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**MZUMBE UNIVERSITY**  
**(CHUO KIKUU MZUMBE)**

## REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

Approved by Mzumbe University Council in 2025

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## ABBREVIATIONS AND ACRONYMS

COSTECH	Tanzania Commission for Science and Technology
CV	Curriculum Vitae
DPGS	Department of Postgraduate Studies
DRPS	Directorate of Research, Publications and Postgraduate Studies
DVCA	Deputy Vice Chancellor-Academic
ExMBA	Executive Master in Business Administration
ExMPA	Executive Master in Public Administration
FoL	Faculty of Law
FSS	Faculty of Social Sciences
FST	Faculty of Science and Technology
GPA	Grade Point Accumulation
HoD	Head of Department
IDM	Institute of Development Management
IDS	Institute of Development Studies
MoEST	Ministry of Education, Science and Technology
MU	Mzumbe University
O-Level	Ordinary Level
PDA	Postdoctoral Associates
PDS	Postdoctoral Scholars
PG	Postgraduate
PhD	Doctor of Philosophy
PI	Principal Investigator
PPC	Postgraduate Programme Committee
RBM	Result Based Management
SoB	School of Business
SoPAM	School of Public Administration and Management
TCU	Tanzania Commission for Universities
UQF	University Qualification Framework

URT            United Republic of Tanzania

## **PREFACE**

Mzumbe University (MU) is a public university owned by the Government of the United Republic of Tanzania (URT) and it operates under the Ministry of Education, Science and Technology (MoEST). The core functions of MU are teaching, research, consultancy, and outreach activities. As a training institution, Mzumbe University started in 1953 as a Local Government School for training chiefs, native authority staff and councilors. In 1972, it was transformed into the Institute of Development Management (IDM) and later in 2001 into a fully-fledged University after enactment of the Mzumbe University Act No. 21 of 2001. The latter was repealed by the Universities Act No.7 of 2005, which is an umbrella act, providing for and regulating University education in Tanzania. In line with the provisions of the Universities Act, Mzumbe University was granted its Charter in 2007. Currently, the University has three campuses, namely, the Main Campus located at Mzumbe area in Morogoro Region, Dar es Salaam Campus College located in Upanga area in the Dar es Salaam City and Mbeya Campus College located in the Forest area of Mbeya City of the Dar es Salaam – Lusaka Highway. In all these campuses, postgraduate programmes are offered.

According to the Mzumbe University Charter, 2007, Part II Section 9, Mzumbe University may confer degree of Bachelor, Masters, Doctor of Philosophy and other degrees of specialization as may be prescribed from time to time by the University Council. Currently, the University offers various Postgraduate Programmes especially at Master's degree and PhD degree level in a wide range of disciplines offered at the University.

The Mzumbe University capacity and experience in institutional collaboration with other similar institutions provide opportunities for offering collaborative postgraduate programmes under different agreed arrangements. Furthermore, the increasing need for faculty capacity building to the level of postgraduate degrees, coupled with limited financial resources for training outside the University, dictates the necessity for the University's own quality and up to date postgraduate programmes. The broad purpose of these regulations and guidelines is to provide an institutional framework for offering and conducting postgraduate degree programmes at Mzumbe University. The aim is to provide and deliver high quality postgraduate programmes comparable with highest standards of excellence and best practices elsewhere.

The Mzumbe University postgraduate degree programmes prepare candidates to undertake research in social sciences, public and business administration, information and communication technology, education, law, and related areas of study. Students joining Mzumbe University postgraduate programmes receive a broad and strong grounding in the major perspectives and paradigms, which underlie the specialisations mentioned above. The programmes delivery modality not only depends on the specific faculty requirements but also on customer and employer's needs. In general, postgraduate programmes at MU may be offered either by coursework, coursework and dissertation, or by thesis.

Programmes may also be conducted jointly with other universities in terms of joint delivery of required courses, split-site modalities or research supervision. These programmes enable graduates to assume leadership roles as managers and policy makers in both public and private sectors, to teach at the university level, and work in a variety of environments including applied research settings. The focus is on the training of socially responsible and responsive professionals motivated to re-engineering social and economic development.

The guidelines for postgraduate programmes at MU were first approved by the University Council at its 18th meeting in December 2009. In order to meet new demands and challenges, these guidelines were reviewed and approved by the University Council at its 60th meeting in July, 2012. The same were amended to incorporate minor changes pertaining to plagiarism issues, renewal of PhD candidature every academic year and appropriate referee to postgraduate students were then approved by the same Council in August 2014. The guidelines were reviewed again and the University Council approved the same during its 103rd meeting held on the 26th July 2019. Following TCU's issuance of revised guidelines in December 2019, the guidelines were reviewed and approved again by the University Council. To align with the current national and international postgraduate learning environment, and in accordance with the revised TCU Standards and Guidelines for Postgraduate Studies, Research, and Innovation released in October 2023, it was necessary to review the guidelines again. The updated version is expected to be a useful tool for prospective students, supervisors, examiners, and all other stakeholders involved in higher degrees.

These Regulations and Guidelines present the 4<sup>th</sup> edition, which is a kind of major overhaul of the 3<sup>rd</sup> edition. Amendments have been made to some existing sections including removing the repetitions and rearranging the sections without loss of meaning. More importantly new sections/paras and clauses have been included in order to improve the management of postgraduate programmes at MU and ensure quality of the same while adhering to the requirements prescribed by the Tanzania Commission for Universities (TCU).

Prof. William Mwegoha

Vice Chancellor

Mzumbe University

June 2025

## **DEFINITION OF TERMS**

**Host Department** means the academic Department in which a particular postgraduate programme is hosted.

**Appropriate organs**, with respect to the admission procedure, are the DRPS, Examination Officer, Admission Officer and the Host Department.

**University** means Mzumbe University.

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## **CHAPTER ONE**

### **BACKGROUND INFORMATION**

#### **1.1. Introduction**

Mzumbe University was established by the Mzumbe University Act No. 21 of 2001 which transformed the former Institute of Development Management (IDM) into a university. The Act was later repealed and replaced by the Universities Act No. 7 of 2005. The University is a fully fledged institution in accordance with the Mzumbe University Charter, 2007 made under Section 25 of the Universities Act No. 7 of 2005. It is a public institution under the Ministry of Education, Science and Technology. The University is a corporate body, with capacity to sue and be sued. The University is also accredited by the Tanzania Commission for Universities (TCU). As an academic institution, Mzumbe University's main functions are to conduct Training, Research and Consultancy services. In relation to training, Mzumbe University main activities are to conduct long-term training at the level of PhD, master's degrees, bachelor's degrees, diplomas and certificate. Postgraduate programmes at Mzumbe University comprise:

- 1) Postgraduate Certificate consisting of taught courses;
- 2) Postgraduate Diploma consisting of taught courses and a research project report;
- 3) Master degree by coursework and dissertation consisting of taught courses and a dissertation based on research;
- 4) Master degree by thesis involving continuous research and interaction between the candidate and supervisor;
- 5) PhD by course work and dissertation consisting of taught courses and a dissertation based on research; and
- 6) A PhD bythesis involving continuous research and interaction between the candidate and supervisor.

The standard duration for postgraduate studies ranges from 12 to 36 months for a full time. For part time, the duration extends up to 96 months. At the Master and PhD levels, options

exist for course work and dissertation as well as thesis. The postdoctoral fellowship is by thesis only or a combination of research and teaching as guided by MU Postdoctoral Guideline.

### **1.2. Mzumbe University Vision**

The university envision is to become a leading knowledge institution in management and allied sciences within local and global contexts by the year 2046.

### **1.3. Mzumbe University Mission**

The Mission of the University is “to provide opportunities for acquisition, development, preservation and dissemination of knowledge and skills through training, research, innovation, professional and outreach services.”

### **1.4. Core Values**

Mzumbe University adheres to the following core values as it performs its functions:

**Accountability:** We are accountable to our stakeholders and the community for the mandate and responsibilities bestowed upon us.

**Learning and growth:** We are passionate about learning and seek to constantly improve and innovate. We are open to learning from others and our challenges & successes for outstanding and enduring performance.

**Creativity and innovativeness:** We strive for a just culture that respects creativity, innovation and growth. We are open to new scientific-based ideas and opinions, and we respect intellectual diversity.

**Knowledge creation and dissemination:** We strive to ensure continuous knowledge creation through research and transfer the same to society for the development of the people.

**Integrity and respect:** We strive to model ethical behavior among the members of the Mzumbe university community to act honestly, respectfully and impartially in all transactions with customers.

**Passion and Commitment:** We love what we do, and we never relax in everything we do. We always challenge our ideas on what is the best course of action we should take to satisfy our customers.

**Customer-centric:** We put our customers and their goals at the center of everything we do.

**Professionalism:** We are qualified, skilled, experienced and competent in whatever we do.

### **1.5. Justification for the Guidelines**

Mzumbe University (MU) approved its postgraduate programme regulations and guidelines in December 2009. They were revised in July 2012 and further reviewed in July 2019 to address emerging stakeholders' needs, changes in *Mzumbe University Corporate Strategic Plans* and Tanzania Commission for Universities (TCU) standards. Following updated guidelines from the Tanzania Commission for Universities (TCU) in 2019, MU aligned its postgraduate programmes regulations and guidelines with TCU standards. Mzumbe University lastly reviewed and approved its regulations and guidelines for postgraduate programmes in 2020. This review was conducted in compliance with the 2019 *Standards and Guidelines for University Education in Tanzania* issued by the Tanzania Commission for Universities (TCU). Recently, the TCU introduced updated guidelines, now referred to as the *Standards and Guidelines for Postgraduate Studies, Research, and Innovation of 2023*. Additionally, Mzumbe University has undertaken reviews of its key documents, including the *Mzumbe University Corporate Strategic Plan (2021/2022–2045/2046)*, the *MU Research and Innovation Policy of 2020*, and the *Research Agenda of 2023*. These changes have created the need to revise the MU Regulations and Guidelines for Postgraduate Programmes.

### **1.6. Scope of the Guidelines**

This postgraduate guideline is applicable for the Postgraduate Certificate, Postgraduate Diploma, Master Degree by Research and Thesis, Master Degree by Coursework and Dissertation, Executive/Professional Master's Degree, Doctor of Philosophy (PhD) by Research and Thesis, Professional Doctorate Degree Programme, Honorary Degree,

Posthumous Degree and PhD by Coursework and Dissertation at Mzumbe University.

## **CHAPTER TWO**

### **GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE STUDIES**

#### **2.1. Entry Qualifications**

Admission into various postgraduate programmes at Mzumbe University shall be subject to the following entry qualifications:

##### **2.1.1. Postgraduate Certificate**

- 1) The applicant shall have a bachelor's degree qualification from any discipline (UQF level 8).
- 2) The applicant who applied in the final year of the bachelor's degree and has completed degree requirements for admission but is still waiting for the results shall be provided with provisional admission into a postgraduate certificate programme.
- 3) Applicants who possess foreign qualifications shall be considered for admission after approval by the Tanzania Commission for Universities concerning equivalent qualification and credibility of the foreign universities where they attended.

##### **2.1.2. Postgraduate Diploma**

- 1) A candidate must have at least a minimum GPA of 2.0 or C grade at a bachelor degree from a recognised institution of higher learning deemed to be equivalent to at least a pass degree of Mzumbe University or postgraduate certificate from a recognized institution of higher learning or Advanced Diploma (or its equivalent) from a recognized institution of higher learning.
- 2) Candidates with equivalent qualifications must also possess at least O-level secondary school certificates with at least five passes, three of which should be at credit level.

- 3) The applicant who applied in the final year of the bachelor's degree and has completed degree requirements for admission but is still waiting for the results shall be provided with provisional admission into a postgraduate diploma programme.
- 4) Applicants who possess foreign qualifications shall be considered for admission after approval by the Tanzania Commission for Universities concerning equivalent qualification and credibility of the foreign universities where they attended.

#### **2.1.3. Masters Degree by Coursework and Dissertation**

- 1) Possess a relevant academic bachelor's degree or equivalent with GPA of 2.7 or B grade or
- 2) Hold a postgraduate diploma in relevant discipline or equivalent with minimum GPA of 3.0 or B grade or
- 3) A professional training qualification with additional relevant training, evidence of research capability and relevant working experience.
- 4) The applicant who applied in the final year of the bachelor's degree and has completed degree requirements for admission but is still waiting for the final results shall be provided with provisional admission into a masters programme.
- 5) Applicants who possess foreign qualifications shall be considered for admission after approval by the Tanzania Commission for Universities concerning equivalent qualification and credibility of the foreign universities where they attended..

#### **2.1.4. Master Degree by Thesis**

- 1) Possess a relevant academic bachelor's degree or equivalent with GPA of 3.5 or;
- 2) Hold a postgraduate diploma in relevant discipline or equivalent with a minimum GPA of 4.0 or a professional training qualification with additional relevant training, evidence of research capability and relevant working experience.
- 3) The applicant who applied in the final year of the bachelor's degree and has completed degree requirements for admission but is still waiting for the results shall be provided with provisional admission into a master programme.



- 4) Applicants who possess foreign qualifications shall be considered for admission after approval by the Tanzania Commission for Universities concerning equivalent qualification and credibility of the foreign universities where they attended..

#### **2.1.5. Executive/Professional Master's Degree**

- 1) Four (4) to fifteen (15) years of work experience and/or managerial experience in their area of study (or a comparable background and expressed passion for the specific subject area);
- 2) Demonstration of Leadership potential

#### **2.1.6. PhD by Coursework and Dissertation**

- 1) The applicant should hold a master's degree in relevant discipline/area or equivalent with a minimum GPA of 3.0 or B grade.
- 2) The applicant who applied in the final year of the master's degree and has completed degree requirements for admission but is still waiting for the results shall be provided with provisional admission into a PhD programme.
- 3) Applicants who possess foreign qualifications shall be considered for admission after obtaining comparison with national equivalences from the Tanzania Commission for Universities.

#### **2.1.7. PhD by Research and Thesis**

- 1) The applicant should hold a master's degree in relevant discipline/area or equivalent with a minimum GPA of 3.0 or B grade.
- 2) The applicant who applied in the final year of the master's degree and has completed degree requirements for admission but is still waiting for the results shall be provided with provisional admission into a PhD programme.
- 3) Applicants who possess foreign qualifications shall be considered for admission after obtaining comparison with national equivalences from the Tanzania Commission for Universities.
- 4) Where applicable, the supervisor shall recommend the candidate to attend necessary courses to enhance his/her theoretical and methodological capabilities.

### **2.1.8. Professional Doctoral Degree**

- 1) Individuals with relevant master's degrees qualifying them to have high level qualifications in research and innovation in a professional context for development of a career/professional and/or industry.

## **2.2. Application and Admission**

### **2.2.1. Application Procedure**

- 1) All applications for postgraduate programmes shall be submitted through the Mzumbe University Online Application and Admission system.
- 2) Applicants shall pay a non-refundable application fee as determined by the University.
- 3) There shall be two application windows for postgraduate programmes which shall be set up by the University and advertised on the University website and the Online Applications and Admission system.
- 4) Application for any postgraduate programme shall be scrutinised by the appropriate organs to establish if it meets the entry requirements, upon which the approval for admission shall be made by the Head of the Host Department.
- 5) Application for doctoral degree programmes shall observe the following:
  - a) An online application as in Form MU/PG/F.1.
  - b) Payment of the application fee.
  - c) Submission of a concept note describing the research idea of the applicant.  
The word count for concept note shall be 1000-1500 words, describing the proposed topic, research problem, objectives, and methodology.
  - d) A one-page motivation letter describing the purpose of undertaking the doctoral programme in relation to the applicant's expertise, knowledge and experience.
  - e) Reference letters from two referee, one must be an academic staff.
  - f) Proof of academic qualifications, and
  - g) A recent passport size photograph.

### **2.2.2. Admission**

- 1) Admission into postgraduate certificate, postgraduate diploma, and master's degree programmes, must be subject to meeting the minimum entry qualifications and availability of space for the respective programme.
- 2) In granting admission into a doctoral degree programme, the Head of the Host Department shall appoint a team of two experts in the field of the applicant's research area to assess the suitability of the application. The assessment shall consider the following:
  - a) The alignment of the research topic with the applicant's academic or professional background.
  - b) Relevance of the proposed research topic.
  - c) Supervision capacity of the Department.
- 3) The appointed experts shall make their recommendation by filling in the prescribed evaluation from MU/PG/F.2 and the Head of the Host Department shall make the admission decision based on the expert's recommendation.
- 4) For all postgraduate programmes, the admission decision shall be verified by the DRPS which, upon satisfaction, shall grant an admission letter to the applicant.
- 5) Unsuccessful applicants shall be notified in writing of the outcome of their application.

### **2.3. Registration**

- 1) Postgraduate candidates shall be required to register for the respective programme annually. Registration periods shall be determined by the University.
- 2) Registration shall be undertaken within 21 days after commencement of the registration period, unless an extension of time is granted in writing by the University.
- 3) Candidates who for whatever reasons fail to register during the prescribed period without being granted postponement or freezing of studies shall be de-registered from studies.

- 4) Registration shall be subject to payment of tuition and other fees as shall be prescribed by the University.
- 5) Registered candidates shall be assigned a registration number from the University which shall serve as the primary identification of the candidate.
- 6) A candidate who fraudulently secures admission/registration into any postgraduate programme shall be de-registered from studies and legal action may be taken against him/her.
- 7) Candidates shall be registered by the names appearing on their Ordinary Secondary School level (O-level) certificates. Change of names may be accepted only if the authority issuing the O-level certificate has changed that name and the evidence is submitted to the University when applying for change of name.
- 8) All registered students must comply with the University rules, policies and regulations whichever is appropriate.

#### **2.4. Programme Duration**

Without regard to any extension, postponement or freezing of studies:

- 1) The minimum period of registration for a Postgraduate Certificate programme shall be one year and the maximum period shall be two years.
- 2) The minimum period of registration for a Postgraduate Diploma programme shall be one year and the maximum period shall be three years for full-time and four years for part-time students.
- 3) The minimum period of registration for a Master programme by Coursework and Dissertation (Full-time) shall be one year and the maximum period shall be four years.
- 4) The minimum period of registration for a Master programme by Coursework and Dissertation (Part-time students) shall be one year and six months while the maximum period shall be five years.
- 5) The minimum period of registration for a Master programme by Thesis for full-time students shall be one year and the maximum period shall be four years and six months.

- 6) The minimum period of registration for a Master programme by Thesis for part-time students shall be one year and six months and the maximum period shall be five years and six months.
- 7) The minimum period of registration for a PhD degree program by Coursework and Dissertation shall be three years and the maximum period shall be six years and six months for full time students.
- 8) The minimum period of registration for a PhD degree programme by Coursework and Dissertation shall be four years and the maximum period shall be seven years and six months for part time students.
- 9) The minimum period of registration for a PhD degree program by Thesis shall be three years and the maximum period shall be seven years for full time students.
- 10) The minimum period of registration for a PhD degree program by Thesis shall be three years and the maximum period shall be nine years for part time students.

## **2.5. Mode of Delivery**

- 1) The mode of delivery for postgraduate programmes shall be either:
  - a) Face-to-face contact (full-time and part-time);
  - b) Open and distance education (full-time and part-time);
  - c) E-learning/Oline learning; or
  - d) Blended learning (dual mode).
- 2) The programme document shall prescribe the actual mode of delivery for the specific programme.

## **2.6. Exit Pathways**

- 1) Postgraduate Certificate or Postgraduate Diploma students shall exit the programme upon successful completion of studies, the candidate shall be awarded Mzumbe University Postgraduate certificate or Postgraduate Diploma.
- 2) A student who fails to complete the entire Postgraduate Certificate programme but successfully completes one semester of studies shall be given the statement of results for that programme.

- 3) A student who fails to complete the Postgraduate Diploma programme but successfully completes one semester of studies shall be awarded the Mzumbe University Postgraduate certificate
- 4) A student who exits a Postgraduate Certificate or Postgraduate Diploma after having failed to complete studies may be re-admitted into the same or any other programme offered by the University at any time subject to satisfying the entry requirements of the programme.
- 5) Postgraduate Masters' Degree students shall exit the programme upon successful completion of studies, the candidate shall be awarded Mzumbe University Postgraduate master's degree.
- 6) A student who fails to complete the Postgraduate Master's Degree programme but successfully completes one semester of studies shall be awarded a Postgraduate Diploma.
- 7) A Doctoral Degree student shall exit the programme upon successful completion of studies, the candidate shall be awarded Mzumbe University PhD Degree.
- 8) Any Postgraduate student who has been discontinued from a university on disciplinary grounds shall not be eligible to apply for readmission to Mzumbe University until the expiry of two years.
- 9) Mzumbe University shall submit to the TCU names of students who have been discontinued from the university on disciplinary grounds in the manner prescribed under Regulation 43 (2) of the Universities (General) Regulations of 2013.

## **CHAPTER THREE**

### **REQUIREMENTS DURING POSTGRADUATE TRAINING**

#### **3.1. Credit Points**

- 1) The credit points for postgraduate programmes shall adhere to the specifications outlined in Annex 4.1 of the *Handbook for Standards and Guidelines for University Education in Tanzania* and specifically:
  - a) A Postgraduate Certificate programme shall have a minimum of 90 credit points
  - b) A Postgraduate Diploma programme shall have a minimum of 120 credit points.
  - c) A Master's Degree programme shall have a minimum of 180 credit points.
  - d) A PhD Degree programme shall have a minimum of 540 credit points.

#### **3.2. Credit Transfer from Other Universities to Mzumbe University**

- 1) Postgraduate candidates from other universities may transfer their credits to Mzumbe University.
- 2) Candidates from other universities wishing to complete their postgraduate programmes at Mzumbe University may apply to the Senate using Postgraduate Form No. MU/PG/F.3 through the respective Colleges, Schools, or Institutes and the Senate Postgraduate Studies Committee (SPSC). They may transfer up to one-third of the total credits/units for the programme, provided their previous institution is accredited and they meet the minimum entry qualifications for the desired programme. For this regulation, "entry qualification" includes the respective programme's cut-off point for the relevant year.
- 3) Student credit transfer is allowed between universities only which are full accredited by Tanzania Commission of Universities (TCU)

- 4) Course content of the transferred course should be at least 75% similar to that of the MU course in addition to other criteria stipulated in (a) to (b)
- 5) Credit transfer can only be allowed if such credits have been obtained within a period of not more than five (5) years.
- 6) Students who are discontinued from other universities shall not be allowed to transfer credits to the Mzumbe University.
- 7) Students shall be required to undertake at least  $\frac{2}{3}$  of degree programme credit units at MU. The maximum credit allowable for transfer, is therefore,  $\frac{1}{3}$  of the required credit units of MU degree programme.
- 8) MU students on study-abroad programmes shall be allowed to transfer credits obtained from the other University to MU.
- 9) Transfer of credits from MU to other universities shall be governed by regulations of the receiving University.

### **3.3. Student Transfer**

- 1) A postgraduate student enrolled at another accredited university may apply for a transfer to Mzumbe University by submitting an official letter to the Deputy Vice Chancellor (Academics) through their current institution.
- 2) The transfer will be approved by the Senate taking into consideration the availability of needed training resources.
- 3) A supervisor of a postgraduate student transferring to another University may transfer his/her supervisory services to that University.
- 4) All transfers of postgraduate students shall be subject to approval by the Tanzania Commission of Universities.

### **3.4. Change of Programme or Campus**

- 1) A candidate who desires to change a programme shall be allowed to do so after registration and within four weeks after commencement of the academic year.
- 2) The candidate who desires to change the programme shall apply to the DVC Academic, Research and Consultancy (DVC - ARC) by filling in and submitting an online form provided in the MU-ARMS as prescribed in form MU/PG/F.4.



- 3) The application for a change of programme may be granted upon satisfaction that the candidate meets the entry qualifications and requirements of the programme to which transfer is sought.
- 4) With valid reasons, a candidate may apply to the DVC-ARC for change of campus within the University by filling in and submitting an online form provided in the MU-ARMS as prescribed in form MU/PG/F.4.
- 5) The decision on application for a change of programme or campus shall be made by DVC-ARC and such a decision shall be final and conclusive.

### **3.5. Postponement of Studies**

- 1) Postponement of studies shall be governed by the Mzumbe University Postgraduate Examinations and Students' Assessment Criteria By-Laws. However, the following general guidelines shall also be observed:
  - a) A PhD candidate who has secured admission may defer or postpone registration for a period of up to two years during which his/her admission will remain valid.
  - b) A Postgraduate Certificate, Postgraduate Diploma, or master's degree candidate who has secured admission may, in writing, defer or postpone registration for a period of up to one year during which his/her admission will remain valid.
  - c) A postgraduate candidate who fails to register for studies within the deferment period shall be required to re-apply for admission.
- 2) No student shall be allowed to postpone studies after the commencement of an academic year except if there are compelling reasons such as:
  - a) Serious sickness making him/her unable to continue with studies as recommended by a registered medical doctor from a recognised health facility.
  - b) Serious social challenges (each case to be considered on its own merit); or
  - c) Evidenced financial/sponsorship difficulty.

- 3) An application for deferment or postponement of studies shall be made to the DVC-ARC by filling in and submitting an online form provided in the MU-ARMS as prescribed in form MU/PG/F.7 through his/her respective Principal/Dean/Director and DRPS.
- 4) It shall be the responsibility of the candidate to ensure that he/she obtains the written permission before leaving the University.
- 5) A candidate who has postponed studies shall be required to pay all fees of the University.
- 1) A candidate who wants to resume studies after postponement shall apply to the DVC-ARC by filling in and submitting an online form provided in the MU-ARMS as prescribed in form MU/PG/F.6 through his/her respective Principal/Dean/Director and DRPS.
- 2) The decision on application for deferment or postponement of studies or resuming studies shall be made in writing by the DRPS through MU-ARMS and the letter shall be copied to the respective Principal/Dean/Director and the Senate Secretary.

### **3.6. Freezing of Studies**

- 1) For compelling reasons, a candidate pursuing a doctoral degree or master's degree by thesis may be allowed to freeze studies for a maximum period of two (2) years.
- 2) The year(s) in which the student froze studies shall not be counted as part of the registration period of the candidate.
- 3) Freezing of studies shall not be allowed for students during the coursework phase and during the extension of registration period.
- 4) A candidate who needs to freeze studies shall apply to the DVC-ARC by filling in and submitting an online form provided in the MU-ARMS as prescribed in form MU/PG/F.7 through his/her respective Principal/Dean/Director and DRPS.
- 5) An application to resume studies after freezing shall be made to the DVC-ARC by filling in and submitting an online form provided in the MU-ARMS as prescribed in form MU/PG/F.6 through his/her respective Principal/Dean/Director and DRPS.

- 6) The decision on application for freezing of studies or resuming studies after freezing shall be made in writing by the DVC-ARC through MU-ARMS and the letter shall be copied to the DRPS and the respective Principal/Dean/Director.

### **3.7. Extension of Registration**

- 1) Candidates who, for valid reasons, fail to complete their studies within the maximum period of registration may apply to the DVC-ARC for an extension of the registration period by filling in and submitting an online form provided in the MU-ARMS as prescribed in form MU/PG/F.8 through his/her respective Principal/Dean/Director and DRPS.
- 2) The extension of registration period shall not exceed six months for master's degree and twelve months for doctoral candidates.
- 3) Under very special circumstances, the Senate may approve an application for further extension of the registration for a period for the duration it deems fit.
- 4) During the extension of registration period, the candidate shall be exempted from paying tuition fees but shall be required to pay a monthly extension fee as determined by the Council from time to time.
- 5) For avoidance of doubt, a candidate shall not apply for extension of registration during the allowed maximum period but shall be required to pay tuition fee for every academic year.

### **3.8. Deregistration from Studies**

- 1) A postgraduate candidate may be deregistered from studies under any of the following circumstances:
  - a) Abscondment from studies;
  - b) Abscondment from tests, assignments, term papers, end of semester examination(s), or from writing a dissertation, failure to submit reports on time and failure to appear for oral examination and presentation;
  - c) Where a student applies for de-registration from studies.
- 2) A deregistered student shall immediately cease to be a bonafide student of Mzumbe University.

- 3) A candidate who wants to be deregistered from studies may apply to the DVC-ARC by writing a letter through his/her respective Head of Department and DRPS.
- 4) Tuition fees paid prior to de-registration shall not be refunded.

### **3.9. Discontinuation from Studies**

- 1) The provisions of the Mzumbe University Postgraduate Examinations and Students' Assessment Criteria By-Laws on discontinuation shall apply to all postgraduate programmes as appropriate. However, the following general guidelines shall also be observed:
  - a) Supervisor(s) may recommend for discontinuation of a student who fails to maintain satisfactory academic progress at any phase of their postgraduate studies. Such recommendations shall be made to the respective Principal/Dean/Director who after consultation with the DRPS shall recommend the outcome to the DVC-ARC for processing by relevant university examination organs.
  - b) Students may be discontinued from studies due to acts of gross indiscipline that contravenes the University Students' By-laws.
- 2) A student who has been discontinued on any grounds may appeal to the Senate against discontinuation and the decision of the Senate shall be final.

## **CHAPTER FOUR**

### **ADMINISTRATION OF POSTGRADUATE STUDIES**

#### **4.1. Academic Units**

- 1) It shall be the responsibility of the Dean/Director/Principal to ensure smooth running of the postgraduate studies in the respective Faculty/Schools/Directorate/Campus.
- 2) The Dean/Director/Principal shall be responsible for communicating postgraduate matters to the higher level including DRPS.
- 3) It shall be the responsibility of respective departments to ensure the day-to-day administration of the respective programmes. This shall include recommendations of supervisors, preparation of academic presentations, preparation and monitoring of examinations, recommendation of successful candidates to the upper level.
- 4) The Head of Department, in collaboration with the PPC, shall oversee all the postgraduate presentations in the department, he/she shall be the secretary during presentations at DRPS level.

#### **4.2. Postgraduate Programme Committee (PPC).**

- 1) Each School/Faculty/Institute/Campus shall have an active Postgraduate Programme Committee (PPC). The PPC shall be composed of a maximum of six and a minimum of four members, out of whom three must have attained the rank of senior lecturer or above.
- 2) The Dean/Director/Principal of the respective Faculty/School/Institute/Campus College shall appoint the Chairperson, Secretary and members of the PPC, provided that all Heads of Department in the respective Faculty/School/Institute/Campus College shall be automatic members of the PPC in addition to the number of members stated in paragraph (1) above.
- 3) The role of the PPC shall include the following:

- a) To facilitate and advise on the proper administration of postgraduate studies.
- b) To scrutinize the postgraduate applications to determine the suitability of the applicants for admission into a postgraduate programme and recommend to the DRPS for appropriate action.
- c) To propose/advise the allocation of supervisors for doctoral and master's candidates and submit their CVs to DRPS.
- d) To discuss and direct the departments on the action to be taken on candidates' progress and performance including overall supervision.
- e) To discuss and determine the worthiness of postgraduate academic works and recommend for acceptance, rejection or extension to the Faculty/Institute/School board for onward transmission to DRPS.
- f) To ensure that a candidate has fully incorporated all comments on his/her dissertation raised by internal and external examiners and oral examination/ viva voce.

#### **4.3. Postgraduate Technical Team (PTC)**

- 1) The Department of Postgraduate Studies (DPGS) in the DRPS shall coordinate postgraduate training at the University in collaboration with the Postgraduate Technical Team (PTC).
- 2) The PTC shall comprise the following members:
  - a) Head of the Department of Postgraduate Studies who shall be the Chairperson.
  - b) The Coordinator for Postgraduate training who shall be the Secretary
  - c) Chairperson of PPC from each Faculty/Institute/School/Campus College.
- 3) The Postgraduate Technical Team shall have the following functions:
  - a) To deliberate on PhD theses/dissertations after examination and recommend to the Senate Research, Publications and Postgraduate Studies Committee and the Senate for approval.
  - b) To deliberate and recommend to the Senate Research, Publications and Postgraduate Studies Committee on proposals in respect of training

programmes, policy documents, and supervision of postgraduate students as submitted by PPCs of Schools/Faculty/Institute/Campus College.

- c) To deliberate on admissions and registration into postgraduate studies/programmes and recommend the same to the Senate Research, Publications and Postgraduate Studies Committee.
- d) To deliberate on any postgraduate matter referred to it by the Senate.

## **CHAPTER FIVE**

### **POSTGRADUATE RESEARCH SUPERVISION**

#### **5.1. General Regulations**

- 1) The University shall assign a supervisor to a postgraduate student during the research process.
- 2) A supervisor must possess the required supervision and mentorship skills to facilitate the process.
- 3) A student in a Postgraduate Diploma programme shall be supervised by at least one experienced supervisor who has attained a PhD degree.
- 4) A student in a Master's degree programme shall be supervised by at least two qualified and experienced supervisors who have attained a PhD degree. In addition, the supervisor(s) must have held the PhD degree for at least one year.
- 5) A student in a PhD programme shall be supervised by a minimum of two qualified and experienced supervisors who possess PhD degree qualifications, provided that the major supervisor must have attained the rank of Senior Lecturer or above.
- 6) Where necessary and appropriate, the University may appoint a non-academic expert in the field of the student's research area to be co-supervisor in addition to the academic supervisor(s) appointed in accordance with the provisions above.
- 7) The major supervisor shall be a full-time employee of the University or of the Institution affiliated with the University. In case of joint or double degree, supervision shall be guided by the signed agreement of the involved Universities.
- 8) A supervisor shall be assigned a reasonable number of postgraduate students, taking into account their teaching load and administrative responsibilities and expertism to ensure effective supervision.
- 9) A supervisor shall not, in any manner, have a close personal relationship (family or friendship), with the student who is under his/her supervision.



- 10) If the supervisor is unable to continue with supervision due to health, transfer or other reasons, another supervisor shall be appointed by the head of the department.

## **5.2. Appointment of Supervisor(s)**

- 1) Supervisors shall be appointed by the respective Head of Department upon recommendation from the PPC.
- 2) The appointment of supervisors shall consider the following:
  - a) The candidate's proposed area of research.
  - b) The supervisor's area of expertise, academic qualifications and experience.
  - c) The supervisor's research supervision workload.
- 3) The Head of Department shall serve the Supervisor(s) with the appointment letter, copied to the DRPS, and the supervisor shall reply in writing to accept or decline the appointment. Where the supervisor declines the appointment, he/she shall furnish reasons for that effect and the HoD shall decide on such a situation as he/she deems fit.
- 4) In special circumstances, and upon furnishing reasons in writing served to the Head of the respective Department, the Supervisor or postgraduate candidate may request the withdrawal of the appointment or replacement of the supervisor. A letter to that effect shall be copied to the DRPS.
- 5) Where the circumstances in (4) above arise, the HoD shall notify the Chairperson of the PPC to convene a meeting to deliberate and decide on the matter. The decision of the PPC shall be copied to the DRPS.

## **5.3. Supervisor Roles and Responsibilities**

- 1) A postgraduate supervisor shall have the following roles and responsibilities:
  - a) Support the students to choose and embark on appropriate research themes as well as train the students to work independently;
  - b) Guide the student in formulating an appropriate research project, focus ahead and foresee the potential and limitations of the research problem;

- c) Ensure that the student maintains satisfactory progress, receives adequate advice and encouragement in the research process, and that the dissertation/thesis draft is reviewed critically and on a continuous basis;
- d) Show interest and enthusiasm in the candidate's research work, be accessible, and have a positive working relationship with the candidate;
- e) Provide timely feedback on the work submitted by the candidate;
- f) Monitor, control and evaluate student's performance through a research plan, a planned schedule of meetings and formal agreements;
- g) Recommend to the Head of Department any remedial or formal courses appropriate to the students' research;
- h) Keep up to date with the relevant policies, regulations and associated documents governing postgraduate supervisions at MU;
- i) Ensure that the student submits a dissertation/thesis of an acceptable standard for the intended degree programme;
- j) Ensure that the student presents in seminars as planned by the respective organs of the University;
- k) Ensure that the student procedures a plagiarism assessment report in line with the Mzumbe University anti-plagiarism policy.
- l) Ensure that student adheres to research ethics throughout the process; and
- m) Support the students to solicit funds for their respective research projects.

#### **5.4. Major Supervisor and Co-supervisor Relationship**

- 1) Subject to the general roles and responsibilities of the supervisors as stated in 5.2 above, the relationship between the major supervisor and co-supervisor shall be regulated as provided below.
- 2) The major supervisor shall:
  - a) Be the focal point of communication during the research process.
  - b) Oversee the overall progress of the PhD research and ensure the project aligns with academic standards.

- c) Provide regular, detailed feedback on research design, methodology, data analysis, and writing.
  - d) Act as the primary mentor, advise on research goals, career development, and academic networking.
  - e) Assist in meeting institutional requirements, such as approvals, ethics clearances, and thesis submission deadlines.
  - f) Ensure the student remains on track by setting milestones and evaluating their achievement.
- 3) The Co-Supervisor shall:
- a) Provide additional subject-specific or methodological expertise that complements the major supervisor's strengths.
  - b) Offer alternative perspectives on the research, ensuring a broader scope of guidance.
  - c) Work closely with the major supervisor to address challenges, provide constructive criticism, and enhance the project's quality.
  - d) Step in as a secondary advisor when the major supervisor is unavailable.

### **5.5. Student's Roles and Responsibilities**

- 1) A postgraduate student undertaking a research project shall have the following roles and responsibilities:
- a) Designing and articulating a clear, feasible, and academically sound research plan.
  - b) Independently carrying out the research, including data collection, analysis, and interpretation, following the approved methodology.
  - c) Engaging in critical analysis and creative problem-solving to advance knowledge in their field.
  - d) Preparing and producing high-quality written work from the concept note, research proposal to the dissertation/thesis writing and journal article/conference paper relevant to different research stages.

- e) Actively seeking and integrating feedback from supervisors and other experts to refine their work.
- f) Participating in workshops, conferences, colloquium, and training to enhance research and transferable skills.
- g) Planning and executing tasks to meet research milestones and institutional deadlines.
- h) Keeping supervisors informed about progress, challenges, and changes in the research plan.
- i) Building a professional, collaborative relationship with supervisors and benefiting from their guidance.
- j) Collaborating with peers, attending conferences, and networking with other researchers in the field.
- k) Demonstrating dedication, persistence, and enthusiasm in conducting research.
- l) Avoiding plagiarism, falsification, and other forms of academic misconduct.
- m) Ensuring the research adheres to ethical standards and institutional guidelines, including obtaining and submitting the relevant plagiarism assessment reports.
- n) Preparing, submitting, and defending their dissertations/theses within the required period and in accordance with regulations of the University.
- o) Publishing research results in reputable journals acceptable by the University.
- p) Adhering to university regulations, such as reporting progress and meeting enrolment and registration requirements.
- q) Managing scholarships, grants, or budgets effectively, if applicable.
- r) Assisting in undergraduate teaching as instructed by the Supervisor(s) or Head of Department.

## **5.6. Monitoring Research Supervision and Progress**

- 1) Postgraduate students' research progress shall be monitored in accordance with the following procedure:
  - a) Upon commencement of the research process, the student shall develop a detailed research timeline with milestones, deliverables, and deadlines which shall be approved by the supervisor(s) and registered with the HoD.
  - b) The student shall submit progress reports to the HoD after every six months, detailing completed tasks, challenges faced, and plans for the next phase. The report shall be filled in MU ARMS and endorsed by the supervisor(s) as prescribed in MU/FORM MU/PG/F.9. Every progress report submitted shall be copied to DRPS.
  - c) In special circumstances where the student feels that the progress reporting procedure described above is inappropriate for confidentiality purposes, he/she may report any issues affecting his/her progress by submitting a letter directly to the HoD, copied to the DRPS.
  - d) The HoD shall submit the progress reports to the PPC which shall discuss and deliberate on them in its respective quarterly meetings. Where the students' progress is unsatisfactory, the PPC shall advise the HoD on the appropriate actions to be taken in accordance with the University rules and regulations.
  - e) The PPC shall ensure that the principles of natural justice are observed in all deliberations and decisions affecting the student or supervisor's status.

## **5.7. Procedure for Engaging Postgraduate Students in Teaching**

- 1) An academic department may engage its postgraduate students in teaching as part of postgraduate training and mentorship in accordance with the provisions of this Guideline and the Code of Practice prescribed under Appendix 10 of this Guideline. Students engaged in this framework shall be called "Teaching Assistants".

- 2) A Master's degree student engaged in teaching shall have attained a GPA of 3.8 or above at the undergraduate level and may participate in tutorials, seminars, studios, workshops and practical sessions for undergraduate courses only.
- 3) A PhD student engaged in teaching shall have attained Bachelor degree with a GPA of 3.8 or above and a Masters' degree with a GPA of 4.0 or above and may participate in teaching specified courses (or part of a course) at undergraduate level provided the student has completed the proposal writing stage and has been recommended by his/her supervisor as a Teaching Assistant.
- 4) For avoidance of doubt, a postgraduate student engaged in teaching in accordance with the provisions of this Guideline may be engaged in invigilation of university examinations, provided that there is another academic staff of the university attending the same invigilation session.
- 5) The Head of Department shall ensure that the teaching load for a Teaching Assistant does not exceed 5 and 6 hours per week for a Masters and PhD student, respectively.
- 6) The University shall compensate financially the Teaching Assistant for the efforts put into assisting in teaching, tutorials, seminars, studios, workshops, practical sessions and invigilation in accordance with Mzumbe University Workload Policy.

## **CHAPTER SIX**

### **SUBMISSION, EVALUATION, EXAMINATION AND APPROVAL OF RESEARCH WORKS**

#### **6.1. General Regulations**

- 1) All postgraduate students must present their thesis/dissertation/project/business case/graduate paper at the respective academic units where they are registered to prove that the work is ready for examination.
- 2) Before submission is made, a postgraduate student shall be required to strictly follow the guidelines approved by the Senate. If the candidate fails to adhere to the specifications laid out in the Mzumbe University Guidelines for Writing Thesis and Dissertations and other Publications Guidelines his/her document will not be accepted.
- 3) Thesis/dissertation/project/business case/graduate paper cannot be submitted without article(s) as prescribed under each degree category. The journals chosen by candidates to submit their papers for publication must be the ones indexed in major databases and that conforms to MU journal recognition criteria as may be provided for in various MU guidelines and policies meant for that purpose.
- 4) Thesis/dissertation/project/business case/graduate paper may be submitted either as a monograph, a combination of four published papers or in the form of published or publishable papers as provided under each degree category as provided in these guidelines.
- 5) Before submission for examination, the thesis/dissertation/project/business case/graduate paper has to be read/reviewed and recommended accordingly by an internal reader (an expert in the subject matter) appointed by the Head of Department in collaboration with the Dean/ Director of the academic unit or Campus Principal where the candidate is registered. The internal reader upon being satisfied with the quality of work, shall prepare a detailed report and submit it to the

relevant Head of Department who shall forward it to the Dean/Director or Campus Principal and then to DRPS together with other documents required for final submission for examination.

- 6) In the event that a student and his/her supervisors are not in agreement with some recommendations made by the internal reader, the case must be submitted to the relevant head of the department who shall forward the same to the Dean, Director or Campus Principal who through the PPC shall study the case and make the final judgment about the arguments raised by both. Similarly, this final decision made by an academic unit must be presented to DRPS in the form of a formal report detailing the date, the members who participated in the meeting for making the decision, the decision made, the reasons behind the decision made and the proposed course of action.
- 7) PhD candidates may submit their work earlier if all requirements are met, but they cannot graduate before 36 months from the date of provisional registration.
- 8) At least two (2) months before the thesis/dissertation is submitted, the candidate shall, through the supervisor, School/Faculty/Institute give notice of intention to submit the thesis/dissertation to the Director DRPS. S/he shall do this by filling in the “Notice Intention to Submit Dissertation/Thesis Form” MU/PG/F.12. The respective academic unit shall propose to the DRPS, the examination arrangements within the same form.
- 9) Examination arrangements will only be made once the candidate has submitted a notice of intention to submit, presented their work in departmental and DRPS seminars, and received the necessary approvals in line with these guidelines.
- 10) Every thesis/dissertation/project/business case/graduate paper submitted for a particular degree must be satisfactory with respect to its format and text presentation. The Thesis/dissertation/project/business case/graduate paper must contain a one-page abstract with a maximum of 350 words, which shall concisely indicate the problem investigated, the procedures, research methods employed, the general results, new contributions made, and the major conclusions reached.



- 11) A detailed format of the thesis/dissertation is well prescribed in the MU Guidelines for Writing Thesis and Dissertations.

## **6.2. Evaluation of Research Works**

### **6.2.1. Refereed Seminar Presentation**

- 1) There shall be research seminar presentations held at regular intervals where Master's and Doctoral candidates shall be required to present their research works (proposal/dissertation/thesis). Such seminar presentations will also be the platform for the candidates/students to defend their work and receive constructive feedback.
- 2) The Head of the Department shall be responsible for organizing refereed seminars and shall appoint at least one discussant (for master's degree) and at least one discussant and two reviewers (for PhD degree) to review and give feedback on the proposal presented.
- 3) A candidate in a Masterdegree programme by coursework and dissertation shall make at least two seminar presentations, one during the proposal writing stage and the other during the research stage before examination or submission of the dissertation.
- 4) A candidate in a Master by thesis programme shall make at least three seminar presentations, one during the proposal writing stage and the other two during the research stage before the examination.
- 5) A candidate in a PhD degree programme shall make at least three seminar presentations, one during the proposal writing stage and the other two during the research stage before the examination.
- 6) Each panelist for Master or PhD proposal shall assess and recommend the proposal using MU/PG/F.14 and submit to the Head of Department a report detailing his/her observations on the presented work.
- 7) In the course of seminar presentation of findings, each panelist shall submit to the Head of Department (for Masters) and DRPS (for PhD) a report detailing his/her observations on the presented work. The report shall include the panelist's

recommendation on whether the candidate should proceed to examination stage or reappear for another seminar presentation.

- 8) A candidate shall proceed to the next stage after being recommended by at least two reviewers. Otherwise, the candidate shall be regarded to have failed and shall be required to present the same for a maximum of two additional times for the same stage.
- 9) Where a candidate fails to proceed to the examination stage after three presentations, the respective HoD from the academic unit shall refer the matter, with the accompanying reports, to the PPC which shall deliberate and recommend appropriate action to be taken. In special circumstances, the PPC may recommend to the Senate for discontinuation of a candidate who fails after three seminar presentations.
- 10) Besides the formal presentations, the respective academic units shall be at liberty to arrange as many presentations as possible with the aim of helping the candidates improve their research work.

#### **6.2.2. Research Proposal Evaluation and Approval**

- 1) After passing the seminar presentation but prior to commencing data collection, a candidate shall submit to the respective HoD a complete research proposal for approval. Submission to the HoD shall be accompanied by MU/Forms MU/PG/F.11 signed by the candidate and the major supervisor.
- 2) The format and style of the proposal shall be as prescribed by the Mzumbe University Dissertations/Theses Writing Guideline.
- 3) Upon receiving the research proposal and the accompanying seminar presentation reports, the HoD shall submit the same to the PPC for final approval. Based on the reports, the PPC may decline to approve the proposal and recommend revision if:
  - a) In its opinion, it is academically or methodologically premature;
  - b) The conditions under which the candidate proposes to work are unsatisfactory;
  - c) The proposed work is a repetition of known research work.

- 4) Upon approval of the proposal by the PPC, the HoD shall notify the DRPS to issue data collection letters to the student.
- 5) For avoidance of doubt, a master's degree student shall be required to complete and pass the proposal within 6 months and a PhD candidate shall be required to complete and pass the proposal within 9 months from the date of commencement of the research stage. The DRPS may, upon application by the candidate, grant an extension of a maximum of 3 months for master's degree and 6 months for PhD degree students to complete and pass the proposal.
- 6) A student who fails to complete and pass the proposal within the time prescribed in paragraph (5) above shall be given an extension of not more than three months, failure of which shall result in discontinuation from studies.

### **6.3. Submission for Examination**

- 1) One month prior to submitting for examination, a postgraduate candidate shall, through filling in Form MU/PG/F.12 give notice in writing to the Head of Department responsible for their study programme showing her/his intention to submit the dissertation/thesis/project/business case/graduate paper.
- 2) Upon receipt of the notice of intention to submit, the HoD shall, in consultation with the Chairperson of the PPC, appoint the examiners of the thesis/dissertation.
- 3) Postgraduate students shall submit for examination their dissertation/thesis/project/business case/graduate paper to the Head of Department responsible for their study programme.
- 4) The submission shall comprise the following:
  - a) Submission Form MU/PG/F.12.
  - b) A declaration by the candidate, to the satisfaction of the Senate, that the dissertation/thesis is the candidate's own original work and that it has neither been submitted nor being concurrently submitted in any other institution.

- c) A similarity report generated from Anti-Plagiarism software endorsed by the University. For avoidance of doubt, the similarity rate shall not exceed 30 percent for all programmes.
  - d) A certificate of language proficiency from a language editor recognised by the University. The Senate shall, from time to time and upon recommendation of DRPS, approve the list of recognised language editors.
  - e) Three or five loose bound copies of the dissertation/thesis/project/business case/graduate paper for master's or PhD degree respectively.
  - f) One published article or proof of an article submission from the indexed journal for master's degree programmes and two published articles or a proof of article acceptance from indexed journals for PhD degree programmes.
- 5) The final submission for the dissertation/thesis/project/business case/graduate paper passed must be within one month, after passing oral examination/viva voce.
  - 6) A dissertation/thesis/project/business case/graduate paper rejected/failed subject to major changes must be re-submitted for examination within six months after notification.
  - 7) Candidates who fail without a reasonable cause to submit their dissertations/theses within the periods stated above shall be discontinued from studies.

#### **6.4. Examination of Dissertation/Thesis/Project/Business Case/Graduate Paper**

- 1) Postgraduate dissertation/thesis/project/business shall be internally and externally examined.
- 2) The examination process shall consist of three parts including:
  - a) Examination of dissertation/thesis/project/business case/graduate paper,
  - b) Coursework examination (if opted), and
  - c) Oral examination/viva voce.
- 3) A dissertation/thesis/project/business case/graduate paper submitted shall be examined by at least three experts, provided that at least two examiners shall be external to the University.

- 4) Transmission of thesis or dissertation to examiners shall be handled by the DRPS after consultation with the HoD where the candidate is registered.
- 5) Examiners shall be required to examine the dissertation/thesis/project/business case/graduate paper in accordance with the terms specified in Form MU/PG/F.13.
- 6) Examiners shall examine the dissertation/thesis/project/business case/graduate paper and submit their detailed examination report(s) within one month (for masters) and two months (for PhD) from the date of receipt of the documents. Where the reports are not received after the prescribed period, the DRPS shall send a reminder to the examiner.
- 7) Where the reports are not received within one month after the reminder, the DRPS shall, in consultation with the respective HoD, appoint and send the documents to a new examiner.
- 8) In addition to the detailed report, the examiner shall state his/her verdict using form MU/PG/F.13 on the following actions:
  - a) The dissertation/thesis/project/business case/graduate paper passes unconditionally;
  - b) The dissertation/thesis/project/business case/graduate paper passes subject to typographical corrections and/or minor revisions;
  - c) The dissertation/thesis/project/business case/graduate paper passes subject to making substantial revisions and corrections as recommended in the detailed report.
  - d) The dissertation/thesis/project/business case/graduate paper fails but the candidate be allowed to revise and resubmit his/her dissertation/thesis/project/business case/graduate paper for re-examination;
  - e) The dissertation/thesis/project/business case/graduate paper be rejected outright.
- 9) For the dissertation/thesis/project/business case/graduate paper to be considered as passed, at least two (2) examiners must recommend a “pass”.
- 10) A dissertation/thesis/project/business case/graduate paper recommended for re-writing must be re-submitted within six (6) months. A student failing to re-submit

the thesis/dissertation within this period without reasonable grounds shall be discontinued from studies.

- 11) A dissertation/thesis/project/business case/graduate paper which fails after re-submission shall not be re-examined and the student shall be discontinued from studies.
- 12) Where the examiners are not in agreement in the overall recommendations, the Postgraduate Programmes Committee (PPC) of the respective Campus/School/Faculty/Directorate shall examine the case and recommend one of the following actions:-
  - a) The recommendation of the examiner/s be adopted, addressed and the dissertation/thesis/project/business case/graduate paper be resubmitted to the same examiner for re-examination.
  - b) An additional independent examiner to be appointed.
- 13) Students declared by the examiners to have passed shall be required to appear for oral examination (for masters) or viva voce (for PhD) whose handling procedures are stipulated herein.
- 14) Students shall be allowed to get access to the examiner's thesis/dissertation/project/business case/graduate paper reports before oral examination/viva voce, provided that the examiner may indicate parts of their reports which should not be shared with the student. To maintain anonymity in the examination process, the identity of the examiners shall not be disclosed to the student.

#### **6.5. Appointment of External Examiners**

- 1) An external examiner shall be an expert in the field appointed from another accredited University or higher learning institution.
- 2) Subject to paragraph (1) above examiners who are not from academic institutions may be appointed where specific expertise/experience is required, provided that they are in possession of appropriate academic qualification to discharge the roles of an examiner.

- 3) External examiners shall be appointed by the Principal/Dean/Director of respective academic unit from the list of approved external examiners for Mzumbe University's postgraduate programmes.
- 4) Appointment of external examiners shall adhere to the following minimum standards or criteria:
  - a) Appointed from a relevant academic discipline or profession and must be senior persons in their field of study with relevant experience and sufficient knowledge of their subject area to assess students' knowledge, attitude and skills.
  - b) The proposing unit must submit the following details to assist the University appoint the right external examiners for its programmes:
    - i) Name of the proposed external examiner.
    - ii) Academic or professional rank of the proposed external examiner.
    - iii) Field of specialisation.
    - iv) CV of the proposed external examiner.
- 5) The performance of the external examiners shall be assessed from time to time by DRPS in collaboration with HoDs from respective academic units, and their continued engagement shall depend on their performance.
- 6) An external examiner should receive a formal letter of appointment from the University setting out the period of office, the course(s) to be examined and the fee that will be paid on completion of the assignment. The University shall be required to set a standard fee for payment of external examiners which can be reviewed from time to time depending on the University's financial regulations. External examiners shall also be given the relevant document containing guidelines for the external examination for Mzumbe University.
- 7) Mzumbe University may be required to organize an induction programme for the newly appointed external examiners.

## **6.6. Role of External Examiners**

- 1) External Examiners shall be required to ensure that examination procedures and processes in place are appropriate. Their main responsibilities include:
  - a) Independently reviewing and evaluating students' work, ensuring that it meets academic standards.
  - b) Ensuring that the university's assessment processes align with national or international standards.
  - c) Maintaining and contributing to the university's quality assurance processes.
  - d) Communicating and providing feedback on time on given tasks.
  - e) Reviewing and verifying the final verdict of students' works.
  - f) Ensuring that the awarding of degrees is carried out fairly and in accordance with institutional, national and international policies and requirements.
  - g) Giving advice, if they wish to, on curriculum design, course content, and assessment methods based on their perspective and expertise in the field.
- 2) The University shall require its external examiners, in their expert judgment, to report on:
  - a) Whether the standards set are appropriate for its awards, or award elements, by reference to published national subject benchmarks, the national qualifications frameworks, Mzumbe University postgraduate programmes specifications and other relevant information;
  - b) The standards of student performance in those programmes or parts of programmes which they have been appointed to examine, and on the comparability of the standards with those of similar programmes or parts of programmes in other institutions of similar or higher standing to the University.
  - c) The extent to which the University's processes for assessment, examination and the determination of awards are sound and have been fairly conducted.
- 3) The External Examiner(s) shall be required to declare any possible conflicts of interest and confirm his / her willingness to act as an External Examiner for Mzumbe University.



### **6.7. General Regulations for Oral Examination/Viva Voce**

- 1) The oral examination/viva voce shall be conducted publicly to ascertain that the thesis/dissertation/project/business case/graduate paper presented:
  - a) Is the original work of the candidate.
  - b) The broader subject area in which the study is based is fully grasped by the candidate; and
  - c) The weaknesses (if any) of the dissertation/thesis/project/business case/graduate paper can be adequately clarified by the candidate.
- 2) The oral examination/viva voce shall take place only after the PPC of the respective unit and DRPS have been satisfied that the thesis/dissertation/project/business case/graduate paper submitted by the candidate has been declared by the examiners to have passed.
- 3) The oral examination/viva voce panelists shall be provided with full texts of the thesis examiners' reports and copies of the candidate's thesis or dissertation at least one week before the date of the oral examinations.
- 4) The questions to be asked in the oral examination/viva voce shall primarily focus on the candidate's thesis or dissertation's research area. Questions in peripheral areas may be allowed if they help to establish the candidate's level of academic maturity in the subject matter of their research.
- 5) The members of the oral examination/viva voce panel shall be selected from qualified and experienced scholars in the research area conducted by the student.
- 6) The candidate who is required to appear for oral examination/viva voce shall be informed in writing by the HoD (for masters) or the DRPS (for PhD) at least two (2) weeks before the date of oral examination/viva voce.
- 7) The viva voce/oral examination panelists shall be informed two weeks before the examination and shall be provided with a copy of thesis/dissertation/project/business case/graduate paper for review.
- 8) A candidate who fails to appear for oral examination/viva voce within the specified period without prior notice and approval for concrete reasons shall be discontinued from studies.

- 9) The oral examination/viva voce panelists shall as far as possible work towards arriving at a unanimous decision on the candidate's performance. If the panelists are unable to reach a unanimous decision as to whether the candidate passes or fails, a vote shall be taken where a majority vote shall be required to pass the viva voce examination.
- 10) The Chairperson shall ensure that panelists sign an oral examination/viva voce results form, giving specific verdict on one of the following actions:
  - a) The degree be awarded after successful defence subject to making corrections as detailed in the oral examination/viva voce proceedings.
  - b) The degree will not be awarded due to failure by the candidate to defend the thesis/dissertation/project/business case/graduate paper successfully and the candidate be allowed to work on comments and appear for another oral examination/viva voce defence.
  - c) The candidate fails outright and the reasons for the failure are detailed in viva voce proceedings.
- 11) Panelists who are unable to be present at the oral examination/viva voce, shall report their absence in writing and submit their oral examination questions to the HoD (for masters) or the DRPS (for PhD). However, they may nominate their representatives (where possible) to the viva voce examination who shall be approved by the HOD or DRPS before the oral examination/viva voce takes place.
- 12) The oral examination/viva voce panelists shall determine the *modus operandi* for the respective examination session.
- 13) The final decision on the award of a postgraduate degree shall be made by the Senate in accordance with the University examination regulations and By-Laws.
- 14) Where a candidate is dissatisfied with the oral examination/ viva voce results, he/she may appeal by following the normal examination appeal procedures prescribed by the Mzumbe University Examination By-Laws.
- 15) The University shall pay an honorarium to the members of the examination panel.

#### **6.8. Oral Examination of Master's Dissertation/Project/Business case/graduate paper**

- 1) Oral examination panel for Master degree shall comprise the following members:
  - a) Chairperson who is appointed by the HoD;
  - b) External Examiner(s) or a representative(s) after consultation with the HoD;
  - c) Internal Examiner(s) who examined the research work;
  - d) Head of Department where the candidate is registered or his/her representative;
  - e) Research Supervisor(s) without voting power; and
  - f) Secretary to the Panel without voting power who shall be appointed by the Head of the Department where the candidate is registered.
- 2) The duration of the oral examination shall not exceed two hours arranged in the following order:
  - a) Maximum of 30 minutes of an oral presentation;
  - b) Maximum of 75 minutes of questions and answers; and
  - c) Maximum of 15 minutes of deliberations.

#### **6.9. Viva Voce for PhD Thesis**

- 1) There shall be a public viva voce session for examination of PhD thesis.
- 2) The public viva voce shall be held to provide a transparent assessment of a candidate's research, allowing them to defend their work orally in front of a panel of experts and an audience.
- 3) The *viva voce* panel for PhD degree shall comprise at most seven members appointed by the DRPS after consultation with the HoD of the respective study programme. The composition of the *viva voce* panel shall be as follows:
  - a) Chairperson with voting power (must be a professor in the field of the candidate's research and shall be appointed from within or outside the University).
  - b) Dean/Principal/Director of the respective academic unit (must be an expert in the subject matter of the examined thesis/dissertation/project/business

case/graduate paper otherwise, shall be required to appoint a representative who is an expert in the area the candidate is being examined).

- c) External Examiner(s) or a representative(s) after consultation with the HoD.
  - d) Internal Examiner(s) who examined the research work.
  - e) Head of Department, where the candidate is registered or his/her representative.
  - f) Research Supervisor(s) without voting power.
  - g) A representative from the DRPS as an observer but without voting power.
  - h) The Secretary to the Panel appointed from amongst the academic staff of the University.
- 4) The duration of the viva voce examination for PhD thesis shall not exceed three hours arranged in the following order:
- a) Maximum of 45 minutes of an oral presentation;
  - b) Maximum of 105 minutes of questions and answers; and
  - c) Maximum of 30 minutes of deliberations.
- 5) Where the candidate passes the viva voce, he/she shall be declared to be awarded the PhD degree.
- 6) A candidate who fails in the *viva voce* shall be required to work on the comments of the panelists and re-appear for *viva voce* within six months, provided that where the candidate fails in the *viva voce* after re-appearance, he/she shall be declared to have failed the PhD studies and shall be declared discontinued from studies.

#### **6.10. Rules to Observe During Oral examination/Viva Voce**

- 1) Before commencement of the oral examination/viva voce, the DRPS representative (applicable for doctoral degree) or Chairperson (applicable for Master degree) must inform the attending public of the following:
  - a) It is ABSOLUTELY PROHIBITED for observers and/or panelists to enter and/or get out of the examination room once the defence starts.

- b) It is STRICTLY FORBIDDEN for observers to laugh, clap hands, cheer up, talk to each other or perform any act that may deem distractive to the candidate.
- c) NO photo-taking by observers during presentation is allowed. Only University communication office personnel shall be allowed to take pictures.
- d) It is STRICTLY FORBIDDEN to use mobile phones in the examination room.
- e) The public should OBSERVE ALL OTHER DIRECTIVES as may be issued by the Chairperson either at the start of the session or any time.

#### **6.11. Submission of Final Dissertation/Thesis/Project/Business Case/Graduate Paper**

- 1) Before a student makes the final submission, he/she must submit one loose bound copy of the dissertation/thesis/project/business case/graduate paper, attached with a matrix table indicating how the candidate has addressed the comments. This shall be endorsed/authenticated by the supervisor and be submitted to the HoD and then forwarded to DRPS for approval.
- 2) The deadline for the submission of the authentication certificate shall be communicated by the DRPS to the candidate(s).
- 3) Failure to submit corrected and authenticated copies of dissertation/thesis/project/business case/graduate paper within given time without compelling reasons shall entail discontinuation from studies.
- 4) Upon approval of the authenticated copy by the DRPS, the candidate shall submit to the DRPS a softcopy of the dissertation/thesis/project/business case/graduate paper in PDF format and one corrected hardbound copy using MU Final Submission Form MU/PG/F17.
- 5) The final hard-bound copy of the dissertation/thesis/project/business case/graduate paper shall be submitted to the University Library after approval by the DRPS. Candidates may arrange the binding of their thesis/dissertation with any binding firm provided they follow the specifications indicated in the University Guidelines and they are of the acceptable quality.

- 6) Additional advice on the binding may be sought from the respective academic units.

## **CHAPTER SEVEN**

### **STRUCTURE, TYPES AND FORMATS OF DISSERTATIONS AND THESES FOR POSTGRADUATE DEGREE PROGRAMMES**

#### **7.1. Dissertation/Thesis Developed in a Monograph Format**

- 1) The Monograph has been the traditional format since PhD programmes were introduced at Mzumbe University.
- 2) In this format the whole thesis/dissertation is written as a single text usually in six chapters:
  - a) Chapter 1: Introduction or Problem Setting;
  - b) Chapter II: Literature Review;
  - c) Chapter III: Research Methods/Methodology (Materials and Methods);
  - d) Chapter IV: Presentation of Results;
  - e) Chapter V: Discussion of the Findings; and
  - f) Chapter VI: Summary, Conclusions, and Policy Implications.
- 3) The detailed guidelines for preparing monograph type of thesis are provided in the MU Guidelines for Writing Theses and Dissertations.
- 4) Where a student is enrolled for a PhD through a project or a collaborative setting with specific research and publication requirements which are not covered by MU guidelines, such requirements shall be officially approved by the Senate upon recommendation by the DRPS and relevant School/Faculty/Institute where the student is registered. After approval by the Senate, such requirements shall be adopted as conditions for the award of the MU PhD without compromising quality.
- 5) Requirements and standards for a dissertation developed in a monograph format shall be as follows:
  - a) A dissertation or thesis developed in a monograph format shall consist of 20,000 to 30,000 words for master's degree and 60,000 to 100,000 for PhD degree, excluding preliminary pages, appendices, footnotes and references.

- b) The monograph dissertation/thesis shall follow the format and requirements prescribed by the Mzumbe University Guidelines for Writing Thesis or Dissertation.
- c) For a candidate to qualify for an award of master's degree by Coursework and Dissertation he/she shall produce at least one published or accepted paper manuscript for publication based on his/her research results. The papers must be published or submitted in an indexed, peer-reviewed journal as per Mzumbe University Publication Policy.
- d) For a candidate to qualify for the PhD award he/she shall have at least one paper published and at least one accepted manuscript (articles/papers) in a peer reviewed journal (as per Mzumbe University Publication Policy) based on his/her research results and the journal must be

## **7.2. Dissertations or Theses Developed in Published Papers Format**

- 1) A dissertation or thesis developed in published papers format shall consist of at least two papers for master's degree and four papers for PhD degree emanating solely from research work, published in reputable and indexed journals as per the Mzumbe University Publication Policy. The student must appear as the first author (except when a different type of author is customary in the student's field of research).
- 2) The student shall be allowed to proceed with the examination processes, when two (for PhD) and one (for Masters) of the said papers have been "published" in high reputable and indexed journals; the remaining papers must be "accepted" for publication by an indexed double blind peer reviewed journal.
- 3) The review must be initiated by the faculty/department/school/campus college where the student is registered. The review evidence with recommendations for publications shall be shared to DRPS for quality control and record keeping.
- 4) Dissertation/Thesis in publishable manuscript (manuscript-within-thesis) format shall consist of chapters in form of published/publishable papers. Such dissertations/theses shall comply with the following conditions:



- a) Each chapter forming a manuscript shall consist of a title, abstract, introduction, material and methods, presentation of results, discussion of the findings, conclusions and policy implications and references of the chapter.
- b) The format and writing style of the individual paper manuscript shall be determined by the targeted journal.
- c) The dissertation/thesis shall have common sections consisting of: extended abstract, introduction, and conclusions. These sections shall contain the overall theme of the thesis, description of the commonality of the concepts across the articles, and the overall implications of the findings.
- d) Following the list of publications, a declaration is to be included by the student, that the dissertation/thesis summarizes his/her independent efforts.
- e) The student must appear as the first author in the papers. In so far as part of the work was performed in collaboration with another investigator and/or student(s), the kind of collaboration involved should be explained as clearly as possible, namely, which parts of the dissertation/thesis describe results from collaboration, and what was the role of the student in the collaboration. A letter from the student's major supervisor should accompany the submitted dissertation/thesis. The letter should indicate the contribution of the student to each paper (in the case of multi-author papers). It should also indicate that the submitted articles were not and will not be part of other dissertations/theses submitted for the award of any degree. The candidate may add supplements or appendices of unpublished data to the published papers.
- f) These manuscripts compiled in the form of the dissertation/thesis before they are submitted, must be subjected to internal and external review in the sense that, the thesis/dissertation must be reviewed both internally (by appointing internal reviewers) and externally (by appointing external reviewers) who are experts in the relevant fields as shall be evidenced by their education background and CVs. In this case, three reviewers shall be involved, two externals to MU and one internal.

- 5) At the time of submission for examination relevant evidence that the review of the papers was actually conducted and recommended for publication should also be submitted (to DRPS) for quality control and record keeping.
- 6) The production of the final/hardbound dissertation/thesis shall adhere to conditions prescribed in the MU Guidelines for Writing Thesis and Dissertations.

## **CHAPTER EIGHT**

### **OTHER PHD PROGRAMMES RECOGNISED BY MZUMBE UNIVERSITY**

#### **8.1. Split-Site PhD Programme**

- 1) Split-Site programmes are those that require candidates to enroll in one of the Universities of the collaborating institutions, suggesting that the institution a candidate is registered with is the one that confers the degree. Because of the role they play in strengthening the capacities of the universities and Faculties, split-site programmes are crucial.
- 2) Given the varying conditions under which split-site programmes operate, the regulations and guidelines of the registering University shall, *mutatis mutandis*, apply in respect to how the candidate shall be awarded the degree.

#### **8.2. Sandwich PhD Programme**

- 1) The University has developed and will continue to develop 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 Mzumbe University and vice versa both as occasional or short-term, depending on the period they would like to stay at Mzumbe University.
- 2) Postgraduate students registered in other institutions may have the opportunity to conduct part of their studies during the dissertation or thesis phase at Mzumbe University. Such candidates must send applications to the Senate through relevant School/Faculty/Institute and other respective teaching units where the student would want to be stationed at least six months in advance, stating the duration they would like to be stationed at Mzumbe University. The Department of Postgraduate Studies in the DRPS shall coordinate these arrangements and advise the students accordingly.
- 3) The application letter must be accompanied with the following documents:

- a) Applicant's full curriculum vitae;
  - b) A concise statement of the proposed project, including objectives, description of problem area, methodology, expected outputs, the period of research and places in Tanzania where the work will be carried out;
  - c) Confirmation of availability of financial support to cover travel, fees, research funds and upkeep allowances, and/or any other costs for the intended research;
  - d) Names of two referees who are qualified in the field of research which the applicant wishes to undertake; and
  - e) The name of a contact person and the possible supervisor in the department of intended study at the Mzumbe University.
- 4) Upon reporting at the University, postgraduate research students will be required to obtain the following before they can be allowed to conduct research:
- a) Ethical Clearance, if necessary, from their countries and from the relevant authority in Tanzania; and
  - b) Research Clearance from the relevant authority in the country in this case the Commission for Science and Technology (COSTECH).
- 5) Students who wish to extend their stay 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 DRPS on recommendation of the relevant School/Faculty/Institute.
- 6) Mzumbe University will remunerate staff members supervising the candidates on a Sandwich PhD programme at an approved rate for such supervisors and depending on the study arrangements.

### **8.3. Higher Doctorate Degrees**

- 1) A higher doctorate degree may be awarded to a candidate who is an academic staff of Mzumbe University or any university academic staff outside Mzumbe University but with a significant academic connection with the university and whose scholarly works exhibit, among other things, a high level of originality or original

contribution of distinguished merit and creativity which marks them as a major authority in the field (of science or the humanities)

- 2) A Higher Doctorate at the Mzumbe University shall mean the following types of:
  - a) Doctor of Literature/Letters in the School of Public Administration and Management (SoPAM), Faculty of Social Sciences (FSS), Institute of Development Studies (IDS), School of Business (SoB)
  - b) Doctor of Laws in the Faculty of Law (FoL); and
  - c) Doctor of Science in the Faculty of Science and Technology (FST)
- 3) Naming/nomenclature of the higher Doctoral Degree/awards shall be as follows:

Higher Doctorate	Abbreviation
Doctor of Science	ScD or DSc
Doctor of Literature/Letters	LittD or DLitt
Doctor of Laws	LLD

#### **8.3.1. Eligibility for Candidacy**

- 1) The following category of academic members of staff of Mzumbe University shall be eligible for candidacy for the award of a Higher Doctorate of Mzumbe University.
  - a) Holders of a PhD of Mzumbe University of at least five years standing; or
  - b) 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 Mzumbe University in teaching, research or have other approved role for a minimum period of five years.

#### **8.3.2. Application for Candidacy**

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

- 2) The candidate who wants to be granted such an award has to make a formal application to the Senate through DRPS and through his/her School/Faculty/Institute in which s/he is/has served.
- 3) The prospective candidate must supply the relevant School/Faculty/Institute, through his/her complete curriculum vitae and any other documents, sufficient evidence of his/her qualifications for the Higher Doctorate candidacy.
- 4) The applicant's submission should also include the work being submitted for the award together with:
  - a) Summary contents
  - b) A unifying statement of not more than 5000 words, which concisely and comprehensively sums up his/her significant contribution(s) to knowledge in a chosen field.
  - c) Full statements on the extent of the contributions of all other persons where some or all of the items submitted are collaborative;
  - d) A statement by the candidate as to whether or not the work(s) or any part thereof has been submitted, successfully or unsuccessfully, for an award of this type of doctorate to Mzumbe university or any other university.
  - e) The work(s) submission may take form of, for example, books, contributions to journals, patent specifications , reports, creative work and designs, and may also include other evidence of original work;
  - f) The content of submission must be in the English language.
- 5) The works submitted by the candidate may include a compilation of his/her important and original published works (excluding works earlier submitted for Master's or PhD degrees). Published works shall mean what is printed as books or papers in reputed journals, published academic books, creative work and designs, and may also include other evidence of original work or work already accepted for publication. (Special emphasis is placed on published work to ensure that the work submitted for examination has been available for criticism).
- 6) The evidence submitted for higher doctorate must be of high distinction, constituting an original and significant contribution to the advancement of

knowledge or to application of knowledge, or to both and must establish that the candidate is a leading authority in the field(s) of study concerned.

- 7) The candidate's application for candidacy shall be scrutinised by experts in his/her field appointed by the Senate through the DRPS upon recommendation of the School/Faculty/Institute where the staff is based, and his/her candidature shall be approved through the relevant academic units, the DRPS and the Senate.
- 8) Assessment of the application should be made as follows:
  - a) The University shall appoint two external examiners who are very senior and renowned experts in the field to assess the work. The examiners shall submit individual and independent reports to the DRPS through its Postgraduate Technical Committee which will make recommendations to the Senate on the award of the degree.
  - b) Where the examiners' recommendations differ or are equivocal, a further examiner shall be appointed, who will have access to the original examiners' reports and the full documentation, and who will make final recommendations to the research committee;
  - c) Higher doctoral degree candidates are advised that in the case of conjoint work satisfactory documentary evidence may be sought concerning the extent to which the candidate was responsible for initiation, conduct and direction of the work.

### **8.3.3. Submission of Published Works and Examination**

- 1) The work submitted by the candidate shall be in two copies and shall be referred to two examiners appointed by the Senate through DRPS upon recommendation of the Campus/School/Faculty/Institute where the student is registered.
- 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.
- 3) The role 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
  - c) The format of the presentation of the candidate's work is acceptable.
- 4) All Examiners for the Higher Doctorate shall be external to the University and shall be selected from amongst the most highly distinguished international scholars in the subject, preferably holders of Higher Doctorates themselves.
- 5) If the candidate passes the examination phase, s/he should be made to appear for a *viva voce* examination. Under such circumstances, the PhD regulations for *viva voce* examination shall apply.

#### **8.3.4. Higher Doctorate Award**

- 1) The chairperson of the *viva voce* examination shall submit a report on the candidate's performance during the *viva voce*, recommending, in definite terms, whether or not the Higher Doctorate should be awarded to him/her.
- 2) The *viva voce* examination panel shall report on candidates' examined works and recommend to the Senate through DRPS that the candidate:
  - a) The candidate be granted the degree of Higher Doctorate without any corrections
  - b) The candidate be granted the degree of Higher Doctorate subject to minor amendments and corrections being made as suggested by the examiners, which must be completed and submitted within four months of the *viva voce* examination;
  - c) The candidate not to be granted the degree of Higher Doctorate.
- 3) In the case of disagreement between the examiners, similar guidelines as those prescribed for PhD candidates shall be followed. The final approval on the degree award shall be granted by Senate, after it has satisfied itself that the work presented makes a substantial and distinct contribution to knowledge as recommended by the *viva voce* examination report.
- 4) A candidate who fails an external examination or *viva voce* examination and thus fails to qualify for the Higher Doctorate award shall not be allowed to re-apply for the same degree at least three years after examination.



- 5) The successful Higher Doctorate candidate shall be required to give a public lecture on his/her contribution before the degree is awarded.
- 6) Candidates recommended for the award of the Higher Doctorate degrees by Senate shall be presented for graduation at next graduation ceremony.
- 7) The Higher Doctorate candidate who passes the examination and thus qualifies for the award of the degree shall be required to submit to the DRPS, through his/her Department, one approved and authenticated electronic copy of the same.
- 8) The Department responsible for Postgraduate Studies in the DRPS shall acknowledge receipt of the submitted copies in writing.

#### **8.4. Honorary Doctorate Degree**

- 1) Mzumbe University being an accredited public University may confer honorary doctorate, or *honoris causa*, to a qualifying recipient.
- 2) The award is given to honour the recipient and also to benefit the University or the school/faculty or institute of the field in which the award is given.
- 3) The degree of doctor *honoris causa* is conferred upon any person who, in the opinion of Senate, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself or herself worthy of such a degree.
- 4) The recipients of Mzumbe University *honoris causa* may be people with no relationship to the school/faculty or institute, have no prior degrees, and have no formal higher education, or they can already have a substantial formal education and other honorary or substantive doctorates.
- 5) Even though an honorary degree usually takes the form of an honorary doctorate but may also be an honorary master's degree.
- 6) A honorary award of Mzumbe University is not an academic award and therefore cannot be used for academic, professional or work-related purposes. Such an award will be merely an honour for a person who meets the following minimum criteria:

- a) Has made extra-ordinary contributions to academia and/or to society, to the development of Mzumbe University, or to the betterment of culture, society, or the local community;
  - b) Has an established international reputation for excellence within a particular academic field, and has demonstrated outstanding academic leadership, through activities such as a strong publication record, graduate supervision, innovation and entrepreneurship;
  - c) Has made a significant and direct contribution to Mzumbe University in terms of its Charter or vision, mission and strategic goals;
  - d) Has been of outstanding service to the community, or the nation through activities or endeavours consistent with the Mzumbe University's Charter, vision, mission and strategic goals.
- 7) To be considered for Mzumbe University honorary degree, a nominee must have sufficient stature and recognition to ensure that the awarding of an honorary degree enhances the reputation of Mzumbe University and not otherwise.
- 8) Since almost all candidates for honorary awards will be distinguished people in one way or another, the Postgraduate Technical Committee which is responsible for selecting awardees and recommend them to the Senate, should consider the following:
- a) In what ways is the candidate's achievement truly outstanding?
  - b) In what ways has the candidate made an extraordinary contribution to scholarship, society or culture?
  - c) Will the candidate's achievement be seen to be important and exemplary to the students who will graduate at that Convocation?
  - d) Has the candidate already been sufficiently recognized by other honors and awards?
  - e) Has the candidate been appropriately recognized by the field, profession or community in which s/he is said to excel?
  - f) Is it appropriate and/or strategic for Mzumbe University to honour the candidate at this time?

- g) Is the candidate already aware of Mzumbe University and would she/he appreciate the significance of the award?
- 9) The nomination process for honorary awards should, in the minimum, be as follows:
- a) A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate and shall be communicated in writing to the Senate Chairperson.
  - b) Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Nomination materials should include sufficient documentation to clearly support the nomination and assist the Technical Team of Postgraduate Studies on behalf of the Senate such matters with the review, including a concise statement of the nominee's extraordinary contributions to academia and/or to the university and/or to society and how these contributions distinguish him or her. Serving members of the academic staff of the university shall not be proposed.
  - c) Upon receiving a proposal for the award of an honorary degree, the Vice Chancellor shall refer such a proposal to the DRPS for consideration.
  - d) The Postgraduate Technical Team of the DRPS shall study all facts submitted to it by the Vice Chancellor and based on an affirmation of two-thirds of the voting members through a secret ballot, the Team shall recommend one name (amongst those submitted) for the award of the degree.
- 10) Recommendation made by the Postgraduate Technical Team for the conferring of any honorary degree shall be dealt with in the following manner; -
- a) Recommendations shall be made to the Senate. After consideration of all the facts, members of the Senate shall decide independently by secret ballot (voting) or otherwise.
  - b) In case of a secret ballot, an affirmative two thirds majority of the members in the Senate shall be required for recommending to the University Council for the award of the honorary degree.

- c) The results of the ballot shall be announced immediately after voting, in the same meetings of the Senate.
  - d) The Vice Chancellor shall serve as the Returning Officer of the Council and the Senate.
  - e) The MU Chancellor's approval shall be required before conferring an honorary degree.
- 11) The Vice Chancellor shall nominate a distinguished University academician to serve as the University orator for every honorary degree recipient at the convocation or graduation ceremony.
  - 12) The Mzumbe University honorary degree shall be conferred in the presence of the recipient. In exceptional cases, however, the degree may be conferred in absentia or posthumously.
  - 13) Honorary degrees for which candidates can be proposed should be amongst the professions offered by Mzumbe University.
  - 14) Nomination should not be based on solicitation, either from the nominator or the candidate himself to ensure the integrity of the process.
  - 15) The nomination and selection process should be strictly confidential.
  - 16) Mzumbe University is under no obligation to award an honorary award in any year, however only one honorary award will be awarded at each Convocation ceremony/graduation ceremony.
  - 17) The nomenclature for honorary doctorate award of Mzumbe University shall be MU Honorary Doctorate Award and is abbreviated as PhD (Hon. Causa).
  - 18) It is expected by Mzumbe University that a holder of honorary doctorate award of Mzumbe University will be required to indicate in the title that the award referred to is honorary and not academic as per this example, i.e. Mr. Best Maridadi, PhD (Hon. Causa) and NOT Dr. Best Maridadi.

## **8.5. AEGROTAT AWARDS**

- 1) Mzumbe University may award an *aegrotat* qualification to a student who has left the university on established medical reasons when close to completion of a programme.

### **8.5.1. The Procedure for Aegrotat Awards**

- 1) The head of the academic unit where the student is registered must formally make the request to the relevant examining body(s) for the award of an *aegrotat* degree to the student in question.
- 2) The following details should be provided to the Examination Board:
  - a) Medical certificate or other statement of the grounds on which it is made and must be submitted as soon as possible after the last date of the examination to which the application refers;
  - b) The name of the candidate;
  - c) The year of registration of the student;
  - d) The name of the degree programme in which the student was registered
  - e) The stage of the programme of study reached by the student at the time of illness;
  - f) Any examination or assessment marks obtained by the student prior to his/her illness;
  - g) The number of credits needed for a student to graduate on that programme and the number of credits obtained by the student prior to his illness; and
  - h) Details of any outstanding academic requirements according to Mzumbe University's awards regulations.
- 3) The following guidelines shall apply to an examining body in its consideration of the aegrotat award:
  - a) The examining body should be satisfied that the candidate's prior performance shows on balance of probabilities that he/she would have passed, but the illness which occurred prevented him/her.

- b) The examining body should be satisfied that the candidate is unlikely to be able to return to complete his/her study later within a reasonable period.
- c) The examining body shall require the candidate to confirm in writing that s/he is willing to accept an *aegrotat* award.
- d) Where the student is unwilling to do so, the examining body shall apply the already laid down university procedure on how to deal with such cases.
- e) An *aegrotat* degree, diploma, or certificate shall be unclassified and in all other respects, ungraded. An *aegrotat* award does not necessarily entitle the holder to registration with the professional body, or exemption from the requirements of any professional qualification, or progression to another academic programme or another stage of a programme which might otherwise be associated with the programme of study or award concerned.

#### **8.5.2. Status of Aegrotat Award**

- 1) The Mzumbe University *aegrotat* award is a terminal award; however, it does not entitle the holder to practise a profession although it may be used for non-professional related employment.

### **8.6. Posthumous Awards**

- 1) Mzumbe University may award a posthumous qualification to a student who has died when close to completion of a programme.
- 2) The procedure for Mzumbe University posthumous award shall be as follows:
  - a) Request to the relevant examination body for the award of a posthumous degree.
  - b) The Head of the academic unit in which the deceased student was registered should formally make a request to the relevant examination board for the award of a posthumous degree to the student in question.

#### **8.6.1. Examination**

- 1) The following details should be provided to the Examination Board:
  - a) The name of the deceased student;

- b) The year of registration of the student;
- c) The name of the degree programme on which the student was registered;
- d) The stage of the programme of study reached by the student at the time of death;
- e) The date of death;
- f) Any examination or assessment marks obtained by the student prior to death;
- g) The number of credits needed for a student to graduate on that programme and the number of credits obtained by the student prior to death; and
- h) Details of any outstanding academic requirements according to Mzumbe university's awards regulations.

#### **8.6.2. Guidelines to Awarding the Degree**

- 1) The following guidelines apply to an examining body/examination board in its consideration of the request for a posthumous award.
- 2) The examining body may award an unclassified degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate, provided that:
  - a) For a UQF level 8 degree programme, the study completed by the candidate is greater than the amount normally associated with the UQF level 7 (Higher Diploma); and
  - b) For other UQF levels programmes, the candidate must have completed the minimum credits required for graduation in the respective programme.
- 3) The examining body may also consider the recommendation of a lower award than that for which the student was registered.
- 4) In cases where the deceased student owes fees or other dues to the University, the University may decide to disregard and clear the debt.

### **8.6.3. Endorsement of Documents**

- 1) Mzumbe University through the Senate must ensure that the word “posthumous” is endorsed on all official documents associated with the award of a posthumous qualification. These may include transcripts, testimonial statements and other student records.
- 2) Holder’s Name: Posthumous degrees will be awarded in the name of the deceased student and may be announced at the next relevant graduation ceremony, if the next of kin so desires.

### **8.7. Occasional Postgraduate Students**

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

#### **8.7.1. Entry Requirements**

- 1) The entry qualifications shall be as those prescribed for regular students.
- 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 and who taught or supervised the student/applicant.
- 3) The admission of an occasional student shall 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.
- 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 opt for various courses.
- 5) Occasional students shall pay their fees *pro rata*, in accordance with what is prescribed for regular postgraduate students.



- 6) Occasional students may register for some undergraduate courses as well or as may be advised by their local supervisor(s).

## **8.8. Short-Term Postgraduate Students**

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

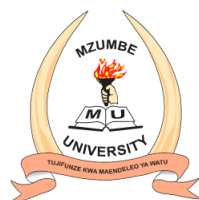
### **8.8.1. Entry Requirements**

- 1) The admission qualifications shall be as prescribed for regular postgraduate students.
- 2) Short-term students are expected to enroll in their courses for credits. 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.
- 3) Short-term students may register for undergraduate courses, in which case relevant undergraduate regulations shall apply.
- 4) Short-term students may enroll for training by research alone, in which case they will be assigned supervisors to guide them.
- 5) Short-term students shall pay their fees in accordance with what is prescribed or the regular postgraduate students in that semester.

## APPENDICES

### APPENDIX 1: POSTGRADUATE APPLICATION FORM

MU/PG/F.1



**MZUMBE UNIVERSITY  
(CHUO KIKUU MZUMBE)  
APPLICATION FORM FOR ADMISSION INTO POSTGRADUATE  
PROGRAMMES**

*(To be filled in Duplicate)*

**Academic Year for Which Admission is Being Sought (e.g 2018/2019)**

***PLEASE TYPE OR PRINT IN BLOCK LETTERS***

*Enclosed, please, find an application form that must be duly filled during the application  
No any application will be processed if this form is not duly filled by the applicant.  
Please, pay special attention to the following points:*

- i. Applicants should make sure that all parts of this application form are duly filled. Any omission may delay the processing of the application.
- ii. All information given must be correct and accurate e.g. titles of **awards**, names of **schools**,
- iii. Cases of impersonation, falsification of documents or giving false/incomplete information whenever discovered either at registration or afterwards, will lead to cancellation of admission and appropriate legal measures may be taken.
- iv. Copies of degree certificates, transcripts and all other certificates must be recently certified at submission. **Please do not submit photocopies of what was/has been certified.**
- v. Applicants themselves should request their referees to provide reference for them. The University does not request for referees' reports on behalf of applicants.

- **For International Applicants Only**

Applicants whose first language is not **English** or did not go through an education system with English as the medium of instruction, will be required to prove that they have sufficient command of English language to cope with postgraduate studies.

- Two reference forms are enclosed and should be filled by academic referees as instructed in Part G.
- Your application will be processed only after all the required documents outlined above are available.

**PART A**  
**PERSONAL PARTICULARS OF THE APPLICANT**

1. Surname as it appears in your certificates: \_\_\_\_\_
2. First name: \_\_\_\_\_ Middle Names \_\_\_\_\_
3. Sex: [       ] Female [       ] Male
4. Mailing Address: \_\_\_\_\_
5. Office Tel: \_\_\_\_\_ Residence Tel.: \_\_\_\_\_
6. Fax \_\_\_\_\_ Mobile No \_\_\_\_\_
7. E-mail \_\_\_\_\_
8. Secondary Schools \_\_\_\_\_
9. \_\_\_\_\_

School Level	Name of School	Index No	Dates (From which Year to which Year)	Nature of award
O-Level				
A-Level				
You may add more rows and columns if you need more space				

10. Marital status: \_\_\_\_\_

11. Do you have any physical impairment/disability? Yes [      ]; No [      ]

If you answered **Yes**, please provide a detailed explanation of the nature of impairment/disability and how it can negatively affect your studies. Also, explain which assistance you would want from the University to minimise the effects of the impairment/disability on your studies. (If the space provided is not enough, you can use an extra sheet).

12. Place of birth: \_\_\_\_\_

(e.g. Kasulu, Kigoma)

13. Date of birth: \_\_\_\_\_

(e.g. 02.04.1985)

14. Nationality \_\_\_\_\_ (by birth \_\_\_\_ or by naturalization \_\_\_\_)

(Tick the appropriate)

## PART B

### THE PROGRAMMME YOU WANT TO APPLY FOR

Postgraduate Programmes are offered at the Main Campus and Dar Es Salaam Campus College as shown below. Please, check the programme of your interest and the campus of your choice. For further explanations regarding the entry qualifications/requirements for specific programmes, please carefully read our call for applications and you can also visit our Website: <http://mzumbe.ac.tz> and Directorate of Research, Publications and Postgraduate Studies (DRPS) website: <http://drps.mzumbe.ac.tz>.

#### (i) MAIN CAMPUS

##### PhD

Part-time.....	[	]	
Full-time.....	[	]	
MBA - Corporate Management ... ..	..	..	..[ ]
MBA - Corporate Management (Executive Mode) ..	[	]	
MSc. - Accounting & Finance (A&F)..	..	..	..[ ]
MSc. - Marketing Management .. ..	..	..	..[ ]
MSc. - Entrepreneurship .. ..	..	..	..[ ]
MSc. - Procurement and Supply Chain Management	..	[	]
MPA - Master of Public Administration .. ..	..	..	..[ ]
MPA - Master of Public Administration (Executive Mode) [	]		
MHSM- Master of Health Systems Management ..	..	..	..[ ]
MSc. -Health Monitoring and Evaluation.. ..	..	..	..[ ]
MSc. - Human Resource Management .. ..	..	..	..[ ]
MSc. - Human Resource Management: (Executive Mode) [	]		
MRPP – Master of Research and Public Policy ..	..	..	..[ ]
MSc. - Development Policy .. ..	..	..	..[ ]
MSc. - Environmental Management ..	[	]	
MSc. - Economics .. ..	..	..	..[ ]

MSc.	- Project Planning and Management	..	...	..[	]
MSc.	-Economics Policy and Planning	..	..	..[	]
MA	- Education..	..	..	[	]
LL.M	- Commercial Law	..	..	..[	]
MSc.	- Information Technology and Systems			[	]
MSc.	- Applied Statistics			[	]

**Please note** that all programmes offered at Mzumbe Main Campus are fulltime, day sessions (mode) and residential.

(ii) **DAR ES SALAAM CAMPUS COLLEGE:**

MBA	- Corporate Management	...	..	..	[	]
MBA	- Corporate Management (Executive Mode)	..	..		[	]
MSc.	- Accounting & Finance (A&F)..	..	..	..	[	]
MSc.	- Marketing Management	..	..	..	[	]
MSc.	- Procurement and Supply Chain Management		..		[	]
MPA	- Master of Public Administration	..	..	..	[	]
MPA	- Master of Public Administration (Executive Mode)				[	]
MSc.	- Human Resource Management	..	..	..	[	]
MSc.	- Human Resource Management: (Executive Mode)	..			[	]
MLM	- Master of Leadership and Management				[	]
MSc.	- Applied Economics and Business				[	]

Mode:

Morning class:

\_\_\_\_\_

Evening:

\_\_\_\_\_

Executive

\_\_\_\_\_

**Please note:**

Executive mode at the Dar es Salaam Campus College is offered for MBA and MPA programmes only.

**PART C**  
**ACADEMIC TRAINING**

Please, list all high schools, colleges, universities or other educational institutions you attended.

School/College/University	Country	Years		Major Field of Study	Certificate/Diplomas/ Degrees awarded and GPA
		From	To		

**PART D**  
**WORK EXPERIENCE**

You may include all types of work experience: full-time, part-time or vacation work, paid or voluntary (if applicable) and when you were engaged with them.

--

**PART E**  
**EXTRA-CURRICULAR ACTIVITIES AND INTERESTS**

Include hobbies, interests, membership of clubs and societies and posts of responsibility. Indicate the level and frequency to which they are pursued and what you get out of them. Don't make lists: "reading, cinema, sport" under "Interests" will not tell the University anything useful about you. Give details of the extent of these interests and any clubs, societies or achievements related to them.

**PART F**  
**OTHER QUALIFICATIONS/SKILLS EXPERIENCE**

These may include specific computing skills, knowledge of foreign languages, projects you have managed, innovation awards received, etc. List qualifications only if they may be relevant to the degree programme you are applying for or say something about you as an individual: first-aid expert, sports coaching, social counselling expert, language translator etc.



**PART G**  
**ACADEMIC REFEREES**

You should normally indicate **two academic referees**. These are individuals who taught you at university level or supervised your undergraduate project and can put your academic record in context. If not possible to get two academic referees, the second referee (except for PhD applicants, where two academic referees is a MUST requirement) can be an employer who can provide a character reference. You must ensure that they each complete the attached reference form. The form should be sealed (signed on the closing envelope flaps) by the referee and returned to the University by the applicant together with the application form.

Name of Referee	Address	Affiliation (Whether academic or employer)
(i) _____	_____	_____
(ii) _____	_____	_____

**PART F**

**DECLARATION**

I declare that to the best of my knowledge the information given in this application form is accurate.

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

**PART G**  
**EMPLOYER'S OR SPONSOR'S APPRAISAL (WHERE APPLICABLE)**

15. Rating of applicant: Please, tick

	<b>Excellent</b>	<b>Very good</b>	<b>Good</b>	<b>Poor</b>	<b>Very poor</b>
Knowledge of job performed					
Ability to learn					
Personal initiative					
Co-operation and personal interaction					
Judgement and common sense					

**General conduct:**

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**PART H**  
**SPONSORSHIP COMMITMENT (WHERE APPLICABLE)**

16. This is to certify that \_\_\_\_\_  
 is sponsored by us for the programme of study he/she has applied for and we undertake to  
 meet total/part of the programme costs as given by the University.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**NAMES AND SIGNATURE OF THE SPONSOR**

**[OFFICIAL STAMP IF APPLICABLE]**

Duly filled application forms should be sent to the respective campuses as follows:-

For the Main Campus:

DIRECTOR

Directorate of Research, Publications and Postgraduate Studies (DRPS)

P. O. Box 63, MZUMBE, TANZANIA

Tel. +255 23 293120/1/2

Fax: +255 (0) 23 2604382

Email: [drps@mzumbe.ac.tz](mailto:drps@mzumbe.ac.tz)

For Dar es Salaam Campus College:

Principal

Dar es Salaam Campus College

P. O. Box 20266, DAR ES SALAAM,

TANZANIA

Tel. +255 22 2152586/2152584

Fax: +255 22 2152584

Email: [principal-dcc@mzumbe.ac.tz](mailto:principal-dcc@mzumbe.ac.tz) or [dcc-principal@mzumbe.ac.tz](mailto:dcc-principal@mzumbe.ac.tz)

**Please note:**

This application should be accompanied by an application fee of Tsh. 30,000 (for Nationals) or USD 30 (for foreign applicants) whose copy of pay in slip should be submitted together with these forms.

For those applying at the Main Campus the application fee should be payable to ***Mzumbe University***,

BANK NAME:

CRDB BANK

ACCOUNT NAME:

MU INCOME ACCOUNT

ACCOUNT NUMBER:

01J1012013400

SWIFT CODE:

CORUTZTZ

For those applying at the Dar Es Salaam Campus College, the application fee should be payable to *Mzumbe University, CRDB Bank, Account No. 01J1043012201.*

**APPENDIX 2: EVALUATION – SHEET (FOR DOCTORAL LEVEL RESEARCH CONCEPT PAPER)**

**MU/PG/F.2**



**DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES (DRPS)**

**Evaluation – Sheet (For Doctoral Level Research Concept Paper)**

**MU/PG/F.2**

1. Title of the Concept Paper: \_\_\_\_\_
2. Name of the Applicant: \_\_\_\_\_

S/N	Parameters	Score	
		Maximum	Actual
1	<b>Conceptualization</b>		
	1.1 Does the proposed title of the study relate to the concept(s) developed in the documents?	01	
	1.2 How logically have the arguments been linked to build the theme of the proposed study?	01	
	1.3 How clear is the concept behind the identified research issue(s)?	01	
	1.4 Does the concept indicate a strong factual foundation in terms of available literature and/or recorded experiences?	01	
	1.5 Does the concept present the interconnection among the different related issues?	01	
	1.6 How clearly have the major aims and objectives of the proposed study been summarized?	01	
	1.7 Does the concept reflect the potential for scholarly study based on critical analysis and judgment?	03	
	1.8 How well does the overall document reflect the	01	

	possible research needs/intentions in the identified are(s)		
	<b>Total Score for Section (1)</b>	<b>10</b>	
<b>2</b>	<b>Relevance/Significance</b>		
	2.1 Is the study likely to contribute to the development of the body of the subject knowledge?	14	
	2.2 How well can the study be applied to the context(s) for which it is intended?	14	
	2.3 Is the study likely to address any issue, relevant for Tanzanian economy/society in general?	14	
	2.4 How well can the study lead to the distinct contribution of the researcher at the global level?	14	
	2.5 Does the research aim at any innovation in terms of methodology or radical change in the present approach of studying the similar problems(s) in the subject areas?	14	
	<b>Total Score for Section (2)</b>	<b>70</b>	
<b>3</b>	<b>Practicality</b>		
	3.1 How well does the proposed research design justify the broader research objectives?	02	
	3.2 Are the data collection methods appropriate for the proposed design?	01	
	3.3 How well will the proposed analysis help in accomplishing the results?	01	
	3.4 Are the research objectives achievable in the proposed time-frame?	01	
	<b>Total Score for the Section (3)</b>	<b>05</b>	
<b>4</b>	<b>Presentation</b>		
	4.1 is the readability of the document good enough?	05	
	4.2 Does the language of the document meet the expected quality standards at doctoral level research proposal?	05	
	4.3 How well is the style of the presentation, including sequence and logical connection between the paragraphs?	05	
	<b>Total Score for the Section (4)</b>	<b>15</b>	
	<b>Total score of all the sections (1+2+3+4)</b>	<b>100</b>	

---

(Name and Signature of the Expert)

**DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE  
STUDIES (DRPS)**

**Consent – Form**

*(To be filled by the proposed Supervisors/Co-Supervisors of Doctor Study)*

1. Name of the Candidate:

\_\_\_\_\_

2. Title/Theme of the Concept

Paper: \_\_\_\_\_

3. Proposal Broader Area of Concentration/Inter-functional *(In case of inter-disciplinary/inter-functional kindly indicate if any specific guidance requirement from any other subject-area expert):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Comment about suitability of the theme for the study:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Indicate your availability (Accepted/Rejected for the study):

\_\_\_\_\_

**Name and Signature of the Potential Supervisor/Co-Supervisor)**

**NOTE: The dully filled form may kindly be returned to “The Chairman, Postgraduate Programme Committee (PPC) of the respective School/Faculty or Institute, Mzumbe University.**

**APPENDIX 3: APPLICATION FORM FOR CREDIT TRANSFER INTO POSTGRADUATE PROGRAMMES**

**MU/PG/F.3**



**DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES (DRPS)  
CREDIT TRANSFER INTO POSTGRADUATE PROGRAMMES REQUEST FORM**

**PART A: TO BE COMPLETED BY THE APPLICANT**

Applying as a: [ ] transfer student, [ ] Returning Mzumbe University Student

**1. PERSONAL PARTICULARS**

1.1 Last Name (Block Letters): .....

Middle Names: .....

Registration number ..... (for returning Mzumbe University students).

1.2 Sex: Male Female

1.3 Date of Birth: .....

1.4 Place of Birth: .....

1.5 Citizenship: .....

1.6 Religion: .....

1.7 Marital Status: .....

1.8 Mailing Address: .....

1.9 Telephone Number(s): ..... E-mail: .....

1.10 Any disability? [ ] None [ ] Physical [ ] Visual [ ] Hearing [ ] Speech

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

## 2. DEGREE PROGRAMME YOU ARE SEEKING CREDIT TRANSFER FOR

2.1 Degree programme applying for at MZUMBE UNIVERSITY.....

2.2 Campus applying for:

[ ] MAIN CAMPUS (MOROGORO), [ ] DAR ES SALAAM CAMPUS COLLEGE, [ ] MBEYA CAMPUS COLLEGE

## 3. REASONS FOR SEEKING CREDIT TRANSFER

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

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

## 4. COURSES FOR WHICH CREDIT TRANSFER IS SOUGHT

For applying students to complete				For Department use only			
Previous institution:				MU Course Code	Course units	Equivalent MU grade	Reason if rejected
Title of degree (previous):							

Please attach additional sheet if necessary

## 5. DECLARATION AND SIGNATURE

I declare that I have read the instructions on this application form and that the information provided by me is true and complete. I recognize that it is my responsibility to provide all necessary documentation to support my application and I authorize Mzumbe University to obtain further relevant documentation where necessary. I acknowledge that Mzumbe University reserves the right to vary or reverse any decision regarding admission or enrolment made on the basis of incorrect or incomplete information. I accept that information provided by me will be retained by Mzumbe University and will be made available to other agencies, pursuant to obligations under Universities Act 2005 and national policies. I have read and understood the above conditions and I am prepared to accept them in full.



Signature: .....

Date (day/month/year):

...../...../.....

**PART B: TO BE FILLED BY HEAD OF DEPARTMENT**

Credit transfer is recommended as in part 4 above.

Degree Programme: .....

Year of study to join:

..... Semester:.....

Academic year:

.....

**Comments by the Head of Department**

**b) Recommended**

**b) Not Recommended**

Remarks (if any): .....

.....

.....

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

**PART C: TO BE FILLED BY THE PRINCIPAL/DEAN/DIRECTOR**

**Comments by the Principal/Dean/Director:**

**b) Recommended**

**b) Not Recommended**

Remarks (if any): .....

.....

.....96

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

**PART D: TO BE FILLED BY DIRECTOR OF POSTGRADUATE STUDIES**

**Recommendation by the Director, Directorate of Research and Postgraduate Studies:**

**h) Recommended**

**b) Not Recommended**

Remarks (if any):.....

.....

.....

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

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

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

**j) Approved**

**b) Not Approved**

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

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

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

**Recommendation by the Chairman of Senate**

**k) Approved**

**b) Not Approved**

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

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

**APPENDIX 4: CHANGE OF CAMPUS / CHANGE OF PROGRAMME/ CHANGE  
OF PROGRAMME REQUEST FORM**

**MU/PG/F.4**

**(This form should be filled in quadruplicate)**



**MZUMBE UNIVERSITY  
(CHUO KIKUU MZUMBE)**

**DIRECTORATE OF RESEARCH, PUBLICATIONS & POSTGRADUATE  
STUDIES (DRPS)**

Tel: +255 23 2931220/21/22  
Fax: +255 23 2931216  
Cell: +255 754694029  
E-Mail: [drps@mzumbe.ac.tz](mailto:drps@mzumbe.ac.tz)  
Website: [www.mzumbe.ac.tz](http://www.mzumbe.ac.tz)

P. O. Box  
63,  
Mzumbe,  
**TANZANIA.**

**1. Personal information**

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

**2. Change of Campus/Programme/ Programme Mode of Delivery**

a). Current Mode of Delivery/Campus:

.....

b). New Mode of Delivery/Campus:

.....

c). Current Campus:

.....

d). New Campus:

.....

e). Current Programme:

.....

f). New Programme:

.....

### **3. Candidate's Academic Profile in the Current Programme**

a). Actual Date of Commencement of

Studies:.....

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

.....

### **4. Purpose for Changing programme delivery mode/ Campus where to conduct your study:**

.....

.....

.....

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

### **For Official Use Only**

### **RECOMMENDATION BY THE NEW PROGRAMME/CAMPUS**

#### **5. Comments by the Head of Department:**

a). Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

...

.....

...

.....

...

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

**6). Comments by the Principal/Dean/Director of the Academic Unit:**

**a) Recommended** ☐

**b) Not Recommended** ☐

Remarks (if any):

.....

.....

.....

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

**7) Recommendation by the Director of Research, Publications and Postgraduate Studies:**

**a) Recommended** ☐

**b) Not Recommended** ☐

Remarks (if any):.....

.....

.....

.....

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

.....

**8). Recommendation by the DVC-Academic:**

**a) Recommended** ☐

**b) Not Recommended** ☐

Remarks (if any):

.....

...

.....

.....

.....

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

**Note:**

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

✓ Transferring from one campus/delivery mode within the same programme will be allowed only if a vacancy exists in that programme/campus. A copy of admission letter and academic transcripts MUST be attached to the form for request to be considered.

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

## APPENDIX 5: POSTPONEMENT OF STUDIES FORM

MU/PG/F.5

(This form should be filled in quadruplicate)



**MZUMBE UNIVERSITY**  
**(CHUO KIKUU MZUMBE)**

### **DIRECTORATE OF RESEARCH, PUBLICATIONS & POSTGRADUATE STUDIES (DRPS)**

Tel: +255 23 2931220/21/22  
Fax: +255 23 2931216  
Cell: +255 754694029  
E-Mail: [drps@mzumbe.ac.tz](mailto:drps@mzumbe.ac.tz)  
Website: [www.mzumbe.ac.tz](http://www.mzumbe.ac.tz)

P. O. Box  
63,  
Mzumbe,  
**TANZANIA.**

#### **1. Personal information**

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

#### **2. Reasons for Postponement of Studies<sup>5</sup>: Please tick (✓) the appropriate box**

**Medical / Financial /Social / Others**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	--------------------------

Briefly Explain:

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

3. **Postponement Period Sought**

Starting Date: ..... Expected Date of Resuming Studies: .....

4. **Postponement History**

1<sup>st</sup> Postponement: From: ..... To: .....

2<sup>nd</sup> Postponement: From: ..... To: .....

3<sup>rd</sup> Postponement: From: ..... To: .....

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

DATE..... SUBMITTED:..... SIGNATURE:.....

**For Official Use Only**

**AUTHORIZATION FOR POSTPONEMENT OF STUDIES**

6. **Comments by the Head of Department:**

a). Recommended

☐

b) Not Recommended

☐

Remarks (if any):

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

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

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

a) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....  
.  
.....



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

**8) Recommendation by the Director of Research, Publications and Postgraduate Studies:**

a) Recommended ☐      b) Not Recommended ☐

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

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

**Note:**

✓ This form should be filled in by candidates who are pursuing postgraduate programmes by Coursework and Dissertation and who are at coursework stage as stipulated in this guideline. No candidate shall be allowed to postpone studies if the candidate has not paid tuition fees and officially be registered for studies.

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

✓ If Postponement is sought on medical grounds, the candidate MUST attach a medical report certified by the Medical Officer In charge of the MU Health Centre.

✓ 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.

## APPENDIX 6: UNFREEZING/RESUMING OF STUDIES FORM

MU/PG/F.6

(This form should be filled in quadruplicate)



**MZUMBE UNIVERSITY  
(CHUO KIKUU MZUMBE)**

### DIRECTORATE OF RESEARCH, PUBLICATIONS & POSTGRADUATE STUDIES (DRPS)

Tel: +255 23 2931220/21/22	P. O. Box
Fax: +255 23 2931216	63,
Cell: +255 754694029	Mzumbe,
E-Mail: <a href="mailto:drps@mzumbe.ac.tz">drps@mzumbe.ac.tz</a>	TANZANIA.
Website: <a href="http://www.mzumbe.ac.tz">www.mzumbe.ac.tz</a>	

#### 1. Personal information

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

#### 2. Indicate the type of your request:

- a). Unfreezing ☐  
b). Resuming ☐

#### 3. Postponement/Freezing History

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

**4. Proposed date of Unfreezing/Resuming Studies:**

Date	Semester	Academic Year

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

DATE SUBMITTED: .....SIGNATURE: .....

**For Official Use Only**

**AUTHORIZATION FOR UNFREEZING/RESUMING OF STUDIES**

**5. Comments by the Head of Department:**

a). Recommended ☐ b) Not Recommended ☐

Remarks (if any):

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

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

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

a) Recommended ☐ b) Not Recommended ☐

Remarks (if any):

.....  
 .  
 .....

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

**7. Approval by the Director of Research, Publications and Postgraduate Studies:**

a) Approved ☐ b) Not approved ☐

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

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

**Note:**

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

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

**APPENDIX 7: FREEZING OF STUDIES FORM**

**MU/PG/F.7**

**(This form should be filled in quadruplicate)**



**MZUMBE UNIVERSITY  
(CHUO KIKUU MZUMBE)**

**DIRECTORATE OF RESEARCH, PUBLICATIONS & POSTGRADUATE  
STUDIES (DRPS)**

Tel: +255 23 2931220/21/22	P. O. Box
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Cell: +255 754694029	Mzumbe,
E-Mail: <a href="mailto:drps@mzumbe.ac.tz">drps@mzumbe.ac.tz</a>	TANZANIA.
Website: <a href="http://www.mzumbe.ac.tz">www.mzumbe.ac.tz</a>	

**1. Personal information**

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

**2. Reasons for freezing Studies: Please tick (✓) the appropriate box**

**Medical** ☐ **/Financial** ☐ **/Social** ☐ **/ Others** ☐

Briefly Explain:

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

**3. Freezing Period Sought**

Starting Date: ..... Expected Date of Resuming Studies: .....

4. **Freezing History**

1<sup>st</sup> Freezing: From: ..... To: .....

2<sup>nd</sup> Freezing: From: ..... To: .....

3<sup>rd</sup> Freezing: From: ..... To: .....

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

DATE.....

SUBMITTED:.....SIGNATURE:

.....

**For Official Use Only**

**AUTHORIZATION FOR FREEZING STUDIES**

2. **Comments by the Head of Department:**

a). Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

...

.....

...

.....

...

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

.....

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

a) Recommended

☐

b) Not Recommended

☐

Remarks (if any):

.....

.

.....

.

.....

.

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

**8) Approval by the Director of Research, Publications and Postgraduate Studies:**

a) Approved ☐ b) Not approved ☐

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

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

**Note:**

✓ This form should be filled in by candidates who are pursuing postgraduate programmes by Coursework and Dissertation and who are at coursework stage as stipulated in this guideline. No candidate can be allowed to postpone studies if the candidate has not paid tuition fees and officially be registered for studies.

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

✓ If freezing is sought on MEDICAL GROUNDS, the candidate MUST attach a medical report certified by the Medical Officer in charge of the MU Health Centre.

✓ 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.

**APPENDIX 8: EXTENSION OF REGISTRATION FOR CONTINUING  
POSTGRADUATE STUDENTS**

**MU/PG/F.8**



**MZUMBE UNIVERSITY  
(CHUO KIKUU)**

**DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE  
STUDIES (DRPS)**

**REGISTRATION FORM FOR CONTINUING POSTGRADUATE STUDENTS  
FOR ACADEMIC YEAR**

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

Reg. No. .... Sex .....

Campus College/School/Faculty/Institute ..... Department: .....

Programme details

Course registered for .....

Form of studies: Thesis/Course-work .....

Date of commencement of studies .....

Expected date of completion .....

Registration

Date of Registration .....

Record of Postponement/Freezing/Extension

Postponement:

Date of 1<sup>st</sup> postponement of studies.....

Date of resumption of studies.....

Date of 2<sup>nd</sup> postponement .....

Date of resumption of studies.....

Freezing:



Date of 1<sup>st</sup> freezing studies.....  
 Date of resumption of studies.....  
 Date of 2<sup>nd</sup> freezing of studies .....  
 Date of resumption of studies .....  
 Extension: Indicate date and period of extension.  
 1<sup>st</sup> extension Date ..... Period (months) .....  
 2<sup>nd</sup> extension Date ..... Period (months) .....  
 3<sup>rd</sup> extension Date ..... Period (months) .....  
 4<sup>th</sup> 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: **DRPS** Date: .....

Notes: (1) Please attach evidence of payment of University fees

## APPENDIX 9: POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT

MU/PG/F.9



**MZUMBE UNIVERSITY  
(CHUO KIKUU MZUMBE)**

**DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE  
STUDIES (DRPS)**

### POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT\*

**(To be filled bi-annually)**

**PERIOD OF SIX MONTHS 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, Masters, PhD Proposed:

.....

(5) Nature of Programme (Tick one):

By Thesis	
By Coursework Only	
By Course-work and Dissertation	

(6) Date of Registration: .....

- (7) Planned Date of Completion: .....
- (8) Title of Dissertation/Thesis :.....
- (9) Names of Supervisors: (i).....
- (ii).....
- (iii).....
- (10). Date on which the research proposal was approved by the Department/DRPS.....
- (11). Date in which the research commenced .....
- (12). Indicate the major accomplishments during the period under review: .....
- .....
- .....
- (13) Progress made so far for the Coursework Phase:

Courses Taken	Semester I (Passed/failed/postponed)	Semester II (Passed/failed/postponed)	Final Examination Grade

Student's Signature: ..... Date: .....

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

- (1) Name of Supervisor.....
- (2) When were you appointed to supervise the candidate? .....
- (3) If you have just been appointed, has the previous supervisor handed you any report of the candidate? Y ☐ N ☐ Not applicable ☐

(4) How often have you met the candidate during the quarter under report? .....

If you have not met, give reasons.....

.....  
.....

(5) 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					

(6). In your opinion, is the candidate making satisfactory progress? Yes/No

(7). Will he/she need an extension of registration? Yes/No.

(8). If yes in (7), how many months might be extended? ..... ..

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

.....

Signature of the Supervisor.....

Date.....

#### **PART C: TO BE FILLED BY HEAD OF DEPARTMENT**

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

.....

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

.....  
Name of Head of Department: .....

(3). General Comments.....

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

**PART D: TO BE FILLED BY CHAIRPERSON OF THE CAMPUS  
COLLEGE/SCHOOL/FACULTY/INSTITUTE POSTGRADUATE PROGRAMME  
COMMITTEE**

(1). Name of PPC Chairperson: .....

(2) Comment briefly on the Candidate/Supervisor/Head of Department's reports.....

.....  
Date..... Signature .....

(1) Comments of the Principal/Dean/Director on the overall report: .....

.....

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

Signature ..... Date .....

***\*NB: This form should be filled in triplicate; one copy should be sent to the DRPS  
another one kept at the department and the last one at the Principal/Dean/Director's  
office of the Campus College/School/Faculty/Institute where the student is registered.***

## APPENDIX 10: CODE OF PRACTICE FOR POSTGRADUATE STUDENTS ENGAGED IN TEACHING



**MZUMBE UNIVERSITY  
(CHUO KIKUU MZUMBE)**

### **DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES (DRPS)**

E-Mail: [drps@mzumbe.ac.tz](mailto:drps@mzumbe.ac.tz)

Tel: +255 023 2931212

Fax: +255 023 2931213

Cell: +255 0754694029

Website: [www.mzumbe.ac.tz](http://www.mzumbe.ac.tz)

P.O. Box 63

Mzumbe

**TANZANIA**

### **CODE OF PRACTICE FOR POSTGRADUATE STUDENTS ENGAGED IN TEACHING**

#### **1. Background**

This Code of Practice applies to Postgraduate Students (PGS) registered at Mzumbe University who are engaged in teaching at the University and are paid a financial compensation as per the Mzumbe University Workload Policy. The University recognises its responsibility for the welfare and personal development of PGS engaged in teaching activities. In order to fully meet their needs in terms of general conditions, training and payment systems, this Code of Practice has been introduced to guide academic units in engaging PGS as Teaching Assistants. It outlines the minimum required standards across the University and arrangements for the consistent implementation of those standards.

The University recognises that postgraduates are a valuable asset to University teaching, to which they can bring their specialist knowledge, research training and recent experience of undergraduate learning. Standard 5.7 of the Tanzania Commission for Universities

Standards and Guidelines for University Education in Tanzania 2019 recommend teaching experience for postgraduates provided that it is subject to reasonable limits on workload. For PGS themselves teaching can provide a valuable experience and career development in addition to financial benefits. It can also enhance the experience of the undergraduate students being taught, helping to build a vibrant shared learning community.

It must be emphasised, however, that the scope for such teaching provision varies between different academic units and PGS should not assume teaching opportunities will always be available. Decisions on the allocation of available teaching duties will be made based on the qualifications, experience, aptitude and skills of each individual and will not be influenced by race, sex, religion, nationality, disability or age.

2. **Status**

The University has no obligation to engage PGS in teaching. Equally, PGS are under no obligation to take on teaching, except where it is a condition of their studentship.

3. **Responsibilities**

PGS engaged in teaching are required to operate in accordance with relevant Mzumbe University policies and procedures.

4. **Payment**

Rates and payments shall be set and effected as per the Mzumbe University Workload Policy and Financial Regulations.

5. **Hours of work**

To ensure that PGS take a maximum advantage of their studies, the teaching load for a Teaching Assistant shall not exceed 5 and 6 hours per week for a Masters and PhD student, respectively.

Regarding invigilation of university examinations, PGS may be assigned more hours depending on their availability as shall be determined by the HoD.

6. **Registration, Advertising, Selection and Allocation of Teaching**

The process adopted by the academic units should be transparent and ensure equality of access and opportunity.

All PGS must be given the opportunity to register an interest in being involved in teaching activities. It is at the discretion of the academic unit (or formal nominee) to offer applications of interest to teach PGS studying in other academic units.

PGS who register an interest in teaching will be placed on the 'Teaching Assistants Register' held in the respective academic Department. The purpose of the Teaching Assistants Register is to build up a 'pool' of PGS who have shown an interest in teaching. PGS may remain on the Teaching Assistants Register for the period of their candidature. PGS approved to teach will receive a written confirmation of their registration as Teaching Assistants from the Head of Department after consultation with the Dean/Director/Principal of the respective academic unit.

Opportunities to teach or invigilate examinations shall be displayed internally in advance, via the department website or other appropriate channels and sent to PGS on the Teaching Assistants Register. Advertised teaching opportunities should clearly indicate the hours involved for the teaching or invigilation role.

To ensure that teaching and examination invigilation standards are maintained, the selection process carried out in academic units shall follow the criteria set out in Regulation 5.7 of the MU Regulations and Guidelines for Postgraduate Programmes and shall ensure that the PGS have the necessary qualifications, skills and experience for the teaching and invigilation activities allocated.

For PhD and Master's students on research, the application must be supported with a recommendation from the student's research major supervisor. The supervisor will comment on the appropriate stage for a candidate to undertake teaching duties and on the potential impact on the progress of their research degree studies.



The selected PGS will be provided in writing with a teaching activity schedule which confirms details of the teaching activities allocated and a breakdown of the agreed hours of engagement. Responsibility for the decision on allocating teaching duties rests with the Head of Department.

## **7. Training and Development**

The Head of Department shall ensure that all Teaching Assistants receive training and guidance to support initial and continuing professional development for student education. It is the expectation that all PGS who engage in teaching complete the required training in advance of commencing any teaching activities.

All Teaching Assistants from their academic unit should:

- a) receive an induction into teaching and examination invigilation;
- b) attend training in relevant Mzumbe University policies, procedures and regulations;
- c) be fully informed of all risks and controls required as an outcome of any risk assessments;
- d) Attend training in the use of any special equipment required for demonstrating or other techniques specific to their academic unit;
- e) Receive all information for the course(s) on which they are teaching including – course materials, handouts, etc.
- f) be assigned a mentor with whom they should meet regularly to discuss their specific teaching duties and responsibilities, the courses within which their teaching takes place, their progress and any problems and invigilation conventions within the academic unit;
- g) be encouraged to meet together in the Department to share ideas, resources and concerns. Appropriate issues arising should be considered by the Department;
- h) be advised of any reasonable adjustments identified as part of an assessment of need for a disabled student that they will be engaged in teaching;
- i) receive constructive feedback on their performance from the course leader or Head of Department.

8. **Course Design**

Course design should remain the responsibility of the Mzumbe University academic staff. It is prohibited to involve Teaching Assistants in course design. However, Teaching Assistants may be involved in programme and curriculum review by being invited to report back on the structure, level and content of courses on which they teach.

9. **Assessment and Marking**

Teaching Assistants SHALL NOT be involved in assessment and marking of both course work and final examinations.

10. **Resources**

The academic Department must make available to Teaching Assistants the teaching materials and facilities necessary to support them in the delivery of their teaching.

11. **Terminating Engagements**

The engagement will automatically terminate when the individual is no longer registered as a Postgraduate Student at Mzumbe University or whenever the teaching activities have been completed.

The University may withdraw its offer to engage Teaching Assistants in teaching or discontinue the engagement without prior notice in the following circumstances:

- a) where it is identified that teaching is interfering with the studies of a PGS;
- b) if the PGS regularly fails to carry out teaching that they have accepted without providing prior notice;
- c) if the standard of performance/conduct is deemed to be unsatisfactory by the Head of Department.

In these circumstances the PGS will be notified in writing giving the reasons for ending the engagement. The decision of the Head of Department in this regard shall be final.

12. **Review of the Code of Practice for PGS Engaged in Teaching**

The University will review this Code of Practice whenever need arises.

## APPENDIX 11: MASTERS/PhD RESEARCH PROPOSAL APPROVAL FORM

MU/PG/F.11



**MZUMBE UNIVERSITY  
(CHUO KIKUU MZUMBE)**

### **DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES (DRPS)**

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Cell: +255 0754694029  
Website: [www.mzumbe.ac.tz](http://www.mzumbe.ac.tz)

P.O. Box 63  
Mzumbe  
TANZANIA

### **RESEARCH PROPOSAL APPROVAL FORM**

1. Name of the Candidate \_\_\_\_\_
2. Registration No.....
3. Campus College/School/Faculty/Institute where the candidate is registered.....
4. Programme of Study: \_\_\_\_\_ Academic year \_\_\_\_\_
5. Title of Thesis/Dissertation Proposal: .....  
.....

#### **Approval by Major Supervisor:**

Comments/Recommendation by the Major

Supervisor:.....  
.....

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

**Approval by Head of Department**

Comments/Recommendation by the Head of Department: .....

.....

Decision: Accepted and forwarded to PPC/Not Accepted .....

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

**Chairperson of PPC**

PPC Meeting No:.....

Decision: Approved/Not Approved .....

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

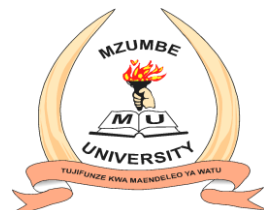
**Approval by the DRPS**

Decision: Approved/Not Approved .....

Name of DRPS Official.....Signature.....Date.....

**APPENDIX 12: NOTICE OF INTENTION TO SUBMIT A  
THESIS/DISSERTATION AND EXAMINATION ARRANGEMENTS**

**MU/PG/F.12**



**MZUMBE UNIVERSITY  
(CHUO KIKUU MZUMBE)**

**DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE  
STUDIES (DRPS)**

E-Mail: [drps@mzumbe.ac.tz](mailto:drps@mzumbe.ac.tz)  
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Fax: +255 023 2931213  
Cell: +255 0754694029  
Website: [www.mzumbe.ac.tz](http://www.mzumbe.ac.tz)

P.O. Box 63  
Mzumbe  
TANZANIA

**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) Campus College/School/Faculty/Institute: .....
- (5) Degree registered for: .....
- (6) Title of the thesis/dissertation: .....
- (7) Name(s) of Supervisor(s) .....
- (8) I hereby declare that I have completed my Thesis/Dissertation research writing, and intend to submit my Thesis/Dissertation within the coming three months.

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

**SECTION B: TO BE COMPLETED BY SUPERVISOR(S)**

(9) I/We hereby confirm that the candidate is in the final stages of writing his/her thesis/dissertation and I am/we are of the opinion that he should be in a position to submit the thesis/dissertation for examination within three months from now.

Name & Signature of Supervisor 1..... Date: .....

Name Signature of Supervisor 2..... Date: .....

Name Signature of Supervisor 3.....Date: .....

**SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

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

**(a) Potential External Examiners**

Name: .....

Affiliation: .....

Postal Address: .....

Telephone: ..... Fax: .....

E-mail: .....

Curriculum Vitae: Attached/Not attached

Name: .....

Affiliation: .....

Postal Address: .....

Telephone: ..... Fax: .....

Email: .....

Curriculum Vitae: Attached/Not attached

**(b) Proposed Internal Examiners**

Name: .....

Affiliation: .....

Postal Address: .....

Telephone: ..... Fax: .....

Email: .....

Curriculum Vitae: Attached/Not attached

Name: .....

Affiliation: .....

Postal Address: .....  
 Telephone: ..... Fax: .....  
 Email: .....  
 Curriculum Vitae: Attached Not attached

**SECTION D: TO BE COMPLETED BY DEAN/DIRECTOR OF INSTITUTE**

- (i) The proposed examiners above have been approved by the Board/Committee of the School/Faculty/Institute and the University Senate and thus they are eligible to do the job.
- (ii) After consultation with the Head of Department and our School/Faculty/Institute's Postgraduate Programme Committee Chairperson, I recommend that the following be appointed to serve as *VIVA VOCE* panelists (for thesis examination only) should the thesis/dissertation pass the examination:

<b>PANEL MEMBERS</b>	<b>DESIGNATION</b>	<b>Affiliation</b>
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal Examiner (who did not guide the research)	
4.	Head of the relevant Department (or his/her appointee)	
5.	Principal/Dean/Director (or his/her appointee)	
6.	Supervisor	

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

**SECTION E: COMMENTS/RECOMMENDATIONS BY THE DIRECTOR OF DRPS**

The examination arrangements are complete and recommended for approval

The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the School/Faculty/Institute

The following items are missing or incomplete: .....

.....  
.....  
Name & Signature of the Director to DRPS .....Date.....

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

SECTION D: ENDORSEMENT BY DVC-ACADEMIC

Examination arrangements are endorsed/Not endorsed.....

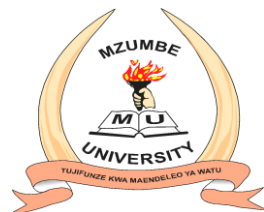
Reasons (if not endorsed).....

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



## APPENDIX 13: DISSERTATION/THESIS EXAMINATION AND RECOMMENDATION FORM

MU/PG/F.13



**MZUMBE UNIVERSITY  
(CHUO KIKUU MZUMBE)**

### **DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES (DRPS)**

E-Mail: [drps@mzumbe.ac.tz](mailto:drps@mzumbe.ac.tz)  
Tel: +255 023 2931212  
Fax: +255 023 2931213  
Cell: +255 0754694029  
Website: [www.mzumbe.ac.tz](http://www.mzumbe.ac.tz)

P.O. Box 63  
Mzumbe  
TANZANIA

### **Grading Report on 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: .....

### **Summary of Comments on the Dissertation/Thesis (please attach a detailed report).**

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

.....  
.....

Introduction

.....  
 .....

Literature review

.....  
 .....

Methodology

.....  
 .....

Results and discussion of the findings

.....  
 .....

Conclusion and Recommendations

.....  
 .....

Report writing

.....  
 .....

Originality and contribution to knowledge

.....  
 .....

**Assessment of the Dissertation/Thesis (*This is blanket guideline; specific items for each assessment area required*)**

S/N	Area Assessed	Maximum Marks	Remarks
A	<b>INTRODUCTION</b>	20	
1	Background	4	
2	Statement of the Problem clearly stated	4	
3	Research questions/hypotheses	4	
4	Objectives/hypothesis	4	
5	Significance/justification/rationale of the study	4	

B	<b>LITERATURE REVIEW</b>	10	
6	Theoretical	3	
7	Empirical	3	
8	Mode/Conceptual framework	4	
C	<b>METHODOLOGY</b>	20	
9	Research design is fully described	4	
10	Population and sample are fully described	4	
11	Method of sampling is appropriate	4	
12	Data collection methods/procedures are described	4	
13	Data collection methods/procedures are appropriate and are utilized in the solution of the research problem	4	
D	<b>RESULTS AND DISCUSSION OF FINDINGS</b>	20	
14	Data analysis methods are applied correctly	7	
15	Results are well analyzed	7	
16	Results of the analysis are clearly presented/discussed	6	
E	<b>CONCLUSION AND RECOMMENDATIONS</b>	10	
17	Conclusions are clearly stated	3	
18	Conclusions are substantiated by the evidence presented	3	
19	Recommendation/policy implications	4	
F	<b>REPORT WRITING</b>	10	
20	Report clearly written	6	
21	Report is logically organized	4	
G	<b>ORIGINALITY AND CONTRIBUTION TO KNOWLEDGE</b>	10	
	<b>Total</b>	<b>100</b>	

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
Passes as it is	Pass with minor changes	Passes with Substantial corrections and revisions	Fail		

### Summary of Recommendations

SN	EXAMINER'S RECOMMENDATION	Tick
1.	Dissertation/Thesis PASSES/ACCEPTED AS IT IS (no revisions or typographical corrections required)	
2.	Dissertation/Thesis PASSES/ACCEPTED SUBJECT TO minor changes (list the errors/changes on separate sheet/in a report)*	
3.	Dissertation/Thesis PASSES/ACCEPTED SUBJECT TO substantial corrections and revisions as indicated in the thesis/dissertation book/text and annexed examination report**	
4.	Dissertation/Thesis is FAILS/REJECTED, 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/in a report)	
5.	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.*

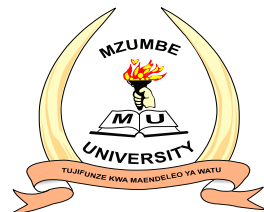
\*\* Substantial corrections and revisions as stated in the examiners' reports *to be submitted within three months for Masters and six months for PhD.*

Name of Examiner: .....

Signature of Examiner: ..... Date: .....

## APPENDIX 14: MASTER/PhD RESEARCH PROPOSAL FORM

MU/PG/F.14



**MZUMBE UNIVERSITY  
(CHUO KIKUU MZUMBE)**

### **DIRECTORATE OF RESEARCH, PUBLICATIONS AND POSTGRADUATE STUDIES (DRPS)**

E-Mail: [drps@mzumbe.ac.tz](mailto:drps@mzumbe.ac.tz)  
Tel: +255 023 2931212  
Fax: +255 023 2931213  
Cell: +255 0754694029  
Website: [www.mzumbe.ac.tz](http://www.mzumbe.ac.tz)

P.O. Box 63  
Mzumbe  
TANZANIA

### **MSc./ PhD REFEREED SEMINAR PRESENTATION ASSESSMENT FORM**

Name of candidate: .....

Registration Number.....

Department/Faculty/Institute: .....

Title of the research

.....

.....

#### **Assessment (Put for affirming and x for disaffirming)**

- |        |  |     |
|--------|--|-----|
| (i)    | Relevance of background information on the subject matter        | [ ] |
| (ii)   | Correctness of the statement of the problem                      | [ ] |
| (iii)  | Correctness of the research objectives                           | [ ] |
| (iv)   | Relevance of research questions/Hypotheses                       | [ ] |
| (v)    | Relevance of theoretical background/review on the subject matter | [ ] |
| (vi)   | Relevance/validity of the literature referred to                 | [ ] |
| (vii)  | Relevance of the conceptual framework to the study               | [ ] |
| (viii) | Relevance/correctness of the proposed methodology                | [ ] |
| (ix)   | Mastery of the subject matter                                    | [ ] |
| (x)    | Oral Communication ability                                       | [ ] |

**ASSESSOR'S RECOMMENDATION\***

1. The seminar presentation was of acceptable standard in terms of content and oral presentation; the candidate therefore passes with correction [      ]
  
2. The seminar presentation was not of an acceptable standard; the candidate be allowed another chance to present the same topic or different topic for the **first/second/third/fourth** additional time. [      ]

Name of Examiner/Discussant.....

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

---

\* Please fill/tick in the appropriate box