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REPORT ON ICT-4MRPQ PROJECT STAKEHOLDER ENGAGEMENT WORKSHOP ON THE E- SUPERVISION PLATFORM

Under

Project deliverable D3.1



ICT-4MRPQ - Stakeholders' Engagement on E-Supervision Platform - 27th. June. 2023

July 2023

TABLE OF CONTENTS

1.0 INTRODUCTION.....	3
2. Meeting minutes	4
Annex 1: Some of the photos captured during the discussion	11
Annex 2: Scanned copies of registration forms	11
Annex 3: Programme.....	18
Annex 4: Questionnaire.....	19

1.0 INTRODUCTION

Makerere University ICT-4MRPQ PROJECT team organized a stakeholder engagement through a meeting held at Quality Assurance Telepresence Centre, Senate Building, Makerere University on 27th June 2023 to discuss the proposed E-supervision platform.

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.

The main objective of the meeting was to demonstrate the E-supervision platform to key stakeholders and obtain feedback from the stakeholders to assist in the improvement of the developed platform.

The workshop targeted mainly the key stakeholders who play a crucial role in the student masters' research journey at Makerere University as observed on the attendance list below and in Annex 2. These included the following: lecturers at all levels (assistants, seniors, professors) who teach and supervise students; College registrars; stakeholders from the Directorate of Research and Graduate Training (DRGT); stakeholders from the Directorate of ICT (DICTS), Institute of Open Distance and eLearning (IoDeL) and graduate students.

In order for the team to generate more relevant information about the E-Supervision platform, the questionnaire was designed for the key stakeholder to fill as shown in Annex 3. Numerous responses were generated and these will be used to inform E-supervision further development and modification.

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
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4.	Mr. Tingo Alfred	College Registrar	alfred.tingo@mak.ac.ug 0788778039
5.	Mrs. Hellen SSali	CEDAT Registrar	0776800667
6.	Mr. Patrick B.Feni	CoCIS Registrar	0778440585
7.	Ms. Joan Nakajigo	Assistant Lecturer	joan.nakajigo@mak.ac.ug 0779390977
8.	Mr. Juma Katongole	Pr. Systems admin	Juma377@gmail.com 0702278793
9.	Mr. Tony Oluka	Database Manager DICTs	tonny.oluka@mak.ac.ug 07769762240
10.	Ms, Victoria Watasa	Systems Administrator DICTs	victoria.watasa@mak.ac.ug
11.	Mr. Denis Wamala	WEB.Admin. DICTs	denis.wamala@mak.ac.ug
12.	Mr. David Gaamuwa	Network Administrator	david.gaamuwa@mak.ac.ug
13.	Prof. Owor Michael	Dean, School of physical sciences	michael.owor@mak.ac.ug
14.	Dr. Shahazi Atham	Lecturer	Sy.athman@gmail.com
15.	Ms. Joanna Kayaga	College Registrarv CEES	joanna.kayaga@mak.ac.ug
16.	Mr. Kasaga Moses	ICT CONAS	Moses.kasaga@mak.ac.ug
17.	Mr. Ntende Michael	ICT CEES	Micheal.ntende@mak.ac.ug
18.	Mr. Kyalo Charles	ICT CEES	Kyalocharles1996@gmail.com
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20.	Mr. Musisi Everest	Student	Musisieverest477@gmail.com 070814710
21.	Mr. Latigo Peter	Developer	slatigo@mak.ac.ug 0778537033
22.	Mr. Lubega Juma	Developer	jlubega@mubs.ac.ug 0705614018

23.	Dr. John Mary Kiberu	Lecturer	john.kiberu@mak.ac.ug 0782885771
24.	Ms. Hasifa Kabejja	Principal Communication Officer	pr.cns@mak.ac.ug
25.	Dr. Denis Okello	HoD, Physics	denis.okello@mak.ac.ug 0772579403
26.	Dr. Karidewa Nyeinga	Senior lecturer Physics	karidewa@gmail.com
27.	Dr. Kwarikunda Nicholas	Lecturer Physics	nicholas.kwarikunda@mak.ac.ug
28.	Mr. Nsubuga Vincent	Documentary	eddiensude@gmail.com
29.	Mr. Mugambe Tadeo	Student	mugambetadeo04@gmail.com
30.	Dr. Godfrey Mayende	Lecturer IODEL	godfrey.mayenda@gmail.com
31.	Ms. Nabude Grace Joy	ICT, IODEL	ginabude@gmail.com
32.	Dr. Dianah Nampijja	Graduate Coordinator, School of Distance and Lifelong Learning	0772415535
On-line participants			
1.	Ms. Shakilah Nagujja,	Lead Developer e- supervision Portal Makerere University Business School,	0782182838 snagujja@mubs.ac.ug
2.	Kikonyongo Denis	Makerere University Business School,	
3.	Prof. David Katamba	Professor, Makerere University Business School,	0702972532
4	Dr. Mabel Komunda	Makerere University Business School,	
5	Ms. Zulaika Nakabuye	Makerere University Business School,	
6	Mr. Odong James	Lecturer, Makerere University Business School,	
7.	Kateregga Laula	Lecturer, Makerere University Business School,	
8.	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 the Deputy Principal, CoNAS
5. Remarks from the Directorate of research and graduate training (DRGT) Makerere University
6. Presentation of the E-supervision platform
7. Questions and responses
8. Way forward and Wrap up

Minute 1: Opening prayer and self-introductions

The workshop commenced with an opening prayer led by Ms. Joan Nakajigo. 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.

He requested the overall coordinator Prof. David Katamba to give 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 process.
- The purpose of the project is to improve the efficiency of master's research supervision through having a proper record of student interaction and timely graduation of our students.
- The motivation for this project was that there are no records of how lecturers and students interact, inconsistencies in supervision in terms of time, and no interaction with the supervisors supervising the students. The system being developed will address the above issues and beyond.
- 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.

Dr John Mary Kiberu provided the background and rationale together with the main objectives and working objectives of the project.

- He highlighted the gaps which the project intends to bridge being; Absence of student supervisor interaction record management; Increased redundancies in supervisor-student skill transfer; Research turnaround time redundancy; Decreased transparency in viva-voce conduct among others

- Indicated the key project intervention being; introduction of ICT usage (E-supervision, Mobile App) and Proposing policy reforms at the National level (through NHE) to close these Master's Research quality gaps.
- Provided the project progress and some of the achievements that have been accomplished so far being; kick-off meeting held at MUBs, website developed (<https://ict-4mrpq.uccsri.com/>) E-supervision web portal platform developed (<https://mastersresearch.ug/>) and Project Quality Assurance Plan (QAP) developed. Project communication and dissemination plan developed.

Minute 3: Remarks from the Deputy Principal, CoNAS

- Welcomed all the participants to the workshop and indicated that he was eager to listen to the developer of the E-supervision platform on how to include ICT in master's research supervision which directly falls under the Deputy Principal office of academics.
- Indicated that he was interested in the factor that underlies students' completion. Some factors are student-related, others are supervisor related and others are process related. He hoped that these will be addressed during the demonstration of the E-supervision platform.
- The incorporation of E-supervision should imply E-examination as well. This is something as the deputy principal has tried by sending the thesis by email but local examiners do not like this, while international examiners prefer this.
- Happy to note that the consortium is well constituted as mentioned by Dr. John Mary Kiberu and hoped they will deliver the project goals. Wondered why consider only Masters level and not PhD as well.
- Thanked the funders for providing the funds to have this ICT project and indicated that when writing the final report do not forget to include the contribution in kind from the partnering institution(Mak, MuBs and MUST).

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

- Congratulated the team for winning the ICT project which is referred to as thinking right and in line with Makerere University's strategic direction and in line with Vision 2030.
- The strategy of Makerere University is built on key building blocks namely;
 - Increased shift to graduate enrollment and knowledge production, this project will contribute to strengthening research through improved supervision and undertaking relevant research. Mak has the target to have 30% of graduate students and 10% of which shall be international. Currently, the statistics show that Mak has 12% graduate students and only 2% international students, this shows that Mak has a long way to go to attract graduate students to our university. One way to attract graduate students is by putting in place proper processes that are friendly, and efficient faster, having an online E-supervision platform is one way to increase a very

important strategy to increase the completion rate of Masters and PhD students.

- 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. I am very proud of you for the other endeavor that is in CoNAS that will start with Dr. Muyodi the writing centre which rhymes well with the University research agenda.
- Third building block is the packaging and marketing of research outputs for appropriate adoption and adaptation to communities. Mak established an innovation hub at CTF2 to ensure that the innovation research output is packaged and marketed with the aim of impacting the community.
- At DRGT, in line with the university's strategic direction, we are well positioned to play a pivotal role and given our mandate which is to coordinate and administer all matters concerning graduate studies. Dr John Mary Kiberu, Prof, David Katamba and team thanks for assisting in delivering our mandate efficiently. The E-supervision platform and other online systems that have been proposed should be integrated and on a good note members from DICTs are in the room. They have assisted the DRGT in digitizing much of the work. There is a project called RIMEs where DICTs is giving support to DRGT to digitalize graduate training activities and it will benefit a lot if these two systems are integrated.
- DRGT has a mandate of initiating and reviewing policies that would make graduate training conducive for which this project will also address.
- The project should be extended to PhD researchers and college researchers as well.
- We have had issues with supervision and with this platform, this will be ironed out.
- In conclusion, this project is very unique as it rhymes well with the university strategic plan of being a research lead university.
- Thanked the team for supporting the DRGT mandate and requested that they should be involved in the implementation.

Minute 5: Presentation of the E-supervision platform

The Lead developer Ms. Shakira Nagujja, gave an overview of the system.

- She indicated that they developed a system in-house and from scratch to meet the need of partnering institutions but also the needs of the project. The system is hosted and continuously backed by NITAU. The system is restricted to institution email, she wondered whether Mak students are given University email addresses.
- She requested Mr. Peter Latigo to give a presentation about how security is being managed in the developed system. You cannot have less than 8 password characters and the password is sent to your institution emails. Back-up will be undertaken hourly. The system uses the Oasis model, which verifies all pages and

sources of data and caters for all hack-in attempts. The security measure will always be reviewed.

- The lead developer together with the two developers demonstrated the E-supervision platform to the team.

Minute 6: Questions and responses

- The administrators are not there in our colleges. Time tracking should be documented to know who is delaying who.
 - The system shows the time stamps. The timeline should be documented at various thesis stages so that they can be coded in the system and this may be varying from College to College.
- Recovery emails, cell phone numbers especially those on Watsup are missing. The emails should be generated instantly
 - This is noted, the contacts of students will be captured. Whenever any activity is undertaken on the system, there is an email generated automatically.
- How often do they change the password?
- The concept of themes is good, it should include keywords as well
- Is the plagiarism checker for internally within the system or for also external search?
- The proposal begins in totality and not in bits
 - At the proposal stage, this will be opened up fresh rather than beginning in totality.
- How will this system help us fight the machinery where students hire people to do the research?
- The system should provide some statistics instantly for example number of graduate female students.
- The system in its present form and the processes shown will not assist the College of Natural Science.
- How will the system detect the student's eligibility, such as if the student has no retakes or has undertaken required courses which call for system linkage?
- The system should pick most of the data sources from already existing data sources so that when a student login, is able to observe some other data captured on to the system. Only the reviewers should who are external may be input data.
- Who owns the system? Is it the project and How available is it?
- In case we have issues in partnering institutions who do we call?
- We would like to see a student dashboard. Can we have some timelines so that we can follow them?
- It would be better if we had templates for each department for the concept, proposal and thesis so that students are assisted in this regard.
- There should be a provision for logging a complaint from students or even supervisors and this should be concealed.

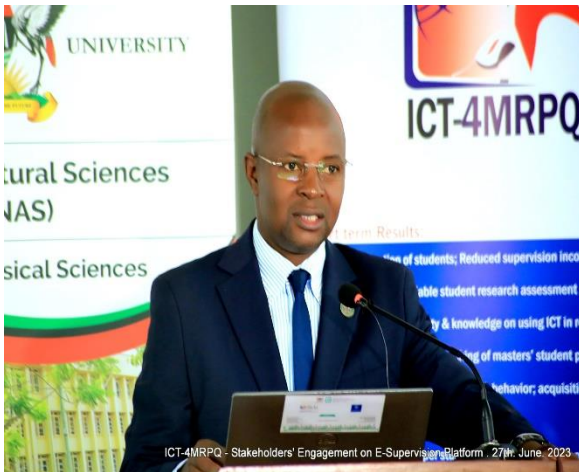
Minute 7: Way forward and wrap up

- The developers meet with the technical team (DICTs) for further interaction and sharing of ideas.
- The developed system should be integrated to other existing systems within Makerere University to build synergies and improve efficiency.

The representative of the Director, DICTs Mr. Juma Katongole made the closing remarks.

- Thanked the organizers for inviting DICTs to be part of the stakeholder engagement and pledged to continuously work with the developers of the system.
- This has been a data-collection session and generation of ideas. The system is not created in one day but rather continuously improved until it satisfies the intended objectives.
- Thanked the participants both on-line and physical then, the workshop was closed.

Annex 1: Some of the photos captured during the discussion



Prof. Edward Bbaale, Director, DRGT
Giving open remarks.



Prof. Juma Kasozi, Deputy Principal,
CONAS giving his opening remarks



Dr John Mary Kiberu, Project Coordinator
Makerere University giving his opening
remarks



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

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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.	27 th Jun. 2023	CONSCENT ATUEBEKEMREKE	Student.	atuebeconsent@gmail.com 074345076	
2	27 th Jun 23	MUSISI EVEREST	Student	Musisi Everest 4776@gmail.com 0708414710	
3	"	Lattiso Peter	Developer	Slattiso@mls.ac.ug 0778537033	
4	"	Jubega June	Developer	Jubega@mls.ac.ug 0705614018	
5	"	John May Kabaru	Lecturer	Johnmaykabaru@gmail.com 082-885771	
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ATTENDANCE FORM FOR ICT-4MRPQ PROJECT STAKEHOLDER ENGAGEMENT WORKSHOP ON THE E-SUPERVISION PLATFORM

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6.	27/6/23	Godfrey Mayenda	L. IODEL	godfrey.mayenda@gmail.com	

Annex 3: Programme

Time	Agenda item	Responsible Person
9:00-9:30AM	Arrival of participants and registration	ALL
9:30-9:40AM	Opening prayer and self-introductions	Moderator
9:40- 9:55AM	ICT-4MRPQ Project overview	Project coordinator
9:55-10:10AM	Remarks from the Deputy Principal, CoNAS	Deputy Principal
10:10-10:25AM	Remarks from the Directorate of research and graduate training (DRGT) Makerere University	Director, DRGT
10:25-11:40AM	Presentation of the E-supervision platform	Developers
11:40-11:55AM	Questions and responses	Moderator
11:55-12:10PM	Way forward and Wrap up	Moderator

Annex 4: Questionnaire



Academic and administrative staff

Dear colleagues

Kindly fill up this form. It intends to collect your expectations and other ideas for the E-supervision platform under the ICT-4MRPQ Project (Strengthening Capacity for ICT Usage and Policy Reforms for Relevant and Quality Masters Research Process Management in Uganda's Higher Education Institutions, HEIs) a European Union -EU supported Project to improve Masters' research supervision with ICT in Uganda including Makerere University. A prototype portal <https://mastersresearch.ug/> has been developed and the team wishes to demonstrate to the FGSR administration as the first-level group with keen interest in its future use. Your expectations and ideas are important towards streamlining effectiveness and efficiency of the E-supervision platform.

1. Email.....
2. Position.....
3. What key administrative stages should the E-supervision platform capture? (Tick what applies)

1. Issuing supervisor forms	
2. Receiving Proposals	
3. Giving proposal review feedback	
4. Receiving reports	
5. Processing examination for reports	
6. Preparing and conducting Viva	
7. Assigning supervisor load	
8. Allocating proposals/ reports to examiners	
9. Others specify	

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4. What other functionalities or aspects do you suggest to be embedded in the E-Supervision platform?

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5. As a stakeholder in the master's student research journey, What are your expectations of the E-supervision platform in improving the research processes?

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THANK YOU