



TUMAINI UNIVERSITY MAKUMIRA

**REGULATIONS AND GUIDELINES FOR POSTGRADUATE
RESEARCH PAPERS, DISSERTATIONS, AND THESES**

EXTRACT FROM TUMA RESEARCH MANUAL AND TOOLS (TRMT)

JULY 2023

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LIST OF ABBREVIATIONS AND ACRONYMS

APA	American Psychological Association
DPGS	Director of Postgraduate Studies
DVCAA	Deputy Vice Chancellor for Academic Affairs
EE	External Examiner
IE	Internal Examiner
OSIM	Online Student Information Management
PGS	Postgraduate Studies
PhD	Doctor of Philosophy
TCU	Tanzania Commission for Universities
TRMT	TUMA Research Manual & Tools
TUMA	Tumaini University Makumira
UAC	University Academic Committee

PREFACE

The Regulations and Guidelines for Postgraduate Research Papers, Dissertations and Theses were compiled from selected excerpts of the TUMA Research Manual and Tools (TRMT) document that was initially revised in 2020 and again in 2023 with a view to accommodating most recent developments in the Higher Education landscape in Tanzania and worldwide.

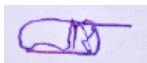
The document was prepared jointly by the Directorate of Postgraduate Studies (DPGS) and the Directorate of Research, Publications, Consultancies and Services (DRPC) in an effort to establish and provide a “one-stop” document for postgraduate students at TUMA to more efficiently and effectively access relevant guides for the conduct of postgraduate studies and research activities at the University.

The document consists of nine (9) sections. **Section 1** consists of Procedures and Guidelines for Research Papers, Theses and Dissertations and is aimed at raising the awareness of postgraduate students on general issues pertaining to their studies. **Section 2** contains relevant information regarding Examination of Master Theses and Dissertation including the handling of viva voce examinations while **Section 3** dwells on examination of Master projects, research papers and essays. **Section 4** presents the appeal system to assist students save time in processing appeals regarding academic matters where and when need arises. **Section 5** focuses on PhD programme issues similar to those for master studies but at a different level.

Section 6 consists of information on Sandwich and Joint Degree programmes including issues on intellectual property rights to make students aware of their rights as authors and creators of scholarly works. **Section 7** deals with good practices in supervision of postgraduate students. It is however worth mentioning here that the information in this document is only introductory and thus students are expected to consult relevant “stand-alone” University policies in order to benefit more. **Section 8** deals with the deployment of postgraduate students in academic work at the University—recruitment, engagement, rights, obligations, responsibilities and related good practices. **Section 9** consists of material intended to guide postgraduate students in the preparation of their work while **Section 10** contains other relevant information and guidelines for postgraduate students that were not included in the main body of the document.

It is my hope that the document will be useful for students and for postgraduate work at the University and will save time previously lost in locating and processing useful Postgraduate information for diverse postgraduate purposes.

The document shall apply to members of staff and graduate students on or off the campuses and shall be amended and, or revised by the Directorate as need arises.



Prof. SD Mrema,

Deputy Vice Chancellor for Academic Affairs (DVCAA)

Tumaini University Makumira (TUMA), 27th June, 2023

1. Procedures and Guidelines for Research Papers, Theses and Dissertations

1.1 General Regulations

- 1.1.1 Candidates registered for Postgraduate Diploma, Masters/PhD by coursework and dissertation who have qualified to continue with the dissertation phase after completion of the coursework, shall be required to submit a dissertation in partial fulfilment of the degree requirements, within the period prescribed in their respective programme.
- 1.1.2 Prior to the commencement of data collection, students must seek and obtain a research clearance issued by the DVCAA through the office of the Directorate of Postgraduate Studies.
- 1.1.3 Before the initial submission of the dissertation/thesis for examination, the candidate shall make a presentation to the departmental postgraduate studies committee which shall approve such submission.
- 1.1.4 The dissertation and thesis shall be examined by both Internal and External Examiners who shall both be senior members of academic staff from academic institutions.
- 1.1.5 Units may recommend the use of External Examiners from non-academic institutions depending on academic credentials of the examined specialities.
- 1.1.6 Both dissertations and theses shall be examined and graded with a letter grade according to form TUMA/PG.F7.
- 1.1.7 The grade for the dissertation shall contribute to the final grade point average (GPA).
- 1.1.8 For a candidate to qualify for an award of Master degree by coursework and dissertation, he/she shall accumulate **a minimum of 180 credits** and shall have produced at least one draft paper manuscript based on his/her research results intended for submission in a peer-reviewed journal, the journal being acceptable or recognizable by TUMA.
- 1.1.9 For a candidate to qualify for an award of a Master by research and thesis degree, he/she shall accumulate **a minimum of 180 credits** and shall have submitted at least two paper manuscripts based on his/her research submitted to a peer-reviewed journal and the journal shall be acceptable or recognizable by TUMA.
- 1.1.10 During the course of study, every PhD by Coursework and Dissertation candidate shall be required to **accumulate a minimum of 540 credits** and shall produce at least one article manuscript accepted for publication in a journal recognised and accepted by TUMA.
- 1.1.11 Candidates in a PhD by Research and Thesis degree programme **shall accumulate a minimum of 540 credits** and shall have at least one paper published and at least two accepted manuscripts (articles/papers) in a peer reviewed journal based on their research and the journal shall be acceptable and recognisable by TUMA.

1.2 Notice of Intention to Submit a Dissertation or Thesis

Prior to submission of the dissertation/thesis for examination, the candidate at least three months prior to submission of the dissertation/thesis for examination shall, through the supervisor, Department, Faculty, Directorate of Postgraduate Studies, and Chairperson, UAC, give notice in writing to the Chairperson, SCACA, expressing intention to submit the dissertation/thesis. This notice shall be submitted using form TUMA/PG.F6.

1.3 Academic Dishonesty

1.3.1 Acts of academic dishonesty shall include but are not limited to:

- (a) Plagiarism, or
- (b) Academic cheating.

1.3.2 The term “plagiarism” shall be understood to mean the presentation of another person’s works (published or not), ideas or creation from any source as if they were one’s own, presentation of one’s own ideas, previously published or not, without disclosing or acknowledgement and shall be of three categories:

(a) Category 1:

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

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

(b) Category 2

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

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

(c) Category 3

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

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

1.4 Detection of Plagiarism

- 1.4.1 The supervisor shall be required to verify that the student's work is original by subjecting the student's work to Turnitin or any other plagiarism-detection software approved by Senate.
- 1.4.2 The cut-off point for the purpose of these regulations shall be **30%** excluding genuine cases referred to in the text such as own publications, references, bibliography and preliminary pages. The originality report of more than 30% shall indicate that plagiarism has occurred

1.5 Disciplinary Measures

- 1.5.1 The supervisor who fails to detect plagiarism shall be required to provide an explanation in writing to the DVCAA why disciplinary measures should not be commenced against him/her in accordance with the disciplinary procedures of the University.
- 1.5.2 Where a student submits a dissertation or thesis for examination and it is found to have been plagiarized, his/her case shall be presented to the relevant Examiners Board of the Unit where the student is registered and the Board shall make recommendations to the Director of Postgraduate Studies for the matter to be dealt with as an examination irregularity in accordance with established Regulations of the University.
- 1.5.3 Without prejudice to regulation 1.5.2 where any candidate found guilty of plagiarism shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.
- 1.5.4 Where a student is found to have plagiarized coursework assignment, the examiner shall give a candidate a written warning through the head of department and shall be awarded a Zero in the assignments. The highest marks to be awarded in the course shall be a "B" grade.

2. Examination of Master's Theses/Dissertations and Degree Awards

2.1 General Regulations

- 2.1.1 All Masters Candidates must present their dissertation/thesis to the departmental postgraduate studies committee for it to approve that the dissertation/thesis is ready for examination.
- 2.1.2 Every dissertation/thesis shall be examined by at least two examiners who are specialists in the area and approved by the relevant Faculty Board, Directorate of Postgraduate Studies, UAC, SCACA and Senate. At least one of these must be external to the University.
- 2.1.3 The Internal Examiner must be a member of the academic staff of the University. The candidate's supervisor may not act as the internal examiner.
- 2.1.4 Faculties/Directorate of Postgraduate Studies shall be responsible for transmission of theses/dissertations to the internal and external examiners.
- 2.1.5 The examiners shall evaluate and grade the thesis/dissertation in accordance with the criteria prescribed in the TUMA theses/dissertation grading form TUMA/PG.F7).
- 2.1.6 The examiners shall be required to submit their detailed reports on the thesis within a period of two months from the date of receipt of the thesis and within a period of one month for a dissertation.

- 2.1.7 The examination report shall contain a detailed description and focus as per TUMA theses/dissertation grading form TUMA/PG.F7 and shall contain a definite recommendation for one of the following actions:
- (a) The degree be awarded to the candidate unconditionally;
 - (b) The degree be awarded subject to typographical corrections/minor revisions;
 - (c) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report;
 - (d) The degree not be awarded, but the candidate may be allowed to revise and re-submit the thesis/dissertation for re-examination within the maximum period of registration.
 - (e) The degree should not be awarded, but may be resubmitted for a lower award;
 - (f) The thesis/dissertation be rejected outright.
- 2.1.8 An internal examiner who fails to submit the report within the period prescribed in regulation 2.1.6 shall be required to show cause for the delay. The explanation shall be in writing and shall be addressed to the DVCAA through the respective academic units. If the report of any of the examiners has not been received at the expiry of three months from the date of receipt of the thesis/dissertation a new examiner shall be appointed.
- 2.1.9 On receipt of the examiner's report, the Department will evaluate the overall performance of the candidate by comparing the marks awarded by the internal and external examiner and thereby enter an overall mark on Departmental Overall Evaluation Report on Masters/PhD Dissertation/Thesis (TUMA/PG.F8). The report shall then be transmitted to Faculty Postgraduate Studies Committee.
- 2.1.10 On receipt of the report, the Faculty Postgraduate Studies Committee shall determine the candidate's dissertation/thesis final grade.
- 2.1.11 Where the examiners differ significantly (one passes and one fails the candidate or a difference of two grades) in their overall recommendation, the Faculty Postgraduate Studies Committee shall examine the case and recommend one of the following actions:
- (a) The recommendation of the External Examiner be adopted;
 - (b) An additional independent examiner (without knowledge of the previous examiners' assessments) be appointed.
- 2.1.12 An Assessment by an additional independent examiner together with the other examiners' assessments shall form basis of determining whether the candidate passes or fails the thesis/dissertation.
- 2.1.13 A dissertation or thesis passed subject to typographical corrections/minor revisions must be submitted for degree award within one month from the date of the Senate's approval of the examination results.
- 2.1.14 A dissertation or thesis passed subject to substantial corrections and revisions must be submitted for degree award within three months from the date of the Senate's approval of examination results. The Internal Examiner shall verify the corrections.
- 2.1.15 Only candidates whose theses have been passed in accordance with regulations 2.1.7(a) through (c) shall be allowed to sit for viva voce examination.
- 2.1.16 A thesis/dissertation not accepted in accordance with regulation 2.1.7(d) must be re-submitted for examination within nine months from the date of the Senate's approval of examination results.

- 2.1.17 A candidate whose thesis/dissertation is rejected in accordance with regulation 2.1.7(f) shall be discontinued from studies.
- 2.1.18 A candidate who fails, without reasonable cause, shall be required to submit a postgraduate degree dissertation/thesis within the period stated in 2.1.16 above otherwise he/she shall be discontinued from studies.
- 2.1.19 Where the examiners are not in agreement in their overall recommendation after resubmission, regulation 2.1.11 shall apply.
- 2.1.20 The University shall pay honoraria to the Internal and External Examiners at the rate prescribed by Council and upon receiving detailed reports and summary reports of the thesis/dissertation under examination. The claims shall be made through filling in forms TUMA/PG.F12 (for Internal Examiner) and TUMA/PG.F13 (for External Examiner).
- 2.1.21 Subsequent publications from a thesis/dissertation submitted for a Master's degree of TUMA must contain a statement that the work is based on a thesis/ dissertation submitted to the University.

2.2 Viva voce Examinations for Masters' Degree by Thesis Programmes

- 2.2.1 In Masters' Degree programmes involving examinations of thesis alone without any prescribed coursework component, the candidate shall, in addition to writing a thesis, appear for a viva voce examination.
- 2.2.2 The viva voce examination shall take place only after the SCACA and Senate have been satisfied that the thesis submitted by the candidate is considered by the examiners to be satisfactory.
- 2.2.3 The questions to be asked in the viva voce examination shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the thesis subject matter.
- 2.2.4 Members of the viva voce panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- 2.2.5 The viva voce examination for a Master's degree shall be conducted by a panel comprising of at least five, but not more than seven examiners, who shall be appointed by the Senate Chairperson on the recommendation of the Faculty Dean, and of the Head of the relevant Department where the candidate is registered. The viva voce panel shall be approved by the Senate Chairperson during approval of the External and Internal examination reports.
- 2.2.6 The composition of the viva voce panel shall be as follows:
 - (a) Chairperson nominated by the Faculty Dean;
 - (b) External Examiner (or his/her representative), recommended by the relevant Faculty Dean;
 - (c) Internal Examiner who did not guide the research;
 - (d) Candidate's supervisor;
 - (e) Head of the relevant Department (or his/her appointee); and
 - (f) Two other members appointed by the respective Faculty.
- 2.2.7 The Dean shall on behalf of the Senate approve the date of examination at least two weeks before the examination.

- 2.2.8 The Head of Department/Unit must notify the candidate in writing regarding the examination arrangements at least two weeks before the examination, with copies to the Dean, the Director of Postgraduate Studies, and DVCAA.
- 2.2.9 The viva voce panellists shall be provided with full texts of the examiners' reports and copies of the candidate's thesis at least two weeks before the date of the oral examination. The Faculty shall ensure availability of copies of the thesis.
- 2.2.10 The function of the viva voce shall be to ascertain that the thesis presented fulfils the following criteria:
- (a) The thesis is the original work of the candidate;
 - (b) The broader subject area in which the study is based is fully grasped by the candidate;
 - (c) Any weaknesses in the thesis are adequately clarified by the candidate; and
 - (d) A definite recommendation is made to the Senate through the UAC as to whether the candidate should be declared as having Passed or Failed.
- 2.2.11 The viva voce panellists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the viva voce examination.
- 2.2.12 (a) At the end of the viva voce examination, the panel members shall sign a viva voce Examinations Results Form TUMA/PG.F9 giving a specific recommendation to UAC on the candidate's performance with a definite recommendation for one of the following actions:
- (i) The Candidate PASSES and no additional corrections in the thesis/dissertation are required;
 - (ii) The Candidate PASSES subject to making minor corrections and revisions in the thesis/dissertation as stated in the viva voce proceedings, within one month;
 - (iii) The Candidate is referred to make substantial corrections and revisions as stated in the viva voce proceedings within three months, and at least two viva voce panellists must certify that the corrections have been done as directed;
 - (iv) The Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation after eliminating the weaknesses detailed in the viva voce proceedings within six months;
 - (v) The Candidate fails outright.
- (b) The Chairperson of the panel shall also submit to UAC a comprehensive report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
- (c) Whereupon, each panellist in the viva voce examination shall receive an honorarium at the rate approved by the University.
- 2.2.13 At the end of the viva voce examination, the panel members shall sign a viva voce Examination Results Form TUMA/PG.F8, giving a specific recommendation on the candidate's performance. The Form shall be submitted, along with a detailed report on how the candidate handled the questions, to the Chairperson of UAC for processing.
- 2.2.14 Each panellist in the viva voce examination shall receive an honorarium at the rate approved by the University.

- 2.2.15 Where there is a disagreement between the recommendation of the thesis examiners and the viva voce examiners, the UAC shall study the case and recommend to Senate one of the following options:
- (a) The candidate revises and re-submits the thesis and subsequently re-appears for a further oral/written, or practical examination, within a specified period, but not exceeding 6 months since the date of the decision by Senate; or
 - (b) The candidate is deemed to have failed outright.
- 2.2.16 The duration of the viva voce examination for Masters Degrees shall not exceed two hours.
- 30 minutes of presentation
 - 1 hour and 15 minutes of questions and answers
 - 15 minutes of deliberations and decision by the examining panellists.
- 2.2.17 The viva voce panel should nominate the candidate's supervisor or an appointee from the relevant department to be the recorder of the viva voce examination proceedings.
- 2.2.18 The proceedings of the viva voce, vetted by the panel chairperson, must be ready within two weeks after the date of the viva voce examination.
- 2.2.19 The final decision on the award of the postgraduate degree shall be made by the Senate on the recommendation of the UAC.
- 2.2.20 Without prejudice to Regulation 2.1.7(d), 2.2.12 (a) (iv) and 2.2.15 (a) where a candidate fails the thesis/dissertation examination or viva voce examination and re-submit the thesis for re-assessment, the maximum grade to be awarded shall be a "B" grade
- 2.2.21 The dissertation/thesis rejected by Examiners after re-submission shall not be accepted for re-examination at Tumaini University Makumira.
- 2.2.22 Members of the public may be allowed to attend the viva voce as observers under special permission by the department.
- 2.2.23 Quality Assurance Bureau representative shall be invited to attend as an observer.

3. Examination of Masters' Graduate Project/Research Paper/Essay and Degree Awards

3.1. General Regulations

- 3.1.1 Candidate shall be required to present his/her graduate project/ research/ essay to the departmental postgraduate studies committee prior to submission of the same for examination. The Departmental Committee shall vet the graduate project/ research/essay to establish whether it is ready for examination.
- 3.1.2 Every graduate project/ research/essay shall be examined by at least two anonymous internal examiners who are specialists in the area.
- 3.1.3 The examiners shall evaluate and grade the graduate project/ research/essay in accordance with the criteria prescribed in the TUMA theses/dissertation grading form TUMA/PG.F7.
- 3.1.4 The examiners shall be required to submit their detailed reports on the work within a period of one month from the date of receipt of the Graduate Project/Research Paper/Essay. If the reports are not received within One and half months, new examiners shall be appointed.

- 3.1.5 The examination report shall contain a detailed description and focus as per TUMA theses/dissertation grading form TUMA/PG.7 and shall contain a definite recommendation for one of the following actions:
- (a) The degree be awarded to the candidate unconditionally;
 - (b) The degree be awarded subject to typographical corrections/minor revisions;
 - (c) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report;
 - (d) The degree not be awarded, but the candidate may be allowed to revise and re-submit the thesis/dissertation for re-examination within maximum period of registration.
 - (e) The degree should not be awarded, but may be resubmitted for a lower award;
 - (f) The thesis/dissertation be rejected outright
- 3.1.6 The candidate shall present a defence of the Project/graduate essay before the panel formed by the Department. The Panel shall consist a minimum of three expert members shall Summarize the defence results using Form TUMA/PG.22. The supervisor (if any shall not be member of the panel)
- 3.1.7 On receipt of the report, the Faculty Postgraduate Studies Committee shall determine the candidate's Project/graduate essay final grade.
- 3.1.8 Where the examiners differ significantly (one passes and one fails the candidate or a difference of two grades) in their overall recommendation, Departmental Postgraduate Studies Committee shall examine the case and recommend that an additional independent examiner (without knowledge of the previous examiners' assessments) be appointed;
- 3.1.9 An Assessment by an additional independent examiner shall form basis of determining whether the candidate passes or fails the Graduate Project /Research/Essay.
- 3.1.10 The Project/Research Paper/Essay shall be submitted to the University through DPGS to ensure standards and quality.
- 3.1.11 Weighting of graduate project or graduate essay should be similar to the weighting of the dissertations.

4. Appeals Against Coursework/Dissertation/Thesis/Graduate Project/Research Paper/Essay

- 4.1 The right to appeal shall be open for every candidate aggrieved by coursework/dissertation/thesis/graduate project/research paper/essay results.
- 4.2 Appeals must be lodged within six months from the date of approval of the results.
- 4.3 Any appeal shall be lodged with the Board of the Appellant's Faculty, which shall forward the appeal with recommendations to the UAC whose observations and recommendations will be forwarded to Senate for approval.
- 4.4 Except where unfair marking, wrong computation of marks or grades or other like irregularity committed in the conduct of the examination is alleged, no appeal shall lie in respect of any such examination on any ground.
- 4.5 No appeal will be considered where:

- (a) The candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
 - (b) It raises for the first time issues concerning the supervision, teaching or coursework assessment. Such matters will only be considered if they had been raised by the student promptly and in writing, at the time when they first arose.
 - (c) A student alleges illness or other factors but where she/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.
- 4.6 Any member of the appellant's Faculty Board who participated in the making of the decision against which appeal is lodged shall not have a voting right in the Senate over such an appeal and may participate herein only in terms of presentation of findings and recommendations of the appellant's Faculty Board by answering queries, as the case may be, and shall otherwise be absent from the Senate session considering any such appeal.
 - 4.7 Any student or candidate aggrieved by a decision of Senate on terms of the provisions of regulation regarding examination irregularities may apply for review of the decision by the Senate.
 - 4.8 Application made under regulation 4.5 shall be lodged directly with the DVCAA who shall forward them to the Senate with observations and recommendations herein.
 - 4.9 Any person who has been involved at any stage in the processing of a case of alleged commission of examination irregularity, whether at first instance or in the preparation for the appeal, shall be barred from participating in the decision making decision over such a case, except for the purpose of making a presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from the Senate session considering such appeal.
 - 4.10 The candidate's appeal shall be entertained upon payment of an appeal fee as may be determined by the University Council from time to time.
 - 4.11 A student may appeal to the Chairman of Senate against the decision of the Senate on his/her appeal by lodging the appeal through the DVCAA. Such an appeal shall only be entertained if it had at first been rejected by Senate and if the student presents new developments and/or grounds that were not and could not be made available to Senate.
 - 4.12 The Chairman of Senate's decision on an appeal shall be final and conclusive and no further appeal shall be entertained regarding the same issue.
 - 4.13 The decision of the Chairman of Senate in Regulation 4.11 shall be reported to Senate for Noting.

5. Doctor of Philosophy (PhD) Degree

5.1 PhD Modes of Registration

Doctor of Philosophy (PhD) degree of Tumaini University Makumira shall be offered in three modes:

- a. Masters with possible upgrade to PhD by Coursework and Dissertation
- b. PhD by Coursework and Dissertation
- c. PhD by Thesis
- d. A candidate may register to undertake the PhD by any of the three modes.

5.2 Entry Qualifications

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

5.2.2 PhD

The minimum entry qualification for PhD by Coursework and Dissertation shall be a Master's degree from the Tumaini University Makumira or its equivalent.

5.3 Registration of PhD Candidates

- 5.3.1 PhD candidates may be registered as full-time or part-time students.
- 5.3.2 Candidates shall be required to register at the beginning of the first year of their studies (using Form TUMA/PG.F1) and to renew their registration at the beginning of subsequent years by filling in Form TUMA/PG.F2 after paying the required fees.
- 5.3.3 Failure to renew registration shall mean automatic discontinuation from studies.
- 5.3.4 Regulations applicable for registration for Masters programmes shall apply for registration for PhD programmes.
- 5.3.5 A candidate registered for the PhD degree programme by thesis may, on recommendation of the relevant Faculty Board, be required to do one or more formal courses appropriate to his/her field of study, as prescribed by his/her supervisor(s).
- 5.3.6 Upon registration, the candidate will be allocated to a supervisor or supervisors as the case may be.
- 5.3.7 The supervisor(s) shall guide the candidate in his/her research and shall submit periodic reports (four times a year) on the candidate's progress using TUMA/PG.F5b.
- 5.3.8 Every candidate shall be responsible to initiate and submit progress report four times a year using TUMA/PG.F5a.
- 5.3.9 The procedures for supervision and all matters thereof shall be provided so in the Regulation12 of these regulations.
- 5.3.10 The duration of the PhD programme by coursework and dissertation shall be four years for full-time and six years for part-time candidates. PhD programme by thesis shall take three years for full-time and five years for part-time candidates.
- 5.3.11 Candidates who, for valid reasons, fail to complete their programmes within the specified period may apply (using TUMA/PG.F19) for an extension of the registration period. The candidate shall pay a monthly fee prescribed by Council for such an extension.
- 5.3.12 The total extension period shall not exceed two years for full-time and three years for part-time candidates.
- 5.3.13 The maximum allowable period of registration for a PhD degree shall be six years for full-time and eight years for part-time students

5.4 PhD by Coursework and Dissertation Programmes

- 5.4.1 The conduct of examination and the candidate's progress from year to year shall be guided by the regulations applicable for masters by coursework and dissertation.
- 5.4.2 At the end of the coursework part, candidates shall be required to do a comprehensive examination as prescribed by the Faculty before they can be allowed to proceed to the dissertation phase.
- 5.4.3 A comprehensive examination shall mean a specific type of examination aimed at examining the candidate's broad philosophical and conceptual understanding of the subject area as well as the capacity to develop and communicate logical arguments.
- 5.4.4 The comprehensive examination shall be administered after the candidate has the coursework part but prior to embarking on the dissertation part and shall have the following features:
 - (a) The examination may vary from one academic unit to another but must examine the candidate's broad philosophical and conceptual understanding of the subject area, as well as the capacity to develop and communicate logical arguments.
 - (b) It shall be both oral and written and shall be assessed on a pass or fail basis.
 - (c) The oral comprehensive examinations shall not take more than three hours.
 - (d) The written comprehensive examination shall take three to four hours.
- 5.4.5 A comprehensive examination shall be judged by a panel of experts in the relevant field who possess a PhD. The panel should be constituted by the Dean in consultation with Heads of Departments and shall have an odd number of members i.e. 3 or 5. The most senior member shall chair the panel.
- 5.4.6 Members of the Panel shall be given the candidate's written report at least two weeks before the oral examination to allow them to thoroughly read it and prepare for the oral examination
- 5.4.7 A candidate shall be given a minimum of three months to prepare for the comprehensive examination and must pass the examination within a year after completing the coursework
- 5.4.8 A candidate who fails a comprehensive examination shall be required to take another comprehensive examination as recommended by the examination panel.

5.5 Postponement/Freezing of PhD studies

- 5.5.1 If, for valid reason(s), a candidate wishes to temporarily halt studies, he/she has to apply to the UAC Chairperson for the postponement of studies (during the coursework phase) or freezing of the registration (during the dissertation phase and for thesis candidates).
- 5.5.2 Postponement of studies and freezing of registration shall be applied through the Dean and the Head of Department to the Director of Postgraduate Studies who shall process for approval by the Chairman of Senate using TUMA/PG.F14 and form TUMA/PG.F15 forms. The maximum periods for postponement of studies and for freezing of registration shall be two years.

5.6 Submission of a PhD Thesis/Dissertation

- 5.6.1 The PhD degree examination requires the submission of a thesis/dissertation by the candidate, embodying the results of the research.

- 5.6.2 Every PhD by Coursework and Dissertation candidate shall be required to produce at least one article manuscript accepted for publication in a journal recognised and accepted by TUMA Senate. Candidates in a PhD by Research and Thesis degree programme shall have at least one paper published and at least two accepted manuscripts (articles/papers) in a peer reviewed journal based on their research and the journal shall be acceptable and recognisable by TUMA Senate. The paper must be attached as an appendix on the submitted thesis/dissertation.
- 5.6.3 The PhD Thesis/dissertation maybe submitted either as a single monograph or journal papers in which case:
- (a) The candidate shall submit at least 5 journal papers with introduction and conclusion chapters.
 - (b) Two of the journal papers must be published in an international journal recognized by TUMA.
 - (c) The candidate must be the principal author in all journal papers submitted for the award of a PhD degree.
- 5.6.4 Regardless of the form of submission, the thesis shall be an original contribution to the field of research by the student, regardless of the form of the thesis.
- 5.6.5 For thesis by papers, the student should use the introductory section of their thesis to explain and justify in full the nature and extent of the candidate's own contribution and the contribution of co-authors and other collaborators to the publications presented.
- (a) A significant proportion of the researched materials should be derived from original research undertaken after the date the student initially registered with this University.
 - (b) The papers shall be inserted and that the pagination sequence should flow throughout the thesis.
- 5.6.6 (a) No candidate may be permitted to submit a thesis/dissertation for the PhD degree in less than 24 months from the date of registration.
- 5.6.7 (b) A PhD candidate may, however, be allowed to submit his/her thesis/dissertation earlier than this if the supervisor and the relevant Faculty Postgraduate Studies Committee is satisfied with the candidate's research contribution of new knowledge.
- 5.6.8 At least three months before the thesis/dissertation is submitted, the candidate shall, through the supervisor, give notice of intention to submit the thesis/dissertation. He/she should do this in writing to the Chairperson, UAC using form TUMA/ PG.F6 submitting, at the same time, the proposed title and an outline of the plan and general scope of the thesis/dissertation.
- 5.6.9 Every thesis/dissertation submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and text presentation. The thesis/dissertation must contain a one-page abstract, which shall concisely indicate the problem investigated, the procedures, research methods employed, the general results, new contributions made, and the major conclusions reached.
- 5.6.10 All PhD candidates must present their dissertation/thesis to the departmental postgraduate studies committee for it to approve that the dissertation/thesis is ready for examination.
- 5.7. Examination of Theses/Dissertations and Award of a PhD Degree**
- 5.7.1 For every PhD candidate approaching submission Senate shall appoint, on the recommendation of the relevant faculty and the UAC, at least two qualified examiners, one

of whom shall be External to TUMA. The Examiners shall be required to assess the thesis/dissertation following standards prescribed by TUMA.

- 5.7.2 The internal examiner shall be an expert not involved in the candidate's supervision.
- 5.7.3 Transmission of theses/dissertations is the responsibility of faculties, using their share of examination fees. The Examiners shall be required to submit independent reports on the PhD thesis/dissertation as prescribed under the Masters programme.
- (a) The examiners shall be required to submit their detailed reports on the thesis/dissertation within a period of two months from the date of receipt of the thesis/dissertation.
- (b) If the reports are not received within three months, new examiners shall be appointed.
- (c) An internal examiner who fails to submit the report within two months shall be required to show cause for delay. The explanation shall be in writing and shall be addressed to the DVCAA through the respective academic unit.
- 5.7.4 The PhD thesis/dissertation should show evidence that the candidate has made an original and significant contribution to knowledge, and each examiner shall submit a summary of the report on the thesis/dissertation using form TUMA/PG.F7 with a definite recommendation for one of the following actions:-
- (a) The PhD degree be awarded to the candidate unconditionally;
- (b) The degree be awarded subject to typographical corrections and/or minor revisions;
- (c) The degree be awarded subject to making substantial revisions and corrections as recommended;
- (d) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD thesis for re-examination after a further period of study and/or research;
- (e) The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for a Masters' Degree award;
- (f) The thesis/dissertation be rejected outright.
- 5.7.5 Where the examiners are not in agreement in their overall recommendation, UAC shall consider the case and recommend one of the following actions:
- (a) The recommendation of the External Examiner be taken;
- (b) An additional independent examiner be appointed;
- 5.7.6 An Assessment by an additional independent examiner shall form the basis of determining whether the candidate passes or fails the thesis/dissertation.
- 5.7.7 A PhD candidate, whose thesis examiners are either in disagreement or have recommended thesis revision and resubmission, may on the recommendation of the Faculty Board, transfer registration to a relevant existing Masters programme.
- 5.7.8 The University shall pay honoraria to the External and Internal Examiners at rates prescribed by Council and upon receiving detailed reports and summary reports of the thesis under examination.
- 5.7.9 A thesis/dissertation not accepted as per regulation 5.7.4(d) above must be re-written and re-submitted for re-examination within 18 months.
- 5.7.10 Candidates who fail to submit their thesis/dissertation within the period stated in regulation 7.7.9 above shall be discontinued from studies.

5.8 Viva voce Examination for PhD Candidates

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

- 5.8.2 The viva voce examination shall take place only after the Senate has been satisfied that the thesis/dissertation submitted by the candidate is considered by the examiners to be of acceptable standard.
- 5.8.3 The questions in the viva voce examination shall primarily focus on the candidate's thesis/dissertation research area.
- 5.8.4 The members of viva voce panel shall be so selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research (or related) area.
- 5.8.5 Composition and proceedings of the Viva voce shall be as follows: The viva voce examination for a PhD degree shall comprise of at least seven, but not more than nine examiners, who shall be appointed by the Senate Chairperson during approval of the External and Internal examination reports on the recommendation of the Dean, and of the Head of the relevant Department where the candidate is registered. The composition of the viva voce panel shall be as follows:
- (a) Chairperson (with voting power);
 - (b) External Examiner who examined the thesis (or his/her representative);
 - (c) Internal Examiner who examined the thesis/dissertation;
 - (d) One of the candidate's supervisors (with voting power);
 - (e) Appointee of the Dean where the candidate is registered;
 - (f) Appointee of the Head of Department where the candidate is registered;
 - (g) Three other qualified co-opted members, invited by the relevant Faculty, and approved by Senate through the relevant committee.
 - (h) The other supervisor(s) shall be invited to the viva voce examination as observers. They shall neither have voting power nor ask questions.
- 5.8.6 The Chairperson of the viva voce panel, who need not be a specialist in the candidate's thesis/dissertation area, shall be a senior academician (of the professorial rank).
- 5.8.7 The candidate's supervisor or appointee of the department shall be the recorder of the viva voce examination proceedings.
- 5.8.8 Panellists under Regulation no. 5.8.5(b) who are unable to be present at the viva voce examination, shall submit their oral examination questions to the Faculty, and also nominate their representatives (where possible) to the viva voce who shall be appointed as per 7.8.4.
- 5.8.9 The viva voce panellists shall be provided with the examiners' reports, and copies of the candidate's thesis/dissertation, at least two weeks before the date of the viva voce.
- 5.8.10 The function of the viva voce shall be:
- (a) To ascertain that:
 - (i) The thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the candidate;
 - (ii) The broader subject area in which the study is based is fully grasped;
 - (iii) Any uncertainties or weakness in the thesis/dissertation can be adequately clarified by the candidate; and
 - (b) To make a definite recommendation to the UAC and Senate as to whether the candidate has passed or failed.
- 5.8.11 The duration of the viva voce examination shall normally not exceed three hours.

- Maximum of 45 minutes of presentation
 - Maximum of 2 hour of questions and answers
 - Maximum of 15 minutes of panellists' deliberations and decision
- 5.8.12 The viva voce panel shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance as per 5.8.10 (a) (i).
(iii). Where the panellists are unable to reach a consensus as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote in favour of passing the candidate shall be required for passing a viva voce examination.
- 5.8.13 (a) At the end of the viva voce examination, the panel members shall sign a viva voce Examinations Results Form TUMA/PG.F10 giving a specific recommendation to UAC on the candidate's performance with a definite recommendation for one of the following actions:
- (i) The Candidate PASSES and no additional corrections in the thesis/dissertation are required;
 - (ii) The Candidate PASSES subject to making minor corrections and revisions in the thesis/dissertation as stated in the viva voce proceedings, within three months;
 - (iii) The Candidate is referred to make substantial corrections and revisions as stated in the viva voce proceedings within six months, and at least two viva voce panellists must certify that the corrections have been done as directed;
 - (iv) The Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation after eliminating the weaknesses detailed in the viva voce proceedings within nine months;
 - (v) The Candidate fails outright.
- (d) The Chairperson of the panel shall also submit to UAC a comprehensive report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
- (e) Whereupon, each panellist in the viva voce examination shall receive an honorarium at the rate approved by the University.
- 5.8.14 Where there is disagreement between the recommendations of the thesis/dissertation examiners and those of the viva voce panellists, the UAC shall carefully study the case and recommend to Senate one of the following actions:
- (a) The candidate revises and re-submits the thesis/dissertation and subsequently re-appears for a further oral examination, within a specified period, but not exceeding 12 months from the date of the decision by Senate; or
 - (b) The candidate be deemed to have failed outright.
- 5.8.15 Without prejudice to Regulation 5.7.4 (d), 5.8.13 (a) (ix) and 5.8.14 (a), where a candidate fails the thesis/dissertation examination or viva voce examination and re-submit the thesis for re-assessment, the maximum grade to be awarded shall be a "B" grade.
- 5.8.16 Senate shall make the final decision on the PhD degree award to the candidate, on the recommendation of the UAC.
- 5.8.17 Subsequent publications from a thesis/dissertation submitted for the PhD degree of TUMA must contain a statement to the effect that the work is based on a thesis submitted to the University.

6. Sandwich Programmes and Joint Degree

6.1 Sandwich Degree Programmes

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

6.2 Joint Degree Programme (JD)

- 6.2.1 A joint degree shall be understood as a degree programme offered in collaboration between at least two autonomous degree-granting institutions whereby the duration of the programme is jointly supervised and time apportioned between the collaborating institutions. At the completion of the programme the candidate is awarded a single degree certificate issued by all the offering institutions.
- 6.2.2 A joint degree programme shall operate under a prior agreed Memorandum of Understanding/Protocol/Agreement between the participating institutions.
- 6.2.3 A candidate under the joint degree programme shall be jointly supervised and spend at least 30% of the entire duration of the programme at each participating institution

- 6.2.4 The candidate must register in each participating University by meeting all admission requirements of the degree in each of the respective university. A specific programme, providing details of the programme and specifying the grouping of subjects that a candidate is allowed to pick in the combination of degrees shall be developed and approved by each participating University.
- 6.2.5 Programme fee and payment thereof shall be in accordance with terms and conditions of the cooperative agreement or consistently apportioned to the duration spent in the participating University.
- 6.2.6 A special desk shall be established under the DPGS to manage joint programmes in collaboration with the respective programme hosting units.
- 6.2.7 The Degree Certificate awarded to a joint degree candidate shall bear the format (content, style, logos) agreed upon by all participating Universities and shall be duly signed by the statutory organs of all participating Universities. Any dispute arising between the universities/institutions participating in the JP on any matter involving the JP shall be resolved amicably by the participating institutions through their appropriate good offices. In the event the dispute remains unresolved, it shall be referred by either party to the mediator appointed and agreed by both parties. In any case, the candidate shall not be affected by such dispute.

6.3 Intellectual Property Rights for Joint degree Programmes

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

7. Supervision of Postgraduate Students

7.1 Introduction

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

7.2 Assigning Supervisor(s)

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

Where the study is of a multidisciplinary nature, the Department may after consultation with the relevant Department within the Faculty or the relevant Department in other Unit/Units appoint a co-supervisor provided that the total number of supervisors per candidate shall not exceed two (2) for Masters Candidates and four (4) for Ph.D. candidates. The offering Faculty Board shall approve supervisors and send appointment reports to UAC.

7.3 Training of Supervisors

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

7.4 Ethics and Code of Practice

- (a) Students and supervisors must be aware of and comply with the University’s research ethics requirements as determined by the Ethics Committee.
- (b) Students and supervisors must be aware of ethical issues related to supervision as stated in the codes of conduct of TUMA.
- (c) Supervisors should keep a diary of their interaction with students.

7.5. General Duties and Responsibilities of a Supervisor

- 7.5.1 The Supervisor shall be the University’s agent in ensuring that:
 - (i) A student maintains satisfactory progress;
 - (ii) The student receives adequate advice and encouragement on the thesis/ dissertation research project;
 - (iii) The work being done on the thesis/ dissertation is reviewed critically and on a continuous basis.
- 7.5.2 A positive attitude and relationship between the supervisor and the student is essential in order to:
 - (i) Ascertain that the student successfully and timely completes the research work;
 - (ii) Identify problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate;
- 7.5.3 Since the supervisor should be an active member of the Department and is well acquainted with all the University's postgraduate regulations. Where there is more than one supervisor, the principal supervisor must be an active member of the Department.
- 7.5.4 For the purposes of maintaining high standard of the output, the supervisor should, as far as possible, supervise students only in his/her area of expertise.
- 7.5.5 The supervisor should know the distinction between his/her expected role, when supervising a Masters’ degree dissertation/thesis and a PhD degree dissertation/thesis.
- 7.5.6 The supervisor of a Master’s thesis shall aim at ensuring that the candidate:
 - (i) Is exposed to the fundamentals of research;
 - (ii) Learns how to design, execute and report research results in a scholarly manner;
 - (iii) Makes some important contribution to knowledge, even though it may not be very original. Because she/he lacks previous research experience, the Masters student requires close and careful supervision at all times, but more so during the early stages when learning the research techniques, and at the time of thesis writing.

- 7.5.7 The supervisor of the PhD candidate shall maintain a close and careful supervision at all times, especially during the early stages of the study and during the writing stage so as to ensure that the candidate:
- (i) Makes a distinct contribution to new knowledge, theoretically and empirically;
 - (ii) Produces a significantly more original work than required for the Masters programme;
 - (iii) Undertakes deeper and more extensive review of relevant literature than is the case for the Masters student;
 - (iv) Is more critical in the analysis of data; and
 - (v) Exercises more independence in the research process than for the Masters“ Degree research programme.
- 7.5.8 After the first year, the PhD student should be able to work more independently. Nevertheless, it is the responsibility of the supervisor to guide the candidate in the right direction.
- 7.5.9 Assist the student to formulate an appropriate research proposal. The research proposal must be approved by the relevant Faculty Postgraduate Studies Committee before the student formally begins research activities.
- 7.5.10 Have the responsibility of focusing ahead, and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work. She/he should be capable of foreseeing, through his/her previous research experience, whether or not the student will get meaningful data within two to three years of research or whether the proposed research is suitable for a higher degree. The supervisor should have this foresight in order to reduce the common problem of students“ “wasted effort” to a minimum.
- 7.5.11 The supervisor shall monitor the student's progress throughout the research period by:
- (a) Requesting the candidate to submit periodic reports (every six months) about his/her research progress (to be filled online in OSIM). The reports may well constitute drafts of the final thesis/dissertation. In reviewing them, the supervisor should take the opportunity to advise the candidate on matters of presentation, and if necessary, to make suggestions where modifications are required. If the supervisor does not receive a report from the candidate on his/her research progress, he/she should submit his/her own report to the Head of Department.
 - (b) Maintaining regular consultations with the candidate (at least once every month) to discuss the research work. So as to acquaint himself/herself with the problems encountered by the candidate since the last student’s research since the last report, and to suggest remedial measures, before it is too late.
 - (c) Ensuring that the candidate under his/her supervision delivers at least one seminar in each year of his/her research
- 7.5.12 To ensure that the student submits a thesis/dissertation of a standard that is acceptable for the intended degree by doing the following:
- (a) Being accessible, and showing interest and enthusiasm in the student's research work;
 - (b) Reading the candidate’s drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved;
 - (c) Providing timely feedback to the work submitted by the student, as much as possible within two to three weeks of receiving them.
 - (d) Reading the entire final draft, and satisfying himself/ herself that the dissertation/thesis is suitable for examination.
- 7.5.13 Advise and guide the candidate. Under no circumstance the supervisor shall write the thesis/dissertation for the student. The student is fully responsible for the work and its fate.

- 7.5.14 The supervisor may recommend to the Head of Department the potential External Examiners for the student's thesis.
- 7.5.15 The supervisor should guide the student in revising the thesis/dissertation, in the event that such revisions are recommended by the examiners.
- 7.5.16 If the candidate's sole supervisor is away from the University for more than two (for Masters) or three (for PhD) consecutive months, a temporary supervisor should be appointed.
- 7.5.17 To gain uniformity in the information submitted by supervisors to postgraduate committees, on their candidates' research progress, a standard progress report through OSIM should be used.

7.6 Postgraduate Research Students' Responsibilities

- (a) Every postgraduate student shall maintain regular contact with the supervisor(s);
- (b) Maintain progress in accordance with the agreed work plan;
- (c) Attend specific taught courses and any other training sessions identified by the supervisor(s);
- (d) Assist in undergraduate teaching which the Department and/or Faculty, cognisant of the specific terms and conditions of their sponsorship, have assigned them;
- (e) Attend regularly in the Department or other assigned place of work, and ensure that the University's permission is granted for any absence (even to conduct research);
- (f) Make regular presentations on progress to the supervisor, Departmental seminars, and specified group(s), as required by the supervisor / Department;
- (g) Familiarise and abide with, the Health and Safety Regulations for his / her welfare and that of colleagues.
- (h) Operate instruments, apparatus, equipment and plants in a way which optimises safety, precision and longevity;
- (i) Decide, after consultation with the supervisor, when to submit the thesis / dissertation;
- (j) Exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities.

7.7 Conflict Resolution during Supervision

- 7.7.1 In the course of the student's research, a situation may develop where one or more of the following may happen:
- (i) A breakdown in communication between the student and the supervisor;
 - (ii) Personal clashes and conflicts between the student and the supervisor;
 - (iii) A hostile relationship between the student and the supervisor;
 - (iv) Refusal by the student to follow the supervisor's advice.
- 7.7.2 When such a situation occurs, the supervisor and/or the student should report the problem, in writing, to the Head of the respective Department, with a copy to the Dean of the relevant Faculty and the Director of Postgraduate Studies. The Head of Department should study the nature of the problem and recommend to the Dean/DPGS and subsequently to UAC, one of the following actions:
- (i) The student be warned, in writing, about his/her weaknesses or conduct (if it is established that s/he is the cause of the problem);
 - (ii) The student be transferred to another supervisor (where possible and necessary);

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

7.8 Supervision Load and Remuneration

- 7.8.1 Every academic member of staff with the qualification of a PhD and above shall be eligible for supervision of postgraduate students.
- 7.8.2 Each academic Unit (department/faculty) shall establish its postgraduate supervision capacity annually and shall aim at meeting this target and not exceeding it.
- 7.8.3 The number of students/supervisees per supervisor shall depend on the supervisor's rank, his/her teaching load and duties in assigned to her/him in the department/faculty. In any case, the total number of postgraduate students per supervisor shall not exceed ten students per year.
- 7.8.4. The Head and/or the departmental PGS committee shall allocate and monitor the number of students each supervisor has in terms of agreed target.
- 7.8.5. The supervisor shall, in consultation with students under his supervision, allocate number of hours per week/month to each student.
- 7.8.6 Each academic Unit (department/faculty) shall establish its postgraduate supervision capacity annually and shall aim at meeting this target and not exceeding it.
- 7.8.7 In appreciation for the supervisors' work, the University shall do the following:
 - (i) Pay an annual/ semester, supervision allowance to each supervisor as the Council may from time to time prescribe; The supervisor shall be required to make a claim through (TUMA/PG.F11), and
 - (ii) Give the supervisor a copy of the candidate's thesis/dissertation as his/her permanent record of the work he/she has supervised.
- 7.8.8 The payment of the supervision allowance shall not be dependent on the student's fate. (i.e. the supervisor shall be paid the allowance even if the candidate fails).

8. Deployment of Postgraduate Students as Teaching or Technical Assistants

- 8.1 Unless otherwise stated, the application of these regulations shall only extend to full-time masters, doctoral and post-doctoral students registered at the University engaged in teaching or providing technical assistance in undergraduate courses at the University.
- 8.2 Unless clearly provided for in the conditions of their scholarship, or otherwise directed by the DVCAA, postgraduate students shall generally be under no obligation to teach. Equally, the Units are not obliged to engage postgraduate students in teaching courses at the University.

8.3 Registration, Advertising, Selection and Allocation of Teaching

- 8.3.1 Heads of Departments shall advertise available positions for postgraduate students in conspicuous places accessible to all postgraduate students three weeks before the commencement of the Semester in which the course is to be taught or technical assistance required.
- 8.3.2 Each postgraduate student desirous of being engaged in teaching or provision of technical assistance shall be required to apply for the post through his/her respective Head of Department clearly stating the course he/she wants to be engaged in.
- 8.3.3 The teaching or technical assistance positions and opportunities advertised shall indicate clearly courses or modules, hours involved in terms of preparation, delivery, assessment and training that will be required for the teaching role or provisions of technical assistance.
- 8.3.4 To ensure that teaching standards are maintained, the selection process carried out at the Units shall include an assessment against qualifications to ensure that students have the necessary qualifications, skills and experience for the teaching or technical assistance activities allocated.
- 8.3.5 Units shall draw up a matrix of teaching or technical assistants' activities and allocate these to students who have been selected. Selected students will be provided, in writing, with the teaching matrix which confirms details of the teaching or technical assistance activities allocated and a breakdown of the agreed hours of engagement.

8.4 Procedures for Engagement of Postgraduate Students, Evaluation and Review

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

8.5 Responsibilities

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

8.5.3 Postgraduate students may be deployed in assisting students in recitation and setting laboratory equipment or discussion sessions or grading assignments in laboratories. They may also be used in collecting laboratory and research samples from the field.

8.5.4 The Faculty Dean, in consultation with the relevant Head of Department, shall be responsible of initiating and overseeing the training and the deployment of postgraduate students as teaching or technical assistants at the Units.

8.6 Hours of Work

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

8.7 Remuneration

8.7.1 Payment to postgraduate students engaged in teaching or provision of technical services shall be in accordance with the terms and conditions of the scholarship.

8.7.2 Units may provide some payment as agreed, in writing, between the Head of the Units and the student and approved by the Faculty Dean and the DVCAA.

8.7.3 The University may waive fees or any portion of monies due to the University to postgraduate students who have deployed in teaching or providing technical assistance at the University in accordance with these Guidelines.

8.8 Training

8.8.1 All postgraduate students engaged in teaching responsibilities or provisions of technical assistance shall receive training and guidance.

8.8.2 The Faculty Dean shall organize and provide training for all postgraduates who will be engaged in teaching or provision of technical assistance.

8.8.3 All postgraduate students engaged in teaching or provision of technical assistance shall be involved in any curriculum/module/programme review.

8.9 Marking, Grading and Invigilation

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

8.9.2 All Units shall put in place adequate guidance, including clear criteria and marking schemes where appropriate, and make these available to the teaching or technical assistants.

8.9.3 Marking or grading done by postgraduate students shall be closely and comprehensively monitored and moderated by the course Coordinator and the Faculty Dean.

8.9.4 Postgraduate students may be deployed by Units only for purposes of assisting in invigilation of University examinations and shall be under the guidance of an academic member of staff who is the main invigilator.

8.9.5 Postgraduate students shall be given an inductive course in invigilation procedures and regulations of the University by the Units before being deployed to invigilate examinations.

8.10 Attendance of Meetings at Units

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

8.11 Terminating Engagements

8.11.1 The engagement of postgraduate students as teaching or technical assistants shall automatically terminate once the student ceases to be registered as a Postgraduate Student at the University or whenever the teaching or provision of technical assistance activities have been completed.

8.11.2 The University may withdraw its offer to engage students in teaching or provision of technical assistance or discontinue the engagement without prior notice where:-

- (a) It is established, after consultation with the student's supervisor, that teaching or provision of technical assistance is interfering with the student's studies;
- (b) The student regularly fails to carry out assigned tasks and duties related to teaching or provision of technical assistance that they have accepted without providing prior notice;
- (c) The standard of performance/conduct is deemed to be unsatisfactory by the Unit.

8.11.3 Where a student is discontinued for any of the circumstances under 8.11.2, such student shall be notified in writing giving the reasons for ending the engagement.

9. Preparation and Submission of Dissertations and Theses

9.1. General

When preparing dissertation/theses for submission, the Candidates shall strictly adhere to these regulations and shall follow the specifications laid out. Dissertation/theses prepared in contravention of these regulations shall NOT be accepted. Questions on any aspect of the arrangements and requirements should be directed to the Directorate of Postgraduate Studies, Tumaini University Makumira, P.O. Box 55, Usa River, Arusha, Tanzania; email: vc@makumira.ac.tz

9.2 Submission of Dissertations and Theses

9.2.1 Candidates intending to submit their dissertations and theses should give the faculty office at least three months' prior notice in writing by filling in a special form designed for the purpose.

9.2.2 No examination arrangements will be made unless a candidate has given notice of intention to submit and has presented in a departmental seminar or postgraduate studies committee and obtained approval to proceed.

9.2.3 Candidates should not submit their dissertations or theses until their main supervisors have had an opportunity to comment on the thesis/dissertation, and have certified in writing that the thesis/dissertation is ready for examination.

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

9.2.5 After satisfactorily having completed all the corrections recommended by examiners, the candidate should submit four or six copies (for masters and PhD respectively) of hardbound theses/dissertations to the college/school/institute office for distribution to relevant offices and individuals. Each copy shall be bound in black washable buckram with stiff boards.

- 9.2.6 The spine shall be embossed in gold, bearing;
(a) The surname and initials of the candidate;
(b) The degree for which the thesis/dissertation has been submitted; and
(c) The year of degree award
The writing on the spine should read from the bottom to the top.
- 9.2.7 The title of the work shall be printed in gold letters on the front cover of the hardbound volume.
- 9.2.8 Candidates may arrange the binding of their thesis/dissertation with any binding firm provided they follow the specifications indicated in these guidelines.
- 9.2.9 Additional advice on the binding should be sought from the Directorate of Postgraduate Studies, TUMA.

10. ANNEX 1: Application and Assessment Forms: PG.F1 to PG.F22

S/ N	PURPOSE OF THE FORM	FORM NUMBER	PAGE
1	Registration form for first year-year postgraduate students	TUMA/PG.F1	27
2	Registration form for continuing postgraduate students	TUMA/PG.F2	29
3	Change of programme request form	TUMA/PG.F3	31
4	Change of campus/change of programme delivery mode request form	TUMA/PG.F4	33
5	Postgraduate student academic progress report	TUMA/PG.F5a	35
6	Postgraduate student academic progress report	TUMA/PG.F5b	37
7	Notice of intention to submit a thesis/dissertation and examination arrangements	TUMA/PG.F6	40
8	Grading report on Masters/PhD dissertation/thesis as filled in by internal/external examiners	TUMA/PG.F7	42
9	Overall evaluation report on Masters/PhD dissertation/thesis by Department	TUMA/PG.F8	45
10	Viva voce examination results form for Master's degree	TUMA/PG.F9	47
11	Viva voce examination results form for PhD degree	TUMA/PG.F10	48
12	Supervision allowance claim form	TUMA/PG.F11	49
13	Internal examiner's claim form for dissertations and theses	TUMA/PG.F12	51
14	External examiner's claim form for dissertations and theses	TUMA/PG.F13	53
15	Postponement of studies form	TUMA/PG.F14	55
16	Freezing of studies form	TUMA/PG.F15	57
17	Unfreezing/resuming of studies form	TUMA/PG.F16	59
18	Permission to travel form	TUMA/PG.F17	61
19	Returning from travel request form	TUMA/PG.F18	63
20	Application for extension	TUMA/PG.F19	65
21	Postgraduate clearance form	TUMA/PG.F20	67
22	Application form for credit transfer into postgraduate programmes	TUMA/PG.F21	69
23	Project/graduate essay defence examination results form for Master's degree	TUMA/PG.F22	72



TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies

REGISTRATION FORM FOR FIRST-YEAR POSTGRADUATE STUDENTS
(This form must be filled in quadruplicate)

1. Surname:
2. First and other names in full:
3. (a) Reg. No..... (b) Sex (c) Birth Date
4. Place of Birth: District: Region: Country:
5. Sex:..... Marital Status:
6. Religion/Denomination:
7. Citizenship:
8. Present Address (including Physical, postal, telephone and e-mail)

Physical	Postal	Telephone	e-mail

9. Permanent Address (if different from above)

Physical	Postal	Telephone	e-mail

10. Occupation:

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

.....

.....

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

.....

.....

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

.....

14. Academic Records

a) Entry qualification

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

b) Other qualification

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

15. Professional/Work Experience

(1) Professional Training

Name of Institution Award given Year of attendance/Completion

.....
.....

(2) Work Experience

Post Held Employer When (Month/Year)

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

16. Personal Goals

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

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

17. Degree for which Registration is sought Duration

18. Faculty.....

Department:.....

19. Proposed form of studies (✓) Coursework and Dissertation..... Thesis..... Full Time
..... Evening Executive..... Online.....

20. Date of beginning studies:

21. Effective date of registration:

22. Expected date of completion:

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

.....
.....

24. Supervisor (if already known):

Candidate's signature: Date:

For Official Use Only

Comments (if any)

.....

..... Name
of Registration Officer Date

..... Signature and Official Stamp



TUMA/PG.F2

**TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE STUDIES**

REGISTRATION FORM FOR CONTINUING POSTGRADUATE STUDENTS

Surname First Name Middle Name
Reg. No. Sex: Nationality:
College/School/Institute/Faculty Department:

Programme details

Course registered for

.....

Form of studies: Thesis/Course-work

.....

Date of beginning studies

.....

Expected date of completion

.....

Registration:

Date of Registration

Record of Postponement/Freezing/Extension

Postponement:

Date of 1st postponement Date of resumption Date of
2nd postponement Date of resumption

Freezing:

Date of 1st freezing Date of resumption Date of 2nd
freezing Date of resumption

Extension: Indicate date and period of extension.

1st extension Date Period (months)

.....

2nd extension Date Period (months)

.....

3rd extension Date Period (months)

.....

4th extension Date Period (months)

.....

Fees and Financial obligations:

Type of sponsorship:

(a) Self (b) Other

Name and address of sponsor

.....

.....

Copy of the receipt of payment for required fees:

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

FOR OFFICIAL USE ONLY

Confirmation of Registration

The student is registered for the year

.....

FOR: DIRECTOR OF POSTGRADUATE STUDIES

Name of Registration Officer

.....

Date **Signature and Official Stamp**

Note: Students not registered will be considered to have absconded.



TUMA/PG.F3

TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies

CHANGE OF PROGRAMME REQUEST FORM1
(This form should be filled in quadruplicate)

1. Personal Profile

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

2. Personal Contacts

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

3. Change of Programme2

a) Current Programme:
Department:
Faculty:

b) New Programme:

.....
Department:
Faculty:

4. Candidate's Academic Profile in the Current Programme

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

5. Purpose for Changing the Programme:

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

Signature: Date:

NB: This form should be filled in by candidates who have already registered to undertake postgraduate studies at the Tumaini University Makumira. No student shall be allowed to change subjects/courses/programmes after the fourth week of commencement of the semester. Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme for which transfer is being sought and if a vacancy exists in that programme. A copy of admission letter and academic transcripts **MUST** be attached to the form for the request to be considered.

For Official Use Only

RECOMMENDATIONS FROM THE CURRENT PROGRAMME

1. Comments by the Head of Department:

a) Recommended..... b) Not Recommended.....

Remarks (if any):

.....

Name: Signature: Date:

2. Comments by the Dean:

a) Recommended..... b) Not Recommended

Remarks (if any):

.....

Name: Signature: Date:

RECOMMENDATIONS FOR THE NEW PROGRAMME

1. Comments by the Head of Department:

a) Recommended b) Not Recommended

Remarks (if any):

.....

Name: Signature: Date:

2. Comments by the Dean of Faculty:

a) Recommended b) Not Recommended.....

Remarks (if any):

.....

Name: Signature: Date:

3. Recommendation by the Director of Postgraduate Studies:

a) Recommended b) Not Recommended

Remarks (if any):

.....

Name: Signature: Date:

4. Approval by the DVCAA:

a) Approved b) Not Approved

Remarks (if any):

.....

SIGNATURE: DATE:



TUMA/PG.F4

TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies

CHANGE OF CAMPUS / CHANGE OF PROGRAMME DELIVERY MODE REQUEST FORM1

(This form should be filled in quadruplicate)

1. Personal Profile

Surname:.....FirstName:.....MiddleNames:.....
Sex Nationality:
Registration Number:..... Date and Year of Entry: Expected Completion
Date:.....
Year of Study: Semester: Academic Year:.....
Programme:
Department: Academic Unit:

2. Personal Contacts

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

3. Change of Campus/Programme Mode of Delivery3

Current Mode of Delivery/Campus:

.....
New Mode of Delivery/Campus:

4. Candidate's Academic Profile in the Current Programme

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

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

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

Signature: Date:

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

For Official Use Only

RECOMMENDATIONS BY THE NEW CAMPUS/ PROGRAMME

5. Comments by the Head of Department:

a) Recommended..... b) Not Recommended

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

Name: Signature: Date:

6. Comments by the Dean:

b) Recommended..... b) Not Recommended.....

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

Name: Signature: Date:

7. Recommendation by the Director of Postgraduate Studies:

a) Recommended.....b) Not Recommended.....

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

Name: Signature: Date:

8. Approval by the DVCAA:

a) Approved b) Not Approved

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

SIGNATURE: DATE:



**TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE STUDIES**

POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT*
(To be filled quarterly and submitted to HoD by the candidate)

Period covered: From To (Dates)

Part A: To be filled by the Candidate

- (1) Name of Candidate:
- (2) Registration No.
- (3) Department/ Faculty:
- (4) Degree/Diploma Proposed:
- (5) Nature of Programme (Tick one):

Tick one	Item
<input type="checkbox"/>	By Research and Thesis
<input type="checkbox"/>	By Course-work and Dissertation

- (6) Date of Registration:.....
- (7) Planned Date of Completion:
- (8) Name(s) of Supervisor(s): Main Supervisor.....
Co-Supervisor.....
- (9) How many times have you met with your supervisor during the quarter?

Part B (i) To be filled by the Candidate

- (10) Self assessment on progress made so far for the Coursework

Courses Taken	Semester I	Semester II	Final Examination Grade

Part B (ii)

(11) Self-assessment on progress made so far for the Dissertation/Thesis

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					

(12) In your opinion, are you making satisfactory progress? Yes ☐ No ☐

If No, state why:

(13) Will you need time for extension? Yes/No How long? Months

(14) Any other comments you would like to make:

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

Date..... Signature of Candidate

* This form should be filled in triplicate, and should be handed in to the Head of department who shall compile a report for all postgraduate students in the Department and submit to the Directorate of Postgraduate Studies at least twice a year.



TUMAINI UNIVERSITY MAKUMIRA

DIRECTORATE OF POSTGRADUATE STUDIES

POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT* (To be filled quarterly and submitted to HoD by the supervisor)

Period Covered: From To (Dates)

Part A: To be filled by the Candidate

- (1) Name of Candidate:
- (2) Registration No.
- (3) Department/ Faculty:
- (4) Degree/Diploma Proposed:
- (5) Nature of Programme (Tick one):

Tick one	Item
<input type="checkbox"/>	By Research and Thesis
<input type="checkbox"/>	By Course-work and Dissertation

- (6) Date of Registration:.....
- (7) Planned Date of Completion:
- (8) Name(s) of Supervisor(s): Main Supervisor.....
Co-Supervisor.....

Pert B: To be filled by the Supervisor(s)

- (9) Name of Supervisor.....
- (10) When were you appointed to supervise the candidate?
- (11) If you have just been appointed, did the previous supervisor hand you any report of the candidate? Yes ☐ No ☐ Not applicable ☐
- (12) How often have you met the candidate during the quarter under report?
If you have not met, give reasons
.....
.....

(13) What progress has the candidate made? (Tick in the appropriate semester)

(a) Progress made so far for the Coursework Phase

Courses Taken	Semester I	Semester II	Final Examination Grade

(b) Assessment on progress made so far for the Dissertation/Thesis
(Tick in the appropriate box)

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

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

Will he/she need an extension? Yes ☐ No. ☐

How long?months

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

.....

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

Part C: To be filled by the Head of Department

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

.....

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

.....

 Name of Head of Department:

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

Part D: To be filled by the Chairperson, Faculty Postgraduates Committee

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

.....
.....
Name of Chairperson, Faculty Postgraduate Committee:
Date..... Signature

- (18) Comments of the Dean on the overall report:

.....
.....
Name of Dean..... Date..... Signature.....

Part E: To be filled by the Director of Postgraduate Studies

- (19) The candidate has paid all/part/not paid his/her fees

- (20) Financial Sponsor:

- (21) Other remarks/actions.....

.....

Name of Chairperson, University Postgraduate Committee.....

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

*This form should be filled in triplicate.



**TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE STUDIES**

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

SECTION A: TO BE COMPLETED BY THE CANDIDATE

- (1) Name in full:
(2) Registration number:
(3) Department:
(4) Faculty:
(5) Degree registered for:
(6) Title of thesis/dissertation:

- (7) Name(s) of Supervisor(s)

- (8) I hereby declare that I have completed my thesis/dissertation research, and intend to submit my thesis/dissertation within the coming three months.

Signature of Candidate: Date:

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

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

Signature of Supervisor: Date:

Signature of Supervisor: Date:

Signature of Supervisor: Date:

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

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

(a) Potential External Examiners

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

- (11) Name:
Affiliation:
Postal Address:
Telephone: Fax:

Email:.....
Curriculum Vitae: Attached..... Not attached

(b) Proposed Internal Examiners

(12) Name:.....
Affiliation:
Postal Address:
Telephone:..... Fax:

Email:.....
Curriculum Vitae: Attached..... Not attached.....

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

SECTION D: TO BE COMPLETED BY DEAN OF FACULTY

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

Signature of Dean:**Date:**

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

Pease Tick

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

The following items are missing or incomplete:

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

Date**Signature of the Chairperson, UAC**

This form is to be filled in triplicate. Two copies of this form **MUST** be returned to the Department and Faculty.



TUMAINI UNIVERSITY MAKUMIRA

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

Internal Examiner () External Examiner () Tick one.

Candidate's name:

Registration Number:

Degree Programme:

Faculty:

Department:

Dissertation/Thesis Title:

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

Title, abstract, and other preliminaries

.....

Introduction

.....

Literature review

.....

Methodology

.....

Findings

.....

Discussion

.....

Summary, Implications, and Recommendations

.....

Writing style, language quality, citation, and coherence

.....

Reference list and appendices

.....

Assessment of the Dissertation/Thesis

S/N	Area Assessed	Maximum Marks	Obtained marks	Remarks
1	Title, abstract, and other preliminaries	7		
2	Introduction	14		
3	Literature Review	10		
4	Methodology	14		
5	Findings	20		
6	Discussion	10		
7	Summary, implications, and recommendations	8		
8	Writing style, language quality, citation, coherence	10		
9	Reference list, and appendices	7		
	TOTAL	100		

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

A	B+	B	C	D	E
70-100	60-69	50-59	40-49	35-39	0-34
Passes as it is/Pass with minor changes		Passes with Substantial corrections and revision	Fail		

Summary of Recommendations

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

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

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

Name of Examiner:

Signature of Examiner: **Date:**



TUMAINI UNIVERSITY MAKUMIRA

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

Candidate's Name:
 Registration Number:
 Degree Programme:
 Department:.....
 Faculty.....
 Dissertation/Thesis Title:.....

Assessment of the Dissertation/Thesis

S/N	Area assessed	Maximum Marks	Obtained Marks				Remarks
			IE ₁	IE ₂ *	EE	Dept	
1	Title, abstract, and other preliminaries	7					
2	Introduction	14					
3	Literature review	10					
4	Methodology	14					
5	Findings	20					
6	Discussion	10					
7	Summary, implications, recommendations	8					
8	Writing style, language quality, citation, and coherence	10					
9	Reference list, appendices	7					
	TOTAL	100					

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

A	B+	B	C	D	E
70-100	60-69	50-59	40-49	35-39	0-34

Department Comments

.....

Recommended Grade:.....

Name of Head of Department.....

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

Faculty Dean's Comments

.....
.....

Name of Faculty Dean:.....

Signature: Date

Directorate of Postgraduate Studies Comments

.....
.....

Name of Director of Postgraduate Studies:

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



TUMAINI UNIVERSITY MAKUMIRA
VIVA VOCE EXAMINATION RESULTS FORM FOR MASTERS DEGREE

Name of Candidate:

Registration No.:

Thesis Title:

Department:

Date of Viva voce:

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

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

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

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



TUMAINI UNIVERSITY MAKUMIRA

VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE

Name of Candidate:

Registration No.:

Thesis Title:

.....

Department:

Date of Viva voce:

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

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

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

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



**TUMAINI UNIVERSITY MAKUMIRA
SUPERVISION ALLOWANCE CLAIM FORM**

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

.....

(Name, Department, Faculty, Address, and mobile Number

The Dean/Director,
 Faculty/Directorate of
 Tumaini University Makumira

Re: SUPERVISION ALLOWANCE CLAIM

SECTION A: (To be filled by the Supervisor)

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

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

Account Name:

.....

Account Number :

Bank Name :

Signature:.....

Date:.....

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

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

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

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

Department.....

Signature: Date:



TUMA/PG.F12

TUMAINI UNIVERSITY MAKUMIRA
INTERNAL EXAMINER'S CLAIM FORM FOR DISSERTATIONS AND THESES

I, Dr/Prof.....certify that:
In connection with my appointment as an Internal Examiner in the Faculty
of.....I have examined the following candidate(s)*

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

S/N	Name	Registration Number	Degree Programme

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

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

(Details) (Amount)
Honorarium for..... candidate(s)

++ Refund of other expenses incurred:
.....
.....

Total T.Shs =====

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

.....
.....
..... Account Name:

Account Number :

Bank Name :

Examiners Mobile No:.....

Other A/C details:.....

Signature: Date:

Head of Department's Signature and Official Stamp Date

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

+ Please delete what is not applicable.

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



TUMA/PG.F13

**TUMAINI UNIVERSITY MAKUMIRA
EXTERNAL EXAMINER'S CLAIM FORM FOR DISSERTATIONS AND THESES**

I Dr /Prof certify that:

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

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

S/N	Name	Registration Number	Degree Programme

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

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

(Details)

(Amount)

Honorarium for candidate(s)

++ Refund of other expenses incurred:

.....

Total T.shs/USD

=====

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

.....

 AccountName:.....
 Account Number :

Bank Name :

Examiner's Mobile No:.....

Other A/C details:.....

Signature: Date:

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

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

+ Please delete what is not applicable.

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



TUMA/PG.F14

TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies

POSTPONEMENT OF STUDIES FORM
(This form should be filled in quadruplicate)

1. Personal Profile

Surname:.....First Name:..... Middle Names:.....
..... Sex Nationality: Mobile No:
Registration Number:..... Date and Year of Entry: Expected Completion
Date:

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

2. Personal Contacts

Postal Address:

.....

Mobile Number: Other Telephone Numbers:

Email:.....

3. Reasons for Postponement of Studies5: Please tick (✓) in front of the appropriate choice

Medical.....Financial.....Social..... Others.....

Briefly Explain:.....
.....
.....
.....

4. Postponement Period Sought

Starting Date: Expected Date of Resuming Studies:

5. Postponement History

1st Postponement: From: To:
2nd Postponement: From: To:
3rd Postponement: From: To:

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

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

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

- a) A candidate may attach any relevant documents to support his/her request.
- b) If Postponement is sought on medical grounds, the candidate MUST attach a medical report certified by the Medical Officer In charge of TUMA Health Centre.
- c) 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.

For Official Use Only

AUTHORIZATION FOR POSTPONEMENT OF STUDIES

7. Comments by the Head of Department:

a) Recommended..... b) Not Recommended

Remarks (if any):

.....

.....

Name: Signature: Date:

8. Comments by the Dean:

a) Recommended..... b) Not Recommended

Remarks (if any):

.....

.....

Name: Signature: Date:

9. Recommendation by the Director of Postgraduate Studies:

a) Recommended..... b) Not Recommended

Remarks (if any):

.....

.....

Name: Signature: Date:

10. Recommendation by the DVCAA:

a) Recommended b) Not Recommended

Remarks (if any):

.....

.....

Name: Signature: Date:

11. Approval by the Vice Chancellor:

a) Approved..... b) Not Approved

Remarks (if any):

.....

.....

SIGNATURE: DATE:



TUMA/PG.F15

TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies
FREEZING OF STUDIES FORM
(This form should be filled in quadruplicate)

1. Personal Profile

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

Sex Nationality:Mobile No:.....

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

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

2. Personal Contacts

Postal Address:

Mobile Number: Other Telephone Numbers:

Email:.....

3. Reasons for Freezing Studies⁹: Please tick (✓) in front of the appropriate choice

Medical..... Financial..... Social..... Others.....

Briefly Explain:
.....
.....

4. Freezing Period Sought

Starting Date: Expected Date of Resuming Studies:

5. Freezing History

1st Freezing: From: To:

2nd Freezing: From: To:

3rd Freezing: From: To:

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

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

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

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

c) If freezing is sought on MEDICAL GROUNDS, the candidate MUST attach a medical report certified by the Medical Officer In charge of the Tumaini University Makumira Health Centre.

For Official Use Only

AUTHORIZATION FOR FREEZING OF STUDIES

7. Comments by the Student Supervisor:

a) Recommended..... b) Not Recommended.....

Remarks (if any):

.....
Name: Signature: Date:

8. Comments by the Head of Department:

a) Recommended..... b) Not Recommended.....

Remarks (if any):

.....
Name: Signature: Date:

9. Comments by the Dean of Faculty:

d) Recommended..... b) Not Recommended.....

Remarks (if any):

.....
Name: Signature: Date:

10. Recommendation by the Director of Postgraduate Studies:

d) Recommended..... b) Not Recommended.....

Remarks (if any):

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

11. Recommendation by the DVCAA:

a) Recommended..... b) Not Recommended.....

Remarks (if any):

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

12. Approval by the Vice Chancellor:

a) Approved..... b) Not Approved.....

Remarks (if any):

.....
.....

SIGNATURE: DATE:



TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies

UNFREEZING/RESUMING OF STUDIES FORM

(This form should be filled in quadruplicate)

1. Personal Profile

Surname:..... First Name:..... Middle Names:.....
 Sex Nationality:
 Registration Number:..... Date and Year of Entry: Expected Completion Date:
 Year of Study(e.g 1st, 2nd): Semester: Academic Year:..... Programme:
 Department: Academic Unit:

2. Personal Contacts

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

3. Indicate the type of your request:

- a) Unfreezing.....
 b) Resuming

4. Postponement History

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

5. Proposed date of Unfreezing/Resuming Studies:

Date	Semester	Academic Year

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

DATE SUBMITTED: **SIGNATURE:**

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

b) 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.

For Official Use Only:

AUTHORIZATION FOR UNFREEZING/RESUMING OF STUDIES

6. Comments by the Head of Department:

a) Recommended..... b) Not Recommended.....

Remarks (if any):

.....

Name: Signature: Date:

7. Comments by the Dean:

a) Recommended..... b) Not Recommended.....

Remarks (if any):

.....

Name: Signature: Date:

8. Recommendation by the Director of Postgraduate Studies:

a) Recommended..... b) Not Recommended

Remarks (if any):

.....

Name:: Signature: Date:

9. Recommendation by the DVCAA:

a) Recommended b) Not Recommended

Remarks (if any):

.....

Name: Signature: Date:

10. Approval by the Vice Chancellor:

a) Approved b) Not Approved

Remarks (if any):

.....

.....

.....

SIGNATURE: DATE:



TUMA/PG.F17

TUMAINI UNIVERSITY MAKUMIRA

Directorate of Postgraduate Studies

PERMISSION TO TRAVEL FORM

(This form should be filled in quadruplicate)

1. Personal Profile

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

2. Personal Contacts

Postal Address:

.....

Mobile Number: Other Telephone Numbers:

Email:.....

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

a) Within the Country..... b) Outside the Country.....

District: Region:.....

City:..... Country:

4. Date of Travel:

From: To:

5. Reasons of Travel: Please tick in front of the appropriate choice

Academic..... Social..... Others

Briefly Explain:

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

Signature: Date:

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

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

For Official Use Only

AUTHORIZATION FOR PERMISSION TO TRAVEL

6. Comments by the Head of Department:

a) Recommended b) Not Recommended.....

Remarks (if any):
.....

Name: Signature: Date:

7. Comments by the Faculty Dean: WITHIN THE COUNTRY

a) Approved..... b) Not Approved

OUTSIDE THE COUNTRY

a) Recommended..... b) Not Recommended.....

Remarks (if any):
.....

Name: Signature: Date:

8. Recommendation by the Director of Postgraduate Studies:

a) Recommended b) Not Recommended.....

Remarks (if any):
.....

Name:: Signature: Date:

9. Approval by the DVCAA:

a) Approved..... b) Not Approved.....

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

SIGNATURE: DATE:



TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies

RETURNING FROM TRAVEL REQUEST FORM
(This form should be filled in quadruplicate)

1. Personal Profile

Surname:.....First Name:..... Middle Names:.....
Sex Nationality:
Registration Number:..... Date and Year of Entry:
Year of Study(e.g 1st, 2nd): Semester: Academic
Year:..... Programme:
Department: Academic Unit:

2. Personal Contacts

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

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

a) Within the Country..... b) Outside the Country.....

District: Region:

City: Country:

4. Date of Travel:

From: To:
..

5. Date Returning from Travel:

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

Signature: Date:

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

For Official Use Only

AUTHORIZATION PROCESS FOR RETURNING FROM TRAVEL REQUEST

7. Comments by the Head of Department:

a) Recommended..... b) Not Recommended.....

Remarks (if any):

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

8. Comments by the Faculty Dean:

a) Recommended..... b) Not Recommended

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

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

9. Recommendation by the Director of Postgraduate Studies:

a) Recommended b)..... Not Recommended.....

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

Name:: Signature: Date:



**TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE STUDIES**

**APPLICATION FOR EXTENSION
(To be filled in quadruplicate)**

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

Degree		Tick one
Masters	By Coursework	
	By Thesis	
PhD		

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

1 st	
2 nd	
3 rd	

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

10. Reasons for requesting an extension:

.....

.....

.....

11. Period of extension: From To

12. Comments by Supervisor:

.....

13. Name: Signature: Date:

14. Comments by Head of

Department:

.....

15. Signature: Date:

16. Comments by Faculty Dean:

.....

17. Signature: Date:

18. Comments by Director of Postgraduate Studies:

.....
.....

19. Signature: Date:

20. Chairperson, University Academic Committee

Approved:..... Not approved

Signature: Date:



TUMAINI UNIVERSITY MAKUMIRA

POSTGRADUATE CLEARANCE FORM

(To be filled in quadruplicate)

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

1. Name of Candidate:

.....

2. Registration Number: Sex:

3. Nationality:

4. Department/Institute/School/College:

5. Degree Registered for:

6. Residential/Non-residential:

7. If residential, please indicate the name of the Hall/Residence/Hostel

8. Date of Graduation:

9. Comments by Dean of Students:

.....

Signature: Date:

10. Comments by Director of Central Library:

.....

Signature: Date:

11. Comments by Supervisor:

.....

Signature: Date:

12. Comments by Head of Department

(1).....

Signature: Date:

(2).....

Signature: Date:

13. Comments by Dean of Faculty

.....

Signature: Date:

14. Comments by TUMASO

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

Signature: Date:

15. Comments by Smartcard Unit

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

Signature: Date:

16. Comments by Convocation

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

Signature: Date:

17. Comments by the Bursar

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

Signature: Date:

18. Comments by Director of Postgraduate Studies

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

Signature: Date:



TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies

APPLICATION FORM FOR CREDIT TRANSFER INTO POSTGRADUATE PROGRAMMES

Instructions

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

Please note: incomplete applications will not be processed.

To be filled in triplicate and sent to;
 Director of Postgraduate Studies, Tumaini University Makumira
 P.O. Box 55, Usa River, Arusha
 Email: vc@makumira.ac.tz

PART A: TO BE COMPLETED BY THE APPLICANT

Applying as a: transfer student.....returning TUMA student.....

1. PERSONAL PARTICULARS

- 1.1 Last Name (Block Letters):
- First Name:Middle Names:
- Registration number (for returning TUMA 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 TUMA.....

2.2 Campus applying for:

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 student to complete				For Department use only			
Previous institution:				TUMA course code	Course credits	Equivalent TUMA grade	Reason if rejected
Title of degree (previous):							
Code	Course Name	Credits	Grade				

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 recognise that it is my responsibility to provide all necessary documentation to support my application and I authorise Tumaini University Makumira to obtain further relevant documentation where necessary. I acknowledge that Tumaini University Makumira 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 Tumaini University Makumira and will be made available to other agencies, pursuant to obligations under Universities Act 2005 and national policies. I have read and understand the above conditions and 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

a) Recommended..... b) Not Recommended.....

Remarks (if any):

.....

.....

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

PART C: TO BE FILLED BY THE DEAN OF FACULTY

Comments by the Dean of Faculty:

a) Recommended.....b) Not Recommended.....

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

Name:Signature:Date:

PART D: TO BE FILLED BY DIRECTOR OF POSTGRADUATE STUDIES

Recommendation by the Director of Postgraduate Studies:

a) Recommended..... b) Not Recommended.....

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

Name: Signature: Date:

PART D: TO BE FILLED BY THE CHAIRPERSON OF UNIVERSITY ACADEMIC COMMITTEE

Recommendation by the Chairman of University Academic Committee

a) Approved.....b) Not Approved.....

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

Name: Signature:

Date:

PART D: TO BE FILLED BY THE CHAIRMAN OF SENATE

Recommendation by the Chairman of Senate

a) Approved..... b) Not Approved.....

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

Name: Signature:Date:



TUMAINI UNIVERSITY MAKUMIRA

PROJECT/GRADUATE ESSAY DEFENSE EXAMINATION RESULTS FORM FOR MASTERS DEGREE

Name of Candidate:

Registration No.:

Thesis Title:

Department: Date of

Defence:

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

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

PANEL MEMBER	DESIGNATION	SIGNATURE⁺
1.		
2.		
3.		

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

11. ANNEX II: Other Guidelines and Assessment Tools



TUMAINI UNIVERSITY MAKUMIRA

GUIDELINES FOR PREPARING DETAILED RESEARCH PROPOSALS FOR DISSERTATION/THESIS

1. Name, Registration Number and Academic Qualifications of Candidate:
.....
2. Name(s) of Supervisor(s) and Institutional Affiliation:
.....
3. Department and College/School/Institute:.....
4. Proposed Degree:
5. **Title:** Give a title to the thesis problem. The title should be concise and clear. From the title, the reader should be able to predict fairly accurately what the thesis will be about.

6. Introduction: A proposal should contain an introduction section which gives background information and a setting to the problem of the proposed research. It is in this section that the candidate comprehensively reviews the literature pertinent to the problem to show: what other people have published on the problem (citing specific authors where appropriate), what gaps of knowledge still exist, and what additional research needs to be done. It is also in this section that the candidate demonstrates his/her mastery of the theoretical subject matter in the research area and to present the hypotheses to be tested in the proposed research. Often it is useful for the applicant to divide the Introduction Section into sub-headings to include:

6.1 General Introduction: Defining the problem area.

6.2 Statement of the Problem: Delineation or identification of the problem.

6.3 Purpose/Objectives: Spelling out the specific objectives.

6.4 Hypotheses/Research questions: Questions and propositions summarising the applicant's expected findings in the proposed research, and presenting a clear rationale for each hypothesis or research question. For every hypothesis, variables to be measured/tested should be clearly stated.

6.5 Significance of the study: Elaboration of the importance of the study and advantages to be derived.

6.6 Scope of the Study

6.5 Literature Review: Focusing attention on the relevant literature on the problem, including findings by other researchers.

7. Methods and Materials

A thesis proposal should contain a Section giving details on the materials and methods proposed to be used when conducting the research. The location(s) where the proposed research will be

carried out should also be given in this section. If particular instruments are to be used, their details and specifications should be presented. If the data are to be collected through sampling, then the research design and sampling procedures should be described. If questionnaires will be used, samples of the proposed questionnaires should be presented. If standard methods will be used, then full references to them should be given. In case new methods have been developed by the applicant, these should be described in sufficient detail. In all cases, the data analysis plan should also be included. If any limitations to the proposed methods are known, then these should be pointed out.

8. References

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

9. Other Relevant Information:

9.1 Financial Arrangements

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

9.2 Duration

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

Name: **Signature:**

Date:.....

C A N D I D A T E

1. Comments by Supervisor 1:

.....

Date: Name: Signature:

S U P E R V I S O R

2. Comments by Supervisor 2 (if any):

.....

Date: Name: Signature:

S U P E R V I S O R

Chairperson – Departmental Postgraduate Committee

3. Comments by Chairperson – Faculty Postgraduate Committee

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

Date: Name:

Signature:.....

CHAIRPERSON

Sample Letter to Examiners



**TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE STUDIES
P.O.BOX 55 – USA RIVER, ARUSHA**

Our Ref:

Date.....

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

.....
.....

Dear

.....

Re: EXAMINING

CANDIDATE:.....

(REG. NO.....) DISSERTATION/THESIS

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

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

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

- a)
- b)
- c)
- d) etc.

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

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

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

Please acknowledge receipt of the package.

Please also submit a copy to us (together with the thesis/Dissertation) and a copy of the report on the thesis/dissertation to the Director of Postgraduate Studies, Tumaini University Makumira, P.O. Box 55, Usa River, Arusha. E-mail:

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

Thanking you in advance.

The Head,
Department of

.....

c.c. The Director, Postgraduate Studies, TUMA.

c.c. Dean, Faculty of....

Enclosures:

1. Thesis/Dissertation
2. Form TUMA/PG.Fx for your evaluation
3. Honorarium Claim Form

Intellectual Property Right Contract



TUMAINI UNIVERSITY MAKUMIRA

DIRECTORATE OF POSTGRADUATE STUDIES INTELLECTUAL PROPERTY RIGHT CONTRACT

This contract is made between

Prof./Dr./Mr./Mrs./Ms..... in
his/her capacity as the Director, Postgraduate Studies on behalf of the Tumaini University
Makumira, P. O. Box 55, Usa River, Arusha and Mr./Miss/Mrs/Ms

.....
.....
with registration number, a Postgraduate students
registered for

..... (Name of
the Programme)

Offered by the Faculty of

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

Student's full name)

.....

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

(Director Postgraduate Studies' full name)

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

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

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

Final Submission of Dissertation/Thesis

Candidates are required to submit

For PhD:

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

For Masters:

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

