



TUMAINI UNIVERSITY MAKUMIRA

TUMA Research Manual and Tools

Third Edition 2023

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The TUMA Research Manual & Tools (TRMT) 2023 is a revised manual from the previous TRMT 2016 and its revised version of 2020. The TRMT 2020 still maintains the three sections, namely: the content, format and procedures, and guidelines for conducting university-level research.

The TRMT Coordination Committee, comprising Prof. Dr. Faustin Mahali (Chairperson), Dr. Doward Kilasi (member), Dr. Daniel Pallangyo (Member) and Dr. Perida Mgecha (Member), would like to acknowledge the contribution received from different people involved at various stages during the preparation of this manual.

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Moreover, much on procedures and guidelines for research papers, dissertations and theses has been adopted from the fifth edition of the General Regulations and Guidelines for Postgraduate Programmes 2018 handbook issued by the Directorate of Postgraduate Studies, University of Dar es Salaam. The TRMT Coordination Committee is thus particularly grateful to the Directorate. This edition further incorporates relevant standards and guidelines from the TCU Standards and Guidelines for University Education in Tanzania (2019) handbook.

However, users of TRMT should note that this is not necessarily a source of material, but a tool for guiding students, advisors, and examiners in the preparation, submission, and assessment of research papers, dissertations and theses to achieve harmony, consistence and high-quality research output.

List of Abbreviations and Acronyms

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

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INTRODUCTION

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 research and innovation through training its students at both undergraduate and postgraduate levels. To increase the relevance of such training to Tanzania socio-economic development, the academic staff and students are encouraged to incorporate the UN's Sustainable Development Goals, National Development Vision 2025 (e.g., on transformation of the Tanzanian society through education), and the Five Year Development Plan III (e.g., with respect to integrating research with productive economic activities) into their research agenda. Moreover, for research students to achieve high quality research outputs, a practical guidance is indispensable. TRMT has been prepared to provide such guidance. Its 3rd edition more intensely takes into account TUMA research and research ethics policies, the National Research Integrity Framework of Tanzania, and the Research and Innovation Grants Manual—the latter two being the Tanzania Commission for Science and Technology publications. TRMT has further drawn relevant formatting guidelines from the American Psychological Association (APA) publication manual, and has adopted regulations and guidelines from the General Regulations and Guidelines for Postgraduate Programmes 2018 handbook issued by the Directorate of Postgraduate Studies, University of Dar es Salaam. Above all, TRMT has been revised in compliance with TCU standards and guidelines for university education.

The structure and content, formatting modalities and step-by-step guidelines and procedures outlined in TRMT apply to students enrolled in all programs leading to bachelor, master and doctoral degrees. The structure, content and guidelines for each program level are clearly stipulated in appropriate sections of the manual, with a purpose of guiding the students in articulating the whole process of conducting research, writing and defending their research papers, dissertations or theses in accordance to their level of academic achievement. Needless to say, the process of conducting academic research and writing a scholarly piece of work in the form of a dissertation or thesis, requires concerted efforts of both the students and lecturers, and the TRMT has been designed to guide that process. Additionally, in TRMT 2023, Postgraduate admissions requirements, and assessment and evaluation standards for the awards of Masters and PhD degrees have been revised.

The TRMT contains three main sections. The first section begins by showing the structure and content of a research document, starting with the **preliminary pages**, which form the first part of a research document and then the structure and content of undergraduate research papers, master dissertations/theses and doctoral dissertations/theses. Clarity should be made here by showing that, the document produced by someone undertaking an undergraduate study through coursework and research will be known as a **Research Paper**; by someone undertaking a master study by coursework and research will be known as a **Dissertation** and by those undertaking doctoral degrees by research will be known as a **Thesis**.

The second section is essentially about the modalities entailed in formatting a research manuscript to qualify it to be a research paper, a dissertation or a thesis. All students regardless of the program level should adhere to prescribed formatting modalities as stipulated in the manual. For more formatting examples refer to the Publication Manual of the American Psychological Association (APA) 7th edition (2019) available online at www.apastyle.org, with some few modifications to suit the context of TUMA.

The third Section comprises specific research procedures clearly indicating the role of the supervisor and the student as a mutuality of collaborative efforts that should result in the production of an acceptable scientific inquiry, ultimately enabling a student to acquire his/her degree. Faculties and departments may have their specific needs related to their disciplines and the process of their scientific inquiry that are not reflected in this manual, but such efforts should not supersede guidelines and procedures governing research degree programmes offered by TUMA as stipulated in the manual. This section has also clearly stated admissions, exist routes and awards requirements of postgraduate studies. Students are advised to consult their relevant departments and faculties for permission to vary from the content and related guidelines in the manual.

1.0 STRUCTURE AND CONTENT OF RESEARCH MANUSCRIPTS

This part of the manual consists of four sections on the structure and content of undergraduate research manuscripts (i.e., undergraduate research papers) and postgraduate research manuscripts (i.e., master's dissertations and theses, and doctoral theses), all aiming at guiding students who engage in writing the manuscripts. The first section guides both undergraduate and postgraduate candidates in writing preliminary pages of their manuscripts. The second section is meant for undergraduate candidates; it provides guidance for writing the main body of their research papers. The third section, intended for postgraduate candidates, guides them in writing and organizing the main body of their dissertations and theses; and the last section introduces few basic instructions to guide both undergraduate and postgraduate candidates in handling supplementary material (i.e., references and appendices) in their research manuscripts—these instructions are detailed in Part 2 of this manual.

Generally, each of the three types of research manuscript should have the following parts:

- Preliminary Pages.
- Main Body
- References and Appendices

It should also be pointed out from the outset that, since the research paper, dissertation and thesis report an investigation that has been completed; the candidate should use the past tense where appropriate. He or she should also refer to himself/herself in the third person (i.e., the author, the researcher, the investigator). In addition, candidates should observe academic honesty during the whole process of conducting research and preparation of research manuscripts. Stern measures will be taken against candidates linked to incidents of dishonesty such as plagiarism, fabrication and any other research misconduct.

1.1 Preliminary Pages in Undergraduate and Postgraduate Research Manuscripts

Preliminary pages constitute an important part of any research paper, dissertation or thesis written for submission to TUMA, and should consist of the following:

- i) **Cover and title pages:** The pages for the cover and title are identical and should not be numbered. The cover and title pages include the university information, the title of the research manuscript, author, degree sought, and month and year of submission. The title should be clear and precise, indicating the topic and giving an idea of the research problem.
- ii) **Certification page:** comprises a statement confirming that the supervisor has read the candidate's work and recommends acceptance of the work.
- iii) **Declaration and copyright page:** This page presents an author's statement confirming that the research manuscript is the named authors' work and has not been presented anywhere else for similar award. A copyright statement should follow the declaration.
- iv) **Dedication page** (optional): This is where the researcher dedicates his/her work to a person, a group of individuals or institution.
- v) **Acknowledgement page:** On this page, the researcher may express his/her gratitude to individuals and/or institutions that supported him/her, leading to success in completing the research.
- vi) **Table of contents page(s):** This table, which may take a page or more, indicates where the various topics and subtopics can be found in the research manuscript.
- vii) **List of tables:** This is where all tables (if used in the main document) are listed.
- viii) **List of figures:** This is where a list of figures (if used in the main document) such as diagrams, graphs, maps, mathematical or numerical information, pictures, or printed music that might have been used to illustrate various points in the research manuscript.

Note that lists of tables and figures should include their labels, titles and associated page numbers and should be organized in the order of their appearance in the main document (for detail, see Part 2 of this manual).

- ix) **List of abbreviations/acronyms** (if any) comes after the page(s) that present the list of figures.
- x) **Abstract:** The abstract page consists of an abstract of the research manuscript. The abstract is a concise and cohesive summary of the research manuscript. It should not exceed 120 words for undergraduate research papers and 300 words for postgraduate dissertations or theses. It should reflect the study area of focus and its significance and should summarize the statement of the problem. It should present the purpose and objectives of the study and a summary of the methodology used. The abstract should also summarize important research results, conclusions and recommendations. Abstracts are written to present the substance of the research manuscript in a nutshell to enable readers to quickly gain the gist of the entire research manuscript. Although abstracts are published with the rest of the research manuscripts, they may be published separately, for example, in periodical indexes. Therefore, it must be complete and able to stand on its own.

1.2 Main Body of an Undergraduate Research Paper

The main body of the research paper shall consist of five chapters namely: Introduction, Review of Literature, Research Methodology, Research Findings and Discussion, and the fifth chapter on Summary, Implications and Recommendations, as elaborated below.

1.2.1 Chapter1: Introduction

The purpose of this chapter is to introduce the research paper to the reader. Although the chapter accommodates essential aspects of the paper, it should be short but densely loaded. Its length should not exceed 4 pages. Chapter 1 begins with an introduction and the rest of the chapter includes the following sections:

- i) **The background section** should clarify the topic of interest and argue why the topic matters. Candidates should then briefly discuss theories and previous research on the topic, pointing out key issues or facts that are relevant to the topic and research purpose. If necessary (depending on the nature of the topic), other kinds of literature such as policy documents can also be consulted. This section plays two important roles: it links the research paper to previous research and theory, and provides the empirical context of the research problem.
- ii) **Statement of the problem** section consists of the research problem and its context. The research problem is the essence of the whole research paper. It presents the most convincing reason for carrying out the research project. The statement of the problem should be short and clear. The essence of the problem should be stated in the form of cause-effect relationship—and typically, the effect being the problem. The problem could be a lack of understanding of an important phenomenon due to controversy, a missing link, a dispute, or unclear concept. A research problem can also be a practical condition that leads (or likely to lead) to difficulties or risks (e.g. illiteracy contributing to ignorance in village x). Previous research findings very close to the problem should be briefly stated to put the problem in context. It is also important to give an argument for the significance of the problem and why it should be addressed through research. Note that valid evidence must be provided to show that the problem is real rather than speculative.
- iii) **Purpose of the study** section allows candidates to state clearly what they hope to achieve (e.g., fix a gap in previous research or provide solution to a practical problem) as a result of research (Kombo & Tromp, 2006). The purpose of research statement should be followed by a sub-section on clearly stated specific objectives. Specification of these objectives enables the researcher to perceive the dimensions of the research problem statement and to clearly show that the purpose statement is achievable. Candidates should translate the specific objectives into even more specific research questions or hypotheses (e.g., in experimental research) and should be presented in another sub-section.
- iv) **Significance of the study** section gives the candidate the opportunity to briefly state the importance of the study. Specifically, the candidate should state the benefits of his or her investigation, for example, in terms of its contribution to the existing body of knowledge or in terms of providing a solution to a practical or policy problem.
- v) **Conceptual framework** section is where the candidate specifies concepts and their assumed relationships. Conceptual frameworks consist of key concepts that the researcher has operationalized (or disaggregated), for example, during the construction of data collection tools/instruments. These concepts are organised in such a way as to help the researcher achieve his or her research purpose. Candidates should diagrammatically illustrate the key concepts they have used in their research. The illustration should be accompanied with a

brief descriptive statement. This will help the reader understand easily what the concepts are, how they are related and what the relationships mean. Candidates should ensure that their conceptual frameworks are consistent with the research purpose and questions.

- vi) **Scope of the study** section is where the candidate states the delimitation of the study (e.g., in geographical, demographical, or topical terms). Candidates should state the extent to which they delimited their research and give informed reasons for delimiting it. This section needs to be short and clear. Details and justification on the scope of the study should appear in the methodology chapter.
- vii) **Study limitations** section presents a statement of the limitations (if any) of the study. It should consist of, among others, circumstances that may have threatened or, in anyway, negatively affected the validity and reliability of the study and how the candidate tried to overcome or minimize the limitations in order to achieve the intended results. The information on limitations and the candidate's attempt to minimize them may help the readers of the manuscript judge cautiously the trustworthiness of the research paper. This section is usually short and clear. Details and justification of the study limitations should be presented in the methodology chapter and discussed in the Research Findings and Discussion chapter.
- viii) **Structure and content** section is where the candidate concludes the chapter by linking it to the next and briefly describing the structure of the research paper (how the chapters are organised) and content (what each chapter consists of or what it is about). Usually, this section does not exceed one short and clear paragraph.

1.2.2 Chapter 2: Review of Literature

Review of literature is an essential activity in any research project (Nachmias, Nachmias, & DeWaard, 2014). This review involves reading, understanding, analyzing and evaluating the material within the research topic of the researcher's interest. One purpose is to explore and know the topic. This has an advantage of enabling the researcher to identify a research problem. Another purpose is to help the researcher understand a practical problem from a theoretical or empirical point of view. While reviewing or after reviewing the literature, candidates should write in Chapter 2 what they have reviewed. As they write, they should ensure that their review is relevant to the research problem and purpose. This chapter can be organized based on criteria that the candidate deems suitable. Whatever the style of organization, one of the key elements that may appear in the introduction is the organisation of the review, which should be clearly spelled out. The rest of the chapter may include the following:

- i) **Discussion of key concepts and theories:** Key concepts and theories help researchers to gain coherent meaning of the material they have reviewed. The discussion of concepts and theories should aim at enabling the readers to gain the same conceptual and theoretical understanding that the candidates themselves have gained. This means that they should elaborate, clarify and appraise concepts and theories, and assess their relevance to their research projects. Candidates should also ensure that the concepts and theories being discussed are relevant to the study purpose.
- ii) **Analysis and discussion of previous research:** Certain aspects of the research topic or those related to the topic may have been investigated by other researchers. The candidate, therefore, should analyse and discuss those empirical studies, and should also show how the findings of the studies relate to the purpose and questions of his or her research.
- iii) **Specification of problem areas:** In the course of reading, analysing and evaluating previous research and theories, candidates may have encountered problems or puzzles. These may include: a missing link or key concept (i.e., a gap in previous research), controversies, an academic dispute, unclear concepts, or practical problems. These should be elaborated and presented as a critique of the reviewed literature. A suggestion may be made on how those problems can be resolved. The candidate should also indicate in the discussion if the research project is concerned with one of those problems, and if so, he or she should refer the reader to the statement of the research problem in the first chapter, where more detail is given on the problem.
- iv) **Conclusion:** The conclusion of this chapter may, for example, consist of an overview of the literature review and the candidates' comments that show how the chapter places the research paper within the context of previous research and theory.

1.2.3 Chapter 3: Methodology

The specifics of this chapter will vary greatly depending on research approach and design. In essence, this chapter answers this question: How were the research questions (or hypotheses) stated in Chapter 1 addressed? The concern of this chapter to address methodologically the research questions or hypotheses may be included as one of the elements of the introduction. The rest of the chapter should consist of the following components:

- i) **Research approach:** The term *research approach*, as used in this manual, means any one of these modes of inquiry: quantitative, qualitative and mixed methods (Cohen, Manion, & Morrison, 2018). Candidates should state whether they have employed the quantitative, qualitative or mixed methods approach in their research and why they have employed that approach and no other approaches. The right approach is one that can help the candidate address the research questions or hypotheses effectively.
- ii) **Research design:** The research design helps us structure the research so that the major parts of the research project can work together in trying to address the research questions or hypotheses (Creswell & Creswell, 2018). Candidates should spell out the specific design within their chosen approach. For example, in the quantitative approach, a candidate may design his/her research as a pure experiment, a survey, a correlational study, a descriptive research or experimental research. In the qualitative approach, the candidate may design his/her research as an ethnographic study, a discourse analysis investigation, or historical research. The candidate should choose the design that is both useful in collecting valid, reliable or trustworthy data and one he/she has learned and is therefore familiar with.
- iii) **Area of study** (i.e., study location or setting): The geographical location of the population of research interest should be described in this subsection. Reasons also need to be given for selecting it and not others. The degree of description of this area of study depends on the research approach, design and purpose. Candidates should thus justify their identification of areas of study based on their research approach, design and purpose. Moreover, geographical delimitations (if needed) should be clearly shown and, if necessary, illustrated using a self-explanatory sketch map.
- iv) **Population:** A population is “a larger group of individuals objects or items from which samples are taken” (Kombo & Tromp, 2006: 76). Populations may differ in terms of their characteristics such as socioeconomic, demographic, and religious. We select populations that have characteristics of our research interest. It is therefore important to preliminarily study the characteristics of the population before we decide to draw a sample or samples from it. Candidates should thus clarify the characteristics of the population of their research interest and indicate the relevance of these characteristics to their research approach, design and purpose.
- v) **Sampling techniques and procedures:** There are various sampling techniques, usually classified as random and non-random. Once the appropriate technique has been decided upon, there is a sampling procedure relevant to that particular technique that should be followed. For example, the random sampling technique fosters researchers to follow a procedure that, to a great extent, is different from the maximum variation technique of purposive sampling. Decisions on the appropriate type of sampling techniques and procedures are primarily based on the research design, purpose, specific research objectives, questions or hypotheses. Candidates should present clear arguments for the decisions and choices they have made on sampling techniques and procedures.
- vi) **Sample:** Because we often cannot study whole populations, we need a sample. The characteristics of a sample such as sample size, diversity, representativeness, and accessibility depend on the research approach, design, and purpose. For instance, in survey designs samples are larger than in experimental designs or in qualitative research designs. Thus, candidates need to clarify and justify the characteristics of their samples and the relevance of the samples to their research approaches, designs and purposes.
- vii) **Data collection tools (research instruments):** In any research, data is essential, analysis of which may generate facts. Since we need valid, reliable or trustworthy data, it is necessary that we collect it using valid, reliable or trustworthy data collection tools/instruments. In view of this, candidates should state how and why the tools were adopted, adapted or constructed, and how their validity, reliability (in quantitative research) or trustworthiness (in qualitative research) was ensured.
- viii) **Data collection:** Data collection techniques (e.g., interview) and procedures (i.e., step-by-step process of data collection) vary depending on the approach, design and purpose of a particular research project. Decisions on the right data collection techniques to be employed in a particular research project as well as data collection

procedures to be followed in the project need to be made carefully. The most appropriate data collection techniques and procedures are those that can help the researcher collect data that can best address the research purpose and problem. Thus, candidates need to state clearly the techniques and procedures employed or followed in their research papers and argue why they considered them appropriate to their research projects.

- ix) **Data analysis:** Like data collection techniques and procedures, data analysis techniques (e.g., the frequency) and procedures (i.e., step-by-step process of analysis) differ depending on the approach, design and purpose of a specific research project. Candidates should state, clarify and justify the techniques and procedures they have used. If the use of computer software was involved, the software should be specified and its use should be justified.
- x) **Research ethics** have become an integral part of scientific research. The term *research ethics* generally refers to the moral rules or principles guiding human behaviour that the researcher is obliged to abide by. For example, the researcher is morally obliged to be aware of and abide by the rights of the subjects involved in a specific research project, including the right to being respected and to voluntary participation in a scientific investigation. The researcher is also morally obliged to refrain from acts of academic misconduct such as plagiarism and fabrication. Candidates should briefly state what they did in adherence to research ethics and why they did so. Ethical problems encountered, if any, can also be briefly discussed.
- xi) **Conclusion:** The chapter should be concluded, ensuring, *inter alia*, that this chapter is logically linked to the next one.

1.2.4 Chapter 4: Research Findings and Discussion

Data analysis generates results (which in this manual are termed ‘findings’). The findings are then presented, interpreted and discussed in the research report. This manual requires candidates to present, interpret and discuss their research findings in Chapter 4. Since the purpose of this chapter is to provide and discuss the findings resulting from the research questions (or hypotheses) stated in Chapter 1, the introduction may, for example, include a short but accurate restatement of the questions or hypotheses to which this chapter responds, and an indication of the candidate’s intention to address them through presenting, interpreting, and discussing the findings.

The rest of the chapter may consist of sections organised in the order in which the research questions or hypothesis were listed. The candidate should present findings in various forms depending on how the data was analysed (e.g., in numerical, textual, tabular or graphical form) and interpret them (i.e., explain the meaning of the findings). In undergraduate research papers, presentation and interpretation of findings may be integrated with discussion. In this context, to discuss is to articulate the findings and their meanings from different perspectives. For example, one can discuss whether the research problem has been resolved, how the findings agree or disagree with a theory and findings of previous research, or the extent to which the findings give answers to the research questions or hypotheses. The chapter should end up with a conclusion that includes, among others, the key findings and their link to the related theoretical and empirical context.

1.2.5 Chapter 5: Summary, Conclusion and Recommendations

In research reports, summaries are written to close the cycle of research (Cohen *et al.*, 2011; Nachmias *et al.*, 2014). For this reason, candidates should present a summary of key aspects of the entire research project and how these aspects link together. They may be guided by questions such as these: what was the purpose of the study? What methodology was employed to realise it? What were the key findings? What do these findings mean? A summary based on these (and other) questions should be accurate, short and clear, and should be presented in a sub-section entitled *Summary of the Study*.

The *Conclusion of the Study* section is evaluative. It assesses the usefulness of the key research findings in a nutshell and briefly states how well these findings have addressed the research objectives and the research problem. Discoveries or unique observations resulting from the study, if any, are briefly stated and evaluated here. The conclusion section, therefore, becomes the basis for recommendations.

Finally, this chapter ends with a sub-section entitled *Recommendations of the Study* in which the candidate recommends what should be done next and how it should be done. For example, candidates may recommend further investigation within their research topic, or ways to solve a practical problem (e.g., discrimination in mining areas or truancy in schools). The recommendations help place the study within the continuing flow of

research and they indicate that the researcher's contribution represents only one addition to the extending reservoir of knowledge.

Chapter 5 is usually brief, but without it the research paper lacks closure. Summaries, conclusions and recommendations are typically written without citing sources such as published material.

1.3 Main Body of a Post-graduate Dissertation or Thesis

This section concerns master's dissertations and theses, and doctoral theses. However, doctoral theses are supposed to differ from master's dissertations and theses in terms of complexity of the problems under investigation and depth and maturity in the analysis of the findings. The main body of the post-graduate dissertation/thesis shall consist of a minimum of six chapters namely: Introduction, Review of Literature, Research Methodology, Research findings, Discussion, and a final chapter on Summary, Implications and Recommendations. Doctoral theses may comprise more than six chapters depending on the nature and magnitude of inquiry. Regardless of the number of chapters, the components within and across chapters should be integrated seamlessly.

1.3.1 Chapter 1: Introduction

Since the purpose of the introduction chapter is to introduce the dissertation/thesis to the reader, it should be relatively short, not exceeding 5 pages. It should be written in a simple-to-read language to enable readers to quickly understand what the study is about and its value or significance. It should contain the following sub-sections:

- i) **Background section:** There is a notable degree of variation between the background section in basic research and one in applied research. In basic research (whose primary goal is to contribute to the existing literature or body of knowledge), the background section should clarify the topic of research interest and its significance (i.e., why it is worth investigating or why the candidate is interested in it). It should highlight theories and previous research on the topic, including, where necessary, other forms of literature such as policy documents. The section should also briefly state how the present study is contextualized within this body of knowledge or literature. In applied research (whose primary goal is to solve practical problems or provide recipes for solving such problems) the background section should present a synthesis of insights or ideas drawn from literature and the realities as experienced by the researcher in the real-world context where the problem was identified. The aim is to describe the context of that real world in the light of the existing theories, contexts, and previous research.
- ii) **Statement of the problem** section also varies depending on the type of research—e.g., basic or applied. But basically, the research problem is the essence of the whole research report. It presents the most convincing reason for engaging in the research. The statement of the problem should be short and clear, not exceeding a page. The essence of the problem should be stated in the form of cause-effect relationship—and typically, the effect being the problem in a good problem statement. The problem could be a lack of understanding of an important phenomenon due to controversy, a missing link, a dispute, inconclusive debate, or unclear concept. A research problem can also be a practical condition that leads (or likely to lead) to difficulties (e.g., joblessness associated with increased crime in cities). Previous research findings very close to the problem should be briefly stated to put the problem in context. It is also important to give an argument for the significance of the problem and why it should be addressed through research. Note that valid evidence must be provided to show that the problem is real rather than speculative.
- iii) **Purpose of the study** section spells out what the study intends to do. Basically, the purpose of any research is to address the research problem, and thus it is linked to the problem statement. For example, if the problem is a lack of understanding of university students' perceptions on entrepreneurial programmes, the essence of the research purpose statement could be: "*The purpose of this study is (or was) to explore university students' perceptions on entrepreneurial programmes*". Action words such as 'explore', 'explain', 'discover', 'compare', 'describe', and 'examine' should be used to show explicitly what the researcher intended to do (or did) to achieve the study purpose. Furthermore, there should be a sub-section on specific objectives spelled out to help the researcher achieve the research purpose. Action words should be used to specify the objectives; but they should be used in such a way that congruence between the purpose statement and objectives is maintained. The specific objectives should be further specified by stating specific research questions or where necessary (e.g., in experimental research), by stating hypotheses instead of or along with specific research questions.

- iv) **Significance of the study** section is where the candidate should briefly argue why his or her study matters. The benefits of the study should be summarized here—Chapter six provides details on study significance under the ‘Implications’ section. In basic research, researchers *primarily* seek to contribute to relevant knowledge fields, whereas in applied research, they *primarily* seek to solve practical problems (e.g., in action research) or to provide solutions (recipes) to these problems. Thus, in stating the significance of the study, candidates should be specific.
- v) **Conceptual framework** section consists of key concepts and their theoretical relationships. One role of these frameworks is to help the researcher remain in focus during the research process and achieve the research purpose; another is to guide the researcher in the operationalization or disaggregation of the concepts, for example, during the construction of data collection tools/instruments. Operationalization, a typical practice in quantitative research, is a reductionist process in which the researcher reduces the concepts into specific items which can be organized to form a data collection tool/instrument. These items are turned into measurable variables during data analysis. Disaggregation, preferred mostly in qualitative research, is a similar process except that the items are broader and may form useful qualitative data collection tools. Using illustrations (e.g., diagrams), candidates should describe the key concepts used in their research and their relationships, and the meaning of these relationships. Candidates can use self-developed or adopted/adapted conceptual frameworks.
- vi) **Scope and delimitation** subsection is where the researcher presents a short summary of the boundaries (scope) of the study, and clearly but briefly states what is excluded from the study (delimitation). The scope could be stated in terms of study population, sample, variables, geographical coverage, etc. The delimitation could be stated in terms of what is (or was) excluded from the study to narrow down the scope and achieve a meaningful focus. The scope should be elaborated together with the delimitation because the two are intimately related in terms of making methodological sense. While arguments on scope and delimitation should be summarized in this chapter, they should be presented in detail in the methodology chapter.
- vii) **Limitations of the study** subsection briefly presents a statement on the limitations of the study. Typically, it specifies methodological factors that may have affected the trustworthiness, reliability, or validity of the study. This statement may caution the reader when judging the validity, reliability and trustworthiness of the research manuscript. This section is usually brief. Details and justification of the study limitations should appear in the methodology chapter and discussed in the discussion chapter.
- viii) **Concluding section** (which may be entitled *Structure and Content of the Study*) should appear at the end of the chapter. The significance of this section is twofold: it links this chapter to the next, and it is here where the candidate should aid the reader by ‘sketching a map’ (in words) showing the structure of the dissertation/thesis (how the chapters are organised) and content (what each chapter consists of or what it is about). The section may consist of a short and clear paragraph.

1.3.2 Chapter 2: Review of Literature

On a general level, this chapter should be organised in such a way that there is an introduction, a body, and a conclusion.

- i. The **introduction** should start by addressing broader conceptual, contextual, or theoretical issues related to the research topic, followed by a brief discussion of issues or matters directly related to the research problem (e.g., clarification of scope and delimitations), reasons for reviewing the literature, and a description of the layout of the chapter. The introduction may not exceed five pages in length and it may be divided into sub-sections.
- ii. The **body** is the main part of the chapter. This is where previous studies on the topic are analysed, evaluated and synthesised. There are different ways of organising the body depending on the nature of the research topic and study approach. It can be organised **chronologically** (starting from older publications and moving on to recent and current ones). Chronologically organised reviews help readers understand developments (e.g., of debates, concepts, or methods) over time. Thus, section subheadings should represent the identified time periods. Another way of organising the body is **thematic**, in the sense that themes are first identified during a literature review process and then used as a basis for organising the body. Section subheadings should thus represent the identified themes. The body can be organised on the basis of **methodology**. This basis is appropriate when the researcher reviews the

literature on methodologies used by researchers in a topic or study field to understand how various methodologies have been used. Typically, researchers who organise bodies based on methodology tend to identify popular (or even unpopular) methodologies, discuss reasons for the popularity or unpopularity of the methodologies, analyse the strengths and weaknesses of the methodologies, etc. Section subheadings should thus represent the identified methodologies.

- iii. Regardless of its form, the body should end up in an analysis of problematic areas (e.g., gaps, contradictions, or inconclusive debates) identified in the literature review process. One of these problematic areas, deemed by the researcher as significant enough to serve as a basis for the current research (and is thus reflected in the problem statement and its background in Chapter 1), becomes the basis for considering the most appropriate theoretical framework. For instance, if the research gap is such that previous studies have not addressed university students' perceptions of entrepreneurial programmes at universities, a theoretical framework should be one that basically characterises human perceptions and explains their implications (e.g., behavioural) under certain circumstances.
- iv. Theories relevant to the research problem are reviewed leading to a theoretical framework. The framework may consist of only one theory if deemed adequate, or a synthesis of more than one theory in which aspects relevant to the research problem are woven into a coherent structure. Theoretical frameworks give theoretical reasons for the existence of the research problem being addressed, and provide a general guide for making methodological choices and decisions (e.g., sampling, collection and analysis of data). **Note** that a theoretical framework is broader and more general compared to a Conceptual Framework (CF). A CF is a set of interrelated factors/variables/concepts which constitute an idea of how a research problem can be explained. It is a researcher's own idea formed based on his/her understanding of the theoretical framework and findings of the reviewed research literature.
- v. The **conclusions** section generally varies depending on the topic and problem being investigated. But the conclusion section in TUMA dissertations should minimally consist of the following:
 - A brief reminder of the purpose of the literature review.
 - A summary of key findings emerging as a result of the review of the literature.
 - A specification of problematic areas identified in the reviewed literature and a key problematic area that the current research focuses on.
 - A summary of key points on a theoretical framework deemed appropriate for the current research.

1.3.3 Chapter 3: Research Methodology

Research Methodology is essential in that it provides a framework for carrying out basic or applied research. The basic components of a research methodology are: research approach (also known as *mode of inquiry*), research design, targeted population, sample, data collection tools/instruments, and data collection and analysis. These components should appear in the methodology chapter of the candidates' dissertation or thesis. They should be divided into sections and sub-sections, and organised in a logical flow, beginning with an introduction and ending with a conclusion.

- i) **Research approach:** In advanced research (e.g., one done at doctoral level), a philosophy of scientific research adopted by the researcher is articulated as part of his/her research project. Arguments in favour of the adoption of a philosophy of scientific inquiry should be congruent with the principles of a research approach (i.e., quantitative, qualitative or mixed methods) employed in a particular investigation. Therefore, the decision to use a certain research approach should be accompanied with a rationale for using it based on a chosen philosophical perspective. Traditionally, positivism, post-positivism, and interpretivist philosophical perspectives have dominated research. Today, however, researchers' attention is gradually shifting to a more rigorous philosophy of scientific inquiry known as pragmatism (Cohen, Manion, & Morrison, 2018; Given, 2008).

Pragmatism, as understood in the context of scientific inquiry, allows the researcher to choose a research approach (from any of the three) that can best help him/her address the research problem. This contrasts with other philosophical paradigms which, once chosen, confine the researcher to a specific research approach (e.g., positivism confines research within the quantitative approach, and interpretivism limits research within the qualitative approach). Therefore, each candidate should make careful decisions on his/her chosen research approach and should justify his/her decisions based on an appropriate philosophical perspective, research problem, and research objectives or questions.

The philosophical aspect of the research approach may not necessarily feature in Master's dissertations/theses. However, a candidate's choice of research approach should be justified, for example, by explaining and justifying the extent to which the approach is appropriate to the research problem and the degree to which the approach responds to the research purpose, questions or hypotheses.

- ii) **Research design:** Any scientific inquiry, whether basic or applied, requires a research design. This design can be defined as "procedures for collecting, analyzing, and reporting research in quantitative and qualitative research" (Creswell, 2014: 11). There are distinct research designs in each research approach. For example, survey, correlational, descriptive, and experimental designs are common within the quantitative mode of inquiry. Research designs within the qualitative mode are ethnographic, grounded theory, discourse analysis, and historical and many others. Sequential and concurrent are examples of research designs in the mixed methods research approach. Candidates should, *inter alia*, state clearly their research designs and give informed reasons for choosing them. Arguments on the choice of a design should, among others, focus on its congruence to the employed research approach and on its usefulness in collecting valid and reliable (or trustworthy) data. Doctoral dissertations/theses should move a step further by presenting arguments on the congruence between the design and its adopted philosophy of scientific inquiry.
- iii) **Area of study (also known as study location or setting):** In this subsection, the geographical location of the population of research interest is described. The characteristics of this location are explicated and reasons for selecting it and no other areas are stated. The extent to which the area of study should be described depends on the type of research (basic or applied), approach and design. For example, ethnographic designs tend to need a more extensive description of the study area (and population in it) than experimental designs. In any case, geographical delimitations should be clearly shown and, if necessary, illustrated using a clearly drawn sketch map, with relevant symbols indicated and clarified.
- iv) **Population:** In the context of basic and applied research, population refers to a group of things or persons such as districts, villages, students, civil servants, patients, or all things and people in a given setting. It can also mean a group of individual items comprising the same characteristics, e.g. schools, universities, teachers, students, staff, parents, etc (Creswell, 2014). Candidates should specify their targeted population, describe its characteristics of research interest and show the relevance of the population and its characteristics to their research problem and purpose.
- v) **Sampling techniques and procedures:** Samples are drawn from the population based on the relevance of its characteristics to the purpose of a particular research project. There are specific techniques (e.g., simple random sampling) and procedures (i.e., step-by-step sampling process) for drawing a sample from a population. The basic principle is: we draw the sample according to the approach, design and purpose of a particular research project. Therefore, candidates should clearly state their chosen sampling techniques and procedures and justify their choices in the context of their research approach, design and purpose.
- vi) **Sample:** In all research approaches (i.e., quantitative, qualitative, and mixed methods), a sample is needed particularly when we cannot study whole populations. The characteristics of a sample (e.g., sample size, diversity, representativeness, and accessibility) depend on the research approach, design, and purpose. For example, samples in survey designs are necessarily larger than in experimental designs or in all research designs in the qualitative research approach. Therefore, candidates should necessarily clarify and justify the characteristics of their samples and the relevance of the samples to their research approaches, designs and purposes.
- vii) **Data collection tools (i.e., research instruments):** Data collection tools or instruments are devices, facilities or guides used for data collection. They include questionnaires, checklists, telescopes, microscopes, satellite systems, and observation schedules. They can be self-developed, adopted or adapted. The development, adoption or adaptation of a data collection tool should be done consistent with specific research questions/hypotheses (or even specific research objectives) and in congruence with the research approach, design and purpose. The characteristics, validity, reliability or trustworthiness of the tools should be stated. The relevance of the tools to the research process should be explained. If the tools were self-developed, the method and procedure for developing them (including piloting) should be briefly stated. If the tools were adapted, the adaptation process should be clearly stated. Ultimately, the tools should be capable of generating data that can effectively address the research problem.
- viii) **Data collection:** Data collection is a systematic activity forming an important part of a research process (Cohen, Manion, & Morrison, 2018). Decisions and choices of data collection techniques and procedures in

a particular research project are largely determined by the research approach, design and purpose, as well as research type (basic or applied). Data can be collected, for example, through administering a questionnaire or conducting an interview. Whereas data collection in basic research can lead to the generation of data for addressing research questions or hypotheses, the role of this process (alongside data analysis) is twofold in applied research: problem identification (and clarification) in a real-world setting, and addressing the research objective, questions or hypotheses. In any case, data collection techniques (methods) and procedures should be explained and informed reasons for choosing (or using) them should be given. The validity of these techniques and procedures will be judged, for instance, based on their consistence with the research approach, design and purpose and their viability in addressing the research problem.

- ix) Data analysis:** Data analysis is a systematic activity which is an essential part of the research process (Cohen, Manion, & Morrison, 2018). Data analysis techniques and procedures, like data collection techniques and procedures, are largely determined by the approach, design and purpose of a specific research project, as well as research type (basic or applied). Data can be analysed quantitatively (using descriptive and/or inferential statistical techniques) or qualitatively (e.g., using techniques of conversation analysis, content analysis, discourse analysis or thematic analysis). Data analysis in basic research enables researchers to address research objectives, questions or hypotheses. But in applied research, data analysis leads to problem identification (and clarification) in a real-world setting, and enables researchers to address research objectives, questions or hypotheses. In any case, data analysis techniques and procedures should be explained and informed reasons for choosing (or using) them should be given. The validity of these techniques and procedures can be judged, for instance, based on their consistence with the research approach, design and purpose and on their viability in addressing the research problem.

Moreover, Candidates should note that, although data analysis in qualitative research is *predominantly* qualitative, the use of descriptive statistics in analysing qualitative data is common. However, whereas descriptive statistics are also compatible with and frequently used in the quantitative mode of inquiry, inferential statistics are *inherently* part and parcel of the quantitative approach.

Finally, researchers in both qualitative and quantitative modes of inquiry have developed useful computer software for data storage and analysis. The software devices are useful in handling massive data. While SPSS, AMOS and MS Excel are amongst statistical tools frequently used in quantitative research, ATLAS.ti, NUD-IST and Ethnograph are tools commonly used in the qualitative mode of inquiry. If candidates use any of these (or other) computer software in their research projects, they should specify it and justify its use.

- x) Research ethics:** Research ethics—the moral principles guiding the researcher’s behaviour during a scientific inquiry—has become a sensitive part of scientific research. Some of the moral principles are formally documented while others exist in the form of undocumented social norms, customs, and traditions upheld, made explicit and respected by individuals residing in specific settings (e.g., villages). In any case, researchers are as much as possible obliged to learn, understand and conform to these ethical principles before and during an investigation. An instance of these principles is the obligation of the researcher to respect those who participate in his or her study, ensuring voluntary participation of these individuals in the research project. Another instance is the moral requirement of the researcher to avoid all forms of academic dishonesty and misconduct such as plagiarism and fabrication. Therefore, candidates should present a succinct statement about their adherence to ethical principles relevant to their specific research projects as well as ethical problems they have encountered, if any.
- xi) Conclusion:** The chapter should be concluded. One of the features that may appear in the conclusion is the linkage between this chapter and the next.

1.3.4 Chapter 4: Research Findings

This chapter is written after the candidate has analysed data and aims to provide answers to the research questions (or responses to hypotheses) presented in Chapter 1. The logic of its organization depends on the researcher’s decision. However, for purposes of efficiency and meaningfulness of the chapter, the introduction should link this chapter to the research questions and the methodological arguments in Chapter 3. An overview of how the chapter is organised can also be presented here. The main part of the chapter can be organised based on the logical sequencing of research questions or hypotheses as stated in Chapter 1. That is, if the researcher set out to address four research questions, there should be four sections, each addressing a single question/hypothesis. In addition, titles that name the sections should be derived from these questions/hypotheses. Long sections should be divided into titled sub-sections.

In each section (or subsection), candidates should present research findings (e.g., in numerical, textual, tabular or graphical form) and interpret them (i.e., explain the meaning of the findings) and draw conclusions. When interpreting the data, the candidate should ask him/herself questions such as these: what does this finding (e.g., a correlation coefficient of 0.73) mean in this context of data? (Not outside this context) and how do I conclude on this finding? In other words, the candidate should be concerned with the ‘voice’ of the data to be reported in this chapter. This chapter is not the place for other voices to be heard, such as those raised by theorists, previous researchers, and the candidate himself/herself. Thus, citation of sources outside the data is not expected. Candidates should ensure that presentation and interpretation of research findings is succinct. The paragraph(s) concluding this chapter should consist mainly of a summary of the key findings and an overall conclusion of these findings. This summary becomes the basis for discussion in the discussion chapter. An extract below illustrates (in very simple terms) how such conclusions of key findings can be made:

To sum up, the comparative study revealed that, in the last decade (2005-2015), the Overall Crime Frequency (OCF) was higher in Dar es Salaam than in Kigali. The study also showed that in both cities (Dar es Salaam and Kigali), OCF was higher in slum areas than in suburbs...

1.3.5 Chapter 5: Discussion

In basic and applied research, this chapter discusses the *key* findings (not all findings) as summarised in the concluding paragraph(s) in Chapter 4. In research context, to discuss is to articulate the nature and meaning of research findings from different viewpoints such as theoretical, empirical and practical points of view. It may be organised based on criteria the candidate considers suitable. Whatever organisational style the candidate may prefer, he/she should ensure that the content of this chapter is coherently linked to that of the rest of the dissertation/thesis. Therefore, among other things, the link between the content of this chapter and the study purpose should be briefly stated in the introduction.

The rest of the chapter may be organised in the order of the sections in Chapter 4. In basic and applied research, this chapter should discuss the degree to which the findings have addressed the research problem and questions or hypothesis, and how they link with those of previous research in the same topic. The chapter should also discuss how the findings can be explained based on relevant theories—this includes a critical assessment of the frameworks (conceptual and theoretical) used in the study. It should also critically evaluate the used research design and methodology based on the findings. Moreover, the researcher’s personal views and experiences may be included in the discussion as long as they are relevant to the research project (this is more relevant to applied research). Other aspects worth discussing may also be included in the discussion chapter provided they are relevant to the purpose of the candidate’s research project. Candidates should note that in this chapter it is *unacceptable* to summarize the findings first before they discuss them. Candidates should avoid this unnecessary repetition. Since the summary of findings is presented in Chapter 4, this chapter (Chapter 5) should be for discussion only. The extract below illustrates in very simple terms how the short summary of findings in Chapter 4 can be discussed without unnecessary repetition.

...the finding that the Overall Crime Frequency (OCF) during the last decade (2005-2015) was higher in Dar es Salaam than in Kigali can be explained by the Urban Crime Theory, particularly its central tenet positing that the higher the urban population density, the higher the OCF (Akilimali, 2014). The plausibility of this tenet is augmented by statistics indicating that the population density in Dar es Salaam is higher than in Kigali (Nkurunzali, 2015; URT, 2016). Thus, based on this tenet, the low OCF in Kigali is attributable to its low population density, while the high OCF in Dar es Salaam can be attributed to its high population density. This relationship has also been reported in previous studies. For example, a survey carried out by the AU’s Bureau of Statistics (2015) has shown that Blantyre, Lusaka and Tanga are among urban areas with lower population density and OCF compared to Lagos, Johannesburg and Nairobi, whose higher population densities tend to correlate positively with OCF. However, it can be argued that population density alone may not be the real cause of OCF. This is because...

Secondly, the slum-suburb differences in OCF—slum areas having higher OCF than suburbs in both cities—as revealed in the present study, are worth considering. Although a theory that can explain these differences seems to lack, previous research in this area (e.g., Davidson, 2016; Mwendomkali, 2013) suggest that...

The length of this chapter and level of complexity of the discussion shall depend on the type of research manuscript. Doctoral dissertations are expected to be more multifaceted and extensive compared to master’s dissertations and theses. The chapter should end with a short paragraph that concludes the discussion.

1.3.6 Chapter 6: Summary, Implications and Recommendations

In basic and applied research, the summary closes the cycle of research (Nachmias, Nachmias, & DeWaard, 2014). The researcher presents a summary of key aspects of the whole research project as well as the linkage of these

aspects. The summary may include a concise narration of the research purpose and the methodology employed to realise it, and a succinct description of the key research findings and their meaning in the context of the research purpose. Candidates should ensure that their summaries are logical, coherent and include all the key aspects of their research projects.

Consequently, the summary of a study may motivate the reader to know the *value* of the study. This obliges the researcher to state the implications of the study. In scientific inquiries, implication statements may, for example, indicate the degree to which the study contributes to its related empirical knowledge, the extent to which it challenges a theory or methodology (mostly in basic research), or the viability of a solution to a practical problem (mostly in applied research). Candidates should coherently state the implications of their research in a separate sub-section. This sub-section extends and elaborates the brief *significance* statement that appears in Chapter 1. This statement is crucial; it clarifies the value of the research project.

The implications sub-section should be followed by a sub-section on recommendations. In applied research, to recommend is to state the way forward. This ‘way forward’ may include: the review of a policy, a bylaw, or a solution (or action in response) to a practical problem. In basic research, to recommend is to state e.g., what should be investigated further or how a theory or methodology can be improved based on the findings of the current research project. In short, the type of recommendations made depends on the type of research. Therefore, apart from placing the study within the continuing flow of research (the primary goal of basic research), recommendations may link the study to practical or policy problems (the primary goal of applied research). Candidates should present recommendations consistent with the type of their research projects. Finally, in this chapter, the only ‘voice’ that needs to be heard is that of the candidate, which means that citing other authors’ work may not be appropriate.

1.4 Supplementary Material in Undergraduate and Postgraduate Research Manuscripts

1.4.1 References

References organised in the APA formatting style should be listed in an alphabetical order based on surnames of authors (or names of institutions). The reference list should come immediately after the last chapter. Candidates should ensure that all material (e.g., previous studies, theory, methodological discourse) referred to or quoted in their research manuscripts has its reference in the list, and key information (e.g., names of authors and years of publication) in the listed references should be locatable somewhere in the manuscript (read Part 2 of this manual for more detail).

1.4.2 Appendices

This section contains other relevant material that could not appear in the main body of the research manuscript. These are, for example, questionnaires, statistical formulas and calculations, maps, pictures, test papers, letters of authority, and musical notations. If there are references that are difficult to access but the author was lucky to access them (e.g., some well-hidden archive materials), they may be included in the appendices to help future researchers. It is important for candidates to obtain permission to copy those resources and follow the procedure for reproducing copyrighted materials.

References

- Cohen, L., Manion, L., & Morrison, K. (2018). *Research methods in education*. New York: Routledge.
- Given, L. (2008). *The SAGE encyclopaedia of qualitative research methods*. London: Sage.
- Creswell J. W., & Creswell, J. D. (2018). *Research design: qualitative, quantitative, and mixed methods approaches*. Thousand Oaks: Sage.
- TUMA *Research Manual & Tools*, Second Edition 2020.
- Nachmias, C. F., Nachmias, D., & DeWaard, J. (2014). *Research methods in the social sciences*. New York: Sage.

2.0 FORMATTING OF RESEARCH MANUSCRIPT

2.1 General Formatting of the Text

All formatting indicated in this manual is based on the *Publication Manual of the American Psychological Association*, 7th edition (2019) and the updated APA available on-line at www.apastyle.org, with the following exceptions:

- British English will be the spelling system used, not American English
- The date system should be Tanzanian (date, month, year) and not American
- The left-hand margin should be 1.5 inches (4 cm) instead of 1 inch for binding purposes
- The entire paper should use justified margins instead of left-aligned margins

The APA book and web site also contain many additional resources regarding punctuation, parenthesis, italics, use of electronic resources, and much more. Students are encouraged to make good use of these resources.

The Tumaini University Makumira research paper (or project), thesis or dissertation should be typed on A4 size (8.26" x 11.69"/21 cm x 30 cm) with 1.5" (4 cm) left margin to leave enough space for binding and 1.0" (2.5 cm) on all other sides.

The paper should use 12-point Times New Roman font throughout, except footnotes and block quotations should use 10-point font. The first line of each paragraph should be indented five spaces (or .5"/1.25 cm). Block quotations should have all line indented five spaces (or .5"/1.25 cm). The main text, and block quotations should be double spaced. Defaults of footnotes in word-documents are acceptable but should be New Times Roman 10-point font. All paragraphs should use justified alignment (this entire manual uses justified paragraph alignment as an example).

The Reference list should be single-spaced and use hanging indent (first line at left margin and subsequent lines indented five spaces or .5"/1.25 cm). An example of hanging indent is below:

Barry, R. & Chorley, R. (1972). *Atmosphere, weather and climate*. London: Methuen.

2.2 Pagination

The contents of Certification, Declaration, Acknowledgement, Table of Contents, Lists of Tables and Figures, Abbreviations and Acronyms, and abstract are numbered using lower case Roman numerals (e.g.: i, ii, iii, iv, etc), numbers for the cover and title pages are suppressed. All page numbers shall be in the upper right-hand corner of the page.

Page numbering from **CHAPTER ONE (INTRODUCTION)** through the end of the Appendices shall be done in Arabic numerals (1, 2, 3, etc.) starting with page 1, again in the upper right-hand corner of each page.

The number of required pages for each work are determined by the requirements of each Programme. The required pages are counted from the beginning of the introductory chapter through the end of reference list. Appendices are not included as required pages.

2.3 Cover Page and Title Page

Everything on the cover page and title page should be centered, **bold**, and all words CAPITALIZED. The university information is at the top of the page. The full title, and the complete legal name of the researcher start about one-third of the way down the page. The statement about the paper/project as a part of requirements for the degree program should be in the bottom one-third of the page. The location and date will be at the bottom of the page.

The cover page should have a border around it and be printed on the colour of cardstock approved for each Faculty. The title page contains exactly the same text, but without a border. See the next page for a sample of the cover page with all details shown.

TUMAINI UNIVERSITY MAKUMIRA

MAIN TITLE:

SUB-TITLE (*if needed*)

AUTHOR (*first name, middle name or initial, surname*)

A DISSERTATION/RESEARCH PAPER (*or PROJECT*)

SUBMITTED IN PARTIAL FULFILMENT OF THE REQUIREMENTS

FOR THE AWARD OF DOCTOR OF

PHILOSOPHY/MASTER/BACHELOR/POSTGRADUATE/DEGREE

OF THEOLOGY/EDUCATION/HUMANITIES AND SOCIAL SCIENCE/SCIENCE AND

INFORMATION TECHNOLOGY/BUSINESS STUDIES IN

OF TUMAINI UNIVERSITY MAKUMIRA

USA RIVER, TANZANIA

DATE (*month year, no comma in between*)

2.4 Certification and Declaration Pages

The certification and declaration pages will have a page number as previously noted. The content and format for certification and declaration are provided by the requirements of each programme (See Procedures for Paper/Thesis/Dissertations)

2.5 Table of Contents and Headings

The table of contents should follow the format shown below. Note capitalization and italics (with indent) show different levels of headings in the body. All headings in the research paper should be shown in the table of contents. Defaults of table of contents provided by word-processing are permitted, but should be customized according to TUMA general formatting of a text above.

1.0 FIRST LEVEL HEADINGS (in body of paper heading is centred)

1.1 Second Level Headings (in body of manuscript heading left aligned)

1.1.1 Third Level Headings (in body of manuscript heading left aligned)

1.1.1.1 Fourth Level Headings, (in body of manuscript heading left aligned)

1.1.1.1.1 Fifth Level Headings, and next headings (in body of manuscript heading italicized left aligned)

2.6 Lists of Tables, Figures and Abbreviations/Acronyms

Tables and figures in the main body of the manuscript should be numbered and listed in a new page just after the Table of Contents. Tables or figures outside the main body of the manuscript should be shown in the appendices and not listed but referred in the manuscript accordingly (Capitalize and Centre all the Headings).

Abbreviations/Acronyms should be put in a new page just after list of tables or figures or after table of contents if there is not list of tables or figures. Abbreviations/Acronyms should also be clearly listed.

2.7 Abstract

Put the abstract on an independent page (connected to previous pre-introductory contents). Centre the word **ABSTRACT** and bold it. Follow the requirement of each programme for the excellent abstract/.

The remainder of this manual gives examples of many different kinds of formats to try and address various situations that students may encounter in writing their papers. For further information please refer to the *Publication Manual of the American Psychological Association* (seventh edition, 2020).

2.8 Capitalization and Italics

- a) Capitalize all proper names and initials: I. Mbise.
- b) When referencing the title of a source within the paper, capitalize all words having four or more letters: *Democratization and Revolution*. There can be exceptions to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *The New Deal*.
- c) When capitalizing titles, capitalize both words in a hyphenated compound word: Social-Active Being.
- d) Capitalize the first word after a dash or colon: "The Role of Parents: A Case of Teacher-Parent Relationship."
- e) Italicize the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The End of High-Social Context*; *The Power of Media*; *Rain Man*.
- f) Place quotation marks on journal articles, articles from edited collections, television series episodes, and song titles: "Narration Under the Tree: Constructing African Worlds"; "The Future of African Philosophy."

- g) The rules given above are also true for headings in the research paper/project.
- h) The rules for capitalization of titles are slightly different for the Reference List only, as only the first word of a title is capitalized. Please refer to section 3.0 (page 16 of this manual) for more details.

2.9 Acknowledging Sources

Any material taken directly, paraphrased, or summarized in one's words from other source should be cited in your text. Any material that appear as originating from your work without acknowledgement of the source, while it was taken, paraphrased, or influenced your ideas is simply *plagiarism*. This also includes *self-plagiarism*, namely presenting previous material of your own as if it was new. Any researcher or author is obliged to avoid plagiarism because it is a serious offence and can result to failure to fulfill graduation requirement in case of students and demotion in case of lecturers and professors.

2.9.1 Short Quotations

- a) Stausberg and Engler (2011) explains methodology as referring “to general technical issues regarding methods (i.e., case or sample selection, data collection and analysis), and to the theory and conceptualization of methods” (p. 5).
- b) Research Methodology “refers to general technical issues regarding methods (i.e., case or sample selection, data collection and analysis) and to the theory and conceptualization of methods” (Stausberg&Engler, 2011, p. 5).

2.9.2 Block Quotations

A quotation longer than 40 words should be placed on a new line, in 10-point font, and the whole quotation indented (5 spaces), double spaced, with a parenthetical citation after closing punctuation mark, as indicated below:

Mbise (1984) writes:

Kiswahili has conveniently and logically been chosen as the national language through which cultural activities at the national level are conducted. Thus in the domain of literature what followed after independence was the production of a substantial body of Kiswahili literature which gives the reader a notion of the possibility of the emergence of a new literary tradition, significantly different in content from that of previous traditions (p. 54)

OR

It is said:

Kiswahili has conveniently and logically been chosen as the national language through which cultural activities at the national level are conducted. Thus in the domain of literature what followed after independence was the production of a substantial body of Kiswahili literature which gives the reader a notion of the possibility of the emergence of a new literary tradition, significantly different in content from that of previous traditions (Mbise, 1984, p. 54).

2.9.3 Summary or Paraphrase

When referring to an idea in the text, but not directly quoting, students need to include the original author, year of publication, and page number in the body of the paper. The complete reference will appear in the reference list.

- a) According to Mbise (1984), the introduction of Kiswahili as a national language has created new direction of the establishment of a new national culture (p. 20).
- b) The introduction of Kiswahili as a national language has created new direction of the establishment of a new national culture (Mbise, 1984, p. 20).

2.10 In-Text Citations (within a text and parenthetical at the end of a text)

The APA format uses the author-date method of in-text citation, that is author's last name and year of publication

appear in the text, e.g., (Kindija, 2008), and the complete reference should appear in the reference list.

A work by two Authors

- a) Within the text:
Research by Kilasi and Mahali (2007) showed that many students do not acknowledge sources.
- b) In parentheses use ampersand:
It is showed that many students do not acknowledge sources (Kilasi & Mahali).

A work by three or more Authors

- a) Within the text:

Research methodology is about conceptualizing research techniques for sampling, data collection, and analysis of data (Kosia, Kilasi, Tilia, Munisi, & Masatu, 2019). **OR**

It has been argued by Kosia, Kilasi, Tilia, Munisi, and Masatu (2019) that research methodology is about conceptualizing research techniques for sampling, data collection and analysis of data.

- b) In subsequent citations, (Kosia, Mturo & Mgecha, 2018)
Research methodology is about conceptualizing research techniques for sampling, data collection, and analysis of data (Kosia, Kosia, Mturo & Mgecha., 2018).

OR

It has been argued by Kosia, et al., (2016) that research methodology is about conceptualizing research techniques for sampling, data collection and analysis of data.

Unknown Author

Research was done with students learning to write term papers (*TUMA Research Manual & Tools*, 2019).

OR

Sometimes "**Anonymous**" is used for the author, (Anonymous, 2001). This applies also for the reference list.

Organisation as authors or Government agency

In *Research on Poverty Alleviation* (2006), it is indicated that the growth of economy has little impact on poverty alleviation in rural areas.

With a well-known abbreviation

- a) First citation: (Secondary Education Development Programme [SEDP], 2004);
OR
- b) Subsequent citations: (SEDP, 2004)

Two or more Works in the same Parenthesis

(Shuma, 20012; Limbe, 2013)

Authors with the same Last Name in the same Parenthesis

(D. Pallangyo, 2014; S. Pallangyo, 2015)

Two or more Works by the same Author or Paranthesis

A research by Haule (2016a, 2016b) comes out with some results.....

OR

A study has come out with some results ... (Haule, 2016a, 2016b)

Citing indirect sources

Kilasi (2014) argued that . . . (as cited in Mbarawa, 2003, p. 102).

OR

It was argued that ... (Kilasi, 2014, p. 102, as cited in Mbarawa, 2003).

Referring to Nungwana's and Shio's study cited in Mawuyo, et al.,

In Nungwana's and Shio's research (as cited in Mbise, I. R., Kipacha, E. A., & Munisi, R., 2015), . . . (*when the student did not have access to the original work*)

Unknown Author and Unknown Date

It has been discovered that students are slowly becoming familiar with the use of various sources as references in their studies ("Qualitative Research," n.d.).

Sources without Page Numbers

For numbered paragraphs, use the ¶ symbol, or the abbreviation "para." followed by the paragraph number (Kimambo, 1969, ¶ 5) **OR** (Kimambo, 1969, para. 5).

Use heading if pages are not numbered and specify the paragraph number under that heading

According to Sululu (2016) songs are used to inculcate certain skills and traits that are important for human passage from childhood to adulthood (Maasai Rituals, para. 6).

OR

It is indicated that songs are used to inculcate certain skills and traits that are important for human passage from childhood to adulthood (Sululu, 2016, Maasai rituals, para. 6)

Note: If referring to a website do not use printed website page numbers unless it is in PDF (fixed) page format.

Personal communication (interviews).

D. Pallangyo advocates for legal prohibition of cutting natural plants that preserve biodiversity and water (Interview, January 4, 2014).

OR

There is an increasing advocacy that there should be legal prohibition of cutting natural plants that preserve biodiversity and water (Interview with D. Pallangyo, January 4, 2014).

Note: *Include list of interviewees, their titles/profile, and range of dates on which personal communication was conducted in the Appendix. With personal communication use first name initial(s) and entire last name.*

Personal communication (letters, emails).

According to G. Bruno to Leipzig Mission (March 1, 1930) church leadership should adapt communal way of social organization.

OR

It was believed that church leadership had to adapt communal way of social organization (G. Bruno to Leipzig Mission, March 1, 1930).

NOTE: *This can also apply to person to person (F. L. Mahali to J. W. Parsalaw, September 15, 2015). All cited letters should be listed in the Reference list as follows:*

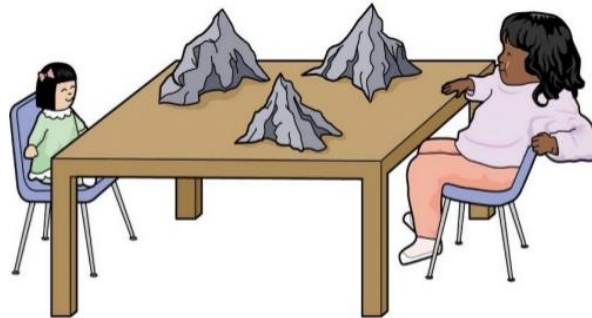
Mahali, F. L. (2015, September 15). Correspondence to J. W. Parsalaw, copy in possession of TUMA library, Usa-River, Arusha.

In-Text Citations from Electronic Sources

In-text Citations for Electronic Sources follow normal in-text citations categorized above from sources with authorship and without authorship or with pages or without pages and with dates or without dates.

Figures (images, illustrations, photographs, maps, charts, tables, etc)

In-Text Citation of Images (they can be from any source):

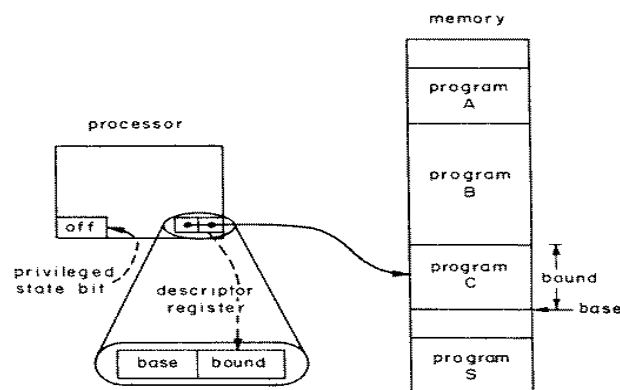


Piaget's three-mountains task (Spelman, 1986, p. 23)

In Reference List:

Spelman, N. L. (1986). *Piaget and inholder's three mountains task: Another look*. Hong Kong: University of Hong Kong.

In Text Citation of Illustrations (they can be from any source)



Use of a descriptor register to simulate multiple virtual machines (Saltzer & Schroeder, 2000, p. 27)

In Reference List

Saltzer, J. H. & Schroeder, M. D. (2000). *Information in computer systems*. Virginia: University of Virginia, Department of Computer Science.

In Text Citations of Photographs



Uraki Secondary School Students Playing Traditional Music (CAC, 2016)

In Reference List

CAC (2016). Music Education in Secondary Schools in Tanzania. <http://www.cac.ac.tz/photos/>.

In Text Citations of Maps

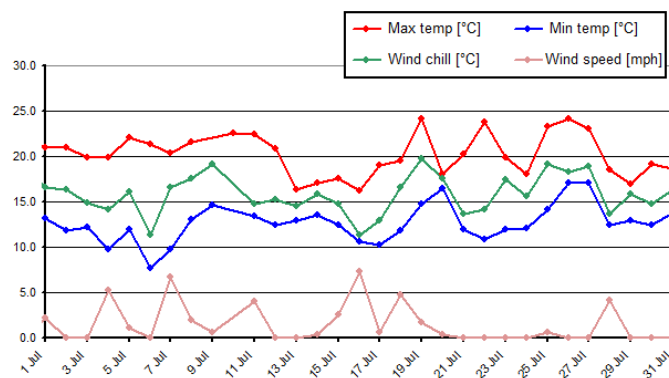


Tanzania (Map, 2016)

In Reference List

Tanzania (2016). Map. Google Map.

In Text Citations Charts



Wales (July, 2010)

In Reference List

Wales (2010). *Weather charts 2010*. <http://www.jlb2011.co.uk/wales/tempcharts/previous10.htm>.

In Text Citations Tables

Primary education (Tanzania Mainland): weekly lesson timetable

Subject	Number of weekly periods in each grade						
	I	II	III	IV	V	VI	VII
Kiswahili	10	10	5	5	5	5	5
English language	—	—	6	6	6	6	6
Mathematics	10	10	5	5	6	6	6
Social studies	—	—	5	5	5	5	5
Health	2	2	—	—	—	—	—
Science	—	—	4	4	6	6	6
Practical arts	6	6	8	8	10	10	10
Religion	2	2	2	2	2	2	2
Total weekly periods	30	30	35	35	40	40	40

(Each teaching period lasts 30 minutes in Grades I and II, and 40 minutes in Grades III–VII).

Education statistics (UNESCO, 2006)

In Reference List

UNESCO (2006). *World data on Education*. 6th. Ed. Paris, France: UNESCO, International Bureau of Education. <http://www.ibe.unesco.org/>

2.11 Footnotes, Content Notes, and Copyright Permission Notes

The author should introduce quotes and citations within the body of the text instead of using footnote references. Additional descriptions of quotes or citations can also be placed under footnotes with author surname, year of publication and page(s) where text is citation clearly indicated.

Any notes to appear at the bottom of a page (footnotes) are single-spaced with 10-point. The font is Times New Roman and the text is justified. The numbers always follow punctuation and quotes, as shown on the next page. The first lines of the notes are indented 0.5" (1.25 cm) from the left.

Content notes are references to extra information from other sources, appendices, etc., when they are not directly linked to the text but provide explanation or reference. Keep content notes brief and focused on only one subject.

Students must provide copyright permission for quoting more than 500 words from a text in the format shown below. More than 500 words require the student to get formal permission of the author(s), and be indicated in the footnotes. This formal permission should be in written form and be shown to appendices.

If you are reproducing a graphic, chart, or table from some other source you must also provide a special note at the bottom of the item that includes copyrighted information. Again, permission to reproduce copyrighted material should be secured by the student in written form and be shown to the advisor before the paper is submitted. Begin the citation with *Note*.

Note: Map of Tanzania, 2006, copyright 2008 by Google Maps. Reprinted with permission.

2.12 Reference List

The reference list should be single-spaced using 12-point Times New Roman and the text justified. The list should be alphabetized and there should be a blank line between references. The rules for capitalization are different for the reference list. Except for names of periodicals or journals, only the first word of a title is capitalized, plus the first word after a colon or a dash, and proper nouns (e.g.: Africa or Mbise). Titles of books, names of periodicals or journals, and their volume numbers are italicized.

2.12.1 References of Author/Authors Work(s)

Author(s) Surname(s), Initials of First Name(s). (Year). *Title of Work*. City of Publication: Publisher.

(For articles format styles see 2.12.2. However, with multiple authorship referencing follow rules underlined here in this part)

Single Author

Lahey, B. B. (2003). *Psychology: An introduction*. Boston: McGraw Hill Higher Education.

Two authors

Sales, B., & Folkman, S. (2000). *Ethics in research with human participants*. Washington: American Psychological Association.

Three to five authors

Beck, A. T., Rush, A. J., Shaw, B. F., & Emery, G. (1979). *Cognitive therapy of depression*. New York: Guilford Press.

More than six authors

Andermann, E. M., et al. (1996). *Declining motivation after the transition to middle school: Schools can make a difference*. Kentucky, Lexington: University Press.

Organization as author

American Psychological Association. (2019). *Psychology: Scientific problems solvers*. Washington, DC: American Psychological Association.

Unknown author

Merriam-Webster's collegiate dictionary (11th ed.). (2005). Springfield, MA: Merriam-Webster.

Two or more works by the same author but different date

Brownlie, I. (2003). *Principles of Public International Law* (6thed.). Oxford: Oxford University Press.

Brownlie, I. (2008). *Principles of Public International law* (7thed.). Oxford: Oxford University Press.

Two or more works by the same author in the same year

Banks, J. A. (2002a). *Introduction to multicultural education* (3rd ed.). Boston: Allyn & Bacon.

Banks, J. A. (2002b). *Teaching strategies for ethnic studies* (7th ed.). Boston: Allyn & Bacon.

2.12.2 References of Articles in Periodicals or Journals

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical or Journal*, volume number (issue number), pages.

Article in journal paginated by issue

Lukumay, Z. N. (2013). Electronic banking in Tanzania: A critical need for regulation. *TUMA Law Review*, 2(1), 67-130.

Article in journal paginated by volume

Simmonds, N. E. (2005). Law as a moral idea. *University of Toronto Law Journal*, 55, 61.

Article in a magazine

Engquist, E. E. (2016, 3 December). How students prepare for national examinations. *Insights in Education*, 23, 40-43.

Article in a newspaper (Note: p. or pp. is used for newspapers)

Mosha, J. (2016, 24July). A challenge of oral diseases: A call for action. *Sunday News*, p. 10. (You can indicate the page and column if possible. E.g., p. 10A or 10B, etc, where A, B, C, indicates columns).

Letter to the editor

Ulimwengu, J. (2016, 23 July). Do Black lives matter? Hell no, don't you know we're taking our country back? [Letter to the editor]. *The East African*, p. 13.

Book review

Mbise, I. R. (2013, February). Review of the book *Concepts and Methods in Educational Research*, by I. M. Omari. *Tanzania Journal of Education*, 1, 1, 90-91.

2.12.3 Edited Books and other Printed Material**Edited book, no author**

Author. A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Reichardt, C. S., & Rallis, S. E. (Eds.). (1994). *The quantitative-qualitative debate: New perspective* (New Directions for Program Evaluation No. 61). San Francisco: Jossey-Bass.

Edited book with an author or authors

Alder, J. (2005). *Constitutional and administrative law* (M. Cremona, Ed.). Houndmills: Palgrave Macmillan.

A translation

Kant, I. (1948). *The moral law – Kant's groundwork of the metaphysics of morals*. (H. J. Paton, Trans.). London: Hutchinson University Library. (Original work published 1785).

Edition other than the first

Gray, J. C. (1972). *The nature and sources of the law*. (P. Smith, Ed.). (5th ed.). Gloucester, Mass.: Peters.

Article or chapter in an edited book.

Williams, J., & Seary, K. (2010). Bridging the divide: Scaffolding the learning experiences of the mature age student. In J. Terrell (Ed.), *Making the links: Learning, teaching and high-quality student outcomes* (pp. 104-116). Wellington, New Zealand.

An entry in an Encyclopaedia/Dictionary

Redl, H. B. (1993). Preschool education. In *The New Encyclopaedia Britannica* (Vol. 14, pp. 989-992). Chicago: Encyclopaedia Britannica, Inc.

An entry in an online Dictionary/Encyclopaedia

Simpson, J. (Ed.). (2011). Acquiescence. In *Oxford English dictionary*. <http://www.oed.com/>

Government document

Ministry of Education and Vocational Training (2007). *Information and Communication Technology (ICT) Policy for Basic Education*. Dar es Salaam: United Republic of Tanzania.

Act (statute / legislation)

The Teachers Service Commission Act 2015 (2015, October 20). <http://www.parliament.go.tz/acts-list>.

From other Organisations

UNDP (2016). *Sustainable Development Goals (SDG)*. United Nations Development Programme.

DVD / Video / Motion Picture (including Clickview & Youtube)

Stubbs, R., Sululu, S., & Kaghondi, I. (Producers), & Stubbs, C. (Director). (2014). *Boy: The magic of Maasai culture* [DVD]. Usa-River, Arusha: Makumira Studio.

Television Broadcast or Series Episode

Wendy, S. W. (Writer), & Martian, I. R. (Director). (1986). The rising angel and the falling ape [Television series episode]. In D. Dude (Producer), *Creatures and monsters*. Los Angeles: Belarus Studios.

Important, I. M. (Producer). (1990, November 1). *The nightly news hour* [Television broadcast]. New York: Central Broadcasting Service.

Bellisario, D.L. (Producer). (1992). *Exciting action show* [Television series]. Hollywood: American Broadcasting Company.

Music and Audio Recordings

Taupin, B. (1975). Someone saved my life tonight [Recorded by Elton John]. On *Captain fantastic and the brown dirt cowboy* [CD]. London: Big Pig Music Limited.

2.12.4 Reference List of Legal Material**Books, Periodicals and Dissertations****Books**

Crawford J, (2012) *Brownlie's Principles of Public International Law 8th Edition*, Oxford: Oxford University Press

Periodicals/Journal

Ruhangisa, J. E. (2012). The handling of cases in the East African Court of Justice. *TUMA Law Review*, 1, 26-39.

Dissertations

Viana, L. (2012). *Realisation of Human rights in Africa through inter-governmental institutions*. Unpublished Master's Dissertation, Tumaini University Makumira, Usa-River, Arusha, Tanzania.

Reference list entry to a case

In reference list: Lessard v. Schmidt, 349 F. Supp. 1078 (E.D. Wis. 1972).

- a) In-text citation: *Lessard v Schmidt* (1972)
- b) Parenthetical: (*Lessard v Schmidt*, 1972)

In reference list: Metiso v Road Accident Fund, No. 3 (SA 1142 (T). 2001)

- a) In-text citation: *Metiso v Road Accident Fund* (2001)
- b) Parenthetical: (*Metiso v Road Accident Fund*, 2001)

In reference list: Rev. Mtikila v Attorney General, (T.L.R. 31. 1995)

- a) In-text citation: *Rev. Mtikila v Attorney General* (1995)
- b) Parenthetical: (*Rev. Mtikila v Attorney General*, 1995)

Reference List Entry to an Appealed Case

Durfflinger v. Artiles, 563 F. Supp. 322 (D. Kan. 1981). *aff'd*, 727 F.2d 888 (10th Cir. 1984).

In-text citation: *Durfflinger v. Artiles* (1981/1984)

Reference to an Unreported Decision

Gilliard v. Oswald, No. 76-2109 (2d Cir. March 16, 1977).

- a) With record number:
Dougherty v. Royal Zenith Corp., No. 88-8666, 1991 U.S. Dist. LEXIS 10807, at *2(ED. Pa. July 31, 1991).
- b) With no record number:
Gustin v. Mathews, No. 76-7-C5 (D. Kan. Jan. 31, 1977) (LEXIS, Genfed library, Dist file).

Reference to a State Trial Court Opinion

Casey v. Pennsylvania-American Water Co., 12 Pa. D. & C.4th 168 (C.P. Washington County 1991).

Reference to Acts' Documents

Written Laws (Miscellaneous Amendments) (No. 2) Act, 2016 (2016, July 7). United Republic of Tanzania, Parliament of the United Republic of Tanzania.

Reference to Acts' Electronic Documents

Written Laws (Miscellaneous Amendments) (No. 2) Act, 2016 (2016, July 7). <http://www.parliament.go.tz/acts-list>.

2.12.5 Unpublished Papers/Dissertations/Theses, Meeting Papers

Unpublished paper/master/doctoral dissertation/thesis

Masago, M. (2006). *A study of students' perceptions of the teaching strategies in private universities: A case of Arusha University*. Unpublished master's dissertation, Tumaini University Makumira, Usa-River, Tanzania.

Unpublished contribution to a symposium

Mahali, F. L. (2016, 15 February). Universal priesthood in Protestant Churches in Africa: In E. Gattwa (Chairperson), *The impact of reformation in Africa*. Symposium conducted at the meeting of African theologians, Butare, Ruanda.

Unpublished Paper Presented at a Meeting

Shuma, L., & Laltaika, E. (2016, 4 July). *Rights of freedom of expression: A conflict of interests*. Paper presented at the meeting of the Tumaini University Makumira Law Society, Usa River, Tanzania.

Conference proceedings

Mbise, K., & Francis, A. (Eds.). (2008). Proceedings from ITEA '08: *International Conference on Innovative Information Technology for East Africa*. Usa River: Makumira University, Tanzania.

Personal Communication

This refers to letters, including emails, interviews, telephone conversations and discussions. Personal communications are cited in text only and are NOT included in the reference list. You can include letters, emails, interviews, telephone conversations, and discussions details in the appendix.

2.12.6 Electronic Sources

Electronic version of print book

Shotton, M. A. (1989). *Computer addiction? A study of computer dependency* [DX Reader version]. <http://www.ebookstore.tandf.co.uk/html/index.asp>

Schiraldi, G. R. (2001). *The post-traumatic stress disorder sourcebook: A guide to healing, recovery, and growth* [Adobe Digital Editions version]. doi: 10.1036/0071393722

Electronic version of book chapter in a volume in a series

Strong, E. K., Jr., & Uhrbrock, R. S. (1923). Bibliography on job analysis. In L. Outhwaite (Series Ed. J. *Personnel Research Series: Vol. 1. Job analysis and the curriculum* (pp. 140-146). doi:10.1037/10762-000

Journal article with digital object identifier (doi)- after doi: follows the identifier

Muldoon, K., Towse, J., Simms, V., Perra, O., & Menzies, V. (2012). A longitudinal analysis of estimation, counting skills, and mathematical ability across the first school year. *Developmental Psychology*. Advance online publication. doi:10.1037/a0028240

Journal article without doi

Kenneth, I. A. (2000). A Buddhist response to the nature of human rights. *Journal of Buddhist Ethics*, (8). <http://www.cac.psu.edu/jbe/twocont.html>

Online magazine article

Chamberlin, J., Novotney, A., Packard, E., & Price, M. (2008, May). Enhancing worker well-being: Occupational health psychologists convene to share their research on work, stress, and health. *Monitor on Psychology*, 39(6). <http://www.apa.org/monitor/>.

Online newspaper article

Stoltzfus, K. (2016, August 29). Classroom exercise has benefits for students. *Education Week Teacher*. <http://www.edweek.org/tm/>

Law website material

Commission for Racial Equality. (2004). Gypsies and travellers: A strategy for commission for racial equality. <http://www.cre.gov.uk/strategy>

Article from a database

Smyth, A. M., Parker, A. L., & Pease, D. L. (2002). A study of the enjoyment of peas. *Journal of Abnormal Eating*, 8 (3). PsycARTICLES database.

Chapter or section of a Web document

Engelschall, R. S. (1997). Module mode rewrite: URL rewriting engine. In *Apache HTTP Server Version 1.3 Documentation* (Apache modules.). http://httpd.apache.org/docs/1.3/mod/mod_rewrite.html

Online forum or discussion board posting

Frook, B. D. (1999, 23 July). New inventions in the cyberworld of toylandia [Msg 25]. Message posted to <http://groups.earthlink.com/forum/messages/00025.html> (Note: Use the real name of the author if it is provided in the posting. If only the screen name is given, then use the screen name.)

Computer software

Ludwig, T. (2002). PsychInquiry [computer software]. New York: Worth.

Online music or video

Unga, L. (2008). Again [Recorded by composer]. On *You Tube* [video].
<http://www.youtube.com/watch?v=36ormjJvjGg>

2.12.7 Personal Communication

This refers to letters, including emails, interviews, telephone conversations and discussions. Personal communications are cited in text only and are NOT included in the reference list. You can include letters, emails, interviews, telephone conversations, and discussions details in the appendix.

3.0 PROCEDURES AND GUIDELINES FOR RESEARCH PAPERS, DISSERTATIONS AND THESES

3.1. General Regulations

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

3.2. Notice of Intention to Submit a Dissertation or Thesis

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

3.3. Academic Dishonesty

- 3.3.1 Acts of academic dishonesty shall include but are not limited to:
 - (a) Plagiarism, or
 - (b) Academic cheating.

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

(a) Category 1:

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

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

(b) Category 2

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

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

(c) Category 3

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

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

3.4. Detection of Plagiarism

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

3.5. Disciplinary Measures

- 3.5.1 The supervisor who fails to detect plagiarism shall be required to provide an explanation in writing to the DVCAA why disciplinary measures should not be commenced against him/her in accordance with the disciplinary procedures of the University.
- 3.5.2 Where students submit dissertations or thesis for examination and these are found to have been plagiarized, his/her case shall be presented to the relevant Examiners Board of the Unit where the student is registered and the Board shall make recommendations to the Director of Postgraduate Studies for the matter to be dealt with as an examination irregularity in accordance with established Regulations of the University.

3.5.3 Without prejudice to regulation 3.5.2 where any candidate found guilty of plagiarism shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.

3.5.4 Where a student is found to have plagiarized coursework assignment, the examiner shall give a candidate a written warning through the head of department and shall be awarded a Zero in the assignments. The highest marks to be awarded in the course shall be a “B” grade.

4. EXAMINATION OF MASTER’S THESES/DISSERTATIONS AND DEGREE AWARDS

4.1. General Regulations

4.1.1 All Masters Candidates must present their dissertation/thesis to the departmental postgraduate studies committee for it to approve that the dissertation/thesis is ready for examination.

4.1.2 Every dissertation/thesis shall be examined by at least two examiners who are specialists in the area and approved by the relevant Faculty Board, Directorate of Postgraduate Studies, UAC, SCACA and Senate. At least one of these must be external to the University.

4.1.3 The Internal Examiner must be a member of the academic staff of the University. The candidate’s supervisor may not act as the internal examiner.

4.1.4 Faculties/Directorate of Postgraduate Studies shall be responsible for transmission of theses/dissertations to the internal and external examiners.

4.1.5 The examiners shall evaluate and grade the thesis/dissertation in accordance with the criteria prescribed in the TUMA theses/dissertation grading form TUMA/PG.F7).

4.1.6 The examiners shall be required to submit their detailed reports on the thesis within a period of two months from the date of receipt of the thesis and within a period of one month for a dissertation.

4.1.7 The examination report shall contain a detailed description and focus as per TUMA theses/dissertation grading form TUMA/PG.F7 and shall contain a definite recommendation for one of the following actions:

- (a) The degree be awarded to the candidate unconditionally;
- (b) The degree be awarded subject to typographical corrections/minor revisions;
- (c) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report;
- (d) The degree not be awarded, but the candidate may be allowed to revise and re-submit the thesis/dissertation for re-examination within the maximum period of registration.
- (e) The degree should not be awarded, but may be resubmitted for a lower award;
- (f) The thesis/dissertation be rejected outright.

4.1.8 An internal examiner who fails to submit the report within the period prescribed in regulation 4.1.6 shall be required to show cause for the delay. The explanation shall be in writing and shall be addressed to the DVCAA through the respective academic units. If the report of any of the examiners has not been received at the expiry of three months from the date of receipt of the thesis/dissertation a new examiner shall be appointed.

4.1.9 On receipt of the examiner’s report, the Department will evaluate the overall performance of the candidate by comparing the marks awarded by the internal and external examiner and thereby enter an overall mark on Departmental Overall Evaluation Report on Masters/PhD Dissertation/Thesis (TUMA/PG.F8). The report shall then be transmitted to Faculty Postgraduate Studies Committee.

4.1.10 On receipt of the report, the Faculty Postgraduate Studies Committee shall determine the candidate’s dissertation/thesis final grade.

4.1.11 Where the examiners differ significantly (one passes and one fails the candidate or a difference of two grades) in their overall recommendation, the Faculty Postgraduate Studies Committee shall examine the case and recommend one of the following actions:

- (a) The recommendation of the External Examiner be adopted;
- (b) An additional independent examiner (without knowledge of the previous examiners’ assessments) be

appointed.

- 4.1.12 An Assessment by an additional independent examiner together with the other examiners' assessments shall form basis of determining whether the candidate passes or fails the thesis/dissertation.
- 4.1.13 A dissertation or thesis passed subject to typographical corrections/minor revisions must be submitted for degree award within one month from the date of the Senate's approval of the examination results.
- 4.1.14 A dissertation or thesis passed subject to substantial corrections and revisions must be submitted for degree award within three months from the date of the Senate's approval of examination results. The Internal Examiner shall verify the corrections.
- 4.1.15 Only candidates whose theses have been passed in accordance with regulations 4.1.7(a) through (c) shall be allowed to sit for viva voce examination.
- 4.1.16 A thesis/dissertation not accepted in accordance with regulation 4.1.7(d) must be re-submitted for examination within nine months from the date of the Senate's approval of examination results.
- 4.1.17 A candidate whose thesis/dissertation is rejected in accordance with regulation 4.1.7(f) shall be discontinued from studies.
- 4.1.18 A candidate who fails, without reasonable cause, shall be required to submit a postgraduate degree dissertation/thesis within the period stated in 4.1.16 above otherwise he/she shall be discontinued from studies.
- 4.1.19 Where the examiners are not in agreement in their overall recommendation after resubmission, regulation 4.1.11 shall apply.
- 4.1.20 The University shall pay honoraria to the Internal and External Examiners at the rate prescribed by Council and upon receiving detailed reports and summary reports of the thesis/dissertation under examination. The claims shall be made through filling in forms TUMA/PG.F12 (for Internal Examiner) and TUMA/PG.F13 (for External Examiner).
- 4.1.21 Subsequent publications from a thesis/dissertation submitted for a Master's degree of TUMA must contain a statement that the work is based on a thesis/ dissertation submitted to the University.

4.2 Viva voce Examinations for Masters' Degree by Thesis Programmes

- 4.2.1 In Masters' Degree programmes involving examinations of thesis alone without any prescribed coursework component, the candidate shall, in addition to writing a thesis, appear for a viva voce examination.
- 4.2.2 The viva voce examination shall take place only after the SCACA and Senate have been satisfied that the thesis submitted by the candidate is considered by the examiners to be satisfactory.
- 4.2.3 The questions to be asked in the viva voce examination shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the thesis subject matter.
- 4.2.4 Members of the viva voce panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- 4.2.5 The viva voce examination for a Master's degree shall be conducted by a panel comprising of at least five, but not more than seven examiners, who shall be appointed by the Senate Chairperson on the recommendation of the Faculty Dean, and of the Head of the relevant Department where the candidate is registered. The viva voce panel shall be approved by the Senate Chairperson during approval of the External and Internal examination reports.
- 4.2.6 The composition of the viva voce panel shall be as follows:
 - (a) Chairperson nominated by the Faculty Dean;

- (b) External Examiner (or his/her representative), recommended by the relevant Faculty Dean;
 - (c) Internal Examiner who did not guide the research;
 - (d) Candidate's supervisor;
 - (e) Head of the relevant Department (or his/her appointee); and
 - (f) Two other members appointed by the respective Faculty.
- 4.2.7 The Dean shall on behalf of the Senate approve the date of examination at least two weeks before the examination.
- 4.2.8 The Head of Department/Unit must notify the candidate in writing regarding the examination arrangements at least two weeks before the examination, with copies to the Dean, the Director of Postgraduate Studies, and DVCAA.
- 4.2.9 The viva voce panellists shall be provided with full texts of the examiners' reports and copies of the candidate's thesis at least two weeks before the date of the oral examination. The Faculty shall ensure availability of copies of the thesis.
- 4.2.10 The function of the viva voce shall be to ascertain that the thesis presented fulfils the following criteria:
- (a) The thesis is the original work of the candidate;
 - (b) The broader subject area in which the study is based is fully grasped by the candidate;
 - (c) Any weaknesses in the thesis are adequately clarified by the candidate; and
 - (d) A definite recommendation is made to the Senate through the UAC as to whether the candidate should be declared as having Passed or Failed.
- 4.2.11 The viva voce panellists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the viva voce examination.
- 4.2.12 (a) At the end of the viva voce examination, the panel members shall sign a viva voce Examinations Results Form TUMA/PG.F9 giving a specific recommendation to UAC on the candidate's performance with a definite recommendation for one of the following actions:
- (i) The Candidate PASSES and no additional corrections in the thesis/dissertation are required;
 - (ii) The Candidate PASSES subject to making minor corrections and revisions in the thesis/dissertation as stated in the viva voce proceedings, within one month;
 - (iii) The Candidate is referred to make substantial corrections and revisions as stated in the viva voce proceedings within three months, and at least two viva voce panellists must certify that the corrections have been done as directed;
 - (iv) The Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation after eliminating the weaknesses detailed in the viva voce proceedings within six months;
 - (v) The Candidate fails outright.
- (b) The Chairperson of the panel shall also submit to UAC a comprehensive report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
- (c) Whereupon, each panellist in the viva voce examination shall receive an honorarium at the rate approved by the University.
- 4.2.13 At the end of the viva voce examination, the panel members shall sign a viva voce Examination Results Form TUMA/PG.F8, giving a specific recommendation on the candidate's performance. The Form shall be submitted, along with a detailed report on how the candidate handled the questions, to the Chairperson of UAC for processing.
- 4.2.14 Each panellist in the viva voce examination shall receive an honorarium at the rate approved by the University.
- 4.2.15 Where there is a disagreement between the recommendation of the thesis examiners and the viva voce examiners, the UAC shall study the case and recommend to Senate one of the following options:

- (a) The candidate revises and re-submits the thesis and subsequently re- appears for a further oral/written, or practical examination, within a specified period, but not exceeding 6 months since the date of the decision by Senate; or
- (b) The candidate is deemed to have failed outright.
- 4.2.16 The duration of the viva voce examination for Masters Degrees shall not exceed two hours.
 - 30 minutes of presentation
 - 1 hour and 15 minutes of questions and answers
 - 15 minutes of deliberations and decision by the examining panellists.
- 4.2.17 The viva voce panel should nominate the candidate's supervisor or an appointee from the relevant department to be the recorder of the viva voce examination proceedings.
- 4.2.18 The proceedings of the viva voce, vetted by the panel chairperson, must be ready within two weeks after the date of the viva voce examination.
- 4.2.19 The final decision on the award of the postgraduate degree shall be made by the Senate on the recommendation of the UAC.
- 4.2.20 Without prejudice to Regulation 4.1.7(d), 4.2.12 (a) (iv) and 4.2.15 (a)(a) where a candidate fails the thesis/dissertation examination or viva voce examination and re-submit the thesis for re-assessment, the maximum grade to be awarded shall be a "B" grade
- 4.2.21 The dissertation/thesis rejected by Examiners after re-submission shall not be accepted for re-examination at Tumaini University Makumira.
- 4.2.22 Members of the public may be allowed to attend the viva voce as observers under special permission by the department.
- 4.2.23 Quality Assurance Bureau representative shall be invited to attend as an observer.

5. EXAMINATION OF MASTERS' GRADUATE PROJECT/RESEARCH PAPER/ESSAY AND DEGREE AWARDS

5.1. General Regulations

- 5.1.1 Candidate shall be required to present his/her graduate project/ research/ essay to the departmental postgraduate studies committee prior to submission of the same for examination. The Departmental Committee shall vet the graduate project/ research/essay to establish whether it is ready for examination.
- 5.1.2 Every graduate project/ research/essay shall be examined by at least two anonymous internal examiners who are specialists in the area.
- 5.1.3 The examiners shall evaluate and grade the graduate project/ research/essay in accordance with the criteria prescribed in the TUMA theses/dissertation grading form TUMA/PG.F7.
- 5.1.4 The examiners shall be required to submit their detailed reports on the work within a period of one month from the date of receipt of the Graduate Project/Research Paper/Essay. If the reports are not received within One and half months, new examiners shall be appointed.
- 5.1.5 The examination report shall contain a detailed description and focus as per TUMA theses/dissertation grading form TUMA/PG.7 and shall contain a definite recommendation for one of the following actions:
 - (a) The degree be awarded to the candidate unconditionally;
 - (b) The degree be awarded subject to typographical corrections/minor revisions;
 - (c) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report;
 - (d) The degree not be awarded, but the candidate may be allowed to revise and re- submit the thesis/dissertation for re-examination within maximum period of registration.
 - (e) The degree should not be awarded, but may be resubmitted for a lower award;
 - (f)The thesis/dissertation be rejected outright

- 5.1.6 The candidate shall present a defence of the Project/graduate essay before the panel formed by the Department. The Panel shall consist a minimum of three expert members who shall summarize the defence results using Form TUMA/PG.22. The supervisor (if any shall not be member of the panel).
- 5.1.7 On receipt of the report, the Faculty Postgraduate Studies Committee shall determine the candidate's Project/graduate essay final grade.
- 5.1.8 Where the examiners differ significantly (one passes and one fails the candidate or a difference of two grades) in their overall recommendation, Departmental Postgraduate Studies Committee shall examine the case and recommend that an additional independent examiner (without knowledge of the previous examiners' assessments) be appointed;
- 5.1.9 An Assessment by an additional independent examiner shall form basis of determining whether the candidate passes or fails the Graduate Project /Research/Essay.
- 5.1.10 The Project/Research Paper/Essay shall be submitted to the University through DPGS to ensure standards and quality.
- 5.1.11 Weighting of graduate project or graduate essay should be similar to the weighting of the dissertations.

6. APPEALS AGAINST COURSEWORK/DISSERTATION/THESIS/GRADUATE PROJECT/RESEARCH PAPER/ESSAY

- 6.1 The right to appeal shall be open for every candidate aggrieved by coursework/dissertation/thesis/graduate project/research paper/essay results.
- 6.2 Appeals must be lodged within six months from the date of approval of the results.
- 6.3 Any appeal shall be lodged with the Board of the Appellant's College/ School/Institute, which shall forward the appeal with recommendations to the UAC whose observations and recommendations will be forwarded to Senate for approval.
- 6.4 Except where unfair marking, wrong computation of marks or grades or other like irregularity committed in the conduct of the examination is alleged, no appeal shall lie in respect of any such examination on any ground.
- 6.5 No appeal will be considered where:
 - (a) The candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
 - (b) It raises for the first time issues concerning the supervision, teaching or coursework assessment. Such matters will only be considered if they had been raised by the student promptly and in writing, at the time when they first arose.
 - (c) A student alleges illness or other factors but where she/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.
- 6.6 Any member of the appellant's Faculty Board who participated in the making of the decision against which appeal is lodged shall not have a voting right in the Senate over such an appeal and may participate herein only in terms of presentation of findings and recommendations of the appellant's Faculty Board by answering queries, as the case may be, and shall otherwise be absent from the Senate session considering any such appeal.
- 6.7 Any student or candidate aggrieved by a decision of Senate on terms of the provisions of regulation regarding examination irregularities may apply for review of the decision by the Senate.
- 6.8 Application made under regulation 6.5 shall be lodged directly with the DVCAA who shall forward them to the Senate with observations and recommendations herein.
- 6.9 Any person who has been involved at any stage in the processing of a case of alleged commission of examination irregularity, whether at first instance or in the preparation for the appeal, shall be barred from participating in the decision making decision over such a case, except for the purpose of making a

presentation of findings or recommendations or answering queries, as the case may be, in respect thereof and shall otherwise be absent from the Senate session considering such appeal.

- 6.10 The candidate's appeal shall be entertained upon payment of an appeal fee as may be determined by the University Council from time to time.
- 6.11 A student may appeal to the Chairman of Senate against the decision of the Senate on his/her appeal by lodging the appeal through the DVCAA. Such an appeal shall only be entertained if it had at first been rejected by Senate and if the student presents new developments and/or grounds that were not and could not be made available to Senate.
- 6.12 The Chairman of Senate's decision on an appeal shall be final and conclusive and no further appeal shall be entertained regarding the same issue.
- 6.13 The decision of the Chairman of Senate in Regulation 6.11 shall be reported to Senate for Noting.

7. DOCTOR OF PHILOSOPHY (PhD) DEGREE

7.1 PhD Modes of Registration

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

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

7.2. Entry Qualifications

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

7.2.2 PhD

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

7.3. Registration of PhD Candidates

- 7.3.1 PhD candidates may be registered as full-time or part-time students.
- 7.3.2 Candidates shall be required to register at the beginning of the first year of their studies (using Form TUMA/PG.F1) and to renew their registration at the beginning of subsequent years by filling in Form TUMA/PG.F2 after paying the required fees.
- 7.3.3 Failure to renew registration shall mean automatic discontinuation from studies.
- 7.3.4 Regulations applicable for registration for Masters programmes shall apply for registration for PhD programmes.
- 7.3.5 A candidate registered for the PhD degree programme by thesis may, on recommendation of the relevant Faculty Board, be required to do one or more formal courses appropriate to his/her field of study, as prescribed by his/her supervisor(s).
- 7.3.6 Upon registration, the candidate will be allocated to a supervisor or supervisors as the case may be.
- 7.3.7 The supervisor(s) shall guide the candidate in his/her research and shall submit periodic reports (four times a year) on the candidate's progress using TUMA/PG.F5b.

- 7.3.8 Every candidate shall be responsible to initiate and submit progress report four times a year using TUMA/PG.F5a.
- 7.3.9 The procedures for supervision and all matters thereof shall be provided so in the Regulation12 of these regulations.
- 7.3.10 The duration of the PhD programme by coursework and dissertation shall be four years for full-time and six years for part-time candidates. PhD programme by thesis shall take three years for full-time and five years for part-time candidates.
- 7.3.11 Candidates who, for valid reasons, fail to complete their programmes within the specified period may apply (using TUMA/PG.F19) for an extension of the registration period. The candidate shall pay a monthly fee prescribed by Council for such an extension.
- 7.3.12 The total extension period shall not exceed two years for full-time and three years for part-time candidates.
- 7.3.13 The maximum allowable period of registration for a PhD degree shall be six years for full-time and eight years for part-time students

7.4. PhD by Coursework and Dissertation Programmes

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

7.5. Postponement/Freezing of PhD studies

- 7.5.1. If, for valid reason(s), a candidate wishes to temporarily halt studies, he/she has to apply to the UAC Chairperson for the postponement of studies (during the coursework phase) or freezing of the registration (during the dissertation phase and for thesis candidates).
- 7.5.2. Postponement of studies and freezing of registration shall be applied through the Dean and the Head of Department to the Director of Postgraduate Studies who shall process for approval by the Chairman of

Senate using TUMA/PG.F14 and form TUMA/PG.F15 forms. The maximum periods for postponement of studies and for freezing of registration shall be two years.

7.6. Submission of a PhD Thesis/Dissertation

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

7.7. Examination of Theses/Dissertations and Award of a PhD Degree

- 7.7.1. For every PhD candidate approaching submission Senate shall appoint, on the recommendation of the relevant faculty and the UAC, at least two qualified examiners, one of whom shall be External to TUMA. The Examiners shall be required to assess the thesis/dissertation following standards prescribed by TUMA.
- 7.7.2. The internal examiner shall be an expert not involved in the candidate's supervision.

- 7.7.3. Transmission of theses/dissertations is the responsibility of faculties, using their share of examination fees. The Examiners shall be required to submit independent reports on the PhD thesis/dissertation as prescribed under the Masters programme.
- (a) The examiners shall be required to submit their detailed reports on the thesis/dissertation within a period of two months from the date of receipt of the thesis/dissertation.
 - (b) If the reports are not received within three months, new examiners shall be appointed.
 - (c) An internal examiner who fails to submit the report within two months shall be required to show cause for delay. The explanation shall be in writing and shall be addressed to the DVCAA through the respective academic unit.
- 7.7.4. The PhD thesis/dissertation should show evidence that the candidate has made an original and significant contribution to knowledge, and each examiner shall submit a summary of the report on the thesis/dissertation using form TUMA/PG.F7 with a definite recommendation for one of the following actions:-
- (a) The PhD degree be awarded to the candidate unconditionally;
 - (b) The degree be awarded subject to typographical corrections and/or minor revisions;
 - (c) The degree be awarded subject to making substantial revisions and corrections as recommended;
 - (d) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD thesis for re-examination after a further period of study and/or research;
 - (e) The degree should not be awarded, but the candidate be permitted to re- submit the work in a revised form for a Masters Degree award;
 - (f) The thesis/dissertation be rejected outright.
- 7.7.5. Where the examiners are not in agreement in their overall recommendation, UAC shall consider the case and recommend one of the following actions:
- (a) The recommendation of the External Examiner be taken;
 - (b) An additional independent examiner be appointed;
- 7.7.6. An Assessment by an additional independent examiner shall form the basis of determining whether the candidate passes or fails the thesis/dissertation.
- 7.7.7. A PhD candidate, whose thesis examiners are either in disagreement or have recommended thesis revision and resubmission, may on the recommendation of the Faculty Board, transfer registration to a relevant existing Masters programme.
- 7.7.8. The University shall pay honoraria to the External and Internal Examiners at rates prescribed by Council and upon receiving detailed reports and summary reports of the thesis under examination.
- 7.7.9. A thesis/dissertation not accepted as per regulation 7.7.4(d) above must be re- written and re-submitted for re-examination within 18 months.
- 7.7.10. Candidates who fail to submit their thesis/dissertation within the period stated in regulation 7.7.9 above shall be discontinued from studies.

7.8 Viva voce Examination for PhD Candidates

- 7.8.1. In addition to writing a thesis/dissertation, the PhD candidate shall appear for a viva voce examination.
- 7.8.2. The viva voce examination shall take place only after the Senate has been satisfied that the thesis/dissertation submitted by the candidate is considered by the examiners to be of acceptable standard.
- 7.8.3. The questions in the viva voce examination shall primarily focus on the candidate's thesis/dissertation research area.
- 7.8.4. The members of viva voce panel shall be so selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research (or related) area.
- 7.8.5. Composition and proceedings of the Viva voce shall be as follows: The viva voce examination for a PhD degree shall comprise of at least seven, but not more than nine examiners, who shall be appointed by the

Senate Chairperson during approval of the External and Internal examination reports on the recommendation of the Dean, and of the Head of the relevant Department where the candidate is registered. The composition of the viva voce panel shall be as follows:

- (a) Chairperson (with voting power);
- (b) External Examiner who examined the thesis (or his/her representative);
- (c) Internal Examiner who examined the thesis/dissertation;
- (d) One of the candidate's supervisors (with voting power);
- (e) Appointee of the Dean where the candidate is registered;
- (f) Appointee of the Head of Department where the candidate is registered;
- (g) Three other qualified co-opted members, invited by the relevant Faculty, and approved by Senate through the relevant committee.
- (h) The other supervisor(s) shall be invited to the viva voce examination as observers. They shall neither have voting power nor ask questions.

- 7.8.6. The Chairperson of the viva voce panel, who need not be a specialist in the candidate's thesis/dissertation area, shall be a senior academician (of the professorial rank).
- 7.8.7. The candidate's supervisor or appointee of the department shall be the recorder of the viva voce examination proceedings.
- 7.8.8. Panellists under Regulation no. 7.8.5(b) who are unable to be present at the viva voce examination, shall submit their oral examination questions to the Faculty, and also nominate their representatives (where possible) to the viva voce who shall be appointed as per 7.8.4.
- 7.8.9. The viva voce panellists shall be provided with the examiners' reports, and copies of the candidate's thesis/dissertation, at least two weeks before the date of the viva voce.
- 7.8.10. The function of the viva voce shall be:
 - (a) To ascertain that:
 - (i) The thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the candidate;
 - (ii) The broader subject area in which the study is based is fully grasped;
 - (iii) Any uncertainties or weakness in the thesis/dissertation can be adequately clarified by the candidate; and
 - (b) To make a definite recommendation to the UAC and Senate as to whether the candidate has passed or failed.
- 7.8.11. The duration of the viva voce examination shall normally not exceed three hours.
 - Maximum of 45 minutes of presentation
 - Maximum of 2 hour of questions and answers
 - Maximum of 15 minutes of panellists' deliberations and decision
- 7.8.12. The viva voce panel shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance as per 7.8.10 (a) (i).
 - (iii). Where the panellists are unable to reach a consensus as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote in favour of passing the candidate shall be required for passing a viva voce examination.
- 7.8.13. (a) At the end of the viva voce examination, the panel members shall sign a viva voce Examinations Results Form TUMA/PG.F10 giving a specific recommendation to UAC on the candidate's performance with a definite recommendation for one of the following actions:
 - (i) The Candidate PASSES and no additional corrections in the thesis/dissertation are required;
 - (ii) The Candidate PASSES subject to making minor corrections and revisions in the thesis/dissertation as stated in the viva voce proceedings, within three months;
 - (iii) The Candidate is referred to make substantial corrections and revisions as stated in the viva voce proceedings within six months, and at least two viva voce panellists must certify that the corrections have been done as directed;
 - (iv) The Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation after eliminating the weaknesses detailed in the viva voce proceedings within nine months;

- (v) The Candidate fails outright.
 - (d) The Chairperson of the panel shall also submit to UAC a comprehensive report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
 - (e) Whereupon, each panellist in the viva voce examination shall receive an honorarium at the rate approved by the University.
- 7.8.14. Where there is disagreement between the recommendations of the thesis/dissertation examiners and those of the viva voce panellists, the UAC shall carefully study the case and recommend to Senate one of the following actions:
- (a) The candidate revises and re-submits the thesis/dissertation and subsequently re-appears for a further oral examination, within a specified period, but not exceeding 12 months from the date of the decision by Senate; or
 - (b) The candidate be deemed to have failed outright.
- 7.8.15. Without prejudice to Regulation 7.7.4 (d), 7.8.13 (a) (ix) and 7.8.14 (a), where a candidate fails the thesis/dissertation examination or viva voce examination and re-submit the thesis for re-assessment, the maximum grade to be awarded shall be a “B” grade.
- 7.8.16. Senate shall make the final decision on the PhD degree award to the candidate, on the recommendation of the UAC.
- 7.8.17. Subsequent publications from a thesis/dissertation submitted for the PhD degree of TUMA must contain a statement to the effect that the work is based on a thesis submitted to the University.

8. SANDWICH PROGRAMMES AND JOINT DEGREE

8.1 Sandwich Degree Programmes

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

- 8.1.5 Honorarium at a rate prescribed from time to time by the DVCAA shall be paid to a member of staff supervising a candidate under the Sandwich at an approved rate.

8.2 Joint Degree Programme (JD)

- 8.2.1 A joint degree shall be understood as a degree programme offered in collaboration between at least two autonomous degree-granting institutions whereby the duration of the programme is jointly supervised and time apportioned between the collaborating institutions. At the completion of the programme the candidate is awarded a single degree certificate issued by all the offering institutions.
- 8.2.2 A joint degree programme shall operate under a prior agreed Memorandum of Understanding/Protocol/Agreement between the participating institutions.
- 8.2.3 A candidate under the joint degree programme shall be jointly supervised and spend at least 30% of the entire duration of the programme at each participating institution
- 8.2.4 The candidate must register in each participating University by meeting all admission requirements of the degree in each of the respective university. A specific programme, providing details of the programme and specifying the grouping of subjects that a candidate is allowed to pick in the combination of degrees shall be developed and approved by each participating University.
- 8.2.5 Programme fee and payment thereof shall be in accordance with terms and conditions of the cooperative agreement or consistently apportioned to the duration spent in the participating University.
- 8.2.6 A special desk shall be established under the DPGS to manage joint programmes in collaboration with the respective programme hosting units.
- 8.2.7 The Degree Certificate awarded to a joint degree candidate shall bear the format (content, style, logos) agreed upon by all participating Universities and shall be duly signed by the statutory organs of all participating Universities. Any dispute arising between the universities/institutions participating in the JP on any matter involving the JP shall be resolved amicably by the participating institutions through their appropriate good offices. In the event the dispute remains unresolved, it shall be referred by either party to the mediator appointed and agreed by both parties. In any case, the candidate shall not be affected by such dispute.

8.3. Intellectual Property Rights for Joint degree Programmes

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

9. SUPERVISION OF POSTGRADUATE STUDENTS

9.1. Introduction

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

9.2 Assigning Supervisor(s)

When applications are considered for thesis candidates and coursework and dissertation candidates who have qualified to continue with the dissertation component, the heads of relevant departments shall be required to recommend supervisor(s) for each candidate on recommendation of the departmental

postgraduate committee, having considered the candidate's preference of a supervisor. The Head of Department should carefully consider the proposed supervisor's area of expertise, his/her qualifications and experience before nomination to a supervisory role.

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

The offering Faculty Board shall approve supervisors and send appointment reports to UAC.

9.3 Training of Supervisors

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

9.4 Ethics and Code of Practice

(a) Students and supervisors must be aware of and comply with the University's research ethics requirements as determined by the Ethics Committee.

(b) Students and supervisors must be aware of ethical issues related to supervision as stated in the codes of conduct of TUMA.

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

9.5. General Duties and Responsibilities of a Supervisor

9.5.1 The Supervisor shall be the University's agent in ensuring that:

- (i) A student maintains satisfactory progress;
- (ii) The student receives adequate advice and encouragement on the thesis/ dissertation research project;
- (iii) The work being done on the thesis/ dissertation is reviewed critically and on a continuous basis.

9.5.2 A positive attitude and relationship between the supervisor and the student is essential in order to:

- (i) Ascertain that the student successfully and timely completes the research work;
- (ii) Identify problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate;

9.5.3 Since the supervisor should be an active member of the Department and is well acquainted with all the University's postgraduate regulations. Where there is more than one supervisor, the principal supervisor must be an active member of the Department.

9.5.4 For the purposes of maintaining high standard of the output, the supervisor should, as far as possible, supervise students only in his/her area of expertise.

9.5.5 The supervisor should know the distinction between his/her expected role, when supervising a Masters' degree dissertation/thesis and a PhD degree dissertation/thesis.

9.5.6 The supervisor of a Master's thesis shall aim at ensuring that the candidate:

- (i) Is exposed to the fundamentals of research;
- (ii) Learns how to design, execute and report research results in a scholarly manner;
- (iii) Makes some important contribution to knowledge, even though it may not be very original. Because she/he lacks previous research experience, the Masters student requires close and careful supervision at all times, but more so during the early stages when learning the research techniques, and at the time of thesis writing.

9.5.7 The supervisor of the PhD candidate shall maintain a close and careful supervision at all times, especially during the early stages of the study and during the writing stage so as to ensure that the candidate:

- (i) Makes a distinct contribution to new knowledge, theoretically and empirically;
- (ii) Produces a significantly more original work than required for the Masters programme;

- (iii) Undertakes deeper and more extensive review of relevant literature than is the case for the Masters student;
 - (iv) Is more critical in the analysis of data; and
 - (v) Exercises more independence in the research process than for the Masters Degree research programme.
- 9.5.8 After the first year, the PhD student should be able to work more independently. Nevertheless, it is the responsibility of the supervisor to guide the candidate in the right direction.
- 9.5.9 Assist the student to formulate an appropriate research proposal. The research proposal must be approved by the relevant Faculty Postgraduate Studies Committee before the student formally begins research activities.
- 9.5.10 Have the responsibility of focusing ahead, and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work. She/he should be capable of foreseeing, through his/her previous research experience, whether or not the student will get meaningful data within two to three years of research or whether the proposed research is suitable for a higher degree. The supervisor should have this foresight in order to reduce the common problem of students' "wasted effort" to a minimum.
- 9.5.11 The supervisor shall monitor the student's progress throughout the research period by:
- (a) Requesting the candidate to submit periodic reports (every six months) about his/her research progress (to be filled online in OSIM). The reports may well constitute drafts of the final thesis/dissertation. In reviewing them, the supervisor should take the opportunity to advise the candidate on matters of presentation, and if necessary, to make suggestions where modifications are required. If the supervisor does not receive a report from the candidate on his/her research progress, he/she should submit his/her own report to the Head of Department.
 - (b) Maintaining regular consultations with the candidate (at least once every month) to discuss the research work. So as to acquaint himself/herself with the problems encountered by the candidate since the last student's research since the last report, and to suggest remedial measures, before it is too late.
 - (c) Ensuring that the candidate under his/her supervision delivers at least one seminar in each year of his/her research
- 9.5.12 To ensure that the student submits a thesis/dissertation of a standard that is acceptable for the intended degree by doing the following:
- (a) Being accessible, and showing interest and enthusiasm in the student's research work;
 - (b) Reading the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved;
 - (c) Providing timely feedback to the work submitted by the student, as much as possible within two to three weeks of receiving them.
 - (d) Reading the entire final draft, and satisfying himself/ herself that the dissertation/thesis is suitable for examination.
- 9.5.13 Advise and guide the candidate. Under no circumstance the supervisor shall write the thesis/dissertation for the student. The student is fully responsible for the work and its fate.
- 12.5.14 The supervisor may recommend to the Head of Department the potential External Examiners for the student's thesis.
- 9.5.15 The supervisor should guide the student in revising the thesis/dissertation, in the event that such revisions are recommended by the examiners.
- 9.5.16 If the candidate's sole supervisor is away from the University for more than two (for Masters) or three (for PhD) consecutive months, a temporary supervisor should be appointed.
- 9.5.17 To gain uniformity in the information submitted by supervisors to postgraduate committees, on their candidates' research progress, a standard progress report through OSIM should be used.

9.6 Postgraduate Research Students' Responsibilities

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

9.7 Conflict Resolution during Supervision

- 9.7.1 In the course of the student's research, a situation may develop where one or more of the following may happen:
 - (i) A breakdown in communication between the student and the supervisor;
 - (ii) Personal clashes and conflicts between the student and the supervisor;
 - (iii) A hostile relationship between the student and the supervisor;
 - (iv) Refusal by the student to follow the supervisor's advice.
- 9.7.2 When such a situation occurs, the supervisor and/or the student should report the problem, in writing, to the Head of the respective Department, with a copy to the Dean of the relevant Faculty and the Director of Postgraduate Studies. The Head of Department should study the nature of the problem and recommend to the Dean/DPGS and subsequently to UAC, one of the following actions:
 - (i) The student be warned, in writing, about his/her weaknesses or conduct (if it is established that s/he is the cause of the problem);
 - (ii) The student be transferred to another supervisor (where possible and necessary);
 - (iii) The supervisor be informed about his/her weaknesses (if it is established that the supervisor is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the student, or alternative (ii) be followed.
 - (iv) If alternative be is applied and there happen to be no any other person in the Department with the expertise in the student's research area, the Head of Department shall establish an advisory to guide the student, if there is no any other person in the Department who has the expertise to supervise the student; and
 - (v) Any other reasonable action, including instituting disciplinary proceedings against the student and/or supervisor maybe employed

9.8 Supervision Load and Remuneration

- 9.8.1 Every academic member of staff with the qualification of a PhD and above shall be eligible for supervision of postgraduate students.
- 9.8.2 Each academic Unit (department/faculty) shall establish its postgraduate supervision capacity annually and shall aim at meeting this target and not exceeding it.
- 9.8.3 The number of students/supervisees per supervisor shall depend on the supervisor's rank, his/her teaching load and duties in assigned to her/him in the department/faculty. In any case, the total number of postgraduate students per supervisor shall not exceed ten students per year.
- 9.8.4. The Head and/or the departmental PGS committee shall allocate and monitor the number of students each supervisor has in terms of agreed target.

- 9.8.5. The supervisor shall, in consultation with students under his supervision, allocate number of hours per week/month to each student.
- 9.8.6. Each academic Unit (department/faculty) shall establish its postgraduate supervision capacity annually and shall aim at meeting this target and not exceeding it.
- 9.8.7. In appreciation for the supervisors' work, the University shall do the following:
 - (i) Pay an annual/ semester, supervision allowance to each supervisor as the Council may from time to time prescribe; the supervisor shall be required to make a claim through (TUMA/PG.F11), and
 - (ii) Give the supervisor a copy of the candidate's thesis/dissertation as his/her permanent record of the work he/she has supervised.
- 9.8.8. The payment of the supervision allowance shall not be dependent on the student's fate. (i.e. the supervisor shall be paid the allowance even if the candidate fails).

10. DEPLOYMENT OF POSTGRADUATE STUDENTS AS TEACHING OR TECHNICAL ASSISTANTS

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

10.3 Registration, Advertising, Selection and Allocation of Teaching

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

10.4 Procedures for Engagement of Postgraduate Students, Evaluation and Review

- 10.4.1. All Units shall establish an Interview Panel for purposes of engaging postgraduate students in teaching or provisions of technical assistance at their respective Units.
- 10.4.2. The Faculty Dean shall be the Convener of the Panel. The Panel shall set its own rules of procedure, provided that the selection and interview process shall be done in a transparent manner and the record of the deliberations shall be forwarded to the Deputy Vice Chancellor (Academic Affairs) with the proposal to engage any identified student in teaching or provision of technical assistance at the Unit.

- 10.4.3. The Faculty Dean shall provide a report on the teaching or technical activities of postgraduate students engaged. Such report shall, inter alia, raise issues of concerns, if any, on the operational aspects of engaging postgraduate students as teaching or technical assistants in the Unit.

10.5 Responsibilities

- 10.5.1. Postgraduate students engaged in teaching shall abide to and will be bound with the applicable University policies and procedures. The engagement of postgraduate students as teaching or technical assistants shall not extend to designing course outlines or curriculum, which shall be solely reserved for academic staff in the employment of the University. Postgraduate students shall also not be assigned coordination of courses in the Units.
- 10.5.2. Postgraduate students deployed as teaching or technical assistants shall, under the supervision of a senior member of academic staff at the Unit, be engaged in conducting tutorials, seminars, studios, invigilating tests and examinations, and marking tests and examinations.
- 10.5.3. Postgraduate students may be deployed in assisting students in recitation and setting laboratory equipment or discussion sessions or grading assignments in laboratories. They may also be used in collecting laboratory and research samples from the field.
- 10.5.4. The Faculty Dean, in consultation with the relevant Head of Department, shall be responsible of initiating and overseeing the training and the deployment of postgraduate students as teaching or technical assistants at the Units.

10.6 Hours of Work

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

10.7 Remuneration

- 10.7.1. Payment to postgraduate students engaged in teaching or provision of technical services shall be in accordance with the terms and conditions of the Scholarship.
- 10.7.2. Units may provide some payment as agreed, in writing, between the Head of the Units and the student and approved by the Faculty Dean and the DVCAA.
- 10.7.3. The University may waive fees or any portion of monies due to the University to postgraduate students who have deployed in teaching or providing technical assistance at the University in accordance with these Guidelines.

10.8 Training

- 10.8.1. All postgraduate students engaged in teaching responsibilities or provisions of technical assistance shall receive training and guidance.
- 10.8.2. The Faculty Dean shall organize and provide training for all postgraduates who will be engaged in teaching or provision of technical assistance.
- 10.8.3. All postgraduate students engaged in teaching or provision of technical assistance shall be involved in any curriculum/module/programme review.

10.9 Marking, Grading and Invigilation

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

- 10.9.2 All Units shall put in place adequate guidance, including clear criteria and marking schemes where appropriate, and make these available to the teaching or technical assistants.
- 10.9.3 Marking or grading done by postgraduate students shall be closely and comprehensively monitored and moderated by the course Coordinator and the Faculty Dean.
- 10.9.4 Postgraduate students may be deployed by Units only for purposes of assisting in invigilation of University examinations and shall be under the guidance of an academic member of staff who is the main invigilator.
- 10.9.5 Postgraduate students shall be given an inductive course in invigilation procedures and regulations of the University by the Units before being deployed to invigilate examinations.

10.10 Attendance of Meetings at Units

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

10.11 Terminating Engagements

- 10.11.1. The engagement of postgraduate students as teaching or technical assistants shall automatically terminate once the student ceases to be registered as a Postgraduate Student at the University or whenever the teaching or provision of technical assistance activities have been completed.
- 10.11.2. The University may withdraw its offer to engage students in teaching or provision of technical assistance or discontinue the engagement without prior notice where:-
 - (a) It is established, after consultation with the student's supervisor, that teaching or provision of technical assistance is interfering with the student's studies;
 - (b) The student regularly fails to carry out assigned tasks and duties related to teaching or provision of technical assistance that they have accepted without providing prior notice;
 - (c) The standard of performance/conduct is deemed to be unsatisfactory by the Unit.
- 10.11.3. Where a student is discontinued for any of the circumstances under 10.11.2, such student shall be notified in writing giving the reasons for ending the engagement.

11. PREPARATION AND SUBMISSION OF DISSERTATIONS AND THESES

11.1. General

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

11.13. Submission of Dissertations and Theses

- 11.13.1 Candidates intending to submit their dissertations and theses should give the faculty office at least three months' prior notice in writing by filling in a special form designed for the purpose.
- 11.13.2 No examination arrangements will be made unless a candidate has given notice of intention to submit and has presented in a departmental seminar or postgraduate studies committee and obtained approval to proceed.
- 11.13.3 Candidates should not submit their dissertations or theses until their main supervisors have had an opportunity to comment on the thesis/dissertation, and have certified in writing that the thesis/dissertation is ready for examination.

- 11.13.4 Candidates shall initially submit nine (for PhD) and six (for Masters“ degree) copies of dissertation or thesis in a loose bound form for examination.
- 11.13.5 After satisfactorily having completed all the corrections recommended by examiners, the candidate should submit four or six copies (for masters and PhD respectively) of hardbound theses/dissertations to the college/school/institute office for distribution to relevant offices and individuals. Each copy shall be bound in black washable buckram with stiff boards.
- 11.13.6 The spine shall be embossed in gold, bearing;
(a) The surname and initials of the candidate;
(b) The degree for which the thesis/dissertation has been submitted; and
(c) The year of degree award
The writing on the spine should read from the bottom to the top.
- 11.13.7 The title of the work shall be printed in gold letters on the front cover of the hardbound volume.
- 11.13.8 Candidates may arrange the binding of their thesis/dissertation with any binding firm provided they follow the specifications indicated in these guidelines.
- 11.13.9 Additional advice on the binding should be sought from the Directorate of Postgraduate Studies, TUMA.

TRM & T APPLICATION AND ASSESSMENT FORMS

S/ N	PURPOSE OF THE FORM	FORM NUMBER	PAGE
1	Registration form for first year-year postgraduate students	TUMA/PG.F1	50
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APPENDIX I: PG FORMS 1-22 FOR USE IN RESEARCH AND ADMINISTRATIVE ACTIVITIES

TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies

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

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

Physical	Postal	Telephone	e-mail

9. Permanent Address (if different from above)

Physical	Postal	Telephone	e-mail

10. Occupation:

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

.....

.....

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

.....

.....

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

.....

14. Academic Records

- a) Entry qualification

Acquire qualification (Secondary and Tertiary Education eg. Diploma/Degree)	Faculty	Year attended	GPA/Class
1.			
2.			

- b) Other qualification

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

15. Professional/Work Experience

(1) Professional Training

Name of Institution	Award given	Year of attendance/Completion
.....
.....

(2) Work Experience

Post Held	Employer	When (Month/Year)
.....
.....
.....

16. Personal Goals

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

.....

.....

.....

17. Degree for which Registration is sought Duration

18. Faculty.....

Department:.....

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

20. Date of beginning studies:

21. Effective date of registration:

22. Expected date of completion:

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

24. Supervisor (if already known):

Candidate's signature: Date:

For Official Use Only

Comments (if any)

.....

.....

..... Name of Registration
Officer Date Signature and
Official Stamp



TUMA/PG.F2

**TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE STUDIES**

REGISTRATION FORM FOR CONTINUING POSTGRADUATE STUDENTS

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

Programme details

Course registered for
 Form of studies: Thesis/Course-work
 Date of beginning studies
 Expected date of completion

Registration:

Date of Registration

Record of Postponement/Freezing/Extension

Postponement:

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

Freezing:

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

Extension: Indicate date and period of extension.

1st extension Date Period (months)
 2nd extension Date Period (months)
 3rd extension Date Period (months)
 4th extension Date Period (months)

Fees and Financial obligations:

Type of sponsorship:

(a) Self (b) Other

Name and address of sponsor

Copy of the receipt of payment for required fees:

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

FOR OFFICIAL USE ONLY

Confirmation of Registration

The student is registered for the year

FOR: DIRECTOR OF POSTGRADUATE STUDIES

Name of Registration Officer

Date Signature and Official Stamp

Note: Students not registered will be considered to have absconded



TUMA/PG.F3

TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies

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

1. Personal Profile

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

2. Personal Contacts

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

3. Change of Programme2

a) Current Programme:
 Department:
 Faculty:

b) New Programme:
 Department:
 Faculty:

4. Candidate's Academic Profile in the Current Programme

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

5. Purpose for Changing the Programme:

.....

Signature: **Date:**

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

For Official Use Only**RECOMMENDATIONS FROM THE CURRENT PROGRAMME**

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

Remarks (if any):

 Name: Signature: Date:

2. Comments by the Dean:

a) Recommended b) Not Recommended

Remarks (if any):
.....

Name: Signature: Date:

RECOMMENDATIONS FOR THE NEW PROGRAMME**1. Comments by the Head of Department:**

a) Recommended b) Not Recommended

Remarks (if any):
.....

Name: Signature: Date:

2. Comments by the Dean of Faculty:

a) Recommended b) Not Recommended

Remarks (if any):
.....

Name: Signature: Date:

3. Recommendation by the Director of Postgraduate Studies:

a) Recommended b) Not Recommended

Remarks (if any):
.....

Name: Signature: Date:

4. Approval by the DVCAA:

a) Approved b) Not Approved

Remarks (if any):
.....**SIGNATURE: DATE:**



TUMA/PG.F4

TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies
CHANGE OF CAMPUS / CHANGE OF PROGRAMME DELIVERY MODE REQUEST FORM1
(This form should be filled in quadruplicate)

1. Personal Profile

Surname:.....First Name:.....Middle
 Names:.....
 Sex Nationality:
 Registration Number:..... Date and Year of Entry: Expected Completion Date:

 Year of Study: Semester: Academic Year:.....
 Programme:
 Department: Academic Unit:

2. Personal Contacts

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

3. Change of Campus/Programme Mode of Delivery³

Current Mode of Delivery/Campus:

.....

New Mode of Delivery/Campus:

.....

4. Candidate's Academic Profile in the Current Programme

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

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

.....

Signature: **Date:**

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

For Official Use Only
RECOMMENDATIONS BY THE NEW CAMPUS/ PROGRAMME**5. Comments by the Head of Department:**

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

Remarks (if any):

Name: Signature: Date:

6. Comments by the Dean:

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

Remarks (if any):

.....

Name: **Signature:** **Date:**

7. Recommendation by the Director of Postgraduate Studies:

a) Recommended b) Not Recommended

Remarks (if any):

Name: Signature: Date:

8. Approval by the DVCAA:

a) Approved b) Not Approved

Remarks (if any):

SIGNATURE: **DATE:**

TUMAINI UNIVERSITY MAKUMIRA



DIRECTORATE OF POSTGRADUATE STUDIES

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

Period covered: From To (Dates)

Part A: To be filled by the Candidate

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

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

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

Part B (i) To be filled by the Candidate

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

Courses Taken	Semester I	Semester II	Final Examination Grade

Part B (ii)

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

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

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

If No, state why:

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

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

.....

.....

.....

Date..... Signature of Candidate

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

TUMAINI UNIVERSITY MAKUMIRA



DIRECTORATE OF POSTGRADUATE STUDIES

POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT*

(To be filled quarterly and submitted to HoD by the supervisor)

Period Covered: From To (Dates)

Part A: To be filled by the Candidate

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

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

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

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

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

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

(a) Progress made so far for the Coursework Phase

Courses Taken	Semester I	Semester II	Final Examination Grade

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

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

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

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

How long?months

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

.....

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

Part C: To be filled by the Head of the Department

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

.....

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

.....

 Name of Head of Department:

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

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

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

.....

Name of Chairperson, Faculty Postgraduate Committee:

Date..... Signature

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

.....

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

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

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

(20) Financial Sponsor:

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

.....

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

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

*This form should be filled in triplicate.



TUMA/PG.F6

**TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE STUDIES**

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

SECTION A: TO BE COMPLETED BY THE CANDIDATE

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

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

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

Signature of Candidate: Date:

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

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

Signature of Supervisor:Date:

Signature of Supervisor:Date:

Signature of Supervisor:Date:

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

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

(a) Potential External Examiners

(10) Name:.....

Affiliation:

Postal Address:

Telephone:..... Fax:

Email:.....

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

(11) Name:.....

Affiliation:

Postal Address:

Telephone:..... Fax:

Email:.....

Curriculum Vitae: Attached..... Not attached

(b) Proposed Internal Examiners

(12) Name:.....

Affiliation:

Postal Address:

Telephone:..... Fax:

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

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

SECTION D: TO BE COMPLETED BY DEAN OF FACULTY

(a) I certify that, the proposed examiners above have been approved by the Board/Committee of the Faculty.

(b) In anticipation of the fact that the candidate will submit his/her thesis within three months from now, it is recommended that the viva voce be held in the month ofof the year. The exact date will be communicated later.

Signature of Dean:Date:

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

Please Tick

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

The following items are missing or incomplete:

.....

DateSignature of the Chairperson, UAC

This form is to be filled in triplicate. Two copies of this form MUST be returned to the Department and College/School/Institute.



TUMA/PG.F7

TUMAINI UNIVERSITY MAKUMIRA

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

Tick One

Internal Examiner () External Examiner ()

Candidate's name:

Registration Number:

Degree Programme:

Faculty:

Department: Dissertation/Thesis

Title:

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

Title, abstract, and other preliminaries

.....

Introduction

.....

Literature review

.....

Methodology

.....

Findings

.....

Discussion

.....

Summary, Implications, and Recommendations

.....

Writing style, language quality, citation, and coherence

.....

Reference list and appendices

.....

Assessment of the Dissertation/Thesis

S/N	Area Assessed	Maximum Marks	Obtained marks	Remarks
1	Title, abstract, and other preliminaries	7		
2	Introduction	14		
3	Literature Review	10		
4	Methodology	14		
5	Findings	20		

6	Discussion	10		
7	Summary, implications, and recommendations	8		
8	Writing style, language quality, citation, coherence	10		
9	Reference list, and appendices	7		
	TOTAL	100		

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

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

Summary of Recommendations

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

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

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

Name of Examiner:

Signature of Examiner: Date:



TUMA/PG.F8

TUMAINI UNIVERSITY MAKUMIRA

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

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

Assessment of the Dissertation/Thesis

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

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

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

Department Comments

.....

Recommended Grade:.....

Name of Head of Department.....

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

Faculty Dean's Comments

.....

Name of Faculty Dean:.....

Signature: Date

Directorate of Postgraduate Studies Comments

.....

.....
Name of Director of Postgraduate Studies:
Signature:..... **Date**



TUMA/PG.F9

TUMAINI UNIVERSITY MAKUMIRA
VIVA VOCE EXAMINATION RESULTS FORM FOR MASTERS DEGREE

Name of Candidate:
 Registration No.:
 Thesis Title:

 Department:
 Date of Viva voce:

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

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

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

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



TUMA/PG.F10

TUMAINI UNIVERSITY MAKUMIRA

VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE

Name of Candidate:

Registration No.:

Thesis Title:

.....

Department:

Date of Viva voce:

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

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

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

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



TUMA/PG.F11

**TUMAINI UNIVERSITY MAKUMIRA
SUPERVISION ALLOWANCE CLAIM FORM**

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

.....

(Name, Department, Faculty/College/School/Institute, University, address, and mobile number)

Re: SUPERVISION ALLOWANCE CLAIM

SECTION A: (To be filled by the Supervisor)

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

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

Account Name:

Account Number :

Bank Name :

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

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

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

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

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

Signature: Date:



TUMA/PG.F12

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

I, Dr/Prof.....certify that:

In connection with my appointment as an Internal Examiner (IE) in the Faculty
of.....I have examined the following candidate(s)*

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

S/N	Name	Registration Number	Degree Programme

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

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

(Details)

Honorarium for..... candidate(s)

(Amount)

.....

++ Refund of other expenses incurred:

.....

.....

.....

.....

Total T.Shs

=====

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

.....

.....

Account Name:

Account Number :

Bank Name :

Examiners Mobile No:.....

Other A/C details:

.....

Signature: Date:

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

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

+ Please delete what is not applicable.

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



TUMA/PG.F13

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

I Dr /Prof certify that:

In connection with my appointment as an External Examiner (EE) in the Faculty of

.....I have examined the following candidate(s)*

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

S/N	Name	Registration Number	Degree Programme

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

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

(Details)

(Amount)

Honorarium for candidate(s)

++ Refund of other expenses incurred:

.....

Total T.shs/USD

=====

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

.....

Account Name:

Account Number :

Bank Name :

Examiner's Mobile No:.....

Other A/C details:

.....

Signature: Date:

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

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

+ Please delete what is not applicable.

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



TUMA/PG.F14

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

1. Personal Profile

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

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

2. Personal Contacts

Postal Address:

Mobile Number: Other Telephone Numbers:

Email:.....

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

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

Briefly Explain:

.....

4. Postponement Period Sought

Starting Date: Expected Date of Resuming Studies:

5. Postponement History

1st Postponement: From: To:

2nd Postponement: From: To:

3rd Postponement: From: To:

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

DATE SUBMITTED: **SIGNATURE:**

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

a) A candidate may attach any relevant documents to support his/her request.

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

c) Students shall be allowed to be away from the University studies for a maximum of two years if they are to be re-admitted to the same programme and to the year of studies where they left.

AUTHORIZATION FOR POSTPONEMENT OF STUDIES**7. Comments by the Head of Department:**

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

Remarks (if any):

.....

Name: Signature: Date:

8. Comments by the Dean:

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

Remarks (if any):

.....

Name: Signature: Date:

9. Recommendation by the Director of Postgraduate Studies:

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

Remarks (if any):

.....

.....

Name:: Signature: Date:

10. Recommendation by the DVCAA:

a) Recommended b) Not Recommended

Remarks (if any):

.....

.....

Name: Signature: Date:

11. Approval by the Vice Chancellor:

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

Remarks (if any):

.....

.....

SIGNATURE: DATE:



TUMA/PG.F15

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

1. Personal Profile

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

Sex Nationality: Mobile No:.....

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

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

Programme:

Department: Academic Unit:

2. Personal Contacts

Postal Address:

Mobile Number: Other Telephone Numbers:

Email:.....

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

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

Briefly Explain:

.....

.....

.....

.....

.....

4. Freezing Period Sought

Starting Date: Expected Date of Resuming Studies:

5. Freezing History

1st Freezing: From: To:

2nd Freezing: From: To:

3rd Freezing: From: To:

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

DATE SUBMITTED: SIGNATURE:

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

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

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

For Official Use Only

AUTHORIZATION FOR FREEZING OF STUDIES**7. Comments by the Student Supervisor:**

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

Remarks (if any):

.....

.....

Name: Signature: Date:

8. Comments by the Head of Department:

a) Recommendedb) Not Recommended.....

Remarks (if any):

.....

.....

Name: Signature: Date:

9. Comments by the Dean:

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

Remarks (if any):

.....

.....

Name: Signature: Date:

10. Recommendation by the Director of Postgraduate Studies:

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

Remarks (if any):

.....

.....

Name: Signature: Date:

11. Recommendation by the DVCAA:

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

Remarks (if any):

.....

.....

Signature: Date:

12. Approval by the Vice Chancellor:

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

Remarks (if any):

.....

.....

SIGNATURE: DATE:



TUMA/PG.F16

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

1. Personal Profile

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

2. Personal Contacts

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

3. Indicate the type of your request:

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

4. Postponement History

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

5. Proposed date of Unfreezing/Resuming Studies:

Date	Semester	Academic Year

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

DATE SUBMITTED: **SIGNATURE:**

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

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

For Official Use Only**AUTHORIZATION FOR UNFREEZING/RESUMING OF STUDIES****6. Comments by the Head of Department:**

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

Remarks (if any):

Name: Signature: Date:

7. Comments by the Dean:

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

Remarks (if any):

.....

.....

Name: Signature: Date:

8. Recommendation by the Director of Postgraduate Studies:

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

Remarks (if any):

.....

.....

Name:: Signature: Date:

9. Recommendation by the DVCAA:

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

Remarks (if any):

.....

.....

Name: Signature: Date:

10. Approval by the Vice Chancellor:

a) Approved b) Not Approved

Remarks (if any):

.....

.....

SIGNATURE: DATE:



TUMA/PG.F17

TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies
PERMISSION TO TRAVEL FORM
(This form should be filled in quadruplicate)

1. Personal Profile

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

2. Personal Contacts

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

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

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

District: Region:.....

City:..... Country:

4. Date of Travel:

From: To:

5. Reasons of Travel¹³: Please tick in front the appropriate choice

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

Briefly Explain¹⁴:

.....

Signature: **Date:**

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

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

For Official Use Only**AUTHORIZATION FOR PERMISSION TO TRAVEL****6. Comments by the Head of Department:**

a) Recommendedb) Not Recommended.....

Remarks (if any):

.....

Name: Signature: Date:

7. Comments by the Faculty Dean: WITHIN THE COUNTRY

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

OUTSIDE THE COUNTY

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

Remarks (if any):

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

Name: Signature: Date:

8. Recommendation by the Director of Postgraduate Studies:

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

Remarks (if any):

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

Name:: Signature: Date:

9. Approval by the DVCAA:

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

Remarks (if any):

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



TUMA/PG.F18

TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies
RETURNING FROM TRAVEL REQUEST FORM15
(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 with this form Permission to Travel form which was approved by the Deputy Vice Chancellor-Academic.

For Official Use Only**AUTHORIZATION PROCESS FOR RETURNING FROM TRAVEL REQUEST****7. Comments by the Head of Department:**

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

Remarks (if any):

Name: Signature: Date:

8. Comments by the Faculty Dean:

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

Remarks (if any):

.....

 Name: Signature: Date:

9. Recommendation by the Director of Postgraduate Studies:

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

Remarks (if any):

.....

.....

Name:: Signature: Date:



TUMA/PG.F19

**TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE STUDIES**

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

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

Degree		Tick one
Masters	By Coursework	
	By Thesis	
PhD		

7. Studies due to end on:

8. Extension requested:

1 st	
2 nd	
3 rd	

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

10. Reasons for requesting an extension:
-
-

11. Period of extension: From To

12. Comments by Supervisor:
-

13. Name: Signature: Date:

14. Comments by Head of Department:
-
-

15. Signature: Date:

16. Comments by Faculty Dean:
-

17. Signature: Date:

18. Comments by Director of Postgraduate Studies:
-

19. Signature: Date:

20. Chairperson, University Academic Committee

Approved: Not approved

Signature: Date:



TUMA/PG.F20

TUMAINI UNIVERSITY MAKUMIRA

POSTGRADUATE CLEARANCE FORM (To be filled in quadruplicate)

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

1. Name of Candidate:
2. Registration Number: Sex:
3. Nationality:
4. Department/Institute/School/College:
5. Degree Registered for:
6. Residential/Non-residential:
7. If residential, please indicate the name of the Hall/Residence/Hostel
8. Date of Graduation:
9. Comments by Dean of Students:
.....
.....
.....
.....

Signature: Date:

10. Comments by Director of Central Library:
.....
.....
.....

Signature: Date:

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

Signature: Date:

12. Comments by Heads of Department (relevant departments)

(1).....
Signature: Date:

(2).....
Signature: Date:

13. Comments by Dean of Faculty

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

14. Comments by TUMASO

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

Signature: Date:

15. Comments by Smartcard Unit

.....

Signature: Date:

16. Comments by Convocation

.....

Signature: Date:

17. Comments by the Bursar

.....

Signature: Date:

18. Comments by Director of Postgraduate Studies

.....

Signature: Date:



TUMA/PG.F21

TUMAINI UNIVERSITY MAKUMIRA
Directorate of Postgraduate Studies

APPLICATION FORM FOR CREDIT TRANSFER INTO POSTGRADUATE PROGRAMMES

Instructions

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

Please note: incomplete applications will not be processed.

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

PART A: TO BE COMPLETED BY THE APPLICANT

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

1. PERSONAL PARTICULARS

- 1.1 Last Name (Block Letters):
 First Name: Middle Names:
 Registration number (for returning TUMA students).
 1.2 Sex: Male..... Female 1.3 Date of Birth:
 1.4 Place of Birth: 1.5 Citizenship:
 1.6 Religion: 1.7 Marital Status:
 1.8 Mailing Address:
 1.9 Telephone Number(s): E-mail:
 1.10 Any disability? None.....Physical.....Visual..... Hearing Speech.....

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

2. DEGREE PROGRAMME YOU ARE SEEKING CREDIT TRANSFER FOR

- 2.1 Degree programme applying for at TUMA
 2.2 Campus applying for:

3. REASONS FOR SEEKING CREDIT TRANSFER

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

.....

.....

.....

.....

.....

.....

4. COURSES FOR WHICH CREDIT TRANSFER IS SOUGHT

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

Please attach additional sheet if necessary

5. DECLARATION AND SIGNATURE

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

Signature: **Date (day/month/year):**/... .. /.....

PART B: TO BE FILLED BY HEAD OF DEPARTMENT

Credit transfer is recommended as in part 4 above.

Degree Programme:

..... Year of study to
join: Semester:..... Academic year:
.....

Comments by the Head of Department

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

Remarks (if any):

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

Name: Signature: Date:

PART C: TO BE FILLED BY THE FACULTY DEAN

Comments by the Faculty Dean:

a) Recommendedb) Not Recommended.....

Remarks (if any):

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

Name: Signature: Date:

PART D: TO BE FILLED BY DIRECTOR OF POSTGRADUATE STUDIES

Recommendation by the Director of Postgraduate Studies:

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

Remarks (if

any):.....
.....
.....

Name: Signature: Date:

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

Recommendation by the Chairman of University Academic Committee

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

Remarks (if

any):.....

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

Name: Signature: Date:

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

Recommendation by the Chairman of Senate

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

Remarks (if

any):.....

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

Name: Signature: Date:



TUMA/PG.F22

TUMAINI UNIVERSITY MAKUMIRA

PROJECT/GRADUATE ESSAY DEFENSE EXAMINATION RESULTS FORM FOR MASTERS DEGREE

Name of Candidate:

Registration No.:

Thesis Title:

Department: Date of Defence:

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

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

PANEL MEMBER	DESIGNATION	SIGNATURE ⁺
1.		
2.		
3.		

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

APPENDIX II: OTHER GUIDELINES AND ASSESSMENT TOOLS



TUMAINI UNIVERSITY MAKUMIRA

GUIDELINES FOR PREPARING DETAILED RESEARCH PROPOSALS FOR DISSERTATION/THESIS

1. Name, Registration Number and Academic Qualifications of Candidate:

.....

2. Name(s) of Supervisor(s) and Institutional Affiliation:

.....

3. Department and College/School/Institute:.....

4. Proposed Degree:

5. **Title:** Give a title to the thesis problem. The title should be concise and clear. From the title, the reader should be able to predict fairly accurately what the thesis will be about.

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

6.1 General Introduction: Defining the problem area.

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

6.3 Purpose/Objectives: Spelling out the specific objectives.

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

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

6.6 Scope of the Study

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

7. Methods and Materials

A thesis proposal should contain a Section giving details on the materials and methods proposed to be used when conducting the research. The location(s) where the proposed research will be carried out should also be given in this section. If particular instruments are to be used, their details and specifications should be presented. If the data are to be collected through sampling, then the research design and sampling procedures should be described. If questionnaires will be used, samples of the proposed questionnaires should be presented. If standard methods will be used, then full references to them should be given. In case new methods have been developed by the applicant, these should be described in sufficient detail. In all cases, the data analysis plan should also be included. If any limitations to the proposed methods are known, then these should be pointed out.

8. References

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

9. Other Relevant Information:

9.1 Financial Arrangements

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

9.2 Duration

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

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

C A N D I D A T E

1. Comments by Supervisor 1:

.....

Date: **Name:** **Signature:**

S U P E R V I S O R

2. Comments by Supervisor 2 (if any):

.....

Date: **Name:** **Signature:**

S U P E R V I S O R

Chairperson – Departmental Postgraduate Committee

3. Comments by Chairperson – Faculty Postgraduate Committee

.....

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

C H A I R P E R S O N



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

Our Ref:

Date.....

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

Dear

Re: EXAMINING CANDIDATE:.....
(REG. NO.....) DISSERTATION/THESIS

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

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

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

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

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

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

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

Please acknowledge receipt of the package.

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

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

Thanking you in advance.

The Head,
Department of

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

c.c. Dean, Faculty of...

Enclosures:

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

Intellectual Property Right Contract



TUMAINI UNIVERSITY MAKUMIRA

DIRECTORATE OF POSTGRADUATE STUDIES INTELLECTUAL PROPERTY RIGHT CONTRACT

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

..... with registration number, a Postgraduate students registered for (Name of the Programme)
Offered by the Faculty of

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

Student's full name)

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

(Director Postgraduate Studies' full name)

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

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

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

Final Submission of Dissertation/Thesis

Candidates are required to submit

For PhD:

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

For Masters:

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

Assessment of Master's Dissertation Proposal by Faculty Research and Publication Committee



TUMAINI UNIVERSITY MAKUMIRA

FACULTY RESEARCH AND PUBLICATION COMMITTEE

ASSESSMENT OF ORAL DEFENCE OF MASTER'S DISSERTATION PROPOSAL FORM

Master's Program

Student's Name (Print)

- | | |
|---|-----|
| (1) Clear research problem and research objectives/questions or hypothesis | 10% |
| (2) Literature review is satisfactory for the dissertation proposal | 20% |
| (3) Clear research approach | 10% |
| (4) Clear methods of sampling discipline, geographical, and demographical delimits | 20% |
| (5) Clear methods of data collection and analysis | 30% |
| (6) Clear Ethical consideration and acknowledgement of sources (references) according to TRMT | 10% |

TOTAL MARK **100%**

Recommendations:.....

.....

Member of Committee (Print Name)	Signature	Date
1.
2.
3.
4.
5.
6.

The filled Form should be submitted to the Director of Postgraduate Studies for deliberations and approval.

Assessment of Master's Dissertation Oral Presentation of Findings by Faculty Research and Publication Committee



TUMAINI UNIVERSITY MAKUMIRA

FACULTY RESEARCH AND PUBLICATION COMMITTEE

ASSESSMENT OF MASTER'S DISSERTATION ORAL PRESENTATION OF FINDINGS FORM

Master's Program

Student's Name (Print)

- | | |
|--|-----|
| (1) The clear presentation of data | 10% |
| (2) Clear analysis of data | 20% |
| (3) Clear interpretation of data | 30% |
| (4) Skills in discussion of findings | 30% |
| (5) Clear conclusion and recommendations | 10% |

TOTAL MARK 100%

N.B. Status of the draft manuscript paper intended for publication in a peer reviewed journal by the candidate.

Recommendations:.....

Member of Committee (Print Name)	Signature	Date
1.
2.
3.
4.
5.
6.

The filled Form should be submitted to the Director of Postgraduate Studies for deliberations and approval.

Approval of Master's Dissertation Proposal and Findings by Directorate of Postgraduate Committee



TUMAINI UNIVERSITY MAKUMIRA

DIRECTORATE OF POSTGRADUATE COMMITTEE

APPROVAL OF MASTER'S DISSERTATION PROPOSAL AND FINDINGS FORM

Recommended final Mark and Evaluation from Faculty Research and Publication committee

Student's Name (Print)

(1) Oral Presentation of the Proposal 100%

(2) Oral Presentation of the Findings 100%

Comments from Committee

.....

Member of Committee (Print Name)

Signature

Date

1.

2.

3.

4.

5.

6.

The Proposal and Findings shall be presented to the University Academic Board, SCACA and Senate by the Director of Postgraduate Studies for approval.

Assessment of Written Master's Dissertation by Faculty Research and Publication Committee



TUMAINI UNIVERSITY MAKUMIRA

RESEARCH PANEL

ASSESSMENT OF MASTER'S DISSERTATION FORM

Master's Program

Student's Name (Print)

(1) Introduction	10%
(2) Competence in articulating related literature	15%
(3) Research design and methods	25%
(4) Data Presentation, Analysis and Discussion of Findings	25%
(5) Conclusion and Recommendations	10%
(6) General Coherence and Formatting of Manuscript	15%
TOTAL MARK	100%

Recommendations:.....
.....

Member of Panel (Print Name)	Status (Internal/External)	Signature	Date
1.
2.
3.
4.
5.
6.

The filled Form should be submitted to the Director of Postgraduate Studies for further deliberations and approval.

Assessment of Master's Dissertation Oral Defence by Faculty Research and Publication Committee



TUMAINI UNIVERSITY MAKUMIRA

RESEARCH PANEL

ASSESSMENT OF MASTER'S DISSERTATION ORAL DEFENCE FORM

Master's Program

Student's Name (Print)

- | | |
|--|-----|
| (1) Language use, clarity and voice | 10% |
| (2) Presentation skills study | 15% |
| (3) Mastery of knowledge in presented areas | 25% |
| (4) Critical thinking ability | 25% |
| (5) Skills to summarize the thesis of study and make recommendations for further studies | 15% |
| (6) Skills to demonstrate the unity and consistency of the study | 10% |

TOTAL MARK	100%
-------------------	-------------

Comments of the Committee

.....

.....

Member of Panel (Print Name)	Status (Internal/External)	Signature	Date
1.
2.
3.
4.
5.
6.

The filled Form should be submitted to Director of Postgraduate Studies for further deliberations and approval.

Approval of Master's Dissertation and Oral Defence by Directorate of Postgraduate Committee



TUMAINI UNIVERSITY MAKUMIRA

DIRECTORATE OF POSTGRADUATE COMMITTEE

APPROVAL OF MASTER'S DISSERTATION AND ORAL DEFENCE FORM

Recommended final Mark and Evaluation from Faculty Research and Publication committee

Student's Name (Print)

- | | |
|---|------|
| (1) Written Dissertation (Semester III) | 100% |
| (2) Oral Defence (Semester IV) | 100% |
| (3) Publication Status of Article based on Research - at least one draft paper manuscript based on research results intended for submission in peer- reviewed journal, acceptable or recognisable by the respective University must be produced. | |

Comments from Committee

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Member of Committee (Print Name)	Signature	Date
1.
2.
3.
4.
5.
6.

The Dissertation and Oral Defence results shall be presented to the University Academic Board, SCACA and Senate by the Director of Postgraduate Studies for approval.

Compiled Oral Examination Scores from 1st, 2nd, and External Examiners



TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE COMMITTEE
COMPILED ORAL EXAMINATION SCORES FROM 1ST, 2ND, AND EXTERNAL EXAMINERS

[illegible]

Assessment of PhD Research Proposal by Faculty Research and Publication Committee



TUMAINI UNIVERSITY MAKUMIRA

FACULTY RESEARCH AND PUBLICATION COMMITTEE

ASSESSMENT OF ORAL DEFENCE OF PhD RESEARCH PROPOSAL FORM

PhD Program

Student's Name (Print)

- | | |
|---|-----|
| (1) The clear research problem and research objectives/questions or hypothesis | 10% |
| (2) Literature review is satisfactory for the PhD research | 20% |
| (3) Clear research paradigms and approach | 10% |
| (4) Clear methods of sampling discipline, geographical, and demographical delimits | 20% |
| (5) Clear methods of data collection and analysis | 30% |
| (6) Clear Ethical consideration and acknowledgement of sources (references) according to TRMT | 10% |

TOTAL MARK **100%**

Recommendations:

.....

Member of Committee (Print Name)	Signature	Date
1.
2.
3.
4.
5.
6.

The filled Form should be submitted to the Director of Postgraduate Studies for deliberations and approval.

Approval of PhD Research Proposal Oral Defence by Directorate of Postgraduate Studies Committee



TUMAINI UNIVERSITY MAKUMIRA

DIRECTORATE OF POSTGRADUATE STUDIES COMMITTEE

APPROVAL OF PhD PROPOSAL ORAL DEFENCE FORM

Recommended final Mark and Evaluation from Faculty Research and Publication committee

Student's Name (Print)

(1) Oral Defence of the Proposal Mark 100%

Comments from Committee

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.....

Member of Committee (Print Name)

Signature

Date

1.
2.
3.
4.
5.
6.

The Directorate of Postgraduate Studies shall present PhD Proposal to the University Academic Board, SCACA and Senate for Approval.

Assessment of PhD Data Presentation, Analysis and Interpretation by Faculty Research and Publication Committee



TUMAINI UNIVERSITY MAKUMIRA

FACULTY RESEARCH AND PUBLICATION COMMITTEE

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

PhD Program

Student's Name (Print)

- | | |
|--|-----|
| (1) The clear presentation of data | 10% |
| (2) Clear analysis of data | 20% |
| (3) Clear interpretation of data | 30% |
| (4) Skills in relating data to the objectives/hypothesis | 30% |
| (5) Skills in planning of the use of data collected and interpreted (conclusion) | 10% |

TOTAL MARK **100%**

Recommendations:.....

Member of Committee (Print Name)	Signature	Date
1.
2.
3.
4.
5.
6.

The filled Form should be submitted to the Director of Postgraduate Studies for deliberations and approval.

Approval of PhD Data Presentation, Analysis and Interpretation by Faculty Research and Publication Committee

TUMAINI UNIVERSITY MAKUMIRA

DIRECTORATE OF POSTGRADUATE STUDIES COMMITTEE

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

Recommended final Mark and Evaluation from Faculty Research and Publication committee

Student's Name (Print)

(1) Oral Defence of Data Presentation, Analysis and Interpretation 100%

Comments from Committee

.....

Member of Committee (Print Name)

Signature

Date

1.
2.
3.
4.
5.
6.

The PhD Oral Defence of Data Presentation, Analysis and Interpretation shall be presented to the University Academic Board, SCACA and Senate by the Director of Postgraduate Studies for approval.

Assessment of PhD Presentation of Findings by Faculty Research and Publication Committee



TUMAINI UNIVERSITY MAKUMIRA

FACULTY RESEARCH AND PUBLICATION COMMITTEE

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

PhD Program

Student's Name (Print)

- | | |
|--|-----|
| (1) The clear articulation of the problem statement and objectives/hypothesis of the study | 10% |
| (2) The clear relation of the findings to the problem statement, objectives or hypothesis of study | 20% |
| (3) The clear discussion of findings in relation to the reviewed literature | 30% |
| (4) The clear articulation of themes drawn from the discussion of findings | 30% |
| (5) Clear presentation of thesis against the objectives/hypothesis and recommendations | 10% |

TOTAL MARK **100%**

Recommendations:.....
.....
.....
.....

Member of Committee (Print Name)	Signature	Date
1.
2.
3.
4.
5.
6.

The filled Form should be submitted to the Director of Postgraduate Studies for deliberations and approval.

Approval of PhD Data Presentation, Analysis and Interpretation by Faculty Research and Publication Committee



TUMAINI UNIVERSITY MAKUMIRA

DIRECTORATE OF POSTGRADUATE STUDIES COMMITTEE

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

Recommended final Mark and Evaluation from Faculty Research and Publication committee

Student's Name (Print)

Oral Defence of Data Presentation, Analysis and Interpretation 100%

Comments from Committee

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.....

Member of Committee (Print Name)	Signature	Date
1.
2.
3.
4.
5.
6.

The PhD Oral Defence of Data Presentation, Analysis and Interpretation shall be presented to the University Academic Board, SCACA and Senate by the Director of Postgraduate Studies for approval.

Review of Published or Accepted Journal for Publication by Supervisors



TUMAINI UNIVERSITY MAKUMIRA

DIRECTORATE OF POSTGRADUATE COMMITTEE

REVIEW OF PhD PUBLICATIONS BY SUPERVISORS

Student's Name (Print)

1. Name of Published Article /First Accepted Article for Publication

.....
Name and Index or ISBN Number of the Peer Reviewed

Journal.....

2. Name of the Second Accepted Article for Publication

.....
Name and Index or ISBN Number of the Peer Reviewed Journal

3. Name of the Third Accepted Article for Publication

.....
Name and Index or ISBN Number of the Peer Reviewed Journal

.....

- | | |
|---|-----|
| (1) The soundness of the title of the article | 5% |
| (2) The introduction of the problem and assumption/hypothesis of the article | 25% |
| (3) The description of the methods used to arrive to the outcome presented in the article | 25% |
| (4) Presentation of the findings of the study | 30% |
| (5) Conclusion and recommendations | 15% |

TOTAL MARK **100%**

Supervisors Mark

1.	Supervisor	
2.	Supervisor	
3	AVERAGE	

Supervisors (Print Name)	Signature	Date
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1.
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2.
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The score to be entered into Postgraduate Director for further approval.

Assessment of PhD Thesis by Faculty Research and Publication Committee



TUMAINI UNIVERSITY MAKUMIRA

RESEARCH PANEL

ASSESSMENT PhD THESIS FORM

PhD Program

Student's Name (Print)

Title of Research

.....

(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	100%

 Recommendations:.....

Member of Panel (Print Name)	Status (Internal/External)	Signature	Date
1.
2.
3.
4.
5.
6.

The filled Form should be submitted to the Director of Postgraduate Studies for further deliberations and approval.

Assessment of PhD Thesis Oral Defence by Faculty Research and Publication Committee



TUMAINI UNIVERSITY MAKUMIRA

RESEARCH PANEL

ASSESSMENT OF PhD THESIS ORAL DEFENCE FORM

PhD Program

Student's Name (Print)

Title of Research.....

- | | |
|--|-----|
| (1) Skills to introduce the study | 10% |
| (2) Skills to summarize and present the use of literature related to the study | 15% |
| (3) Skills to present how methodologically the study was designed | 15% |
| (4) Skills to present analyze and interpret data and to discuss findings of the study | 25% |
| (5) Skills to summarize the thesis of study and make recommendations for further studies | 10% |
| (6) Skills to demonstrate the unity and consistency of the study | 25% |

TOTAL MARK **100%**

Comments of the Committee

.....

Member of Panel (Print Name)	Status (Internal/External)	Signature	Date
1.
2.
3.
4.
5.
6.

The filled Form should be submitted to Director of Postgraduate Studies for further deliberations and approval.

Approval of PhD Dissertation and Oral Defence by Directorate of Postgraduate Committee



TUMAINI UNIVERSITY MAKUMIRA

DIRECTORATE OF POSTGRADUATE COMMITTEE

APPROVAL OF PhD THESIS AND ORAL DEFENCE FORM

Recommended final Mark and Evaluation from Faculty Research and Publication committee

Student's Name (Print)

- | | |
|--|------|
| (1) Written Dissertation (Semester VII) | 100% |
| (2) Oral Defence (Semester VIII) | 100% |
| (3) Publication Status of Article based on Research - it must be published or accepted for publication in order for the student to be allowed to graduate. | |

Comments from Committee

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Member of Committee (Print Name)	Signature	Date
1.
2.
3.
4.
5.
6.

The PhD Thesis and Oral Defence shall be presented to the University Academic Board, SCACA and Senate by the Director of Postgraduate Studies for approval.



Compiled Research Scores for PhD Degree Candidate

TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE COMMITTEE
COMPILED RESEARCH SCORES FOR PhD DEGREE CANDIDATE

[illegible]

Research Supervision Clearance Form

TUMAINI UNIVERSITY MAKUMIRA

DIRECTORATE OF POSTGRADUATE COMMITTEE**SUPERVISION CLEARANCE FORM**

Student's Name (Print):

Research Title:

.....

Faculty:.....Department:.....

Semester:.....Academic Year:.....

Date of submission of written part or whole of paper/dissertation/Thesis for review.....

Name of the submitted part of the Research:

.....

Meeting between the supervisor(s):

1. Date of First Meeting/Semester.....
2. Date of Second Meeting/Semester.....
3. Date of Third Meeting/Semester.....
4. Date of Third Meeting/Semester.....

N.B. This is a minimum number of meetings. The faculty may decide to plan for more meetings.

Comments from supervisor(s):

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.....

Name of the Student (Print Name)

Signature

Date

.....

.....

.....

Name of the Supervisor (Print Name)

Signature

Date

1.

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2.

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.....

The Form has to be submitted to the Dean of the Faculty/Postgraduate Director for records.

Field Introduction Letter for Undergraduate Students



TUMAINI UNIVERSITY MAKUMIRA

Dean's Office
Faculty of/
Date

To whom it may concern

Dear Sir/Madam,

RE: LETTER OF INTRODUCTION

Greetings from the Faculty of.....

The Faculty of, wishes to introduce to you our third year education student

This student is pursuing of Tumaini University Makumira.

Currently she/he is involved in research project entitled:

We request you to allow this student to collect data from your School/College/University/Institution. This will enable her/him to fulfil the requirements for the named Degree Programme of TUMA.

Thank you for your cooperation.

Regards,

1. Supervisor's Name Signature Date

2. Supervisor's Name Signature Date

UFS: DEAN, FACULTY OF

.....

Name Signature Date

SEAL

Field Introduction Letter for Postgraduate Candidates

TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE STUDIES

FIELD INTRODUCTION LETTER

TO WHOM IT MAY CONCERN

Dear Sir/Madam,

Re: **LETTER OF INTRODUCTION**

The Office of Deputy Vice Chancellor for Academic Affairs wishes to introduce to you our student of /Master/PhD, Ms/Mr.

.....
 This student is pursuing the Master's Degree/PhD of (discipline).....
 at Tumaini University
 Makumira. Currently she/he is involved in research project on:

.....
 The field study will enable her/him to fulfil the requirements for the named Degree Programme. We request you to allow this student to collect data from your School/Institution/Council/Inspectorate/District.

Thank you for your co-operation in our national endeavour to strive for the quality of Education in Tanzania.

With kind regards,

.....
 Name (in Print)

.....
 Signature

.....
 Date

DIRECTOR OF POSTGRADUATE STUDIES

SUPERVISORS

.....
 1. Name (in Print)

.....
 Signature

.....
 Date

.....
 2. Name (in Print)

.....
 Signature

.....
 Date

cc: Dean/Deputy Vice Chancellor for Academic Affairs

Research Paper Submission Form**TUMAINI UNIVERSITY MAKUMIRA****Dean's Office****Faculty of****Date****To: Dean, Faculty of****UFS: Research Supervisor****RE: SUBMISSION OF THE FINAL RESEARCH PAPER**

I am a third/fourth/fifth year student pursuing studying.....

.....of Tumaini University Makumira.

I confirm that I have undertaken a Research Project with Course Name and Code and Title: (Code)

(Course Title) in the second Semester

of the Academic year

I was involved fully in researching on

.....

I therefore declare that this is my own original work.

Following University and Faculty requirements on submission of the final Research Paper, I hereby submit

i) 2 copies of my research work to my supervisor for further process of which

* One is loose original copy for internal and external examiners

* One bound copy for the Faculty and Library use

ii) Soft copy of the research stored on the Software (CD, PDF-Copy)

Thank you, I beg to submit,

Candidate's Name

Signature Date

Research Paper Submission Form**TUMAINI UNIVERSITY MAKUMIRA****Dean's Office**
Faculty of
Date
To: Dean, Faculty of
UFS: Research Supervisor
RE: SUBMISSION OF THE FINAL RESEARCH PAPER

I am a third/fourth/fifth year student pursuing.....
of Tumaini University Makumira.

I confirm that I have undertaken a Research Project with Course Name and Code and Title: (Code)
 (Course Title) in the second Semester
 of the Academic year

I was involved fully in researching on

I therefore declare that this is my own original work.

Following University and Faculty requirements on submission of the final Research Paper, I hereby submit

iii) 2 copies of my research work to my supervisor for further process of which

* One is loose original copy for internal and external examiners

* One bound copy for the Faculty and Library use

iv) Soft copy of the research stored on the Software (CD, PDF-Copy)

Thank you, I beg to submit,

Candidate's Name

Signature Date

Research Dissertation/Thesis Submission Form**TUMAINI UNIVERSITY MAKUMIRA**

Director's Office
Directorate of Postgraduate Studies
Date

To: Director
UFS: Research Supervisors

RE: SUBMISSION OF THE FINAL RESEARCH DISSERTATION/THESIS

I am a second/fourth year student pursuing studying.....

.....of Tumaini University Makumira.

I confirm that I have undertaken a Research Study in the Discipline of

in the Faculty of

I was involved fully in researching on

I therefore declare that this is my own original work.

Following University and Faculty requirements on submission of the final Research Paper, I hereby submit

3 loose original copies of my research work to my supervisor for further process /2 bound copies for the faculty and TUMA library after approval of corrections and a soft copy in PDF file (underline what is applicable).

Thank you, I beg to submit,

Candidate's Name

Signature Date

Extension of Submission of Research Paper Form

TUMAINI UNIVERSITY MAKUMIRA
Postgraduate Director /Dean's Office
Postgraduate Director /Faculty of
Date.....

EXTENSION OF SUBMISSION OF RESEARCH PAPER/DISSERTATION/THESIS FORM

Name of Candidate.....

Registration No

Faculty

Department.....

Degree.....

Date of Registration.....

Studies due to end on.....

Extension requested (Tick where appropriate)

i) 1st.....

ii) 2nd.....

iii) 3rd.....

Reasons for requesting an extension.....

.....

Period of extension: From..... To.....

Comments by Supervisor(s).....

.....

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

Comments by Head.....

.....

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

Comments by Dean.....

.....

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

DVCAA,

Approved.....

Signature:.....

Not Approved.....

Date.....

Extension of Submission of Dissertation/Thesis Form

**TUMAINI UNIVERSITY MAKUMIRA
DIRECTORATE OF POSTGRADUATE STUDIES**

EXTENSION OF SUBMISSION OF DISSERTATION/THESIS FORM

Name of Candidate.....

Registration No.....

Faculty.....

Department.....

Post Graduate Diploma /Degree Proposed

Date of Registration.....

Nature of Programme (Tick where appropriate):

i) Postgraduate Diploma.....

ii) Masters.....

iii) PhD.....

Studies due to end on.....

Extension requested (Tick where appropriate)

i) 1st.....

ii) 2nd.....

iii) 3rd.....

Reasons for requesting an extension

Period of extension: From..... To.....

Comments by Supervisor.....

Signature Date.....

Comments by Head.....

Signature Date

Comments by Director of PGS.....

Signature Date

DVCAA,

Approved..... Not Approved.....

Signature Date

Assessment and Evaluation Distribution Matrix for Postgraduate Research

CHAPTER ONE: INTRODUCTION		
S/N	ITEME OF ASSESSMENT	MARK (%)
1	Background and its relation to the problem of the study	2
2	Clarity of the statement of the problem	3
3	Intelligibility of the objectives of the study	3
4	Straight forwardness of the questions of the study	2
SUB TOTAL		10
CHAPTER TWO: LITERATURE REVIEW		
1	Level of related literature to the problem of the study	3
2	Relevance of literature to the study	4
3	Summary of the literature review and the possible gap for study	5
4	Use of correct citations of the literature and their connection with list of references	3
SUB TOTAL		15
CHAPTER THREE: RESEARCH METHODOLOGY		
1	Clarity of research approach	2
2	Coverage of areas of study	2
3	Population sample and clarity in sampling techniques	3
4	Clarity and reasons for the choice of data collection techniques	3
5	Lucidity of liability and validity of data and their level of generalizability	3
6	Ethical consideration in acquiring and reporting information	2
SUB TOTAL		15
CHAPTER FOUR: DATA PRESENTATION, ANALYSIS AND DSCUSSION OF FINDINGS		
1	Ability to blend data presentation in relation to research objectives	2
2	Clear and precise analysis and interpretation of data	10
3	Ability to demonstrate capability of discussing findings	5
4	Ability to relate findings to reviewed literature	3
5	Ability to draw out a thesis from a statement of the problem of hypothesis	5
SUB TOTAL		25
CONCLUSION AND RECOMMENDATIONS		
1	Clear summation of the study and findings	3
2	Coherence of the title and subsequent chapters	3
3	Correlation of recommendations and findings	4
SUB TOTAL		10
GENERAL COHERENCE AND FORMATTING OF MANUSCRIPT		
1	Unity of the study	12
2	Consistence of the formatting of the manuscript	13
SUB TOTAL		25
SUB TOTAL		100

