UNIVERSITY OF DAR ES SALAAM

GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

(ANNEX)

February 2013

Published by:

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PREFACE

The University of Dar es Salaam is currently focussing on extending postgraduate training to include Ph.D. by coursework and dissertation, distance e-learning programmes and to increase the diversity of programmes on offer. Furthermore, the organisational structure, last reviewed in 2009, 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 any 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 fourth 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 Bachelors 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 Masters 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 Masters degree, they crave for yet more discoveries. Subsequently, they embark on Ph.D. 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 Ph.D. 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
February, 2013

ABBREVIATIONS

TCU – Tanzania Commission for Universities

SPSC – Senate Postgraduate Studies Committee

GPA – Grade Point Average

UDSM – University of Dar es salaam

DVC – Deputy Vice Chancellor

CASS – College of Arts and Social Sciences

SoED – School of Education

SJMC – School of Journalism and Mass Communications

IKS – Institute of Kiswahili Studies

UDBS – University of Dar es salaam Business School

IDS – Institute of Development Studies

UDSL – University of Dar es salaam School of Law

CoET – College of Engineering and Technology

CoNAS – College of Natural and Applied Sciences

CoICT – College of Information and Communication Technologies

PGS – Postgraduate Studies

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1 GENERAL INFORMATION

1.1 Submission of Applications

(a) All applications for postgraduate training at the University of Dar es Salaam should be submitted to the Director of Postgraduate Studies.

(b) Subsequently, a standard Application Form (UDSM/PG.F1) should be dully filled and submitted, accompanied with the referees' reports and copies of transcripts and certificates.

(c) Applicants are responsible for soliciting two academic reports from referees regarding their suitability for postgraduate studies. Form UDSM/PG.F2 shows the format, which is expected of the reports.

1.2 Application Fees

(a) All applicants are required to pay a non-refundable application fee. The fee should be paid when the application forms are submitted.

(b) The fees will be revised from time to time, as the need arises. Information on the fees applicable for any given year is obtainable from the College/School/Institute Principals/Deans/Directors, from the Director of Postgraduate Studies and from the University Prospectus.

1.3 Coding of Postgraduate Courses

(a) Each postgraduate course shall be given a code number as follows:

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 Ph.D. courses (except the dissertation);
799	for Ph.D. Degree Dissertations.

(b) 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

A candidate for admission into a Postgraduate Diploma programme shall have the following 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 three credit passes.

1.4.2 Masters degree

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

(a) At least a Second Class degree of the University of Dar es Salaam or an equivalent degree from a recognised 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) Candidates with pass degrees may also be considered for admission if:

  (a) Their undergraduate performance in the proposed subject of study was a B grade or higher;

  (b) They have satisfied the relevant College/School/Institute regarding their academic potential through subsequent research experience and/or additional training;

(c) 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.

For Masters by Thesis programmes, candidates must have at least an upper second degree in the relevant field.

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 qualifications:

(a) Masters degree of the University of Dar es Salaam or an equivalent Masters degree from a recognised 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 Ph.D. registration. Such candidates have to initially register for the Masters degree and do at least one full year's postgraduate training. If they demonstrate outstanding performance and obtain authorisation of Senate on the recommendation of the relevant College, School or Institute Board and the Senate Postgraduate Studies Committee (SPSC), they may upgrade their registration to PhD candidacy.

1.4.4 Other Requirements

(a) Certificates obtained from foreign institutions of higher learning shall be subject to recognition by the Tanzania Commission for Universities (TCU).

(b) A candidate discontinued on academic grounds from a postgraduate programme may be allowed to apply for admission into another programme. Such a candidate may be admitted into the same programme only after showing evidence that he or she has attended and passed a relevant professional or academic course lasting at least six months after the discontinuation.

(c) Students discontinued from studies because of examination irregularities will be considered for re-admission only after they have been away for three years. They will be required to re-apply and compete with other applicants for re-admission into the first year.

(d) The application deadline shall be 31st March for the 1st Semester intake and 30th November for the 2nd Semester intake or any other time as may be specified.

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.

(a) Candidates may register as full-time or part-time students. Registration will take place during the first two weeks of Semester I and Semester II for the respective intakes.

(b) First year candidates must submit the following documents at the time of registration:

(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) photographs; and

(c) Candidates shall be required to register at the beginning of the first year of their studies using forms UDSM/PG.F3 and UDSM/PG.F4 for the thesis mode, and UDSM/PG.F4 for the coursework and dissertation mode.

(d) Candidates must renew their registration at the beginning of every subsequent year by submitting a duly filled form (UDSM/PG.F5) and paying the required fees.

(e) Failure to renew registration shall lead to automatic discontinuation from studies.

1.5.2 Students shall be registered by names appearing on their certificates. 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. Permission to postpone studies will be considered after producing satisfactory evidence of the reason for postponement. Special circumstances shall include:

(i) Sickness;

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

(iii) 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 studies where they left off.

1.5.5 No student shall be allowed to change subjects/courses/programmes after the third week of commencement of the semester.

1.5.6 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.

1.5.7 The registration of new and continuing students shall be two weeks from the first day of the commencement of classes. Students seeking registration during the third 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 third week since the commencement of the semester.

1.5.8 Every registered candidate is required to submit a progress report (UDSM/PG.F6) to his/her supervisor who shall forward to the College/School/Institute through the Head of Department.

1.5.9 Masters by coursework and dissertation

Students who intend to do their Masters degree by coursework will have to observe the following procedures:

(a) To complete the coursework component of the programme a student must pass a minimum number of units, 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.

1.5.10 Masters by thesis

Having satisfied the admission criteria for Masters Degree by thesis, candidates will have to observe the following procedures:

(a) Within four months of the registration, the candidate must have presented a comprehensive substantive research proposal in a Departmental seminar for all (especially the Department's Postgraduate Studies Committee) to review.

(b) Guidelines on the writing of the Research Proposal are detailed in Appendix II. 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. Each member of the department's postgraduate studies committee should be given a copy of the proposal for scrutiny at least seven days before the date of the seminar presentation.

(c) If satisfied with the proposal's quality, the department submits the proposal to the School/Institute/College Postgraduate Studies, Research and Publications Committee. Students shall present the proposals themselves to the School/Institute/College Postgraduate Studies Committee.

(d) 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.

(e) 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.

(f) The duration of the registration period for Masters by thesis candidates, including the six months of developing and submitting a research proposal, shall be two years for full-time candidates and three years for part-time candidates.

(g) 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.

1.5.11 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.F7) for an extension of the registration period.

(b) The student shall pay an extension fee per month as 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. Under very special circumstances, the SPSC may consider a further extension of registration period for a maximum of six months provided it is within the maximum allowable period of registration.

1.5.12 Postponement of studies

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 1.5.13.

1.5.13 Freezing registration

(a) If, for any sound reason, a candidate fails to continue with his/her studies, he/she may apply to the SPSC for the freezing of the registration through his/her Department and College/School/Institute.

(b) The maximum period for such freezing shall be two years.

(c) Freezing of registration is not allowed for students during the coursework phase.

1.5.14 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 Masters or Postgraduate Diploma Study programme within the maximum period of registration shall be discontinued from studies.

1.5.15 Transfer of registration

(a) A Postgraduate Diploma candidate with a coursework average of B+ or higher may, on the recommendation of the Head of Department and the School Dean, Director of Institute or College Principal, apply to Senate for permission to transfer registration to that of a Masters degree. Senate will determine the contribution of the work done under 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. 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 fulfilment 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.

(e) Candidates from other Universities who would like to complete their postgraduate programmes at the University of Dar es Salaam, may apply to Senate 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 enrol.

1.6 Intellectual Property Rights Contract

Each registered candidate shall sign a contract with the University of Dar es Salaam 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. 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 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. Unless stipulated otherwise the General University Undergraduate Examination Regulations shall be used to guide the conduct of examinations of all postgraduate courses.

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 must successfully complete the coursework phase before they are allowed to proceed to the dissertation phase. Successful completion of the coursework phase shall mean attainment of a "B" grade or above (i.e. a grade point average (GPA) of at least 3.0) in all examinations.

2.6 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).

2.7 Candidates who fail to attain a GPA of at least 2.7 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) but shall not be allowed to proceed to the dissertation phase before passing the failed course.

2.9 Candidates who fail to attain a GPA of at least 3.0 after supplementary examinations shall be discontinued from studies.

2.10 Departments/Colleges/Schools will administer supplementary examinations within a period of three months of Senate approval of the results.

2.11 All courses shall be subjected to the external examination process.

2.12 Computation of the final GPA for a degree shall be based on the minimum number of units 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.

2.13 Grades of all courses attempted by the candidate shall appear in the transcript.

2.14 The General University Undergraduate Examination Regulations shall govern the handling of examination irregularities except where it is indicated "Undergraduate Studies Committee" should read "Postgraduate Studies Committee".

3 REGULATIONS ON THESIS/DISSERTATION PHASE

3.1 General Regulations

3.1.1 Candidates doing a Postgraduate programme by coursework and dissertation and who have qualified to continue with the dissertation phase after the coursework part, shall be required to submit a dissertation in partial fulfilment of the degree requirements, after a specified period set by the relevant College, School or Institute.

3.1.2 In the case of some Colleges/Schools/Institutes where the dissertation constitutes a small proportion of the degree programme (i.e. less than 50% of the study units), the College/School/Institute regulations for the submission and examination of dissertations shall apply.

3.1.3 Both dissertations and theses shall be examined and graded with a letter grade according to form UDSM/PG.F9.

3.1.4 The grade for the dissertation shall contribute to the final grade point average (GPA).

3.1.5 Before the initial submission of the dissertation/thesis, all thesis and dissertation postgraduate candidates shall make a presentation to the departmental postgraduate studies committee which shall approve such submission.

3.1.6 All PhD thesis and dissertation 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.

3.1.7 Guidelines on the preparation and presentation of postgraduate theses and dissertations are contained in Section 12.

3.2 Notice of Intention to Submit

At least three months before submitting a dissertation or a thesis a candidate 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.F8.

3.3 Academic Dishonesty

3.3.1 Acts of academic dishonesty include but are not limited to:

(a) Plagiarism, or
(b) The acquisition, and use, without acknowledgement, of academic materials belonging to someone else.

3.3.2 The term “plagiarism” includes but is not limited to, a deliberate or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment.

3.3.3 Any candidate found guilty of academic dishonesty shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.

3.3.4 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.

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 Internal examiners must be members of the academic staff of the University. The candidate's supervisor may not act as the internal examiner.

4.1.4 Transmission of theses/dissertations is the official responsibility of Colleges/Schools/Institutes, using their share of examination fees.

4.1.5 (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 and within a period of one month for a dissertation.

(b) The examination report shall contain a detailed description and focus as per grading form UDSM/PG.F9).

4.1.6 If the reports are not received within three months, new examiners shall be appointed.

4.1.7 Each examiner shall also be required to summarise his/her report on the thesis/dissertation by filling in Summary Form UDSM/PG.F9 with 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;

(e) The degree not be awarded, but may be resubmitted for a lower award;

(f) The thesis/dissertation be rejected outright.

4.1.8 The College/School/Institute Postgraduate Studies Committee shall determine the candidate's dissertation/thesis final grade from recommendations of the department in form UDSM/PG.F10 as extracted from form UDSM/PG.F9.

4.1.9 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;

4.1.10 The University shall pay honoraria to the External and Internal 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.F15 (for Internal Examiner) and UDSM/PG.F16 (for External Examiner).

4.1.11 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.

4.1.12 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.

4.1.13 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.

4.1.14 A thesis/dissertation not accepted in accordance with regulation 4.1.7(d) above must be re-submitted for examination within nine months from the date of the Senate's approval of examination results.

4.1.15 A candidate whose thesis/dissertation is rejected in accordance with regulation 4.1.7(f) shall be discontinued from studies.

4.1.16 A candidate who fails, without reasonable cause, to submit a postgraduate degree dissertation/thesis within the period stated in 4.1.11, 4.1.12 and 4.1.14 and above shall be discontinued from studies.

4.1.17 Where the examiners are not in agreement in their overall recommendation after resubmission, regulation 4.1.9 shall apply.

4.1.18 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 The 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 comprise 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 as follows:

(i) Chairperson nominated by the College Principal/School Dean/Institute Director;

(ii) External Examiner (or his/her representative), recommended by the relevant College Principal/School Dean/Institute Director;

(iii) Internal Examiner who did not guide the research;

(iv) Candidate's supervisor;

(v) Head of the relevant Department (or his/her appointee); and

(vi) Two other members appointed by the respective College/School/Institute.

4.2.6 The College Principal/School Dean/Institute Director on behalf of the Senate must approve the date of examination at least two weeks before the examination.

4.2.7 The Head of Department/Unit must inform 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.

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

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

(i) The thesis is the original work of the candidate;

(ii) The broader subject area in which the study is based is fully grasped by the candidate;

(iii) Any weaknesses in the thesis are adequately clarified by the candidate; and

(iv) A definite recommendation is made to the Senate through the SPSC as to whether the candidate should be declared as having Passed or Failed.

4.2.10 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.

4.2.11 At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examination Results Form UDSM/PG.F11, giving a specific recommendation on the candidate's performance. This shall be submitted, along with a detailed report on how the candidate handled the questions, to the Chairperson of SPSC for processing, whereupon, each panellist in the *viva voce* examination shall receive an honorarium at the rate approved by the University.

4.2.12 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.

4.2.13 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.

4.2.14 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.

4.2.15 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.

4.2.16 The final decision on the award of the postgraduate degree shall be made by the Senate on the recommendation of the SPSC.

4.2.17 Work rejected by Examiners after re-submission shall not be accepted for re-examination at the University of Dar es Salaam.

5 APPEALS

5.1 Appeals must be lodged with the appropriate University authorities within six months from the date of approval of the results.

5.2 Any appeal shall be lodged with the Board of the appellant's College, or School, or Academic Institute, which shall forward the appeal with observations to the SPSC, whose observations and recommendations will be forwarded to Senate for approval.

5.3 Except where unfair marking, wrong computation of marks or grades or other like irregularity committed in the conduct of any University examination is alleged, no appeal shall lie in respect of any such examination on any ground.

5.4 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 s/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.

5.5 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.

5.6 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.

5.7 Appeals made under regulation 5.6 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.

5.8 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 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.

5.9 The candidate's appeal shall be entertained upon payment of an appeal fee as determined by the University Council.

5.10 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.

5.11 The Chairman of Senate's decision on an appeal, which shall be reported to Senate, shall be final and conclusive and no further appeal shall be entertained regarding the same issue.

6 DOCTOR OF PHILOSOPHY (PhD) DEGREE

6.1 PhD Modes of Registration

The University of Dar es Salaam offers a Doctor of Philosophy degree programme in three modes of registration:

a. Registration for Masters with possible upgrade to PhD by Coursework and Dissertation

b. Registration for PhD by Coursework and Dissertation

c. Registration for PhD by Thesis

6.2 Entry Qualifications

6.2.1 Masters programme with possible upgrade to PhD by coursework and dissertation

Upper Second class Bachelors degree from the University of Dar es Salaam or its equivalent. This applies to PhD programmes that have been designed to accommodate such transition.

6.2.2 PhD by coursework and dissertation

Masters degree from the University of Dar es Salaam or its equivalent.

6.2.3 PhD by thesis

Masters degree from the University of Dar es Salaam or its equivalent.

6.3 General Regulations for PhD by Coursework and Dissertation Programmes

6.3.1 Candidates must take a minimum of 30 and a maximum of 36 course units per year (minimum of 15 and maximum of 18 units per semester). The minimum number of core course units shall be 9 per semester and 18 per year.

6.3.2 The additional audited courses taken by students shall not count towards the final number of units that is required.

6.3.3 All examinations and the students' progress from year to year shall be guided by the regulations in chapter 2.

6.3.4 Courses shall have a minimum of three units and maximum of six units.

6.3.5 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.

(a) A comprehensive examination is a specific type of examination that must be completed by graduate students after completing the coursework part but before embarking on the dissertation part.

(b) 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.

(c) Comprehensive examinations shall be both oral and written and shall be assessed on a pass or fail basis.

(d) Oral comprehensive examinations shall not take more than three hours.

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

(f) A candidate should 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.

(g) 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.

(h) Members 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.

6.4 Registration of PhD Candidates

6.4.1 PhD candidates may be registered as full-time or part-time students.

6.4.2 Candidates shall be required to register at the beginning of the first year of their studies (using Form UDSM/PG.F4a) and to renew their registration at the beginning of subsequent years by filling in Form UDSM/PG.F5 after paying the required fees.

6.4.3 Failure to renew registration shall mean automatic discontinuation from studies.

6.4.4 The registration for PhD programmes shall follow a process similar to the one for Masters programmes stipulated in section 1.5.

6.4.5 A candidate registered for the Ph.D. 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).

6.4.6 The appointed supervisor(s) shall guide the candidate in his/her research and shall submit periodic reports (twice a year) on the candidate's progress (Form UDSM/PG.F6). (Guidelines to postgraduate student supervisors are detailed in Section 11).

6.4.7 (a) 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.

(b) 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).

(c) 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. The maximum periods for postponement of studies and for freezing of registration shall be two years.

(d) Candidates who, for valid reasons, fail to complete their programmes within the specified period may apply (using UDSM/PG.F7) for an extension of the registration period. The candidate shall pay a monthly fee prescribed by Council for such an extension.

(e) The total extension period shall not exceed two years for full-time and three years for part-time candidates.

(f) The maximum allowable period of registration for a PhD degree shall be six years for full-time and eight years for part-time students.

6.4.8 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.

6.5 Submission of a Ph.D. Thesis/Dissertation

6.5.1 The Ph.D. degree examination requires the submission of a thesis/dissertation by the candidate, embodying the results of the research.

6.5.2 PhD thesis/dissertation cannot be submitted without publishing at least one journal paper from the work.

6.5.3 (a) Thesis/dissertation may be submitted either as a single monograph or at least 5 journal papers with introduction and conclusion chapters. Two of the journal papers must be published in an international journal recognized by the University of Dar es Salaam.

(b) The candidate must be the principal author in all journal papers submitted for the award of a PhD degree.

6.5.4 (a) No candidate may be permitted to submit a thesis/dissertation for the Ph.D. degree in less than 24 months from the date of registration.

(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.

6.5.5 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.F8) submitting, at the same time, the proposed title and an outline of the plan and general scope of the thesis/dissertation.

6.5.6 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.

6.5.7 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.

6.6 Examination of Theses/Dissertations and Award of a PhD Degree

6.6.1 (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.

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

6.6.2 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 <u>two months</u> from the date of receipt of the thesis/dissertation.

(b) If the reports are not received within <u>three months</u>, new examiners shall be appointed.

6.6.3 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.F9) with a definite recommendation for one of the following actions:-

(a) The Ph.D. 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.

6.6.4 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;

6.6.5 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.

6.6.6 A thesis/dissertation not accepted as per regulation 6.6.3(d) above must be re-written and re-submitted for re-examination within 18 months.

6.6.7 Candidates who fail to submit their thesis/dissertation within the period stated in 6.6.6 above shall be discontinued from studies.

6.7 *Viva voce* Examination for Ph.D. Candidates

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

6.7.2 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.

6.7.3 The candidate's supervisor or appointee of the department shall be the recorder of the *viva voce* examination proceedings

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

6.7.5 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.

6.7.6 (a) The *viva voce* examination shall comprise at least seven examiners appointed by the Senate through the relevant College/School/Institute Board and the SPSC.

(b) The composition of the *viva voce* panel shall be as follows:

(i) Chairperson (with voting power);

(ii) External Examiner who examined the thesis (or his/her representative);

(iii) Internal Examiner who did not supervise the work and examined the thesis/dissertation;

(iv) One of the candidate's supervisors (with voting power);

(v) Appointee of the Principal of College/Dean of School/Director of Institute where the candidate is registered;

(vi) Appointee of the Head of Department where the candidate is registered;

(vii) Three other qualified co-opted members, invited by the relevant College/School/Institute, and approved by Senate through the relevant committee.

(c) The other supervisor(s) who did not examine the thesis/dissertation shall be invited to the *viva voce* examination as observers. They shall neither have voting power nor ask questions.

6.7.7 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 (at least senior lecturer).

6.7.8 Panellists under Regulation no. 6.7.6 (b) (ii) and (iii) 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 6.7.6 (a).

6.7.9 The *viva voce* panellists shall be provided with the examiners' reports, and copies of the candidate's thesis/dissertation, at least two weeks before the date of the oral examination.

6.7.10 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.

6.7.11 The *viva voce* panel shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance as per 6.7.10 (a) (i) to (iii). Where the panellists 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 favour of passing the candidate shall be required for passing a *viva voce* examination.

6.7.12 (a) At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examinations Results Form UDSM/PG.F12 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 three months*;

(iii) 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;

(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 nine 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.

6.7.13 Where there is disagreement between the recommendations of the thesis/dissertation examiners and those of the *viva voce* panellists, 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.

6.7.14 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 panellists' deliberations and decision.

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

6.7.16 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.

7 HIGHER DOCTORATE DEGREES

7.1 Definition

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

(a) Doctor of Literature in the Colleges of Arts and Social Sciences (CASS), 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).

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

7.2 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.

7.3 Application for Candidacy

7.3.1 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.

7.3.2 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.

7.3.3 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.

7.3.4 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).

7.3.5 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.

7.4 Submission of Published Works and Examinations

7.4.1 The work submitted by the candidate shall be in four copies, and 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, preferably holders of Higher Doctorates themselves.

7.4.2 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.

7.4.3 The job of the examiners is to 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.

7.4.4 Examiners for the Higher Doctorate should be selected from amongst the most highly distinguished international scholars in the subject, preferably holders of Higher Doctorates themselves.

7.4.5 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.

7.5 Higher Doctorate Award

7.5.1 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.

7.5.2 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.

7.5.3 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.

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

8 OCCASIONAL STUDENTS

8.1 Definition

The term "Occasional Student", as applied at the University of Dar es Salaam, shall be taken to mean any student whose study programme lasts for only one semester, or part of a semester.

8.2 Entry Requirements

8.2.1 The entry qualifications shall be as those prescribed for regular students.

8.2.2 The application for Occasional Studentship must be supported by at least two referees. At least one of these must be an academic member of staff, who is well acquainted with University teaching and research.

8.2.3 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.

8.2.4 While Occasional Students are not obliged to sit for the end of semester examinations, they are encouraged to do so. They may be allowed to audit various courses.

8.2.5 Occasional Students shall pay their fees *pro rata*, in accordance with what is prescribed for regular postgraduate students.

8.2.6 Occasional Students may register for some undergraduate courses.

9 SHORT-TERM STUDENTS

9.1 Definition

The term "Short-term Student" as applied at the University of Dar es Salaam, shall be taken to mean any student whose study programme lasts for more than one semester and extends up to one full academic year.

9.2 Entry Requirements

9.2.1 The admission qualifications shall be as those prescribed for regular postgraduate students.

9.2.2 Short-term students are expected to enrol in their courses for credit. Hence they shall be required to appear for end-of-semester examinations, which are governed by the general university regulations applicable to other relevant postgraduate courses.

9.2.3 Short-term students may register for undergraduate courses, in which case relevant undergraduate regulations shall apply.

9.2.4 Short-term students may enrol for training by research alone, in which case they will be assigned supervisors to guide them.

9.2.5 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.

9.2.6 Short-term students shall pay their fees in accordance with what is prescribed for the regular postgraduate students.

10 SANDWICH PROGRAMMES

10.1 The University of Dar es Salaam has developed links with other Academic institutions for collaboration in postgraduate training. Under these arrangements, postgraduate students registered in other Universities can have opportunities to conduct part of their studies at the University of Dar es Salaam as occasional or short-term students as per sections 8 and 9, depending on the period they would like to stay at the University of Dar es Salaam.

10.2 Postgraduate students registered in other institutions may have the opportunity to conduct part of their studies during the dissertation or thesis phase at the University of Dar es Salaam. Such candidates must send applications to Senate through SPSC Board and the respective teaching units at least six months in advance, stating the duration they would like to spend at the University of Dar es Salaam. The application letter must be attached with the following documents:

(i) Applicant's full curriculum vitae;

(ii) 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;

(iii) 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;

(iv) Names of two referees who are qualified in the field of research which the applicant wishes to undertake; and

(v) Name of contact person in the department of intended study at the University of Dar es Salaam.

10.3 Upon reporting at the University, postgraduate research students will be required to obtain the following before they can be allowed to conduct research:

(i) Ethical Clearance, if necessary, from their countries and from the relevant authority in Tanzania; and

(ii) Research Clearance.

10.4 Students who wish to extend their work at the University may apply for renewal 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.

10.5 The University will pay the staff members supervising the candidates at an approved rate.

11 SUPERVISION OF POSTGRADUATE STUDENTS

11.1 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.

11.2 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 are required to recommend supervisor(s) for each candidate, 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. The relevant College/School/Institute Committee/Board shall appoint supervisors and send appointment reports to the SPSC.

11.3 Training

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.

11.4 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.

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

11.5 General Duties and Responsibilities of a Supervisor

11.5.1 The Supervisor is 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.

11.5.2 From the University's point of view, 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;

11.5.3 Since the supervisor is the agent of the University in ensuring that the student's work attains a satisfactory standard, s/he should be an active member of the Department, who is well acquainted with all the University's postgraduate regulations. Where there are more than one supervisor, the principal supervisor must be an active member of the department.

11.5.4 As far as possible, the supervisor should supervise students only in his/her area of expertise. This would help to ensure high standards of attainment, and to avoid possible embarrassment resulting from rejection of theses classified as shallow by examiners.

11.5.5 The supervisor should know the distinction between his/her expected role, when supervising a Masters degree dissertation/thesis and a Ph.D. degree dissertation/thesis. S/he should understand that, in essence:

(a) The Masters research programme is designed as a training course, in which the candidate is expected to:

(i) Be exposed to the fundamentals of research;

(ii) Learn how to design, execute and report research results in a scholarly manner;

(iii) Make some important contribution to knowledge, even though it may not be very original. Because s/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.

(b) The PhD programme, in contrast, is a recognition of successful postgraduate research *experience*. Here the supervisor should recognise that the candidate had already acquired some training experience in research as a Masters student. Consequently, for the PhD, the supervisor should expect the student to:

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

(ii) Produce significantly more original work than required for the Masters programme;

(iii) Undertake deeper and more extensive review of relevant literature than is the case for the Masters student;

(iv) Be more critical in the analysis of data; and

(v) Exercise more independence in the research process than for the Masters Degree research programme.

11.5.6 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.

11.5.7 The supervisor should 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.

11.5.8 The supervisor has 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. S/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.

11.5.9 In order to start the student on the right footing, each Department which offers postgraduate training, should have an active Postgraduate Studies and Research Committee. The committee should be composed of about four senior academic members of staff, some of whom, by virtue of representing the Department/College/School at SPSC, are well versed with the Postgraduate Research Proposal Review process. To facilitate critical and constructive evaluation of proposals at the departmental stage, each member shall be given a copy of the proposal at least a week before its presentation at a seminar.

11.5.10 The supervisor has the responsibility of monitoring the student's progress throughout the research period. There are various methods through which s/he can do this, including:

(a) Requesting the candidate to submit periodic reports (every six months) about his/her research progress (see UDSM/PG.F6). 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.

(b) Maintaining regular consultations with the candidate (at least once every month) to discuss the research work. Frequent consultations help to make the supervisor aware of new problems in the student's research since the last report, and to suggest remedial measures, before it is too late.

(c) Facilitating seminar presentations by the candidate. The supervisor should thus ensure that his/her postgraduate student delivers at least one seminar in each year of his/her research undertaking.

11.5.11 Although writing a thesis/dissertation is the responsibility of the student, it is the supervisor's responsibility to ensure that the student submits a thesis/dissertation of a standard that is acceptable for the intended degree. In order to enhance the presentation of an acceptable thesis/dissertation, the supervisor should:

(a) Be accessible, and show interest and enthusiasm in the student's research work;

(b) Read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved;

(c) Provide timely feedback to the work submitted by the student, as much as possible within two to three weeks of receiving them.

(d) In the end, read the entire final draft, and satisfy himself/ herself that the dissertation/thesis is suitable for examination.

11.5.12 The supervisor's role is to advise and guide the student, and not to write the thesis/dissertation for the student such that the work becomes a reflection of the supervisor. The student is fully responsible for the work and its fate.

11.5.13 The supervisor may recommend to the Head of Department the potential External Examiners for the student's thesis.

11.5.14 The supervisor should guide the student in revising the thesis/dissertation, in the event that such revisions are recommended by the examiners.

11.5.15 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.

11.5.16 To gain uniformity in the information submitted by supervisors to postgraduate committees, on their candidates' research progress, a standard progress report Form UDSM/PG.F6 should be used.

11.6 Postgraduate Research Students' Responsibilities

In terms of responsibilities, the postgraduate student is expected:

(a) To maintain regular contact with the supervisor(s);

(b) To maintain progress in accordance with the agreed work plan;

(c) To attend specific taught courses and any other training sessions identified by the supervisor(s);

(d) To 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) To 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) To make regular presentations on progress to the supervisor, Departmental seminars, and specified group(s), as required by the supervisor / Department;

(g) To make himself / herself aware of, and abide with, the Health and Safety Regulations, for his / her welfare and that of colleagues.

(h) To operate instruments, apparatus, equipment and plants in a way which optimises safety, precision and longevity;

(i) To decide, after consultation with the supervisor, when to submit the thesis / dissertation;

(j) To exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities.

11.7 Conflict Resolution during Supervision

11.7.1 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.

11.7.2 When such a situation occurs, the supervisor and/or the student should report the problem, in writing, to the Head of the relevant Department, with a copy to the Principal/Dean/Director of the relevant College/School/Institute and the Director of Postgraduate Studies. The Head 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) An advisory panel be established by the Head of Department 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.

11.8 Supervision Load and Remuneration

11.8.1 The number of students a supervisor can be responsible for depends on his/her rank and other duties in the department/college/school/institute, including the teaching load.

11.8.2 The maximum number of postgraduate students a single staff member supervises in a year should not exceed ten. This would ensure that candidates are adequately supervised.

11.8.3 The supervisor should allocate an agreed-upon number of hours per week/month to each student.

11.8.4 Every qualified academic staff (with at least a PhD) should have the opportunity to supervise postgraduate students.

11.8.5 The Academic Unit (department/college/school/institute) should establish its postgraduate supervision capacity annually and aim at meeting this target and not exceeding it.

11.8.6 The Head or the departmental PGS committee should monitor the number of students each supervisor has in terms of agreed targets.

11.8.7 As an incentive and as a token appreciation for the supervisor's work (UDSM/ PG.F14), the University shall do the following:

(i) Pay an annual, or else a semester, supervision allowance to supervisors as Council may from time to time prescribe; 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.

11.8.8 There should be no link between the payment of the supervision allowance and the candidate's fate (i.e. the supervisor should be paid the allowance even the candidate fails).

12 PREPARATION AND SUBMISSION OF DISSERTATIONS AND THESES

12.1 General

Candidates must follow the specifications laid out in these guidelines when preparing their dissertations and theses (see samples in Appendix V). Candidates who will NOT follow these specifications their dissertations and theses will not be accepted. Any questions on any aspect of these 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.

12.2 Preparing the Dissertation and Thesis Manuscript

12.2.1 Dissertation and thesis size limits:

(a) Postgraduate diploma research/project paper/report: 50 pages with a tolerance of 10% above this limit, i.e. up to 5 extra pages, including appendices and footnotes.

(b) Masters dissertations: 100 pages with a tolerance of 10% above this limit, i.e. up to 10 extra pages, including appendices and footnotes.

(c) Masters theses: 200 pages, with a tolerance limit of 10% above this limit, i.e. up to 20 extra pages, including appendices and footnotes.

(d) PhD dissertations: 300 pages, with a tolerance limit of 10% above this limit, i.e. up to 30 extra pages, including appendices and footnotes.

(e) PhD theses: 400 pages, with a tolerance of 10% above this limit, i.e. up to 40 extra pages, including appendices and footnotes.

12.2.2 Candidates should use gender neutral language in writing their dissertations/theses unless the nature of the research requires the use of gender specific language.

12.2.3 With the exception of the postgraduate degree programmes in Kiswahili, the dissertation and thesis shall be written in the English Language, specifically British English. Other English forms or standards are not accepted.

12.2.4 Candidates should note that typing/word processing of the dissertation and thesis is not part of the duties of the University of Dar es Salaam. Candidates may arrange for someone within or outside the university to type their dissertations and theses, but the University bears no responsibility on this arrangement whatsoever.

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

12.2.6 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.

12.2.7 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) Double spaced and evenly distributed with full justification

(d) Clear where a new paragraph is starting

(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 single-sided right hand pages only

12.2.8 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).

12.2.9 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

12.3 Proof-reading and Editing

12.3.1 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.

12.3.2 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.

12.3.3 Candidates are warned that the University is NOT responsible for the costs accrued from editorial works.

7.5.5 Candidates are responsible for ensuring that no changes are introduced to the intellectual content in the process of typographical editing.

12.4 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.

12.5 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.

12.6 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 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".

12.7 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.

12.8 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.

12.9 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.

12.10 Body of Text

12.10.1 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.

12.10.2 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 possibly also suggestions for further research.

12.11 References

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.

12.12 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.

12.13 Submission of Dissertations and Theses

12.13.1 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.

12.13.2 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.

12.13.3 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.

12.13.4 Candidates shall initially submit six (for PhD) and four (for Masters degree) copies of dissertation or thesis in a loose bound form for examination.

12.13.5 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.

12.13.6 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 award

The writing on the spine should read from the bottom to the top.

12.13.7 The title of the work shall be printed in gold letters on the front cover of the hardbound volume.

12.13.8 Candidates may arrange the binding of their thesis/dissertation with any binding firm provided they follow the specifications indicated in these guidelines.

12.13.9 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 17 different forms that are to be used for most postgraduate situations at the University of Dar es Salaam. A sample of each form is included in this booklet, on the page number indicated on this page.

Form	Purpose	Page
UDSM/PG.F1	Application form for admission into postgraduate programmes	40
UDSM/PG.F2	Confidential recommendation by academic referee	43
UDSM/PG.F3	Summary statement of intended research topic	44
UDSM/PG.F4	Registration form for first year postgraduate students	45
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UDSM/PG.F6	Postgraduate students academic progress report	50
UDSM/PG.F7	Application for extension of registration	52
UDSM/PG.F8	Notice of intention to submit thesis/dissertation and initiation of examination arrangements	55
UDSM/PG.F9	Grading report on Masters/Ph.D. dissertation as filled in by internal/external examiners	58
UDSM/PG.F10	Overall Evaluation report on Masters/Ph.D. dissertation by Department	60
UDSM/PG.F11	Masters viva-voce examination results form as filled in by panellists	62
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UDSM/PG.F13	Postgraduate clearance form	64
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UDSM/PG.F15	Internal Examiner's claim form for dissertations and theses	67
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UDSM/PG.F1

Affix two stamp size Black & White photographs

UNIVERSITY OF DAR ES SALAAM

Directorate of Postgraduate Studies

APPLICATION FORM FOR ADMISSION INTO POSTGRADUATE PROGRAMMES

To be filled in triplicate and sent to the Directorate of Postgraduate Studies, University of Dar es Salaam.

Academic Year for which Admission is being sought (e.g. 2011/2012) ……..……

CHOICE OF PROGRAMME

In the table below, enter the programme you are applying for.

College / School / Institute		Full Name of the Programme applied for		
Programme mode (Tick one)	Regular ….	Evening ….	Online: ……	Other (Specify)……..……..……...

Non refundable application fees:

(i) T.shs 20,000/= for Tanzanians applying for admission into Postgraduate Diploma and Masters Programmes.
(ii) US $ 20.00 for Non Tanzanians applying for admission into Postgraduate Diploma and Masters Programmes.
(iii) T.shs 30,000/= for Tanzanians applying for admission into Ph.D. Programmes.
(iv) US $ 30.00 for Non Tanzanians applying for admission into Ph.D. Programmes.

All application fees should be paid through the bank as follows: Bank name: **NBC Bank, Mlimani Branch**.
A/C Name: **University of Dar es Salaam**. A/C Number: **040103001709.**

CHECKLIST

- Read **ALL** the instructions carefully.
- Fill in the application form and **sign it.**
- Attachments to the application form.

(i)	Two letters of recommendation (sealed and signed).
(ii)	Copy of Birth Certificate.
(iii)	Copies of Academic Transcripts and Certificates. **Successful applicants will be required to bring the originals for verification at the time of registration**.
(iv)	CV detailing employment and self-employment experience.
(v)	Brief Statement of Purpose for pursuing the postgraduate programme (maximum 1 page).
(vi)	Two passport-size photographs (with your name written at the back).
(vii)	An original receipt (Bank Pay-in-Slip) indicating payment of the non-refundable admission fee.
(viii)	Evidence of sponsorship (or self sponsored).

FOR OFFICIAL USE ONLY

Received on .....

Comments of the College / School / Institute Higher Degrees Committee
Admit? Yes [ ] No [ ]
Reason (if 'No') .....

.....

PLEASE MAKE SURE THAT THIS FORM IS CAREFULLY AND FULLY COMPLETED. THE PERSONAL INFORMATION COLLECTED ON OR IN CONJUNCTION WITH THIS FORM IS REQUIRED TO DETERMINE YOUR ELIGIBILITY FOR ADMISSION AND WILL BE USED TO CONTACT YOU REGARDING UNIVERSITY PROGRAMMES AND SERVICES. IT WILL FORM PART OF YOUR RECORD AS AN APPLICANT, STUDENT AND ALUMNUS. WE LOOK FORWARD TO RECEIVING YOUR APPLICATION.

Biographical (Personal) Information					
Surname/Family Name			Other Name(s)		
Sex Male ☐ Female ☐	Date of Birth	Country of Birth		Nationality	Disabilities/Special needs. Yes ☐ No ☐
Permanent Address.				Nature of Disability /special needs (if any).	
Telephone Numbers. • Landline • Mobile			Fax Number e-mail Address		
Employment Record					
Institution (Current Employer).			Position	From:	To:
Nature of Work (Responsibilities) (*You may use a separate sheet*).					
Academic and Professional Qualifications					
Highest Academic Qualification Attained.			Institution		Year of Graduation.
Specialisation			Undergraduate/Advanced/Postgraduate Diploma GPA		
Other Academic or Professional Qualifications					

PLEASE NOTE THAT STUDENTS SHALL BE REGISTERED BY NAMES APPEARING ON THEIR CERTIFICATES. CHANGE OF NAMES SHALL NOT BE ALLOWED DURING THE ENTIRE PERIOD OF STUDY.

Referees	Please give the names and addresses of three persons who are acquainted with your academic or professional work and enclose their letters of recommendation with this application confirming you have done so by ticking the appropriate boxes.

Name Recommendation enclosed ☐	Address E-mail
Name Recommendation enclosed ☐	Address E-mail
Name Recommendation enclosed ☐	Address E-mail
Evidence of Sponsorship	

How do you intend to finance your studies?		
Self ☐	Employer ☐	Other(s) Specify
Name and Address of your Financial Sponsor (if applicable).	Name	Address
Additional Information	How did you find out about the Postgraduate Programmes at the University of Dar es Salaam? Please tick all that applies.	

Prospectus ☐ Education/Trade Fair ☐ World Wide Web ☐

Advert in Newspaper/Journal ☐ University/College Careers Service ☐

Other (please specify)

Declaration	I certify that the information given in this application form and the supporting documents are accurate and complete. I understand that submission of inaccurate information may be a sufficient cause for refusal of admission or termination of registration.

Signature	Date

REFEREE'S RECOMMENDATION LETTER

PROGRAMME .....

PLEASE TYPE OR USE BLOCK CAPITALS IN BLACK INK AND WRITE INSIDE THE BOXES

Applicant	Please complete this section. Give this form to the person who will act as your referee. Return your application form with a sealed letter of recommendation.
Surname/Family Name:	Other Name(s):
Applicant's Signature:	Date:
Referee	To enable us assess the candidate's suitability for the Programme, we kindly request that you evaluate the candidate in the areas indicated in the table below (Tick the appropriate cell). Please indicate the applicant's qualifications and potential to undertake advanced study/research. Describe the applicant's motivation and intellect and indicate both strong and weak points. Please write frankly. If the applicant's first language is not English, please comment on his/her ability to read, write and speak English.
How long have you known the Applicant?	
In what capacity?	

		Excellent	Good	Average	Poor	Very Poor
Intellectual Ability						
Capacity for Original Thinking						
Maturity						
Motivation for Postgraduate Studies						
English Language Proficiency	Written:					
	Oral:					
Ability to work with others						

Other capabilities/talents worth mentioning	
What do you consider to be the Applicant's weaknesses?	
What is your recommendation on the suitability of the applicant to the applied Programme?	
Give any other additional comments that you consider relevant about the applicant	

Referee's Name and Contacts	
Name	Title (Dr/Prof/ Mr./ Mrs./ Miss/ Ms)
Institution	Position
Postal Address	Telephone (Landline):
	Telephone (Mobile):
Fax	E-mail
Referee's Signature	Date

PLEASE ENCLOSE THE COMPLETED FORM IN A SEALED ENVELOPE AND SIGN IT ACROSS THE SEAL. RETURN THE ENVELOPE TO THE APPLICANT, WHO WILL FORWARD IT UNOPENED WITH HIS/HER APPLICATION TO THE DIRECTORATE OF POSTGRADUATE STUDIES, UNIVERSITY OF DAR ES SALAAM.

UNIVERSITY OF DAR ES SALAAM

COLLEGE/SCHOOL/INSTITUTE .....

POSTGRADUATE RESEARCH PRE-PROPOSAL
(SUMMARY STATEMENT OF INTENDED RESEARCH TOPIC)*

Name of Applicant: .....

Qualifications: .....

Department/School/Institute: .....

1. Topic of research: .....
.....
.....
2. Brief statement of the research problem .....
.....
.....
3. What are you expecting to achieve? .....
.....
.....
4. What research methods are you planning to use? .....
.....
.....
5. References .....
.....
.....

Signature of Applicant:……...…… Date:……....….....……..

For Department's use: .....

Proposed Supervisor(s): .....

…..... Department: …….
…..... Department: …….
…..... Department: …….

Signature of the Head…… Date:……...…….....……

For College's/School's/Institute's use:

Assigned Supervisor(s)
…..... Department: …….
…..... Department: …….
…..... Department: …….

Signature of the Principal/Dean/Director …… Date:… ……

*** This form should be filled in triplicate.**

UDSM/PG.F4

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 triplicate**)

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***)
   ……
   …….....……..…..……..…….....
   .....…….....
9. Permanent Address (***including Physical, postal, telephone and 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**
    (1) Pre-University Education (Briefly state level(s) of Education attained, where and when attended, centre and index number etc)
    …….....……

…….....……

…….....……

(2) University Record

Degree Achieved	Class (Performance)	Name of University	Year attended	Remarks
……	……	……..	……..	……
……	……	……..	……	……

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…….....….....…… Department:....……..……..…….....

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

Evening ……... Full Time ….…… 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: …….....……

Please note that this form must be dully completed and attached with the following documents copies of certificates and transcripts plus evidence of payment of the direct university costs and Form B1 and C which were sent to you with the admission letter.

For Official Use Only

Name of Registration Officer ……...…..……

Date ……. Signature ……

Comments (if any)

…….....……..

…….....……

…….....……

…….....……

…….....……

UNIVERSITY OF DAR ES SALAAM
DIRECTORATE OF POSTGRADUATE STUDIES

REGISTRATION FORM FOR CONTINUING POSTGRADUATE STUDENTS

Surname …….....…… First Name …….……... Middle Name …….....

Reg. No. ……..... Sex ……...

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 …….....……..
…….....
…….....……
…….....……

Candidate's Signature:…… Date: …….....……

FOR OFFICIAL USE ONLY

Confirmation of Registration

The student is registered for the year .....

.....

for**: DIRECTOR POSTGRADUATE STUDIES** Date: …….

Notes: (1) This form should be filled in triplicate.
(2) Please attach evidence of payment of University fees

UNIVERSITY OF DAR ES SALAAM
DIRECTORATE OF POSTGRADUATE STUDIES

POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT*
(To be filled bi-annually)

PERIOD COVERED: From ..... To ..... (Dates)

PART A: TO BE FILLED BY CANDIDATE

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

	By Research and Thesis
	By Course-work and Dissertation

(6) Date of Registration: ….....
(7) Planned Date of Completion: …….. .....
(8) Progress made so far for the Coursework Phase:

Courses Taken	Semester I	Semester II	Final Examination Grade

PART B: TO BE FILLED BY THE MAIN SUPERVISOR (FOR RESEARCH PHASE)

(9) Name of Supervisor…….....

(10) When were you appointed to supervise the candidate? ..…….....

(11) If you have just been appointed, did the previous supervisor hand you any report of the candidate? Yes ☐ No ☐ Not applicable ☐

(12) How often have you met the candidate during the quarter under report? .....
If you have not met, give reasons .....
…….....……
.....……

(13) What progress has the candidate made so far for the Dissertation/Thesis?
(Tick in the appropriate box)

Item	Nothing	About a third	Half Way	Nearly completed	Completed
Literature Review					
Designing of Methodology					
Getting supplies for study					
Data Collection					
Data Analysis					
Writing of Dissertation/Thesis					
Submission					

In your opinion, is the candidate making satisfactory progress? Yes/No

Will he/she need an extension? Yes/No.
How long? .....months

(14) Any other comments you may wish to make on the candidate:
.....
.....
.....

Signature of Supervisor ..... Date .....

PART C: TO BE FILLED BY HEAD OF DEPARTMENT

(15) Comments on the Candidate's Progress report:
.....
.....

(16) Comments on the Supervisor's Progress report:
.....
.....

Name of Head of Department: .....

Date ..... Signature of Head of Department .....

PART D: TO BE FILLED BY CHAIRPERSON, COLLEGE/SCHOOL/INSTITUTE POSTGRADUATE STUDIES COMMITTEE AND THE PRINCIPAL/DEAN/DIRECTOR

(17) Comment briefly on the candidate/Supervisor/Head of Department's reports.
.....
.....

Name of Chairperson, College/School/Institute Postgraduate Studies Committee:
.....

Date ..... Signature .....…….....

(18) Comments of the Principal/Dean/Director on the overall report:
……
……

Name of Principal/Dean/Director ..... Date ..... Signature .....

*This form should be filled in triplicate.

UNIVERSITY OF DAR ES SALAAM
DIRECTORATE OF POSTGRADUATE STUDIES

APPLICATION FOR EXTENSION
(To be filled in quadruplicate)

Name of Candidate: ……

Registration No.: ……..

College/School/Institute: ……..

Department: ……

Degree/Diploma Proposed: …….

Nature of Programme (Tick one):

Degree		
Masters	By coursework	
	By Thesis	
Ph.D.		

Studies due to end on: …….

Extension requested:

1st	
2nd	
3rd	

If 2nd and 3rd, an extension fee receipt should be enclosed.

Reasons for requesting an extension: ……

……

……

……

Period of extension: From …… To ……

Comments by Supervisor: …….....

……

…….....

Name: …….. Signature: ……. Date: ……

Comments by Head:……. …….....

……

……

Signature: ……. Date: ……

Comments by Principal/Dean/Director:...……
……..…….
……..…….

Signature: ……. Date: …….....……

Chairperson, Senate Postgraduate Studies Committee (SPSC)

Approved: ☐ Not approved ☐

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.

Date: ..... Signature of Candidate .....

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.

Date: .....……..... Signature of Supervisor .....…….....

Date: ...……..... Signature of Supervisor .....…….....

Date: ……..…….. Signature of Supervisor …….

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) The proposed examiners above have been approved by the Board/Committee of the College/School/Institute.

(b) After consultation with the Head of Department and our College/School/Institute's Postgraduate Studies Committee Chairperson, I recommend that the following be appointed to serve as *VIVA VOCE* panellists (for thesis examination only):

PANEL MEMBERS	DESIGNATION
1.	Chairperson
2.	External Examiner or Representative
3.	Internal Examiner (who did not guide the research)
4.	Candidate's supervisor
5.	Head of the relevant Department (or his/her appointee)
6.	Co-opted Member (appointed by College/School/Institute)
7.	Co-opted Member (appointed by College/School/Institute)
8.	Co-opted Member (for PhD only)
9.	Appointee of the Principal (for PhD only)

(c) 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 of .....of the year ..... . The exact date will be communicated later.

Date: ..... Signature of Principal/Dean/Director: .....….....

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

Pease Tick

	The examination arrangements herewith are complete and are approved.
	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.

UNIVERSITY OF DAR ES SALAAM

Grading Report on Masters/Ph.D. 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 (pass grade)	C	D	E
70-100	60-69	50-59	40-49	35-39	34 and below

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/Ph.D. 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: .....

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

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 *viva voce* proceedings, *within one months.**	
1.3	Candidate passes subject to making substantial corrections and revisions in the thesis as stated in the *viva voce* proceedings, *within three months.*	
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 *viva voce* proceedings, *within six months.*	
2.2	Candidate fails outright. (reasons detailed in *viva voce* 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 *viva voce* proceedings, *within three months.**	
1.3	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.	
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 *viva voce* proceedings *within nine months.*	
2.2	Candidate fails outright (reasons detailed in *viva voce* 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).

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: …….
3. Department/Institute/School/College: ……
4. Degree Registered for: …….
5. Residential/Non-residential: …….
6. If residential, please indicate the name of the Hall/Residence/Hostel
7. Date of Graduation: …….
8. Comments by Dean of Students:

   ……
   ……
   ……

   Signature: …….. Date: …….
9. Comments by Director of Central Library:

   ……
   ……
   ……

   Signature: …….. Date: …….

10. Comments by Supervisor:

    ……
    ……
    ……

    Signature: …….. Date: …….

11. Comments by Heads of Department (relevant departments)

    (1) ……

    Signature: ……Date: …….

    (2) ……

    Signature: ……Date: …….

    (3) ……

    Signature: ……Date: …….

12. Comments by Dean of School/Director of Institute/Principal of College

    ……

    ……

    Signature: …….. Date: …….

13. Comments by Director of Postgraduate Studies

    ……

    ……

    Signature: …….. Date: …….

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 and Date)

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
				(1)
				(2)
				(3)
				(4)

Supervisor's Name: …….....…

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

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

I confirm 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 recommend 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 certify in connection with my appointment as an Internal Examiner in the College/School/Institute of …….....…….

* That I have examined …… candidate(s).

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

\+ I wish/ do not wish to claim my honorarium and reimbursement of expenses incurred in connection with my duties as External 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 no. ……Account Name/Title: …….....…….....

Other A/C details: …….....……..……

Name: …….....…….....…….

Signature: ..... Date: ……..……..

Head of Department's Signature: …….....……Date: ……....……

---

* Please fill in the number of candidates examined and attach a list and registration number of examined candidates.

** 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.

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

I certify in connection with my appointment as an External Examiner in the College/School/Institute of …….....…….

* That I have examined …… candidate(s)
** That I have signed the appropriate mark sheets and I attach my report on the examinations.

\+ I wish/ do not wish to claim my honorarium and reimbursement of expenses incurred in connection with my duties as External 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 no. …….Account Name/Title: …….....…….....…….
Other A/C details: …….....……..……
Name: …….....……....……

Signature: ..... Date: ……..

Head of Department's Signature: …….....…… Date: ……...……

---

* Please fill in the number of candidates examined and attach a list and registration number of examined candidates.

** 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.

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 thesis 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 applicant 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 where he/she presents 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:

…….....……
……..……..……
…….……...……
…….....……
…….....……

Date: ……..... Name: ……...…….…….. Signature:.…….....

S U P E R V I S O R

3. Comments by the Principal/Dean/Director

…….……..…….....……
……..……..……
…….……...……
…….....……
…….....……

Date: ……..... Name: ……...…….…….. Signature:.…….....

PRINCIPAL/DEAN/DIRECTOR

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 *Fax: 022 2410078/410023*

Tel: 022 2410069 (Direct Line) 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 your appointment as Internal/External Examiner for the above named candidate's Thesis/Dissertation titled: "…….....…….....……."

This is to request you formally for your assistance to examine 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.F9** 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

1.0 **PREAMBLE**

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 …….....…….....……..….. with registration number …….....…, a Postgraduate students registered for …….....…….. (Name of the Programme) Offered by the College/School/Institute of …..…….....……

2.0 As a Postgraduate students registered at the University of Dar es Salaam I declare that all research findings and innovations dune 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

4 cm

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

2.5 cm

4 cm

Bahati John Shahada

- 12 points
- Bold
- Centred
- U/LC

M.Sc. (Marine Biology) Thesis
University of Dar es Salaam
April 2005

2.5cm

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

Bahati John Shahada

A Thesis/Dissertation Submitted in (Partial) 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 entitled: ***Ecology of the Inter-tidal Zone of Selected Sandy/Muddy Shores in the Dar es Salaam Area,*** 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 entitled: ***Ecology of the Inter-tidal Zone of Selected Sandy/Muddy Shores in the Dar es Salaam Area,*** 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

1**, 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 Copy Right……	ii
Acknowledgements……	iii
Dedication……	iv
Abstract……	v
Table of Contents…….	vi
List of Tables……...	vi
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CHAPTER ONE: INTRODUCTION	**1**
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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.

Final submission

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. Page of abstract in hard copy
4. Title page in hard copy
5. Swahili translation of abstract in soft and hard copy
6. The Thesis or Dissertation in soft copy in PDF Format saved in a CD-ROM.
7. An editable (Word format) soft copy containing abstract saved in the same CD-ROM as per item 6.
8. Evidence of Payment of fees from the Bursar's Office

For Masters:

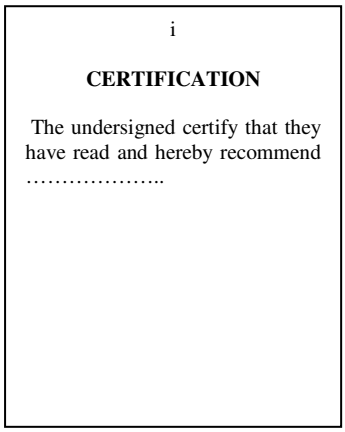
1. Four bound hard copies
2. Error Free Letter written by supervisor to the Director of Postgraduate Studies through Department and College/School/Institute.
3. Page of abstract in hard copy.
4. Title page in hard copy.
5. The Thesis or Dissertation in soft copy in PDF Format saved in a CD-ROM.
6. Coursework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

Pagination

(a) Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", "iii", etc.) beginning with the CERTIFICATION page.

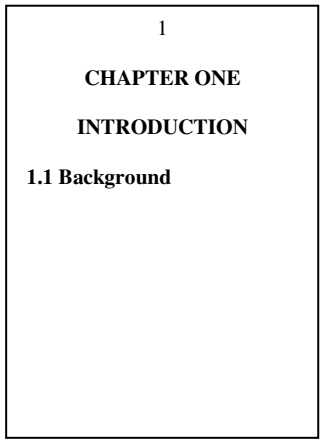
(b) Number the pages of the body of the thesis/dissertation in Arabic numerals ("1", "2", "3", etc) consecutively throughout.

(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

Appendix VI: Various Postgraduate Fees and Payments as of February 2013

SN	TYPE OF PAYMENT	AMOUNT (TZS)	AMOUNT (USD)
1.	Fee for late registration i.e. registering in the 3rd week	5,000 per day	
2.	Fee for late submission and approval of thesis proposal i.e. beyond the first 6 months	50,000 per month	
3.	Fee for extension of registration period	50,000 per month	
4.	Honoraria for Internal Examiners of dissertation/thesis		50 (Masters) 150 (PhD)
5.	Honoraria for External Examiners of dissertation/thesis		100 (Masters) 300 (PhD)
6.	Supervision allowance	150,000 once (Masters Dissertation) 225,000 per year (Masters Thesis) 750,000 per year (PhD)	