

UNIVERSITY OF DAR ES SALAAM



GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

April 2018

Published by:

The Office of Deputy Vice-Chancellor, Academic
Directorate of Postgraduate Studies,
University of Dar es Salaam,
P.O. Box 35091,
Dar es Salaam,
TANZANIA.

E-Mail:	dsgs@admin.udsm.ac.tz
Website:	www.udsm.ac.tz
Fax:	+255-22-2410023/2410078
Telephone:	+255-22-2410500-9 Ext. 2010 +255-22-2410069 (Direct)

PREFACE

The University of Dar es Salaam is currently focusing on extending postgraduate training including PhD by coursework and dissertation, distance e-learning programmes and increase the diversity of programmes on offer. Furthermore, the organisational structure, last reviewed in 2013, has again been reviewed to increase efficiency. In this edition therefore, the regulations and guidelines have been reviewed to reflect the changes and needs of current postgraduate programmes.

After some period of time in use and application, some regulations have had to be reviewed in order to remove emerged ambiguities in application and to fit them in with new realities. Also some guidelines have had to be either revised or wholly/ partially replaced in order to improve the quality of the output at postgraduate level. This handbook is a fifth revised edition of regulations and guidelines related to postgraduate studies at the University of Dar es Salaam. Regulations and Guidelines are intended to assist postgraduate students in planning and producing work of high academic standard worthy of the intended award. Undergraduate education in a University is expected to produce graduates of such quality as to demonstrate or prove all-round general education and knowledge, a critical and investigative posture, as well as creativity in thinking, discussion and action. If this is too true to be disputed, then our expectations of postgraduate training and experience are even higher. The power of analysis and judgment among the postgraduates is expected to be of higher level; their attitude and approach to ideas and arguments is expected to defy any temptations and tendencies towards anti-intellectualism; and their level of organisation in thinking, writing and oral presentations is expected to be distinctive.

On completion of the Bachelor degree, young graduates come to realise that the first degree had exposed them only to the rudiments of their major subjects. Soon thereafter, they feel the urge to climb one step further up the ladder of higher education. The inherent desire to move on helps them to advance from the Bachelors to the Master degree level. At that elevation, they begin to narrow their focus to only one subject and very often, only a sub-specialisation within a subject. Sooner or later, they discover that the unmapped knowledge within the framework of that subject or that sub-specialisation is growing faster than originally conceived. And, after earning the Master degree, they crave for yet more discoveries. Subsequently, they embark on PhD degree programmes. Thus, it is like what one experiences when climbing up the slopes of Mount Kilimanjaro from the Great Rift Valley. The higher the ascent, the wider the horizon that opens out and the greater the desire to go on and explore more.

The point being conveyed to the reader could perhaps be better understood in the context of the famous last words by one of the greatest scientists in history, Sir Isaac Newton (1642-1727), who said:

“I do not know what I may appear to the world, but as to myself, I seem to have been only a boy playing on the seashore, and diverting myself now and then, finding a smoother pebble, or a prettier shell than ordinary, whilst Great Ocean of truth lays all undiscovered before me”.

The situation at the University of Dar es Salaam and in Africa as a whole is in no way different from the pattern outlined above. Increasingly more candidates who complete

their first degree express the desire for admission into the various postgraduate courses offered at the University. Some of the postgraduate programmes are very popular and attract candidates from government ministries and many countries in Africa and beyond. Progressively more and more candidates submit applications for admission into our PhD degree programmes.

In considering the community benefits of postgraduate education, one could be guided by the Chinese proverb which goes as follows:

“Give a man a fish and you feed him for a day; teach him how to fish and he is fed a lifetime.” (Confucius)

Exposing people to sound postgraduate education is like teaching them how to fish. In reality, the experience and the academic harvest that they will bring back home is not just for themselves, but for the benefit of the whole community.

It is hoped that the Handbook will be a useful reference document for prospective and continuing postgraduate students, postgraduate students’ supervisors, the University community and the public at large.

The Director of Postgraduate Studies
April, 2018

ABBREVIATIONS

CoAF	College of Agriculture and Fisheries Technology
CoHu	College of Humanities
CoSS	College of Social Sciences
CoET	College of Engineering and Technology
CoICT	College of Information and Communication Technologies
CoNAS	College of Natural and Applied Sciences
DVC	Deputy Vice Chancellor
GPA	Grade Point Average
IDS	Institute of Development Studies
IKS	Institute of Kiswahili Studies
IMS	Institute of Marine Sciences
IRA	Institute of Resource Assessment
PGS	Postgraduate Studies
SJMC	School of Journalism and Mass Communications
SoED	School of Education
SPSC	Senate Postgraduate Studies Committee
TCU	Tanzania Commission for Universities
UDBS	University of Dar es Salaam Business School
UDSoL	University of Dar es Salaam School of Law
UDSM	University of Dar es Salaam

TABLE OF CONTENTS

PREFACE II

ABBREVIATIONS.....	IV
1. GENERAL INFORMATION.....	8
1.1. SUBMISSION OF APPLICATIONS.....	8
1.2. APPLICATION FEES	8
1.3. CODING OF POSTGRADUATE COURSES	8
1.4. ENTRY QUALIFICATIONS	9
1.5. REGISTRATION.....	10
1.6. INTELLECTUAL PROPERTY RIGHTS CONTRACT.....	17
2. GENERAL UNIVERSITY EXAMINATION REGULATIONS FOR COURSEWORK EVALUATION	17
2.17. REGISTRATION FOR EXAMINATIONS	19
2.18. ELIGIBILITY FOR EXAMINATIONS	19
2.19. ABSENCE FROM EXAMINATIONS.....	20
2.20. ASSESSMENT AND EXAMINATION.....	20
2.21. EXAMINATION DATES.....	21
2.22. EXAMINATION IRREGULARITIES	21
2.23. PUBLICATION OF RESULTS.....	23
2.24. PROGRESS FROM COURSEWORK TO DISSERTATION	23
2.25. COMPREHENSIVE AND VIVA VOCE EXAMINATION	24
2.26. CERTIFICATES, CERTIFICATION AND TRANSCRIPTS	24
2.27. INSTRUCTIONS TO CANDIDATES	25
2.28. NOTES TO INVIGILATORS AND LOSS OF ORIGINAL CERTIFICATES	25
3. REGULATIONS ON MASTER'S THESIS/DISSERTATION.....	26
3.1. GENERAL REGULATIONS	26
3.2. NOTICE OF INTENTION TO SUBMIT A DISSERTATION OR THESIS	26
3.3. ACADEMIC DISHONESTY	26
3.4. DETECTION OF PLAGIARISM	27
3.5. DISCIPLINARY MEASURES	28
4. EXAMINATION OF MASTERS' THESES/DISSERTATIONS AND DEGREE AWARDS.....	28
4.1. GENERAL REGULATIONS	28
4.2 VIVA VOCE EXAMINATIONS FOR MASTERS' DEGREE BY THESIS PROGRAMMES	30
5. EXAMINATION OF MASTERS' GRADUATE PROJECT/RESEARCH PAPER/ESSAY AND DEGREE AWARDS	33
5.1. GENERAL REGULATIONS	33
6. APPEALS AGAINST COURSEWORK/ DISSERTATION/ THESIS/ GRADUATE PROJECT/ RESEARCH PAPER/ESSAY.	34
7. DOCTOR OF PHILOSOPHY (PHD) DEGREE	35
7.1. PHD MODES OF REGISTRATION	35
7.2. ENTRY QUALIFICATIONS	36
7.3. REGISTRATION OF PHD CANDIDATES	36
7.4. PHD BY COURSEWORK AND DISSERTATION PROGRAMMES.....	37
7.5. POSTPONEMENT, FREEZING OF PHD STUDIES	37
7.6. SUBMISSION OF A PHD THESIS/DISSERTATION	38
7.7. EXAMINATION OF THESES/DISSERTATIONS AND AWARD OF A PHD DEGREE	39
7.8. VIVA VOCE EXAMINATION FOR PHD CANDIDATES.....	40
8. HIGHER DOCTORATE DEGREES	43

8.1	DEFINITION.....	43
8.2	ELIGIBILITY FOR CANDIDACY.....	43
8.3	APPLICATION FOR CANDIDACY	43
8.4	SUBMISSION OF PUBLISHED WORKS AND EXAMINATIONS.....	44
8.5	HIGHER DOCTORATE AWARD.....	44
9.	OCCASIONAL STUDENTS.....	45
10.	SHORT-TERM STUDENTS.....	45
10.1	DEFINITION.....	45
10.2	ENTRY REQUIREMENTS	45
11.	SANDWICH PROGRAMMES AND JOINT DEGREE.....	46
11.1.	SANDWICH DEGREE PROGRAMMES	46
11.2.	JOINT DEGREE PROGRAMME (JD).....	47
11.3.	INTELLECTUAL PROPERTY RIGHTS FOR JOINT DEGREE PROGRAMMES	47
12.	SUPERVISION OF POSTGRADUATE STUDENTS	48
12.1.	INTRODUCTION.....	48
12.2.	ASSIGNING SUPERVISOR(S)	48
12.3.	TRAINING OF SUPERVISORS	48
12.4.	ETHICS AND CODE OF PRACTICE.....	48
12.5.	GENERAL DUTIES AND RESPONSIBILITIES OF A SUPERVISOR.....	49
12.6.	POSTGRADUATE RESEARCH STUDENTS' RESPONSIBILITIES.....	51
12.7.	CONFLICT RESOLUTION DURING SUPERVISION	52
12.8.	SUPERVISION LOAD AND REMUNERATION.....	52
13.	DEPLOYMENT OF POSTGRADUATE STUDENTS AS TEACHING OR TECHNICAL ASSISTANTS.....	53
13.3	REGISTRATION, ADVERTISING, SELECTION AND ALLOCATION OF TEACHING.....	53
13.4	PROCEDURES FOR ENGAGEMENT OF POSTGRADUATE STUDENTS, EVALUATION AND REVIEW... ..	54
13.5	RESPONSIBILITIES.....	54
13.6	HOURS OF WORK.....	55
13.7	REMUNERATION	55
13.8	TRAINING	55
13.9	MARKING, GRADING AND INVIGILATION	55
13.10	ATTENDANCE OF MEETINGS AT UNITS	56
13.11	TERMINATING ENGAGEMENTS.....	56
14.	PREPARATION AND SUBMISSION OF DISSERTATIONS AND THESES.....	57
14.1.	GENERAL.....	57
14.2.	PREPARING POSTGRADUATE RESEARCH MANUSCRIPTS	57
14.3.	PROOF-READING AND EDITING	59
14.4.	CERTIFICATION.....	59
14.5.	DECLARATION BY THE CANDIDATE	59
14.6.	STATEMENT OF COPYRIGHT.....	59
14.7.	ACKNOWLEDGEMENTS	60
14.8.	ABSTRACT	60
14.9.	TABLE OF CONTENTS.....	60
14.10.	BODY OF TEXT	60
14.11.	REFERENCES.....	60
14.12.	APPENDICES	61
14.13.	SUBMISSION OF DISSERTATIONS AND THESES	61
APPENDIX I: POSTGRADUATE FORMS.....		62
APPENDIX II: GUIDELINES FOR PREPARING DETAILED RESEARCH PROPOSALS FOR DISSERTATION/THESIS.....		103
APPENDIX III: SAMPLE LETTER TO EXAMINERS.....		106
APPENDIX IV: INTELLECTUAL PROPERTY RIGHT CONTRACT		108

APPENDIX V: SAMPLE PRELIMINARY PAGES FOR THESIS/DISSERTATION.....	109
APPENDIX VI: VARIOUS POSTGRADUATE FEES AND PAYMENTS AS OF 2017.....	120

1. GENERAL INFORMATION

1.1. Submission of Applications

- 1.1.1. All applications for postgraduate training at the University of Dar es Salaam shall be submitted to the Director of Postgraduate Studies through an online system available at UDSM and Directorate of Postgraduate Studies websites.
- 1.1.2. There shall be two application windows (first and second semesters) for degree by thesis, occasional and short-term students.
- 1.1.3. The first semester normally begins in October and second semester in March in each academic year.

1.2. Application Fees

- 1.2.1. An applicant will be required to pay a non-refundable application fee. The fee should be paid when the application forms are submitted in the online system.
- 1.2.2. The fees will be revised from time to time, as the need arises. Information on the fee applicable for any given year will be obtained from Colleges/Schools/Institutes, the Directorate of Postgraduate Studies, the University Prospectus and University Website.

1.3. Coding of Postgraduate Courses

- 1.3.1. Coding of postgraduate courses shall follow the following numerical order:

500 - 598	series for Postgraduate Diploma Courses (except the dissertation);
599	for Postgraduate Diploma Dissertations/Research Project Papers;
600 - 698	for Masters' Degree courses (except the dissertation);
699	for Masters' Degree Dissertations;
700 - 798	for PhD courses (except the dissertation);
799	for PhD Degree Dissertations.
- 1.3.2. The code name shall be restricted to two letters, followed by the appropriate digits in the series (e.g. ML 612).

1.4. Entry Qualifications

1.4.1. Postgraduate Diploma

An applicant for admission into a Postgraduate Diploma programme shall have the following minimum qualifications:

- (i) A Bachelors' Degree or an Advanced Diploma (or its equivalent) from a recognised institution of higher learning.
- (ii) Candidates with equivalent qualifications must also possess at least secondary school certificates with at least five passes, with at least three at credit level.
- (iii) Offering unit may prescribe higher standards.

1.4.2. Masters' Degree

An applicant for admission into the Masters' Degree programme of the University of Dar es Salaam shall hold the following minimum qualifications:

- (a) At least a Second Class degree of the University of Dar es Salaam or an equivalent degree from a recognized institution of higher learning. Candidates who hold an unclassified degree (e.g., M.D.) should have at least a B grade average in the subject of the intended Masters study.
- (b) A Candidate with pass degree may also be considered for admission if:
 - (i) His/her undergraduate performance in the proposed subject of study was a B grade or higher;
 - (ii) He/She has satisfied the relevant College/School/Institute regarding his/her academic potential through subsequent research experience and/or additional training;
- (c) A candidate with a Postgraduate in the relevant field
- (d) Candidates with a coursework average of B+ or higher in specified Postgraduate Diplomas may upgrade to registration for a dissertation leading to a relevant Masters' Degree.
- (e) For Masters by Thesis programmes, candidates must have at least an upper second degree in the relevant field.
- (f) The Offering Unit may prescribe higher qualifications

1.4.3. Doctor of Philosophy Degree

A candidate for admission into the Doctor of Philosophy degree programme of the University of Dar es Salaam shall hold the following minimum qualifications:

- (a) Masters' degree of the University of Dar es Salaam or an equivalent Masters' degree from a recognized institution of higher learning; or
- (b) Candidates with an Upper Second Class Bachelors' degree or holders of a distinction in the case of unclassified degrees may also be considered for PhD registration subject to fulfilling the conditions prescribed under regulation 1.5.18 of these Regulations.

1.4.4. Other Requirements

- (a) Applicants with academic certificates obtained from foreign institutions of higher learning shall be required to submit the certificate to the Tanzania Commission for Universities (TCU) for certification.
- (b) A candidate discontinued from a postgraduate programme on academic grounds shall not be eligible for admission into the same programme unless he/she provides evidence in proof that he or she has attended and passed a relevant professional or academic course lasting at least six months after the discontinuation.
- (c) Without prejudice to regulation 1.4.4(b) a candidate who was discontinued from a postgraduate programme on academic grounds will be eligible for admission into a different academic programme.
- (d) Students discontinued from studies because of examination irregularities may be considered for re-admission into the same programme or any other programme after the lapse of three years since the date of their discontinuation from studies. Such candidates shall be required to re-apply and compete with other applicants for re-admission into first year.

1.5. Registration

- 1.5.1. Candidates will be registered either for coursework study followed by research leading to a dissertation or by research leading to a thesis without a prescribed coursework component.
- 1.5.2. Candidates may register as full-time or part-time students. Registration will take place during the first three weeks of Semester I and Semester II for the respective intakes.
 - (a) Candidates selected for admission shall be required to register at the commencement of the first academic year of their studies.
 - (b) Registration shall take place in the first three weeks of the respective academic year and shall be effected upon submission by the candidate of a dully filled registration form and upon submission of the following:
 - (i) Evidence of payment of the University fees;
 - (ii) Copies and the originals of transcripts and certificates. [The originals will be returned to the candidate after physical verification];
 - (iii) Two stamp-size (or passport-size) color photographs; and
 - (c) Candidates shall renew their registration at the beginning of every subsequent year by submitting a duly filled form (UDSM/PG.F2) and upon paying the fees due to the University.
 - (d) Failure to renew registration shall lead to automatic discontinuation from studies.
 - (e) Registration of new and continuing students shall take place within three weeks from the first day of the commencement of the academic year. Students

seeking registration during the fourth week shall be liable to a surcharge paid per day as the Council may from time to time prescribe. No student shall be registered after the fourth week since the commencement of the semester.

(f) Registrations for purposes of this Regulation 1.5 shall be effected through form UDSM/PG.F1.

(g) Candidates shall only be registered by names appearing on their certificates or a gazetted Deed Poll showing a legal change of names before registration. No change of names by students shall be entertained during the course of study at the University.

1.5.3. No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances and upon producing satisfactory evidence of the reason for postponement. For purposes of this rule, special circumstances shall include:

(a) Sickness;

(b) Serious social problems (each case to be considered on its own merit); or

(c) Severe sponsorship problem.

1.5.4. Students shall be allowed to be away from the University studies for a maximum of two years if they are to be re-admitted to the same programme and to the year of study where they left off.

1.5.5. Candidate's desirous of changing subjects/courses/programme shall be allowed to do so after registration and within three weeks after commencement of the academic year. No candidate shall be allowed to change subjects/courses/programmes after the fourth week of commencement of the semester.

1.5.6. With valid reasons candidates within their studentships may apply for permission to change their study programme delivery modes and campus transfer within the University of Dar es Salaam from DVC academic using UDSM/PG.F4.

1.5.7. Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme for which transfer is being sought and a vacancy exists in that programme.

1.5.8. Every registered candidate is required to submit a progress report (through the ARIS online system) to his/her supervisor who shall forward to the College/School/Institute through the Head of Department.

1.5.9. A candidate who fails to submit a progress report within six months of the due date of submission shall be required to show cause in writing for his/her failure to show progress in studies.

1.5.10. Coding of Postgraduate Registration Numbers

Postgraduate Diploma	YYYY-05-00000
Masters	YYYY-06-00000
PhD	YYYY-07-00000
Occasional (1 Semester)	YYYY-11-00000
Short term (1 year)	YYYY-12-00000
Sandwich (<1 year)	YYYY-13-00000

1.5.11. Masters by Coursework and Dissertation

Candidate's enrolled in the Masters' degree by coursework shall observe the following procedures:

- (a) To complete the coursework component of the programme a student must pass a minimum number of credits, including all the prescribed core courses in the programme.
- (b) On Senate's approval of the results, the candidate proceeds to the dissertation phase of the programme. It is essential that he/she writes and tables a comprehensive proposal in a departmental seminar for the departmental postgraduate studies committee to review and approve.

1.5.12. Masters by Thesis

Candidates enrolled in a Master's Degree by thesis shall be required to observe the following procedures:

- (a) Develop a research proposal and present it for review within four months after registration before the Department's Postgraduate Studies Committee.
- (b) The Proposal so developed shall be comprehensive and shall conform to the Guidelines on the writing of Research Proposal provided for in Appendix II to these Regulations. The proposal should not exceed 20 pages in length, typed in 12-point font (Times New Roman, CG Times or Times) and have double-spaced lines.
- (c) On receipt of the Research proposal, the Chairperson of the Departmental Postgraduate Committee shall distribute a copy of the proposal for scrutiny at least seven days before the date of the seminar presentation.
- (d) On the date of presentation the candidate shall be allowed 30 minutes of presentation followed by 1 hour and 15 minutes of questions and answers.
- (e) If satisfied with the Proposal's quality, the Department shall submit the proposal to the School/Institute/College Postgraduate Studies Committee.
- (f) The candidate shall be called to present his/her Research Proposal before the School/Institute/College Postgraduate Studies Committee.

- (g) If satisfied with the quality of the Proposal the School's/Institute's/College's Postgraduate Studies, Research and Publications Committee will subsequently approve the proposals and report to the SPSC for noting.
- (h) Research proposals for Masters-by-thesis candidates must be submitted to the School's/Institute's/College's Postgraduate Studies, Research and Publications Committee and approved within six months from the date of formal registration. Candidates shall pay to the School/Institute/College a fee for each monthly extension beyond the six months as the Council may from time to time prescribe.
- (i) The duration of the registration period for Masters by thesis candidates, including the six months of developing and submitting a research proposal for approval, shall be two years for full-time candidates and three years for part-time candidates.
- (j) Students registered for Masters' Degree programmes by thesis may, on the recommendation of the relevant College/School/Institute Board, be required to do one or more formal courses appropriate to their fields of study. In addition, students are advised to undertake short courses in Communication Skills and Computing.

1.5.13. Extension of Registration Period

- (a) Candidates who, for valid reasons, fail to complete their theses/dissertations within the specified period may apply using UDSM/PG.F18 for an extension of the registration period.
- (b) The student shall pay a monthly extension fee as the Council may from time to time prescribe.
- (c) The extension period shall not exceed six months for full-time and twelve months for part-time candidates.
- (d) Under very special circumstances, the SPSC may consider a further extension of registration period for a maximum of six months provided that the period so allowed shall be within the maximum allowable period of registration.

1.5.14. Postponement of Studies

- (a) Postponement of studies shall mean stopping studies for a semester of a full academic year where the period will count into the student's registration period.
- (b) Postponement of studies shall not be entertained. However under special circumstances, permission to postpone studies may be considered as per regulation 1.5.3 for students at the coursework phase. Students on thesis and dissertation phase shall be required to freeze registration as per regulations 1.5.15.

1.5.15. Freezing Registration

- (a) Freezing of studies shall mean stopping studies for a specified period of time where the period will not count into the student's registration period.

- (b) If, for any sound reason, a candidate fails to continue with his/her studies, he/she may apply to the SPSC for freezing of registration through his/her Department and College/School/Institute.
- (c) The maximum period for such freezing shall be two years.
- (d) Freezing of registration is not allowed for students during the coursework phase.
- (e) Permission to resume studies must be sought from the DVC Academic using form UDSM/PG.F15.

1.5.16. Permission and approval for Travel

- (a) A candidate shall not be away from the University without a permission duly granted by the relevant authorities.
- (b) For travel within country permission must be sought from school/college/institutes and approval copied to the DPGS for noting
- (c) For travel outside the country permission must be sought from DVC – academic through Department, School/College/Institutes and DPGS.
- (d) Student permitted to travel should notify the permitting authority on her/his return using form number UDSM/PG.F17

1.5.17. Maximum Period of Registration

- (a) The maximum period of registration for a Postgraduate Diploma shall be three years for full-time and four years for part-time students.
- (b) The maximum period of registration for a Masters' degree shall be four years for full-time and five years for part-time students.
- (c) The maximum period of registration for a PhD degree shall be six years for full-time and eight years for part-time students.
- (d) A candidate who fails to complete the study programme within the maximum period of registration shall be discontinued from studies.
- (e) A candidate who is discontinued from studies for a reason of expiration of maximum registration period shall be informed in writing about such discontinuation. However, failure to access letter of Discontinuation shall not be accepted as a ground for appeal against the Discontinuation decision

1.5.18. Transfer of Registration

Where it has been specified in a degree programme:

- (a) A Postgraduate Diploma candidate with a coursework average of B+ or higher may, on the recommendation of the Department and the School, Institute or College Higher Degree Committee, apply to Senate for permission to transfer registration to that of a Masters' degree. Senate will determine the contribution of the work done under Postgraduate Diploma candidacy towards the Masters' degree applied for. No candidate shall acquire both the Postgraduate Diploma and the Masters from the same programme.

- (b) A student pursuing a Masters' degree by thesis may, on the recommendation of the Department and College/School/Institute concerned, apply through SPSC to the Senate for permission to transfer registration to that of a PhD. In considering the application the Senate will determine what recognition may be given to the period which the applicant has completed his or her studentship for Masters, as a contribution towards the fulfillment of the requirements for the degree of Doctor of Philosophy. No candidate shall acquire both the Masters and the Doctorate from the same programme.
- (c) A student for a Masters or PhD degree may, on the recommendation of the Head and Principal/Dean/Director concerned, apply through SPSC to Senate at any time before submission of the thesis for permission to transfer registration to that of Postgraduate Diploma or Masters' Degree respectively, subject to the availability of the relevant programme.
- (d) A PhD or Masters candidate, whose thesis examiners are either in disagreement or have recommended thesis revision and resubmission may, on the request of the candidate and recommendation of the College/School/Institute Board, transfer registration to a Masters or to a relevant existing Postgraduate Diploma programme respectively.

1.5.19. Credit transfer from and to other Universities to UDSM

- (a) Postgraduate candidates from other universities may transfer their credits to UDSM
- (b) Candidates from other Universities who would like to complete their postgraduate programmes at the University of Dar es Salaam, may apply to Senate using Postgraduate form number UDSM/PG.F20 through respective Colleges/Schools/Institutes and SPSC to transfer from their previous Universities credits/units that do not exceed 1/3 of the total credits/units for the programme, provided the former institution is accredited and the candidates meet the minimum entry qualifications for the programme in which they wish to enroll. For purposes of this regulation, the term 'entry qualification' shall include the respective programme's cut-off point in the relevant year.
- (c) Student credit transfer is allowed between Universities only which are full accredited by a recognized body in the country
- (d) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- (e) Students discontinued from other universities shall not be allowed to transfer credits to the University of Dar es Salaam (UDSM).
- (f) Students shall be required to undertake at least 2/3, of degree programme credit units at UDSM. Maximum credit allowable for transfer, therefore, is 1/3 of the required credit units of a UDSM degree programme.

- (g) UDSM students on study-abroad programmes shall be allowed to transfer credits obtained from the other University to UDSM.
- (h) Transfer of credits from UDSM to other universities shall be governed by regulations of the receiving University.

1.5.20. Criteria for Establishing Equivalency of Courses

In determining the equivalence of courses for purposes of transfer of credits the following criteria shall be used:

- (a) The course must be from a programme of the same level as that of UDSM course
- (b) The course must have a theoretical component i.e. involving final examination, excluding clinical-based courses.
- (c) Course content must be at least 75% similar to that of the UDSM course
- (d) The number of teaching hours used to cover the course must not be less than 75% of the hours used in the similar course at UDSM.
- (e) Once a course has been accepted as being equivalent to a UDSM course as per the criteria in this Regulation, the course shall be given the same number of credits as that of the course at UDSM regardless of the credits in the other University.

1.5.21. Grades Conversion

- (a) Conversion of grades shall be done by anchoring the pass mark of the other university to that of UDSM and accordingly determining the range of marks in the other University for the UDSM grades.
- (b) In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.

1.5.22. Procedures and Administration of Student Credit Transfer

- (a) An application for transfer of credits from other universities to UDSM shall be made at least three months prior to the commencement of the semester for which the transfer is expected to become effective.
- (b) An application for credit transfer shall be submitted in writing to the Deputy Vice Chancellor (Academic) through the Director of Postgraduate Studies and shall be accompanied by the copies of all required supporting documents.
- (c) Supporting documents for credit transfer application shall include the following: Official transcript (to be sent by the other university direct to UDSM), Letter of introduction/recommendation from the previous university, Course description, catalogue or syllabus (to include number of hours of teaching, method of assessment and grading system), An official translation of the original documents (in case of non-English documents), Photo-attached personal identification documents e.g. Birth certificate, passport or ID, and Certified copies of the original certificates used to gain admission into the Previous university.

- (d) The applicant for credit transfer shall pay a non-refundable administration fee to be determined from time to time. The payment of fee shall not apply to UDSM students on study arrangements abroad.
- (e) The final determination of the application shall be made by the Senate.
- (f) Prior to transmission to Senate for determination, the application shall be scrutinized by relevant committees responsible for admission at the Department/unit, Faculty/Institute/School/College and the Directorate of Postgraduate studies.
- (g) The application shall be determined positively on following grounds:
 - (i) That the applicant meets the criteria for admission in the programme
 - (ii) The course/courses is/are not offered at the University of registration (applies only for short-term transfers),
 - (iii) Serious Illness (to be certified by UDSM medical officer in-charge),
 - (iv) Exchange programmes
 - (v) Refugee situation,
 - (vi) Returning residents,
 - (vii) Severe financial problems
- h. Cases of UDSM's study-abroad students shall be dealt with on case-by-case basis.

1.6. Intellectual Property Rights Contract

Each registered candidate shall sign a contract with the UDSM declaring that all research findings and innovations done during studentship shall be the property of the University of Dar es Salaam and shall be protected under the Patents Act, Cap 217 [R.E. 2002] and the University of Dar es Salaam Intellectual Property Policy, 2008, and other applicable legal instruments. That, it shall not be reproduced by any means, in full or in part, except for short extracts within the meaning of fair use, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Directorate of Postgraduate Studies, on behalf of the University of Dar es Salaam.

A sample of Intellectual Property Rights Contract is included as Appendix IV.

2. GENERAL UNIVERSITY EXAMINATION REGULATIONS FOR COURSEWORK EVALUATION

- 2.1. Candidates registered for Postgraduate Diploma, Masters/PhD by coursework and dissertation programmes shall sit for course examinations following assessment procedures approved by the relevant College/School/Institute, SPSC and Senate.
- 2.2. In all Colleges/Schools/Institutes, the relationship between letter grades, award, numerical score and grade points shall be as follows:

Letter Grade	Award	Numerical Score (%)	Grade Point
A	Excellent	70 – 100	5
B+	Very Good	60 – 69	4
B	Good (min. passing grade)	50 – 59	3
C	Marginal Fail	40 – 49	2
D	Fail	35 – 39	1
E	Absolute Fail	0 – 34	0

- 2.3. All coursework examination results must be submitted to the relevant Boards of the Colleges/Schools/Institutes, SPSC and Senate for approval.
- 2.4. Presentation of examination results to Boards of Colleges/Schools/Institutes; SPSC and Senate shall be in accordance with the University approved format.
- 2.5. Candidates who fail in one or more examinations, but whose GPA is 2.7 and above shall be allowed to do supplementary examination(s) in the failed course(s).
- 2.6. Candidates who fail to attain a GPA of at least 2.7 shall be discontinued from studies.
- 2.7. A candidate who fails to obtain a GPA of 3.0 or above after supplementary shall be discontinued from studies
- 2.8. Candidates who fail in any supplementary examination and have a GPA of 3.0 and above may be allowed to repeat the failed course(s) within the maximum registration period, but shall be allowed to proceed to the dissertation phase. Such candidate must successfully complete coursework before submitting dissertation for examination.
- 2.9. A candidate must complete all required courses in the coursework part before dissertation phase. Completing a course means attending classes and examinations of the specified course.
- 2.10. Repeating of the failed course shall imply attending classes, doing all course work administered prior to sitting for University Examinations and pay the due fees to be established by the Bursar.
- 2.11. A maximum grade after supplementary or repeating of the course shall be “B”

- 2.12. Candidates who fail to attain a GPA of at least 3.0 after supplementary examinations shall be discontinued from studies.
- 2.13. Departments/Colleges/Schools will administer supplementary examinations within a period of three months of Senate approval of the results.
- 2.14. University Regulations applicable to processing of examinations, internal independent examination and external examination process shall apply *mutatis mutandis*.
- 2.15. Computation of the final GPA for a degree shall be based on the minimum number of credits required to complete a degree programme or the closest number marginally exceeding the prescribed minimum by including
- (a) All the prescribed core courses
 - (b) The best performed elective courses.
- 2.16. Grades of all courses attempted by the candidate shall appear in the transcript.

2.17. Registration for Examinations

- 2.17.1. There shall be no special registration of candidates for examinations. Registration is deemed complete after payment to the University of all required or prescribed fees per respective programme.
- 2.17.2. All students by coursework and dissertation programmes shall register for courses at the beginning of each Semester of an academic year.
- 2.17.3. A student registered for a course but who wishes to withdraw from that course must apply to the Head/ Dean/Director/Principal, as the case may be, of the unit hosting the programme through the Head of the course offering Department for permission to do so not later than Friday of the fourth teaching week of the semester. No student will be permitted to commence or withdraw from any course four weeks after the beginning of the semester.

2.18. Eligibility for Examinations

- 2.18.1. The Dean of a School, Principal of a College or the Director of a teaching Institute may bar any candidate from being admitted to any examination in any subject or course where satisfactory attendance of a minimum of 75% of the prescribed contact hours for the course is not attained.
- 2.18.2. Candidates are required to complete coursework before they can be allowed to sit for the University Examination.

2.18.3. A candidate whose work or progress is considered unsatisfactory may be required by the Senate, on the recommendation of the appropriate College, School or academic Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.

2.18.4. Where a candidate who has not registered for studies or for a course sits for an examination, the examination results shall be nullified.

2.19. Absence from Examinations

2.19.1. A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from the University.

2.19.2. A student who is required to sit for a special examination shall be assigned a “PEX” (Postponed Exam) grade and one who, for satisfactory reasons, has not completed his/her coursework shall be assigned an “I” (Incomplete) grade.

2.19.3. A student who has a “PEX” or “I” grade in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective College/School/Institute Board, a student who will not clear any “PEX” or “I” grade at the time of special examinations will be considered to have absconded studies.

2.20. Assessment and Examination

2.20.1. The Head of Department must make sure that students are made aware of all required evaluation procedures at the beginning of the course.

2.20.2. A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.

2.20.3. Each course will be examined at the time of its completion and a grade awarded. The grade will be based on a final university examination and a course work assessment. The coursework assessment and final university examination shall constitute the percentages as approved in the programme.

Coursework assessment for courses that are practical/methodology/research/Laboratory/field based may however, with the approval of Senate, constitute up to 100% of the total course assessment but shall be available for scrutiny by the External Examiner.

The minimum passing grade shall be 'B' where marks are rounding of all decimals of the marks.

2.21. Examination Dates

2.21.1. Examinations in all Colleges, Schools and academic Institutes shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by a College, School or academic Institute Board or a College Governing Board, as the case may be.

2.21.2. A candidate who, for reasonable cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or in that behalf the College/School/Institute Board as the case may be, present himself/herself for examination at a time fixed for any supplementary examination.

2.22. Examination Irregularities

2.22.1. All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the Senate Postgraduate Studies Committee or to a College Academic Board/Committee, which Committee/Board shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions, subject to confirmation by Senate.

2.22.2. No unauthorized material shall be allowed into the examination room.

2.22.3. Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination

irregularity and shall be discontinued forthwith from studies in the University.

2.22.4. Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.

2.22.5. Any candidate found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.

2.22.6. Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to the Senate in accordance with the provisions of regulation 6 of these Regulations.

2.22.7. In this regulation:

- (a) “Unauthorized material” includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of players, computers, soft drinks (except where water is permitted) and alcoholic drinks and any other material as may be specified from time to time by the DVC in charge of academics, the Principal of College, Dean of a School, Director of an academic Institute or Head of an academic department;
- (b) “Unauthorized absence from examination” includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
- (c) “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

2.22.8. The Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination Irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.

2.22.9. If cases of academic dishonesty are discovered after the candidate has been awarded a degree, the University shall have the power to withdraw the award.

2.23. Publication of Results

2.23.1. The provisional results of candidates in every examination, arranged in a manner as prescribed by Senate or, in that behalf, as provided under internal examination regulations of the relevant College, School or academic Institute approved by Senate and not in conflict with these Regulations, shall be published by the Principal of the College or Dean/Director of the relevant School/Institute soon after the College, School or academic Institute Board meeting but the results shall not be regarded as final until they are confirmed by Senate.

2.23.2. The results may be published on notice boards, newspapers, information systems or websites at the discretion of the relevant College/School/Institute. The anonymity of the student must be protected in publishing results e.g. using the student's registration number rather than names.

2.23.3. Examination results having been recommended by the College or School or an academic Institute Board to the Senate Postgraduate Studies Committee, the Committee shall approve the results and such approval shall have to be confirmed by the Senate.

2.23.4. Senate shall confirm the results of examinations for both Semesters at a time to be determined by Senate, which shall normally be at the end of the Second Semester.

2.23.5. Feedback on Coursework Assessment (CA) must be continuously provided to students and the cumulative CA marks must be shown to students before they sit for the University Examination. A copy of the students' CA marks must be submitted to the Head of Department at the same time.

2.24. Progress from Coursework to Dissertation

2.24.1. Candidates by coursework are required to pass a prescribed minimum number of 120 and 180 credits for Masters and PhD respectively in examinations and attain a minimum overall GPA of 3.0 before proceeding to the dissertation phase.

2.25. Comprehensive and viva voce examination

- 2.25.1. PhD candidates by Coursework and Dissertation at the end of the coursework part shall be required to do a comprehensive examination as prescribed by the College/School/Institute before they can be allowed to proceed to the dissertation phase.
- 2.25.2. Masters by thesis and PhD candidates in addition to writing a thesis/dissertation, they shall appear for a viva voce examination
- 2.25.3. Guidelines for conducting viva voce examinations for Masters' Degree by Thesis Programmes, Comprehensive examination and viva voce examination for PhD Candidates are as in regulation number 4.2.1, 7.4 and 7.8 of these regulations.

2.26. Certificates, Certification and Transcripts

- 2.26.1. The Senate shall issue certificates for degrees, Postgraduate diplomas or other award to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended to and approved by the Senate for the conferment or grant of such degree, Postgraduate diploma, certificate or other award.
- 2.26.2. A certificate shall be issued only once for the same degree or award.
- 2.26.3. Upon application for a transcript, a student or former student shall be given a transcript of his/her academic performance record. The transcript shall be charged a fee as the Council may from time to time prescribe. Any finalist student desirous of obtaining a transcript(s) shall submit an application for a transcript(s), a clearance form and one passport size photograph for the preparation of transcript(s).
- 2.26.4. The final grades of all courses taken by a student shall be entered in the transcript.
- 2.26.5. A student is required to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.
- 2.26.6. A fee payable as Council may from time to time prescribe shall be charged for certifying each copy of a degree certificate and academic transcript.

2.27. Instructions to Candidates

- 2.27.1. These instructions should be read together with the above University regulations.
- 2.27.2. All students sitting for examinations shall be in possession of a valid Student ID card, which is to be placed on the top right-hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card shall not be permitted entry to the examination room.
- 2.27.3. Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.
- 2.27.4. Candidates are advised to be at the examination centre at least fifteen minutes before the commencement of the examinations.
- 2.27.5. Candidates will be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin. Papers will be placed ready on the desks before they enter.
- 2.27.6. No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate will be permitted to leave the examination room until thirty minutes have expired.
- 2.27.7. At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated till the Invigilator tells them to leave the room. Apart from the examination paper, candidates are not allowed to take any examination material out of the examination room.

2.28. Notes to invigilators and loss of original certificates

All General Notes and Instructions for internal examiners, notes to invigilators before, during and at the end of the examinations, cases related to loss of original certificates, relevant undergraduate regulations shall apply.

3. REGULATIONS ON MASTER'S THESIS/DISSERTATION

3.1. General Regulations

- 3.1.1 Candidates registered for Postgraduate Diploma, Masters/PhD by coursework and dissertation who have qualified to continue with the dissertation phase after completion of the coursework, shall be required to submit a dissertation in partial fulfilment of the degree requirements, within the period prescribed in their respective programme.
- 3.1.2 Prior to commencement of data collection, student must seek and obtain a research clearance issued by the Vice Chancellor through the office of the DVC-Research
- 3.1.3 The preparation and presentation of dissertation/theses shall be governed by Regulation 14
- 3.1.4 Before the initial submission of the dissertation/thesis for examination, the candidates shall make a presentation to the departmental postgraduate studies committee which shall approve such submission.
- 3.1.5 The dissertation and thesis shall be examined by both Internal and External Examiners who shall both be senior members of academic staff from academic institutions
- 3.1.6 Units may recommend the use of External Examiners from non-academic institutions depending on academic credentials of the examined specialities
- 3.1.7 Both dissertations and theses shall be examined and graded with a letter grade according to form UDSM/PG.F6.
- 3.1.8 The grade for the dissertation shall contribute to the final grade point average (GPA).
- 3.1.9 Every PhD candidates shall be required to produce at least one paper, published or accepted for publication in a journal recognised by UDSM, during the course of their study programme

3.2. Notice of Intention to Submit a Dissertation or Thesis

Prior to submission of the dissertation/thesis for examination, the candidate at least three months prior to submission of the dissertation/thesis for examination shall, through the supervisor, Department and College/School/Institute, give notice in writing to the Chairperson, SPSC, expressing intention to submit the dissertation/thesis. This notice shall be submitted using form UDSM/PG.F5.

3.3. Academic Dishonesty

- 3.3.1 Acts of academic dishonesty shall include but are not limited to:
 - (a) Plagiarism, or
 - (b) Academic cheating.
- 3.3.2 The term “plagiarism” shall be understood to mean the presentation of another person’s works (published or not), ideas or creation from any source as if they

were one's own, presentation of one's own ideas, previously published or not, without disclosing or acknowledgement and shall be of three categories:

(a) Category 1:

This category comprises of blatant instances of plagiarism and shall include instances where the assignment or written material of another person is taken over blatantly and submitted for examination or assessment without any acknowledgement, for example:-

- (i) Handing in someone else's work, with or without his or her permission;
- (ii) Word-for-word repetition of sentences and/or paragraphs from someone else's work, including the work of a fellow student (with or without his or her permission) and class notes (oral or written) received from a lecturer;
- (iii) Repetition with the alteration of selected words or phrases of sentences and/or paragraphs from someone else's work, including the work of a fellow student (with or without his or her permission) and class notes (oral or written) received from a lecturer;
- (iv) Direct translation of sentences and/or paragraphs from someone else's work, including the work of a fellow student (with or without his or her permission) and class notes (oral or written) received from a lecturer;
- (v) Presentation of data developed or collected by someone else without acknowledging the original researcher(s) and source(s) of the information.

(b) Category 2

This category shall comprise of relatively less serious instances where sources are dealt with in judiciously – in terms of plagiarism – but which in the nature of things still count as plagiarism and shall include such acts as

- (i) Repeating ideas from someone else's work in one's own words without acknowledging the original source.
- (ii) Handing in a one's own original work or parts of a work that has already been submitted for another module or programme without indicating where the material was originally used.
- (iii) Using any translation programme from either the Internet or any other source, even in presenting one's own ideas in a foreign language (e.g. German or French), in fields of study where the use of a foreign language forms part of the assessment process.

(c) Category 3

This category shall cover plagiarism that reveals aspects of carelessness or inaccuracy in using and acknowledging sources and shall include such instances as

- (i) Incomplete or inconsistent references to sources.
- (ii) Omitting the acknowledgement of sources in some parts.

3.4. Detection of Plagiarism

- 3.4.1 The supervisor shall be required to verify that the student's work is original by subjecting the student's work TurnItIn or any other plagiarism-detection software approved by Senate.

- 3.4.2 The cut-off point for the purpose of these regulations shall be 30% excluding genuine cases referred in the text such as own publications, references, bibliography and preliminary pages. The originality report of more than 30% shall indicate that plagiarism has occurred

3.5. Disciplinary Measures

- 3.5.1 The supervisor who fails to detect plagiarism shall be required to provide an explanation in writing to the DVC-Academic why disciplinary measures should not be commenced against him/her in accordance with the disciplinary procedures of the University.
- 3.5.2 Where students submit dissertations or thesis for examination and these are found to have been plagiarized, his/her case shall be presented to the relevant Examiners Board of the Unit where the student is registered and the Board shall make recommendations to the Director of Postgraduate Studies for the matter to be dealt with as an examination irregularity in accordance with established Regulations of the University.
- 3.5.3 Without prejudice to regulation 3.5.2 where any candidate found guilty of plagiarism shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.
- 3.5.4 Where a student is found to have plagiarized coursework assignment, the examiner shall give a candidate a written warning through the head of department and shall be awarded a Zero in the assignments. The highest marks to be awarded in the course shall be a 'B' grade.

4. EXAMINATION OF MASTERS' THESES/DISSERTATIONS AND DEGREE AWARDS

4.1. General Regulations

- 4.1.1 All Masters Candidates must present their dissertation/thesis to the departmental postgraduate studies committee for it to approve that the dissertation/thesis is ready for examination.
- 4.1.2 Every dissertation/thesis shall be examined by at least two examiners who are specialists in the area and approved by the relevant College/School/Institute Board, SPSC and Senate. At least one of these must be external to the University.
- 4.1.3 The Internal examiner must be a member of the academic staff of the University. The candidate's supervisor may not act as the internal examiner.
- 4.1.4 Colleges/Schools/Institutes shall be responsible for transmission of theses/dissertations to the internal and external examiner.
- 4.1.5 The examiners shall evaluate and grade the thesis/dissertation in accordance with the criteria prescribed in the UDSM theses/dissertation grading form UDSM/PG.F6).

- 4.1.6 The examiners shall be required to submit their detailed reports on the thesis/dissertation within a period of two months from the date of receipt of the thesis and within a period of one month for a dissertation.
- 4.1.7 The examination report shall contain a detailed description and focus as per UDSM theses/dissertation grading form UDSM/PG.F6 and shall contain a definite recommendation for one of the following actions:
- (a) The degree be awarded to the candidate unconditionally;
 - (b) The degree be awarded subject to typographical corrections/minor revisions;
 - (c) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report;
 - (d) The degree not be awarded, but the candidate may be allowed to revise and re-submit the thesis/dissertation for re-examination within maximum period of registration.
 - (e) The degree should not be awarded, but may be resubmitted for a lower award;
 - (f) The thesis/dissertation be rejected outright
- 4.1.8 An internal examiner who fails to submit the report within the period prescribed in regulation 4.1.6 shall be required to show cause for the delay. The explanation shall be in writing and shall be addressed to the DVC-Academic through the respective academic. If the report of any of the examiners has not been received at the expiry of three months from the date of receipt of the thesis/dissertation a new examiners shall be appointed.
- 4.1.9 On receipt of the examiner's report, the Department will evaluate the overall performance of the candidate by comparing the marks awarded by the internal and external examiner and thereby enter an overall mark on Departmental Overall Evaluation Report on Masters/PhD Dissertation/Thesis (UDSM/PG.F7). The report shall then be transmitted to the College/School/Institute Postgraduate Studies Committee.
- 4.1.10 On receipt of the report, the College/School/Institute Postgraduate Studies Committee shall determine the candidate's dissertation/thesis final grade
- 4.1.11 Where the examiners differ significantly (one passes and one fails the candidate or a difference of two grades) in their overall recommendation, the College/School/Institute Postgraduate Studies Committee shall examine the case and recommend one of the following actions:
- (a) The recommendation of the External Examiner be adopted;
 - (b) An additional independent examiner (without knowledge of the previous examiners' assessments) be appointed;
- 4.1.12 An Assessment by an additional independent examiner together with the other examiners' assessments shall form basis of determining whether the candidate passes or fails the thesis/dissertation.

- 4.1.13 A dissertation or thesis passed subject to typographical corrections/minor revisions must be submitted for degree award within one month from the date of the Senate's approval of the examination results.
- 4.1.14 A dissertation or thesis passed subject to substantial corrections and revisions must be submitted for degree award within three months from the date of the Senate's approval of examination results. The Internal Examiner shall verify the corrections.
- 4.1.15 Only candidates whose theses have been passed in accordance with regulations 4.1.7(a) through (c) shall be allowed to sit for *viva voce* examination.
- 4.1.16 A thesis/dissertation not accepted in accordance with regulation 4.1.7(d) must be re-submitted for examination within nine months from the date of the Senate's approval of examination results.
- 4.1.17 A candidate whose thesis/dissertation is rejected in accordance with regulation 4.1.7(f) shall be discontinued from studies.
- 4.1.18 A candidate who fails, without reasonable cause, shall be required to submit a postgraduate degree dissertation/thesis within the period stated in 4.1.16 above otherwise he/she shall be discontinued from studies.
- 4.1.19 Where the examiners are not in agreement in their overall recommendation after resubmission, regulation 4.1.11 shall apply.
- 4.1.20 The University shall pay honoraria to the Internal and External Examiners at the rate prescribed by Council and upon receiving detailed reports and summary reports of the thesis/dissertation under examination. The claims shall be made through filling in forms UDSM/PG.F11 (for Internal Examiner) and UDSM/PG.F12 (for External Examiner).
- 4.1.21 Subsequent publications from a thesis/dissertation submitted for a Masters degree of the University of Dar es Salaam must contain a statement that the work is based on a thesis/ dissertation submitted to the University.

4.2 *Viva voce* Examinations for Masters' Degree by Thesis Programmes

- 4.2.1 In Masters' Degree programmes involving examinations of thesis alone without any prescribed coursework component, the candidate shall, in addition to writing a thesis, appear for a *viva voce* examination.
- 4.2.2 The *viva voce* examination shall take place only after the SPSC and Senate have been satisfied that the thesis submitted by the candidate is considered by the examiners to be satisfactory.
- 4.2.3 The questions to be asked in the *viva voce* examination shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the thesis subject matter.
- 4.2.4 Members of the *viva voce* panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- 4.2.5 The *viva voce* examination for a Masters' degree shall be conducted by a panel comprising of at least five, but not more than seven examiners, who shall be

appointed by the Senate Chairperson on the recommendation of the Principal/Dean/Director of the relevant College/School/Institute, and of the Head of the relevant Department where the candidate is registered. The viva voce panel shall be approved by the Senate Chairperson during approval of the External and Internal examination reports.

4.2.6 The composition of the *viva voce* panel shall be as follows:

- (a) Chairperson nominated by the College Principal/School Dean/Institute Director;
- (b) External Examiner (or his/her representative), recommended by the relevant College Principal/School Dean/Institute Director;
- (c) Internal Examiner who did not guide the research;
- (d) Candidate's supervisor;
- (e) Head of the relevant Department (or his/her appointee); and
- (f) Two other members appointed by the respective College/School/Institute.

4.2.7 The College Principal/School Dean/Institute Director, shall behalf of the Senate approve the date of examination at least two weeks before the examination.

4.2.8 The Head of Department/Unit must notify the candidate in writing regarding the examination arrangements at least two weeks before the examination, with copies to the Principal/Dean/Director and the Director of Postgraduate Studies.

4.2.9 The *viva voce* panellists shall be provided with full texts of the examiners' reports and copies of the candidate's thesis at least two week before the date of the oral examination. The College/School/Institute shall ensure availability of copies of the thesis.

4.2.10 The function of the *viva voce* shall be to ascertain that the thesis presented fulfils the following criteria:

- (a) The thesis is the original work of the candidate;
- (b) The broader subject area in which the study is based is fully grasped by the candidate;
- (c) Any weaknesses in the thesis are adequately clarified by the candidate; and
- (d) A definite recommendation is made to the Senate through the SPSC as to whether the candidate should be declared as having Passed or Failed.

4.2.11 The *viva voce* panellists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the *viva voce* examination.

4.2.12 (a) At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examinations Results Form UDSM/PG.F8 giving a specific recommendation to SPSC on the candidate's performance with a definite recommendation for one of the following actions:

- (i) The Candidate **PASSES** and no additional corrections in the thesis/dissertation are required;

- (ii) The Candidate **PASSES** subject to making minor corrections and revisions in the thesis/dissertation as stated in the *viva voce* proceedings, *within one month*;
 - (iii) The Candidate is referred to make substantial corrections and revisions as stated in the *viva voce* proceedings *within three months*, and at least two *viva voce* panellists must certify that the corrections have been done as directed;
 - (iv) The Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation after eliminating the weaknesses detailed in the *viva voce* proceedings *within six months*;
 - (v) The Candidate fails outright.
- (b) The Chairperson of the panel shall also submit to SPSC a comprehensive report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
 - (c) Whereupon, each panellist in the *viva voce* examination shall receive an honorarium at the rate approved by the University.
- 4.2.13 At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examination Results Form UDSM/PG.F8, giving a specific recommendation on the candidate's performance. The Form shall be submitted, along with a detailed report on how the candidate handled the questions, to the Chairperson of SPSC for processing.
- 4.2.14 Each panellist in the *viva voce* examination shall receive an honorarium at the rate approved by the University.
- 4.2.15 Where there is a disagreement between the recommendation of the thesis examiners and the *viva voce* examiners, the SPSC shall study the case and recommend to Senate one of the following options:
- (a) The candidate revises and re-submits the thesis and subsequently re-appears for a further oral/written, or practical examination, within a specified period, but not exceeding 6 months since the date of the decision by Senate; or
 - (b) The candidate is deemed to have failed outright.
- 4.2.16 The duration of the *viva voce* examination for Masters Degrees shall not exceed two hours.
- 30 minutes of presentation
 - 1 hour and 15 minutes of questions and answers
 - 15 minutes of deliberations and decision by the examining panellists.
- 4.2.17 The *viva voce* panel should nominate the candidate's supervisor or an appointee from the relevant department to be the recorder of the *viva voce* examination proceedings.
- 4.2.18 The proceedings of the *viva voce*, vetted by the panel chairperson, must be ready within two weeks after the date of the *viva voce* examination.
- 4.2.19 The final decision on the award of the postgraduate degree shall be made by the Senate on the recommendation of the SPSC.

- 4.2.20 Without prejudice to Regulation 4.1.7(d), 4.2.12 (a) (iv) and 4.2.15 (a)(a) where a candidate fails the thesis/dissertation examination or viva voce examination and re-submit the thesis for re-assessment, the maximum grade to be awarded shall be a 'B' grade
- 4.2.21 The dissertation/thesis rejected by Examiners after re-submission shall not be accepted for re-examination at the University of Dar es Salaam.
- 4.2.22 Members of the public may be allowed to attend the viva voce as observers under special permission by the department.
- 4.2.23 QAB representative shall be invited to attend as an observer.

5. EXAMINATION OF MASTERS' GRADUATE PROJECT/RESEARCH PAPER/ESSAY AND DEGREE AWARDS

5.1. General Regulations

- 5.1.1 Candidate shall be required to present his/her graduate project/ research/ essay to the departmental postgraduate studies committee prior to submission of the same for examination. The Departmental Committee shall vet the graduate project/ research/essay to establish whether it is ready for examination.
- 5.1.2 Every graduate project/ research/essay shall be examined by at two anonymous internal examiners who are specialists in the area.
- 5.1.3 The examiners shall evaluate and grade the graduate project/ research/essay in accordance with the criteria prescribed in the UDSM theses/dissertation grading form UDSM/PG.F6.
- 5.1.4 The examiners shall be required to submit their detailed reports on the work within a period of One month from the date of receipt of the Graduate Project/Research Paper/Essay. If the reports are not received within One and half months, new examiners shall be appointed.
- 5.1.5 The examination report shall contain a detailed description and focus as per UDSM theses/dissertation grading form UDSM/PG.6 and shall contain a definite recommendation for one of the following actions:
 - (a) The degree be awarded to the candidate unconditionally;
 - (b) The degree be awarded subject to typographical corrections/minor revisions;
 - (c) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report;
 - (d) The degree not be awarded, but the candidate may be allowed to revise and re-submit the thesis/dissertation for re-examination within maximum period of registration.
 - (e) The degree should not be awarded, but may be resubmitted for a lower award;
 - (f) The thesis/dissertation be rejected outright
- 5.1.6 The candidate shall present a defense of the Project/graduate essay before the panel formed by the Department. The Panelist shall consist a minimum of three

- expert members shall Summarize the defense results using Form UDSM/PG.21. The supervisor (if any shall not be member of the panel)
- 5.1.7 On receipt of the report, the College/School/Institute Postgraduate Studies Committee shall determine the candidate's Project/graduate essay final grade.
 - 5.1.8 Where the examiners differ significantly (one passes and one fails the candidate or a difference of two grades) in their overall recommendation, Departmental Postgraduate Studies Committee shall examine the case and recommend that an additional independent examiner (without knowledge of the previous examiners' assessments) be appointed;
 - 5.1.9 An Assessment by an additional independent examiner shall form basis of determining whether the candidate passes or fails the Graduate Project /Research /Essay.
 - 5.1.10 The Project/Research Paper/Essay shall be submitted to the University through DPGS to ensure standards and quality.
 - 5.1.11 Weighting of graduate project or graduate essay should be similar to the weighting of the dissertations.

6. APPEALS AGAINST COURSEWORK/ DISSERTATION/ THESIS/ GRADUATE PROJECT/ RESEARCH PAPER/ESSAY.

- 6.1 The right to appeal shall be open for every candidate aggrieved by coursework/dissertation/thesis/graduate project/research paper/essay results.
- 6.2 Appeals must be lodged within six months from the date of approval of the results.
- 6.3 Any appeal shall be lodged with the Board of the Appellant's College/ School/Institute, which shall forward the appeal with recommendations to the SPSC, whose observations and recommendations will be forwarded to Senate for approval.
- 6.4 Except where unfair marking, wrong computation of marks or grades or other like irregularity committed in the conduct of the examination is alleged, no appeal shall lie in respect of any such examination on any ground.
- 6.5 No appeal will be considered where:
 - (a) The candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
 - (b) It raises for the first time issues concerning the supervision, teaching or coursework assessment. Such matters will only be considered if they had been raised by the student promptly and in writing, at the time when they first arose.
 - (c) A student alleges illness or other factors but where she/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.
- 6.6 Any member of the appellant's College, School or Academic Institute Board who participated in the making of the decision against which appeal is lodged shall

not have a voting right in the Senate over such an appeal and may participate herein only in terms of presentation of findings and recommendations of the appellant's College, School or Academic Institute Board by answering queries, as the case may be, and shall otherwise be absent from the Senate session considering any such appeal.

- 6.7 Any student or candidate aggrieved by a decision of Senate on terms of the provisions of regulation regarding examination irregularities may apply for review of the decision by the Senate.
- 6.8 Application made under regulation 6.5 shall be lodged directly with the Deputy Vice Chancellor in charge of academics who shall forward them to the Senate with observations and recommendations herein.
- 6.9 Any person who has been involved at any stage in the processing of a case of alleged commission of examination irregularity, whether at first instance or in the preparation for the appeal, shall be barred from participating in the decision making decision over such a case, except for the purpose of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from the Senate session considering such appeal.
- 6.10 The candidate's appeal shall be entertained upon payment of an appeal fee as may be determined by the University Council from time to time.
- 6.11 A student may appeal to the Chairman of Senate against the decision of the Senate on his/her appeal by lodging the appeal through the DVC in charge of academics. Such an appeal shall only be entertained if it had at first been rejected by Senate and if the student presents new developments and/or grounds that were not and could not be made available to Senate.
- 6.12 The Chairman of Senate's decision on an appeal shall be final and conclusive and no further appeal shall be entertained regarding the same issue.
- 6.13 The decision of the Chairman of Senate in Regulation 6.11 shall be reported to Senate for Noting.

7. DOCTOR OF PHILOSOPHY (PhD) DEGREE

7.1. PhD Modes of Registration

Doctor of Philosophy (PhD) degree of the University of Dar es Salaam shall be offered in three modes:

- a. Masters with possible upgrade to PhD by Coursework and Dissertation
- b. PhD by Coursework and Dissertation
- c. PhD by Thesis

- 7.2. A candidate may register to undertake the PhD by any of the three modes.

7.2. Entry Qualifications

7.2.1 Masters' Programme with Possible Upgrade to PhD by Coursework and Dissertation

The minimum entry qualification for Masters' Programme with Possible Upgrade to PhD by Coursework and Dissertation shall be Upper Second class Bachelors' degree from the University of Dar es Salaam or its equivalent. This shall only apply to PhD programmes that have been designed to accommodate such transition.

7.2.2 PhD

The minimum entry qualification for PhD by Coursework and Dissertation shall be a Masters' degree from the University of Dar es Salaam or its equivalent.

7.3. Registration of PhD Candidates

- 7.3.1 PhD candidates may be registered as full-time or part-time students.
- 7.3.2 Candidates shall be required to register at the beginning of the first year of their studies (using Form UDSM/PG.F1) and to renew their registration at the beginning of subsequent years by filling in Form UDSM/PG.F2 after paying the required fees.
- 7.3.3 Failure to renew registration shall mean automatic discontinuation from studies.
- 7.3.4 Regulations applicable for registration for Masters programmes shall apply for registration for PhD programmes.
- 7.3.5 A candidate registered for the PhD degree programme by thesis may, on recommendation of the relevant College/School/Institute Board, be required to do one or more formal courses appropriate to his/her field of study, as prescribed by his/her supervisor(s).
- 7.3.6 Upon registration, the candidate will be allocated to a supervisor or supervisors as the case may be.
- 7.3.7 The supervisor(s) shall guide the candidate in his/her research and shall submit periodic reports (twice a year) on the candidate's progress (through ARIS).
- 7.3.8 Every candidate shall be responsible to initiate and submit progress report twice a year through ARIS.
- 7.3.9 The procedures for supervision and all matters thereof shall be provided so in the Regulation12 of these regulations.
- 7.3.10 The duration of the PhD programme by coursework and dissertation shall be four years for full-time and six years for part-time candidates. PhD programme by thesis shall take three years for full-time and five years for part-time candidates.
- 7.3.11 Candidates who, for valid reasons, fail to complete their programmes within the specified period may apply (using UDSM/PG.F18) for an extension of the registration period. The candidate shall pay a monthly fee prescribed by Council for such an extension.
- 7.3.12 The total extension period shall not exceed two years for full-time and three years for part-time candidates.
- 7.3.13 The maximum allowable period of registration for a PhD degree shall be six years for full-time and eight years for part-time students

7.4. PhD by Coursework and Dissertation Programmes

7.4.1. The conduct of examination and the candidate's progress from year to year shall be guided by the regulations applicable for masters by coursework and dissertation.

7.4.2. At the end of the coursework part, candidates shall be required to do a comprehensive examination as prescribed by the College/School/Institute before they can be allowed to proceed to the dissertation phase.

7.4.3. A comprehensive examination shall mean a specific type of examination aimed at examining the candidate's broad philosophical and conceptual understanding of the subject area as well as the capacity to develop and communicate logical arguments.

7.4.4. The comprehensive examination shall be administered after the candidate has completed the coursework part but prior to embarking on the dissertation part and shall have the following features:

- (a) The examination may vary from one academic unit to another but must examine the candidate's broad philosophical and conceptual understanding of the subject area, as well as the capacity to develop and communicate logical arguments.
- (b) It shall be both oral and written and shall be assessed on a pass or fail basis.
- (c) The oral comprehensive examinations shall not take more than three hours.
- (d) The written comprehensive examination shall take three to four hours.

7.4.5. A comprehensive examination shall be judged by a panel of experts in the relevant field who possess a PhD. The panel should be constituted by the Principal/Dean/Director in consultation with Heads of Departments and shall have an odd number of members i.e. 3 or 5. The most senior member shall chair the panel.

7.4.6. Members of the Panel shall be given the candidate's written report at least two weeks before the oral examination to allow them to thoroughly read it and prepare for the oral examination.

7.4.7. A candidate shall be given a minimum of three months to prepare for the comprehensive examination and must pass the examination within a year after completing the coursework.

7.4.8. A candidate who fails a comprehensive examination shall be required to take another comprehensive examination as recommended by the examination panel.

7.5. Postponement, Freezing of PhD studies

7.5.1. If, for valid reason(s), a candidate wishes to temporarily halt studies, he/she has to apply to the SPSC for the postponement of studies (during the coursework phase) or freezing of the registration (during the dissertation phase and for thesis candidates).

7.5.2. Postponement of studies and freezing of registration shall be applied through the Principal/Dean/Director and the Head of Department to the Director of Postgraduate Studies who shall process for approval by the Chairman of Senate.

using UDSM/PG.F13 and form UDSM/PG.F14 forms. The maximum periods for postponement of studies and for freezing of registration shall be two years.

7.6. Submission of a PhD Thesis/Dissertation

- 7.6.1. The PhD degree examination requires the submission of a thesis/dissertation by the candidate, embodying the results of the research.
- 7.6.2. PhD thesis/dissertation cannot be submitted without publishing at least one journal paper from the work in a journal that is recognized by UDSM Senate. The paper must be attached as an appendix on the submitted thesis/dissertation.
- 7.6.3. The PhD Thesis/dissertation maybe submitted either as a single monograph or journal papers in which case:
 - (a) The candidate shall submit at least 5 journal papers with introduction and conclusion chapters.
 - (b) Two of the journal papers must be published in an international journal recognized by UDSM.
 - (c) The candidate must be the principal author in all journal papers submitted for the award of a PhD degree.
- 7.6.4. Regardless of the form of submission, the thesis shall be an original contribution to the field of research by the student, regardless of the form of the thesis.
- 7.6.5. For thesis by papers, the student should use the introductory section of their thesis to explain and justify in full the nature and extent of the candidate's own contribution and the contribution of co-authors and other collaborators to the publications presented.
 - (a) A significant proportion of the researched materials should be derived from original research undertaken after the date the student initially registered with this University.
 - (b) The papers shall be inserted and that the pagination sequence should flow throughout the thesis.
- 7.6.6. (a) No candidate may be permitted to submit a thesis/dissertation for the PhD degree in less than 24 months from the date of registration.
- 7.6.7. (b) A PhD candidate may, however, be allowed to submit his/her thesis/dissertation earlier than this if the supervisor and the relevant College/School/Institute Postgraduate Studies Committee is satisfied with the candidate's research contribution of new knowledge.
- 7.6.8. At least three months before the thesis/dissertation is submitted, the candidate shall, through the supervisor, give notice of intention to submit the thesis/dissertation. He/she should do this in writing to the Chairperson, SPSC using form UDSM PG.F5 submitting, at the same time, the proposed title and an outline of the plan and general scope of the thesis/dissertation.
- 7.6.9. Every thesis/dissertation submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and text presentation. The thesis/dissertation

must contain a one-page abstract, which shall concisely indicate the problem investigated, the procedures, research methods employed, the general results, new contributions made, and the major conclusions reached.

- 7.6.10. All PhD candidates must present their dissertation/thesis to the departmental postgraduate studies committee for it to approve that the dissertation/thesis is ready for examination.

7.7. Examination of Theses/Dissertations and Award of a PhD Degree

- 7.7.1.(a) For every PhD candidate approaching submission Senate shall appoint, on the recommendation of the relevant College/School/Institute and the SPSC, at least two qualified examiners, one of whom shall be External to the University of Dar es Salaam. The Examiners shall be required to assess the thesis/dissertation following standards prescribed by the University of Dar es Salaam.

- 7.7.2.(b) The internal examiner shall be an expert not involved in the candidate's supervision.

- 7.7.3. Transmission of theses/dissertations is the responsibility of Colleges/Schools/Institutes, using their share of examination fees. The Examiners shall be required to submit independent reports on the PhD thesis/dissertation as prescribed under the Masters programme.

- (a) The examiners shall be required to submit their detailed reports on the thesis/dissertation within a period of two months from the date of receipt of the thesis/dissertation.

- (b) If the reports are not received within three months, new examiners shall be appointed.

- (c) An internal examiner who fails to submit the report within two months shall be required to show cause for delay. The explanation shall be in writing and shall be addressed to the DVC-Academic through the respective academic unit.

- 7.7.4. The PhD thesis/dissertation should show evidence that the candidate has made an original and significant contribution to knowledge, and each examiner shall submit a summary of the report on the thesis/dissertation using form UDSM/PG.F6 with a definite recommendation for one of the following actions:-

- (a) The PhD degree be awarded to the candidate unconditionally;
- (b) The degree be awarded subject to typographical corrections and/or minor revisions;
- (c) The degree be awarded subject to making substantial revisions and corrections as recommended;
- (d) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD thesis for re-examination after a further period of study and/or research;

- (e) The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for a Masters' Degree award;
- (f) The thesis/dissertation be rejected outright.

7.7.5. Where the examiners are not in agreement in their overall recommendation, SPSC shall consider the case and recommend one of the following actions:

- (a) The recommendation of the External Examiner be taken;
- (b) An additional independent examiner be appointed;

7.7.6. An Assessment by an additional independent examiner shall form basis of determining whether the candidate passes or fails the thesis/dissertation.

7.7.7. A PhD candidate, whose thesis examiners are either in disagreement or have recommended thesis revision and resubmission, may on the recommendation of the College/School/Institute Board, transfer registration to a relevant existing Masters programme.

7.7.8. The University shall pay honoraria to the External and Internal Examiners at rates prescribed by Council and upon receiving detailed reports and summary reports of the thesis under examination.

7.7.9. A thesis/dissertation not accepted as per regulation 7.7.4(d) above must be re-written and re-submitted for re-examination within 18 months.

7.7.10. Candidates who fail to submit their thesis/dissertation within the period stated in regulation 7.7.9 above shall be discontinued from studies.

7.8. Viva voce Examination for PhD Candidates

7.8.1. In addition to writing a thesis/dissertation, the PhD candidate shall appear for a viva voce examination.

7.8.2. The viva voce examination shall take place only after the Senate has been satisfied that the thesis/dissertation submitted by the candidate is considered by the examiners to be of acceptable standard.

7.8.3. The questions in the viva voce examination shall primarily focus on the candidate's thesis/dissertation research area.

7.8.4. The members of viva voce panel shall be so selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research (or related) area.

7.8.5. Composition and proceedings of the Viva voce shall be as follows: The viva voce examination for a PhD degree shall comprise of at least seven, but not more than nine examiners, who shall be appointed by the Senate Chairperson during approval of the External and Internal examination reports on the recommendation of the Principal/Dean/Director of the relevant College/School/Institute, and of the Head of the relevant Department where the candidate is registered. The composition of the viva voce panel shall be as follows:

- (a) Chairperson (with voting power);
 - (b) External Examiner who examined the thesis (or his/her representative);
 - (c) Internal Examiner who examined the thesis/dissertation;
 - (d) One of the candidate's supervisors (with voting power);
 - (e) Appointee of the Principal of College/Dean of School/Director of Institute where the candidate is registered;
 - (f) Appointee of the Head of Department where the candidate is registered;
 - (g) Three other qualified co-opted members, invited by the relevant College/School/Institute, and approved by Senate through the relevant committee.
 - (h) The other supervisor(s) shall be invited to the *viva voce* examination as observers. They shall neither have voting power nor ask questions.
- 7.8.6. The Chairperson of the viva voce panel, who need not be a specialist in the candidate's thesis/dissertation area, shall be a senior academician (of the professorial rank).
- 7.8.7. The candidate's supervisor or appointee of the department shall be the recorder of the viva voce examination proceedings
- 7.8.8. Panelists under Regulation no. 7.8.5(b) who are unable to be present at the viva voce examination, shall submit their oral examination questions to the College/School/Institute, and also nominate their representatives (where possible) to the viva voce who shall be appointed as per 7.8.4.
- 7.8.9. The viva voce panelists shall be provided with the examiners' reports, and copies of the candidate's thesis/dissertation, at least two weeks before the date of the viva voce.
- 7.8.10. The function of the viva voce shall be:
- (a) To ascertain that:
 - (i) The thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the candidate;
 - (ii) The broader subject area in which the study is based is fully grasped;
 - (iii) Any uncertainties or weakness in the thesis/dissertation can be adequately clarified by the candidate; and
 - (b) To make a definite recommendation to the SPSC and Senate as to whether the candidate has passed or failed.
- 7.8.11. The duration of the viva voce examination shall normally not exceed three hours.
- Maximum of 45 minutes of presentation
 - Maximum of 2 hour of questions and answers

- Maximum of 15 minutes of panelists' deliberations and decision

7.8.12. The viva voce panel shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance as per 7.8.10 (a) (i) to (iii). Where the panelists are unable to reach a consensus as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote in favor of passing the candidate shall be required for passing a viva voce examination.

7.8.13. (a) At the end of the viva voce examination, the panel members shall sign a viva voce Examinations Results Form UDSM/PG.F9 giving a specific recommendation to SPSC on the candidate's performance with a definite recommendation for one of the following actions:

- (vi) The Candidate **PASSES** and no additional corrections in the thesis/dissertation are required;
- (vii) The Candidate **PASSES** subject to making minor corrections and revisions in the thesis/dissertation as stated in the *viva voce* proceedings, *within three months*;
- (viii) The Candidate is referred to make substantial corrections and revisions as stated in the *viva voce* proceedings *within six months*, and at least two *viva voce* panellists must certify that the corrections have been done as directed;
- (ix) The Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation after eliminating the weaknesses detailed in the *viva voce* proceedings *within nine months*;
- (x) The Candidate fails outright.

(d) The Chairperson of the panel shall also submit to SPSC a comprehensive report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.

(e) Whereupon, each panellist in the *viva voce* examination shall receive an honorarium at the rate approved by the University.

7.8.14. Where there is disagreement between the recommendations of the thesis/dissertation examiners and those of the viva voce panelists, the SPSC shall carefully study the case and recommend to Senate one of the following actions:

- (a) The candidate revises and re-submits the thesis/dissertation and subsequently re-appears for a further oral examination, within a specified period, but not exceeding 12 months from the date of the decision by Senate; or
- (b) The candidate be deemed to have failed outright.

7.8.15. Without prejudice to Regulation 7.7.4 (d), 7.8.13 (a) (ix) and 7.8.14 (a), where a candidate fails the thesis/dissertation examination or viva voce

examination and re-submit the thesis for re-assessment, the maximum grade to be awarded shall be a 'B' grade

7.8.16. Senate shall make the final decision on the PhD degree award to the candidate, on the recommendation of the SPSC.

7.8.17. Subsequent publications from a thesis/dissertation submitted for the PhD degree of the University of Dar es Salaam must contain a statement to the effect that the work is based on a thesis submitted to the University.

8. HIGHER DOCTORATE DEGREES

8.1 Definition

8.1.1 Higher Doctorate at the University of Dar es Salaam shall mean the degrees of:

- (a) Doctor of Literature in the College of Social Sciences (CoSS), College of Humanities (CoHU), School of Education (SoED), School of Journalism and Mass Communication (SJMC), University of Dar es Salaam Business School (UDBS), Institute of Kiswahili Studies (IKS) and Institute of Development Studies (IDS)
- (b) Doctor of Laws in the University of Dar es Salaam School of Law (UDSL); and
- (c) Doctor of Science in the College of Engineering and Technology (CoET), the College of Natural and Applied Sciences (CoNAS) and College of Information and Communication Technologies (CoICT), Institute of Marine Sciences (IMS), College of Agriculture and Fisheries Technology (CoAF);.

8.1.2 The Higher Doctorates are granted for original contribution of distinguished merit to some branch of science or the humanities.

8.2 Eligibility for Candidacy

The following category of members of staff of the University of Dar es Salaam shall be eligible for candidacy for the award of a Higher Doctorate of the University of Dar es Salaam.

- (a) Holders of a PhD of the University of Dar es Salaam, of at least five years standing; or
- (b) Holders of a PhD degree of the former University of East Africa; or
- (c) Holders of a PhD degree or equivalent of any other recognised University provided that, at the time of applying for candidacy, they will have served the University of Dar es Salaam in teaching, research or other approved role for a minimum period of five years.

8.3 Application for Candidacy

8.3.1 A candidate for this award shall normally apply for a Higher Doctorate of the College/School/Institute in which the subject of his/her previous degree(s) was studied.

8.3.2 The intending candidate must supply to the relevant College/School/Institute, through his/her complete Curriculum Vitae and any other documents, sufficient evidence of his/her qualifications for the Higher Doctorate candidacy.

- 8.3.3 The candidate's application must be accompanied by a unifying statement of not more than 5000 words, which concisely but comprehensively sums up his/her significant contribution(s) to knowledge in a chosen field.
- 8.3.4 Together with the unifying statement, the candidate must submit a compilation of his/her important and original published works (excluding works earlier submitted for Masters or PhD degrees). Published works shall mean what is printed as books or papers in reputed journals, or work already accepted for publication. (Serious emphasis is placed on published work to ensure that the work submitted for examination has been available for criticism).
- 8.3.5 The candidate's application for candidacy shall be scrutinised by the appropriate College/School/Institute, and his/her candidature shall be approved through the relevant College/School/Institute Board, the SPSC and Senate.

8.4 Submission of Published Works and Examinations

- 8.4.1 The work submitted by the candidate shall be in four copies, and shall be referred to three examiners appointed by Senate on the recommendation of the College/School/Institute Board, and the SPSC. All the Examiners shall be external to the University and shall be selected from amongst the most highly distinguished international scholars in the subject. The examiners shall preferably be holders of Higher Doctorates.
- 8.4.2 Preferably, be holders of Higher Doctorates.
- 8.4.3 The work shall be accompanied by a declaration by the candidate that it has not been submitted for a Higher Doctorate in any other University.
- 8.4.4 The examiners shall carefully and critically examine the candidate's contribution to ascertain that:
- (a) The work shows outstanding originality;
 - (b) The candidate's contribution to knowledge has been substantial; and
 - (d) The format of presentation of the candidate's work is acceptable.
- 8.4.5 The examiners may recommend the candidate to appear for a *viva voce* examination. Under such circumstances, the PhD regulations for *viva voce* examination shall be used as guidelines.

8.5 Higher Doctorate Award

- 8.5.1 The examiners shall submit a report on the candidate's published work, recommending, in definite terms, whether or not the Higher Doctorate should be awarded to him/her.
- 8.5.2 In case of disagreement between the examiners, similar guidelines as those prescribed for Masters and PhD candidates shall be followed. The final approval on the degree award shall be granted by Senate, after it has been satisfied that the work presented makes a substantial and distinct contribution to knowledge.
- 8.5.3 A candidate who fails to qualify for the Higher Doctorate award shall not be allowed to re-apply for the same degree for at least three years.

- 8.5.4 The successful Higher Doctorate candidate shall be required to give a public lecture on his/her contribution before the degree is awarded.

9. OCCASIONAL STUDENTS

- 9.1. In these Regulations the term "Occasional Student", shall mean any student whose study programme lasts for only one semester, or part of a semester.
- 9.2. The entry qualifications for Occasional Student shall be similar to those of regular students.
- 9.3. Admission for occasional studentship shall be by way of application directed to the Director of Postgraduate Studies in case of Postgraduate applications. The application for Occasional Studentship must be supported by at least two referees once of these must be an academic member of staff, who is well acquainted with University teaching and research.
- 9.4. The admission of an Occasional Student will take into consideration not only the academic qualifications of the applicant, but also the availability of a local supervisor in the relevant Department where the applicant intends to undertake studies.
- 9.5. Occasional Students shall not be obliged to sit for the end of semester examinations although they are encouraged to do so. They may be allowed to audit various courses.
- 9.6. Occasional Students shall pay their fees pro rata, in accordance with the fee structure prescribed by the council from time to time.
- 9.7. Occasional Students may register for some undergraduate courses.

10. SHORT-TERM STUDENTS

10.1 Definition

For purposes on these regulations, the term "Short-term Student" shall be taken to mean any student whose study programme lasts for more than one semester and extends up to one full academic year.

10.2 Entry Requirements

- 10.2.1 The admission qualifications for Short Term Students shall be similar to those of regular postgraduate students.
- 10.2.2 Short-term students shall enrol in their courses for credit and shall be obliged to appear for end-of-semester examinations and to abide with the Examination Regulations prescribed under section 2 of these regulations, University General Examination Regulations and any other relevant regulation in force.
- 10.2.3 Short-term students may register for undergraduate courses, in which case relevant undergraduate regulations shall apply.
- 10.2.4 Short-term students may enrol for training by research alone, in which case they will be assigned supervisors to guide them.

- 10.2.5 Short-term students who attain a grade of B or higher in their prescribed postgraduate courses, may be allowed to change their status to a Masters' degree (and, in exceptional circumstances, to a PhD degree) course.
- 10.2.6 Short-term students shall be required to pay their fees at the rate and modality prescribed by the Council from time to time

11. SANDWICH PROGRAMMES AND JOINT DEGREE

11.1. Sandwich Degree Programmes

- 11.1.1 The students registered with universities with whom UDSM maintains active academic collaboration link in postgraduate training, shall have opportunities to conduct part of their coursework/dissertation/theses at UDSM as occasional or short-term students depending on the period they would like to stay at the University of Dar es Salaam.
- 11.1.2 Admission into the Sandwich programme shall be by way of application lodged at least six months prior to the commencement of the programme. The Application shall be addressed to the Senate through SPSC and the unit which hosts the programme and shall indicate the duration which the Applicant would like to spend at UDSM. The application letter must be accompanied by the following documents:
- (a) Applicant's full curriculum vitae;
 - (b) A concise statement of the proposed project, including objectives, description of problem area, methodology, expected outputs, the period of research and places in Tanzania where the work will be carried out;
 - (c) Confirmation of availability of financial support to cover travel, fees, research funds and upkeep allowances, and/or any other material support for the intended research;
 - (d) Names of two referees who are qualified in the field of research which the applicant wishes to undertake; and
 - (e) Name of contact person in the department of intended study at the University of Dar es Salaam.
- 11.1.3 Students admitted under the Sandwich studentship shall, prior to commencement of their academic programme/research, be required to:
- (i) Register and pay the due fees of one semester for the period below six months and full academic year fees for the period beyond six months
 - (ii) Obtain Ethical Clearance, if necessary, from their countries and from the relevant authority in Tanzania; and
 - (iii) Research Clearance.
- 11.1.4 If a student admitted under the Sandwich programme wishes to extend his/her stay in Tanzania, he/she may apply for renewal of studentship at least two months before the expiry of their registration. The renewal letter stating justification for

continuation of the registration must be sent to the Senate through the Senate Postgraduate Studies Committee.

- 11.1.5 Honorarium at a rate prescribed from time to time by the DVC-Academic shall be paid to a member of staff supervising a candidate under the Sandwich at an approved rate.

11.2. Joint Degree Programme (JD)

- 11.2.1 A joint degree shall be understood as a degree programme offered in collaboration between at least two autonomous degree-granting institutions whereby the duration of the programme is jointly supervised and time apportioned between the collaborating institutions. At the completion of the programme the candidate is awarded a single degree certificate issued by all the offering institutions.
- 11.2.2 A joint degree programme shall operate under a prior agreed Memorandum of Understanding/Protocol/Agreement between the participating institutions
- 11.2.3 A candidate under the joint degree programme shall be jointly supervised and spend at least 30% of the entire duration of the programme at each participating institution
- 11.2.4 The candidate must register in each participating University by meeting all admission requirements of the degree in the respective university each. A specific programme, providing details of the programme and specifying the grouping of subjects that a candidate is allowed to pick in the combination of degrees shall be developed and approved by each participating University.
- 11.2.5 Programme fee and payment thereof shall be in accordance with terms and conditions of the cooperative agreement or consistently apportioned to the duration spent in the participating University.
- 11.2.6 A special desk shall be established under the DPGS to manage joint programmes in collaboration with the respective programme hosting units.
- 11.2.7 The Degree Certificate awarded to a joint degree candidate shall bear the format (content, style, logos) agreed upon by all participating Universities and shall be duly signed by the statutory organs of all participating Universities. Any dispute arising between the universities/institutions participating in the JP on any matter involving the JP shall be resolved amicably by the participating institutions through their appropriate good offices. In the event the dispute remains unresolved, it shall be referred by either party to the mediator appointed and agreed by both parties. In any case, the candidate shall not be affected by such dispute.

11.3. Intellectual Property Rights for Joint degree Programmes

In the absence of any agreement to the contrary, all research findings and innovations done during JD studentship shall be jointly owned by the UDSM and the participating institutions and shall be protected under the Berne Convention, World Intellectual Property Organization, the Copyright Act 1999 and other international and national enactments on intellectual property.

12. SUPERVISION OF POSTGRADUATE STUDENTS

12.1. Introduction

The supervisor plays a critical role in encouraging, guiding and inspiring the research student. As such the supervisor has to clearly understand his/her role to effectively and properly dispense his/her duties and responsibilities in guiding the student across “the uncharted waters”. Thus the supervisor is there not to watch, but to encourage, inspire and guide. The supervisor must have relevant experience, supervisory skills including the “soft skills” to be effective. In addition, the postgraduate student must endeavour to produce high quality research results. This entails being committed to the research, working hard, taking the supervisor’s advice seriously and adhering to rules and regulations governing postgraduate research.

12.2. Assigning Supervisor(s)

When applications are considered for thesis candidates and coursework and dissertation candidates who have qualified to continue with the dissertation component, the heads of relevant departments shall be required to recommend supervisor(s) for each candidate on recommendation of the departmental postgraduate committee, having considered the candidate’s preference of a supervisor. The Head of Department should carefully consider the proposed supervisor’s area of expertise, his/her qualifications and experience before nomination to a supervisory role.

Where the study is of a multidisciplinary nature, the Department may after consultation with the relevant Department within the College/School/Institute or the relevant Department in other Unit/Units appoint a co- supervisor provided that the total number of supervisors per candidate shall not exceed two (2) for Masters Candidates and four (4) for Ph.D. candidates.

The offering College/School/Institute Committee/Board shall approve supervisors and send appointment reports to the SPSC.

12.3. Training of Supervisors

The University shall endeavour to provide post-PhD training in supervisory skills including the “soft skills” (effective communication, relationship management, time management, life skills and conflict resolution), research philosophy and management, and university policies and practices with respect to postgraduate supervision.

12.4. Ethics and Code of Practice

- (a) Students and supervisors must be aware of and comply with the University’s research ethics requirements as determined by the Ethics Committee.
- (b) Students and supervisors must be aware of ethical issues related to supervision as stated in the codes of conduct of the University of Dar es Salaam.

- (c) Supervisors should keep a diary of their interaction with students.

12.5. General Duties and Responsibilities of a Supervisor

12.5.1 The Supervisor shall be the University's agent in ensuring that:

- (i) A student maintains satisfactory progress;
- (ii) The student receives adequate advice and encouragement on the thesis/ dissertation research project;
- (iii) The work being done on the thesis/ dissertation is reviewed critically and on a continuous basis.

12.5.2 A positive attitude and relationship between the supervisor and the student is essential in order to:

- (i) Ascertain that the student successfully and timely completes the research work;
- (ii) Identify problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate;

12.5.3 Since the supervisor should be an active member of the Department and is well acquainted with all the University's postgraduate regulations. Where there is more than one supervisor, the principal supervisor must be an active member of the Department.

12.5.4 For the purposes of maintaining high standard of the output, the supervisor should, as far as possible, supervise students only in his/her area of expertise.

12.5.5 The supervisor should know the distinction between his/her expected role, when supervising a Masters' degree dissertation/thesis and a PhD degree dissertation/thesis.

12.5.6 The supervisor of a master's thesis shall aim at ensuring that the candidate:

- (i) Is exposed to the fundamentals of research;
- (ii) Learns how to design, execute and report research results in a scholarly manner;
- (iii) Makes some important contribution to knowledge, even though it may not be very original. Because she/he lacks previous research experience, the Masters student requires close and careful supervision at all times, but more so during the early stages when learning the research techniques, and at the time of thesis writing.

12.5.7 The supervisor of the PhD candidate shall maintain a close and careful supervision at all times, especially during the early stages of the study and during the writing stage so as to ensure that the candidate:

- (i) Makes a distinct contribution to new knowledge, theoretically and empirically;

- (ii) Produces a significantly more original work than required for the Masters programme;
- (iii) Undertakes deeper and more extensive review of relevant literature than is the case for the Masters student;
- (iv) Is more critical in the analysis of data; and
- (v) Exercises more independence in the research process than for the Masters' Degree research programme.

12.5.8 After the first year, the PhD student should be able to work more independently. Nevertheless, it is the responsibility of the supervisor to guide the candidate in the right direction.

12.5.9 Assist the student to formulate an appropriate research proposal. The research proposal must be approved by the relevant College/School/Institute Postgraduate Studies Committee before the student formally begins research activities.

12.5.10 Have the responsibility of focusing ahead, and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work. She/he should be capable of foreseeing, through his/her previous research experience, whether or not the student will get meaningful data within two to three years of research or whether the proposed research is suitable for a higher degree. The supervisor should have this foresight in order to reduce the common problem of students' "wasted effort" to a minimum.

12.5.11 The supervisor shall monitor the student's progress throughout the research period by:

- (a) Requesting the candidate to submit periodic reports (every six months) about his/her research progress (to be filled online in ARIS). The reports may well constitute drafts of the final thesis/dissertation. In reviewing them, the supervisor should take the opportunity to advise the candidate on matters of presentation, and if necessary, to make suggestions where modifications are required. If the supervisor does not receive a report from the candidate on his/her research progress, he/she should submit his/her own report to the Head of Department.
- (b) Maintaining regular consultations with the candidate (at least once every month) to discuss the research work. So as to acquaint himself/herself with the problems encountered by the candidate since the last student's research since the last report, and to suggest remedial measures, before it is too late.
- (c) Ensuring that the candidate under his/her supervision delivers at least one seminar in each year of his/her research

12.5.12 To ensure that the student submits a thesis/dissertation of a standard that is acceptable for the intended degree by doing the following:

- (a) Being accessible, and showing interest and enthusiasm in the student's research work;

- (b) Reading the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved;
 - (c) Providing timely feedback to the work submitted by the student, as much as possible within two to three weeks of receiving them.
 - (d) Reading the entire final draft, and satisfying himself/ herself that the dissertation/thesis is suitable for examination.
- 12.5.13 Advise and guide the candidate. Under no circumstance the supervisor shall write the thesis/dissertation for the student. The student is fully responsible for the work and its fate.
- 12.5.14 The supervisor may recommend to the Head of Department the potential External Examiners for the student's thesis.
- 12.5.15 The supervisor should guide the student in revising the thesis/dissertation, in the event that such revisions are recommended by the examiners.
- 12.5.16 If the candidate's sole supervisor is away from the University for more than two (for Masters) or three (for PhD) consecutive months, a temporary supervisor should be appointed.
- 12.5.17 To gain uniformity in the information submitted by supervisors to postgraduate committees, on their candidates' research progress, a standard progress report through ARIS should be used.

12.6. Postgraduate Research Students' Responsibilities

- (a) Every postgraduate student shall maintain regular contact with the supervisor(s);
- (b) maintain progress in accordance with the agreed work plan;
- (c) attend specific taught courses and any other training sessions identified by the supervisor(s);
- (d) assist in undergraduate teaching which the Department and/or College/School/Institute, cognisant of the specific terms and conditions of their sponsorship, have assigned them;
- (e) attend regularly in the Department or other assigned place of work, and ensure that the University's permission is granted for any absence (even to conduct research);
- (f) make regular presentations on progress to the supervisor, Departmental seminars, and specified group(s), as required by the supervisor / Department;
- (g) Familiarise and abide with, the Health and Safety Regulations for his / her welfare and that of colleagues.
- (h) operate instruments, apparatus, equipment and plants in a way which optimises safety, precision and longevity;

- (i) decide, after consultation with the supervisor, when to submit the thesis / dissertation;
- (j) Exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities.

12.7. Conflict Resolution during Supervision

12.8.1 In the course of the student's research, a situation may develop where one or more of the following may happen:

- (i) A breakdown in communication between the student and the supervisor;
- (ii) Personal clashes and conflicts between the student and the supervisor;
- (iii) A hostile relationship between the student and the supervisor;
- (iv) Refusal by the student to follow the supervisor's advice.

12.8.2 When such a situation occurs, the supervisor and/or the student should report the problem, in writing, to the Head of the respective Department, with a copy to the Principal/Dean/Director of the relevant College/School/Institute and the Director of Postgraduate Studies. The Head of Department should study the nature of the problem and recommend to the Principal/Dean/Director and subsequently to SPSC, one of the following actions:

- (i) The student be warned, in writing, about his/her weaknesses or conduct (if it is established that s/he is the cause of the problem);
- (ii) The student be transferred to another supervisor (where possible and necessary);
- (iii) The supervisor be informed about his/her weaknesses (if it is established that the supervisor is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the student, or alternative (ii) be followed.
- (iv) If alternative be is applied and there happen to be no any other person in the Department with the expertise in the student's research area, the Head of Department shall establish an advisory to guide the student, if there is no any other person in the Department who has the expertise to supervise the student; and
- (v) Any other reasonable action, including instituting disciplinary proceedings against the student and/or supervisor maybe employed

12.8. Supervision Load and Remuneration

12.8.1. Every academic member of staff with the qualification of a PhD and above shall be eligible for supervision of postgraduate students.

12.8.2. Each academic Unit (department/college/school/institute) shall establish its postgraduate supervision capacity annually and shall aim at meeting this target and not exceeding it.

12.8.3. The number of students/supervisees per supervisor shall depend on the supervisor's rank, his/her teaching load and duties in assigned to her/him in the department/college/school/institute. In any case, the total number of

postgraduate students per supervisor shall not a single staff member staff shall not exceed ten students per year

12.8.4. The Head and/or the departmental PGS committee shall allocate and monitor the number of students each supervisor has in terms of agreed target.

12.8.5. The supervisor shall, in consultation with students under his supervision, allocate number of hours per week/month to each student.

12.8.6. Each academic Unit (department/college/school/institute) shall establish its postgraduate supervision capacity annually and shall aim at meeting this target and not exceeding it.

12.8.7. In appreciation for the supervisors' work, the University shall do the following:

(i) Pay an annual/ semester, supervision allowance to each supervisor as the Council may from time to time prescribe; The supervisor shall be required to make a claim through (UDSM/PG.F10), and

(ii) Give the supervisor a copy of the candidate's thesis/dissertation as his/her permanent record of the work he/she has supervised.

12.8.8. The payment of the supervision allowance shall not be dependent on the student's fate. (i.e. the supervisor shall be paid the allowance even if the candidate fails).

13. DEPLOYMENT OF POSTGRADUATE STUDENTS AS TEACHING OR TECHNICAL ASSISTANTS

13.1. Unless otherwise stated, the application of these regulations shall only extend to full-time masters, doctoral and post-doctoral students registered at the University engaged in teaching or providing technical assistance in undergraduate courses at the University.

13.2. Unless clearly provided for in the conditions of their scholarship, or otherwise directed by the Deputy Vice Chancellor (Academic), postgraduate students shall generally be under no obligation to teach. Equally, the Units are not obliged to engage postgraduate students in teaching courses at the University.

13.3 Registration, Advertising, Selection and Allocation of Teaching

13.3.1. Heads of Departments shall advertise available positions for postgraduate students in conspicuous places accessible to all postgraduate students three weeks before the commencement of the Semester in which the course is to be taught or technical assistance required.

13.3.2. Each postgraduate student desirous of being engaged in teaching or provision of technical assistance shall be required to apply for the post through his/her respective Head of Department clearly stating the course he/she wants to be engaged in.

- 13.3.3. The teaching or technical assistance positions and opportunities advertised shall indicate clearly courses or modules, hours involved in terms of preparation, delivery, assessment and training that will be required for the teaching role or provisions of technical assistance.
- 13.3.4. To ensure that teaching standards are maintained, the selection process carried out at the Units shall include an assessment against qualifications to ensure that students have the necessary qualifications, skills and experience for the teaching or technical assistance activities allocated.
- 13.3.5. Units shall draw up a matrix of teaching or technical assistants' activities and allocate these to students who have been selected. Selected students will be provided, in writing, with the teaching matrix which confirms details of the teaching or technical assistance activities allocated and a breakdown of the agreed hours of engagement.

13.4 Procedures for Engagement of Postgraduate Students, Evaluation and Review

- 13.4.1. All Units shall establish an Interview Panel for purposes of engaging postgraduate students in teaching or provisions of technical assistance at their respective Units.
- 13.4.2. The Deputy Principal/Associate Dean/Deputy Director shall be the Convener of the Panel. The Panel shall set its own rules of procedure, provided that the selection and interview process shall be done in a transparent manner and the record of the deliberations shall be forwarded to the Deputy Vice Chancellor (Academic) with the proposal to engage any identified student in teaching or provision of technical assistance at the Unit.
- 13.4.3. The Deputy Principal/Associate Dean/Deputy Director of the Unit shall provide a report on the teaching or technical activities of postgraduate students engaged. Such report shall, inter alia, raise issues of concerns, if any, on the operational aspects of engaging postgraduate students as teaching or technical assistants in the Unit.

13.5 Responsibilities

- 13.5.1. Postgraduate students engaged in teaching shall abide to and will be bound with the applicable University policies and procedures. The engagement of postgraduate students as teaching or technical assistants shall not extend to designing course outlines or curriculum, which shall be solely reserved for academic staff in the employment of the University. Postgraduate students shall also not be assigned coordination of courses in the Units.
- 13.5.2. Postgraduate students deployed as teaching or technical assistants shall, under the supervision of a senior member of academic staff at the Unit, be engaged in conducting tutorials, seminars, studios, invigilating tests and examinations, and marking tests and examinations.

- 13.5.3. Postgraduate students may be deployed in assisting students in recitation and setting laboratory equipment or discussion sessions or grading assignments in laboratories. They may also be used in collecting laboratory and research samples from the field.
- 13.5.4. The Deputy Principal/Associate Dean/Deputy Director of the Unit, in consultation with the relevant Head of Department, shall be responsible of initiating and overseeing the training and the deployment of postgraduate students as teaching or technical assistants at the Units.

13.6 Hours of Work

Units engaging postgraduate students in teaching or technical services shall ensure that such assistants have some restrictions on the number of hours that may be spent on teaching or technical activities provided that the maximum number of hours an assistant shall be engaged in work per week shall not exceed 20.

13.7 Remuneration

- 13.7.1. Payment to postgraduate students engaged in teaching or provision of technical services shall be in accordance with the terms and conditions of the Scholarship.
- 13.7.2. Units may provide some payment as agreed, in writing, between the Head of the Units and the student and approved by the Deputy Principal/Associate Dean/Deputy Director and Deputy Vice Chancellor (Academic).
- 13.7.3. The University may waive fees or any portion of monies due to the University to postgraduate students who have deployed in teaching or providing technical assistance at the University in accordance with these Guidelines.

13.8 Training

- 13.8.1. All postgraduate students engaged in teaching responsibilities or provisions of technical assistance shall receive training and guidance.
- 13.8.2. The Centre for Continuing Education (CCE) shall, in consultation with the Deputy Principal/Associate Dean/Deputy Director, organize and provide training for all postgraduates who will be engaged in teaching or provision of technical assistance.
- 13.8.3. All postgraduate students engaged in teaching or provision of technical assistance shall be involved in any curriculum/module/programme review.

13.9 Marking, Grading and Invigilation

- 13.9.1 Coordinators of courses, in consultation with Heads of Departments where a postgraduate student is allocated teaching responsibilities or provision of technical assistance shall give careful consideration as to whether or not the student should be involved in marking and assessment.

- 13.9.2 All Units shall put in place adequate guidance, including clear criteria and marking schemes where appropriate, and make these available to the teaching or technical assistants.
- 13.9.3 Marking or grading done by postgraduate students shall be closely and comprehensively monitored and moderated by the course Coordinator and the Deputy Principal/Associate Dean/Deputy Director.
- 13.9.4 Postgraduate students may be deployed by Units only for purposes of assisting in invigilation of University examinations and shall be under the guidance of an academic member of staff who is the main invigilator.
- 13.9.5 Postgraduate students shall be given an inductive course in invigilation procedures and regulations of the University by the Units before being deployed to invigilate examinations.

13.10 Attendance of Meetings at Units

Units may invite postgraduate teaching and technical assistants to attend Departmental Meetings as ex-officio members but they shall have no right to vote.

13.11 Terminating Engagements

- 13.11.1. The engagement of postgraduate students as teaching or technical assistants shall automatically terminate once the student ceases to be registered as a Postgraduate Student at the University or whenever the teaching or provision of technical assistance activities have been completed.
- 13.11.2. The University may withdraw its offer to engage students in teaching or provision of technical assistance or discontinue the engagement without prior notice where:-
 - (a) It is established, after consultation with the student's supervisor, that teaching or provision of technical assistance is interfering with the student's studies;
 - (b) The student regularly fails to carry out assigned tasks and duties related to teaching or provision of technical assistance that they have accepted without providing prior notice;
 - (c) The standard of performance/conduct is deemed to be unsatisfactory by the Unit.
- 13.11.3. Where a student is discontinued for any of the circumstances under 13.11.2, such student shall be notified in writing giving the reasons for ending the engagement.

14. PREPARATION AND SUBMISSION OF DISSERTATIONS AND THESES

14.1. General

When preparing dissertation/ these for submission, the Candidates shall strictly adhere to these regulations and shall follow the specifications laid out in these in Appendix V to these regulations. Dissertation/theses prepared in contravention of these specifications shall NOT be accepted. Questions on any aspect of the arrangements and requirements should be directed to the Directorate of Postgraduate Studies, University of Dar es Salaam, P.O.Box 35091, Dar es Salaam, Tanzania; email: dsgs@admin.udsm.ac.tz.

14.2. Preparing Postgraduate Research Manuscripts

14.2.1. Size limits:

- (a) Postgraduate diploma research project: a maximum of 50 pages with a tolerance of up to 5 extra pages (10%), including appendices and footnotes.
- (b) Masters dissertations/ research project paper/ and graduate essays: a maximum of 100 pages with a tolerance of up to 10 extra pages (10%) including appendices and footnotes.
- (c) Masters theses: a maximum of 200 pages, with a tolerance limit of up to 20 extra pages (10%) including appendices and footnotes.
- (d) PhD dissertations: a maximum of 300 pages, with a tolerance limit of up to 30 extra pages (10%) including appendices and footnotes.
- (e) PhD theses: a maximum of 400 pages, with a tolerance limit of up to 40 extra pages (10%, including appendices and footnotes.
- (f) For thesis by papers; published papers should be included in the thesis with their original formats and the number of pages may differ from those by monograph specified in (d) and (e) above.

14.2.2. Candidates shall use gender neutral language in writing their dissertations/theses except where the nature of the research requires the use of gender specific language.

14.2.3. With the exception of the postgraduate degree programmes in Kiswahili, all dissertations and theses shall be written in English Language and shall use British English. All other English forms or standards shall not be accepted.

14.2.4. The dissertation/thesis shall be typed/word processed. Typing/word processing of the dissertation /thesis is a sole responsibility of student. The Candidates may arrange for someone within or outside the university to type/word process their dissertations and theses, provided that the University shall bear no responsibility this arrangement whatsoever.

14.2.5. The dissertation and thesis must be printed on A4 (210 × 297 mm), acid free white quality paper.

14.2.6. Candidates should paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e., i, ii, iii, etc.) beginning with the title page. The body of the thesis/dissertations pages should be numbered in Arabic numerals (i.e., 1,2,3,4, etc.) consecutively throughout. The page numbers should appear just below the centre of the upper margin.

14.2.7. Text must be in the following format:

- (a) Typewritten/word-processed
- (b) In a font of 12 points (Times New Roman or CG Times)
- (c) One point five(1.5) spaced and evenly distributed with full justification
- (d) A new paragraph should start after 10 points
- (e) The left-hand margin must be 4.0 cm from the left edge of the paper
- (f) The right-hand margin must be 2.5 cm from the right edge
- (g) The top margin should be 4.0 cm from the top of the page
- (h) The bottom margin must be 2.5 cm from the bottom of the paper
- (i) Printed on both sides

14.2.8. The title page must be arranged as follows:

- (a) The main title of the dissertation or thesis must be written in CAPITALS (well indented, centred) in 14 points bold fonts. A sub-title should be written in capital followed by lower case letters i.e. Title Case.
- (b) The name of the author should be inserted at the centre of the title page and written in Title Case, 12 points bold.
- (c) The following words must be inserted below the author's name: "A Dissertation/Thesis (whichever is applicable) Submitted in Partial Fulfilment (for Dissertations) or in Fulfilment (for Theses) of the Requirements for the Degree of (insert name of the degree) of the University of Dar es Salaam"; give the date (month and year) of completion of the dissertation/thesis (the year when the final corrections to the thesis/dissertation were made).

14.2.9. In a single bound volume, thesis/dissertation material should be arranged in the following sequence:

- (a) Cover page
- (b) Title page
- (c) Certification
- (d) Author's Declaration and Copyright
- (e) Acknowledgements
- (f) Dedication, if any

- (g) List of abbreviations/acronyms used
- (h) Abstract
- (i) Table of contents
- (j) List of tables, figures, illustrations, etc.
- (k) List of accompanying material, if any
- (l) Main text divided into chapters, sections, etc.
- (m) List of references
- (n) Appendices

14.3. Proof-reading and Editing

- 14.3.1. Candidates should ensure that the written dissertation and thesis demonstrates a high standard of proof-reading and copy editing (including attention to layout, spelling, grammar, sentence structure). The thesis/dissertation should be checked for accuracy, including references, cross-references and sequences of numbers. Figures, diagrams and tables must be numbered sequentially in the manuscript.
- 14.3.2. Candidates should note that, as a general rule, supervisors are not expected to edit a dissertation or thesis. If a thesis/dissertation requires editing, the supervisor(s) may advise the candidate of the need and, if appropriate, give advice on where to obtain help with typographical proof-reading and editing.
- 14.3.3. Candidates are warned that the University is NOT responsible for the costs accrued from editorial works.
- 14.3.4. Candidates are responsible for ensuring that no changes are introduced to the intellectual content in the process of typographical editing.

14.4. Certification

The supervisor(s) should certify that they have read the thesis/dissertation, and found it to be in a form acceptable for examination. The statement is for the initial submission; at the final submission, the supervisor should sign again and certify for acceptance.

14.5. Declaration by the Candidate

Every thesis/dissertation submitted for a postgraduate degree of the University of Dar es Salaam must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work, and that it has not been submitted for a similar degree award in any other University.

14.6. Statement of Copyright

The thesis/dissertation shall contain the following statement of copyright by the author:

“This thesis/dissertation is copyright material protected under the Berne Convention, the Copyright and Neighbouring Rights Act of 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing; for research or private study, critical scholarly review or discourse with an

acknowledgement, without the written permission of the Directorate of Postgraduate Studies, on behalf of both the author and the University of Dar es Salaam”.

14.7. Acknowledgements

In this section, the candidate should acknowledge the people or institutions that rendered support or other assistance, which made the execution of the thesis/dissertation work possible.

14.8. Abstract

The abstract should be concise but comprehensive. It should be on one page, if possible. The abstract should highlight the important points of the thesis/dissertation, including the key methodological points, important results and the main conclusions.

14.9. Table of Contents

The candidate should include a Table of Contents. This can be generated automatically from the text or prepared manually. The list of tables, figures and illustrations should be included on a separate page and arranged in the same format as the Table of Contents.

14.10. Body of Text

- 14.10.1 Tables, figures, diagrams and plates should be numbered in separate sequences, and should be cited/ referred to in the text. Each table and illustration should have a full caption.
- 14.10.2 The text should contain a comprehensive Introduction and Literature Review; a Statement of the Research Problem, Objectives and Hypotheses (or Research Questions); details of the Methods used in the research, description and statistical analyses of the Research Data; discussion of the Results and, where applicable, suggestions for further research.

14.11. References

- 14.11.1 All sources cited in the text should be included in the list of references. References should be arranged in alphabetical order at the end of the thesis/dissertations, beginning with author's name. Departments may differ in the specific referencing styles and candidates are advised to consult their respective schools, institute, or college authorities for appropriate referencing styles in their units. Where there is no guidance, the Harvard system of referencing should be used.
- 14.11.2 Where a unit decide to develop own referencing system, the new format shall be approved by DVC academic.

14.12. Appendices

Appendices should contain detailed data or information that explains the summaries provided in the main text. All appendices must be referred to in the text.

14.13. Submission of Dissertations and Theses

- 14.13.1 Candidates intending to submit their dissertations and theses should give the School, Institute or College office at least three months' prior notice in writing by filling in a special form designed for the purpose.
- 14.13.2 No examination arrangements will be made unless a candidate has given notice of intention to submit and has presented in a departmental seminar or postgraduate studies committee and obtained approval to proceed.
- 14.13.3 Candidates should not submit their dissertations or theses until their main supervisors have had an opportunity to comment on the thesis/dissertation, and have certified in writing that the thesis/dissertation is ready for examination.
- 14.13.4 Candidates shall initially submit nine (for PhD) and six (for Masters' degree) copies of dissertation or thesis in a loose bound form for examination.
- 14.13.5 After satisfactorily having completed all the corrections recommended by examiners, the candidate should submit four or six copies (for masters and PhD respectively) of hardbound theses/dissertations to the college/school/institute office for distribution to relevant offices and individuals. Each copy shall be bound in black washable buckram with stiff boards.
- 14.13.6 The spine shall be embossed in gold, bearing;
 - (a) The surname and initials of the candidate;
 - (b) The degree for which the thesis/dissertation has been submitted; and
 - (c) The year of degree awardThe writing on the spine should read from the bottom to the top.
- 14.13.7 The title of the work shall be printed in gold letters on the front cover of the hardbound volume.
- 14.13.8 Candidates may arrange the binding of their thesis/dissertation with any binding firm provided they follow the specifications indicated in these guidelines.
- 14.13.9 Additional advice on the binding should be sought from the Directorate of Postgraduate Studies, University of Dar es Salaam.

APPENDIX I: POSTGRADUATE FORMS

The list below consists of 21 forms for use in the postgraduate situations at the University of Dar es Salaam.

Form	Purpose	Page
UDSM/PG.F1	Registration form for first year postgraduate students	63
UDSM/PG.F2	Registration form for continuing postgraduate students	65
UDSM/PG.F3	Request for Programme Change	67
UDSM/PG.F4	Change of programme delivery mode/ campus change	69
UDSM/PG.F5	Notice of intention to submit thesis/dissertation/Research paper and initiation of examination arrangements	71
UDSM/PG.F6	Grading Report on Masters/PhD Dissertation/Thesis as filled in by Internal/External Examiners	73
UDSM/PG.F7	Overall Evaluation Report on Masters/PhD Dissertation/Thesis by Department	75
UDSM/PG.F8	Masters viva-voce examination results Form filled by panellists	76
UDSM/PG.F9	PhD viva-voce examination results Form filled by panellists	77
UDSM/PG.F10	Supervision allowance claim form	78
UDSM/PG.F11	Internal Examiner's claim form for dissertations and theses	79
UDSM/PG.F12	External Examiner's claim form for Dissertations and Theses	81
UDSM/PG.F13	Postponement of Studies Form	83
UDSM/PG.F14	Freezing of Studies	85
UDSM/PG.F15	Unfreezing/Resuming of Studies	87
UDSM/PG.F16	Permission to Travel Form	90
UDSM/PG.F17	Returning from Travel Form	93
UDSM/PG.F18	Application for Extension	95
UDSM/PG.F19	Postgraduate Clearance Form	97
UDSM/PG.F20	Application for credit transfer	99
UDSM/PG.F21	Project/Graduate Essay Defence Examination Results Form for Masters Degree	102



UDSM/PG.F1

UNIVERSITY OF DAR ES SALAAM

Directorate of Postgraduate Studies

Attach two
photographs
here

REGISTRATION FORM FOR FIRST YEAR POSTGRADUATE STUDENTS

(This form must be filled in quadruplicate)

1. Surname:
2. First and other names in full:
3. (a) Reg. No..... (b) Sex (c) Birth Date
4. Place of Birth: District: Region:
Country:

5. Sex:..... Marital Status:
6. Religion/Denomination:

7. Citizenship:

8. Present Address (*including Physical, postal, telephone and e-mail*)

Physical	Postal	Telephone	E-mail

9. Permanent Address (if different from above)

Physical	Postal	Telephone	E-mail

10. Occupation:

11. Employer (Name and Address) (*including Postal, telephone and e-mail*)

.....
.....

12. Name & Address of a contact person in case of emergency (*including Postal, telephone and e-mail*)

.....
.....

13. Name and Address of next of kin (state relationship) (*including Postal, telephone and e-mail*)

.....

14. Academic Records

a) Entry qualification

Acquire qualification (Secondary and Tertiary Education eg. Diploma/Degree)	Institute/School/ College	Year attended	GPA/Class
1.			
2.			

b) Other qualification

Acquire qualification (Secondary/ Diploma/Certificate)	Institute/School/ College	Year attended	GPA/Class/Division
1.			
2.			
3.			
4.			

15. Professional/Work Experience

(1) Professional Training

Name of Institution

Award given

Year of attendance/
Completion

.....
.....

(2) Work Experience

Post Held

Employer

When (Month/Year)

.....
.....
.....

16. Personal Goals

(State briefly your personal objectives for studying at postgraduate level)

.....
.....
.....

17. Degree for which Registration is sought Duration

18. College/School/Institute.....

Faculty:.....

Department:.....

19. Proposed form of studies (✓) Coursework and Dissertation..... Thesis.....

Full Time Evening Executive..... Online.....

20. Date of beginning studies:

21. Effective date of registration:

22. Expected date of completion:

23. Name and Address of Sponsor if any (*including Postal, telephone and e-mail*):

.....
.....

24. Supervisor (if already known):

Candidate's signature: Date:

For Official Use Only

Comments

(if

any)

.....
.....

Name of Registration Officer

Date **Signature and Official Stamp**



UDSM/PG.F2

UNIVERSITY OF DAR ES SALAAM
DIRECTORATE OF POSTGRADUATE STUDIES

REGISTRATION FORM FOR CONTINUING POSTGRADUATE STUDENTS

Surname First Name Middle Name

Reg. No. Sex: Nationality:

College/School/Institute Department:

Programme details

Course registered for

Form of studies: Thesis/Course-work

Date of beginning studies

Expected date of completion

Registration:

Date of Registration

Record of Postponement/Freezing/Extension

Postponement:

Date of 1st postponement

Date of resumption

Date of 2nd postponement

Date of resumption

Freezing:

Date of 1st freezing

Date of resumption

Date of 2nd freezing

Date of resumption

Extension: Indicate date and period of extension.

1st extension Date Period (months)

2nd extension Date Period (months)

3rd extension Date Period (months)

4th extension Date Period (months)

Fees and Financial obligations:

Type of sponsorship:

(a) Self (b) Other

Name and address of sponsor

.....

.....

Copy of the receipt of payment for required fees:

Required payments	Verification status	Remarks (if any)
University fees		
Registration fees		
Studentship fees		

FOR OFFICIAL USE ONLY

Confirmation of Registration

The student is registered for the year

FOR: DIRECTOR OF POSTGRADUATE STUDIES

Name of Registration Officer

Date Signature and Official Stamp

Note: Students not registered will be considered to have absconded



UDSM/PG.F3

UNIVERSITY OF DAR ES SALAAM

Directorate of Postgraduate Studies

CHANGE OF PROGRAMME REQUEST FORM¹

(This form should be filled in quadruplicate)

1. Personal Profile

Surname:.....First Name:.....Middle

Names:.....

Sex Nationality:

Registration Number:..... Date and Year of Entry: Expected Completion Date:

Year of Study: Semester: Academic Year:.....

Programme:

Department: Academic Unit:

2. Personal Contacts

Postal Address:

Mobile Number: Other Telephone Numbers:

Email:

3. Change of Programme²

a) **Current Programme:**

Department:

College/School/Institute:

b) **New Programme:**

Department:

College/School/Institute:

4. Candidate's Academic Profile in the Current Programme

a) Actual Date of Commencement of Studies:.....

b) Number of weeks attended classes in the Current Programme:

5. Purpose for Changing the Programme:

.....
.....
.....
.....

Signature: Date:

¹This form should be filled in by candidates who have already registered to undertake postgraduate studies at the University of Dar es Salaam. No student shall be allowed to change subjects/courses/programmes after the fourth week of commencement of the semester.

²Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme for which transfer is being sought and if a vacancy exists in that programme. A copy of admission letter and academic transcripts MUST be attached to the form for the request to be considered.

For Official Use Only

RECOMMENDATIONS FROM THE CURRENT PROGRAMME

1. Comments by the Head of Department:

a) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

Name: Signature: Date:

2. Comments by the Principal/Dean/Director of the Academic Unit:

a) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

Name: Signature: Date:

RECOMMENDATIONS FOR THE NEW PROGRAMME

1. Comments by the Head of Department:

a) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

Name: Signature: Date:

2. Comments by the Principal/Dean/Director of the Academic Unit:

a) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

Name: Signature: Date:

3. Recommendation by the Director of Postgraduate Studies:

a) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

Name: Signature: Date:

3. Approval by the DVC-Academic:

a) Approved

☐

b) Not Approved

☐

Remarks (if any):

.....

SIGNATURE: DATE:



UNIVERSITY OF DAR ES SALAAM

Directorate of Postgraduate Studies

CHANGE OF CAMPUS / CHANGE OF PROGRAMME DELIVERY MODE REQUEST FORM¹

(This form should be filled in quadruplicate)

6. Personal Profile

Surname:.....First Name:.....Middle Names:.....
 Sex Nationality:
 Registration Number:..... Date and Year of Entry: Expected Completion Date:
 Year of Study: Semester: Academic Year:.....
 Programme:
 Department: Academic Unit:

7. Personal Contacts

Postal Address:
 Mobile Number: Other Telephone Numbers:
 Email:.....

8. Change of Campus/Programme Mode of Delivery³

c) Current Mode of Delivery/Campus:

d) New Mode of Delivery/Campus:

9. Candidate's Academic Profile in the Current Programme

e) Actual Date of Commencement of Studies:.....
 f) Number of weeks attended classes in the Current Programme:

10. Purpose for Changing programme delivery mode/ Campus where to conduct your study:

.....

Signature: Date:

For Official Use Only

RECOMMENDATIONS BY THE NEW CAMPUS/ PROGRAMME

4. Comments by the Head of Department:

b) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

Name: Signature: Date:

5. Comments by the Principal/Dean/Director of the Academic Unit:

³Transferring from one campus/delivery mode within the same programme will be allowed only if the candidate possesses the required admission criteria for the programme for which transfer is being sought and if a vacancy exists in that programme/campus. A copy of admission letter and academic transcripts MUST be attached to the form for request to be considered.

b) **Recommended** ☐ b) **Not Recommended** ☐

Remarks (if any):
.....
.....
Name: Signature: Date:

6. **Recommendation by the Director of Postgraduate Studies:**

b) **Recommended** ☐ b) **Not Recommended** ☐

Remarks (if any):
.....
.....
Name: Signature: Date:

7. **Approval by the DVC-Academic:**

b) **Approved** ☐ b) **Not Approved** ☐

Remarks (if any):
.....
.....

SIGNATURE: **DATE:**



**UNIVERSITY OF DAR ES SALAAM
DIRECTORATE OF POSTGRADUATE STUDIES**

NOTICE OF INTENTION TO SUBMIT A THESIS/DISSERTATION AND EXAMINATION ARRANGEMENTS*

SECTION A: TO BE COMPLETED BY THE CANDIDATE

- (1) Name in full:
- (2) Registration number:
- (3) Department:
- (4) College/School/Institute:
- (5) Degree registered for:
- (6) Title of thesis/dissertation:
.....
.....
- (7) Name(s) of Supervisor(s)
.....
- (8) I hereby declare that I have completed my thesis/dissertation research, and intend to submit my thesis/dissertation within the coming three months.
Signature of Candidate: Date:

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

- (9) I/We hereby confirm that the candidate is in the process of drafting his/her thesis/dissertation and I am/we are of the opinion that he should be in a position to submit the thesis/dissertation within three months from now.
Signature of Supervisor:Date:
Signature of Supervisor:Date:
Signature of Supervisor:Date:

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

After consultation with the supervisor(s) of the candidate, I propose that the following be considered for appointment as examiners for the candidate's thesis/dissertation:

(a) Potential External Examiners

- (10) Name:.....
Affiliation:
Postal Address:
Telephone:..... Fax:
Email:.....
Curriculum Vitae: Attached ☐ Not attached ☐
- (11) Name:.....
Affiliation:
Postal Address:
Telephone:..... Fax:
Email:.....
Curriculum Vitae: Attached ☐ Not attached ☐

(b) Proposed Internal Examiners

- (12) Name:.....
Affiliation:
Postal Address:
Telephone:..... Fax:
Email:.....
Curriculum Vitae: Attached ☐ Not attached ☐
- (13) Name:.....
Affiliation:
Postal Address:
Telephone:..... Fax:
Email:.....
Curriculum Vitae: Attached ☐ Not attached ☐

SECTION D: TO BE COMPLETED BY PRINCIPAL OF COLLEGE/DEAN OF SCHOOL/DIRECTOR OF INSTITUTE

- (a) I certify that, the proposed examiners above have been approved by the Board/Committee of the College/School/Institute.
- (b) In anticipation of the fact that the candidate will submit his/her thesis within three months from now, it is recommended that the *viva voce* be held in the month ofof the year..... . The exact date will be communicated later.

Signature of Principal/Dean/Director:Date:

SECTION E: TO BE FILLED BY THE CHAIRPERSON, SPSC (on behalf of SPSC)

Please Tick

<input type="checkbox"/>	The examination arrangements herewith are complete and are approved.
<input type="checkbox"/>	The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the College/School/Institute

The following items are missing or incomplete:

.....
.....
.....
.....
.....

Date**Signature of the Chairperson, SPSC**

- To be filled in triplicate. Two copies of this form MUST be returned to the Department and College/School/Institute.



UDSM/PG.F6

UNIVERSITY OF DAR ES SALAAM

Grading Report on Masters/PhD Dissertation/Thesis as filled in by Internal/External Examiners

Tick One

Internal Examiner ()

External Examiner ()

Candidate's name:

Registration Number:

Degree Programme:

College/School/Institute:

Department:

Dissertation/Thesis Title:

.....

Comments on the Dissertation/Thesis (attach extra pages if necessary).

Presentation (Structure, clarity, information density, style, abstract, illustrations and tables)

.....
.....
.....

Introduction

.....
.....
.....

Literature review

.....
.....
.....

Methodology

.....
.....
.....

Results and their Discussion

.....
.....
.....

Conclusions and Recommendations

.....
.....

Originality and Contribution to Knowledge

.....
.....

Assessment of the Dissertation/Thesis

S/ N	Area Assessed	Maximum Marks	Obtained Marks	Remarks
1	Presentation	05		

2	Introduction	05		
3	Literature Review	10		
4	Methodology	20		
5	Results and Discussion of Findings	35		
6	Conclusions and Recommendations	10		
7	Originality and Contribution to Knowledge	15		
8	Total	100		

The weighting of different grade scores may be interpreted using the following key:

A	B ⁺	B	C	D	E
70-100	60-69	50-59	40-49	35-39	34 and below
Passes as it is/Pass with minor changes		Passes with Substantial corrections and revisions	Fail		

Summary of Recommendations

SN	EXAMINER'S RECOMMENDATION	Tick (✓)
1.	PASSES AS IT IS (no revisions or typographical corrections required)	
2.	PASSES SUBJECT TO minor changes (list the errors/changes on separate sheet)*	
3.	PASSES SUBJECT TO substantial corrections and revisions as indicated in the examination report**	
4.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following. Please tick (✓): Additional data collection Additional analysis Additional literature review and revisions Re-writing Others (specify on separate sheet)	
5.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED for a lower award	
6.	REJECTED OUTRIGHT (specify reasons on separate sheet)	

* Minor changes refer to editorial corrections, slight re-organisation of sections and minor modifications of tables, paragraphs or sentences *to be submitted within one month for Masters and three months for PhD.*

** Substantial corrections and revisions as stated in the examiners' reports *to be submitted within three months for Masters and six months for PhD.*

Name of Examiner:

Signature of Examiner: Date:



UNIVERSITY OF DAR ES SALAAM

Overall Evaluation Report on Masters/PhD Dissertation/Thesis by Department

Candidate's Name:
 Registration Number:
 Degree Programme:
 Department:.....
 College/School/Institute.....
 Dissertation/Thesis Title:.....

Assessment of the Dissertation/Thesis

	Area Assessed	Max Marks	Obtained Marks				Remarks
			IE ₁	IE ₂ *	EE	Dept	
1	Presentation	05					
2	Introduction	05					
3	Literature Review	10					
4	Methodology	20					
5	Results and Discussion of Findings	35					
6	Conclusions and Recommendations	10					
7	Originality and Contribution to Knowledge	15					
8	Total	100					

* Only in cases where 2 internal examiners were appointed

The weighting of different grade scores may be interpreted using the following key:

A	B ⁺	B	C	D	E
70-100	60-69	50-59	40-49	35-39	34 and below

Department Comments

.....

Recommended Grade:.....

Name of Head of Department.....

Signature..... Date:.....

College/School/Institute Comments

.....

Name of Principal/Dean/Director:.....

Signature: Date

Directorate of Postgraduate Studies Comments

.....

Name of Director of Postgraduate Studies:

2


 Signature:.....

Date

UDSM/PG.F8

UNIVERSITY OF DAR ES SALAAM

VIVA VOCE EXAMINATION RESULTS FORM FOR MASTERS DEGREE

Name of Candidate:

Registration No.:

Thesis Title:

Department:

Date of *Viva voce*:

1.0	CANDIDATE PASSES	TICK (✓)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the thesis as stated in the <i>viva voce</i> proceedings, <i>within one month</i> . *	
1.3	Candidate passes subject to making substantial corrections and revisions in the thesis as stated in the <i>viva voce</i> proceedings, <i>within three months</i> .	
2.0	CANDIDATE FAILS	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the <i>viva voce</i> proceedings, <i>within six months</i> .	
2.2	Candidate fails outright. (reasons detailed in <i>viva voce</i> proceedings)	

*Minor changes refer to editorial corrections, slight reorganisation of sections and minor modifications of tables, paragraphs or sentences.

PANEL MEMBER	DESIGNATION	SIGNATURE ⁺
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal Examiner	
4.	Head of Department or Nominee	
5.	Candidate's Supervisor	
6.	College Appointee	
7.	College Appointee	

⁺ In case of disagreements, each panellist should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 1.3, 2.1 or 2.2).



UNIVERSITY OF DAR ES SALAAM

VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE

Name of Candidate:

Registration No.:

Dissertation/Thesis Title:

Department:

Date of *Viva voce*:

1.0	CANDIDATE PASSES	TICK (✓)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the thesis as stated in the <i>viva voce</i> proceedings, <i>within three months</i> . *	
1.3	Candidate passes but referred to make substantial corrections and revisions as stated in the <i>viva voce</i> proceedings <i>within six months</i> , and at least two <i>viva voce</i> panellists must certify that the corrections have been done as directed.	
2.0	CANDIDATE FAILS	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the <i>viva voce</i> proceedings <i>within nine months</i> .	
2.2	Candidate fails outright (reasons detailed in <i>viva voce</i> proceedings)	

*Minor changes refer to editorial corrections, slight reorganisation of sections and minor modifications of tables, paragraphs or sentences.

PANEL MEMBER	DESIGNATION	SIGNATURE+
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal Examiner	
4.	Candidate's Supervisor	
5.	Head of Department or Nominee	
6.	Nominee of Principal/Dean/Director	
7.	Co-opted Member	
8.	Co-opted Member	
9.	Co-opted Member	

⁺ In case of disagreements, each panellist should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 1.3, 2.1 or 2.2).



UDSM/ PG.F10

UNIVERSITY OF DAR ES SALAAM SUPERVISION ALLOWANCE CLAIM FORM

SECTION A: (To be filled by in by supervisor for each supervised student)

.....

(Name, Department, College/School/Institute, Address, mobile and Number

The Principal/Dean/Director,
 College/School/Institute of
 University of Dar es Salaam

Re: SUPERVISION ALLOWANCE CLAIM

SECTION A: (To be filled by the Supervisor)

I certify that I served as a Supervisor for the postgraduate student specified in the table below for the academic year/..... Accordingly I hereby claim for payment of supervision allowance.

Student's Name	Registration Number	Programme	Department	Names of Co-Supervisors (if any)
				(1)
				(2)
				(3)
				(4)

Account Name:

Account Number :

Bank Name :

Signature:..... Date:.....

SECTION B: (To be filled by the Head of Department)

I Certify that Prof./Dr./Mr./Ms supervised the above mentioned candidate. He/She shared the supervision load together with the following co-supervisors:

(1) (2)

(3) (4)

I am satisfied with the supervision work he/she did and recommends that he/she be paid the supervision allowance.

Name of the Head of Department.....

Signature: Date:



UNIVERSITY OF DAR ES SALAAM
INTERNAL EXAMINER'S CLAIM FORM FOR DISSERTATIONS AND THESES

I Dr/Prof.....certify that:

In connection with my appointment as an Internal Examiner in the College/School/Institute ofI have examined the following candidate(s)*

(Please fill in the number of candidates examined and list their names and registration numbers in the table below)
 Candidates Examined*

S.N	Name	Registration Number	Degree Programme

I have signed the appropriate mark sheets and I attach my report on the examinations;** and

+ I wish/ do not wish to claim my honorarium and reimbursement of expenses incurred in connection with my duties as Internal Examiner.

(Details)

(Amount)

Honorarium for candidate(s)

.....

++ Refund of other expenses incurred:

.....

.....

.....

.....

Total T.Shs

=====

My honorarium should be paid to me at the following address:

.....

.....

Account Name:

Account Number :

Bank Name :

Examiners Mobile No:.....

Other A/C details:

.....

Signature: Date:

Head of Department's Signature and Official Stamp: Date:

** If you wish any part of your report to be considered confidential so far as the Department is concerned, please indicate this clearly.

+ Please delete what is not applicable.

++ Please give details and amount of out of pocket expenses incurred, e.g. Postage of dissertations/theses, etc. (NB: relevant receipts should be attached).



UNIVERSITY OF DAR ES SALAAM
EXTERNAL EXAMINER'S CLAIM FORM FOR DISSERTATIONS AND THESES

I Dr /Prof.....certify that:

In connection with my appointment as an External Examiner in the College/School/Institute ofI have examined the following candidate(s)*

(Please fill in the number of candidates examined and list their names and registration numbers in the table below)

Candidates Examined*

S.N	Name	Registration Number	Degree Programme

I have signed the appropriate mark sheets and I attach my report on the examinations;** and

+ I wish/ do not wish to claim my honorarium and reimbursement of expenses incurred in connection with my duties as Internal Examiner.

(Details)

(Amount)

Honorarium for candidate(s)

.....

++ Refund of other expenses incurred:

.....

.....

Total T.shs/USD

=====

My honorarium should be paid to me at the following address:

.....

Account Name:

Account Number :

Bank Name :

Examiner's Mobile No:.....

Other A/C details:

.....

Signature: Date:

Head of Department's Signature and Official Stamp: Date:

** If you wish any part of your report to be considered confidential so far as the Department is concerned, please indicate this clearly.

+ Please delete what is not applicable.

++ Please give details and amount of out of pocket expenses incurred, e.g. Postage of dissertations/theses, etc. (NB: relevant receipts should be attached).



UNIVERSITY OF DAR ES SALAAM

Directorate of Postgraduate Studies

POSTPONEMENT OF STUDIES FORM*⁴

(This form should be filled in quadruplicate)

11. Personal Profile

Surname:.....First Name:..... Middle Names:.....
 Sex Nationality: Mobile No:
 Registration Number:..... Date and Year of Entry: Expected Completion Date:
 Year of Study(e.g 1st, 2nd): Semester: Academic Year:.....
 Programme:
 Department: Academic Unit:

12. Personal Contacts

Postal Address:
 Mobile Number: Other Telephone Numbers:
 Email:.....

13. Reasons for Postponement of Studies⁵: Please tick (✓) the appropriate box

Medical ☐ /Financial ☐ /Social ☐ / Others ☐

Briefly Expla

.....

14. Postponement Period Sought⁷

Starting Date: Expected Date of Resuming Studies:

15. Postponement History

1st Postponement: From: To:

2nd Postponement: From: To:

3rd Postponement: From: To:

16. You will be required to attach a copy of this form on resuming studies

DATE SUBMITTED: SIGNATURE:

⁴This form is applicable to be filled in by candidates who are pursuing postgraduate programmes by Coursework and Dissertation and who are at coursework stage as stipulated in the University of Dar es Salaam Postgraduate Regulations. No candidate can be allowed to postpone studies if the candidate has not paid tuition fees and officially be registered for studies.

⁵A candidate may attach any relevant documents to support his/her request.

⁶If Postponement is sought on medical grounds, candidate MUST attach a medical report certified by the Medical Officer In charge of the University of Dar es Salaam Health Centre.

⁷Students shall be allowed to be away from the University studies for a maximum of two years if they are to be re-admitted to the same programme and to the year of studies where they left.

For Official Use Only

AUTHORIZATION FOR POSTPONEMENT OF STUDIES

8. Comments by the Head of Department:

c) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

.....

.....

Name: Signature: Date:

9. Comments by the Principal/Dean/Director of the Academic Unit:

c) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

.....

.....

Name: Signature: Date:

10. Recommendation by the Director of Postgraduate Studies:

c) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

.....

.....

Name: Signature: Date:

11. Recommendation by the DVC-Academic:

c) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

.....

.....

Name: Signature: Date:

12. Approval by the Vice Chancellor:

d) Approved ☐ b) Not Approved ☐

Remarks (if any):

.....

.....

SIGNATURE: DATE:



UNIVERSITY OF DAR ES SALAAM

Directorate of Postgraduate Studies

FREEZING OF STUDIES FORM*⁸

(This form should be filled in quadruplicate)

1. Personal Profile

Surname:.....First Name:..... Middle Names:.....
 Sex Nationality: Mobile No:.....
 Registration Number:..... Date and Year of Entry: Expected Completion Date:
 Year of Study(e.g 1st, 2nd): Semester: Academic Year:.....
 Programme:
 Department: Academic Unit:

2. Personal Contacts

Postal Address:
 Mobile Number: Other Telephone Numbers:
 Email:.....

3. Reasons for Freezing Studies⁹: Please tick (✓) the appropriate box

Medical ☐ / Financial ☐ / Social ☐ / Others ☐

Briefly

Explain¹⁰:

.....

4. Freezing Period Sought

Starting Date: Expected Date of Resuming Studies:

5. Freezing History

1st Freezing: From: To:

2nd Freezing: From: To:

3rd Freezing: From: To:

6. You will be required to attach a copy of this form on resuming studies

DATE SUBMITTED: SIGNATURE:

⁸This form is applicable to be filled in by candidates pursuing postgraduate programmes by Thesis or those candidates who have already completed the coursework stage and have started undertaking the research part of their studies. No candidate can be allowed to freeze studies if the candidate has not paid tuition fees and officially be registered for studies.

⁹A candidate may attach any relevant documents to support his/her request. The current academic progress should also be attached.

¹⁰If freezing is sought on MEDICAL GROUNDS, candidate MUST attach a medical report certified by the Medical Officer In charge of the University of Dar es Salaam Health Centre.

For Official Use Only

AUTHORIZATION FOR FREEZING OF STUDIES

7. Comments by the Student Supervisor:

d) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

.....

.....

Name: Signature: Date:

8. Comments by the Head of Department:

e) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

.....

.....

Name: Signature: Date:

9. Comments by the Principal/Dean/Director of the Academic Unit:

d) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

.....

.....

Name: Signature: Date:

10. Recommendation by the Director of Postgraduate Studies:

d) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

.....

.....

Name: Signature: Date:

11. Recommendation by the DVC-Academic:

e) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

.....

.....

Signature: Date:

12. Approval by the Vice Chancellor:

f) Approved ☐ b) Not Approved ☐

Remarks (if any):

.....

.....

SIGNATURE: DATE:



UNIVERSITY OF DAR ES SALAAM

Directorate of Postgraduate Studies

UNFREEZING/RESUMING OF STUDIES FORM*¹¹

(This form should be filled in quadruplicate)

1. Personal Profile

Surname:.....First Name:..... Middle Names:.....

Sex Nationality:

Registration Number:..... Date and Year of Entry: Expected Completion Date:

Year of Study(e.g 1st, 2nd): Semester: Academic Year:.....

Programme:

Department: Academic Unit:

2. Personal Contacts

Postal Address:

Mobile Number: Other Telephone Numbers:

Email:.....

3. Indicate the type of your request:

a) Unfreezing ☐

b) Resuming ☐

4. Postponement History

Number of Freezing/Postponement	Freezing/Postponement Date	Unfreezing/Resuming Date	Reason(s)
1 st Freezing/Postponement			
2 nd Freezing/Postponement			
3 rd Freezing/Postponement			

5. Proposed date of Unfreezing/Resuming Studies:

Date	Semester	Academic Year

NB: Please attach a copy of the permission for Freezing/Postponement of Studies Form for your request to be processed¹²

DATE SUBMITTED: SIGNATURE:

¹¹Please attach copy of the dully filled in form for postponing of studies to substantiate that the applicant had previously sought approval for FREEZING/POSTPONEMNT of studies.

¹²If the candidate did not formally request for postponement/freezing of Studies, he/she MUST write a letter to the Director of Postgraduate studies through academic units to apply for retrospective freezing/postponement of studies so that the request for unfreezing/resuming of studies can be considered administratively.

For Official Use Only

AUTHORIZATION FOR UNFREEZING/RESUMING OF STUDIES

6. Comments by the Head of Department:

f) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

.....

Name: Signature: Date:

7. Comments by the Principal/Dean/Director of the Academic Unit:

e) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

.....

Name: Signature: Date:

8. Recommendation by the Director of Postgraduate Studies:

e) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

.....

Name: Signature: Date:

9. Recommendation by the DVC-Academic:

g) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

.....

Name: Signature: Date:

10. Approval by the Vice Chancellor:

h) Approved

☐

b) Not Approved

☐

Remarks (if any):

.....

.....

SIGNATURE: **DATE:**



UNIVERSITY OF DAR ES SALAAM

Directorate of Postgraduate Studies

PERMISSION TO TRAVEL FORM

(This form should be filled in quadruplicate)

1. Personal Profile

Surname:.....First Name:..... Middle Names:.....
Sex Nationality:Mobile No.....
Registration Number:..... Date and Year of Entry: Year of
Study(e.g 1st, 2nd): Semester: Academic Year:.....
Programme:
Department: Academic Unit:

2. Personal Contacts

Postal Address:
Mobile Number: Other Telephone Numbers:
Email:.....

3. Place of Travel (Please tick (✓) the appropriate box)

a) Within the Country

☐

b) Outside the Country

☐

District:

City:

Region:

Country:

4. Date of Travel:

From: To:

5. Reasons of Travel¹³: Please tick (✓) the appropriate box

Academic ☐ / Social ☐ / Others ☐

Briefly Explain¹⁴:

.....
.....
.....
.....

Signature: Date:

¹³If Permission to Travel is sought on academic grounds, the candidate shall state clearly academic benefits of the trip. The candidate may also attach any relevant documents that will support his/her request.

¹⁴If permission to Travel is sought for other reasons apart from academic grounds, the candidate should outline how his/her absence from studies will not affect candidate's academic progress.

For Official Use Only

AUTHORIZATION FOR PERMISSION TO TRAVEL

6. Comments by the Head of Department:

g) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

.....

.....

Name: Signature: Date:

7. Comments by the Principal/Dean/Director of the Academic Unit:

f) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

.....

.....

Name: Signature: Date:

8. Recommendation by the Director of Postgraduate Studies:

f) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

.....

.....

Name: Signature: Date:

9. Approval by the DVC-Academic:

i) Approved

☐

b) Not Approved

☐

Remarks (if any):

.....

.....

.....

SIGNATURE: **DATE:**



UNIVERSITY OF DAR ES SALAAM

Directorate of Postgraduate Studies

RETURNING FROM TRAVEL REQUEST FORM¹⁵

(This form should be filled in quadruplicate)

1. Personal Profile

Surname:.....First Name:..... Middle Names:.....

Sex Nationality:

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

Study(e.g 1st, 2nd): Semester: Academic Year:.....

Programme:

Department: Academic Unit:

2. Personal Contacts

Postal Address:

Mobile Number: Other Telephone Numbers:

Email:.....

3. Place of Travel: (Please tick (✓) the appropriate box)

b) Within the Country

☐

b) Outside the Country

☐

District:

City:

Region:

Country:

4. Date of Travel:

From: To:

5. Date Returning from Travel:

6. Date Reporting for Studies:.....

Signature: Date:

¹⁵Please attach with this form Permission to Travel form which was approved by the Deputy Vice Chancellor-Academic.

For Official Use Only

AUTHORIZATION PROCESS FOR RETURNING FROM TRAVEL REQUEST

7. Comments by the Head of Department:

h) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

.....

.....

Name: Signature: Date:

8. Comments by the Principal/Dean/Director of the Academic Unit:

g) Recommended

b) Not Recommended

☐

Remarks (if any): ☐

.....

.....

.....

Name: Signature: Date:

9. Recommendation by the Director of Postgraduate Studies:

g) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

.....

.....

Name: Signature: Date:



**UNIVERSITY OF DAR ES SALAAM
DIRECTORATE OF POSTGRADUATE STUDIES**

APPLICATION FOR EXTENSION

(To be filled in quadruplicate)

1. Name of Candidate:
2. Registration No.:
3. College/School/Institute:
4. Department:
5. Degree/Diploma Proposed:
6. Nature of Programme (Tick one):

Degree		
Masters	By coursework	
	By Thesis	
PhD		

7. Studies due to end on:
8. Extension requested:

1 st	
2 nd	
3 rd	

9. If 2nd and 3rd, an extension fee receipt should be enclosed.
10. Reasons for requesting an extension:
11.
.....
.....
12. Period of extension: From To
13. **Comments by Supervisor:**
14.
.....
15. Name: Signature: Date:
16. **Comments by Head:**
17.
.....
18. Signature: Date:
19. **Comments by Principal/Dean/Director:**.....
.....
.....
20. Signature: Date:

21. Chairperson, Senate Postgraduate Studies Committee (SPSC)

Approved: ☐ Not approved ☐

Signature: Date:



UNIVERSITY OF DAR ES SALAAM

POSTGRADUATE CLEARANCE FORM

(To be filled in quadruplicate)

Candidates must ensure safe return of all university property/equipment/books etc. entrusted to them during the period of study at UDSM before they can collect their academic certificates. All units listed should ensure that the candidate is not materially indebted to their departments before providing clearance for their respective units.

1. Name of Candidate:
2. Registration Number: Sex:
3. Nationality:
4. Department/Institute/School/College:
5. Degree Registered for:
6. Residential/Non-residential:
7. If residential, please indicate the name of the Hall/Residence/Hostel
8. Date of Graduation:
9. Comments by Dean of Students:
.....
Signature: Date:
10. Comments by Director of Central Library:
.....
Signature: Date:
11. Comments by Supervisor:
.....
Signature: Date:
12. Comments by Heads of Department (relevant departments)
(1)
Signature: Date:
(2)
Signature: Date:
13. Comments by Dean of School/Director of Institute/Principal of School/Institute/ College
.....
Signature: Date:
14. Comments by DARUSO
.....
Signature: Date:
15. Comments by Smartcard Unit
.....
Signature: Date:
16. Comments by Convocation

.....
.....
Signature: Date:

17. Comments by the Bursar

.....
.....
Signature: Date:

18. Comments by Director of Postgraduate Studies

.....
.....
Signature: Date:

**UNIVERSITY OF DAR ES SALAAM*****Directorate of Postgraduate Studies***

Affix two
stamp size
Black &
White
photographs

APPLICATION FORM FOR CREDIT TRANSFER INTO POSTGRADUATE PROGRAMMES**Instructions**

- This application must be accompanied by:
 - Letter of introduction from the university which is the source of the credit(s)
 - Certified copies of certificates used to gain admission in the previous university
 - A copy of the courses/subjects description or syllabus (es) at the time studies were taken, indicating course content, contact hours, method of evaluation, and grading system
 - Birth certificate
 - Original pay-in-slip for payment of application fee (excluding UDSM students).
- An official transcript from previous studies must be sent directly by the source university.
- Students must not consider credit transfer granted until they receive official notification from the University.
- Credit transfer may be approved only for the programme stated below and cannot be transferred to another programme without further application.

To be filled in triplicate and sent to;
 Director of Postgraduate Studies
 University of Dar es Salaam
 P.O. Box 35091, Dar es Salaam
 Tel: +255 22 2410500 – 9 Ext. 2010 or
 2017/Direct Line 255 22 2410069 or +255
 22 2410016
 Fax: +255 22 2410078
 Email: admission.dpgs@udsm.ac.tz or
dsgs@admin.udsm.ac.tz

Please note: incomplete applications will not be processed.

PART A: TO BE COMPLETED BY THE APPLICANT

Applying as a: ☐ transfer student ☐ returning UDSM student

1. PERSONAL PARTICULARS

1.1 Last Name (Block Letters):

First Name: Middle Names:

Registration number (for returning UDSM students).

1.2 Sex: ☐ Male ☐ Female 1.3 Date of Birth:

1.4 Place of Birth: 1.5 Citizenship:

1.6 Religion: 1.7 Marital Status:

1.8 Mailing Address:

1.9 Telephone Number(s): E-mail:

1.10 Any disability? ☐ None ☐ Physical ☐ Visual ☐ Hearing ☐ Speech

(Note: This information is required for the University to arrange appropriate means of assisting you once admitted. It will in no way affect the decision to admit you)

2. DEGREE PROGRAMME YOU ARE SEEKING CREDIT TRANSFER FOR

2.1 Degree programme applying for at UDSM

2.2 Campus applying for:

☐ Main campus ☐ SJMC² ☐ DUCE³MU ☐ COICT⁵ ☐ IMS⁶MUC ☐ AS⁷ ☐

¹University of Dar es Salaam

²Institute of Journalism and Mass Communication; ³Dar es Salaam University College of Education; ⁴Mkwawa University College of Education; ⁵College of Information and Communication Technologies; ⁶Institute of Marine Sciences

⁷Mbeya University College of Health Sciences

3. REASONS FOR SEEKING CREDIT TRANSFER

Clearly state the reason for seeking credit transfer (*attach evidence to support your case*)

.....

.....

.....

.....

[illegible]

5. DECLARATION AND SIGNATURE

Signature: Date (day/month/year):/...../.....

Credit transfer is recommended as in part 4 above.

Comments by the Head of Department

b) Not Recommended

Remarks (if any):

Name: Signature: Date:

100

Comments by the Principal/Dean/Director of the Academic Unit:

b) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

Name: Signature: Date:

PART D: TO BE FILLED BY DIRECTOR OF POSTGRADUATE STUDIES

Recommendation by the Director of Postgraduate Studies:

h) Recommended

☐

b) Not Recommended

☐

Remarks (if any):.....

Name: Signature: Date:

PART D: TO BE FILLED BY THE CHAIRMAN OF SENATE CHAIRMAN OF SENATE POSTGRADUATE STUDIES COMMITTEE (SPSC)

Recommendation by the Chairman of Senate Postgraduate Studies Committee (SPSC)

j) Approved

☐

b) Not Approved

☐

Remarks (if any):.....

Name: Signature: Date:

PART D: TO BE FILLED BY BY THE CHAIRMAN OF SENATE

Recommendation by the Chairman of Senate

k) Approved

☐

b) Not Approved

☐

Remarks (if any):.....

Name: Signature: Date:



UDSM/PG.F21

UNIVERSITY OF DAR ES SALAAM

PROJECT/GRADUATE ESSAY DEFENSE EXAMINATION RESULTS FORM FOR MASTERS DEGREE

Name of Candidate:

Registration No.:

Thesis Title:

Department:

Date of Defence:

1.0	CANDIDATE PASSES	TICK (✓)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the thesis as stated in the <i>defence</i> proceedings, <i>within one month</i> . *	
1.3	Candidate passes subject to making substantial corrections and revisions in the thesis as stated in the <i>defence</i> proceedings, <i>within three months</i> .	
2.0	CANDIDATE FAILS	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the <i>defence</i> proceedings, <i>within six months</i> .	
2.2	Candidate fails outright. (reasons detailed in <i>defence</i> proceedings)	

*Minor changes refer to editorial corrections, slight reorganisation of sections and minor modifications of tables, paragraphs or sentences.

PANEL MEMBER	DESIGNATION	SIGNATURE+
8.		
9.		
10.		

⁺ In case of disagreements, each panellist should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 1.3, 2.1 or 2.2).

APPENDIX II: Guidelines for Preparing Detailed Research Proposals for Dissertation/Thesis

1. **Name, Registration Number and Academic Qualifications of Candidate:**
.....
2. **Name(s) of Supervisor(s) and Institutional Affiliation:**
.....
3. **Department and College/School/Institute:**.....
4. **Proposed Degree:**
5. **Title:** Give a title to the thesis problem. The title should be concise and clear. From the title, the reader should be able to predict fairly accurately what the thesis will be about.
6. **Introduction:** A proposal should contain an introduction section which gives background information and a setting to the problem of the proposed research. It is in this section that the candidate comprehensively reviews the literature pertinent to the problem to show: what other people have published on the problem (citing specific authors where appropriate), what gaps of knowledge still exist, and what additional research needs to be done. It is also in this section that the candidate demonstrates his/her mastery of the theoretical subject matter in the research area and to present the hypotheses to be tested in the proposed research. Often it is useful for the applicant to divide the Introduction Section into sub-headings to include:
 - 6.1 **General Introduction:** Defining the problem area.
 - 6.2 **Statement of the Problem:** Delineation or identification of the problem.
 - 6.3 **Purpose/Objectives:** Spelling out the specific objectives.
 - 6.4 **Hypotheses/Research questions:** Questions and propositions summarising the applicant's expected findings in the proposed research, and presenting a clear rationale for each hypothesis or research question. For every hypothesis, variables to be measured/tested should be clearly stated.
 - 6.5 **Significance of the study:** Elaboration of the importance of the study and advantages to be derived.
 - 6.6 **Scope of the Study**
 - 6.5 **Literature Review:** Focusing attention on the relevant literature on the problem, including findings by other researchers.
7. **Methods and Materials**

A thesis proposal should contain a Section giving details on the materials and methods proposed to be used when conducting the research. The location(s) where the proposed research will be carried out should also be given in this section. If particular instruments are to be used, their details and specifications should be presented. If the data are to be collected through sampling, then the research design and sampling procedures should be described. If questionnaires will be used, samples of the proposed questionnaires should be presented. If standard methods will be used, then full references to them should be given. In case new methods have been developed by the applicant, these should be described in sufficient detail. In all cases, the data analysis plan

should also be included. If any limitations to the proposed methods are known, then these should be pointed out.

8 . **References**

At the end of the applicant's Research Proposal he/she should have a section where he/she lists all the references cited in the text. He/she should present the references in an acceptable manner, as prescribed by respective College/School/Institute.

9. **Other Relevant Information:**

9.1 **Financial Arrangements**

This section should give the source of funding for the proposed research and also the proposed itemized budget.

9.2 **Duration**

This section should give the total time within which the research is expected to be completed, and also a time-schedule showing the sequence of the research activities, in the form of a time activity chart.

Name: Signature:Date:.....

C A N D I D A T E

1. Comments by Supervisor 1:

.....
.....
.....
.....
.....

Date: Name: Signature:

S U P E R V I S O R

2. Comments by Supervisor 2 (if any):

.....
.....
.....
.....
.....

Date: Name: Signature:

S U P E R V I S O R

Chairperson – Departmental Postgraduate Committee

3. Comments by Chairperson – College/School/Institute Postgraduate Committee

.....
.....
.....
.....
.....

Date: Name: Signature:.....

CHAIRPERSON

Appendix III: Sample Letter to Examiners

UNIVERSITY OF DAR ES SALAAM DIRECTORATE OF POSTGRADUATE STUDIES

P.O.BOX 35091 - DAR ES SALAAM - TANZANIA

Tel.: 022 2410500 Ext. 2010

Tel: 022 2410069 (Direct Line)

Fax: 022 2410078/410023

e-mail: dsgs@admin.udsm.ac.tz



Our Ref:

Date.....

To Prof./Dr./Mr./Mrs./Ms/

Dear,

Re: **EXAMINING CANDIDATE:.....**
(REG. NO) DISSERTATION/THESIS

I understand that you have already been contacted regarding On, behalf of the University of Dar es Salaam, I would like to appoint as serve as an Internal/External Examiner for the above named candidate's Thesis/Dissertation titled: "....."

This is to request you formally for your assistance in examining the above mentioned Thesis/Dissertation which is hereby enclosed.

You are by this letter requested to read through the Thesis/dissertation and let us have your detailed comments along the following areas:

- a) Presentation (formatting, sequencing of sections, preliminaries, neatness, referencing, etc.)
- b) Introduction
- c) Literature review
- d) Methodology
- e) Results and Discussion of Findings
- f) Conclusions and Recommendations
- g) Originality and Contribution to Knowledge

I am enclosing a form (Form UDSM/PG.F9) for you to kindly complete when summarizing your recommendations as to whether:

- a) The degree should be awarded to the candidate unconditionally,
- b) The degree should be awarded subject to typographical corrections, minor revisions,
- c) The degree should be awarded subject to making substantial revisions and corrections recommended,
- d) The degree should not be awarded, but the candidate should be allowed to revise and re-submit the Thesis/dissertation for re-examination,
- e) The degree should not be awarded, but may be re-submitted for a lower degree award,
- f) The Thesis/dissertation is rejected outright.

Enclosed is a claim form for honorarium for you to complete and return to us for processing. This is just a token for our deep appreciation for your kind assistance.

Please acknowledge receipt of the package.

Please also submit a copy to us (together with the thesis/Dissertation) and a copy of the report on the thesis/dissertation to the **Director of Postgraduate Studies, University of Dar es Salaam, P.O. Box 35091, Dar es Salaam or e-mail: *dsgs@admin.udsm.ac.tz***.

It will be highly appreciated if you will send us your report as soon as possible, but not later than two month from the date of receipt of this letter.

Thanking you in advance.

The Head,
Department of

c.c. The Director, Postgraduate Studies, UDSM.

c.c. Principal of College/Dean of School/Director of Institute

Enclosures: 1. Thesis/Dissertation
 2. Form **UDSM/PG.F7** for your evaluation
 3. Honorarium Claim Form

Appendix IV: Intellectual Property Right Contract

UNIVERSITY OF DAR ES SALAAM



DIRECTORATE OF POSTGRADUATE STUDIES INTELLECTUAL PROPERTY RIGHT CONTRACT

This contract is made between Prof./Dr./Mr./Mrs./Ms. in his/her capacity as the Director, Postgraduate Studies on behalf of the University of Dar es Salaam, P. O. Box 35091, Dar es Salaam and Mr./Miss/Mrs/Ms with registration number, a Postgraduate students registered for (Name of the Programme) Offered by the College/School/Institute of

- 1.0 As a Postgraduate students registered at the University of Dar es Salaam I declare that all research findings and innovations done during my studentship shall be the property of the University of Dar es Salaam and shall be protected under the Berne Convention, World Intellectual Property Organization, the Copyright Act 1999 and other international and national enactments on intellectual property. It shall not be reproduced by any means, in full or in part, except for short extracts in fair dealings, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Directorate of Postgraduate Studies, on behalf of the University of Dar es Salaam.

Student's full name)

(Student's signature)..... (date)

(Director Postgraduate Studies' full name)

(Director Postgraduate Studies signature)..... (date).....

(Witness' full name) (date).....

(Witness' signature) (date).....

Appendix V: Sample Preliminary Pages for Thesis/Dissertation

Cover page

The diagram illustrates the layout of a thesis cover page with the following elements and dimensions:

- Title:** ECOLOGY OF THE INTER-TIDAL ZONE OF SELECTED SANDY/MUDDY SHORES IN THE DAR ES SALAAM AREA. (14 points, Bold, Centred). Dimension: 4 cm from the top edge.
- Subtitle:** The Case of Kigamboni, Salender Bridge and Mtoni Kijichi Areas.
- Author Name:** Bahati John Shahada. (12 points, Bold, Centred, U/LC). Dimensions: 4 cm from the left edge, 2.5 cm from the right edge.
- Author Details:** First Name Middle Name Surname.
- Thesis Information:** M.Sc. (Marine Biology) Thesis/Dissertation, University of Dar es Salaam, April 2005. (12 points, Bold, Centred, U/LC). Dimension: 2.5 cm from the bottom edge.

Title page

ECOLOGY OF THE INTER-TIDAL ZONE OF SELECTED SANDY/MUDDY SHORES IN THE DAR ES SALAAM AREA

The Case of Kigamboni, Salender Bridge and Mtoni Kijichi Areas

- 14 points
- Bold
- Centred

By

First Name Middle Name Surname

Bahati John Shahada

**A Dissertation Submitted in Partial Fulfilment of the
Requirements for the Degree of Master of Science (Marine Biology)
of the University of Dar es Salaam**

OR

**A Thesis Submitted in Fulfilment of the
Requirements for the Degree of Master of Science (Marine Biology)
of the University of Dar es Salaam**

**University of Dar es Salaam
April 2005**

- 12 points
- Bold
- Centred
- U/LC

A Sample of Certification Page of Thesis/Dissertation Submitted for Examination

CERTIFICATION

The undersigned certify that they have read and hereby recommend for examination by
The University of Dar es Salaam a dissertation/thesis titled: *Ecology of the Inter-tidal Zone
of Selected Sandy/Muddy Shores in the Dar es Salaam Area, The Case of Kigamboni,
Salender Bridge and Mtoni Kijichi Areas*, in (Partial)fulfilment of the requirements for
the degree of Master of Science (Marine Biology) of the University of Dar es Salaam.

.....
Prof. XYZ

(Supervisor)

Date: -----

Dr. ABC
(Supervisor)

Date: -----

Double
space

A Sample of Certification Page of Thesis/Dissertation Submitted for Acceptance

CERTIFICATION

The undersigned certify that they have read and hereby recommend for acceptance by the University of Dar es Salaam a dissertation/thesis titled: *Ecology of the Inter-tidal Zone of Selected Sandy/Muddy Shores in the Dar es Salaam Area, Ecology of the Inter-tidal Zone of Selected Sandy/Muddy Shores in the Dar es Salaam Area, The Case of Kigamboni, Salender Bridge and Mtoni Kijichi Areas*, in (Partial)fulfilment of the requirements for the degree of Master of Science (Marine Biology) of the University of Dar es Salaam.

.....
Prof. XYZ

(Supervisor)

Date: -----

Dr. ABC
(Supervisor)

Date: -----

Double
space

DECLARATION

AND

COPYRIGHT

I, **Angela Peter Mlay**, declare that this thesis is my own original work and that it has not been presented and will not be presented to any other University for a similar or any other degree award.

Signature -----

This thesis is copyright material protected under the Berne Convention, the Copyright Act 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealings, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Director of Postgraduate Studies, on behalf of both the author and the University of Dar es Salaam.

ABSTRACT

The abstract should provide a summary of the work in preferably one page.

TABLE OF CONTENTS

Page	
Certification.....	i
Declaration and Copyright.....	ii
Acknowledgements.....	iii
Dedication.....	iv
List of Abbreviations.....	v
Abstract.....	vi
Table of Contents.....	vii
List of Tables.....	viii
List of Figures.....	ix

CHAPTER ONE: INTRODUCTION 1

1.1	General Introduction	1
1.2	Problem Statement.....	2
1.3	Research Objectives.....	3
1.3.1	Main Objective.....	3
1.3.2	Specific Objectives.....	4

CHAPTER ONE

INTRODUCTION

REFERENCES

References should be listed in the format prescribed by the respective Department/College/School/Institute.

Pagination

- (a) *Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", "iii", etc.) beginning with the CERTIFICATION page.*
- (b) *Number the pages of the body of the thesis/dissertation in Arabic numerals ("1", "2", "3", etc) consecutively throughout.*
- (c) *The page numbers should appear just below the centre of the upper margin.*

i
CERTIFICATION
The undersigned certify that they have read and hereby recommend

1
CHAPTER ONE
INTRODUCTION
1.1 Background

Final Submission of Dissertation/Thesis

Candidates are required to submit

For PhD:

1. Six bound hard copies
2. Error Free Letter written by supervisor to the Director of Postgraduate Studies through Department and College/School/Institute.
3. Internal and External Examination reports.
4. *Viva Voce* Examination report. (if applicable)
5. Course work examination results (if applicable)
6. Page of abstract in hard and soft copy (both English and Swahili translation)
7. Title page in hard copy
8. The Thesis or Dissertation in soft copy in PDF Format saved in a CD-ROM.
9. An editable (Word format) soft copy containing abstract saved in the same CD-ROM as per item 8.
10. Evidence of Payment of fees from the Bursar's Office

For Masters:

1. Four bound hard copies
2. Error Free Letter written by supervisor to the Director of Postgraduate Studies through Department and College/School/Institute.
3. Internal and External Examination Reports.
4. *Viva Voce* examination reports. (if applicable)
5. Page of abstract in hard copy.
6. Title page in hard copy.
7. Coursework examination results. (if applicable)
8. The Thesis or Dissertation in soft copy in PDF Format saved in a CD-ROM.
9. An editable (Word Format) soft copy-containing abstract saved in the same CD-ROM as per item 8.
10. Evidence of Payment of fees from the Bursar's Office.

Appendix VI: Various Postgraduate Fees and Payments as of 2017

S/No	TYPE OF PAYMENT	AMOUNT (TZS)	AMOUNT (USD)
1.	Application fee	50,000	50
2.	Student Union	20,000	15
3.	Registration fee	20,000	15
4.	Caution Money	50,000	50
5.	Student ID	5,000	5
6	TCU commission	20,000	10
7	Appeal fee	20,000	10
6.	Fee for late registration i.e. registering in the 3 rd week	5,000 per day	
7.	Fee for late submission and approval of thesis proposal i.e. beyond the first 6 months	50,000 per month	
8.	Fee for extension of registration period after the first 3 months beyond normal registration period	50,000 per month	
9.	Honoraria for Internal Examiners of dissertation/thesis	As Approved by Senate from time to time	
10.	Honoraria for External Examiners of dissertation/thesis	As Approved by Senate from time to time	
11.	Supervision allowance	As Approved by Senate from time to time	
12.	Honoraria for viva voce	As Approved by Senate from time to time	