

University of Dar es Salaam School of Law



University of Dar es Salaam School of Law In-House Guidelines for Participation of Members of the Public in Ph.D. *Viva Voce* Examinations

October 2024

1. Introduction

These Guidelines have been promulgated to guide the relevant organs of the University of Dar es Salaam School of Law (School) in the course of conducting Ph.D. *viva voce* examinations where members of the public attend. The guidelines will also enable members of the public who want to attend the examinations at the School to be aware of and familiarize themselves with the *modus operandi* of their participation, engagement, duties, roles and responsibilities.

The Guidelines are to be read with the applicable policies, rules, guidelines and regulations of the University of Dar es Salaam (UDSM) relating to examination of Ph.D. dissertations or thesis, in general and those that have a bearing on Ph.D. *viva voce* examinations, in particular.

2. Objects and Reasons

The objectives and reasons underlying these Guidelines are premised on the following key considerations, that:

- a) A Ph.D. *viva voce* examination is a critical element of the evaluation process in assessing the competence of a candidate, comprising of a formal and thorough examination conducted by a panel of specialists in the candidate's field of study.
- b) The sanctity and integrity of Ph.D. *viva voce* examinations must be upheld with the highest standards and in accordance with universal norms and benchmarks relating to postgraduate studies in a university.
- c) A key rationale of the *viva voce* examination process is to assess a candidate's ability to defend his or her research findings, conclusions and recommendations orally to enable examiners determine the candidate's ownership of the thesis or dissertation.
- d) The Ph.D. *viva voce* examination process at the UDSM is governed by Regulations 5.3 and 5.4 found in the Prospectus of the University, 2023/2024, which are to be read with the UDSM General Regulations and Guidelines for Postgraduate Programmes, 2018.

- e) Regulation 4.2.22 of the UDSM General Regulations and Guidelines for Postgraduate Programmes, 2018 makes provision for members of the public to attend Ph.D. *viva voce* examinations as observers under special permission by the respective Department.
- f) The Tanzania Commission of Universities (TCU) Handbook for Standards and Guidelines for University Education in Tanzania, 3rd Edition, December 2019 (Standard 4.22.15) directs Universities to ensure that *viva voce* examinations are open to members of the general public, who may attend as observers.
- g) The Deputy Vice Chancellor - Academic of the UDSM, vide a letter dated 16th October 2023, bearing Ref. No. BC.150/385/01, directed all Units at the UDSM to conform to the directives of the TCU.
- h) There exists no Ph.D. *viva voce* examination guidelines, rules or regulations for the involvement of members of the public in the examinations that have been issued by the TCU or the Senate.
- i) At its 4th 2023/2024 Ordinary held on 25th September 2024, the UDSoL Departmental Postgraduate Studies Committee recommended that the School should promulgate In-house Guidelines for involvement of members of the public in Ph.D. *viva voce* examinations for the School to be approved by the Board.

3. Citation, Commencement and Publication

These Guidelines shall be: -

- (a) Cited as the University of Dar es Salaam School of Law In-House Guidelines for Participation of Members of the Public in Ph.D. *Viva Voce* Examinations and shall become operational after approval by the Board.
- (b) Become operational on the date they are approved by the Board.
- (c) Made available to members of the public through the School's website and other publication outlets as may be prescribed or otherwise determined by the Dean.

4. Interpretation

In these Guidelines, unless the context otherwise provides or requires: -

“Board” means the Board of the University of Dar es Salaam School of Law established under the University of Dar es Salaam Charter, 2007;

“Candidate” means a duly registered Ph.D. law student of the University who has been approved by the Senate to appear before a *viva voce* examination panel in accordance with the applicable Regulations of the University;

“Chairperson” means the Chairperson of a Ph.D. *viva voce* examination panel duly appointed by the Senate in accordance with the UDSM General Regulations and Guidelines for Postgraduate Programmes, 2018;

“Dean” means the Dean of the University of Dar es Salaam School of Law appointed in accordance with the University of Dar es Salaam Charter, 2007;

"Deputy Vice Chancellor, Academic" means a person appointed to the position in accordance with the University of Dar es Salaam Charter, 2007;

“School” means the University of Dar es Salaam School of Law established under the University of Dar es Salaam Charter, 2007;

"Head of Department" means the Head of the relevant Department at the UDSoL where the candidate is registered, a duly appointed person or a person duly appointed to act in that capacity;

“Member of the public” means a person who has been duly invited to attend a Ph.D. *viva voce* examination at the School and meets the criteria provided for by these Guidelines;

“Senate” means the Senate of the University established under the Universities Act Cap. 346 of the Laws of Tanzania;

“TCU” means the Tanzania Commission of Universities established under the Universities Act Cap. 346 of the Laws of Tanzania;

“Unit” means a College, School, Faculty, Institute or Center established under the University of Dar es Salaam Charter, 2007;

“UDSoL” means the University of Dar es Salaam School of Law established by the University of Dar es Salaam Charter, 2007;

“University” means the University of Dar es Salaam and its constituent Colleges established under the University of Dar es Salaam Charter, 2007; and

“Written Law” means the laws of the United Republic of Tanzania recognized by the Interpretation of Laws Act, Cap. 1, [R.E. 2002] of the Laws of Tanzania.

5. Application

- (a) These Guidelines shall apply to the conduct, process and examination of all Ph.D. *viva voce* examinations proceedings at the UDSoL and shall be read together with the Prospectus of the UDSM, 2023/2024, the UDSM General Regulations and Guidelines for Postgraduate Programmes, 2018 and any other directive issued from time to time by the Deputy Vice Chancellor, Academic.
- (b) These Guidelines shall cease to apply where the Senate issues University-wide Regulations/Rules to govern the participation of members of the public in Ph.D. *viva voce* examinations.
- (c) In the event of any inconsistency or conflict between the provisions of these Guidelines and any written law, Regulation, rule or guideline relating to the procedure of conducting Ph.D. *viva voce* examinations at the University, then such law, Regulation, rule or guideline shall prevail to the extent of the inconsistency or conflict.
- (d) The Chairperson of the Ph.D. *viva voce* examination panel shall be responsible for enforcing these Guidelines.

6. Eligibility and Criteria for participation of members of the public

A member of the public who wishes to attend a Ph.D. *viva voce* examination shall be a person who: -

- (a) Holds and presents a valid and authentic Identification Card (ID) to the satisfaction of the Head of Department; and
- (b) Agrees to comply with and be bound by these Guidelines.

7. Responsibilities of Members of the Public

Any member of the public who wishes to participate in a Ph.D. *viva voce* examination shall: -

- (a) Confirm their participation 4 days before the *viva voce* examination date, through a link on the School's website or any other means provided or directed by the Head of Department.
- (b) Arrive and be seated at an area designated by the Head of Department at the examination venue at least 30 minutes before the commencement of the examination. For avoidance of doubt, no member of the public shall be allowed to enter into the examination venue after the members of the *viva voce* examination panel have entered the venue.
- (c) Submit themselves for security checks and inspection at the entrance of the *viva voce* examination venue whenever required.
- (d) Be an observer; that is to say, he or she shall not ask any question or make any comment or gesture relating to the conduct of the *viva voce* examination or otherwise at all times in the course of the entire examination.
- (e) Not use or cause to be used any tool, gadget or device (electronic or otherwise) for purposes of recording or in any manner whatsoever, capturing any part of the *viva voce* examination proceedings, or take any photographs.
- (f) Not disrupt or otherwise cause disorder during, at and or immediately after the commencement of the *viva voce* examination in any manner whatsoever.
- (g) Vacate the *viva voce* examination venue when members of the *viva voce* examination panel are deliberating the outcome of the *viva voce* examination and pronouncing the verdict thereof.

- (h) Not be present in the *viva voce* examination venue when the verdict of the *viva voce* examination panel is read out to the candidate.
- (i) Comply with any request, directive or order issued by the Chairperson of the *viva voce* examination panel before, during and immediately after the *viva voce* examination proceedings.

8. Role and Powers of the Chairperson

- (a) The Chairperson of the Ph.D. *viva voce* examination panel may direct the removal of any member of the public from the *viva voce* examination venue where the Chairperson is satisfied that such member is acting in a manner that is likely to cause, or is causing disruption or disorder, or his or her presence is likely to affect the conduct or proceedings of the *viva voce* examination.
- (b) The Chairperson of the Ph.D. *viva voce* examination panel may direct the removal of any member of the public from the examination venue where the candidate, in writing, at any time during the examination, informs the Chairperson (and the Chairperson is satisfied) that the presence of such member is likely to affect or prejudice the candidate's performance in the examination.

9. Role of the Head of Department

The Head of Department shall: -

- (a) After the *viva voce* arrangements have been approved and the Director of Postgraduate Studies has issued a notice of the respective *viva voce* examination session to the public, cause the notice to be re-posted on the UDSoL website with information regarding such participation as per these Guidelines.
- (b) In consultation with the Chairperson of the *viva voce* examination, ensure that the venue of the examination is suitable and capable of accommodating the members of the public.
- (c) Designate an area inside the *viva voce* examination venue for members of the public to seat, provided that such area is detached from the area specifically assigned for the *viva voce* examiners and the candidate.

- (d) Remind members of the public of their duties, roles, responsibilities and obligations under these Guidelines at the venue, immediately before the commencement of the *viva voce* examination.
- (e) Coordinate with the relevant authorities of the UDSM in taking measures to protect and secure the venue of the *viva voce* examination during the examination, prior to, in the course of and immediately after the examination to ensure that only authorized persons access it.

10. Record of Proceedings

Subject to the applicable University Regulations relating to Ph.D. *viva voce* examinations, the records of the Ph.D. *viva voce* proceedings shall include, in a separate heading from that of the members of the *viva voce* examination panel, a complete list (with names and addresses) of the member of the public who attended the examination

11. Review, Revision and Amendment

These Guidelines may be amended, revised or reviewed by the Board upon recommendation from the UDSoL Departmental Postgraduate Studies Committee.

APPROVED by the Board at its 116th Meeting held on the 24th day of October 2024.

SIGNED and **ISSUED** by the Chairperson of the Board

Name: DR. S.F. MATERU

Signature: 