

**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

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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

