

UNIVERSITY OF DAR ES SALAAM

Directorate of Postgraduate Studies

DISSERTATION/THESIS/GRADUATE ESSAY SUBMISSION FORM

1. Personal Profile (Names should appear as per academic certificates)

Surname:.....First Name:..... Other Names:

Sex Nationality:Date of Birth:

Registration Number: Date and Year of Entry: Year of Graduation:

Programme:

Department: Academic Unit:

Title of Thesis/Dissertation:

.....

Form Four Index No.....

2. Personal Contacts

Postal Address:

Mobile Number: Other Telephone Numbers:

Email:

3. Supervisor (s)

Lead Supervisor

Name:

Department: Academic Unit:

Mobile Number: Other Telephone Numbers:

Email:

Second Supervisor (if Assigned)

Name:

Department: Academic Unit:

Mobile Number: Email:

4. Submission of Thesis/Dissertation Checklist

4.1	Hard Cover Bound copies (Six (6) for PhD and Four (4) for Masters)	
4.2	Title page & Page of abstract in hard copy	
4.3	Swahili translation of abstract in soft and hard copy (for PhD candidates)	
4.4	Turnitin Anti-Plagiarism Report from your Supervisor (stamped & signed by supervisor)	
4.5	Error Free Letter written by supervisor to the Director of Postgraduate Studies passing through the Head of Department and College Principal/School Dean/Institute's Director	
4.6	Overall Evaluation Report (UDSM/PG.F10 form), Internal and External Examiners' Reports	
4.7	Viva voce reports (applicable to candidates pursuing Masters by thesis or PhD programmes)	
4.8	Evidence of the Examiner's verification of the corrections made (only if a dissertation /thesis was passed subject to substantial corrections and revisions by one or both examiners)	
4.9	Published papers in hard copies (applicable to PhD candidates). This may be submitted either as a single monograph or at least 5 journal papers	
4.10	Provisional Results (for candidates studying postgraduate programmes by coursework)	
4.11	Evidence of Payment of fees and extension (if any) from the Bursar's Office (including students financial statement with zero or negative balance)	
4.12	Copy of Bachelor Certificate for Masters Programme and for PhD programmes copy of Masters Certificate	
4.13	Filled Academic Transcript request form (with required attachments including clearance form)	
4.14	A CD-ROM containing a full Thesis/Dissertation in PDF Format, an editable (word format) abstract saved in the same CD-ROM and for PhD only - published article(s) in PDF Format.	
4.15	Publication Verification Form (UDSM/PG. F22 - signed and stamped) for PhD only.	

DATE SUBMITTED: SIGNATURE: