



LINCOLN INSTITUTE OF HIGHER EDUCATION

MASTER BY RESEARCH CANDIDATES' ACADEMIC AND RESEARCH SCHEDULE PLAN

Master of Information Technology (Research) – trimester system (three trimesters per year; six trimesters over two years)

S.NO.	ACADEMIC AND RESEARCH WORK	DURATION (TRIMESTER SYSTEM)	RD FORM(S) TO BE USED AND PURPOSE
1	Compulsory coursework – completion of the research-training subjects MITR101–MITR103 (4 credit points each), covering the principles of information technology research, research methods, and literature review and research proposal development.	Trimesters 1–3 (Year 1). Delivered across the three trimesters of the first year under the trimester system (three trimesters per year).	RD-1 Application for Admission – apply for admission to the course. RD-2 Course Registration – enrol in the researchtraining subjects for each trimester.
2	Allotment of Principal and Associate Supervisor – appointment of a Principal Supervisor and at least one Associate Supervisor with expertise appropriate to the candidate's field.	Before enrolment; confirmed at commencement (Trimester 1). Recorded in the Register of Approved Supervisors.	RD-3 Application to Register a Research Project – records the appointed supervisory team (Principal and Associate Supervisor).
3	Research Proposal Submission and Approval – Confirmation of Candidature. Candidates submit a research proposal on the proposed topic for assessment. On a satisfactory outcome, approval is given to proceed to the thesis stage.	End of Trimester 3 (Year 1). Confirmation of Candidature is completed at the end of Trimester 3, within MITR103.	RD-3 Application to Register a Research Project – registers the approved research proposal, topic and research-ethics declarations.
4	First Research Progress Review – Research Plan Ratification. Candidates submit a progress report aligned with the research plan for review. On a satisfactory outcome, approval is given to proceed.	Trimester 4 (Year 2), during MITR104 (Thesis Part A).	RD-4 Progress Review – records candidate progress and the supervisor's report; approval to proceed.
5	Second Research Progress Review – Mid-Candidature Review. Candidates submit a progress report for review. A satisfactory outcome qualifies the candidate for pre-submission and the completion seminar.	Trimester 5 (Year 2), during MITR105 (Thesis Part B).	RD-4 Progress Review – records progress at the midcandidature review. RD-11 Change of Thesis Title – used if the title is amended.



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6	Pre-Thesis (Completion Seminar) and Plagiarism/AI Check. Candidates present the completion seminar. The draft thesis is screened for similarity and AI indicators under the institutional threshold before it is released to examiners.	Trimester 6 (Year 2), during MITR106 (Thesis Part C); within two months of the Second Research Progress Review. Allow 30–45 days for external examination.	RD-5 Notice of Intention to Submit – notifies intended submission. RD-6 Draft Thesis Submission – submits the draft thesis. RD-7 Candidate's Declaration – declares the thesis is the candidate's own work.
7	Thesis Examination. The thesis is examined by two external examiners of recognised international standing. The examined thesis determines the result; the completion seminar and response to examiners are hurdle requirements.	Within one month of receipt of the examiners' reports.	RD-9 Final Submission / Examination record – records the examination and examiners' recommendation.
8	Final Thesis Submission. Following examination, the candidate submits the final thesis with the response to examiners. Corrections are verified by the Supervisor and confirmed by the examiners.	Based on the examination outcome; 20–30 days for verification and approval.	RD-8 Certification of Completion of the Final Version – certifies all required corrections are completed in the final thesis.
9	Awarding of the Master by Research Degree. On verification and approval, the Research Office submits the reports to the LIHE Academic Board for the award of the degree.	Next Academic Board meeting / upcoming graduation ceremony.	RD-10 Recommendation for Academic Board Approval – recommends the award of the degree to the Academic Board.

Note: The course operates on a trimester calendar of three trimesters per year. Year 1 (Trimesters 1–3) delivers the research-training coursework (MITR101–MITR103) and concludes with Confirmation of Candidature; Year 2 (Trimesters 4–6) is the supervised thesis (MITR104–MITR106). RD-11 (Change of Thesis Title) and RD-12 (Change of Supervisor or Affiliation of Additional Associate Supervisors) are used as required at any stage. All forms and this schedule are maintained by the Research Office.