

MAKERERE



UNIVERSITY

MAK-RIMS

• STUDENT USER MANUAL

Makerere e-Supervision Electronic Graduate Supervision System

Concept Papers

Research Proposals

Research Intent

Thesis Submission

Progress Reports

Activities Log

VERSION

1.1 – March 2026

AUDIENCE

Graduate Students

ACADEMIC YEAR

2025/26 Semester II

STATUS

Draft

25th Mar, 2026

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<https://dicts.mak.ac.ug>
<https://answers.mak.ac.ug>



@Makerere
@MakDGT
@DICTSMakerere

ABOUT

01 About This System

The **Makerere Electronic Graduate Supervision (e-Supervision)** system is the official digital platform for managing your graduate research journey at Makerere University. It organises your entire supervision process in one place — from your very first concept paper to the final completion of your thesis.



Track Research Stages

Follow your progress through concept paper, proposal, intent, and thesis with clear status updates.



Supervisor Feedback

Receive structured, written feedback from your supervisors on every submission.



Progress Reports

Submit periodic progress reports required by your college schedule.



Activity Log

Log milestones and research tasks so supervisors can track your work between formal submissions.



Guided Next Steps

The Dashboard always tells you what action is required from you at each stage.



Masters & PhD

Supports both Masters and PhD pathways — the same menus apply, with different timelines and committees.

02 Who Can Use This System

Access is restricted to students meeting *both* conditions below. Both must be true — meeting only one is not sufficient.

CONDITION	DETAIL
Enrolled for 2025/26 Sem II	You must be officially enrolled in the current academic year and semester. Students from prior years or semesters are not automatically included.
Set up in the system	Your student record must have been loaded into e-Supervision, typically through synchronisation with ACMIS. This is done by your college — it does not happen automatically on enrolment.



EMAIL MUST MATCH ACMIS EXACTLY

The email address you use to log in must exactly match the email registered in ACMIS. If your ACMIS email is outdated or wrong, update it through the proper university process *before* attempting to log in to e-Supervision.

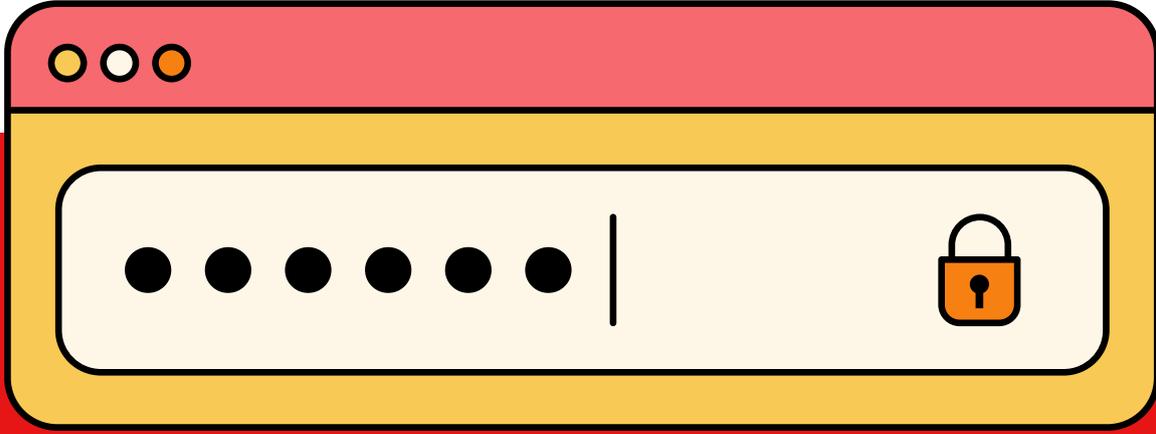


NOT IN THE SYSTEM?

If you cannot log in, contact your **COLLEGE REGISTRAR**

or the office responsible for graduate records to confirm your data has been loaded.

ACCESS



BEFORE YOU LOG IN

03 Before You Log In

Before your first session, make sure you have the following in order:

1 Your ACMIS email address

This is the email the university holds on record — not a personal Gmail or Yahoo. Check the ACMIS portal or ask your college if unsure.

2 Check for a first-time account email

When your account is created, the system may send you a verification link or temporary password. Check your inbox *and* spam/junk folder before logging in for the first time.

3 A supported browser

Use an up-to-date version of

Google Chrome

,

Microsoft Edge

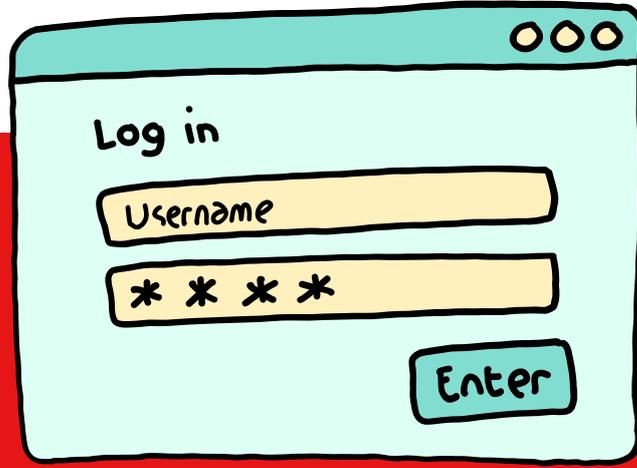
, or

Mozilla Firefox

. Older browsers or Internet Explorer are not supported.

4 A stable internet connection

Uploads and auto-saves require reliable connectivity. Avoid uploading large documents over a mobile hotspot or intermittent Wi-Fi.



HOW TO LOG IN

04

How to Log In

1

Open the system URL

Use the link provided by your college. There may be separate production and staging links — use the **production** link for all official submissions.

2

Click Login

Tap the **Login** button on the homepage.

3

Enter your ACMIS email and password

Type carefully — the email must match your ACMIS record exactly, including capitalisation.

4

Verify your email (first time only)

If prompted, open the verification link sent to your ACMIS email and follow any on-screen instructions, which may include setting a new password.

5

You land on the Dashboard

After a successful login you will be taken to your personal Dashboard — your home base for all supervision activity.

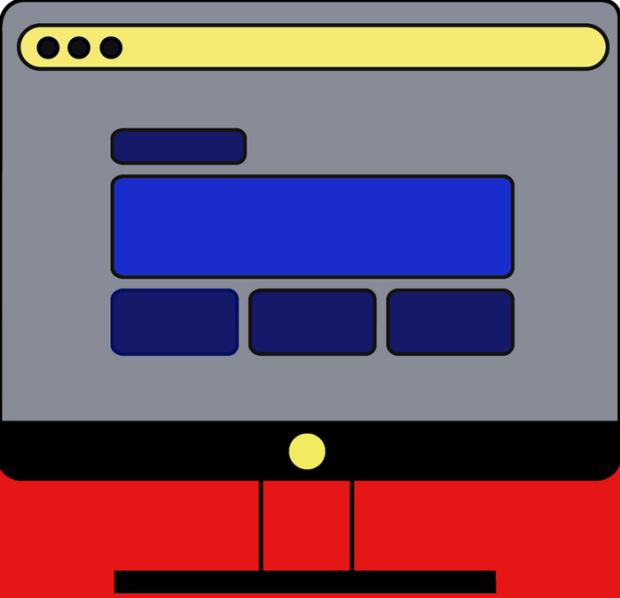


FORGOTTEN YOUR PASSWORD?

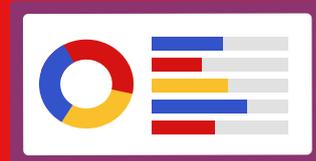
Use the

FORGOT PASSWORD

link on the login page. A reset link is sent to your ACMIS email address. If it doesn't arrive within a few minutes, check spam/junk or contact IT support.



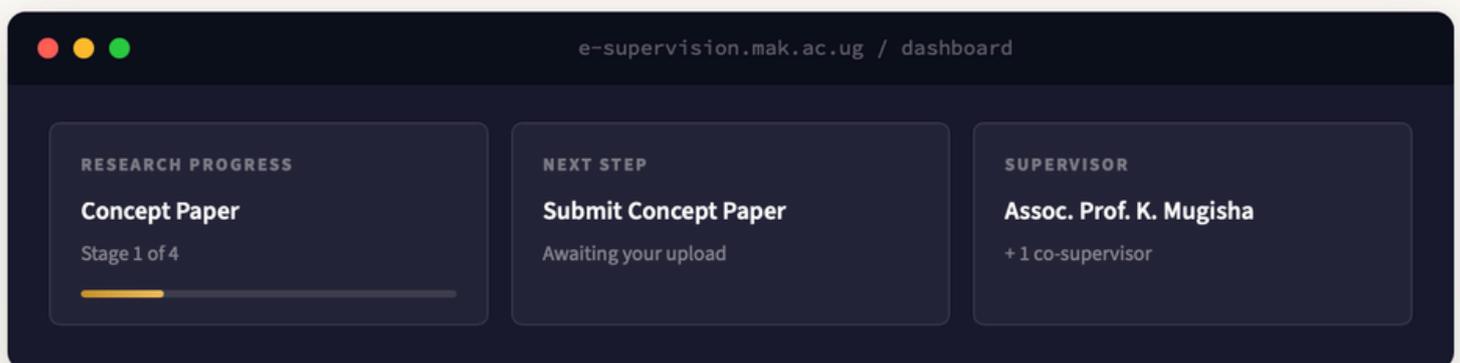
DASHBOARD



05

The Dashboard

The Dashboard is your home screen after login. It gives you a real-time summary of your current position in the research workflow and what to do next.



DASHBOARD SECTION	WHAT IT SHOWS
Research Progress	Your current stage in the workflow (concept, proposal, intent, thesis) and a visual indicator of progress.
Next Step	The specific action the system expects from you right now — always check this first when you log in.
Supervisors	Names and contact details of your assigned supervisor(s). If empty, contact your College Registrar immediately.
Recent Activities	A summary of your latest logged research activities and submissions.



NO SUPERVISOR SHOWN?

If the Supervisors section is empty, contact your **COLLEGE REGISTRAR**

immediately. You cannot use most workflow features — including submitting your concept paper — until a supervisor is assigned in the system.

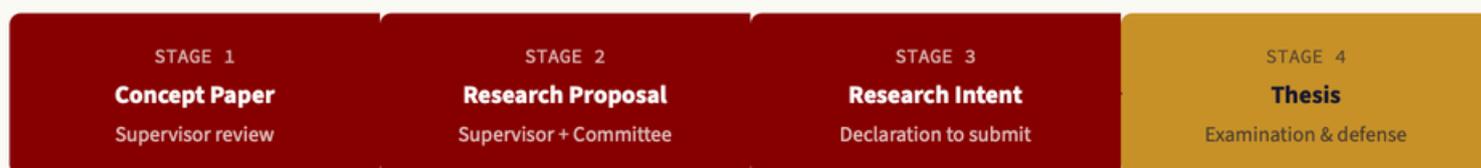


RESEARCH JOURNEY

06

Your Overall Research Journey

The system follows a defined sequence of stages. Your **Dashboard** → **Next Step** always tells you where you are. Not every student starts at Stage 1 — if you joined mid-process, you will be placed at the appropriate stage.



Running **in parallel throughout all stages**, these two tools support ongoing supervision:

 Progress Reports — periodic written reports per college schedule

 Research Activities — milestone log your supervisor can comment on

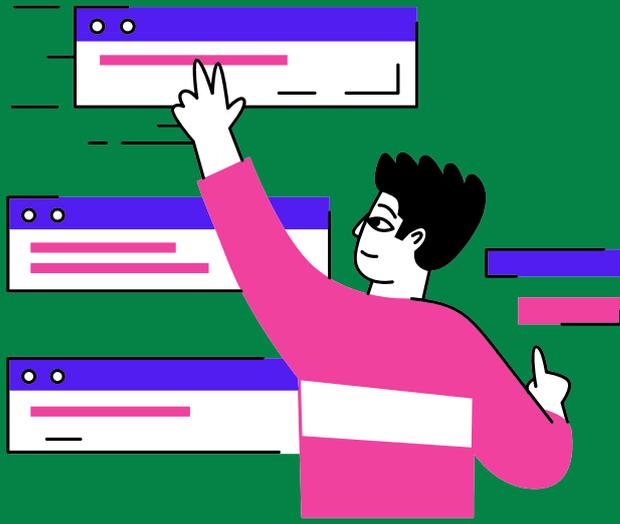
#	STAGE	DESCRIPTION
1	Concept Paper	First formal document. Supervisors review and either approve, request revision, or reject.
2	Research Proposal	Full proposal, after concept is approved. Goes through supervisor review then committee review pathway.
3	Research Intent	Formal declaration of intent to submit thesis, made after the proposal is authorised.
4	Thesis	Thesis submission, supervisor and committee review, examination, defense, and final completion.



MASTERS VS PHD

The same menus and stages apply to both Masters and PhD students. The key differences are the **COMMITTEE NAMES, REVIEW INTENSITY, AND TIMELINES**

(e.g. examination notice periods). The system routes you to the correct approvers based on your programme.



RESEARCH ACTIVITIES

(Activities Log)

07 Research Activities (Activity Log)

The **Activities** area is your ongoing research logbook. Use it to record milestones, tasks, and progress between formal submissions — for example, blocks of literature review, ethics preparation, or chapter drafting. Supervisors can view your activities and leave comments.

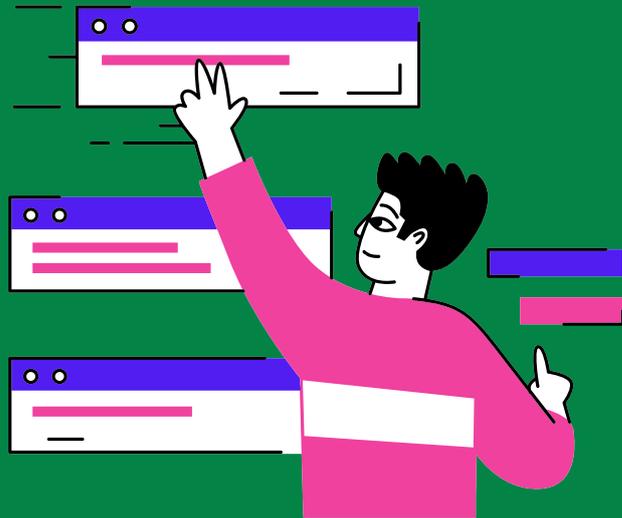


ACTIVITIES ≠ FORMAL SUBMISSIONS

Logging an activity does *not* replace formally submitting your concept paper, proposal, or thesis. Activities support supervision tracking. You still need to complete each formal stage through its own menu.

7.1 WHERE TO FIND IT

Go to **Activities** in the main navigation. You will see a list of your own activities (as a student). Open your **timeline** for a chronological view, or open an **activity detail** page to work with one item.



RESEARCH ACTIVITIES

(Activities Log)

Contd

7.1 WHERE TO FIND IT

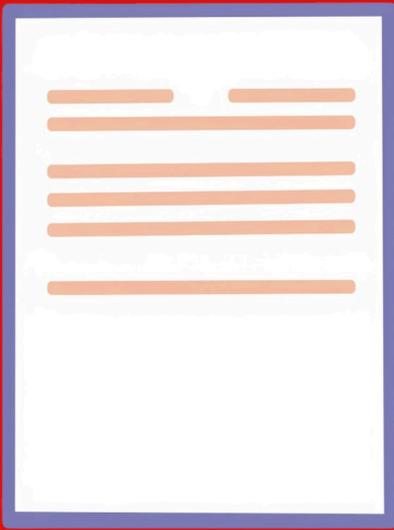
Go to **Activities** in the main navigation. You will see a list of your own activities (as a student). Open your **timeline** for a chronological view, or open an **activity detail** page to work with one item.

7.2 WHAT YOU CAN DO

ACTION	HOW AND WHEN
Create activity	Add a title, description, and start date (and end date if applicable). Use clear, specific titles — e.g. <i>"Literature review — Chapter 2"</i> .
Update activity	Edit details while work is in progress, where the system allows editing.
Upload attachment	Attach PDF files (drafts, notes, evidence) using the upload control on the activity detail page.
Mark complete	When the work is done, mark the activity as completed. This updates its status and, where applicable, its end date.
Read comments	Supervisors (and sometimes others) may comment on your activities. Read these and respond in line with your college's guidance.

7.3 ACTIVITY STATUSES

STATUS	WHAT IT MEANS
● IN_PROGRESS	You are still working on this activity. It is visible to your supervisor.
● PENDING_REVIEW	You have submitted or flagged this activity as ready for supervisor review.
● REVIEWED	Your supervisor has reviewed the activity. Check the comments section for feedback.
● COMPLETED	This piece of work is finished and closed.



CONCEPT PAPERS

08

Concept Papers

Your concept paper is the **first formal academic document** you submit in e-Supervision. It introduces your research idea to your supervisor before you develop the full proposal. Supervisors review it and either approve it, ask for revisions, or reject it.

8.1 PREREQUISITES

- You are enrolled for 2025/26 Semester II and set up in the system.
- At least one supervisor is assigned to your record (visible on the Dashboard).
- Your concept document is prepared as a PDF, following your college or programme guidelines for length and format.

8.2 TYPICAL LENGTH EXPECTATIONS

The system does not strictly enforce document length, but institutional guidance typically expects:

PHD

- › Typically **3–5 pages**
- › More detailed introduction to the research problem
- › Consult your school or department for exact format

MASTERS (E.G. PLAN D)

- › Typically **1–2 pages**
- › Concise statement of the research problem and objectives
- › Consult your school or department for exact format

CONCEPT PAPERS

Contd

8.3 WHAT YOU DO IN THE SYSTEM

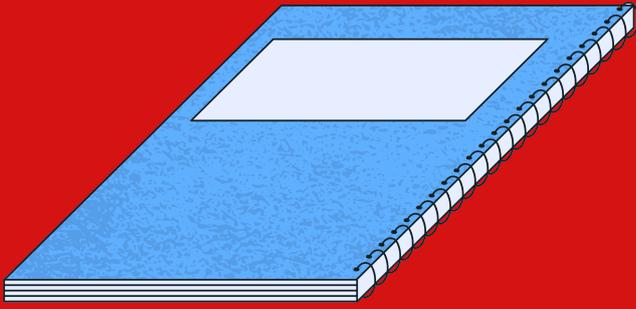
ACTION	WHEN TO DO IT
Create / open concept	From the Concept Papers menu. Fill in the required details and upload your document as a PDF.
Submit for review	When your document is ready, submit it. Your supervisor(s) will be notified and the status changes to PENDING_REVIEW .
View feedback	Read supervisor comments and approval records on the concept detail page. Check regularly after submission.
Resubmit	If the status becomes REVISION_REQUIRED or REJECTED , address the feedback, upload a revised version, and resubmit as instructed by the on-screen prompts.

8.4 CONCEPT PAPER STATUSES

STATUS	WHAT YOU SHOULD DO
PENDING_REVIEW	Your concept is with your supervisor. Wait for their response. You may view the submission but cannot normally unsubmit — follow your college's rules on withdrawal if needed.
APPROVED	Proceed to the Research Proposal stage when the Dashboard prompts you. This is a significant milestone.
REVISION_REQUIRED	Read the feedback carefully, update your concept document, and resubmit using the option on the concept detail page.
REJECTED	A rejection usually means a substantial rethink is required. Read the feedback, consult with your supervisor directly, and follow your college's process for resubmission.

8.5 VERSIONS AND FILES

The system keeps a record of uploaded concept paper versions. Always use the **latest version table** on your concept page to confirm the current file. Upload only **PDF** files unless a form field explicitly allows another type.



RESEARCH PROPOSAL

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Research Proposal

After your concept paper is approved, you move on to your **full research proposal**. This is a more detailed document that goes through supervisor review first, and then committee review (the specific committee depends on whether you are a Masters or PhD student).

9.1 PREREQUISITE



CONCEPT PAPER MUST BE APPROVED

You can only proceed to this stage once your Concept Paper status shows **APPROVED**. If it is still under review, wait for your supervisor's decision.

9.2 WHAT YOU DO IN THE SYSTEM

ACTION	WHEN
Create / open proposal	From the Proposals menu. Attach your proposal document (PDF).
Submit for supervisor review	When your draft is ready and agreed with your supervisor, submit it to begin the review cycle.
Address revisions and resubmit	If the status shows any "revisions required" state, read the feedback, make the necessary changes, and use the resubmit option shown on-screen.
Track status	Open View Proposal to see the current stage and any comments from supervisors or committee members.
Committee-related steps	Follow any prompts for committee review or defense scheduling — your college defines the actual meeting dates and processes.

RESEARCH PROPOSAL

Contd

9.3 PROPOSAL STATUSES EXPLAINED

STATUS	WHAT IT MEANS FOR YOU
• SUPERVISOR_REVIEW	Your supervisors are reviewing the proposal. Wait; check back regularly for updates.
• MINOR_REVISIONS_REQUIRED	Small changes needed. Read the comments, revise the document, and resubmit.
• MAJOR_REVISIONS_REQUIRED	Substantial rework required. Read the feedback carefully, and consider discussing with your supervisor before resubmitting.
• COMMITTEE_REVIEW	Your proposal is now with the relevant committee (School Higher Degrees Committee for Masters; Doctoral Committee for PhD).
• COMMITTEE_REVISIONS_REQUIRED	The committee has asked for changes. Address all points raised and resubmit.
• MAJOR_COMMITTEE_REVISIONS_REQUIRED	Significant committee-driven revisions required. A thorough rework is expected before resubmission.
• PROPOSAL_APPROVED_RESEARCH_AUTHORIZED	Your proposal is fully approved and your research is authorised. You may proceed towards Research Intent and eventually Thesis .

9.4 MASTERS VS PHD — KEY DIFFERENCES

PHD	MASTERS
<ul style="list-style-type: none">› Reviewed by the Doctoral Committee pathway› Typically more intensive supervisor and committee cycles› Longer overall review timeline expected› Committee meeting rules set by your college/graduate school	<ul style="list-style-type: none">› Reviewed by the School Higher Degrees Committee pathway› Typically fewer revision cycles than PhD› Shorter overall review timeline expected› Committee meeting rules set by your college/graduate school



COMMITTEE NAMES AND MEETING RULES

Exact committee names and meeting dates are determined by your college and graduate school. The system records decisions and statuses — it does not schedule physical meetings on your behalf.



RESEARCH INTENT

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Research Intent

The Research Intent is your formal **declaration of intent to submit a thesis**. It is submitted *after* your proposal is fully authorised. Consult your programme handbook for the exact meaning and any accompanying declarations required by your college.

10.1 PREREQUISITE



PROPOSAL MUST BE FULLY APPROVED

You can only submit a Research Intent once your Proposal status is

● **PROPOSAL_APPROVED_RESEARCH_AUTHORIZED** .

10.2 WHAT YOU DO IN THE SYSTEM

ACTION	DESCRIPTION
Submit intent	Complete the intent form in the Intents menu and upload any required supporting documents (PDF format).
View intent	Track the acknowledgement status and any follow-up required from you.

10.3 INTENT STATUSES

STATUS	MEANING
● SUBMITTED	Your intent has been lodged in the system. Wait for acknowledgement.
● ACKNOWLEDGED	Your intent has been officially noted. Proceed as directed by your college or the Dashboard next step.



THESIS

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Thesis

The Thesis stage is the final and most substantial part of your research journey in e-Supervision. You submit your thesis document, go through supervisor and committee review, face examination by appointed examiners, defend your work, and receive the final completion decision.

11.1 THE FOUR HIGH-LEVEL PHASES

PHASE 1 Submission Upload thesis	PHASE 2 Supervisor Review Guidance & revisions	PHASE 3 Examination Internal/external examiners	PHASE 4 Defense / Viva Committee decision
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11.2 MASTERS VS PHD – KEY DIFFERENCES

TOPIC	PHD (TYPICAL)	MASTERS (TYPICAL)
Supervisor review	Often longer / more revision cycles	Often shorter
Examination notice period	Often 6 months advance (institutional rule)	Often 3 months advance
Defense committee	Doctoral Committee	School Higher Degrees Committee
Review intensity	Typically more intensive with QA steps	Typically fewer formal review layers

11.3 WHAT YOU DO IN THE SYSTEM

ACTION	WHEN
Submit thesis	When the thesis stage opens on your Dashboard. Upload your thesis document and any required supporting files (PDF).
Resubmit after revisions	If the status shows minor or major revisions required by supervisors or committee, address all feedback and resubmit using the on-screen option.
View feedback	Check the comments on your thesis record regularly. Supervisors, committee members, QA reviewers, and examiners may all leave comments at different stages.
Follow examination and defense steps	Complete any additional steps shown on your thesis page (e.g. corrections after examination, confirmation of defense date) as your college enables them.



THESIS

Contd

11.4 FULL STATUS REFERENCE

Statuses move as supervisors, committees, quality assurance reviewers, registrars, and examiners each take their turn. Here is the complete reference:

STATUS	WHAT IT MEANS FOR YOU
• SUPERVISOR_REVIEW	Your supervisor(s) are reading and assessing the thesis. Wait; check for comments.
• MINOR_REVISIONS_REQUIRED	Small changes requested by supervisors. Revise and resubmit.
• MAJOR_REVISIONS_REQUIRED	Substantial rework required by supervisors. Discuss with your supervisor before resubmitting.
• COMMITTEE_REVIEW	With the relevant committee (Doctoral or School Higher Degrees). Wait for outcome.
• COMMITTEE_REVISIONS_REQUIRED	Committee-level revisions requested. Address all points and resubmit.
• MAJOR_COMMITTEE_REVISIONS_REQUIRED	Major committee-driven revisions. Thorough rework expected.
• QUALITY_ASSURANCE	Under quality assurance review. Wait for outcome.
• QUALITY_ASSURANCE_REVISIONS_REQUIRED	QA has identified issues. Address them and resubmit.
• EXAMINATION_READY	Your thesis is cleared for examiner assignment. No action required from you at this point.
• UNDER_EXAMINATION	Appointed examiners are reviewing your thesis. This may take several weeks — do not contact examiners directly.
• EXAMINATION_DECISION	The post-examination decision step is underway. Await the formal outcome communication.
• DEFENSE	You are at the defense / viva stage. Prepare for and attend your scheduled defense.
• MINOR_CORRECTIONS	Minor corrections required after defense. Complete and submit within the deadline given.
• REDEFENSE_REQUIRED	A further defense is required. Follow your college's instructions and prepare accordingly.
• COMPLETED	The process is finished for awarding purposes. Confirm with your college for formal graduation steps.



NOT ALL STATUSES APPLY TO EVERY STUDENT

Depending on your programme (Masters or PhD) and your college's process, you may not pass through every status listed above. The system and your Dashboard will always show your actual current status.



PROGRESS REPORTS

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Progress Reports

Progress reports are **periodic written accounts of your research progress** submitted according to your college's schedule — typically each semester or quarter. They are distinct from the Activities log: a progress report is a formal document covering a whole period, while activities are individual logged tasks.

ACTION	DESCRIPTION
Submit report	In the Progress Reports menu, create or open the report for the required period (e.g. Semester I, 2025/26). Fill in the required fields and submit by your college's deadline.
Upload attachments	If your college requires supporting documents, attach them as PDF files where the form allows.
Read supervisor feedback	Supervisors may comment on each report. Check the report detail page regularly after submission and respond as instructed by your college.



COLLEGE DEADLINES APPLY

Progress report periods and due dates are set by your college, not by the system. Missing a deadline can affect your registration status. Check with your College Registrar for the current schedule.

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Other Menu Areas

AREA	WHAT IT IS FOR
 Settings / Profile	Update your password or profile details (name, contact information) where the system permits changes.
 Meetings	If your college has enabled meeting scheduling, you can join or view scheduled supervision sessions and defense meetings here.



PROGRESS REPORTS

Uploading Files

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Uploading Files

Most formal submissions require a document upload. Follow these rules to avoid rejected uploads and lost work.

FILE RULES

RULE	DETAIL
File format	Use PDF for all formal submissions (concept papers, proposals, theses, progress reports) unless a form field explicitly states another format is allowed.
File naming	Use a clear, descriptive file name. Example: <code>Surname_ConceptPaper_v2.pdf</code> — this helps supervisors and registrars identify your file quickly.
File size	Very large files (generally over 10 MB) may be rejected or time out. Compress the PDF using a tool such as Smallpdf or iLovePDF before uploading if your file is large.
Connection	Upload on a stable connection. If your connection drops mid-upload, the file may not be saved. Try again before assuming the upload succeeded.

IF AN UPLOAD FAILS

1

Check the file format

Confirm you are uploading PDF (or the format shown on the form). Word documents, images, or zip files will be rejected.

2

Check the file size

If the file exceeds ~10 MB, compress it. Use Smallpdf, iLovePDF, or Adobe Acrobat's compress feature.

3

Try a different browser

Switch to Chrome, Edge, or Firefox. Browser extensions (ad blockers, script blockers) can sometimes interfere with upload components.

4

Clear your browser cache

In Chrome: Settings → Privacy and Security → Clear Browsing Data → Cached images and files.

5

Contact IT support

If the problem persists, report it to the IT/technical support contact with a screenshot of the error message and the exact time it occurred.



TROUBLESHOOTING

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Troubleshooting

If something is not working as expected, find your problem below and follow the suggested steps.

⚠ Invalid credentials

Login fails even though you are entering a password.

✔ WHAT TO DO

Double-check your email for typos — use your ACMIS email exactly as registered. If unsure of your password, use **Forgot Password** on the login page. If still blocked after a reset, contact your College Registrar.

⚠ No verification email

System says an email was sent, but you cannot find it.

✔ WHAT TO DO

Check your **spam/junk folder** first. If it is not there, confirm your institution's email service is working. Request a resend if the option is available, or contact IT support.

⚠ Account not found

The system does not recognise your login at all.

✔ WHAT TO DO

Confirm you are enrolled for **2025/26 Semester II** and that your details are in ACMIS. Then contact your **College Registrar** to have your record loaded into e-Supervision.

⚠ No supervisor on Dashboard

Supervisors section is blank after login.

✔ WHAT TO DO

Contact your **College Registrar** and ask for a supervisor to be assigned to your record in e-Supervision. You cannot use most workflow features until this is done.

⚠ Wrong stage / button disabled

A button is greyed out or a stage seems inaccessible.

✔ WHAT TO DO

Check your **Dashboard** → **Next Step** and the status on each document. Stages unlock sequentially — if a prerequisite stage is not yet approved, the next stage remains locked. If the status looks correct but the button is still disabled, report it to IT support.

⚠ Page error or blank screen

Pages fail to load or show an error/white screen.

✔ WHAT TO DO

Refresh the page. If that fails, **clear your browser cache** and try again. Switch to a different supported browser (Chrome, Edge, or Firefox). If the issue continues, report it to IT support with a screenshot and the approximate time of the error.



CONDUCT & DATA

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Conduct & Data

Your e-Supervision account is for official Makerere University academic purposes only. The following rules apply at all times:

- ✓ **Never share your password.** This includes sharing with fellow students, colleagues, or university staff. You are responsible for all activity on your account.
- ✓ **Use the system for official academic communication only.** All submissions, messages, and uploads must be related to your graduate supervision and research.
- ✓ **Respect your college's submission deadlines.** Late submissions can affect your academic progress and registration status. Check with your registrar for current dates.



SUPPORT CONTACTS

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Support Contacts

For most issues, start with your **College Registrar** — they can resolve the majority of access and workflow problems. Use IT support for technical faults.



COLLEGE REGISTRAR

For access issues, supervisor assignment, enrolment confirmation, and workflow questions. Your first point of contact for most problems.



GRADUATE SCHOOL

For programme-level questions, academic policies, examination rules, and programme requirements.



IT / TECHNICAL SUPPORT

For login errors, page faults, upload failures, and system bugs. Always include a screenshot and the time of the error.



CONTACT DETAILS

Specific names, email addresses, and phone numbers for each role are distributed separately by your college. Check your college noticeboard, student portal, or welcome email for up-to-date contact information.

Ticket System:

<https://support.mak.ac.ug>

MAKERERE



UNIVERSITY



ICT SUPPORT

ICE · NOTICE · NOTIC

LOG A **OR** Scan
TICKET **QR Code**
VIA



[HTTPS://SUPPORT.MAK.AC.UG](https://support.mak.ac.ug)

 [@DICTSMakerere](https://twitter.com/DICTSMakerere)



<https://support.mak.ac.ug>
<https://answers.mak.ac.ug>
<https://dicts.mak.ac.ug>