TUMAINI UNIVERSITY MAKUMIRA

TUMA Postgraduate Policy and Guidelines

First Edition 2025

POLICY INDEXING INFORMATION

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PREFACE

Tumaini University Makumira, as a Christ-centred institution, advocates original thinking and the creation of new knowledge through teaching, research, and the dissemination of results from postgraduate studies. This commitment is reflected in its vision of being a centre of excellence in teaching, research, and consultancy, as well as reaching communities with services driven by research findings. The purpose of TUMA is to provide university education focused on impactful research and to offer public services that deliver solutions to support people's lives. Promoting postgraduate studies at TUMA requires a solid foundation in its policies and guidelines to ensure the highest standards of teaching and research.

The TUMA Rolling Strategic Plan 2023/2024-2027/2028 aligns with its mission to foster university growth, uphold high standards of teaching and learning, conduct innovative research, and deliver high-quality consultancy services through well-managed and coordinated Postgraduate Studies. Postgraduate studies are research-oriented, encouraging students to engage in extensive reading and produce new knowledge through their conceptual and theoretical encounters with scholarly works in their chosen disciplines. This policy aligns with *Tanzania Education and Training Policy 2014, 2023 Edition,* which states one of its objectives as "to enhance the capacity of professionals and higher education institutions to generate and develop new knowledge through research, quality publications and addressing societal challenges." The development of the Postgraduate programmes has been geared to fulfil this objective, and some of the undergirding policies are aimed at enhancing creativity and production of needs-driven solutions emanating from postgraduate studies.

Additionally, care has been taken to ensure that policies and guidelines governing postgraduate studies at TUMA are aligned with TUMA RSP 2023/2024-2027/2028 goals, Tanzania Five-Year Development Plan III, 2021 –2026 and the Sustainable Development Goals (SDGS). These strategic documents require clear policies and guidelines for postgraduate studies to foster creative thinking and innovation through research effectively, and to utilise research outcomes to enhance teaching and learning at TUMA. To support the realisation of these objectives in advancing postgraduate studies, TUMA has established this Postgraduate Policy and Guidelines.

Consequently, I hope that the TUMA Policy and Guidelines will maximise the potential of TUMA resources to improve quality teaching and learning, as well as the production of research that effectively drives sustainable development and provides practical solutions to many challenges faced by local and global communities.

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Prof. Dr. Faustin Leonard Mahali

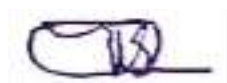**Vice Chancellor - TUMAINI UNIVERSITY MAKUMIRA**

ACKNOWLEDGMENTS

The TUMA Postgraduate Policy and Guidelines could not have come into existence without the efforts of Postgraduate Research Publications and Consultancy Director, Prof. Daniel Pallangyo, who coordinated a committee of Deans and Heads of Department for the development of the Document. Special thanks go to Dr. Doward Kilasi for his expertise, especially regarding the requirements of scientific research in Postgraduate Studies.

Many thanks go to all members of the committee, including Prof. Fikeni Senkoro, the Deputy Vice-Chancellor for Administration; Rev. Dr. Nehemia Moshi, Dean of the Faculty of Theology; Dr. Edgar Hause, Associate Dean of the Faculty of Education, Humanities and Science; Dr. Benedict Maige Nchalla, Dean of the Faculty of Law; and all heads of departments who, in one way or another, contributed to the development of the TUMA Postgraduate Policy and Guidelines.

TUMA has been utilising a comprehensive document called the TUMA *Research Manual and Tools,* 2023, which includes the Guidelines for Postgraduate Programmes aligned with the TCU *Handbook for Standards and Guidelines for University Education in Tanzania*, 2019. However, the policies and guidelines for Postgraduate Studies are neither reflected in the document's title nor located in the early chapters of the TUMA *Research Manual and Tools*, 2023, making it challenging to find relevant information related to Postgraduate Studies. However, the TUMA Research Manual forms are still applicable in tandem with this document.

The developed TUMA Postgraduate Policy and Guidelines document aims to guide the management of Postgraduate Studies by policies and guidelines that support procedures focused on fostering quality and innovative Postgraduate Programmes at TUMA. Therefore, I invite prospective students, students, lecturers and supervisors to utilise the document in managing teaching and learning, supervising, assessing and managing dissertations and theses to achieve quality teaching and learning, consistent and high-quality research output.

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Prof. Godwill D. Mrema

Deputy Vice Chancellor for Academic Affairs - TUMAINI UNIVERSITY MAKUMIRA

List of Abbreviations and Acronyms

DPRPC	Directorate of Postgraduate Studies, Research, Publications and Consultancy
DVCAA	Deputy Vice Chancellor for Academic Affairs
HEAC	Higher Education Accreditation Council
OSIM	Online Student Information Management
PRPC	Postgraduate Studies Research, Publication and Consultancy
PRPCD	Postgraduate Studies, Research, Publications and Consultancy Director
RSP	Rolling Strategic Plan
SDG	Sustainable Development Goals
TCU	Tanzania Commission for Universities
TRMT	TUMA Research Manual & Tools
TUMA	Tumaini University Makumira
UAC	University Academic Committee
UQF	University Qualification Framework

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SECTION ONE

1.0 INTRODUCTION

Tumaini University Makumira was established as a theological college in 1947 in Lwandai on the Usambara Mountains and moved to become Lutheran Theological College Makumira in 1954. In 1997 Makumira University College became a constituent founder of Tumaini University with accreditation no. HEAC.CR No. 005 of The Higher Education Accreditation Council was established under the Education (Amendment) Act 1995.

In 2011, Makumira University College was transformed into Tumaini University Makumira by the Executive Council of the Evangelical Lutheran Church in Tanzania (ELCT). The Tanzania Commission for Universities (TCU), established under the Universities Act 2005, accredited Tumaini University Makumira with CFR No. 003 in 2011 and was chartered in 2012. In March 2025, TUMA was granted a Certificate of Accreditation after verification of its self-assessment by TCU.

As a University TUMA lives its vision of being "a leading Christ-centred academic institution for needs-driven generation, consumption, propagation and continuation of knowledge and skills for the holistic development and well-being of humankind and the environment." To realise this vision, TUMA stands for upholding the provision of quality teaching and learning, promoting innovative and impactful research, and disseminating its outcomes for enhancing development in society.

In recognition of the need for research to play a crucial role in the socio-economic development in Tanzania and elsewhere, Tumaini University Makumira (TUMA) is committed to promoting teaching and learning, research and innovation through grooming its students to be creative in producing original knowledge that is needs-driven at postgraduate levels. This is in line with its Rolling Strategic Plan 2023/2024-2027/2028, which, in its teaching and learning, and innovative research, aims at delivering high-quality research through well-managed and coordinated Postgraduate Studies. TUMA Postgraduate Policy and Guidelines also aligns with *Tanzania Education and Training Policy 2014, 2023 Edition*'s objective of enhancing "the capacity of professionals and higher education institutions to generate and develop new knowledge through research, quality publications and addressing societal challenges." The development of the Postgraduate Studies at TUMA is geared to fulfil this objective, to enhance creative thinking and production of needs-driven solutions emanating from postgraduate studies.

Additionally, care has been taken to ensure that policies and guidelines governing postgraduate studies at TUMA are aligned with TUMA RSP 2023/2024-2027/2028, the Tanzania Five Year Development Plan III, 2021–2026, and the Sustainable Development Goals (SDGs) key result areas, objectives, and goals respectively. These strategic documents require clear policies and guidelines for postgraduate studies to promote creative thinking and innovation through research effectively, and to utilise research outcomes to enhance teaching and learning at TUMA. To support the realisation of these objectives in advancing postgraduate studies, TUMA has established this Postgraduate Policy and Guidelines.

The TUMA Postgraduate Policy and Guidelines has two main sections divided into subsections. The First Section deals with Policy issues (regulations) related to the establishment of each programme, including the type of Programme, admission criteria and management of the programme. The Second Section is devoted to outlining the guidelines related to research for each type of Programme. Tools and forms for enhancing research activities are included as Appendices.

<center>**SECTION TWO**</center>

<center>**2.0 POLICY ISSUES FOR POSTGRADUATE STUDIES**</center>

2.1   POLICIES FOR ADMISSION INTO POSTGRADUATE STUDIES

2.1.1 Policies for Postgraduate Diploma Programmes

The Postgraduate Diploma Programmes shall be offered in accordance with the regulations concerning duration, credits, admission and registration qualifications, assessment of courses and practical attachments, and graduation requirements.

2.1.1.1 Programme Structure and Duration

These are one-year programmes of two semesters in specialised disciplines related to the curriculum developed by departments and faculties. These programmes have a minimum of 120 credits and a maximum of 129 credits. Each Semester must have at least 60 credits resulting from different learning outcomes indicated in the curriculum.

2.1.1.2 Admission Requirements

A candidate to be admitted into Postgraduate Diploma Programmes must
1) Have a Bachelor's degree from any programme from an institution of higher learning recognised by the Tanzania Commission for Universities (TCU) or its equivalent from a recognised institution of higher education with a class of Second Upper Class with a GPA of 3.5 and above.
2) The candidate must also submit secondary school certificates with at least four passes in the ordinary level secondary certificate. Candidates with diploma certificates may also be considered in addition to a bachelor's qualification.

2.1.1.3 Application for Postgraduate Diploma

Applications for the Postgraduate Diploma should be submitted online using the **TUMA/PPG. F1** form to the Admission/Registrar's Office. Applicants may be required to pay a non-refundable application fee as indicated in the online application forms. Registration using the **TUMA/PPG. F2** form will take place during the first two weeks of each semester.

2.1.1.4 Practical Attachment for Postgraduate Diploma

The Postgraduate Diploma Programme may require a practical attachment, depending on the nature and requirements of the programme as stated in the specified curriculum.

2.1.1.5 Course Assessment, Grading System and Classification of the Award

Students will be assigned tests, independent studies, and practical works based on learning outcomes, which will account for 60% of the total mark, and end-of-university examinations will account for 40%.

A student must achieve a minimum total pass of 50% from both coursework and university examinations, which is 30% coursework and 20% university examinations.

Table 1: Minimum Credits for Postgraduate Diploma Programmes

YEAR	SEMESTERS	COMPONENTS OF ASSESSMENT	CREDITS
	Semester I	Coursework and Examinations	60
	Semester II	Coursework and Examinations	40
		Research Project	20
	Total Credits for the Programme		**120**

2.1.1.6 Graduation Requirements

The following are the graduation requirements:
1) The Postgraduate Diploma Programme students must pass all the courses with a grade average of at least 50% to progress to the next stage of the programme and graduation.
2) A student may submit their research paper if they have completed all the courses with an average overall grade of **B** or above. The research paper shall be assessed using the **TUMA/PPG.F4 form.**
3) If a student in one semester fails in not more than two courses and with not less than 40% but has an average of 50% or more, he/she shall be required to do supplementary examinations. All passed supplementary examinations will be awarded a **B** grade.
4) If a student fails supplementary examinations, they will be required to repeat the course(s) when next offered and pass before progressing to the next stage of the programme.
5) A candidate must complete 120 credit hours to graduate with a Postgraduate Diploma, with a minimum of 60 credits per semester. The curriculum must clearly indicate the number of credits allocated for an independent study project (research project).

2.1.2 Policies for Master Programmes

2.1.2.1 Policies for Master Programmes by Dissertation

2.1.2.1.1 Master Programmes' Duration and Structure

These are two-year programmes with two semesters of the first year devoted to coursework in specialised disciplines related to the developed curriculum by departments. These programmes have a minimum of 240 credits with a minimum of 60 credits per semester.

2.1.2.1.2 *Admission into Master Programmes by Coursework and Dissertation*

Admission into Master Programmes by Dissertation shall require the following qualifications.

1) A Bachelor's degree with a minimum of 2.7 or a **B** grade or above for unclassified degrees or its equivalent from any recognised higher learning institution.
2) Candidates with a GPA below 2.7 must have at least three years of working or research experience after graduating from a bachelor's programme.
3) Respective departments offering the programme may inquire about other specified details.
4) Candidates with a Postgraduate Diploma in a relevant discipline with a minimum GPA of 4.0 or a **B**+ grade.

2.1.2.1.3 *Application for Master Programmes by Coursework and Dissertation*

Applications for Master by Coursework and Dissertation should be submitted online (using the **TUMA/PPG.F1** form) to the Admission/Registrar's Office. Applicants may be required to pay a non-refundable application fee as indicated in the online application forms. Registration using the **TUMA/PPG.F2** form will take place during the first two weeks of each semester.

2.1.2.1.4 *Practical Attachment for Master Programmes*

Master Programmes disciplines such as Education may require practical attachment depending on the nature and requirements of the programme stated in the specified curriculum. The **TUMA/PPG.F5** form shall be used to assess the internship progress of students in the Master of Education in Educational Management programme.

2.1.2.1.5 *Course Assessment*

Students will be assigned tests, independent studies and practical works that will count for 60% of the total mark, and end-of-university examinations that will account for 40%.

A student must achieve a minimum total pass of 50% from both coursework and university examinations, which is 30% coursework and 20% university examinations.

Research activities to be assessed include the research proposal, data analysis, presentation of findings, review of published and submitted paper manuscripts, submission of the Thesis, and Oral Defence, which will be assessed using the **TUMA/PPG.F6, TUMA/PPG.F11, TUMA/PPG.F7 & 8, and TUMA/PPG.F9** forms**, respectively**. They will be graded on a scale of 100%. Credits will be distributed according to the activities done in a semester.

Table 2: Minimum Credits for Master by Coursework and Dissertation Programmes

YEAR	SEMESTERS	COMPONENTS OF ASSESSMENT	CREDITS
YEAR 1	Semester I	Coursework and Examinations	60
	Semester II	Coursework, Examinations and Proposal Presentation	60
	Total Credits for Year 1		**120**

YEAR 2	Semester I	Data Analysis and Fndings Presentations in Seminars	60
	Semester II	Papers, Dissertation, Oral Defence	60
	Total Credits for Year 2		**120**
GRAND TOTAL CREDITS FOR THE PROGRAMME			**240**

2.1.2.1.6 Graduation Requirements for Master Programmes by Coursework and Dissertation
To graduate, students in Master Programmes must complete a minimum of 240 credits, evenly distributed across the four (4) semesters with 60 credits each. Other requirements for Master Programmes follow the Postgraduate Diploma pattern.

2.1.2.2 Policies for Master Programmes by Thesis

These are two-year programmes with two semesters in the first year dedicated to research seminars and developing a research proposal in specialised disciplines. The second year focuses on data collection, data analysis, presentation of findings, preparing the required paper manuscript, submission of the thesis, and oral defence. These programmes require a minimum of 240 credits, with at least 60 credits per semester.

2.1.2.2.1 Admission into Master Programmes by Thesis
Admission into Master Programmes by Thesis shall require the following qualifications.
1) A Bachelor's degree with a minimum of 2.7 or a **B** grade or above for unclassified degrees or its equivalent from any recognised higher learning institution.
2) Candidates with a GPA below 2.7 must have at least three years of working or research experience after graduating from a bachelor's programme.
3) Respective departments offering the programme may inquire about other specified details.
4) Candidates with a Postgraduate Diploma in a relevant discipline with a minimum GPA of 4.0 or a B$^+$ grade.

2.1.2.2.2 Application for Master Programmes by Thesis
Applications for Master Programmes by Thesis should be submitted online (by filling in and submitting the **TUMA/PPG.F1 form**) to the Admission/Registrar's Office. Applicants may be required to pay a non-refundable application fee as indicated in the online application forms. Registration using the **TUMA/PPG.F2** form will take place during the first two weeks of each semester.

2.1.2.2.3 Assessment of Research Activities
Research activities to be assessed are research proposal, data analysis, presentation of findings, review of published and submitted paper manuscripts, submission of Thesis and Oral Defence, which will be assessed using **TUMA/PPG.F6, TUMA/PPG.F11, TUMA/PPG.F7 & 8, and TUMA/PPG.F9 f**orms, respectively. The activities will be graded out of 100%. Credits will be distributed according to the activities done in a semester.

Table 3: Minimum Credits for Master by Research and Thesis Programmes

YEAR	SEMESTERS	COMPONENTS OF ASSESSMENT	CREDITS
YEAR 1	Semester I	Presentations of key literature and concepts of research	60
	Semester II	Presentation of Research proposal	60
	Total Credits for Year 1		**120**
YEAR 2	Semester I	Presentation of Data Analysis and Findings	60
	Semester II	Assessment of submitted Papers, Thesis and Oral Defence	60
	Total Credits for Year 2		**120**
GRAND TOTAL CREDITS FOR THE PROGRAMME			**240**

2.1.2.2.4 Graduation Requirements for Master by Research and Thesis

To graduate, students in Master by Research and Thesis must complete a minimum of 240 credits, evenly distributed across the four (4) semesters with 60 credits each. Other requirements for Master Programmes follow the Postgraduate Diploma pattern.

2.1.3 Policies for PhD Programmes

2.1.3.1 Policies for PhD Programmes by Coursework and Dissertation

2.1.3.1.1 Duration and Structure of PhD Programmes by Course and Dissertation

These are four-year programmes comprising eight semesters, where the first two years concentrate on coursework in specialised fields, and the final two years are devoted to completing the dissertation. These programmes require a minimum of 540 credits, with at least 60 credits awarded each semester. The maximum duration is six years.

For part-time candidates, the minimum duration is 4 years and the maximum is 7 years.

2.1.3.1.2 Admission Requirements

Applicants to the PhD Programmes by Dissertation must hold a Master degree with a minimum GPA of 3.0 or **B** for unclassified degrees in the field of specialisation. Applications for PhD by Coursework and Dissertation should be submitted online by filling in and submitting the **TUMA/PPG.F1** form**.** Registration using the **TUMA/PPG.F2** form will take place during the first two weeks of each semester

2.1.3.1.3 Course Assessment and Graduation Requirements

Students will be assigned tests, independent studies and practical works that will count for 60% of the total mark, and end-of-university examinations that will account for 40%.

A student must achieve a minimum total pass of 50% from both coursework and university examinations, which is 30% coursework and 20% university examinations.

Research activities to be assessed are research proposal, data analysis, presentation of findings, review of published and submitted paper manuscripts, submission of Thesis and Oral Defence, which will be assessed using **TUMA/PPG.F12, TUMA/PPG.F13, TUMA/PPG.F10, TUMA/PPG.F14 & 8, and TUMA/PPG.F15** forms, respectively. The research activities will be graded out of 100%. Credits will be distributed according to the activities done in a semester.

Table 4: Minimum Credits for PhD by Coursework and Dissertation Programmes

YEAR	SEMESTERS	COMPONENTS OF ASSESSMENT	CREDITS
YEAR 1	Semester I	Coursework and Examinations	60
	Semester II	Coursework and Examinations	60
	Total Credits for Year 1		**120**
YEAR 2	Semester I	Coursework and Examinations	60
	Semester II	Coursework and Examinations	60
	Total Credits for Year 2		**120**
YEAR 3	Semester I	Presentations of key literature and concepts of research	60
	Semester II	Presentation of Research proposal	60
	Total Credits for Year 1		**120**
YEAR 4	Semester I	Research work and presentations in seminars	60
	Semester II	Papers, Dissertation, Oral Defence	120
	Total Credits for Year 2		**180**
GRAND TOTAL CREDITS FOR THE PROGRAMME			**540**

2.1.3.2 Policies for PhD Programmes by Thesis

2.1.3.2.1 Programme Structure and Duration:

These are four-year programmes comprising eight semesters, where the first two years concentrate on research seminars and proposal writing, and the final two years are devoted to completing the dissertation. These programmes require a minimum of 540 credits, with at least 60 credits awarded each semester. The maximum duration is six (6) years for full-time.

For part-time candidates, the minimum duration is four (4) years and the maximum is nine (9) years.

2.1.3.2.2 *Admission Requirements*

Applicants to the PhD Programmes by Research and Thesis must hold a Master degree with a minimum GPA of 3.0 or **B** for unclassified degrees in the field of specialisation. Applications for PhD by Thesis should be submitted online (using the **TUMA/PPG.F1** form)**.** Registration using the form **TUMA/PPG.F2** will take place during the first two weeks of each semester

2.1.3.2.3 *Assessment and Graduation Requirements*

Research activities to be assessed include independent research projects, reading reports, research proposals, data analyses, presentations of findings, reviews of published and submitted paper manuscripts, submissions of Theses, and Oral Defences, which will be assessed using **TUMA/PPG.F12, TUMA/PPG.F13, TUMA/PPG.F10, TUMA/PPG.F14 & 8, and TUMA/PPG.F15** forms, respectively. The research activities will be graded out of 100%. Credits will be distributed according to the activities done in a semester.

Table 5: Minimum Credits for PhD by Research and Thesis Programmes

YEAR	SEMESTERS	COMPONENTS OF ASSESSMENT	CREDITS
YEAR 1	Semester I	Presentations of key literature and concepts of research	60
	Semester II	Presentation of Research Proposal	60
	Total Credits for Year 1		**120**
YEAR 2	Semester I	Presentations on Research Methodology	60
	Semester II	Presentation of Research Design	60
	Total Credits for Year 2		**120**
YEAR 3	Semester I	Presentations on data analysis	60
	Semester II	Presentation of research findings	60
	Total Credits for Year 1		**120**
YEAR 4	Semester I	Assessment of Published and Submitted Papers for Publications	60
	Semester II	Thesis, Oral Defence	120
	Total Credits for Year 2		**180**
GRAND TOTAL CREDITS FOR THE PROGRAMME			**540**

2.1.3.3 *Sandwich Postgraduate Programmes*

Tumaini University Makumira may offer all types of Postgraduate programmes in partnership with universities recognised in Tanzania and with active collaboration agreements. For Postgraduate by Coursework and Dissertation, students will attend part of their coursework, research, and dissertation proceedings at TUMA and another part at the collaborating

university, according to the signed agreements related to the training. All arrangements and agreements for the admission of students into Sandwich Postgraduate programmes shall be approved by the Senate. Other application requirements and management of academic progress shall adopt the standards laid down in Postgraduate Programmes, unless stated otherwise in the agreement with the collaborating university.

Admission requirements for the Sandwich Postgraduate programme shall be as follows:

(a) An online guided application indicating interest in joining a Sandwich Postgraduate program.
(b) A duly signed and dated Curriculum Vitae as an attachment to the online application.
(c) Other admission and registration criteria for students into the programme shall follow those of the host university or as stated in the agreement.
(d) A proposal/concept note for a research study outlining the problem, assumptions, objectives of the study, background literature, methodology, expected outcomes, action plan, and budget (optional) as may be inquired by collaborating partners.
(e) Confirmation of available funds to cover exchange costs such as accommodation, travel to the collaborating institution, meals, and other fees outlined in the programme.
(f) Availability of a local supervisor or supervisors with qualifications specified in the supervision guidelines in this document.
(g) Payment of the amount of fees prescribed as a requirement for registration into the programme and a guarantee of payment of subsequent fees.
(h) Ethical and Research Clearance from countries of collaboration and relevant authorities in Tanzania.
(i) Any extension of stay at a host university or country must comply with the rules for extending studentship applicable in the host institution or country, including reviewing the justification for the extension reasons.
(j) TUMA shall adhere to the applicable Intellectual Property Rights for joint degrees and as specified in agreements with collaborating universities.

2.1.3.4 Joint Postgraduate Degree Programmes

Tumaini University Makumira may enter into agreements with other fully-fledged or autonomous universities for all types of postgraduate studies, especially Master and PhD programmes, as described in this document. The universities will jointly manage and supervise academic proceedings as specified in the agreements, while also adhering to the standards of programme provision outlined in their respective policies and guidelines. The university shall collaborate with recognised universities with active collaboration agreements. Students will undertake part of their coursework, research, and dissertation at TUMA and another part at the collaborating university, through signed agreements related to the training. All arrangements and agreements for admitting students into Joint Postgraduate Programmes shall be approved by the Senate. Other application requirements and management of academic progress will follow the standards set out in this Policy and Guidelines document, unless otherwise specified in the agreement with the collaborating university.

Admission requirements for the Joint Postgraduate programmes shall adhere to the criteria outlined in the Sandwich Programmes and other specified agreements with partner universities.

2.1.3.5 Exchange and Short-Term Students

Tumaini University Makumira may collaborate with other local and international higher education institutions that promote exchange and short-term programmes. Students interested in these exchanges or programmes shall meet the following entry requirements.

(a) An online guided application indicating interest in joining the program.
(b) A duly signed and dated Curriculum Vitae as an attachment to the online application.
(c) Exchange and short-term programmes shall follow the assessment criteria of courses stipulated in programmes offered by the host institution.
(d) Confirmation of available funds to cover exchange and short-term programme costs such as accommodation, travel to the collaborating institution, meals, and other fees outlined in the programme.
(e) If an exchange involves research, arrangements for the availability of a local supervisor and other requirements for research, as stated in this document, shall apply.

2.1.3.6 Honorary Doctorate Degree Award

2.1.3.6.1 Eligibility for the Award

Tumaini University Makumira (TUMA) may confer honorary degree (*doctor honoris causa*) awards to deserving individuals who have achieved the following:

1) Extraordinarily made an impactful contribution to academia, society, or both.
2) Gained national and international recognition through his academic engagement and leadership in his specialised fields.
3) Contributed significantly to TUMA's vision, mission, and strategic goals.
4) Exceptionally served the local and international community, consistently reflecting TUMA's vision, mission, and strategic goals.

2.1.3.6.2 Nomination of Candidates for the Award

1) A proposal to award an honorary degree to an individual may be made by a member of the Senate and communicated to the Vice Chancellor in writing, and by filling in and submitting the **TUMA/PPG.F29** form.
2) The proposal shall include a dossier outlining the reasons for recommending an individual for an honorary degree.
3) The proposer shall not nominate a serving member of academic staff of the university.
4) A former member of academic staff may be eligible for nomination if she or he meets the criteria for the award.

2.1.3.6.3 Consideration of the Candidate for the Award

1) The Vice Chancellor shall communicate the proposal for the Honorary Degree Award to the constituted committee of 5 members appointed by the VC and chaired by DVCAA.
2) After deliberating on the submitted proposal, the committee members shall conduct a secret vote, and the results shall be affirmed by the majority vote.

3) The Vice Chancellor shall present the nomination of the Candidate for the Honorary Degree Award to the Senate. After considering the nomination, members shall affirm or reject the nomination and recommend it to the Council.

4) In case the ratification of nomination will entail voting, the Deputy Vice Chancellor for Academic Affairs shall be the Returning Officer of the Senate and the Council.

2.1.3.6.4 *Award of the Honorary Doctorate Degree to the Candidate*

1) The Chancellor of TUMA shall approve the nomination decision by the Council prior to conferment of the honorary doctorate degree.

2) The Vice Chancellor shall appoint the Orator for honorary degree occasions.

3) Honorary doctorate degree shall be conferred in the presence of the university congregation and the nominee for the award.

2.1.4 Grading System and Cumulative GPA Computation

The Grading Score and the Grade Point Average (GPA) for Master of Theology are calculated from numerical scores obtained in tests, assignments, and examinations as follows:

Letter Grade	Numerical Score	Grade Points	Definition
A	70 – 100	4.5 - 5.0	Excellent
B⁺	60 – 69	4.0 - 4.4	Very Good
B	50 – 59	3.0 - 3.9	Good
C	40 – 49	2.0 - 2.9	Satisfactory (Supplementary)
D	0– 39	0 - 1.9	Weak (Repeat Course)

2.1.5 Calculation of GPA of Postgraduate Programmes

Grading system used to calculate GPA from RAW MARKS				
GRADE	RANGE OF MARKS (%)	EQUATION	GRADE POINT	DESCRIPTION
A	70 – 100	$Y = 3.333333 + 0.016667x$	4.5 - 5.0	Excellent
B+	60 – 69	$Y = 1.00057 + 0.049991x$	4.0 - 4.4	Very good
B	50 – 59	$Y = 0.1x – 2$	3.0 - 3.9	Good
C	40 – 49	$Y = 0.1x – 2$	2.0 - 2.9	Satisfactory
D	0 – 39	$Y = 0.049998x$	0 - 1.9	Weak

Where Y = Grade points and X = Raw Marks (%)

2.1.6 Classification of Postgraduate Award

Class	Grade	Grade Point Range
First Class	A	4.5 – 5.0
Second Class	B+	4.0 – 4.4
Pass	B	3.0 – 3.9

2.1.7 Procedures for Admission into Postgraduate Studies

(a) The University Admission Officer will upload a list of applicants for each programme and share the same with the relevant units or departments.
(b) The University shall assist foreign applicants in meeting the prerequisite verification of foreign academic awards by TCU requirements.
(c) Unit or departmental and faculty board meetings will verify the validity of each application.
(d) The faculty board shall recommend the qualified and unqualified applicants to the Senate for approval.
(e) The list of all approved and disapproved applicants shall be submitted to the Tanzania Commission for Universities (TCU) for validation.

2.2 POLICIES RELATED TO REGISTRATION INTO POSTGRADUATE STUDIES

2.2.1.1 General Requirements for Registration

The following are general requirements for registration into Postgraduate Studies at TUMA:
1) A candidate must submit a research concept note from the intended research field for the degree by Dissertation or by Thesis. The concept note shall be reviewed using the form **TUMA/PPG.F3.**
2) A candidate may opt for Full Time or Part Time registration into the intended programme.
3) Registration shall take between two and a maximum of four weeks after the start of the semester or as instructed in the admission letter.
4) Registration shall occur after paying the fees specified in the admission letter or submission of the sponsor's commitment letter. Partial registration will be offered in case of special requests from the candidate after the expiry of registration, within six months for research-based programmes.
5) A candidate must submit the following during registration
   a) Admission letter
   b) Evidence of paid University fees
   c) Originals and certified copies of certificates and transcripts, both certificates, National Identity Cards and Passports (for foreign students),
   d) Medical Health Certificates by qualified Physicians or Doctors,
   e) Signed and dated Curriculum Vitae (CV),
   f) Two passport-size photographs
   g) Any other relevant documents that may be required.
6) The Faculty shall, through its Faculty Board, assign supervisors in accordance with the guidelines provided in this document after acceptance of the concept note.

2.2.1.2 Duration of Registration Period

2.2.1.2.1 Postgraduate Certificate
The registration period for the Postgraduate Certificate is split into two semesters. The first semester focuses on coursework as outlined in the specified curriculum, while the second semester is allocated for a research project. The minimum duration is one (1) year, and the maximum three (3) years.

2.2.1.2.2 Postgraduate Diploma

The duration of registration for the Postgraduate Diploma is divided into two semesters. The first semester is dedicated to coursework as indicated in the specified curriculum, and the second semester is for a research project. The minimum duration is one (1) year, and maximum three (3) years.

2.2.1.2.3 Master by Coursework and Dissertation

The duration of registration for full-time Master by Coursework and Dissertation is two years. The first two semesters focus on coursework, followed by research seminars for proposals at the beginning of the third semester. In the fourth semester, students present their data analysis and findings, prepare a paper manuscript intended for submission to a journal recognised by the university, submit written dissertations, and undertake oral examinations. The minimum duration is two (2) years, and the maximum is five (5) years.

For part-time candidates registered for Master by Coursework and Dissertation they will need a minimum of two (2) years and a maximum of five (5) years.

2.2.1.2.4 Master by Research and Thesis

The duration of registration for full-time Master by Research and Thesis is two years. The first semester is used for seminars and proposal writing. The other three semesters are used for data presentation and analysis findings, submission of at least two papers submitted to a recognised journal by the university, submission of the written dissertation, and oral defences. The minimum duration is two (2) years, and the maximum is five (5) years.

For part-time candidates registered for a Master by Research and Thesis, they will need a minimum of two (2) years and a maximum of five (5) years.

2.2.1.2.5 PhD by Coursework and Dissertation

The duration of registration for a full-time PhD by Coursework and Dissertation is at least four (4) years and at most six (6) years. The first two years focus on coursework, emphasising independent reading and research in the specific discipline. The student is also guided to write a relevant research proposal. The remaining two (2) years are dedicated to conducting research, presenting and analysing data, discussing findings, preparing a scholarly paper to be accepted by a university-recognised journal, submitting written dissertations, and undertaking oral examinations.

Part-time candidates registered for PhD by Coursework and Dissertation will need a minimum of four (4) years and a maximum of seven (7) years.

2.2.1.2.6 PhD by Research and Thesis

The duration of registration for full-time PhD by Research and Thesis is a minimum of four (4) years and a maximum of six (6) years. The first two years are used for specific discipline seminars, guided independent reading, proposal writing and presentations. The other two years are used for data collection, presentation of findings, submission of a published article in a peer-reviewed journal and at least two papers accepted in a peer-reviewed journal recognised by the university, submission of the written dissertation, and finally oral defence.

Part-time candidates registered for a PhD by Research and Thesis will need a minimum of four (4) years and a maximum of seven (9) years.

2.2.1.3 Provisional Registration

a) Provisional registration may be granted to a candidate who meets the minimum registration requirements but has not yet fully fulfilled other outstanding registration conditions. The candidate shall apply for such provisional registration by filling in and submitting the **TUMA/PPG.F31** form.
b) Provisional registration shall commence from the time a candidate receives their registration number.
c) The candidate may receive full registration upon satisfying all registration requirements.

2.2.1.4 Requirements for Confirmation of Registration

a) A student must confirm his or her registration by submitting the prerequisite requirements listed in the programme within nine months of provisional registration, including a research proposal for postgraduate students undertaking a Thesis and all PhD candidates.
b) Failure to submit a research proposal shall result in discontinuation from studies.
c) The Departmental/Faculty Research Committees shall assess the relevance and conformity of the proposal to research guidelines, and upon satisfaction with the proposal, the verdict of the candidate's proposal shall be recommended to the Directorate of Postgraduate Research, Publications and Consultancy committee.
d) The DPRPC committee shall comprise the Director of PRPC as Chairperson, Chairpersons of Faculty Research Committees, and one co-opted Senior Academic Staff from the discipline relevant to the proposal.
e) The Director shall submit the report of the committee's verdict to the University Academic Committee (UAC), which will then recommend to the Senate for approval of the registration.
f) Once registration is confirmed, the student must fulfil other registration requirements as specified in the relevant programme in this document.
g) If the proposal is rejected, the reasons for rejection shall be communicated to the candidate, who will then be given a maximum of three months to improve the proposal under the supervision of the appointed supervisors. The revised proposal shall again follow the same vetting procedures.
h) If the second proposal is rejected, the student shall be discontinued from studies.
i) The DVCAA shall communicate the reasons for the rejection of the proposal to the candidate.
j) The candidate or supervisor may appeal to the DVCAA, and the DVCAA may recommend further improvement of the proposal or call for a special committee to decide whether the appeal should be granted.

2.2.1.5 Extension of Duration for Registration

a) A student shall complete his/her studies in a specified minimum duration of registration at the University.
b) A student who does not meet the graduation requirements within the specified minimum period must apply for an interim extension using the **TUMA/PPG.F16** form, which must not exceed the maximum registration duration specified in each postgraduate programme.
c) The application for extension shall be submitted to the Director for PRPC, who shall convene the PRPC committee for deliberation and will forward the report of the committee's recommendations to the UAC. The UAC will then deliberate and recommend either approval or rejection of the extension to the Senate for final approval.

d) The Senate shall approve or reject the application, and in case the Senate meetings are not scheduled at the time of application, the Chairperson of the Senate shall approve the recommendations.
e) The standard tuition fee structure will apply during the extension period.
f) A student who fails to complete studies within a specified period shall be discontinued from studies.
g) A student who fails to complete their studies within the specified period for valid reasons may request an extension of registration, provided that he or she meets all other registration requirements.

2.2.1.6 Registration of Continuing Students

1) Registration of all continuing postgraduate students enrolled in any programme shall be mandatory at the start of each semester.
2) The registration will close four weeks after the start of the semester.
3) Other general university examination regulations shall apply for registration in another semester.

2.2.1.7 Credit Transfer

1) TUMA shall allow or approve the transfer of credits for students applying to transfer to or from the university. The **TUMA/PPG.F20** form shall be used for credit transfer.
2) TUMA shall accept transfer of credits solely from accredited programmes and universities.
3) A student who has earned more than 50% of credits shall not be allowed to transfer to or from the university unless there are other compelling reasons for waiving the limit.

2.2.1.8 Deferment of Admission

1) Students may be permitted to defer admission for reasons beyond their control, such as health issues, lack of approval from their employer, financial constraints, or other reasons assessed by the university.
2) The student shall apply for deferment of admission by filling out the **TUMA/PPG.F30** form and submitting it to the DVCAA along with relevant supporting documentation.
3) The deferment grant shall be valid for up to one year, and the student must pay 5% of the tuition fees, non-refundable, to secure registration. Other conditions of registration for the programme shall apply.

2.2.1.9 Postponement of Studies

1) A continuing student may be allowed to postpone studies or examinations if they have compelling reasons. The postponement shall be applied for using the **TUMA/PPG.F17** form.
2) The duration of postponement shall be limited to one year unless the programme and reasons for postponement justify an extension beyond one year, which shall not exceed two years.
3) All postponements shall require the approval of the Senate following deliberations by other University bodies.

2.2.1.10 Freezing of Studies

1) A student who is unable to continue with studies due to relevant extenuating circumstances may apply for freezing of studies using the **TUMA/PPG.F18** form and may be permitted to pause his/her studies for a specified period after which he/she unfreezes the studies using the **TUMA/PPG.F19** form.
2) The period allowed for freezing does not count towards the registration period granted to the student.
3) The freezing duration shall be determined by the application and the maximum duration of study assigned to each programme.
4) A student shall not be permitted to suspend studies more than once unless there are compelling reasons approved by the Senate.
5) A student wishing to resume studies must apply to the DVCAA's office for approval by submitting a duly filled-out **TUMA/PPG.F19** form.

2.2.1.11 Appeals against Postgraduate Studies Academic Decisions

1) The right to appeal shall be open for every candidate aggrieved by academic procedures and decisions in postgraduate studies.
2) Appeals must be lodged within seven days, including weekends and public holidays, from the date of the approved decisions.
3) Any appeal shall be presented in writing to the Vice Chancellor through the department, the Faculty and the DVCAA's office.
4) The Vice Chancellor shall constitute an independent Appeals Committee to handle the submitted appeals.
5) The Appeals Committee shall be given TORs and shall submit its findings and recommendations to the Vice Chancellor, who shall present the recommended course of action to the Senate.
6) The decision of the Senate on an appeal shall be final and conclusive, and no further appeal shall be entertained regarding the same issue.

2.2.1.12 Award Requirements

1) The student shall be entitled to the Award in the registered programme after fulfilling the minimum requirements of graduation specified in the programme.
2) A student shall be required to submit a properly completed Clearance Form before the issuance of the Certificate of Award.

3.0 GUIDELINES FOR RESEARCH PROJECT DISSERTATIONS AND THESES

3.1   GENERAL GUIDELINES FOR POSTGRADUATE RESEARCH

3.1.1 Management of Academic Integrity in Postgraduate Studies

TUMA emphasises the importance of sound judgment and personal sense of responsibility in each academic staff member and student. All members of the academic community are expected to respect the highest standards of academic integrity.

3.1.1.1 Research Ethics

1) Students and supervisors must be aware of and comply with the University's Research Ethics and Examination regulations determined by the relevant organs of the university.
2) Any breach of ethical conduct shall be addressed by the relevant appointed committees under the authority of the appropriate organs.

3.1.1.2 Management of Academic Dishonesty

Academic dishonesty can include, but is not limited to, cheating, deception, fabrication, plagiarism, and aiding acts of dishonesty.
1) Plagiarism shall mean the presentation of another person's works (published or not), ideas, or creations from any source as if they were one's own; presentation of one's ideas, whether previously published or not, without disclosure or acknowledgement.
2) Plagiarism may include the following:
   a) Handing in one's previous work or someone else's work.
   b) Copying verbatim from one's published or unpublished material or another author's work without proper acknowledgement.
   c) Paraphrasing or summarising someone else's published or unpublished work without proper acknowledgement.
   d) Handing in one's own original work or parts of a dissertation/thesis that have already been submitted for another module or programme without indicating where the material was originally used.
   e) Translating a published or unpublished work from another language into the language required for submission as one's dissertation/thesis.
   f) Lack of proper acknowledgement of references or sources
   g) Using AI-generated material as one's original work.
3) The supervisor shall be required to verify that the student's work is original by subjecting the student's work to the plagiarism checking mechanisms approved by the Senate.
4) Cases of unacknowledged material below 30% may be accepted.
5) The supervisor who fails to detect plagiarism shall be required to explain to the relevant disciplinary bodies, which shall take appropriate disciplinary measures.
6) If a student submits a dissertation or thesis for examination and it is found to have been plagiarised, his or her case shall be referred to the relevant authorities for disciplinary action.

3.1.2 Supervision of Postgraduate Research

3.1.2.1 Appointment and Allocation of Supervisors

7) Two research supervisors shall be appointed by the Faculty Board upon recommendation of the department and shall receive letters of appointment from the Faculty Dean.
8) If the research study is multidisciplinary, the faculty may appoint a co-supervisor from another department.
9) Every academic staff member shall be eligible for supervision if they hold a higher qualification than that of the postgraduate programme in which a student is enrolled, except for UQF Level 10, where a staff member with more than four years of outstanding experience in academia shall be qualified for supervision.
10) The university shall assign at least one supervisor for the Postgraduate Diploma research.
11) The university shall assign at least two supervisors for each Postgraduate Candidate at Master and PhD levels.
12) Supervisors shall declare any possible conflict of interest before undertaking supervision.
13) After the appointment of the supervisors, the DPRPC shall prepare an orientation seminar related to supervision duties.
14) A change of supervisor shall take place upon a written request from the supervisor, student, or university authority, after considering the reasons provided by any of these parties, consulting university bodies, and gaining approval from the Senate.
15) A change of supervisor may also occur due to compelling reasons, including transfer, illness, death of the supervisor, or any other relevant reason established by the appropriate authorities.

3.1.2.2 Responsibilities of Supervisors

1) The Supervisors shall make sure that:
   h) A student makes satisfactory progress;
   i) A student receives sufficient guidance and motivation for the thesis/dissertation research project.
   j) The work on the dissertation is scrupulously and continually reviewed.
2) A positive attitude and relationship between the supervisor and the student is essential in order to:
   a) Ensure that the student completes the research work successfully and on time.
   b) Identify problems or inadequate work early enough to prevent unnecessary frustrations for the candidate.
3) Since the supervisor should be an active member of the Department and be 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.
4) To maintain high standards of the output, the supervisor should, as far as possible, oversee students only within his or her area of expertise.
5) Help the student develop a suitable research proposal. The proposal must be approved by the relevant Faculty Postgraduate Studies Committee before the student officially begins research activities.

6) Take responsibility for focusing ahead and recognising the potential and limitations of the research problem before the candidate progresses too far with their work. They should be able to anticipate, based on their previous research experience, whether the student will obtain meaningful data within two to three years or if the proposed research is suitable for a higher degree. The supervisor should possess this foresight to minimise the common issue of students' "wasted effort".

7) The supervisor shall monitor the student's progress throughout the research period by:
   a) Requesting the candidate to submit regular reports (every six months) about their research progress (to be uploaded online in OSIM). These reports may include drafts of the final thesis/dissertation. When reviewing them, the supervisor should take the opportunity to advise the candidate on presentation matters and, if necessary, suggest modifications. If the supervisor does not receive a report from the candidate on their research progress, they should submit their own report to the Head of Department.
   b) The Head of Department or departmental committee shall play the monitoring and evaluation role during the student's research process. For this purpose, the student and supervisor shall, on a quarterly basis, fill in and submit the **TUMA/PPG.F21** and **TUMA/PPG.F22** forms, respectively.
   c) Maintaining regular consultations with the candidate (at least once every month) to discuss their research work. This is to familiarise themselves with the problems faced by the candidate since the last student's research report, and to suggest remedial measures before it becomes too late.
   d) Ensuring that the candidate under his/her supervision delivers at least one seminar each year of their research.

8) To ensure that the student submits a thesis or dissertation of an acceptable standard for the intended degree by doing the following:
   a) Being accessible and demonstrating interest and enthusiasm in the student's research work;
   b) Carefully and critically reading the candidate's drafts, providing constructive suggestions on how and where the thesis could be improved.
   c) Providing timely feedback on the work submitted by the student, ideally within two to three weeks of receipt.
   d) Reading the entire final draft and satisfying himself/herself that the dissertation/thesis is suitable for examination.

9) Advise and guide the candidate only. Under no circumstance shall the supervisor write the thesis/dissertation for the student. The student is fully responsible for the work and its fate.

10) Support the student in revising the thesis or dissertation if such revisions are recommended by the examiners.

11) Should not have a close personal relationship with the student under his or her supervision.

3.1.2.3 Responsibilities of Students

Every postgraduate student shall observe the following:

1) Keep regular contact with the supervisor(s).
2) Maintain progress in line with the agreed work plan.
3) Attend specific taught courses and any other training sessions designated by the department in consultation with the supervisor(s).
4) Assist in undergraduate teaching as assigned by the Department and/or Faculty, in accordance with the specific terms and conditions of their sponsorship.
5) 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).
6) Make regular presentations on progress to the supervisor, Departmental seminars, and specified group(s), as required by the supervisor / Department.
7) Write, submit, and defend dissertation or thesis within the specified timeframe according to the terms and conditions of registration.
8) Disseminate research findings by publishing articles in peer-reviewed journals recognised by the university.
9) Familiarise and abide by the Health and Safety Regulations for own welfare and that of colleagues.
10) Operate instruments, apparatus, equipment and plants in a way which optimises safety, precision and longevity.
11) Decide, after consultation with the supervisor, when to submit the thesis/dissertation.
12) Exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities.
13) Should not have a close personal relationship with the student under his or her supervision.

3.1.2.4 Conflict Management in Supervision

1) During the student's research, a situation might arise where one or more of the following could occur:
    a) A breakdown in communication between the student and the supervisor.
    b) Personal clashes and conflicts between the student and the supervisor.
    c) A hostile relationship between the student and the supervisor.
    d) Student's refusal to follow the supervisor's advice.

2) When such a situation occurs, the supervisor and/or the student should report the issue in writing to the relevant authority, with copies sent to other higher authorities if necessary. The authority may seek ways to mediate the conflict using procedures outlined in the Code of Conduct, Research Ethics Policy, and other policies related to the relationship between students and lecturers. If it is found that a student or a supervisor is the source of the conflict, the following actions shall be taken:
    a) The student should be warned, in writing, about his or her weaknesses or conduct.
    b) Another supervisor should be assigned to the student according to the procedures for allocating supervisors.
    c) The supervisor should be informed about his/her weaknesses.
    d) Any other reasonable actions, including initiating disciplinary proceedings against the student and/or supervisor, may be taken.

3.1.2.5 Supervision Workload

a) A supervisor shall oversee a maximum of 20 Master students for staff with UQF Level 10 and less than four years of experience. For those with more than four years of outstanding experience, the limit is 15 Master students and 5 PhD candidates.
b) In cases where certain areas of study lack adequate supervisors, the university shall outsource supervisors from other accredited universities, provided that the principal supervisor is from a local accredited university and all supervisors have been approved by the Senate.
c) A supervisor is encouraged, when necessary, to organise seminars with supervisees to promote peer growth in research and mentorship.

3.1.3 Appointment of Internal and External Examiners

3.1.3.1 Appointment of Internal Examiners

To ensure the quality assurance of Postgraduate Studies, TUMA shall appoint independent internal examiners to assess Coursework, and submitted Dissertations and Theses. The following shall be considered in the appointment of the internal examiners:
1) Qualifications and experience necessary for the Postgraduate position at a level equal to or higher than that of the supervisors.
2) The proposed internal examiner must be independent, having not supervised the student and not maintaining a close relationship with the candidate.
3) The internal supervisor shall declare any possible conflict of interest before examining the candidate.
4) If the internal examiner is found to lack integrity and competence, he or she shall be terminated from examining students.
5) The approved internal examiner will receive an official appointment letter and terms of reference from the university.

3.1.3.2 Appointment of External Examiners

To ensure the quality assurance of Postgraduate Studies, TUMA shall appoint external examiners to assess Coursework, and submitted Dissertations and Theses. The following shall be considered in the appointment of the external examiners:
1) Qualifications and experience required for the Postgraduate position at a level equal to or greater than that of supervisors.
2) The proposed external examiner must not have had honorary or academic relations with the university in the past four years.
3) The external examiner shall declare any possible conflict of interest before examining the student.
4) If the external examiner is found to lack integrity and competence, he or she shall be terminated from external examination responsibilities.
5) The approved external examiner will receive an official appointment letter and terms of reference from the university.

3.2   GUIDELINES FOR RESEARCH PROJECT FOR POSTGRADUATE DIPLOMA

A student enrolled for the Postgraduate Diploma shall be required to conduct a research project and submit a research report.

3.2.1 Submission of Project Proposal

1) A student shall independently prepare and submit a research project proposal relevant to the registration discipline to the respective department hosting the programme.
2) The department shall evaluate the project proposal and make a recommendation to the Faculty Board for approval.
3) After the approval of the research project proposal, the Faculty Board shall appoint supervisors relevant to the research areas.
4) Prior to the commencement of data collection, students must seek and obtain a research clearance issued by the DVCAA through the office of the DPRPC.

3.2.2 Conducting and Writing a Research Project Report

1) Students shall commence their research work in the second month of the First Semester and complete it by the deadline specified in the university Almanac during the second semester.
2) The length of the research report shall be between 500 and 2000 words, with an abstract of 150-200 words.
3) Supervisors shall supervise the students assigned to them until the research project is completed.
4) The supervisor shall assess the final report of the research project in accordance with the course matrix credits specified in the curriculum.

3.3   GUIDELINES FOR RESEARCH OF MASTER PROGRAMMES

3.3.1 Research Guidelines for Master by Coursework and Dissertation

3.3.1.1 Approval of Research Proposal

1) A student shall independently prepare and submit a proposal for the intended research project, between 10 and 20 pages, Times New Roman, double-spaced, using 12-point font for consideration.
2) A research proposal must be relevant to the registration discipline of the respective department hosting the programme.
3) The proposal shall be orally presented before the panel appointed by the Faculty Board in collaboration with the DPRPC.
4) The panel shall evaluate the proposal and make a recommendation to the Dean of the Faculty, who shall communicate the same to the PRPCD.
5) The PRPCD shall submit the results to the UAC for deliberation and noting, for recommendation to the Senate for approval.

6) 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.

3.3.1.2 Appointment of Supervisors

1) Two research supervisors shall be appointed by the Faculty Board upon recommendation of the department and shall receive letters of appointment from the Faculty Dean.
2) If the research study is multidisciplinary, the Faculty may appoint a co-supervisor from another department.
3) The senior academic staff shall serve as the main supervisor.

3.3.1.3 Duties and Responsibilities of a Supervisor at the Master Level

The supervisor of a Master student shall aim at ensuring that the candidate:
a) Is exposed to the fundamentals of research.
b) Learns to design, implement, and report research findings in a scholarly manner.
c) Makes a significant contribution to knowledge, even if it is not very original.
d) Learns about appropriate research techniques relevant to his or her studies and the writing of the dissertation.

3.3.1.4 Management of Research Progress

All action plans of research shall adhere to TUMA scheduled deadlines for submission of research progress and will include the following:
1) Timely submission of research proposals, data analysis and interpretation of findings, papers and dissertations
2) Conducting research seminars where students present, are assessed, and receive feedback on their work.
3) Write a dissertation in Times New Roman, double-spaced, using 12-point font, and between eighty (80) and one hundred (100) pages of the main body and references.
4) Using the **TUMA/PPG.F23** form, students shall communicate their intention to submit their dissertations for examination to the supervisor and other relevant bodies at least four months before the scheduled viva voce.
5) Submission of a dissertation shall be made immediately after the approval of the intention to submit.
6) The following shall be requirements for the submission of the Dissertation/Thesis.
a) The student shall make sure that he or she follows TUMA Research Format.
b) Candidates shall initially submit an electronically secured PDF copy and six (6) copies of Dissertations or Theses in a loose-bound form for examination.

3.3.1.5 Examination of the Dissertation

3.3.1.5.1 Evaluation of the Dissertation Manuscript
1) After submission of a dissertation, the Vice Chancellor, through relevant university organs, shall appoint examiners for the dissertation.

2) The submitted dissertation shall be sent physically or electronically in a secure PDF file to the examiners at least four weeks before the date of the viva voce (oral defence).

3) Reports of evaluation of the dissertation from internal and external examiners shall be received two weeks before the commencement of the viva voce.

3.3.1.5.2 *Viva Voce*

1) TUMA shall schedule all viva voce (defences) after receiving positive feedback on the examination of the dissertation from external and internal examiners.

2) The Vice Chancellor shall appoint the panel comprising:
   a) Chairperson possessing the required qualifications
   b) One of the External Examiners who examined the dissertation
   c) Internal Examiner who examined the dissertation
   d) Head/Representative of the Head of Department in which the candidate is registered.
   e) Research supervisor without voting power
   f) Secretary to the Panel without voting power

3) The viva voce event shall be announced publicly at least one week prior to its commencement.

4) The duration of the viva voce oral presentation of the dissertation results shall not exceed one and a half hours, with the following time allocation:
   a) Presentation will take a maximum of 30 minutes
   b) Questions and responses will last for 45 minutes.
   c) The student's performance will be deliberated for 15 minutes.

5) Only panel members shall ask questions to the candidate of the viva voce.

6) The panellist shall evaluate the oral presentation based on the component grading items listed in the given forms in the TUMA Research Manual and Tools.

7) The Chairperson of the panel shall call for the presentation of results from internal and external examiners for compilation and deliberation.

8) If panellists disagree on any grading decision, a vote by the voting panel members shall be conducted to reach consensus by a majority vote.

9) The chairperson shall publicly announce the results and, in case of any weaknesses pointed out by examiners, instruct the candidate to work on those areas before graduation.

10) The chairperson shall submit a comprehensive report of the decision to the relevant academic unit.

11) The relevant organs shall recommend the results to the Senate for approval.

12) After addressing the weaknesses identified by the external and internal examiners and the panel, the student shall submit to the unit or department an electronically secured PDF copy and six (6) error-free bound copies certified by supervisors in the format required by the university.

3.3.2 Research Guidelines for Master by Research and Thesis

Guidelines for research by Thesis shall adhere to those for Research by Dissertation, except for the following:

1) A student shall independently prepare and submit a proposal for the intended research project, between 12 and 25 pages, Times New Roman, double-spaced, using 12-point font for consideration.
2) A candidate is required to write a thesis in Times New Roman, double-spaced, using 12-point font, and with the main body and references spanning between eighty (100) and one hundred fifty (150) pages.

3) The duration of the viva voce oral presentation of the dissertation results shall not exceed two hours, with the following time allocation:
   a) Presentation will take a maximum of 30 minutes
   b) Questions and responses will last for 75 minutes.
   c) The student's performance will be deliberated for 15 minutes.

3.4 GUIDELINES FOR RESEARCH OF PHD PROGRAMMES

3.4.1 Research Guidelines for PhD by Coursework and Dissertation

3.4.1.1 Approval of Research Proposal

1) A student shall independently prepare and submit a proposal for the intended research project, between 15 and 20 pages, Times New Roman, double-spaced, using 12-point font for consideration.
2) A research proposal must be relevant to the registration discipline of the respective department hosting the programme.
3) The proposal shall be orally presented before the panel appointed by the Faculty Board in collaboration with the DPRPC.
4) The panel shall evaluate the proposal and make a recommendation to the Dean of the Faculty, who shall communicate the same to the PRPCD.
5) The PRPCD shall submit the results to the UAC for deliberation and noting, for recommendation to the Senate for approval.
6) Before 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.

3.4.1.2 Appointment of Supervisors

1) The Faculty Board shall appoint two research supervisors upon recommendation of the department and shall be approved by the Senate.
2) If the research study is multidisciplinary, the Faculty may appoint a co-supervisor from another department or another accredited university in partnership with TUMA.
3) The senior academic staff shall serve as the main supervisor.

3.4.1.3 Duties and Responsibilities of a Supervisor at the Master Level

The supervisor of a PhD student shall aim at ensuring that the candidate:
i)   Demonstrate critical and analytical thinking and skills
ii)   Makes a significant contribution to knowledge, even if it is not very original.
iii) Applies appropriate research methods and techniques relevant to his or her studies and the writing of the dissertation.

3.4.1.4 Management of Research Progress

All action plans of research shall adhere to TUMA scheduled deadlines for submission of research progress and will include the following:
1) Timely submission of research proposals, data analysis and interpretation of findings, papers and dissertations
2) Conducting research seminars where students present, are assessed, and receive feedback on their work.
3) Write a dissertation in Times New Roman, double-spaced, using 12-point font, and between eighty (150) and one hundred (250) pages of the main body and references.
4) Using the **TUMA/PPG.F23,** students shall communicate their intention to submit their dissertations for examination to the supervisor and other relevant bodies at least four months before the scheduled viva voce.
5) Submission of a dissertation shall be made immediately after the approval of the intention to submit.
6) The following shall be requirements for the submission of the Dissertation/Thesis.
   a) The student shall make sure that he or she follows TUMA Research Format.
   b) Candidates shall initially submit an electronically secured PDF copy and six (6) copies of Dissertations or Theses in a loose-bound form for examination.

3.4.1.5 Examination of the Dissertation

3.4.1.5.1 Evaluation of the Dissertation Manuscript
4) After submission of a dissertation, the Vice Chancellor, through relevant university organs, shall appoint examiners for the dissertation.
5) The submitted dissertation shall be sent physically or electronically in a secure PDF file to the examiners at least four weeks before the date of the viva voce (oral defence).
6) Reports of evaluation of the dissertation from internal and external examiners shall be received two weeks before the commencement of the viva voce.

3.4.1.5.2 Viva Voce
1) TUMA shall schedule all viva voce (defences) after receiving positive feedback on the examination of the dissertation from external and internal examiners.
2) The Vice Chancellor shall appoint the panel comprising:
   a) Chairperson possessing the required qualifications
   b) One of the External Examiners who examined the dissertation
   c) Internal Examiner who examined the dissertation

d) Head/Representative of the Head of Department in which the candidate is registered.

e) Research supervisor without voting power

f) Secretary to the Panel without voting power

3) The viva voce event shall be announced publicly at least one week before its commencement.

4) The duration of the viva voce oral presentation of the dissertation results shall not exceed two and a half hours, with the following time allocation:

   a) Presentation will take a maximum of 45 minutes

   b) Questions and responses will last for 75 minutes.

   c) The student's performance will be deliberated for 30 minutes.

5) Only panel members shall ask questions to the candidate during the viva voce.

6) The panellist shall evaluate the oral presentation based on the component grading items listed in forms.

7) The Chairperson of the panel shall call for presentation of results from internal and external examiners for compilation and deliberation.

8) If panellists disagree on any grading decision, a vote by the voting panel members shall be conducted to reach consensus by a majority vote.

9) The chairperson shall publicly announce the results and, in case of any weaknesses pointed out by examiners, instruct the candidate to work on those areas before graduation.

10) The chairperson shall submit a comprehensive report of the decision to the relevant academic unit.

11) The relevant organs shall recommend the results to the Senate for approval.

12) After addressing the weaknesses identified by the external and internal examiners and the panel, the student shall submit to the unit or department an electronically secured PDF copy and six (6) error-free bound copies certified by supervisors in the format required by the university.

3.4.2 Research Guidelines for PhD Research and Thesis

Guidelines for PhD Research by Thesis shall adhere to those for Research by Dissertation, except for the following:

4) A student shall independently prepare and submit a proposal for the intended research project, between 20 and 25 pages, Times New Roman, double-spaced, using 12-point font for consideration.

5) A candidate is required to write a thesis in Times New Roman, double-spaced, using 12-point font, and with the main body and references spanning between eighty (200) and one hundred fifty (300) pages.

6) The duration of the viva voce oral presentation of the dissertation results shall not exceed three hours, with the following time allocation:

   d) Presentation will take a maximum of 45 minutes

   e) Questions and responses will last for 105 minutes.

   f) The student's performance will be deliberated for 30 minutes.

3.5 GUIDELINES FOR RESEARCH OF SANDWICH/JOINT POSTGRADUATE PROGRAMMES

Guidelines for Sandwich and Joint postgraduate programmes shall adhere to the policies of postgraduate programmes offered by TUMA, as outlined in this document and as may be agreed with collaborating partner institutions.

SECTION FOUR

4.0 THE REVIEW AND APPROVAL

4.1   THE REVIEW OF THE TUMA POSTGRADUATE POLICY AND GUIDELINES

This TUMA Postgraduate Policy and Guidelines shall be reviewed every three years. However, they may be reviewed periodically as needs arise.

4.2   THE APPROVAL

The Council of Tumaini University Makumira approved this TUMA Postgraduate Policy and Guidelines, which are effective as of September, 2025.

Approved by:

_____

Prof. Peter R. Gillah
CHAIRPERSON - TUMA COUNCIL

SECTION FIVE

5.0 FORMS TO BE USED IN POSTGRADUATE ACADEMIC ACTIVITIES

S/N	FORM NUMBER	DESCRIPTION
1.	TUMA/PPG.F1	Admission Form
2.	TUMA/PPG.F2	Registration Form
3.	TUMA/PPG.F3	Concept Note Review Form
4.	TUMA/PPG.F4 (a)	Research Project Assessment Results form (for Postgraduate Diploma Programmes)
5.	TUMA/PPG. F4 (b)	Research Project Assessment Results form (for Postgraduate Diploma Programmes—Consolidated Results)
6.	TUMA/PPG.F5	Internship Appraisal Form
7.	TUMA/PPG.F6	Research Proposal Oral Defence Results for Master Programmes
8.	TUMA/PPG.F7	Grading Report Form filled by Internal/External Examiners
9.	TUMA/PPG.F8	Overall Evaluation Report by Panel of Examiners
10.	TUMA/PPG.F9	Viva Voce Results Form for Master Degree Candidates
11.	TUMA/PPG.F10	PhD Research Proposal Oral Defence Assessment Results Form
12.	TUMA/PPG.F11	Peer Review Evaluation Form for Research Papers
13.	TUMA/PPG.F12	Form for Assessment of Data presentation, analysis, & Interpretation of Findings for Master Programmes
14.	TUMA/PPG.F13	Assessment of PhD Data presentation, analysis, & Interpretation of Findings form
15.	TUMA/PPG.F14	Assessment of PhD Theses/Dissertations Form
16.	TUMA/PPG.F15	Assessment of PhD Oral Defence Form
17.	TUMA/PPG.F16	Application for Extension Form
18.	TUMA/PPG.F17	Postponement of Studies Form
19.	TUMA/PPG.F18	Freezing of Studies Form
20.	TUMA/PPG.F19	Unfreezing of Studies Form
21.	TUMA/PPG.F20	Form for Application of Credit Transfer
22.	TUMA/PPG.F21	Research Progress Report Form (submitted by candidates)
23.	TUMA/PPG.F22	Research Progress Report Form (submitted by Supervisors)
24.	TUMA/PPG.F23	Notice of Intention to Submit a Thesis or Dissertation
25.	TUMA/PPG.F24	Matrix for Compiling Oral Examination Scores
26.	TUMA/PPG.F25	Matrix for Consolidating Research Scores
27.	TUMA/PPG.F26	Permission to Travel Form
28.	TUMA/PPG.F27	Returning from Travel Request Form
29.	TUMA/PPG.F28	Clearance Form
30.	TUMA/PPG.F29	Honorary Degree Nomination Form
31.	TUMA/PPG.F30	Deferment of Admission Form
32.	TUMA/PPG.F31	Provisional Registration Form
33.	TUMA/PPG.F32	Supervision Agreement for Postgraduate Candidates

TUMAINI UNIVERSITY MAKUMIRA

ADMISSION INTO A PROGRAMME FORM

A. Background Information

1. Names: Surname: ....First Name: ....
   Middle Names:
   ....
2. Sex ……...……..…………………
3. Nationality: ....
4. Level of Education Completed …………………………………………………...…………………
5. Admitted for Academic Year ………………………………………………………………………….
6. Name of Programme: ....
7. Nature of Programme (put a tick):
   a) Exchange Programme………….......   b) Non-exchange Programme ………….…………

B. Personal Contacts

1. Mobile Phone Number: ....……......... Other Telephone Number: ...………..............
2. Postal Address: ………………………………………………………………………………………
3. Email Address ………………….......……...…....................………................................

C. IDs, Account Registration Number, and Form Four Index

1. NACTE/TCU Registration ID ……………………………………………………………….
2. NACTE Avin ID …………………………………………………………………………………..
3. Account Registration Number ……………………………………………………………………..
4. Form IV Index ……………………………………………………………………………………..

D. Admission

1. Admitted on the Basis of: ………………………………………………………………………….
2. Admission Processing Status ……………………………………………………….………………
3. Year of Admission …………………………………………………………………………………
4. Admission Intake: ………………………………………………………………………………..

E. Graduation Status and Sponsorship

1. Student Graduation Status ……………………………………………………………………………
2. Current Class …………………………………………………………………………………………
3. Year of Graduation ………………………………………………………………………………..
4. Current Fee Sponsor ………………………………………………………………………………..

F. Health Insurance

1. Name of Current Health Insurance ……………………………………………………………………
2. Entry Mode ……………………………………………………………………………………………
3. Membership Number ………………………………………………………………………………
4. Card Number ……………………………………………………………………………………………

G. Comments by Registrar/Admissions Officer:

…………………………………………………33……………………………………………………..
………
………
………
……………………………………………………………………………………………………...……….

TUMAINI UNIVERSITY MAKUMIRA

REGISTRATION SUMMARY INFORMATION FORM

A. Background Information

1. Names: Surname: ....First Name: ....
   Middle Names: ....
2. Sex …….………………………………………………………………………………………
3. Date of Birth …………………………………………………………………………………….
4. Place of Birth ……………………………………………………………………………………
5. Country of Birth ………………………………………………………………………………..
6. Nationality ………………………………………………………………………………………
7. Religion …………………………………………………………………………………………
8. Disability ………………………………………………………………………………………
9. Marital Status …………………………………………………………………………………….

B. Personal Contacts

1. Mobile Phone Number: ....……......... Other Telephone Number: ...……..…...........
2. Postal Address: ………………………………………….…………………………………….
3. Permanent Postal Address …………………………………………………………………………
4. Email Address ………......………………………….………......………......................................
5. Current District of Residence ………………………………..……………………………………..

C. Education Verification

1. Applicant Category (Programme)—Put a Tick:
   a) Postgraduate Diploma ……… b) Bachelor ……….. c) Master ……..….. d) PhD …………
      2. Applicant's Certificate a) Postgraduate Diploma ………… b) Bachelor ………..
      3. Form IV Index ……………………………………………………….………..……..
      4. Applicant's Number ……………………………………………….……………

D. Qualifications Entry Information

S/N	Certificate (IV: 29)	Examinations Centre	Year Completed
1			
2			
3			
4			

E. Work Experience

1. Type of work (e.g., teaching) …………………………………………………………………
2. Work experience in years …………………………………………………………………….

F. Programmes Applied for

S/N	Choice	Name of Programme Applied for
1	Choice 1	
2	Choice 2	
3	Choice 3	
4	Choice 4	

G. **Comments by the Registrar**: …………………………………………………………………
………………………………………………………………………………………………………
…………………………………………………………………………………..…………………….
………………………………………………………………………………………..……………..
…………………………………………………………………………………………..................

TUMAINI UNIVERSITY MAKUMIRA

CONCEPT NOTE REVIEW FORM

1. Please fill one form per concept note reviewed

Reviewer's Names:	
Mobile phone number:	
Applicant's Names:	
Concept Note Title:	

2. Evaluation Key:

100% - 70% = Acceptable or acceptable subject to minor revision

69% - 60% = Acceptable subject to major revision

59% - 0% = Not acceptable

S/N	AREA ASSESSED	POINTS (%)	AWARDED (%)	JUSTIFICATION (Compulsory)
1	Title (suitability of the title)	2		
2	**Summary** (Does it give a clear indication of the research problem, justification and rationale, objectives, hypotheses (if applicable), and methodology to be used?)	13		
3	**Background and rationale** (Does the background present a problem context concisely? Is the rationale aligned with the background and a UN's Sustainable Development Goal/national development vision and goals?)	20		
4	**Objectives** (are they SMART? OR **hypotheses**: are they clear, relevant, and testable?)	10		

5	**Methodology** (is it based on best practices, realistic and in line with the problem, rational and objectives?)	25		
6	**Originality** and **innovativeness** of the proposed research	20		
7	**Timeline and budget** (are the required time and budget realistic given the nature of the research problem and its geographical context?)	10		
	TOTAL (AND GRADE)	**100**		

Please Note: Each reviewer is required to submit technical comments for each evaluation area and overall comments for the scores awarded.

General comments: ……………………………………………………………………………
……
……
……
……
……
……

Reviewer's Signature ………………………………… **Date** …………………………………..

TUMAINI UNIVERSITY MAKUMIRA
RESEARCH PROJECT ASSESSMENT RESULTS FORM FOR POSTGRADUATE DIPLOMA PROGRAMMES

A. CANDIDATE'S BACKGROUND INFORMATION *(To be Filled by the Candidate)*

1. Name of Candidate: ....

2. Registration No.: ....……...

3. Research Project Title: ……………………………………………………………………….

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

4. Department: ....

5. Date of Submission: ....………………...

B. RESEARCH PROJECT ASSESSMENT RESULTS (*to be filled by the examiner***)**

6. Research Project Results:

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

7. Examiner's Comments:

………………………………………………………………………………………………………
………………………………………………………………………………………………………
………………………………………………………………………………………………………
………………………………………………………………………………………………………

8. Examined by:

EXAMINER'S NAME	DESIGNATION	SIGNATURE[+]

9. Date of Submission of this Assessment report …………………………………………..
(Research project assessment reports should be submitted to the relevant Head of Department)

TUMAINI UNIVERSITY MAKUMIRA

**RESEARCH PROJECT ASSESSMENT RESULTS FORM FOR POSTGRADUATE DIPLOMA
PROGRAMMES (CONSOLIDATED REPORT)**

A. CANDIDATE'S BACKGROUND INFORMATION *(To be Filled by the HoD)*

1. Name of Programme: ....

2. Department: ....……...

3. Faculty: …………………………………………………………………………………..

B. RESEARCH PROJECT CONSOLIDATED ASSESSMENT RESULTS

S/N	Candidate's Name	Reg. Number	Marks		Total	Average	Grade	Pass/fail
			IE1	IE2				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

6. Comments by the Head of Department:
 ....
....
....
Name: .... **Signature:** .... **Date:** ....

7. Comments by the Faculty Board Chairperson:
....
....
....
Name: .... **Signature:** .... **Date:** ....

8. Recommendation by the Postgraduate Studies, Research, Publications, and Consultancy Director:
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

INTERNSHIP APPRAISAL FORM FOR MASTER OF EDUCATION IN EDUCATIONAL MANAGEMENT
(To be Filled by On-site Supervisors)

This form is intended to collect information on the practical performance of our interns. We kindly request that you complete this form (sections A and B) at the end of the internship and submit it to the Dean by mail to the following address: The Dean, Faculty of Education, Humanities, and Science, Tumaini University Makumira, P.O. Box 55, Usa River, Arusha.

Student's Name ……………………………**Reg. number** …………………………………..………….

SECTION A: STUDENT'S MANAGERIAL SKILLS AND COMPETENCES

(i) Please circle the numerical scores that best indicate the level of student's performance

Codes	Skills and Competencies	D	C	B	B+	A
MS1	Problem solving skills	0, 1, 2, 3	4	5	6	7, 8, 9, 10
MS2	Organisational skills	0, 1, 2, 3	4	5	6	7, 8, 9, 10
MS3	Interpersonal relationships building skills	0, 1, 2, 3	4	5	6	7, 8, 9, 10
MS4	Team building skills	0, 1, 2, 3	4	5	6	7, 8, 9, 10
MS5	Coordination skills	0, 1, 2, 3	4	5	6	7, 8, 9, 10
MS6	Time management	0, 1, 2, 3	4	5	6	7, 8, 9, 10
MS7	Communication skills	0, 1, 2, 3	4	5	6	7, 8, 9, 10
MS8	Planning skills	0, 1, 2, 3	4	5	6	7, 8, 9, 10
MS9	Conflict management skills	0, 1, 2, 3	4	5	6	7, 8, 9, 10
MS10	Skills in managing meetings	0, 1, 2, 3	4	5	6	7, 8, 9, 10
MS11	Prioritization ability	0, 1, 2, 3	4	5	6	7, 8, 9, 10

Total Score …………. Average …………

ii) Your comments/observations on students' managerial skills and competences

....

....

....

PART B: PERSONAL ATTRIBUTES RELEVANT TO MANAGEMENT

(i) Please circle the numerical scores that best indicate the quality of the student's attributes

Codes	Attributes	D	C	B	B+	A
PA1	Empathy	0, 1, 2, 3	4	5	6	7, 8, 9, 10
PA2	Sociability	0, 1, 2, 3	4	5	6	7, 8, 9, 10
PA3	Honesty	0, 1, 2, 3	4	5	6	7, 8, 9, 10
PA4	Confidence	0, 1, 2, 3	4	5	6	7, 8, 9, 10
PA5	Persistence in challenging situations	0, 1, 2, 3	4	5	6	7, 8, 9, 10
PA6	Accountability	0, 1, 2, 3	4	5	6	7, 8, 9, 10
PA7	Creativity	0, 1, 2, 3	4	5	6	7, 8, 9, 10
PA8	Ability to inspire others	0, 1, 2, 3	4	5	6	7, 8, 9, 10
PA9	Commitment to managerial duties	0, 1, 2, 3	4	5	6	7, 8, 9, 10
PA10	Integrity and ethics	0, 1, 2, 3	4	5	6	7, 8, 9, 10
PA11	Ability to control his/her emotions	0, 1, 2, 3	4	5	6	7, 8, 9, 10

Total Score …………….. Average ……………….

ii) Your comments/observations on students' personal attributes relevant to management:

....

....

Supervisor's Name …………………….........................signature …………………..

Date ………………………….. Official Stamp

*Performance Key: **A**: 7-10 (excellent); **B+**: 6 (Very Good); **B**: 5 (Good); **C**: 4 (Poor); **D**: 0-3 (Very Poor)*

TUMAINI UNIVERSITY MAKUMIRA
RESEARCH PROPOSAL ORAL DEFENCE ASSESSMENT RESULTS FORM FOR MASTER PROGRAMMES

A. Student's Profile

1. Name of Candidate: ....
2. Registration No.: ....…...
3. Thesis/Dissertation Title: …………….………………………………………………
    ....
4. Department: ....
5. Date of Oral Defence: ....……………...

B. Assessment

S/N	Area of assessment	Assigned Marks (%)	Score	Remarks/grade
1	Clarity of the research problem and research objectives/questions or hypothesis as articulated by the student	10		
2	Effectiveness in the articulation of the reviewed literature	20		
3	Demonstration of a clear understanding of research paradigms and approaches relevant to the problem	10		
4	Demonstration of a clear understanding of sampling methods and the geographical and demographical delimitations related to the proposed study	20		
5	Articulation of methods of data collection and analysis, and their relation to the research problem	30		
6	Clarity of ethical consideration and acknowledgement of sources (references) according to TRMT relating to the proposal	10		
TOTAL MARK (AND GRADE)		**100**		

C. Recommendations:

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

D. Members of the committee

S/N	MEMBER OF THE COMMITTEE (*please print your name*)	SIGNATURE	DATE
1			
2			
3			
4			
5			
6			

TUMAINI UNIVERSITY MAKUMIRA

Grading Report of Master/PhD Dissertation/Thesis Form filled in by Internal/External Examiners

1. Internal Examiner (   ) External Examiner (   ) Tick one.
2. Candidate's name: ....
3. Registration Number: ....
4. Degree Programme: ....
5. Faculty: ....
6. Department: ……………………………………………………………………………

7. Dissertation/Thesis Title: …………………………………………………….........
   …………………………………………………………………………….....................
8. Comments on the Dissertation/Thesis (attach extra pages if necessary).

a) Title, abstract, and other preliminaries
....
....
b) 10. Introduction
....
....
c) Literature review
....
....
d) Methodology
....
....
e) Findings
....
....
f) Discussion
………………………………………………………………………………………….
………………………………………………………………………………………
g) Summary, Implications, and Recommendations
....
....
h) Writing style, language quality, citation, and coherence
....
....
………………………………………………………………………………………….
i) Reference list and appendices
………………………………………………………………………………………

9. 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	Fail	Fail

Name of Examiner: ....

Examiner's Signature: ………………………………….. **Date:** …............……..................

TUMAINI UNIVERSITY MAKUMIRA

Overall Evaluation Report on Master/PhD Dissertation/Thesis by Panel of Examiners

1. Candidate's Name: ....
2. Registration Number: ....
3. Degree Programme: ....
4. Department: ....
5. Faculty..
6. Dissertation/Thesis Title……………………...

7. Compiled Results of the Assessment of the Dissertation/Thesis

S/N	Area assessed	Maximum Marks	Obtained Marks					Remarks
			IE$_1$	IE$_{2*}$	EE	Total	Average	
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 (+ GRADE)	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

Grades C, D, and E indicate that the candidate has failed.

8. Comments by the Panel of Examiners (recorded by its secretary)

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

9. Recommended Grade: ....

a) Name of the Chairperson of the Panel of Examiners …………………………………………………
b) Signature of the Chairperson of the Panel of Examiners ………….……………………………….

c) Name of the Secretary to the Panel of Examiners ………………………………………………………
d) Signature of the Secretary to the Panel of Examiners ………………………………………………….

Date: ....

10. HoD's Comments
....
....
Name of HoD …………………………………………………………………………………......
Signature: ....   Date ....

11. Faculty Board Chairperson's Comments
....
....
Name of Faculty Board Chairperson: ....
Signature: ....   Date ....

12. Postgraduate Studies, Research, Publications, and Consultancy Director's Comments
....
....
....
Name of Director: ....

Signature: ....   Date ....

TUMAINI UNIVERSITY MAKUMIRA
VIVA VOCE EXAMINATION RESULTS FORM FOR MASTER DEGREE CANDIDATES

1. Name of Candidate: ....

2. Registration No.: ....………...

3. Thesis Title: …………………..…………………………..…………………………………....………

   ....

4. Department: ....

5. Date of Viva voce: ....………………...

S/N	Area of assessment	Assigned Marks (%)	Score	Remarks/grade
1	Clarity, language use, voice	10		
2	Presentation skills	25		
3	Masterly of knowledge of the research problem and topic	25		
4	Critical thinking	30		
5	Skills in making conclusions	10		
TOTAL (AND GRADE)		100		

Name of Examiner: ....

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

TUMAINI UNIVERSITY MAKUMIRA
PhD RESEARCH PROPOSAL ORAL DEFENCE ASSESSMENT RESULTS FORM

A. Student's Profile

1. Name of Candidate: ....
2. Registration No.: ....……..
3. Thesis Title: ………...…………………………………………………….…………
   ....
4. Department: ....
5. Date of Viva voce: ....…………...

B. Assessment

S/N	Area of assessment	Assigned Marks (%)	Score	Remarks/grade
1	Clarity of the research problem and research objectives/questions or hypothesis as articulated by the student	10		
2	Effectiveness in the articulation of the reviewed literature	20		
3	Demonstration of a clear understanding of research paradigms and approaches relevant to the problem	10		
4	Demonstration of a clear understanding of sampling methods and the geographical and demographical delimitations related to the proposed study	20		
5	Articulation of methods of data collection and analysis, and their relation to the research problem	30		
6	Clarity of ethical consideration and acknowledgement of sources (references) according to TRMT relating to the proposal	10		
	TOTAL MARK (AND GRADE)	**100**		

C. **Recommendations:** …………………………………………………………………...

……………………………………………………………………………………………..

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

……………………………………………………………………………………………..

D. Members of the committee

S/N	MEMBER OF THE COMMITTEE (*please print your name*)	SIGNATURE	DATE
1			
2			
3			
4			
5			
6			

TUMAINI UNIVERSITY MAKUMIRA
PEER-REVIEW EVALUATION FORM (PR FORM) FOR RESEARCH ARTICLES

FIRST author's full name ………………………………….

Name of journal …………………………………………..

A. In each Section, Circle the Scores that Best Indicate the Quality of Each Item
Scale: **A**: 7-10 (Outstanding—rarely given); **B+**: 6 (Very Good); **B:** 5 (Good); **C**: 4 (Poor); **D**: 0-3 (Very Poor)

1. GENERAL EVALUATION

CODE	ITEM	D	C	B	B+	A
G1	Relevance of the topic to the expectations of the targeted journal	0, 1, 2, 3	4	5	6	7, 8, 9, 10
G2	Significance of research findings	0, 1, 2, 3	4	5	6	7, 8, 9, 10
G3	Within-paragraph logical organisation and coherence	0, 1, 2, 3	4	5	6	7, 8, 9, 10
G4	Between-paragraphs logical organization	0, 1, 2, 3	4	5	6	7, 8, 9, 10
G5	Overall clarity of the article	0, 1, 2, 3	4	5	6	7, 8, 9, 10
G6	Length of paragraphs	0, 1, 2, 3	4	5	6	7, 8, 9, 10
G7	Conformity of in-text citations and visual illustrations to TUMA Research Manual and APA formatting style	0, 1, 2, 3	4	5	6	7, 8, 9, 10

TOTAL SCORE .... **AVERAGE**..............

COMMENTS: …………………………………………………………………………………………..

……

2. TITLE

CODE	ITEM	D	C	B	B+	A
T1	How well the title captures the article's research problem and key concepts	0, 1, 2, 3	4	5	6	7, 8, 9, 10
T2	Clarity, precision, and length	0, 1, 2, 3	4	5	6	7, 8, 9, 10

TOTAL SCORE .... **AVERAGE**................

COMMENTS: ………………………………………………………………………………….

…………………………………………………………………………………………………

3. ABSTRACT

CODE	ITEM	D	C	B	B+	A
A1	Consistence with journal's guidelines (length, precision, and clarity)	0, 1, 2, 3	4	5	6	7, 8, 9, 10
A2	Accuracy in presenting a synopsis of the article and appropriateness of key words	0, 1, 2, 3	4	5	6	7, 8, 9, 10

TOTAL SCORE .... AVERAGE.................

COMMENTS: ………………………………………………………………………………….

……………………………………………………………………………………………

4. INTRODUCTION

CODE	ITEM	D	C	B	B+	A
IN1	Relevance and comprehensiveness of the reviewed literature	0, 1, 2, 3	4	5	6	7, 8, 9, 10
IN2	Argument of the significance of the research topic	0, 1, 2, 3	4	5	6	7, 8, 9, 10
IN3	Logical flow of the problem statement, aims, and objectives	0, 1, 2, 3	4	5	6	7, 8, 9, 10
IN4	Clarity of the problem, aim, and objectives or questions	0, 1, 2, 3	4	5	6	7, 8, 9, 10

TOTAL SCORE .... AVERAGE.................

COMMENTS: …………………………………………………………………………………………

……………………………………………………………………………………………………

5. METHODS

CODE	ITEM	D	C	B	B+	A
M1	Consistence between study design, aims, and objectives/questions	0, 1, 2, 3	4	5	6	7, 8, 9, 10
M2	Adequacy of the sample	0, 1, 2, 3	4	5	6	7, 8, 9, 10
M3	Appropriateness of sampling methods	0, 1, 2, 3	4	5	6	7, 8, 9, 10
M4	Appropriateness of data collection tools	0, 1, 2, 3	4	5	6	7, 8, 9, 10
M5	Appropriateness of data collection methods	0, 1, 2, 3	4	5	6	7, 8, 9, 10
M6	Relevance of data analysis methods	0, 1, 2, 3	4	5	6	7, 8, 9, 10
M7	Appropriateness of data analysis procedure	0, 1, 2, 3	4	5	6	7, 8, 9, 10
M8	Compliance with research ethics	0, 1, 2, 3	4	5	6	7, 8, 9, 10

TOTAL SCORE .... AVERAGE.................

COMMENTS: …………………………………………………………………………………………

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

6. RESULTS

CODE	ITEM	D	C	B	B+	A
R1	Consistence between results, study aim, and objectives/questions	0, 1, 2, 3	4	5	6	7, 8, 9, 10
R2	Logical organisation of subsections	0, 1, 2, 3	4	5	6	7, 8, 9, 10
R3	Conformity of visual illustrations (e.g., tables) to the APA style	0, 1, 2, 3	4	5	6	7, 8, 9, 10
R4	Clarity of results	0, 1, 2, 3	4	5	6	7, 8, 9, 10
R5	Coherence in the presentation of results	0, 1, 2, 3	4	5	6	7, 8, 9, 10

TOTAL SCORE .... **AVERAGE**................

COMMENTS: ………………………………………………………………………………….

……………………………………………………………………………………………………

7. DISCUSSION

CODE	ITEM	D	C	B	B+	A
D1	Logical organisation of sections and subsections	0, 1, 2, 3	4	5	6	7, 8, 9, 10
D2	Adequacy of discussion of key findings	0, 1, 2, 3	4	5	6	7, 8, 9, 10
D3	Linkage between results of the current study and those in previous studies	0, 1, 2, 3	4	5	6	7, 8, 9, 10
D4	Articulation of theories/models	0, 1, 2, 3	4	5	6	7, 8, 9, 10
D5	Soundness of conclusion	0, 1, 2, 3	4	5	6	7, 8, 9, 10

TOTAL SCORE .... **AVERAGE**................

COMMENTS: …………………………………………………………………………………..

……………………………………………………………………………………………………

8. CONCLUSION AND REFERENCES

CODE	ITEM	D	C	B	B+	A
C1	Precision and clarity of study summary	0, 1, 2, 3	4	5	6	7, 8, 9, 10
C2	How the author evaluates the study (e.g., study implications/trustworthiness)	0, 1, 2, 3	4	5	6	7, 8, 9, 10
C3	Relevance of recommendations to findings	0, 1, 2, 3	4	5	6	7, 8, 9, 10
C4	Conformity of references to APA style and TUMA Research Manual	0, 1, 2, 3	4	5	6	7, 8, 9, 10

TOTAL SCORE .... **AVERAGE**................

COMMENTS: …………………………………………………………………………………..

……………………………………………………………………………………………………

Total Score (Sect 1-8)…………….. **Overall Average** ………………

B. General Comments on the Status of the Manuscript as a Whole:

....

....

……………………………………………………………………………………………

……………………………………………………………………………………………

C. Reviewer's Conclusion: Please Tick One of the Options Below.

    1. Accepted ………………………………………….

    2. Accepted with minor revisions ……………………

    3. Accepted with major revisions ……………………

    4. Rejected …………………………………………

Reviewer's Name ……………………......................signature ……………………..

Date …………………………..

TUMAINI UNIVERSITY MAKUMIRA

FORM FOR ASSESSMENT OF DATA PRESENTATION, ANALYSIS, AND INTERPRETATION OF FINDINGS FOR MASTER PROGRAMMES

A. Student's Profile

1. Name of Candidate: ....
2. Registration No.: ....………..
3. Thesis/Dissertation Title: …………………………………………………………………
   ....
4. Department: ....
5. Date of Viva voce: ....…………...

B. Assessment

S/N	Area of assessment	Assigned Marks (%)	Score	Remarks/grade
1	Clarity of the articulation of the problem statement and objectives/hypothesis of the study	10		
2	Demonstration of a clear understanding of the relation of the findings to the problem statement, objectives or hypothesis of study	20		
3	The clear discussion of findings and their relation to the reviewed literature	30		
4	Clear articulation of themes drawn from the discussion of findings	30		
5	Clarity in the presentation of the thesis against the objectives/hypothesis and recommendations	10		
	TOTAL MARK (AND GRADE)	**100**		

C. Recommendations:

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

D. Members of the committee

S/N	MEMBER OF THE COMMITTEE (*please print your name*)	SIGNATURE	DATE
1			
2			
3			
4			
5			
6			

TUMAINI UNIVERSITY MAKUMIRA

ASSESSMENT OF PhD DATA PRESENTATION, ANALYSIS, AND INTERPRETATION OF FINDINGS FORM

A. Student's Profile

1. Name of Candidate: ....
2. Registration No.: ....……..
3. Thesis Title: …………………………………………………………………………..
   ....
4. Department: ....
5. Date of Viva voce: ....……………..

B. Assessment

S/N	Area of assessment	Assigned Marks (%)	Score	Remarks/grade
1	Clarity of the articulation of the problem statement and objectives/hypothesis of the study	10		
2	Demonstration of a clear understanding of the relation of the findings to the problem statement, objectives or hypothesis of study	20		
3	The clear discussion of findings and their relation to the reviewed literature	30		
4	Clear articulation of themes drawn from the discussion of findings	30		
5	Clarity in the presentation of the thesis against the objectives/hypothesis and recommendations	10		
	TOTAL MARK (AND GRADE)	**100**		

C. Recommendations:

………………………………………………………………………………………………

………………………………………………………………………………………………

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……………………………………………………………………………………………..

D. Members of the committee

S/N	MEMBER OF THE COMMITTEE (*please print your name*)	SIGNATURE	DATE
1			
2			
3			
4			
5			
6			

TUMAINI UNIVERSITY MAKUMIRA
ASSESSMENT OF PhD THESIS AND DISSERTATION FORM

A. Student's Profile
1. Name of Candidate: ....
2. Registration No.: ....……...
3. Thesis Title: …………….…………………………………………………………………………..
    ....
4. Department: ....
5. Date of Assessment …………………………………………………………………………………

B. Assessment

S/N	Area of assessment	Assigned Marks (%)	Score	Remarks/grade
1	Introduction Chapter	10		
2	Literature Review Chapter	15		
3	Methodology Chapter	15		
4	Data Presentation, Analysis and Discussion of Findings Chapter	25		
5	Conclusion and Recommendations Chapter	10		
6	General Coherence and Formatting of Manuscript	25		
TOTAL MARK (AND GRADE)		**100**		

C. Recommendations:
……
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……………………………………………………………………...
....
…………………………………………………………………………………..

D. Members of the committee

S/N	MEMBER OF THE COMMITTEE (*please print your name*)	SIGNATURE	DATE
1			
2			
3			
4			
5			
6			

TUMAINI UNIVERSITY MAKUMIRA
ASSESSMENT OF PhD ORAL DEFENCE FORM

A. Student's Profile
1. Name of Candidate: ....
2. Registration No.: ....……...
3. Thesis Title: …………………………………………………………………………
   ....
4. Department: ....
5. Date of Assessment …………………………………………………………………

B. Assessment

S/N	Area of assessment	Assigned Marks (%)	Score	Remarks/grade
1	Skills in introducing the study	10		
2	Skills in summarising and presenting the use of literature related to the study	15		
3	Skills in presenting how methodologically the study was designed	25		
4	Skills in presenting, analysing and interpreting data, and discussing findings of the study	25		
5	Skills in summarising the thesis of the study and making recommendations for further studies	10		
6	Skills in demonstrating the unity and consistency of the study	25		
	TOTAL MARK (AND GRADE)	**100**		

C. Recommendations:
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………….....................................

D. Members of the committee

S/N	MEMBER OF THE COMMITTEE (*please print your name*)	SIGNATURE	DATE
1			
2			
3			
4			
5			
6			

TUMAINI UNIVERSITY MAKUMIRA

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

A. TO BE FILLED BY THE CANDIDATE

1. Name of Candidate: ………………………………………………………………………………….
2. Registration No.: …………………………………………………………………………………..
3. Faculty: ……………………………………………………………………………………………….
4. Department: ………………………………………………………………………………………….
5. Name of programme: ………………………………………………………………………………

6. Nature of Programme:

Degree		Tick one
Postgraduate Diploma	Postgraduate Diploma studies	
Masters	By Coursework	
	By Thesis	
PhD	By Coursework	
	By Thesis	

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

Extension	Put a tick
1st	
2nd	
3rd	

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

10. Reasons for requesting an extension:
    …………………………………………………………..……………………………………………..
    ……
    ……
    ……

11. Period of extension: From ………………………… To …………………………………….

B. TO BE FILLED BY THE SUPERVISOR, HOD, FACULTY BOARD CHAIRPERSON, PRPC DIRECTOR, BURSAR, EO, AND DVCAA

12. Comments by the main Supervisor: ……………………………………………………..................
    ……
    …………………………………………………………………...
    Name: …………………………….. Signature: ……………………. Date: ……………………..

13. Comments by Head of Department: ………………………………………………………………...

……

……..

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

14. Comments by Faculty Board Chairperson…………………………………………………………..

……

……

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

15. Comments by PRPC Director: ………...………………………………………………………………

……

……

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

16. Comments by Bursar ………………………………………………………………………………….

……

……

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

17. Comments by Examinations Officer ………………………………………………………………….

……

……

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

18. Approval by the DVCAA

Approved……………………………… Not approved ………………………………………

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

NB: **1.** This form should reach the DVCAA after being filled out by the Candidate, the Supervisor, the HoD, the Faculty Board Chairperson, and the PRPC Director. The Bursar and EO will receive it from the DVCAA's Office for filling in the relevant spaces that concern them.

2. The Head of Department, the Faculty Board Chairperson, the PRPC Director, and the DVCAA will each retain a copy of the filled form.

TUMAINI UNIVERSITY MAKUMIRA

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 Studies: Please tick (√) in front of the appropriate choice
a) Medical…………. b) Financial………… c) Social….. ……….. d) Others………………..

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

4. Postponement Period Requested

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 upon resuming studies

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

NB: 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.

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 Faculty Board Chairperson:
a) Recommended………………… b) Not Recommended ………………………………..

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

9. Recommendation by the Postgraduate Studies, Research, Publications, and Consultancy Director:
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: ....

TUMAINI UNIVERSITY MAKUMIRA

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 Studies: *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 upon 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 he/she has not paid tuition fees and officially 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.

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 Faculty Board Chairperson:
a) Recommended…………………….. b) Not Recommended……………………………………….

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

10. Recommendation by the Postgraduate Studies, Research, Publications, and Consultancy Director:
a) Recommended…………………….. b) Not Recommended……………………………………….

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

11. Recommendation by the DVCAA:
a) Recommended…………………….. b) Not Recommended……………………………………….

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

12. Approval by the Vice Chancellor:
a) Approved………………………….. b) Not Approved…………………………….……………..

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

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

TUMAINI UNIVERSITY MAKUMIRA

UNFREEZING 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. Freezing History

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

4. Proposed date of Unfreezing Studies:

Date	Semester	Academic Year

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

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

For Official Use Only:

AUTHORIZATION FOR UNFREEZING OF STUDIES

5. Comments by the Head of Department:

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

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

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

6. Comments by the Faculty Board Chairperson

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

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

7. Recommendation by the Postgraduate Studies, Research, Publications, and Consultancy Director:

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

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

8. Recommendation by the DVCAA:

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

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

9. Approval by the Vice Chancellor:

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

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

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

TUMAINI UNIVERSITY MAKUMIRA

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 to 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 the application fee.

2. An official transcript from previous studies must be sent to TUMA 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;
Vice Chancellor, 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*………(tick the appropriate space)*

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

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 an 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 acknowledge 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 as needed. I acknowledge that Tumaini University Makumira reserves the right to vary or reverse any decision regarding admission or enrolment made based on incorrect or incomplete information. I understand that Tumaini University Makumira will retain the information I have provided and that the information may be made available to other agencies, as required by the 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 FACULTY BOARD CHAIRPERSON
Comments by the Faculty Board Chairperson:
a) Recommended…………. b) Not Recommended………………

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

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

PART D: TO BE FILLED BY PRPC DIRECTOR

Recommendation by the **PRPC** Director:

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

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

PART D: TO BE FILLED BY THE DVCAA

Recommendation by the DVCAA

a) Approved…….b) Not Approved……………

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

TUMAINI UNIVERSITY MAKUMIRA

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

Period covered: From [   ] [   ] **)**

1	Name of Candidate	
2	Registration Number	
3	Department/Faculty	
4	Programme	

5.   Nature of Programme (Tick one):

Tick one	Item
	By Research and Thesis
	By Coursework and Dissertation
	Postgraduate Diploma

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

10. Self-assessment of progress made so far for the Dissertation/Thesis (*Tick where appropriate)*

Stage	Item	Not yet	About a third	Half Way	Nearly completed	Completed
PROPOSAL	Identification of Topic and Research Problem					
	Literature Review					
	Determining the Methodology					
	Writing the Proposal					
DISSERTATION	Data Collection					
	Data Analysis					
	Writing the Dissertation/Thesis					
	Submission Process					

11	In your opinion, are you making satisfactory progress?	**YES**	**NO**
	Tick the appropriate box ⟶		
If NO, state the reasons:			
12	Will you need a time extension?	**YES**	**NO**
	Tick the appropriate box ⟶		
If YES, how long in months?			
13	Any other comments you would like to make?		

Date..............................   Signature of Candidate ....……………….......

* This form should be filled in triplicate and handed in to the Head of Department, who shall compile a report for all postgraduate students in the Department and submit it to the Chairperson of the relevant Faculty Board.

TUMAINI UNIVERSITY MAKUMIRA

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

Period covered: From

Part A: To be filled by the Candidate

1	Name of Candidate	
2	Registration Number	
3	Department/Faculty	
4	Programme	

5. Nature of Programme (Tick one):

Tick one	**Item**
	By Research and Thesis
	By Coursework and Dissertation
	Postgraduate Diploma

6	Date of Registration	
7	Planned Date of Completion	
8	Name(s) of Supervisor(s)	
	(a) Main Supervisor	
	(b) Co-Supervisor	
	(c) Co-Supervisor	
	(d) Co-Supervisor	

Part B: To be filled by the Main Supervisor

9	Name of Main 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 about the candidate?	**Yes**	**No**	**Not Applicable**
	Tick the appropriate box			

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

75

13. Assessment of progress made so far for the Diploma research project/Dissertation/Thesis
    (*Tick in the appropriate box*)

Stage	Item	Not yet	About a third	Half Way	Nearly completed	Completed
Proposal	Identification of Topic and Research Problem					
	Literature Review					
	Determining the Methodology					
	Writing the Proposal					
Dissertation	Data Collection					
	Data Analysis					
	Writing the Dissertation/Thesis					
	Submission Process					

14	In your opinion, is the candidate making satisfactory progress?	YES	NO
	Tick the appropriate box		

If NO, state the reasons:

15	Will he/she need time extension?	YES	NO
	Tick the appropriate box		

If YES, how long in months?
16	State any other comments you wish to make on the candidate.

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

Part C: To be filled by the Head of Department

17	Comments on the candidate's progress	
18	Comment 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 of the Faculty Board

19	Comment briefly on the candidate's, Supervisor's, and HoD's reports	
	Name of Chairperson of the Faculty Board	

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

Part E: To be filled by the Postgraduate Studies, Research, Publications, and Consultancy Director

20	*Tick the appropriate box* →	Paid all his/her fees	Paid part of his/her fees	Not paid his/her fees

21	Financial sponsor (if applicable)	
22	Other remarks or actions	
23	Name of the Postgraduate Studies, Research, Publications, and Consultancy Director	

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

Part F: To be filled by the Deputy Vice Chancellor for Academic Affairs (DVCAA)

24	Comments/Observations by the DVCAA	
25	Name of DVCAA	

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

This form should be filled in quadruplicate. The HoD, the Faculty Board Chairperson, the Director (PRPC), and the Office of the DVCAA will each keep a copy of the duly completed form.

TUMAINI UNIVERSITY MAKUMIRA
NOTICE OF INTENTION TO SUBMIT A THESIS/DISSERTATION/RESEARCH PROJECT REPORT 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/research project report: ....……........................
....……………………………..
....……………………………..
(7) Name(s) of Supervisor(s)   ....………
....………
....………
(8) I hereby declare that I have completed research and intend to submit my thesis/dissertation/research project report within the coming four 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/research project report, and I/we believe that he/she should be in a position to submit the thesis/dissertation/research project report within four 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/research project report:
(a) Potential External Examiners
(1) Name: ....
Affiliation: ....……............................
Postal Address: ....
Telephone/mobile phone: .... Fax: ....
Email: ....
Curriculum Vitae: Attached…………………   Not attached…………………
(2) Name: ....…......
Affiliation: ....……..........................
Postal Address: ....
Telephone: .... Fax: ....
Email: ....…...........
Curriculum Vitae: Attached……………… Not attached …………………..

(b) Proposed Internal Examiners
(1) Name: ....
Affiliation: ....
Postal Address: ....
Telephone: .... Fax: ....
Email: ....
Curriculum Vitae: Attached……………… Not attached……………………….

(2) Name: ....

Affiliation: ....

Postal Address: ....

Telephone/mobile phone: .... Fax: ....

Email: ....

Curriculum Vitae: Attached………………. Not attached …………………………………

SECTION D: TO BE COMPLETED BY THE CHAIRPERSON OF THE FACULTY BOARD

(a) Fully recommended…………………… Partially recommended ………… Not recommended …………….

Provide reasons and suggest action to be taken by the HoD (if applicable).

……………………………………………………………………………………………..

………………………………………………………………………………………………

(b) In anticipation of the fact that the candidate will submit his/her thesis/research project report within four months from now, it is recommended that the viva voce be held in the month of .... of the year……......... The exact date will be communicated later *(this is applicable if the Chairperson fully recommends the list of examiners).*

Signature of Dean: ....…..........Date: ....

SECTION E: TO BE FILLED BY THE DVCAA

Put a Tick	
	The examination arrangements herewith are complete and are approved.
	The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the Faculty Board Chairperson.

The following items are missing or incomplete:

....

....

....

....

Date ....Signature of the DVCAA ....

This form must be completed in triplicate. Two copies of this form MUST be returned to the Department and Faculty.

TUMAINI UNIVERSITY MAKUMIRA

MATRIX FOR COMPILING ORAL EXAMINATION SCORES FROM 1ST, 2ND, AND EXTERNAL EXAMINERS

S/N	Student's Name	Score from 1st Examiner	Score from 2nd Examiner	Score from External Examiner	Total	Total Standardized	Average	Average Standardized

TUMAINI UNIVERSITY MAKUMIRA
MATRIX FOR CONSOLIDATING RESEARCH SCORES FOR MASTER DEGREE CANDIDATES

S/N	Candidate's Name	Defence of Proposal		Presentation of Findings		Reviewed Article		Dissertation		Oral Examination		Final Score	Grade
		Total Score	15% of Total	Total Score	15% of Total	Total Score	10% of Total	Total Score	40% of Total	Total Score	20% of Total		

TUMAINI UNIVERSITY MAKUMIRA

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 the 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 their 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 Board Chairperson:

WITHIN THE COUNTRY
a) Recommended……………   b) Not recommended ………………….

OUTSIDE THE COUNTRY
a) Recommended………   b) Not Recommended……………
Remarks (if any):
....
....
....
Name: .... Signature: .... Date: ....

8. Recommendation by the Postgraduate Studies, Research, Publications, and Consultancy Director:
a) Recommended …………b) Not Recommended…………………
Remarks (if any): ....
....
....

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

9. Recommendation by the DVCAA:
a) Recommended……………   b) Not recommended…………………
Remarks (if any): ....
....
....
....

10. Approval by the Vice Chancellor:
a) Approved…………… b) Not Approved…………………
Remarks (if any): ....
....
....
....

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

TUMAINI UNIVERSITY MAKUMIRA

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)
b) 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 to this form the Permission to Travel form issued to you by TUMA's relevant office.

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 Board Chairperson:
a) Recommended………………… b) Not Recommended …………….

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

9. Recommendation by the Postgraduate Studies, Research, Publications, and Consultancy Director:
a) Recommended…………… b) Not recommended…………………
Remarks (if any): ....
....
....
....

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): ....
....
....
....

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: …………………………….................…………..……………………………………….
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 Library Officer:
…………………………………………………………………………………………..……
…………………………………………………………………………………………………
…………………………………………………………………………………………………..

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

11. Comments by Supervisor:
…………………………………………………………………………………………..……
…………………………………………………………………………………………………
…………………………………………………………………………………………………..

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

12. Comments by Head of Department
…………………………………………………………………………………………..……
…………………………………………………………………………………………………
…………………………………………………………………………………………………..

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

13. Comments by Dean of Faculty

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

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

14. Comments by TUMASO

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

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

15. Comments by ICT Head of Department

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

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

16. Comments by Head of Convocation Unit

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

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

17. Comments by the Bursar

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

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

18. Comments by PRPC Director

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

SIGNATURE: …………………………… DATE: ……………….............…………….

TUMAINI UNIVERSITY MAKUMIRA

HONORARY DEGREE NOMINATION FORM
(This form should be submitted along with (a) a brief description of the proposed candidate's achievements and attributes, and (b) the candidate's Curriculum Vitae or resume.)

A. Nominated Candidate's Contact Information
1. Name: ……………………………………..……………………….……….....................
2. Postal address ……………………………………………………………………………..
3. Mobile Phone Number ………………………………………………………………………….
4. Email Address …………………………………………………………………………

B. Proposer's Personal Information
5. Name of Proposer from the Senate……………………………………………………….
6. Role of Proposer from the Senate …………………………………………………………

C. Reasons for the award of an Honorary Degree

7. Indicate reasons (by putting a tick) for the award of an Honorary Degree for the nominated candidate. The candidate:

a) Extraordinarily made an impactful contribution to academia, society, or both ……
b) Gained national and international recognition through his academic engagement and leadership in his/her specialised fields …………………………………………………
c) Contributed significantly to TUMA's vision, mission, and strategic goals …………
d) Exceptionally served the local and international community, consistently reflecting TUMA's vision, mission, and strategic goals …………………………...
e) Other reason (state)……………………………………………………………………

For Official Use Only

8. Signature of Proposer………………………………………Date………………………….
9. Name of Vice Chancellor……………………………………………………………………..
Date Proposal Received………………………………………………………………………….
Vice Chancellor's Comments on Proposal………………………………………………………
……
…………………………………………………………………………………………………

Signature of Vice Chancellor…………………………………Date……………………

TUMAINI UNIVERSITY MAKUMIRA

DEFERMENT OF ADMISSION 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: .... Programme: ....
Department: . ………………………………………………………………………………..
Faculty: ....

2. Personal Contacts
Postal Address: …........………………….........…....……........……………….….........……

Mobile Number: ....….....…......….. Other Telephone Numbers: ...………............…..
Email…………….............………………………….......................………….......................

3. Reasons for Deferment of Admission: Please tick (√) in front of the relevant choice
a) Medical…….. b) Financial……… c) Social….. ……….. d) Other (state)……………….

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

4. Deferment Period Requested

I am requesting deferment of admission starting from Semester ………………………..…….
Academic Year ………..……. to Semester ……....…Academic Year ……………………..

(You will be required to attach a copy of this form when resuming admission)

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

For Official Use Only

AUTHORIZATION FOR DEFERMENT OF ADMISSION
5. Comments by the Head of Department:

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

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

8. Comments by the Faculty Board Chairperson:
a) Recommended……………………..   b) Not Recommended ………………………….

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

9. Recommendation by the Postgraduate Studies, Research, Publications, and Consultancy Director:
a) Recommended……………………..   b) Not Recommended ………………………….

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

10. Recommendation by the Registrar:
a) Recommended……………………..   b) Not Recommended ………………………….

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

11. Approval by the DVCAA:
a) Approved………………………...   b) Not Approved ………………………………
Remarks (if any): ....
....
....

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

TUMAINI UNIVERSITY MAKUMIRA

PROVISIONAL REGISTRATION APPLICATION FORM

A. Background Information
1. Surname: .... First Name: ....
   Middle Names: ....
2. Sex ……..…..…………
3. Date of Birth …………………………………………………………………………………….
4. Place of Birth …………………………………………………………………………………….
5. Country of Birth …………………………………………………………………………………
6. Nationality ………………………………………………………………………………………
7. Religion ……………………………………………………………………………………………
8. Disability ………………………………………………………………………………….…
9. Marital Status …………………………………………………………….……………….

B. Personal Contacts
1. Mobile Number: ....………...…... Other Telephone Number: ...………...........
2. Postal Address: ……………………………………….…………………………………….
3. Permanent Postal Address …………………………………..…………………………
4. Email Address ………......................................…...................……...........................
5. Current District of Residence …………………………………………………………..

C. Education Verification
1. Applicant Category (Programme) (Put a Tick):
   a) Postgraduate Diploma …….. b) Bachelor ……….. c) Master ……….. d) PhD ………
2. Applicant's Certificate a) Postgraduate Diploma ………… b) Bachelor …………………
3. Form IV Index ………………………………………………………………………………..
4. Applicant's Number ………………………………………………………………………….

D. Qualifications Entry Information

S/N	Certificate (IV: 29)	Examinations Centre	Year Completed
1			
2			
3			
4			

E. Work Experience
1. Type of work (e.g., teaching) …………………………………………………………………
2. Work experience in years ………………………………………………………………….

F. Study Programme: ………………………………………………………………………
………………………………………………………………………………………………

G. Period of Provisional Registration and Reasons for Application
1. The period of provisional Registration Applied for:
   From ………………..… (Date) to …………. (Date)
2. Reasons for Application of Provisional Registration ……………………………………
   …………………………………………………………………………………………………
   …………………………………………………………………………………………………
   …………………………………………………………………………………………………

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

For Official Use Only

H. AUTHORIZATION FOR PROVISIONAL REGISTRATION

1. Comments by the Head of Department:
a) Recommended…………………………..   b) Not Recommended …………………

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

2. Comments by the Faculty Board Chairperson:
a) Recommended…………………………..   b) Not Recommended …………………

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

3. Recommendation by the Postgraduate Studies, Research, Publications, and Consultancy Director:
a) Recommended…………………………..   b) Not Recommended …………………

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

4. Recommendation by the University Academic Committee (UAC) Chairperson:
a) Recommended…………………………..   b) Not Recommended …………………

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

5. Approval by the University Senate:
a) Approved…………………………   b) Not Approved ………………………………

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

SIGNATURE OF SENATE CHAIRPERSON: ....

DATE: ....

TUMAINI UNIVERSITY MAKUMIRA
SUPERVISION AGREEMENT FOR POSTGRADUATE CANDIDATES

Department…………………………………………….…………………………………

Faculty…………………………………………………….….…………………………

Candidate's Name………………………………… Reg. No. ……………….……...

Programme …………………………………………………………………………….

Mobile No. ……………………..…… Email ……………….…………………………..

Research Title…………………………………………….…………………………….

…………………………………………………………………………………………

1ˢᵗ Supervisor …………………………... Address…………………………………

Mobile No. ……………………..…… Email ……………….…………………………..

2ⁿᵈ Supervisor………………….……….. Address…………………………………

Mobile No. ……………………..…… Email ……………….…………………………..

Other Supervisors (if applicable)…………………..……… Address………………..……

Mobile No. ……………………..…… Email ……………….…………………………..

The agreement is based on the requirements of this Postgraduate Policy and Guidelines to ensure a quality and binding relationship between the candidate, the supervisor, and the university.

The agreement also requires the candidate and the supervisor to familiarize themselves with the Supervision of Postgraduate Research guidelines as outlined in **3.1.2** of this document, which will be incorporated into this agreement.

Declaration of Parties:

1. I confirm that I have read and understood this Supervision Agreement regarding my Role.
2. I agree and accept its content for the duration of the period of research study.
3. I agree that I will be ready for any mediation when conflicts arises and also accept the outcome of the mediation and its implementation.

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

1ˢᵗ Supervisor's Signature (Internal)…………………..………. Date…………………..…

2ⁿᵈ Supervisor's Signature (Internal/External)…………………. Date…………………..

Other (Internal/External)…………………………………….… Date………………..……