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REPORT ON ICT-4MRPQ PROJECT DEMONSTRATION OF THE Mak E-SUPERVISION PLATFORM

under

Project deliverable D7.2, Dissemination Plan (WP7)



April 2024

INTRODUCTION

Makerere University ICT-4MRPQ PROJECT team organized a meeting held at AVU conference room, College of Education and External Studies (CEES), Makerere University. The main objective of the meeting was to demonstrate the Mak E-supervision platform to partner institutions and generate their feedback to assist in the improvement of the developed platform. The Mak E-supervision platform is a component of the Research Information Management System (RIMS) at Makerere University. RIMS is an online platform that integrate numerous online platforms of Makerere University such as ACMIS, GAMSU, library, e-HRM, postdoctoral research, research innovation and RiF.

The meeting was undertaken in line with project deliverable **D7.2 (WP7)** which is Dissemination Plan. It seeks to allow output dissemination, knowledge exchange & change processes communication among others.

The workshop targeted mainly partner institutions of the project observed on the attendance list below and in Annex 2. Others included; stakeholders from the Directorate of Research and Graduate Training (DRGT); stakeholders from the Directorate of ICT (DICTS) and college head.

The engagement was fruitful as the key parties within research at Makerere University were present and took ownership of the platform. Numerous suggestions for continuous improvement of the system were generated and way forward was suggested as further detailed in the meeting minutes.

2. Meeting minutes

Physical attendance

No.	Name	Designation and Organization	Email and Phone number
1.	Prof. Juma Kasozi	Deputy Principal/Ag. Principal, CONAS	Depotyp.cns@mak.ac.ug 0782308010
2.	Prof. Edward Bbaale	Director, DRGT	endybbaale@gmail.com
	Prof. David Katamba	Professor, Makerere University Business School/uccsri	dkatamba@gmail.com 0702972532
3.	Mr. Juma Katongole	Pr. Systems admin	Juma377@gmail.com 0702278793
	Mr. Julius Kikooma	Depty Director, DRGT	kikoomas@gmail.com
4.	Ms, Victoria Watasa	Systems Administrator DICTs	victoria.watasa@mak.ac.ug
5	Dr. Karidewa Nyeinga	Senior lecturer Physics	karidewa@gmail.com
6	Dr. Godfrey Mayende	Lecturer IODeL	godfrey.mayenda@gmail.com
7.	Ms. Joan Nakajigo	Assistant Lecturer	joan.nakajigo@mak.ac.ug 0779390977
8.	Mr. Latigo Peter	Adim/MUBs	slatigo@mak.ac.ug 0778537033
9.	Mr. Lubega Juma	Developer	jlubega@mubs.ac.ug 0705614018
10.	Dr. John Mary Kiberu	Lecturer,	john.kiberu@mak.ac.ug 0782885771
11.	Ms. Hasifa Kabejja	Principal Communication Officer	pr.cns@mak.ac.ug
12.	Dr. Denis Okello	HoD, Physics	denis.okello@mak.ac.ug 0772579403
13	Ms. Nabude Grace Joy	IODeL	ginabude@gmail.com
15.	Mr. Francis Iranga	Media	iranga@gmail.com
16.	Mr. Ntende Michael	ICT, IODEL	Micheal.ntende@mak.ac.ug
17.	Mr. Fred Kivumbi	Media	0700990124 kivumbifrddie@gmail.com
18.	Ms. Shakilah Nagujja,	Manager, elearning	0782182838 snagujja@mubs.ac.ug
19.	Mr. Charles Olupo	Director, ICT centre	olupot@mubs.ac.ug

20	Mr. Nestor Mugabe	DRGT	nestorbaleno@gmail.com
21.	Mr. Joshua Muhumuza	ICT/DiCTs	muhumuzajohua@gmail.com
22	Ms. Sheila Kesiime	Admin/MUBS	kesiimesheila@gmail.com
23	Ms. Moureen Basuta	MUBs	mbasuta@mubs.ac.ug
24.	Mr. Henry Zakumanya	DRGT	zakumumpa@yahoo.com
26.	Ms. Olive Nabatte	MUBs	onabatte@mubs.ac.u
On-line participants			
1.	Prof. Samuel Mugabi	Director, DiCTs	
2.	Prof. David Kazooba	Mbarara science and Technology (MUST).	
3.	Ms. Imelda Kemeza	MUST	
4.	Tom Tamale	Lecturer, Makerere University Business School,	

Agenda

1. Arrival of participants and registration
2. Opening prayer and self-introductions
3. ICT-4MRPQ Project overview
4. Remarks from overall project coordinator
5. Remarks from the Deputy Principal, CoNAS
6. Remarks from the Directorate of research and graduate training (DRGT) Makerere University
7. Presentation of the E-supervision platform
8. Questions and responses
9. Way forward and Wrap up

Minute 1: Opening prayer and self-introductions

The workshop commenced with an opening prayer led by Mr. Juma Lubega. The participants who were physically present introduced themselves first and thereafter online participants.

Minute 2: ICT-4MRPQ Project Overview

The Project Coordinator of Makerere University, Dr. John Mary Kiberu provided the project overview.

- Presented the background and rationale together with the main objectives and working objectives of the project.
- Provided the project progress and achievements so far accomplished being; D1.3 A compendium of nationally and locally relevant masters research themes; D6.4 Research methods manuals for staff and students; D6.5 New Courses developed1 at Mak; (Energy Storage); D6.7 Updated Courses, 2 at Mak; (Seminar Series and Research Methods in Physics; D6.8 Updated Study programs1 at Mak; (MSc in Physics); Stakeholders engagement on the E-supervision platform and Mobile App development.
- Ended the presentation by thanking the participants for honoring the invitation.

Minutes 3: Overall project coordinator

The overall coordinator Prof. David Katamba gave his remarks and mentioned the following;

- He thanked the Makerere University (Mak) the mother institution of Makerere Business School (Mak) for granting them an opportunity to work jointly to improve Master's research by digitalizing the processes.
- There is no policy on how to manage the examination and supervision of online Masters Research in Uganda and this brings the NCHE on board to develop guidelines for Masters online research for both public and private universities consumption.
- Thanked all participants and more especially teams from DICTs and DRGT for their support to the project.

Minute 3: Remarks from the Deputy Principal, CoNAS

- Welcomed all the participants to the workshop and indicated that, he has been part of the process in developing this system and was impressed that, it has reached this far.
- He was aware of same efforts of digitalizing in the College of Agriculture and environment science, College of Natural Science and at DGRT, he hoped that DRGT, will lead them into integration of all these systems.
- Indicated that he awaits to see how student based is the E-supervision. Students need to get notifications at all levels as there are numerous issues related to supervision
- E-supervision should provide flexibility to students and supervisors in terms of access and use.
- In future, we will need regional integrated system may be by the Funding from European Union.
- Thanked the funders for providing the funds to have this ICT project in place.

Minute 4: Remarks from the Director, Directorate of Research and Graduate Training (DRGT) Makerere University

- The current strategic direction of Makerere University is research lead University which is based on the following key building blocks namely;
    - Increased shift to graduate enrollment and knowledge production;
    - Second building block of a research lead university is the establishment of research entities to leverage on large-scale multidisciplinary and multi-institutional activities. Let us establish research centres and institutes.
    - Third building block is the packaging and marketing of research outputs for appropriate adoption and adaptation to communities. Have put up in place innovation Hub, policy on intellectual property. Value quick publishing for promotion and lose on intellectual property. Do you want to be a billionaire or be promoted?
    - To graduate students on time and have a track of their record is in a strategic direction envisaged by the research lead university.
    - Important to note that, this system has been integrated in RiMs.
    - Collaborating with other partner puts you at an advantage as many funders are tired of individual funding.
    - RiMs, has a component of tracking research including Post Doc. It will be launched soon and there will be an annual forum for research for two day. You are all invited to this occasion.

Minute 5: Presentation of the Mak E-supervision platform

The Director, DiCTs was represented by Mr Juma Katongole. He highlighted that E-supervision platform is part of the Makerere university wide digital agenda, and therefore, will be interacting with various colleges during the roll out. He then, invited Mr Joshua Muhumuza to present the Mak E-supervision.

Minute 6: Questions and responses

- When identifying students or lecturers this should be narrowed down to departmental level and not at college level.
- There should be a reminder for timelines at all stages within the system.
    - We intend to provide a questionnaire at the end of the presentation on issue of the relevant timelines.
    - We were using the graduate handbook for timelines but the meeting may decide.
- At departmental level, the minutes accompany the proposal to the school. Therefore, there should be provision for upload of minutes.
- Critical points in the proposal development such as, conceptualization and interaction before proposal commencement are missing.
- How is the system enabling the partnership with other institutions.
    - There are different dynamics in research, and in each University. However, they all share the same APIA and are addressing a same problem.

- Comments from the examiners do not go to the Head of Department but rather Principal.
- It was agreed that, in order to avoid contract diction, the student should receives comments of supervisors as a group.
- The comments from examiners should be independent.
- On issue of payment, some colleges pay both external and internal while others only pay external examiners.
- The component of tracking in terms of number of students, how many graduate students are supervised by one lecturer, withdrawals and extensions etc. are missing.
    - This information is already captured under RiMis.
- Plagiarism system should be integrated within the platform at all stages including Zoom interaction and chat options.

Minute 7: Way forward and wrap up

- What is left, are the nitty-gritty at various college levels and this will continue to different unities.
- Training staff on use and accessibility of the developed system. This is already in pipeline after the launch of Rimis.
- The developed system will continuously be updated because challenges with systems never end.
- It was a fruitfull deliberation, thanked the participants and adjourned the meeting at 11:58am

Annex 1: Some of the photos captured during the discussion



From Left to right, Prof. Edward Bbaale, Director DRGT; Prof. Juma Kasozi, Deputy Principal, CONAS and Deputy Director, DRGT Mr. Julius Kikooma at dissemination workshop on 9th April 2024.



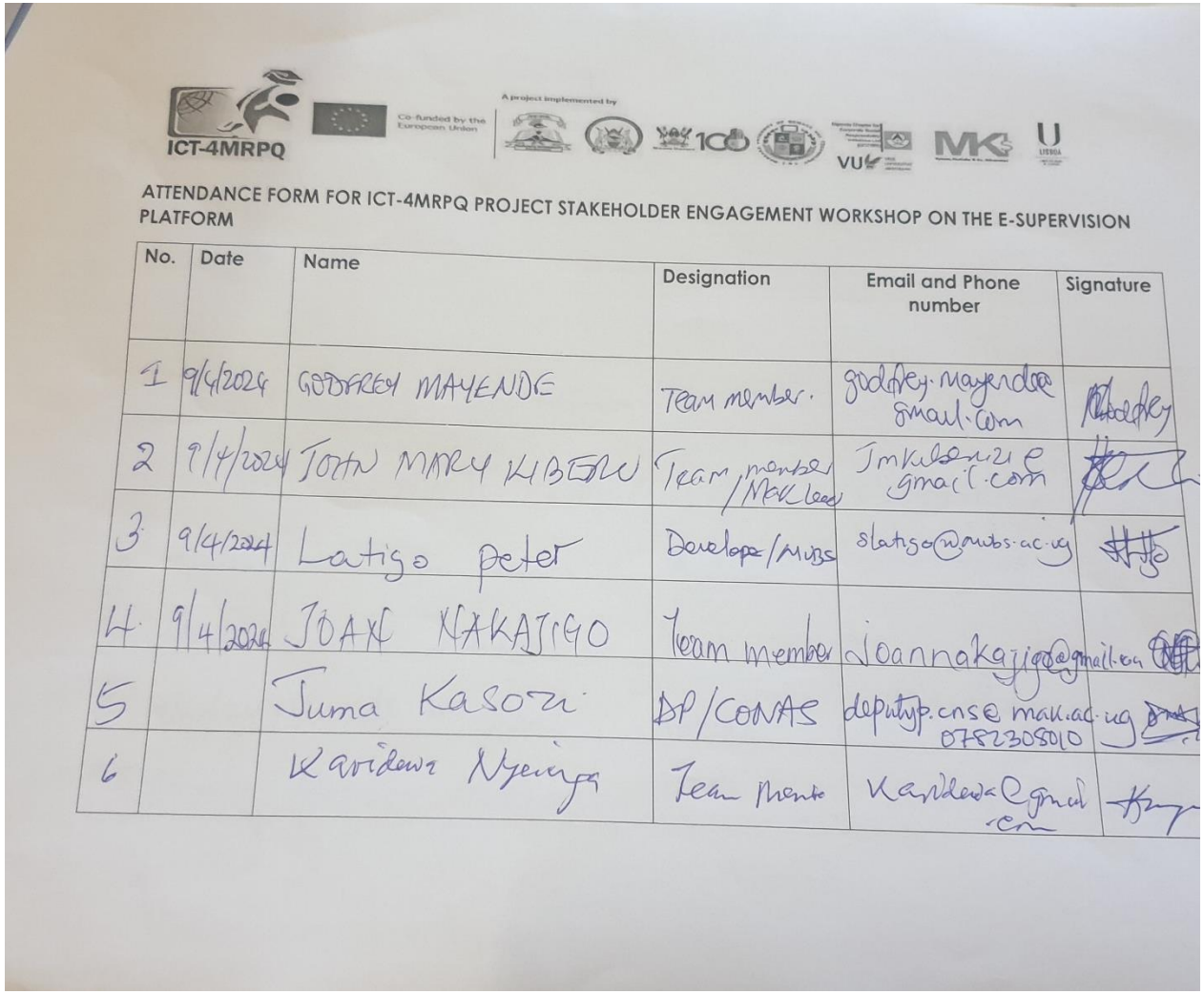
Participants listening to opening remarks

Annex 2: Scanned copies of registration forms

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ATTENDANCE FORM FOR ICT-4MRPQ PROJECT STAKEHOLDER ENGAGEMENT WORKSHOP ON THE E-SUPERVISION PLATFORM

No.	Date	Name	Designation	Email and Phone number	Signature
1	9/4/2024	Kuteesa Julius	Deputy Director DICT	kuteesa@gmail.com	
2	"	Sheila Kasiime.	Admin/MUBS	kasiimesheila@gmail.com	
3		Maureen Basuuta	MUBS	mbasuuta@mubs.ac.ug	
4	9/04/2024	Prof Katamba Daniel	MUBS/UCC/SRI	dkatamba@mubs.ac.ug	
5	9-4-24	Henry Zakumumpa	DICT	zakumumpa@yahoo.com	
6	9.4.24	Oline Nabatte	MUBS	onabatte@mubs.ac.ug	Oline



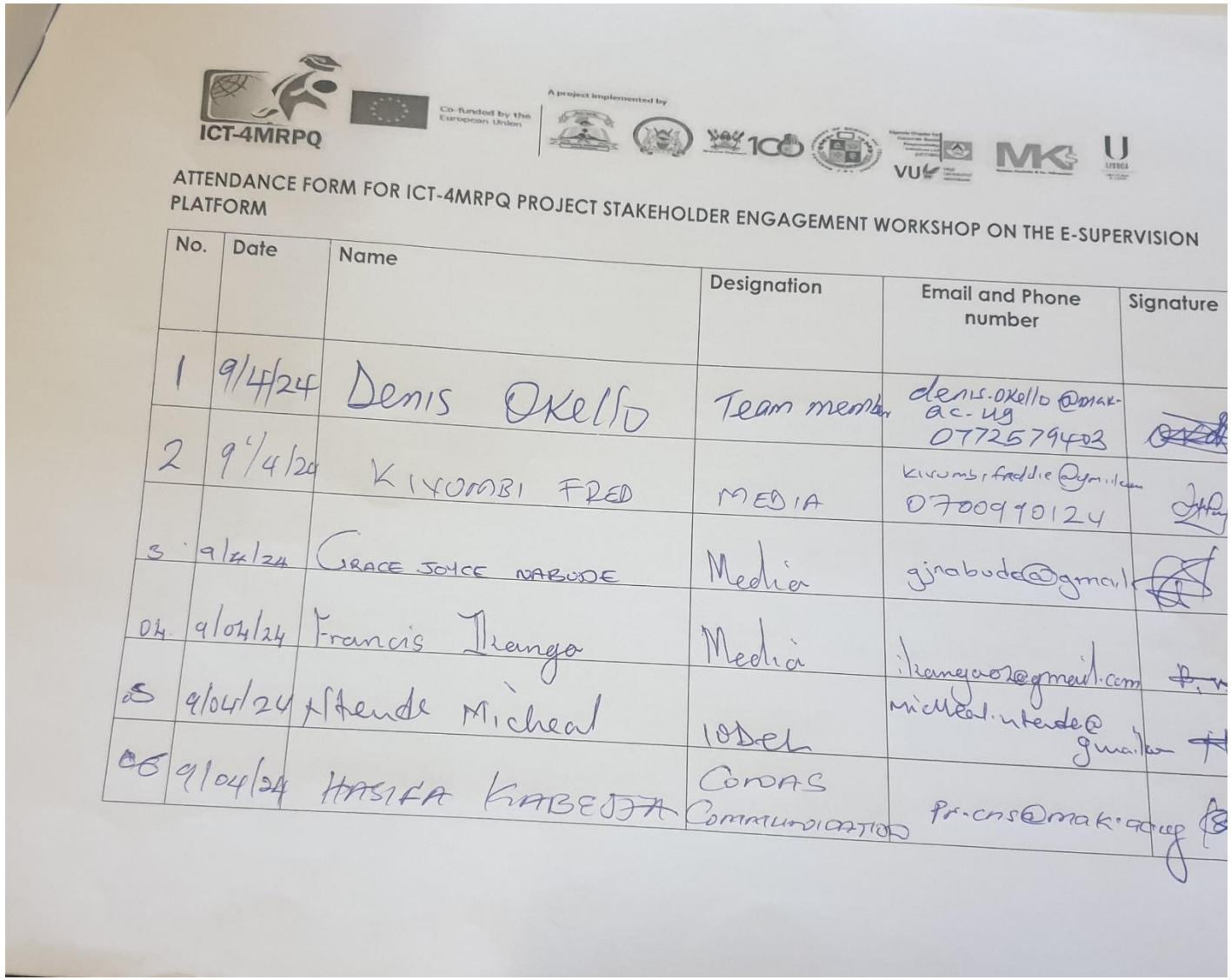
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No.	Date	Name	Designation	Email and Phone number	Signature
1	9/4/2024	GODFREY MAYENDE	Team member.	godfrey.mayende@gmail.com	
2	9/4/2024	JOHN MARY KIBERU	Team member/MAK lead	Jmkiberu2@gmail.com	
3	9/4/2024	Latigo peter	Developer/MUBS	platigo@mubs.ac.ug	
4	9/4/2024	JOAN NAKAJIGO	Team member	joannakajigo@gmail.com	
5		Juma Kasozi	DP/CONAS	deputyp.cns@mak.ac.ug 0782305010	
6		Kavidewa Nyeinga	Team Membe	Kavidewa@gmail.com	



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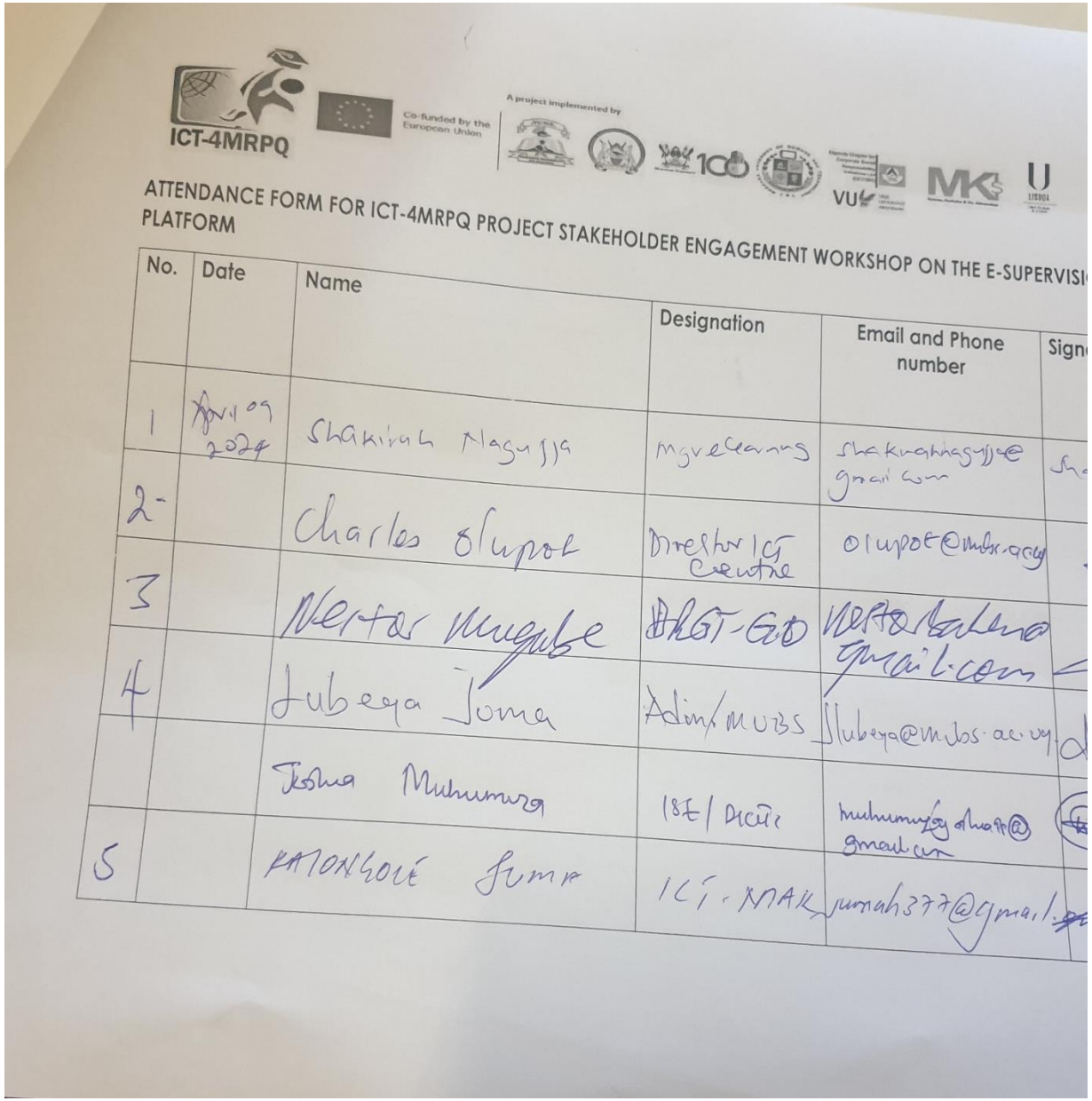
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ATTENDANCE FORM FOR ICT-4MRPQ PROJECT STAKEHOLDER ENGAGEMENT WORKSHOP ON THE E-SUPERVISION PLATFORM

No.	Date	Name	Designation	Email and Phone number	Signature
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ATTENDANCE FORM FOR ICT-4MRPQ PROJECT STAKEHOLDER ENGAGEMENT WORKSHOP ON THE E-SUPERVISI
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No.	Date	Name	Designation	Email and Phone number	Sign
1	9/1/09 2024	Shakirah Nagujja	mgvcleaning	shakirahnagujja@gmail.com	
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3		Nestor Mugabe	DHGT-GD	Nestorkabeza@gmail.com	
4		Jubeya Juma	Admin/MUBS	Jubeya@mubs.ac.ug	
		Joshua Muhumuza	IBT/DICT	muhumuzajoshua@gmail.com	
5		KATONGOLE Juma	ICT-MAK	jumah377@gmail.	

Annex 3: Programme

Time	Agenda item	Responsible Person
9: 00 – 9:20 A.M	Arrival of participants and registration	ALL
9: 20 – 9:30A.M.	Opening prayer and self-introduction	Moderator
9:30 – 9:40 AM	ICT-4MRPQ Project overview	Project Coordinator; Mak
9:40 – 9:50 AM	Remarks from the overall Project Coordinator	Prof. David Katamba
9:50 – 10:05 AM	Remarks from the Deputy Principal, CoNAS	Deputy Principal, CoNAS
10:05 – 11:20 AM	Remarks from the Director, DGRT	Director, DGRT
11:20 – 11:35 AM	Presentation of the E-supervision platform	Developers
11:35 – 11: 50 AM	Questions and responses	Moderator
11:50 -12:00 PM	Way forward and wrap up	Moderator