirement for joint graduate programs shall be governed as per the TOR signed by the two signatory parties.

**4.1.5 Priority Admission (for candidates of the MoE)**

In line with the national priority accorded to expansion of Higher Education, the university will plan and carry out the admission of students into most of its programs in conjunction with the MoE.

- SGS accordingly will communicate data on intake capacity as received from concerned departments to the MoE six months before the time of formal enrolment.
- The MoE submits the list of recommended candidates to the SGS Office at least three months ahead to formal enrollment.
- The MoE applicants shall be given priority for admission. Applicants from Regional/ Federal offices shall be considered in the second place and finally private applicants shall be considered.

#### **4.1.6 Regular Admission**

- 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.
- 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.)
- 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.
- The office of Graduate Admission receives and compiles the application and sends files of the students to the departments to which students have applied.
- Departments screen the candidates on the basis of admission criteria and grant admission to qualified candidates.
- Departments/ schools send the list of recommended students for admission to the SGS.

#### **4.1.7. Provisional Admissions**

- 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.

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- 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.
- 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.
- A provisionally admitted student who has satisfactorily completed the prescribed undergraduate courses shall be granted regular graduate student status.
- A provisionally admitted student may, upon permission of the SC/DC, register for and take graduate level courses as qualified.
- Such a student must obtain a grade of at least C in the undergraduate courses taken as prescribed in sub-article 3 of Article 96 of 2011 senate legislation

**4.1.8. Admission to PhD programs**

1. The following applicants may apply for admission to the PhD programs
  - Any well qualified person with a master's degree from accredited institutions or institutions with equivalent international education
  - Applicants who have submitted PhD concept paper



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- PhD students will be selected by departments/schools. However, final decision will be made by the appropriate executive/regulatory body of the university
- 2. Applicants may be required to make up any deficiencies in the academic background by completion of specified courses without credit.
- 3. Departments/schools may set additional admission requirements such as
  - GPA calculations
  - Entrances examinations
  - Results of Graduate record examination(GRE) for foreign students
  - Preliminary research proposal/Concept paper
- 4. Admission to a PhD program can take place at any time of academic year.

#### **4.2 Registration**

The candidates who have fulfilled the requirements for admission shall receive acceptance letter from the SGS through their respective CGPC, and be registered at the registrar.

#### **4.3. Credit Requirements and Course Load at the GP**

- The total number of credit hours for course work shall be 24 - 32 for thesis-based programs, and 37- 48 for non-thesis-based

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programs or program to be completed with comprehensive written exam only.

- A total of 12 to 15 credit hours per semester shall normally be regarded as typical full load for a full-time candidate. If the semester load of a student is greater than 15 credit hours, it should be endorsed by the DC/ SC of the respective departments/ schools.
- For CDEP the minimum and maximum semester load would be 7 and 10 credit hours respectively.
- Notwithstanding the provisions of sub-article 1 hereof, the credit requirements for candidates shall be determined by the SC/DC.
- Duration of study for regular master's students is two years. The duration for CDE program would be 3 years.

#### **4.4 Assessment and Grading**

##### **4.4.1 The Grading System at the Graduate Program**

- Examinations are graded on the following letter grading system with corresponding points.

A	=	4.00
B+	=	3.50
B	=	3.00
C+	=	2.50
C	=	2.00
D+	=	1.50
D	=	1.00
F	=	0.00

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- To complete courses in a program and graduate, a candidate needs to obtain a minimum CGPA of 3.00.

**4.4.2 Academic Probation and Dismissal at the Graduate Program**

- Probation is a discretionary decision to allow candidates who failed to score the required standards of the University to continue their studies.
- At the end of each semester, the DGC/SGC shall examine the case of each candidate who has failed to maintain the minimum CGPA requirement of 3.00.
- When a candidate is placed on probation, he/she shall be notified by the head of his/her status and what is expected of him/her 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.
- Probation is given if a student's semester GPA (SGPA) or cumulative GPA (CGPA) fails below 3.00.
- A first year graduate student is subject to dismissal without first being put on probation if his/her academic performance falls below 2.50 in the first semester results.
- Any first year graduate student who achieves a first semester GPA (SGPA) between 2.50 and 3.00 shall be placed on probation by the DGC and any such student who had been placed on

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probation shall be subject to dismissal if the student fails to achieve a semester GPA of 3.00 in the next semester.

- If a student, who had been placed on probation for the first time is in non-thesis based program achieves a SGPA of 3.00 or above but still retains a CGPA below 3.00, the 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. (Refer to Senate Legislation Article 103, sub-article 7)
- 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 DGC/SGC may recommend such a student to repeat courses.
- 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.
- Consecutive probations are given a maximum of two times.
- No candidate subject to dismissal may expect discretionary probation as a matter of right.

*Note: Refer to the 2011 Senate Legislation Article 103 for the details of Probation and dismissal.*

### **4.4.3 Repeating Courses**

- Courses with "C" grades or lower may be repeated if the CGPA of the student is less than 3.0.
- The SC/DC, with the recommendation of the course instructor and the DGC, may allow a student with a grade of “C” or lower to take re-exam, instead of repeating the course, by assessing the overall performance or special conditions of the student on individual basis.
- A student may not repeat or take re-exam in a course more than twice unless it is required for graduation.
- 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.
- A student is allowed to graduate with a minimum CGPA of 3.00 and only one “C”. However, students having two “C+” shall be allowed to graduate as long as the CGPA is not below 3.00.

**Note:** *Refer to the 2011 Senate Legislation Article 102 and 104 for details of grading system and course repeating.*

## **4.5 Thesis**

### **4.5.1 Preparation and approval of thesis proposal**

#### **4.5.1.1 General Requirements**

- A thesis shall constitute an individual's effort in academic pursuits to identify and analyze problems by applying sound methodology.

- A thesis shall serve as partial fulfillment of the requirement for the Master's Degree, except in a program where it is not required.

#### **4.5.1.2. Selection and Approval of Thesis Topic**

- The topic for thesis work shall be selected in consultation with, and prior approval of the thesis advisor. 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.
- The topic of the thesis of each candidate shall be approved by the DGC as early as possible, and not later than the time of the candidate's enrollment into the second half of the program.

#### **4.5.1.3 Submission of Thesis**

- 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.
- 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 SC/DC.
- A 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.

*Note: Refer to the 2011 Senate Legislation Article 107 for details of Master's thesis.*

## **4.5.2 Thesis Report format**

### **4.5.2.1 Language: English**

### **4.5.2.2 Paper Specifications**

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

### **4.5.2.3 Typing**

- Left margin:  $\geq 3.5$  cm
- Right margin:  $\geq 2.0$ cm
- Top margin:  $\geq 3.0$  cm
- Bottom margin:  $\geq 2.5$  cm
- Spacing: Double
- Side: Front single
- Number of lines:  $\leq 2$ per 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

#### **4.5.2.4 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

#### **4.5.2.5 Top cover (A sample is given in Annex 1)**

- Typed in all capital letters, should include
- Approved thesis title typed in the middle of the page
- Name of the degree, e.g. 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. Chaltu Gedebo, 1999

#### **4.5.2.6 Title page (A sample is given in Annex-1)**

- 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.



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- 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

#### **4.5.2.7 Approval Sheet**

- Each thesis submitted for evaluation will have two certificates
- Approval Sheet from the major and/or co-advisor (Annex-1)
- Approval Sheet from the Board of Examiners (Annex-1)

#### **4.5.2.8 Acknowledgement**

- A short acknowledgement sheet should be next to the title sheet. It should acknowledge contributions of all concerned including financial sponsors, if any.

#### **4.5.2.9 Table of Contents**

**4.5.2.9.1 Dedication and statement of author (optional)**

**4.5.2.9.2 Abbreviations**

**4.5.2.9.3 List of tables**

**4.5.2.9.4 List of figures/illustrations**

**4.5.2.9.5 List of tables/figures etc. in appendices**

**4.5.2.9.6 Abstract**

**4.5.2.9.7 The text of the thesis should usually consist of the following chapters:**

- Introduction
- Literature Review
- Materials and Methods
- Results
- Discussion
- Summary and conclusion
- References
- Appendices

- A brief statement giving biographical sketch of the student
- ✓ 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 in pencil, however, permanent page number will be given in finally bound copies
- ✓ A thesis can also be submitted in the form of series of articles with synthesized summary and conclusion (details of guideline with respect to thesis submission in the form of article shall be issued by SGS).

#### **4.5.2.10 References (A sample is given in Annex-1)**

- 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).

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- **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.

#### **4.5.2.11 Submission of Thesis**

- Thesis should be submitted in accordance with the deadline set by the SGS.
- Four unbounded copies of the thesis should be submitted to office of the School of Graduate Studies. CD and one copy of thesis paper will be retained in the School of Graduate Studies office; the remaining three copies shall be sent to the Dean, the Head of the academic department, and to the Chairperson of Board of Examiners.
- When the DGC/SGC accepts the draft thesis as defensible, the DGC/SGC shall produce copies and distribute to members of Board of Examiners.

#### **4.5.2.12 Abstract** (A sample is given in Annex 2)

- All students, in addition to thesis, must also submit 8 copies of the abstract of about 500 words typed single spaced on white bound paper (21 cm x 29.7cm). The Abstract should not be subdivided into paragraphs.

#### **4.5.2.13 M.Sc Thesis defense examination evaluation sheet** (A sample is given in Annex 2)

- The thesis evaluation will be done by the Board of Examiners.
- On conclusion of the examination, four copies of the report in the prescribed format should be submitted to the SGS by the

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Chairperson of the Board of Examiners. One copy will be retained in the School of Graduate Studies office; the remaining three copies shall be sent to the Major Advisor, the Head of the academic department, and to the Chairperson of Board of Examiners.

- It is the student's responsibility to request and get his/her thesis evaluation completed. The members of the student's DGC and other related officials will conduct the examination and prepare the results.
- A student passes this evaluation on the basis of the decision of the majority of the Board of examiners.

#### **4.5.2.14 Final submission of Thesis**

- The final copy of the thesis must contain the following information in the order given below.
  - ✓ Cover page (hard bound)
  - ✓ Title page
  - ✓ M. Sc/M.A/MPH/MBA Thesis evaluation sheet (Annex-1)
  - ✓ Acknowledgement
  - ✓ Dedication or statement of author (optional)
  - ✓ Abbreviations
  - ✓ Table of contents
  - ✓ List of tables
  - ✓ List of figures/illustrations (if any )
  - ✓ List of tables/figures etc. in appendices (if any)
  - ✓ Abstract

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- ✓ **Text of the thesis** (Introduction, Literature review, Materials and methods, Results and discussion, Summary and Conclusion, References, Appendices)
- ✓ Biographical sketch
- Defense arrangements are expected to be made by respective department/schools on bi-annual basis.
- No page number should be shown on the title page and thesis acceptance form but it should be counted.
- Page numbering should start from acknowledgement in Roman with acknowledgement page numbered 'iii' at the bottom in the middle. Roman numbering this way should continue till abstract page. Arabic numerals start from the page containing "Introduction" near the upper right corner of the page.
- Thesis will be bound in green hard cover.
- Corrections and modifications suggested during Thesis evaluation must be properly incorporated.
- Three hard bound copies should be submitted to the SGS office after successful completion of the open defense along with correction certification from the designate of the Board of Examiners.
- The student will also have to submit the clearance form of the University along with final submission of thesis.



### **4.5.3 Administration of thesis and open defense**

#### **4.5.3.1 Advisorship**

##### **4.5.3.1.1 Selection of Advisor(s)**

- The DGC/SGC normally recommends the selected thesis advisor(s) to the SC/DC. The Thesis advisor(s) shall be:
  - ✓ A full-time department member with the academic rank of Assistant Professor and above.

OR

- ✓ A person(s) outside of the University in the required area of specialization with a PhD degree or MD with specialty who will be able to submit a letter of commitment in advising the student and who will be in the country at least for a year or more. In such cases, it will be mandatory to have a co-advisor(s) from the University.
- The advisor(s) will assist the student in planning the research work, monitor it regularly, advise the student on how to publish, critically evaluate the draft and final manuscripts.
- The maximum number of students that an instructor can advise shall be five unless otherwise specially justified.

#### **4.5.3.2. Procedures for Examination and Submission of**

##### **Thesis**

When a candidate, after conferring with the advisor, gives notice of readiness to submit a thesis, the DGC shall appoint an examining board and select an external examiner. 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. The Board shall have a minimum of three and a maximum of five members consisting of at least one member of the University. 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. Normally internal members of the examining boards 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.

*Note: Refer to the 2011 Senate Legislation Article 107 for details of Master's thesis.*

#### **4.5.3.2.1 The External Examiner**

##### **4.5.3.2.1.1 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 secondly, that the assessment system is fair.

##### **4.5.3.2.1.2. Functions**

- 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.

- The external examiner shall also comment and give advice on course content, balance and structure.

#### **4.5.3.2.1.3 Selection and Appointment**

- 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.
- The DGC selects external examiners and recommends to the SC/DC
- Appointment is made by the head of the department after the recommendation of the DGC is approved by the SC/DC.
- The Department seeking the appointment for an external examiner should submit to the SC/DC the biographical data including academic achievements, publications, and experience as external examiner of the nominee.
- In approving the nomination of an external examiner, the SC/DC shall ascertain the following:
  - ✓ Only persons of seniority and experience who are able to command authority are appointed and in all cases must have an academic rank of at least Assistant Professor (or equivalent). Exceptions shall be approved by the SC/DC on a case by case basis when presented to it by the concerned DGC.
  - ✓ An external examiner in general must be external to the University.

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- ✓ Former staff members can be invited to become external examiners unless the termination of service was due to discipline problem.
- The number of external examiners for any particular graduate degree program shall be sufficient to cover the full range of specializations. More than one external examiner may be needed per program where there is a large number of students or where the study program covers a wide range of specializations. One external examiner should not be assigned per program for more than three Theses at any one time.
- External examiners from outside the higher education system, for example from industry, research institutions, etc. may be selected when necessary.

**4.5.3.2.1.4 Participation in Assessment Procedures**

- An external examiner, as a full member of the specific Board of Examiners, shall be present at all examiners' meetings at which significant decisions are to be taken with regard to the specializations which are relevant to the examiner.
- The views of an external examiner are particularly decisive in the case of disagreement on the evaluation/rating of a particular unit of assessment.
- The signature of the members of the Board of Examiners shall be required as evidence of their decision on the student's thesis work.

- External examiners are encouraged to comment on the assessment process and the schemes for marking.

#### **4.5.3.2.1.5 Discussion of Course Structure**

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

#### **4.5.3.2.1.6. Reports**

- External examiners may make written confidential reports to the 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.
- 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.

#### **4.5.3.2.1.7. Thesis Defense Procedures**

The procedural guidelines to be followed in the administration of the thesis open defense examination are as follows:

- The thesis defense is open to all interested.
- The Board of Examiners shall take their designated seats to examine /evaluate the candidate.

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- The Chairperson of the Board opens the defense session by introducing the candidate, the other members of the Board and the advisors, and invites the advisor to give a brief report of the candidate's graduate work.
- The advisor invites the candidate to present his/her findings.
- The candidate presents for a maximum of 30 minutes the main results of his/her research work.
- The members of the Board of Examiners interrogate the candidate for 60 minutes on the subject of the thesis. The External Examiner shall take 30 minutes, the Internal Examiner 20 minutes, and the Chairperson and Audience 10 minutes all together.
- After the interrogation, the advisor shall be given a chance (by the Chairperson) to make clarifications or give comments on relevant issues, and shall leave the room along with other audiences, leaving only the three Board members to evaluate the candidate.
- Each one of the BoE members evaluates the thesis based on the open defense and assessment of the thesis. Grades are given both in the thesis defense evaluation and performance certification forms, which are duly signed by the members.
- Evaluation points given by each BoE member are averaged using the respective weight of
  - ✓ External Examiner, 50% (0.5),

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- ✓ Internal Examiner, 35% (0.35),
- ✓ Chairperson 15% (0.15).
- The weighted average evaluation results determine the fate of the thesis as “Pass” or “Fail”.
- A thesis that is defended and accepted (Pass) shall be rated as **“Excellent”, “Very Good”, or “Good”**.
- The grading scales of each rank are as follows:

<b>Rank</b>	<b>Out of 100</b>
Excellent	$X \geq 85$
Very Good	$75 \leq X \leq 85$
Good	$60 \leq X \leq 75$
Fail	$X \leq 60$

Out of 100 = 0.5\* External Examiner + 0.35\* Internal Examiner + 0.15\* Chairperson.

**4.5.3.2.1.8 Decision**

The decision of the Board of Examiners is based on the thesis write up, presentation and the candidate’s ability to defend it. The following decisions are open to the examining board:

**4.5.3.2.1.8.1 Thesis Accepted**

The thesis may or may not require typographical and/or minor editorial corrections to be made to the satisfaction of the advisor(s).

- **Accepted with minor modification**

The thesis may require typographical and/or major editorial corrections to be made to the satisfaction of the advisor(s).

- **Accepted with major modification**

The thesis requires minor changes in substance and major editorial changes, which are to be made to the satisfaction of members of the Board of Examiners or to a committee designated by the Board. 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.

#### **4.5.3.2.1.8.2 Thesis Pending**

If the Board of Examiner is not prepared to reach a decision concerning the thesis at the time of the thesis defense, it is the responsibility of the chairperson to determine and obtain what additional information is required by the Board to reach a decision and to call another meeting of the Board as soon as the required information is received. Candidates should not normally be required to present themselves to the Board of Examiners at the second meeting.

#### **4.5.3.2.1.8.3 Thesis rejected**

A thesis may be rejected in the following three cases:

- 1) If it does not maintain the standard due to methodologies used in execution, analysis and interpretation.



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- 2) The work is plagiarized as judged by the examining boards; or
- 3) The work has been already used to confer a degree from this or another university. The Board shall report the reasons for rejection and advice on the future opportunity of the candidate to complete the study.

**4.5.3.2.1.9 Appeal**

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. The SGS will examine the candidate's appeal vis-à-vis the Board of Examiners' decision by establishing a committee of professionals and pass a final verdict which will be communicated to the candidate by the Board of Examiners.

## **Section 5: Specific guidelines for PhD Program**

### **5.1 Content of the Doctoral Studies**

- The PhD programs mainly comprise research work under supervision. A PhD program includes:
  - ✓ Completion of an independent piece of research (PhD project) in cooperation with the appointed supervisors and possibly other researchers.
  - ✓ Approved and organized academic training.
  - ✓ Writing a PhD thesis based on the independent PhD project.

### **5.2. Admission**

**5.2.1** Admission to a PhD program can take place at any time of academic year.

**5.2.2** A candidate should have an MSc/ MA/ MBA/ MPH/ LLM degree in related fields. 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. A student deemed deficient in certain field is required to take additional courses form the graduate program. 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 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.

**5.2.3** Applications for admission to a PhD program must include:

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

**5.2.4** Decisions regarding admission are based on an overall assessment of applications. Admission can be granted with certain reservations, such as funding, admission capacity, and formulation of an individual training schedule, additional education and intellectual property rights agreements. The letter of admission shall state supervisors, 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 employees' rights or covered by a special agreement.

Admission can be denied if the prospective PhD student lacks the necessary academic background.

### **5.3 The Study Plan**

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

- ❖ Description of the research project
- ❖ List of courses to be taken
- ❖ Work schedule for the research
- ❖ Work schedule for the academic training program (course work)
- ❖ An account of necessary infrastructure
- ❖ Description of any plans to spend some time at other Universities, research institutes or companies (including foreign universities, research institutes or companies).
- ❖ The PhD program plan is to be approved by the respective program advisory committee.

This study plan will be presented to the DGC/SGC. The supervisor and co-supervisor will join the committee if they are not members of

the DGC/SGC already. The research proposal may be required to pass an open defense.

The DGC/SGC 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-supervisors.

## **5.4 . Agreement**

**5.4.1** Admission to a PhD program is formalized in a written agreement between the PhD student, the supervisor (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 project, 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, the DGC/SGC 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 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 7 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 7-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** HwU shall provide academic training at a higher scientific level to all of its PhD students. If HwU, 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.

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- 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  $\geq 3.00$ ), 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.
- 5.6.4** Applications for changes of the approved academic training plan shall be prepared in agreement with the main supervisor, and submitted to the department/ School commission for approval.

**5.7 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

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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** HwU shall be listed as the main address in articles and other publications included in the thesis. The thesis shall be published using the official HwU title page design.
- 5.7.4** The thesis shall be written in English.
- 5.7.5** Publications which have been accepted as a basis for previous examinations can not be accepted for evaluation. A revised edition of a PhD thesis which has previously been rejected at HwU can not 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.

## **5.8 Supervision**

**5.8.1** The PhD thesis must be written under personal supervision.

As a rule, there shall be a group of several researchers acting as supervisors for each PhD student. The PhD student and the supervisor(s) are to be in regular contact, and the student shall be included in an active research group. (A group of supervisors is defined as two or more supervisors). The supervision supplied is: 100 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 supervisor (s) in cases of long-term illness, leave of absence, etc.

**5.8.2** Supervisors must hold doctoral degrees or equivalent qualifications. In a group of supervisors, one of them shall be appointed as the main supervisor, responsible for the scientific follow-up of the PhD student. The main supervisor must have a position at HwU.

**5.8.3** The PhD student and supervisor(s) commit themselves in reporting the student's progress in accordance with the regulations approved by the HwU Senate.

## **5.9 Thesis Submission**

- 5.9.1** The application for thesis evaluation must be submitted to HwU. 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. 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 HwU library and retain one copy to the department/ school.
- 5.9.2** 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.
- 5.9.3** 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.
- 5.9.4** 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.

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

## **5.10 Appointment of an Evaluation Committee**

**5.10.1** The department/school proposes Board of Examiners through the DGC/SGC. 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 committee's composition, before the proposal is sent to the HwU Senate. The PhD student's supervisors and any co-authors cannot be appointed as members of the evaluation committee. The final decision on the composition of the Board of Examiners is the university senate. If the composition of the committee is changed, due to long-term illness or leave of absence, the president immediately appoints another member to the evaluation committee. The committee's composition should ensure that:

- Both sexes, if possible, are represented.
- 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.

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- One of the members is a permanent academic staff at Hawassa University, and is also the chair person to the committee.
  - All members have doctoral degree.
- 5.10.2** The Board must submit a report, recommending whether or not the thesis is worthy of being publicly defended for the PhD degree. The committee must justify the recommendation, and specify any dissent among the committee members.
- 5.10.3** 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 evaluation committee is to be notified immediately.
- 5.10.4** The main supervisor can be summoned to the Board meetings to give an account of the student's supervision and thesis work.
- 5.10.5** The Board may require that the doctoral student submits source material as well as supplementary and clarifying information.
- 5.10.6** The Board report must be submitted within three months after the committee has received the thesis. If the committee approves a revision of the thesis, the deadline is renewed from the date of thesis resubmission.

**5.10.7** A unanimous committee report must be accepted, thus enabling the PhD student to defend the thesis.

**5.10.8** If there is dissent in the committee, the University Senate can:

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

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

## **5.11 Thesis Evaluation**

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

- Approved completion of the organized academic training.
- 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.
- Approved academic thesis.
- Satisfactory public defense of the thesis.

**5.12 Public Defense of the Thesis**

- 5.12.1** 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.
- 5.12.2** The public defense is normally held in English.
- 5.12.3** There are normally two ordinary opponents. The opponents are members of the Board of Examiners other than the chairperson and the PhD student.
- 5.12.4** The event of the public defense is chaired by the head of department/School or by the person to whom this task has been delegated. 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.
- 5.12.5** 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:
- The committee's assessment of the thesis.
  - The committee's assessment of the public defense of the thesis.

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- The committee's assessment of the academic standard of the thesis in relation to the international standard.
- 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.

**5.12.6** If the public defense is not approved, a new public defense may be held after a period of 6 months. If possible, a renewed public defense should be assessed by the original evaluation committee.

### **5.13 Publication of the Thesis**

**5.13.1** 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.

**5.13.2** The thesis shall be publicly accessible at the HwU library no later than two weeks before the date of its defense.

### **5.14 Conferment of the PhD Degree and Diploma**

**5.14.1** 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.

**5.14.2** 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 supervisor(s). In addition, a doctoral degree diploma, signed by the President of Hawassa University, is issued.

### **5.15 Provisions for Complaints**

**5.15.1** 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 HwU for a final ruling.

**5.15.2** 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 HwU Senate Legislation. Complaints against the grading of specific examinations or other student assessments are lodged in accordance with the Senate Legislation.

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



## **References**

Addis Ababa University, **Procedures and Guidelines for Graduate Studies**, 2010.

**Hawassa University Research Strategy Document for 2010 - 2015.**

Jimma University, **Graduate Student Research Project submission form**, 2006

## Appendices

### Annex 1: Format and slips

#### Annex 1.1. Application form

**Hawassa University  
Office of the Registrar and Alumni Directorate  
Graduate studies programs Application form**

Form No.....

<b>FOR OFFICE USE ONLY</b>	
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	

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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)	
---	--

Specializations

Example: MSc in Animal Production	

**Academic Records** (*Start from recently obtained Credential*)

University/ College	Country	Major field of study	Diploma/Degr ee/Masters	Year of attendance	
				from	to

**Employment Records** (*Start from the recent employer*)

Name of employer/orga nization	Address	Position(s) held	Service year	
			from	to

**Publications** (if any)

**SGS Guideline, Hawassa University, 2012**

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/Masters	
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

**Annex 1.2. 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.....

*SGS Guideline, Hawassa University, 2012*

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**

**Annex 1.3 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

*SGS Guideline, Hawassa University, 2012*

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Annex 1.4. 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**

<b>Course Code</b>	<b>Course Title</b>	<b>Cr. Hr.</b>	<b>Letter grade</b>	<b>Remark</b>
	<b>TOTAL CREDIT HOURS and CGPA</b>			

**2. Thesis Title** \_\_\_\_\_

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

**Pass**  **Fail**

If "Fail", give reasons and indicate plans for re-examination.

\_\_\_\_\_

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

_____	_____	_____
Chairperson	Signature	Date
_____	_____	_____
External Examiner	Signature	Date
_____	_____	_____
Internal Examiner	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.

**Annex 1.5. ADVISORS' APPROVAL SHEET**

**SCHOOL OF GRADUATE STUDIES**

**HAWASSA UNIVERSITY**

**ADVISORS' APPROVAL SHEET**

**(Submission Sheet-1)**

This is to certify that the thesis entitled“ \_\_\_\_\_  
\_\_\_\_\_” submitted  
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	Signature	Date

**Annex 1.6. 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 the Chairperson	_____ Signature	_____ Date
_____ Name of Major Advisor	_____ Signature	_____ Date
_____ Name of Internal Examiner	_____ 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
- 6 copies

**Annex 1.7. Examiner’s APPROVAL SHEET-II**  
**HAWASSA UNIVERSITY**  
**SCHOOL OF GRADUATE STUDIES**  
**EXAMINERS’ APPROVAL SHEET-2**  
**(Submission Sheet-3)**

As members of the Board of Examiners of the final Master's degree open defense, we certify that we have read and evaluated the thesis prepared by \_\_\_\_\_ under the title

\_\_\_\_\_” and recommend that it be accepted as fulfilling the thesis requirement for the degree of **Master’s** of \_\_\_\_\_ in \_\_\_\_\_ with **Specialization** in \_\_\_\_\_.

_____	_____	_____
Name of the Chairperson	Signature	Date
_____	_____	_____
Name of Internal Examiner	Signature	Date
_____	_____	_____
Name of External Examiner	Signature	Date

Final approval and acceptance of the thesis is contingent upon the submission of the final copy of the thesis to the SGS through the DGC/SGC of the candidate’s department/School.

Thesis approved by

_____	_____	_____
DGC/SGC	Signature	Date

**Certification of the final Thesis**

I hereby certify that all the corrections and recommendation suggested by the Board of Examiners are incorporated into the final Thesis entitled

“\_\_\_\_\_” by \_\_\_\_\_.

_____	_____	_____
Name of the Designate	Signature	Date

**Stamp of SGS Date:**  
\_\_\_\_\_

**Remark**

- Use this form to submit the thesis with **major correction** suggested by the examining board
- 6 copies

**Annex 1.8. Master's Degree Thesis Evaluation Format**

**Hawassa University**

**School of Graduate Studies**

**Master's Thesis Evaluation**

Name of the Candidate \_\_\_\_\_

Thesis Components

- (a) Abstract ..... \_\_\_\_\_ out of 5
- (b) Material and Methods..... \_\_\_\_\_ out of 15
- (c) Literature Review..... \_\_\_\_\_ out of 10
- (d) Result and Discussion..... \_\_\_\_\_ out of 40
- (e) Summary and Conclusion..... \_\_\_\_\_ out of 10

Defense Examination

- (a) Manner of Presentation ..... \_\_\_\_\_ out of 5
- (b) Confidence in the subject matter... \_\_\_\_\_ out of 5
- (c) Ability of answering questions..... \_\_\_\_\_ out of 10
- Total** ..... \_\_\_\_\_ out of 100

Evaluation result (Excellent, Very Good, Good, Fail) \_\_\_\_\_

\_\_\_\_\_  
Name of Examiner                      Signature                      Date

**NB:** The Grading scales of each rank are as follows:

<b>Rank</b>	<b>Out of 100</b>
Excellent	$X \geq 85$
Very Good	$75 \leq X < 85$
Good	$60 \leq X < 75$
Fail	$X < 60$

**Out of 100** = 0.5 \*External Examiner + 0.35\* Internal Examiner +  
0.15 \* Chairperson

**Annex 1.9. SUMMERY REPORTS ON MASTER'S DEFENSE  
EXAMINATION**

**HAWASSA UNIVERSITY  
SCHOOL OF GRADUATE STUDIES  
SUMMERY REPORTS ON MASTER'S DEFENSE EXAMINATION  
Performance Certificate for Master's Degree**

\_\_\_\_\_  
Name of the Chairperson of Board of Examiners

\_\_\_\_\_  
Signature

**Name of the candidate:** \_\_\_\_\_

**Department/School:** \_\_\_\_\_ **Specialization:** \_\_\_\_\_

**Thesis Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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, Fail)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of the Chairperson of Board of Examiners

\_\_\_\_\_  
Signature

Date \_\_\_\_\_

*SGS Guideline, Hawassa University, 2012*

To: Department/School Graduate Committee

From: \_\_\_\_\_

Major advisor and member of the Board of Examiners of the master's research open defense. Student \_\_\_\_\_ had an open defense examination of master's thesis research entitled “

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The examining board had finally accepted the thesis with minor editorial corrections and had delegated the committee consisting of the advisors, \_\_\_\_\_, to see that the student has incorporated all the recommendation. Accordingly, I have checked that student \_\_\_\_\_ has taken care of all the suggestion of editorial correction indicated by the member of examining board to the best satisfaction. This is, therefore, to testify student \_\_\_\_\_ has met the requirements and that she/he is recommended for graduation.

Sincerely,

CC:

SGS

Name of Student \_\_\_\_\_

Hawassa University



**Annex 1.10. Declaration**

**Declaration**

I hereby declare that this MSc/MA/MPH/MBA/ MD+ Specialty or equivalent thesis / 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 thesis / dissertation have been duly acknowledged.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Place and Date of Submission: \_\_\_\_\_

**Annex 1.11. 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**) has been accepted, and hence you are admitted to the School of Graduate Studies of Hawassa University (HwU) to pursue your graduate studies.

I wish you success in your studies.

Sincerely,

\_\_\_\_\_

**Name of the Dean**

\_\_\_\_\_

**Signature and stamp**

Dean of School of Graduate Studies

Hawassa University

**Annex 1.12. Letter of Acceptance for PhD 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 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 (HwU) to pursue your PhD studies.

I wish you success in your studies.

Sincerely,

\_\_\_\_\_

**Name of the Dean**

\_\_\_\_\_

**Signature and stamp**

Dean of School of Graduate Studies

Hawassa University

**Annex 2: Samples**

**Annex 2.1. Sample of the top cover**

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

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

**ABEBE HAILU T/MARIAM**

**HAWASSA UNIVERSITY, HAWASSA, ETHIOPIA**

**OCTOBER, 2011**

**Annex 2.2. Sample of the title page**

CHARACTERIZATION AND IMPROVEMENT OF COFFEE  
GERMPLASM USING MOLECULAR 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)

OCTOBER, 2011

### **Annex 2.3. Sample of citations of references**

#### **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 Seifu Tsegaye. 1994. Effect of sowing date and seeding rate on yield and other characteristics of chickpea (*Cicer arietinum* 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. 2<sup>nd</sup> 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 *Pyricularia oryzae*. 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.