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REPORT ON ICT-4MRPQ PROJECT PREPARATORY MEETING FOR THE LAUNCH OF THE E-SUPERVISION PLATFORM AT MAKERERE UNIVERSITY

Under

Project deliverable D3.1, Activity 2.5: Stakeholder engagement and analysis to inform E-supervision system functionalities (WP2)



November 2023

1.0 INTRODUCTION

Makerere University ICT-4MRPQ PROJECT team prepared a preparatory meeting of the launch of the E- supervision platform in the Chemistry Board room at Makerere University on 14th November 2023.

The purpose of the meeting was to generate the various comments from participants to assist in the improvement of the developed E-supervision system.

The meeting was undertaken in line with project deliverable **D3.1** which is *Stakeholder Analysis Map to inform specifications for the MobileApp development & for an ICT enabled master's Research process Quality Improvement Framework*. The deliverable seeks to describe the main functional blocks or modules that will be included in the E-Supervision platform and Mobile App capturing university, NCHE, students and HEIs staff expectations, interests, and roles in identifying & monitoring critical aspects of a quality master's research journey. Under Activity **2.5** which is Stakeholder engagement and analysis to inform E-supervision system functionalities (**WP2**).

The meeting targeted mainly the students, academic staff, administrative staff and Directorate of ICT Support of Makerere University.

The meeting proceeded with a detailed presentation of the procedures of the E-supervision platform and comments were generated. The details of the meeting proceedings are provided below.

2. Meeting minutes

No.	Name	Designation and Organization	Email and Phone number
1.	Prof. Juma Kasozi	Deputy Principal	Deputy.cns@mak.ac.ug
2.	Prof. Micheal Owor	Dean, school of physical science	Micheal.owor@mak.ac.ug 0772625149
3.	Mr. Juma Katongole	ISE (DICTS)	Juma377@gmail.com 0702278793
4.	Ms. Eleanar Nandutu	Registrar SPS	Eleaner.nandutu@mak.ac.ug
5.	Hasifa Kabejja	Principal communication officer-CoNAS	Pr.cns@mak.ac.ug
6.	Dr. Denis Okello	Head of Department-Physics	Denis.okello@mak.ac.ug 0772579403
7.	Dr. Karidewa Nyeinga	Senior lecturer Physics	karidewa@gmail.com

8	Ms. Joan Nakajigo	Assistant Lecturer	joan.nakajigo@mak.ac.ug 0779390977
9	Dr. Godfrey Mayende	Lecturer IODeL	godfrey.mayenda@gmail.com
10	Dr John Mary Kiberu	Lecturer (Coordinator)	John.kiberu@mak.ac.ug
11.	Mr Joshua Muhumuza	IST (DICTS)	Joshua.muhumuza@mak.ac.ug
12.	Ms. Karen Kenyi	Student	Karenkenyi9@gmail.com

Agenda

1. Opening prayer and self-introductions
2. Communication from the chair (Coordinator)
3. Presentation of E-supervision Platform
4. Discussion
5. Way forward

Minute 1: Opening prayer and self-introductions

The meeting started with an opening prayer led by Ms. Joan Nakajigo. The participants introduced themselves and the meeting proceeded with Chair's communication.

Minute 2: Remarks from chair (Coordinator)

- Chair provided the brief project introduction to the members present, he indicated that the project has a website and social media platforms where most communication is passed.
- Informed members that various partners are responsible for delivering different activities such as the National Council for Higher Education (NCHE) is in charge of policy reforms.
- A series of meetings were undertaken and it was agreed that we develop a system that captures Makerere University procedures. This called for redesigning and a new E-supervision platform was development
- This meeting aims to provide or gather comments to assist in the improvement of the developed system.

Minute 3: Presentation of E-supervision Platform

- The team from DICTs took the members present through the various steps of the developed E-supervision platform namely proposal, thesis and examination.
- The E-supervision platform has a name that can be searched on the Website (posted)
- The system is integrated with Ehrm for staff and Acmis for students of Makerere University. Acmis provides the programmes for which the students are registered under.

- Three roles namely; Staff, Student and Examiner have been assigned in the system. The procedures were presented to participants.

Minute 4: **Discussion**

- The following comments were highlighted:

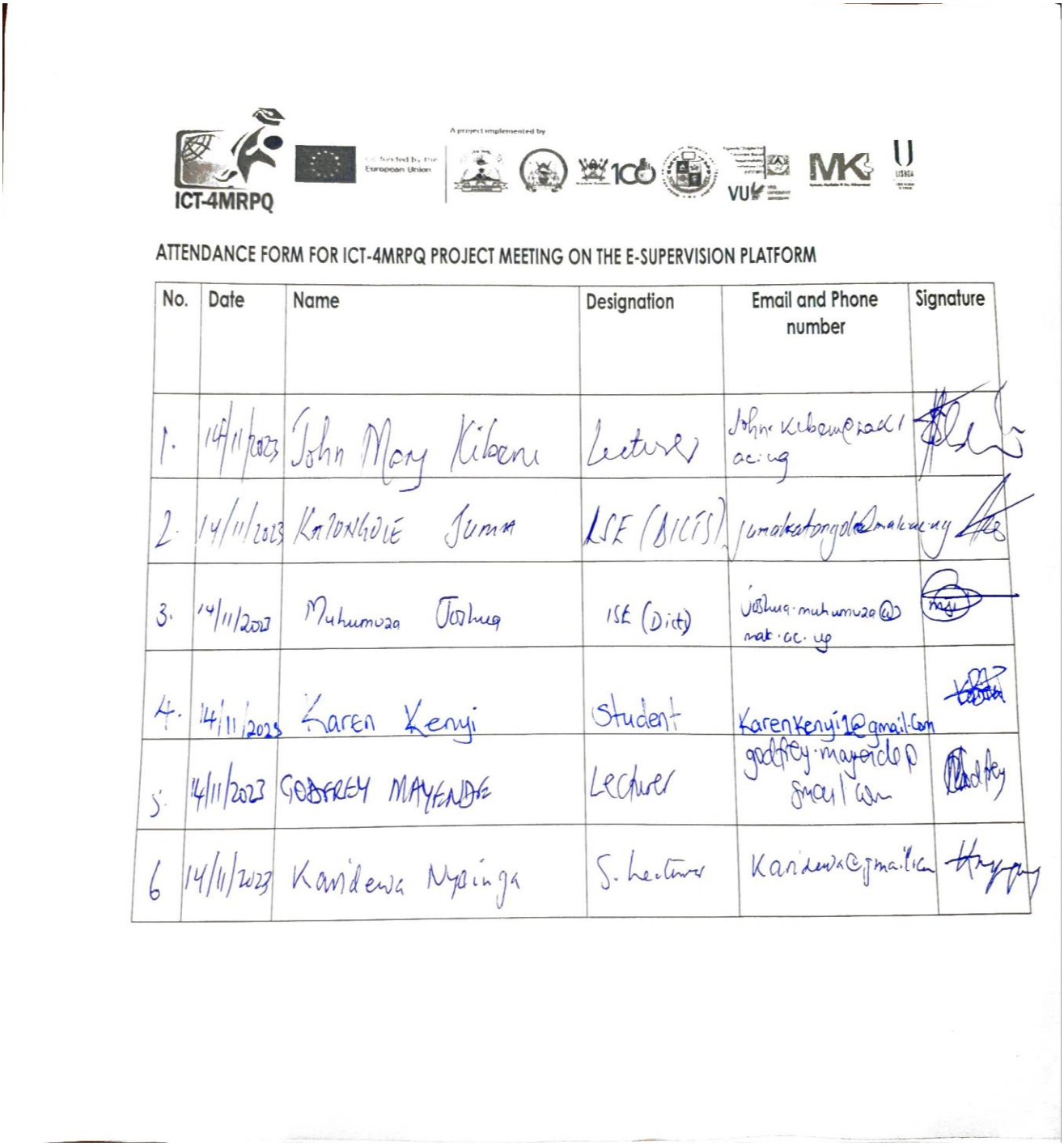
- At the point where the supervisors are selected, it should only indicate those with PhDs and above.
- Who receives the proposal? This may be the Head of department or graduate coordinator.
- Thanks for the notification, it is very important
- Duration should be documented, for example how long it has spent at the dean or Deputy Principal.
- Change in supervisors should be done at the departmental level
- Reconcile the name, we have a graduate tracker and E-supervision on the first and second page
- For the graduate to embark on research, a student should have the graduate load and have finished the course work without retakes.
- There should be a way of downloading a proposal, attending to it in free time and uploading it with comments
- Where and when does the registrar come in who schedules meetings at the school and link to the DGRT? Where do secretaries come in?
- There should be timelines and warnings throughout E-supervision
- Capture the supervision load of supervisors
- Conversation between the students and the supervisors detailing meetings should be included.
- Most of the students get stuck at the time of withdrawal.
    - In Acmis handles students up to somewhere, should we initiate withdraw under this system?
- Students are supposed to submit proposal together with compliance report forms.
- Students should have an option of of revised version after effecting the comments
- After the school meeting, the student is expected to attend to the proposal and one of the supervisors is required to make sure the comments are effected before submission.
- It does not matter how many times the student presents at the department.
- Need the timelines at all stages
    - We can't give an alert if the time is not available.
- Adding the supervisors who are not members of staff, should include the CV and meeting minutes
- When should we start counting? As long as the student has finished coursework, is eligible for research
    - We encourage students to commence research during their first year.

    - Whats the official timeline for each step?
    - Include the calendar indicating when the student started and ended.
    - Its advantageous for the student to finish in July, because then, the student will definitely appear on the graduation list.
- Is there a research calendar we can base on? Yes, there is one in the research hand book.
    - Or we may indicate 2 years and do not go into the nitty-gritty.
- We can put deadlines for all but be flexible
- The supervision load should be checked, you cannot give someone 20 students to supervise.
- The system should provide reports for management purposes.
- The defense is not only for internal staff but also for external supervisor.
- Intent: starts with the bursar has to show that the student is registered.
    - The system allows only registered students.
- Where is the entry point for the signed documents which the Dean looks at?
- When the student does not abide by the timelines there are penalties. How has the system catered for this?
- In the event that the student gets anomalous results from the examiners and there is a need to reexamine. How has the system catered for this?
- Timeline for submission after vivavoce should be included
- Intent for final submission form, which should not be accessed that form if not paid.
- The thesis is normally bulky, how are you going to manage this in the developed system?
- Instead of an invoice, use a claim form and the format will be provided.
- Include the provision for uploading the appointment letters for examiners.
- Provision for endorsed documents at thesis level
- Provision for 3months progress report in order to unpack a lot of work undertaken.
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Minute 5: **Way forward**

- The team should handle the comments and update the system
- Members should benchmark from other units or departments so that we generate a standard which can be followed by all.
- The upgrade and development of the system will continue even after its piloted
- We are open to advancement, therefore this system will be run together with the manual way until management is satisfied and one may be dropped.
- There is need for sensitization of all staff about the E-supervision

Scanned copies of attendance list



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ATTENDANCE FORM FOR ICT-4MRPQ PROJECT MEETING ON THE E-SUPERVISION PLATFORM

No.	Date	Name	Designation	Email and Phone number	Signature
1.	14/11/2023	John Mary Kibeni	Lecturer	johnkibeni@cedat.mak.ac.ug	
2.	14/11/2023	KATONGOLE Juma	LSE (BICFS)	jumakatongole@cedat.mak.ac.ug	
3.	14/11/2023	Muhumuza Joshua	ISE (Dicty)	joshua.muhumuza@mak.ac.ug	
4.	14/11/2023	Karen Kenyi	Student	Karenkenyi12@gmail.com	
5.	14/11/2023	GODFREY MAYENDE	Lecturer	godfrey.mayende@gmail.com	
6	14/11/2023	Kanidewa Nyainga	S. Lecturer	kanidewa@gmail.com	



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No.	Date	Name	Designation	Email and Phone number	Signature
7	14/11/2023	Juma Kabuzi	P/DP	deputyp.cns@mak.ac.ug	
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9	"	Denis Okello	HoD Physics	denis.okello@mak.ac.ug 0772579403	
10	"	Joan Nakajjigo	Asst. lecturer	Joannakajjigo@gmail.com	
11	"	Eleanor Nanduttu	Registrar SRS	eleanor.nanduttu@mak.ac.ug	
12	"	HASIFA KABEJJA	PRINCIPAL COMMUNICATION OFFICER - CIDDAS	Pr.cns@mak.ac.ug	

Sample photos captured during the meeting



Figure 1: Prof. Micheal Owor, Dean of Physical sciences giving his remarks.



Figure 2: Participants listening in to the presentation on steps involved in the E-supervision platform.