



**KAMPALA  
INTERNATIONAL  
UNIVERSITY  
IN TANZANIA**



# **General Procedures and Guidelines for Postgraduate Students**

**2020**



**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA**



**GENERAL PROCEDURES AND GUIDELINES FOR POSTGRADUATE STUDIES<sup>1</sup>**

**March 2020**

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<sup>1</sup> These guidelines should be read in conjunction with the *KIUT Student's Hand Book on University Policies, Rules & Regulations*.

## PREFACE

We highly appreciate that you chose Kampala International University in Tanzania (KIUT) as your best University to pursue postgraduate studies. KIUT is one of the youngest universities in Tanzania. It started in 2010 as Kampala International University in Dar es Salaam Constituent College (KIUDCC) of the Kampala International University based in Uganda. In July 2017, The KIUDCC was elevated to a fully-fledged University called (KIUT) and it started to implement many reforms so that it can comply with *TCU's Quality Assurance Guidelines and Minimum Standards for Provision of University education in Tanzania*. The quality assurance team from TCU noticed some challenges with the postgraduate programmes and recommended to the University to make serious reforms in curricula, teaching staff, and teaching materials.

This handbook provides general procedures and guidelines that each postgraduate student should read, understand, and follow. It lays out responsibilities of both KIUT and student in order to help the Student to pursue your studies smoothly and channels for resolving any grievances that may arise. The mandatory and recommended course per semester and total credit hours for the duration of study are outlined. The Students must complete those credit hours before the Senate to approve appropriate award of PGD, Master or PhD degree of KIUT.

KIUT is committed to make your stay at this University worthwhile, adventurous, exciting and memorable which shall have mark for a lifetime. We recognize the meaning learning is multifaceted in nature and there is confined beyond the classroom academic study. We therefore encourage you to join and actively participate in extra-curricular activities and social groups established in accordance with university rules and regulations. Those organized groups may range from the KIUT Students' Union, religious groups, academic associations, and any other cultural groups.

The University has taken all reasonable steps to make sure that the information in this handbook is accurate and up-to-date as per the publication date. We hope you will find this booklet informative and you should keep it until you finish your studies. This handbook may be revised regularly (i.e. annually or biannually) and most of the changes might not affect as you shall be bound by this handbook which was handled to you on registration into your programme of studies. Therefore, avoid using a handbook that is not of your academic year. Should you not find what you are looking for, please do not hesitate to contact the Directorate of Postgraduate Studies and Research (DPSR) by email or in person through the provided contact information given in this handbook.

Once again, we warmly welcome you to KIUT and where we can transform your dreams into reality. We look forward to working with you towards the realizations of your academic ambitions.

Prof. Jamidu H.Y. Katima  
**Vice-Chancellor**

March 2020

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## ABBREVIATIONS

AR	Academic Registrar
CAT	Continuous Assessment Test
CGPA	Cumulative Grade-Point Average
DPSR	Directorate of Postgraduate Studies and Research
HoD	Head of Department
GPA	Grade-Point Average
IODL	Institute of Open and Distance Learning
KIUT	Kampala International University in Tanzania
MPhil	Master of Philosophy
PGD	Postgraduate Diploma
PhD	Doctor of Philosophy
TCU	Tanzania Commission for Universities
UE	University Examination

## 1.0 INTRODUCTION TO POSTGRADUATE MANAGEMENT AT KIUT

Kampala International University in Tanzania (KIUT) is running postgraduate programmes in accordance with university's higher education policies without contravening the *Quality Assurance General Guidelines and Minimum Standards for Provision of University Education in Tanzania* issued by the Tanzania Commission for Universities (TCU) from time to time. Postgraduate students must be aware of key academic units and academic bodies which have been given key mandates for the successful running of the postgraduate programmes. The University has four levels in place for handling postgraduate training and management at different capacities:

- a) Senate
- b) Directorate of Postgraduate Studies and Research
- c) School/Faculty
- d) Department

### 1.1 The Senate

The Senate is a governing academic body and the supreme academic authority at KIUT. It is responsible for authorizing curricula, degree programmes, approving examination results, appointment of external examiners, award and withdraw of degree awards to graduands and awarding honorary degrees. The Senate, chaired by the Vice Chancellor, normally creates University academic policy that applies to the University and approves any document created by the schools/faculties or institutes before it is used in the implementation and management of any academic activity. The business of the postgraduate studies is presented to the Senate by the Senate Postgraduate Studies Committee chaired by the Deputy Vice Chancellor responsible for Academic Affairs.

### 1.2 The Directorate of Postgraduate Studies and Research

The Directorate of Postgraduate Studies and Research (DPSR) is responsible for ensuring the University achieves the highest output by coordinating research conducted by faculty members and students at KIUT and foster collaboration between KIUT and other public and private institutions at various capacities. It is also tasked with the responsibility of coordinating postgraduate studies across academic departments and schools/faculties. The core functions of DPSR are to:

- i) Coordinate admission of postgraduate students into different programmes;
- ii) Coordinate and monitor running of postgraduate programmes in all departments to ensure quality of academic delivery of high academic standards;
- iii) Coordinate the consideration and processing of postgraduate student research proposals, dissertations and theses;
- iv) Coordinate and administer *viva voce* examinations;
- v) Coordinate the review of all new and current postgraduate programmes;
- vi) Provide academic support services to postgraduate students such as study programmes, information dissemination, supervision enrolment, registration, examination, etc;



- vii) Enforce common regulations on postgraduate programme structures, enrolment, registration, assessments, and postgraduate studies rules and termination of registration rules;
- viii) Empower academic staff, through periodic short course, workshops and seminars, to teach postgraduate level courses, supervise students' research and publications techniques;
- ix) Establish and operate administrative and academic structures for applying research ethics protocols;
- x) Consider and assess the viability, quality and accreditation issues of new postgraduate studies; and
- xi) Initiate, formulate, interpret and review postgraduate students' policies, rules and regulations.

DPSR operate through an Academic Board (DPSR Board) which is chaired by the Director of Postgraduate Studies and Research. The DPSR Board has the following functions:

- i. Ensure students enrolled into KIUT Postgraduate programmes have requisite qualifications for the intended programme;
- ii. Ensure effective performance of DPSR;
- iii. Harmonize all postgraduate programmes in the University;
- iv. Recommend policies and monitor quality;
- v. Review regulations governing postgraduate academic programmes and make recommendations to the Senate through the Senate Postgraduate and Research Committee;
- vi. Receive, consider and recommend to the Senate proposals from Schools/Faculties and Institutes on postgraduate academic matters including allocation of supervisors and examiners, approval of examination results, proposals and dissertations, etc;
- vii. Forward recommendations pertaining postgraduate studies and research on any matters for the action of the University Senate through the Senate Postgraduate and Research Committee;
- viii. Receive and evaluate all the applications for entry into postgraduate academic programmes and make appropriate decisions as per Senate guidelines; and
- ix. Ensure that the required TCU's university guidelines and standards for postgraduate studies are observed throughout the University's postgraduate programmes.

### **1.3 Schools/Faculties**

- i. Receive, deliberate and forward recommendation to the DPSR on any allegations of examination misconducts or breach of University examination rules and regulations;
- ii. Receive and approve for onward transmission to Senate, recommendations from departments on acceptance of research proposal to enable postgraduate students to proceed with data collection;
- iii. Receive and approve recommendation from department and subsequently recommend to DPSR for acceptance of dissertation / thesis for examination;

- iv. Receive recommendations from Department and subsequently recommend to DPSR on suitable supervisors for postgraduate students;
- v. Receive and subsequently recommend for acceptance of internal and external examiners.

## 1.4 Academic Departments

The training and supervision of postgraduate students in research takes place in the respective academic departments at KIUT. Therefore, the functions of an academic department include, but not limited to:

- i) Allocate staff to teach each course in accordance with the approved curricula;
- ii) Monitor daily attendance of students in lectures and other learning activities;
- iii) Set up continuous assessments and keep records of marks in spreadsheets at the same time uploading them into an Online Student Information Management (OSIM);
- iv) Set up examination and moderation of Continuous Assessment Tests (CATs) and University Examination (UE) according to University Almanac;
- v) Invigilate the CATs and UE and address any problems or errors that may arise in the examination papers and give clarification to a student or students in case the problem or error is in a question;
- vi) Make sure that moderations of examination papers are done correctly and timely;
- vii) Ensure course files are submitted before commencement of each semester;
- viii) Make sure that lecturers (internal examiners) mark and submit all examinations as required;
- ix) Report to the Faculty any allegations of examination misconducts or breach of University examination rules and regulations which occurred if department felt that a scope of the issue falls outside its jurisdiction;
- x) Hold Departmental Board meeting to discuss and accept the UE results;
- xi) Prepare an error free University Examination Report for which HoD shall present to the School/Faculty Board;
- xii) Conduct regular research colloquia for postgraduate students;
- xiii) Hold research proposal presentation and recommend for acceptance to the School/Faculty Board to enable postgraduate student to proceed with data collection;
- xiv) Hold final research presentation and recommend to the School/Faculty Board for submission of dissertation / thesis examination to the Senate;
- xv) Identify supervisors for postgraduate students and recommend for approval to the School/Faculty Board;
- xvi) Identify internal examiners (who shall not be supervisors) and external examiners and recommend them for approval to the School/Faculty Board;
- xvii) HoDs should monitor the attendance of the faculty members teaching the postgraduate courses regularly for quality assurance;
- xviii) HoDs should receive and attend students' concerns about teaching and learning processes. HoD may forward the matter to the Faculty Dean when the matter is beyond the scope of powers of HoD;
- xix) HoDs should keep soft copy records of course files and moderated examinations for each module in a given programme such that they can be used to standardize them over time;
- xx) HoDs should keep a database of moderated examinations (CATs and UEs) in secure soft copies for each module in a given programme. The database can be used to standardize the examinations over time for quality assurance; and

xxi) HoDs should keep records of all communications with postgraduate students, minutes of meetings, Faculty, DPSR and Senate resolutions or approvals of examination results or graduation list. The departments should make sure that the marks in their custody reconcile with marks archived in the Examination data bank before the Senate's approval.

Matters discussed by the Departmental Board must be presented to the School/Faculty Board before they are forwarded to the DPSR Board. This implied that it is the School/Faculty which presents academic matters of its departments to the DPSR Board.

### **1.5 Other Relevant Entities**

KIUT Senate may approve that institutes and other University entities offer postgraduate programmes from time to time. Currently, the Institute of Open and Distance Learning (IODL) is offering postgraduate studies through distance learning. In this case, IODL will liaise with the academic departments and schools/faculties on day-to-day running of their courses but the overall coordination of all postgraduate programmes still falls under the DPSR Board mandate and procedures outline in 1.3 above shall be followed.

## 2.0 ADMISSION FOR POSTGRADUATE PROGRAMMES

### 2.1 Admission Process

KIUT has two admission circles in an academic year: March/April and October/November intakes for Postgraduate Programmes. There are a few general steps students should follow in order to complete application process for joining a postgraduate programme. Student should:

- Step 1: Obtain the application form virtually by downloading it from KIUT website: [www.kiut.ac.tz](http://www.kiut.ac.tz)
- Step 2: Fill all the sections in the application form. Fill N/A if a section is not applicable.
- Step 3: Upload certified photocopies of transcripts and certificate of Bachelor degree (Postgraduate diploma and Master degree programmes) or certified photocopies of transcripts and certificates of Bachelor and Master degrees (PhD degree programmes). Any qualifications awarded outside Tanzania must be verified by TCU before submitting the application. The TCU verification results must be uploaded with the application package along with original grading system on the transcripts.
- Step 4: Upload photocopies of a birth certificate (for a local student) or a valid passport (page with photo and personal details) for a foreign student (if already available).
- Step 5: Upload recent a coloured passport size photo of applicant (with blue background) and the photo should not be older than 6 months and dimension of the photo should be 2.5 cm x 2.5 cm.
- Step 6: Upload a concept note for Master or PhD by research and thesis applicants only. This is a summary of a research proposal which briefly describes the idea of the project and the objectives (this should not exceed 5 pages).
- Step 7: The Postgraduate Admission Committee shall review the applications on continuous basis. Students meeting the deadline as stated in a call for admission application in that academic year and admission letters shall be issued a statement of “successful application” via an email/postal mail.

The opening and closing windows for applications shall be announced by the DPSR in newspapers and on the University website.

### 2.2 Admission Requirements for Postgraduate Diploma

Postgraduate Diploma includes classroom-based teaching and a research project. For a candidate to be admitted into the Postgraduate Diploma Programme (PGD), the candidate must have:

- a) A Bachelor degree with a minimum of C or CGPA of 2.0/5.0 or its equivalent in a relevant field, from any recognized institution of higher learning; or
- b) Advanced Diploma or its equivalent from a recognized institution of higher learning.

## **2.3 Admission Requirements for Master Programmes**

### **2.3.1 Admission requirements for Master by Research**

- i. Possess a Bachelor degree of a cumulative Grade-Point Average (CGPA) of 3.5/5 or its equivalent or above in the relevant field from any recognised institution of higher learning; or
- ii. Possess non-classified Bachelor degree with a minimum of B<sup>+</sup> (upper second class) for those programmes not on course-credit system in undergraduate work; or
- iii. Possess a Postgraduate Diploma in the subject area with a CGPA of 4.0/5 or its equivalent and above from a recognised institution of higher learning.
- iv. Must write a research concept note not exceeding 5 pages.

### **2.3.2 Admission requirements for Master by Coursework**

- a) Possess a Bachelor degree with a minimum cumulative Grade-Point Average (CGPA) of 2.7/5 or its equivalent and above from any other recognised institution of higher learning OR
- b) Possess non-classified Bachelor degree with a minimum of B (lower second class) for those programmes not on course-credit system in all previous undergraduate work; OR
- c) If the prospective student possesses a Bachelor degree with a CGPA less than 2.7/5 from any institution of higher learning, may be admitted if:
  - i) The Candidate also holds a postgraduate diploma with a CGPA of 3.5/5 or higher in specified Postgraduate Diploma.
  - ii) Their undergraduate performance in the proposed subject of study was a B grade or higher.
  - iii) They have satisfied the relevant College/School/Institute with their academic potential through subsequent research experience and/or additional training.
  - iv) Candidate with Professional qualifications such as, ACCA, CPA, CIM, CSP, CMA, etc. may also be considered.
- d) The research concept note is not needed at the admission stage.

## **2.4 Admission Requirements for PhD programmes**

### **2.4.1 Admission requirements**

- i. Possess a Bachelor and Master degrees with a minimum cumulative Grade-Point Average (CGPA) of 3.0/5 or its equivalent in the relevant field from a recognised institution of higher learning. OR
- ii. Possess a non-classified Master degree with an average of B+ for those programmes offered by thesis in the same subject. OR

- iii. Candidate holding first class or upper second class Bachelor degrees including those with unclassified degrees from recognized universities may be considered for PhD admission after registering for a Master degree and taking at least one full year's postgraduate training and demonstrating an outstanding performance to the satisfaction of the Senate.

#### **2.4.2 Provisional admission to PhD programme**

An applicant is considered for provisional admission into the PhD programme upon submission of the following (this can be done online):

- i. A filled in KIUT application form;
- ii. A coloured passport sized photo with a bluish background;
- iii. Copies of transcripts of both Bachelor and Master degrees
- iv. Two referee letters, one of which must be from someone in a position to know the academic ability of the applicant;
- v. A research concept note not exceeding 5 pages for applicant of PhD studies by research.
- vi. The provisional admission letter shall be issued to applicant of PhD by thesis after careful review of the academic credentials and research proposed.
- vii. The student shall pay tuition fee and other University fees for Year 1 according to schedule provided by University from time to time.

#### **2.4.3 Granting of full admission to PhD programme**

- a) The student will be given the period up to six months to work on the research proposal with the supervisor(s).
- b) The student will be required to defend the proposal to the School/Faculty Research Committee.
- c) The student who has successfully defended proposal before the School/Faculty Research Committee and has done all necessary corrections to the proposal and the research instruments will be recommended for full admission.
- d) The Senate will approve the names of supervisors) who have requisite qualifications to guide applicant's research work with rank of senior lecturer to professor. A candidate will be allocated a supervisor and co-supervisor (who has academic rank of at least Lecturer). In this case the supervisor will be the person in-charge (main) and the co-supervisor will be assisting the main supervisor and represent the supervisor if he/she is absent.
- e) A letter is sent from the DPSR to the applicant informing him or her of his/her successful acceptance into the PhD degree programme and the names of supervisor and co-supervisor.
- f) The applicant shall respond in writing to accept or decline the offer of full admission.

### 3.0 REGULATIONS ON POSTGRADUATE DIPLOMA

Postgraduate diploma (PGD) programme prepares a student to have highly specialized knowledge, skills and competence for undertaking rigorous research as well as analysing and solving problem in professional manner in their respective disciplines. Upon completion of any PGD programme offered at KIUT, a candidate is expected, in the minimum, to be able:

- a) To learn and work independently with minimum supervision in the field of specialization;
- b) To manage and transform work or study contexts that require new strategic approaches; and
- c) To contribute to professional knowledge development and be able to review the strategic performance in a specific context.

#### 3.1 Academic Progression and Semester Registration

After the first registration with the University, the student shall pursue the relevant Postgraduate Diploma Programme for a period of two (2) Semesters or 1 academic year. In the case a student cannot complete the programme within a year, the following measures may be taken and the outcome of which depends on the exceptional cases presented to Senate:

- a) Senate, with the recommendation from the DPSR Board, may approve extension for no more than two Semesters (1 academic year). A charge of TZS 100,000 per semester will be paid by the student prior to approval of extension by Senate.
- b) A student shall continue to register with the DPSR and the respective department hosting the programme every Semester in an academic year or every Semester once the extension is granted until the Senate approves the award of PGD;
- c) Senate, with the recommendation from the DPSR Board, may authorize deregistration of any student if a student fails to satisfy all the requirements pertinent to postgraduate studies.
- d) Non-payment of fees, non-registration or failure to observe regulations governing discipline within the University can lead to de-registration;
- e) A student must continue to register 120CH of postgraduate diploma courses (~90 CH) and research (~30 CH) in the respective Department in a year;
- f) A student must pay tuition fee and any University fees to Directorate of Finance at KIUT every Semester in a timely manner to avoid penalties of 5% for overdue fees per semester until the research report is submitted to DPSR;
- g) A student must pay research fees as Approved by the Council from time to time;
- h) Students must attend all departmental and DPSR's seminars as scheduled by the weekly timetable in each Semester except when student goes for data collection; and
- i) If a student wants to freeze studies for a Semester or Academic Year, s/he should do so using a formal application form (Appendix 4) which shall be submitted to DPSR.

#### 3.2 Programme Plan for a Postgraduate Diploma

*First Year: Semester One (60 CH)*

- a) Register for the Semester (Appendix 1 and Appendix 2) and attendance each class by 75% or higher contact hours

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- b) Attending seminars and workshops as required by the responsible academic department
- c) Complete on time and submit for marking all classroom and outdoor assignments
- d) Complete assignments, homeworks and quizzes as may be prescribed by the Course Tutor at the beginning of the course.
- e) Sit and pass two continuous assessment tests and a University examination.

*First Year: Semester Two (60 CH)*

- a) Register for the Semester course (~30 CH) using Appendix 3 form and attend each class by 75% or higher.
- b) Attending seminars and workshops as required by the responsible academic department.
- c) Complete on time and submit for marking all classroom and outdoor assignments.
- d) Complete assignments (i.e. homeworks and quizzes) as may be prescribed by the Course Tutor at the beginning of the course.
- e) Sit and pass two continuous assessment tests and a university examination.
- f) Undertaking research project and submit a final report (~30 CH).

### **3.3 Coursework Assessments**

- a) The lecturer of the course shall prepare the course outline for the course which is to be taught.
- b) In the course outline, the lecturer shall put all necessary information for a student to use or be aware of in order to complete the course successfully.
- c) The description of assessment of the course is a key element in the course outline and a grading system is given in the Section 3.7 should be strictly adhered to.
- d) Coursework assessment comprises of assignments and tests which are done during the Semester.
- e) This contributes to 50% of overall assessment of the course (10% of this shall be from assignments).
- f) A student shall not sit for the final University examination (UE) of that specific course if she / he gets less than 50% of the coursework assessment.

### **3.4 University Examination**

- a) The UE shall conducted at the end of each Semester.
- b) All UE are done at the same time and are centrally coordinated.
- c) UE contributes to 50% of the overall course assessment.
- d) Student studying PGD cannot be allowed to proceed to the research component of training until they pass all the courses they are required to take.

### **3.5 Research Proposal and Project Evaluation**



- a) Research project is pertinent to the PGD curriculum at KIUT and no one can graduate from PGD programme without passing a research project proposal and research report.
- b) The student shall work on the research under the guidance of a qualified supervisor approved by the Senate. Each time a student meets a supervisor, the minutes of the meeting in *Research Degree Supervision Record form* (Appendix 5).
- c) The student must write a concise research proposal with budget and instruments of data collection as appendices under the guidance the supervisor.
- d) The research proposal should follow the KIUT research proposal format (Appendix 6).
- e) The research proposal must be approved by Senate before a student can collect data, this will happen after the research proposal has been endorsed by the Department and School/Faculty.
- f) In case a student fails to convince the panel (i.e. after presenting to the panel three times the proposal still needs major revision) on his/her proposal, this will be interpreted as failing the research part of the PGD programme.
- g) The student shall given an introduction letter by the Director of DPGRS to the authority wherever he/she will be doing research.
- h) DPSR shall issue a letter of permission to collect data within its certain jurisdiction for a fixed time.
- i) Upon completion of data analysis and interpretation a student must write a full research report as per KIUT guidelines (see Appendix 7).
- j) Three soft bound copies of the report should be submitted with a soft (pdf) and the plagiarism test report.
- k) The research report shall be examined by internal and external examiners appointed by the Senate.

### 3.5.1 Qualification of examiners

- a) The final reports submitted to DPSR and which have passed the plagiarism test (i.e. a similarity index of 30% or less) shall be sent to examiners for assessment.
- b) The Senate shall approve the internal examiner (a faculty who did not supervise the student drawn within a school/faculty) and an external examiner (drawn within KIUT) to evaluate the research report. The internal and external examiners must:
  - ✓ Have, at least, a Master degree in the respective discipline;
  - ✓ Have some expertise and broad experiences in the core contents of the topic; and
  - ✓ Have at least one year of research and teaching experiences in the field.

### 3.5.2 Evaluation guidelines

The examiners shall evaluate the manuscript of a research report section by section as follows:

- a) The examiners shall use KIUT guidance to mark the research project (use Appendix 8 for marking) and award marks proportionately. The total marks earned cannot exceed 100%.
- b) Compute total marks from the scores awarded in each section on the title page of the report and in examiner's evaluation report.

- c) Each examiner must submit his /her report and marked research report to DPSR copied to DVC AA.
- d) The evaluation reports shall be reviewed by DPSR Board.
- e) There shall be no viva voce for the PGD research project that has passed the internal and external evaluations.
- f) The student shall be allowed to react to comments from the two examiners, with the supervisor, by using Research report compliance form (Appendix 9).
- g) If the difference of marks awarded by examiners ten (10) or more marks or one examiner passes and the other fails the candidate, a third examiner will be appointed, and his/her verdict will be final.
- h) The student failing to score 50% will be declared to have failed the research work.

### 3.5.3 Letter grade and CGPA calculation

- a) The letter grade shall be assigned to the report after the DPSR has computed the average marks from the internal and external examiners. Nonetheless, the Letter Grade assigned shall not be used in calculating of CGPA for the award of the PGD.
- b) The student shall be asked by DPSR, in writing, to react to the comments from two examiners with the guidance of the supervisor(s) and the reaction to the comments must be reported in the compliance form (Appendix 9).
- c) A student shall submit to DPSR the compliance report and signed copies of the research report, with all other relevant documents.

### 3.5.4 Submission of the error free Research project dossier to DPSR

- a) **Research report compliance form (Appendix 9):** The students shall fill in the compliance form with the reviewer's comments in the left column and the students addressed the comments and on which page on the right column.
- b) **Research Degree Supervision Record (Appendix 5)** for each meeting the student had with his/her supervisor since the student started the research to the submission of the report.
- c) **Internal and external Examiners' evaluation reports (Appendix 8)** which should highlight shortcomings a student must address in order to polish the research report or may recommend rejection of the research report.
- d) **A letter from the Supervisor** (u.f.s.) the HoD and Dean submitting an error free research report.
- e) After approval by DPSR, a student must produce **5 hardcopies** and one soft copy of the research report (in PDF) and should be signed by both a student and supervisor(s).
- f) **A cover letter** written by a student to director of DPSR under full signatures of a supervisor requesting to submit a dossier of the research completion.

### 3.6 Conditions for Graduation and Certification/Transcripts

#### 3.6.1 Graduation

This depends on the submission of research project to DPSR.

- i. The research evaluation results must be endorsed by the departmental and School/Faculty Boards before being endorsed by the DPSR Board. Finally, results must be approved by the SENATE.
- ii. The signed and stamped hardcopies of research report submitted to DPSR shall be distributed as follows: student (1), supervisor (1), Department/faculty or school (1), Library (1), and DPSR (1).
- iii. The soft copy shall be uploaded to KIUT Research Depository.
- iv. The name of the student shall be included in the graduation list to be approved by the Senate for award of PGD as long as a student has not only passed coursework and research phases of PGD but also has met the deadline for submitting the name of graduands to DPSR office. It is requirement by law that all names of graduands must be submitted to TCU at least 2 weeks before scheduled graduation date.
- v. If a student misses the deadline, proceed with submission of five copies of the research report and graduate in the next graduation cycle. However, on request, the candidate may request for a **Statement of Completion**, this is a letter from the Directorate of Postgraduate Studies and Research confirming that a student has passed his/her exams and research report and will be recommended for a degree award by the Senate.

#### 3.6.2 Issuance of the certificate and transcript

No certificate or transcript shall be issued to a graduate if he/she has not completed a clearance form (Appendix 10). The candidate must get signatures and stamps from responsible staff in all KIUT units listed in the form. The DPSR demands, among other things, the submission of signed and bound research report before it clears the candidate for graduation.

### 3.7 Final Grading of PGD and its Classification

CGPA	Letter grade	Interpretation
4.5- 5.0	A	Distinction
4.0-4.4	B <sup>+</sup>	Merit
3.0 -3.9	B	Pass

## 4.0 REGULATIONS ON MASTER DEGREE PROGRAMMES

The Master degree prepares a student to have highly specialized knowledge, skills and competences for research, problem solving in a specific field of study. Upon completion of the programme, a candidate at this level is, in the minimum, expected to be able to:

- a) reflect critically, systematically and creatively on theory and application in dealing with complex issues;
- b) design, appraise and make sound judgments using research data and information;
- c) clearly communicate research findings to specialist and non-specialist audiences;
- d) learn and work independently with minimum supervision; and
- e) Autonomously plan and implement tasks with a professional orientation to advance knowledge, understanding and skills relevant to a particular profession.

There are two types of academic Master programmes that are offered at KIUT namely Master degree by research and thesis (Plan A) and Master degree by coursework and dissertation (Plan B). The Master degree by research and thesis (Plan A) is 100% dedicated to research and therefore the student must have been had a strong foundation in theoretical and practical aspects of the field from the undergraduate degree programme or postgraduate diploma or certificate programmes. There is a little room for the students to learn many concepts at the same time working on the research. Therefore, admitting the students in this programme should be done with care in order to minimize the risks of student dropout rates due to poor performance in the research phases. The Master degree in Plan B allows the student to take courses in a well-structured curriculum which must be sat for University examinations and be passed at B or 50% or higher. The courses expand the breadth of knowledge and skills over and above the undergraduate courses. This raises the confidence level of a student and gives the student to be more focused with divergent brain-storming the problem and convergent narrowing their research for dissertation.

### 4.1 Master by Research and Thesis (Plan A)

#### 4.1.1 Progression plan

- **Coursework:** There is no coursework offered before embarking into research. Nonetheless, the student may be asked by supervisor(s) or postgraduate research committee, if they find that nature of research require special knowledge and skills which a student is lacking, to register to specific courses. The student shall take the course on no credit basis, i.e. the student shall take, do assignments and pass the key examinations but no transcript shall be created for any courses taken upon the recommendation of research committee.
  - **Research Proposal:** Research project is core of this Master degree option. The student is required to write a comprehensive research proposal. The proposal shall be presented at the department first and then before panel at the School/Faculty level for content evaluation and originality, after which a formal request must be made to the DPSR for proposal hearing.
  - **Progress reports:** The students must keep detailed records of all meetings with the supervisor(s) using the compliance template and main supervisor or in some cases the co-
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- supervisor (upon approval of the main supervisor) must write the student's quarterly progress report (every 3 months).
- **Thesis evaluation:** The thesis is subjected to rigorous evaluation by one internal and one external examiner appointed by Senate.
  - **Graduation:** This depends on the timing of the viva voce and submission of the corrected thesis. The thesis evaluation results must be passed by the DPSR Board and approved by the Senate. The viva voce panel will comprise of at least 5 people: Chair, External Examiner or his/her Representative, Nominee of HoD, Nominee of Dean, One Supervisor (who shall be Secretary). The Department may also co-opt not more than 2 people, if deemed necessary.
  - **Transcript and certificate:** These two documents cannot be issued to a graduate unless a clearance form has been completed by the respective units and DPSR demands the submission of signed and bound thesis before the candidate is cleared.

#### 4.1.2 Duration of study and semester registration

After the first registration in KIUT, a full-time student for a Master degree by Thesis shall pursue the programme for two (2) years. While the Semester-1 of the first year shall be dedicated to writing a comprehensive research proposal and defence, other Semesters shall be used mostly for data collection, data analysis, writing of thesis, thesis defence, and submission of error free thesis to DPSR.

- i. A Senate has the power, on the recommendation of the DPSR Board, to extend a student's duration of studies by not more than one (1) academic year. A charge of TZS 100,000 per semester will be paid by the student prior to approval of extension by Senate.
- ii. A student must be registered for 180 credit hours in two (2) years covering pre-candidacy phase dedicated to research proposal writing and its defence (~45 CH) and candidacy phase covering data collection, data analysis, research report writing, and its defence (~135 CH). Thus, a student must register at least ~45 CH per Semester.
- iii. Students must pay to the Directorate of Finance tuition fee, research fee, and any other University fees including paying for any course a student may choose in a timely manner in order to avoid a penalty of 5% for semester overdue fees. The student must do so in every Semester if he/she chooses to pay tuition fee in instalments until the thesis is submitted to DPSR.
- iv. Students must attend all department/school or faculty and DPSR seminars as scheduled by the weekly timetable in each Semester except when student goes for data collection.
- v. If a student applies to freeze studies for a year or Semester, the copy of the application form (Appendix 4) must be filed and submitted to and approved by DPSR.
- vi. When a student comes back to resume the studies, he/she must file the application form (Appendix 2) for resuming the studies. The forms must be signed by respective offices.
- vii. The research proposal for Master's by thesis must be passed by DPSR and approved by the Senate before a student is allowed to go for field data collection.

### 4.1.3 Departmental and DPSR research seminars

- i. A student shall be required to attend at least 75% of the all seminars scheduled by Department, School/Faculty and DPSR and any course they may opt to take.
- ii. A student shall be required to present the research proposal or research results or full report at least once at the DPSR seminar series in order to get input from diverse group of experts.
- iii. A student must publish at least one paper extracted from his or her work in peer reviewed journals before a student is allowed to graduate.

### 4.1.4 Academic progression and Semester registration

After the first registration in KIUT, a full-time student for a Master degree by thesis shall take 2 years to complete the study, one (1) Semester of proposal writing and defence and three (3) Semesters of research project and thesis defence before being considered for an award of a degree. Senate may, in exceptional circumstances, on the recommendation of DPSR Board, extend a student's duration of studies by not more than two (2) Semesters or one year.

- i. A student shall continue to register with the respective Department in a School/Faculty and DPSR in each Semester and pay all necessary fees to Directorate of Finance at KIUT in a timely manner to avoid penalties until the research report is submitted to DPSR.
- ii. A student must attend all departmental and DPSR seminars as scheduled by the weekly timetable in each Semester except when student goes for data collection.
- iii. If a student wants to freeze studies for a Semester or Academic Year, s/he should do so using a formal application form (Appendix 4) which needs to be submitted to and approved by DPSR.
- iv. When a student comes back to resume the studies, he/she must file the application forms for resuming the studies.

### 4.1.5 Coursework attendance and adhering to fees payment deadlines

- i. There are no mandatory core courses to be taken. Rather a supervisor or the research proposal assessment committee may request a student to take some core courses which shall expand knowledge and skills needed for the completion of the project.
- ii. Each student shall register and attend 75% contact hours of any course opted for in order to be allowed to sit for CATs/UE.
- iii. Each student must sign in the class attendance sheet in every course and seminar they have registered for in a given Semester.
- iv. If a student thinks, at any time of the Semester, that he/she shall not be able to attend class for at least three consecutive days, the student must request permission, in writing, from the HoD immediately. Silence means the student skipped class at his/her own risk.
- v. A student must pay fees per module registered in full to the Directorate of Finance at the start of the Semester the module is being offered.
- vi. If a student fails to pay fee per module registered shall not be allowed to attend the class and sit for CATs.

- vii. Students must pay to the Directorate of Finance all types of fees in a timely manner in order to avoid a penalty of 5% for semester overdue fees.
- viii. Students missing CATS and UE without permission from DPSR shall be considered to have absconded and shall be discontinued.

#### **4.1.6 Course evaluations and examination invigilation guidelines**

Evaluation of the courses shall follow the same rules and guidelines binding all other candidates. If, for example, it is a course for the Master by coursework programme, the same rule that apply to those students should be applicable to the Master by research and thesis candidates.

#### **4.1.7 Approval of examination results**

Although the course opted by a student of Master by thesis shall receive CR or NCR, the examination sat by the student must follow the same procedure for approval.

#### **4.1.8 Powers of the Senate**

- i. Senate may, upon recommendation of the DPSR Board, discontinue a student on the grounds of poor academic performance if she/he failed to pass research proposal evaluation (written and oral) twice.
- ii. If the student does have any withholdings, he/she shall be allowed to register the Semester-II and request for transmittal letter as follows:

##### **Semester One (Proposal phase)**

- a) Attend any registered class opted for by at least 75% of the contact hours
- b) Attending seminars and workshops as required by the academic unit
- c) Complete and defend the research proposal
- d) Present at departmental seminars and at DPSR seminar at least once during the Semester

##### **Semester Two (Data Collection-data collection)**

- a) Register for the Semester-II
- b) Collect data in the lab or field depending on the nature of his/her study
- c) Meet the supervisor and research committee at least once a month for briefing of the progress of the research
- d) Start rewriting and reshaping Chapters 1 to 3 of the thesis

##### **Semester Three (Data analysis and thesis writing)**

- a) Register for the Semester and meet supervisor/research committee for briefing
- b) Attending seminars by 75% of contact hours at the department and DPSR levels
- c) Analyse data and present them at seminars and before research committee

- d) Write up of the thesis

#### **Semester Four (Research report defence and submission)**

- a) Register for the Semester and meet supervisor/research committee for briefing
- b) Attending seminars by 75% of contact hours at the department and DPSR levels
- c) Write manuscript of original paper based on his/her study and submit to a peer-reviewed journal
- d) Finalize the thesis and it must pass scrutiny of the internal and external examiners
- e) Defend the thesis (*viva voce*), make necessary corrections, and submit the revised thesis and compliance form to DPSR

#### **4.1.9 Research project and codes of conduct**

- i. A student shall have at least two (2) supervisors and a maximum of three (3) supervisors who have the necessary qualifications and experience in the area of study.
- ii. A student can be joint-supervised by two supervisors from the same department or from two different departments within or outside KIUT in case the project proposed is interdisciplinary or transdisciplinary in nature.
- iii. A student shall draft the research proposal or research report chapter by chapter. This gives the supervisors enough time to constructively guide how each chapter must be treated. Please follow the Research Proposal or Thesis Formats of the KIUT (see Appendix 6).
- iv. The main supervisor (or sometimes a co-supervisor) shall write Quarterly Progress Report (Appendix 11) to the DPSR every 3 months.
- v. A student's thesis may be presented for re-examination only once. After that the student shall be advised to revise the thesis under the guidance of the selected team of academic scholars or may be advised to research a new topic on his/her own expenses.
- vi. The student proposal or thesis shall be examined before a selected hearing committee in accordance with KIUT's policies, rules and regulations. Therefore, a student should be given a chance to raise any conflicts of interest against any member of the committee before or on the day of hearing.
- vii. A student whose thesis fails twice on the scheduled *viva voce*, the DPSR Board may recommend to Senate to allow the student to register for PGD, if the student is willing, for two Semesters. But the failed research project shall be used to replace the PGD research project if the Senate is convinced that work completed met standards for a PGD project.

#### **4.1.10 Research proposal hearing and evaluation**

##### **a) Qualification of supervisor(s)**

A student is free to consult academic members in the Department with whom they can discuss the proposed topic at length and seek niches of mutual interest or the supervisor may recruit a student to join his/her project if he/she secured some research funds. In cases



where a student has failed to find a topic of his/her own, the Department in consultation with DPSR may assign a topic to a student. Therefore, an administrator in DPSR or faculty has neither the mandate to screen research topics for students nor does she/he impose a supervisor on a student. The qualities of a supervisor and co-supervisors for thesis project are:

- i) Full time faculty member of KIUT or any other University;
- ii) Holder of PhD with a record in independent research for at least two years;
- iii) Must have broad knowledge in the various aspects of the research topic;
- iv) Visiting scholars with PhD degree and research experience can be allowed to co-supervise a student as long as their tenure last for the period allocated of research (Visiting scholars can be given a candidate to supervise even if their tenure is short if they have a co-supervisor who is competent and experienced in the area of student's research); and
- v) Emeritus and retired academic staff of KIUT and sister Universities can be allowed to supervise a student as long as they reside at our campus for duration of the study.

#### **b) Composition of research proposal hearing committee**

##### **Qualifications**

- i) Full time faculty member of KIUT
- ii) Holder of PhD with broad knowledge in the aspects of the research topic
- iii) Must have broad knowledge in the various aspects of the research topic
- iv) Visiting scholars with PhD degree and research experience in the field of study
- v) Emeritus and retired academic staff of KIUT research experience in the field of study

#### **c) Procedure of proposal hearing and evaluation**

The student should submit the intent to present (Appendix 12) proposal 2 weeks before the defence date.

The proposal should read and assessed by two examiners well before the defence date. Each examiner should fill in proposal assessment form (Appendix 23). The candidate will proceed to proposal defence only if she / he passed this stage (i.e. get an average mark of 50+).

During defence, the Chairperson shall call order of the hearing by:

- i. Asking members to sign the pre-printed list of attendees
- ii. Introduce the student and supervisor(s), the two internal readers, as well as the rest of the hearing committee members. *The hearing shall be postponed if no supervisor or the authorized substitute or DPSR staff or its representative is present at the hearing. However, all efforts shall be made to avoid this happen.*
- iii. The Chair should rule out any matter of conflict of interests after giving the student a chance of raise any of such concerns against any member of the committee
- iv. Distribution the evaluation forms to each voting members

- v. Explain the key responsibilities of the proposal hearing committee members in the hearing and their expectations from the student:
  - o Quality of slide presentations: visual quality content quality and personal attributes. Student should not read slides rather articulate contents to the audience.
- vi. Quality of answers to each question posed by committee members during the question and answer session. All questions must be recorded and how many a student was not able to answer at all or gave vague answer.
- vii. Supervisors are not allowed to intervene during proposal presentation.
- viii. At the end of the questioning session, the student shall be asked to go outside in order to allow members to tally the marks awarded by each voting member and deliberate on the final verdict.
- ix. The Chair shall give ample time the voting members to fill in the proposal oral presentation evaluation forms (Appendix 13) and award total marks.
- x. The Chair shall read aloud the final marks a student scored and open the floor for deliberating final verdict on the research proposal examination. There are five possible final verdicts: a student must pass presentation (oral) evaluation by at least 50% or higher.
  - **Pass without corrections:** the student passed the defence by 50% or higher and the proposal has no technical errors.
  - **Pass with minor corrections:** the student scored at least 50% in defence presentation and both readers have recommended minor corrections in the report and so is committee evaluation. *The student is allowed to make minor corrections recommended by two internal readers and committee members. The compliance report form (Appendix 9) should be used to summarize the reaction of the student to those comments section by section chronologically.*
  - **Pass with major corrections:** the student scored less than 50% in one of reader's evaluation though the average of two is still 50% or above; and any internal reader or committee has recommended major corrections in the report. *The student is allowed to make major corrections recommended by two internal readers and committee members. The compliance report form (Appendix 9) should be used to summarize the reaction of the student to those comments section by section chronologically and the report shall be given to a third party appointed the committee in order to approve the compliance.*
  - **Failure and redo the work for the second hearing:** The student scored less than an average of 50% from oral evaluation and there are serious shortcomings in research design to collect reliable data to test the hypotheses or failed to answer 75% of the questions asked convincingly. *The student shall be advised to remain with the same topic or to choose a new topic under the same supervisor or a different one.* The second hearing should take place not later than 60 working days from the day of the first hearing.

If the student gets this recommendation three times, it should be interpreted as she/he has failed her/his research.

- **Failure with disciplinary hearing:** The student is allegedly committed serious research malpractices which amount to academic dishonesty such as plagiarism. *The malpractices could be brought to light by examiners in their report or committee members during the presentation.* The Chairperson shall write a report to DPSR highlighting the research malpractices which require attention of the disciplinary committee.
- xi. The Chair shall call in the student so that he/she can hear the verdict which shall be read by Chair and ask the student to make a follow up on the evaluation reports at the DPSR in three (3) working days.
- xii. The Chair of the committee shall write a full research proposal evaluation report to the DPSR reporting not only the assessment procedure and results but also any technical and human issues that need to be improved in order to smoothen and strengthen quality assurance in the process. The report is due to DPSR and a copy to the Faculty and HoD in three (3) working days.
- xiii. The hearing shall not take more than one and half hours (30 minutes of presentation, 45 minutes question and answer and 15 minutes of deliberations).

#### 4.1.11 Thesis evaluation

##### a) Qualification of examiners and formality of appointment

##### 1) Internal Examiner

- i) Internal examiner should be an independent and objective fulltime academic with a rank of lecturer to professor at KIUT or any other academic institution.
- ii) Internal examiner should be academic staff either a specialist or an expert in the discipline the candidate has researched on. In this context an expert refers to an academic staff who has acquired extensive interdisciplinary knowledge, skills, and experience based on research and practice in a particular profession for a long time (*He/she may be drawn across departments*) while a specialist is an academic staff with intense knowledge and highly skilled primarily in a specific and restricted field of an academic discipline.
- iii) Internal examiners are proposed by Department, endorsed by DPSR and approved by the Senate.

##### 2) External Examiner

- i) An external examiner should be an academic staff, researcher or emeritus staff from any other recognized academic or research institution.
- ii) An external examiner should be an expert or a specialist with a rank of senior lecturer to professor in the field the candidate has research on.
- iii) An external examiner must be proposed by the Department, endorsed by DPSR and approved by the Senate.
- iv) Appointed from a list of approved external examiners for the current university' programmes whose detailed CVs are in our custody in the department and DPSR.

However, details of thesis evaluations and speed with which they return the manuscripts should be monitored over time in order to update the list for quality assurance purposes.

**b) Thesis submission for examination**

- j) Candidate should fill in the intention to submit form (Appendix 14) three months before the date of submission.
- ii) Three loose bound copies of the thesis should be submitted to DPSR with a soft copy (pdf) of the thesis and the plagiarism test report.
- iii) The thesis which has passed the plagiarism test should be sent to examiners (one internal and one external).

**c) Evaluation of thesis**

The evaluation of thesis shall be according to guidelines shown in 3.5.2 above. The candidate has to pass this evaluation (i.e. get a mark of 50+) from both assessors before proceeding to the oral examination. If the candidate fails from one or both assessors, she / he has to revise the thesis until the required mark is obtained.

**Oral examination:** The candidate must pass *viva voce* by 50% or above. The composition of the committee shall be at least Five (5) approved by Senate. 1) Chairperson 2) External Examiner or his/her Representative 3) One Internal Examiner 4) One Supervisor 5) One additional member who is expert in the research area.

**d) Thesis defence hearing (*viva voce*) procedure**

The Chairperson shall call order the defence hearing by:

- i. Asking committee members to sign the pre-printed list of committee members (Appendix 15)
- ii. Introducing the candidate, supervisor(s), internal and external examiners, DPSR representative, and the rest of *viva voce* committee members. *The viva voce shall be postponed if no supervisor, examiners, DPSR staff or their representative is present at the hearing. However, all efforts shall be made to avoid this happen.*
- iii. The Chair should rule out any matter of conflict of interest after giving the student a chance of raising any such concerns against any member of the committee
- iv. Distribution the thesis evaluation forms to each voting member (Appendix 16)
- v. Explaining the key responsibilities of the *viva voce* committee members in the hearing and what is expected from the student's presentation:
  - o **Quality of slide presentations:** visual quality content quality and personal attributes. Student should not just read slides rather articulate contents to the audience.
  - o **Originality and potential contribution** of the work to academia and society.

- **Quality of responses to questions** raised by committee members during the question and answer session. All questions must be recorded and how many a student was not able to answer at all or gave vague answer.
- vi. No member shall ask any question to the student during presentation
- vii. At the end of the presentation the Chair shall open the session of questioning the candidate to evaluate not only in-depth knowledge on the research topic but also to test breadth of the knowledge the candidate has on the subject/field. Vague answers should be avoided entirely and should award a score of zero.
- viii. Once the Chair closes the question and answer session, the student shall be asked to go outside in order to allow members to tally the marks awarded by each voting member and deliberate on the final verdict of viva voce.
- ix. The Chair shall give enough time the voting members to fill in the viva voce evaluation forms and award total marks.
- x. The viva voce shall not last for more than two hours (45 minutes of presentation, 60 minutes of question and answers and 15 minutes of deliberations)
- xi. Then the rest of the voting members of viva voce shall be given a chance to air their observations on the thesis manuscript(if they read it) or presentation
- xii. The Chair shall collect all viva voce evaluation forms and calculate the weighted average marks from the voting members of viva voce and internal examiner as well as external examiner's reports
- xiii. The Chair shall read aloud the final marks a student has scored and open the floor for deliberating final verdict on the thesis examination. There are five possible final verdicts: a student must pass oral presentation evaluation by at least 50%.
  - **Pass without any corrections:** The student passed viva voce by 50% or higher and the thesis manuscript has no technical errors rather there are only few clerical errors.
  - **Pass with minor corrections:** The student scored at least 50% in *viva voce*, and all the examiners have recommended minor corrections in their verdict. *The student is allowed to make minor corrections recommended by all examiners and defence committee. The compliance report form (Appendix 9) should be used to summarize the reaction of the student to those comments section by section chronologically.*
  - **Pass with major corrections:** The student scored less than 50% in one of the evaluations though the average mark is still 50% or above; and any of the examiners or defence committee has recommended major corrections in the report. *The student shall be allowed to make major corrections recommended by the examiners and defence committee members. The compliance report form (Appendix 9) should be used in order to summarize the reactions of the student to the comments chronologically.*
  - **Failure and redo the work for the second viva voce:** The student scored an average below 50% from the *viva voce*; there are serious shortcomings in data analysis techniques needed to test the hypotheses and interpret the results logically and or failed to answer convincingly 75% of the questions

asked. *The student shall be advised to remain with the same topic or choose a new one under the same or new supervisor.* The second *viva voce* should take place not later 60 working days from the day of the first hearing.

- **Failure with disciplinary hearing:** If a student is alleged to commit serious research malpractices which amount to academic dishonesty such as plagiarism. *The malpractices could be brought to light by internal or external examiners in their report or committee members during the presentation.* The Chair shall write a concise report to DPSR highlighting the research malpractices which require attention of the disciplinary committee for further actions.
- xiv. The Chair shall call in the candidate so that he/she can hear the final verdict written in a paper which shall be read aloud by the Chair. The student shall be asked to pick the *viva voce* evaluation reports and the rest of materials from the DPSR at least four (4) working days after the day of *viva voce*.
- xv. The Chair of the committee shall write a full report to the DPSR reporting assessment results and any procedural technicalities that need to be improved in order to smoothen and strengthen quality assurance in the process. The report is due to DPSR and a copy to the Dean in three (3) working days.
- xvi. Final mark of Thesis shall be a weighted average of marks scored from content examiners (internal and external examiners) and *viva voce* examiners:

Marks (%)	Letter grade	Interpretation
80.0-100	A	Excellent pass
70.0-79.9	B <sup>+</sup>	Good pass
<b>50.0-69.9</b>	<b>B</b>	<b>Pass</b>
<50%	F	Failure

**4.1.12 Submission of the final thesis to DPSR**

- i. The candidate shall fill in the compliance form (Appendix 9) with the reviewer’s comments in the left column and student’s responses on which page on the right column.
- ii. Internal examiner’s reports with average marks included
- iii. External examiner’s reports with average marks included
- iv. Rubric score sheets (Appendix 16) used to evaluate the contents of each section of the thesis
- v. Chair’s *viva voce* evaluation report (Appendix 17) highlighting key issues or short comings a student must address in order to polish the research report or reject it.
- vi. A student must produce 5 bound hardcopies and one soft copy (in PDF) of the research report and should be signed by both a student and supervisor(s). Each of the following shall get a copy of report: The distribution of five copies of the thesis is: student (1), supervisor (1), Department (1), Library (1), and DPSR (1)
- vii. A cover letter written by a candidate to director of DPSR under full signatures, endorsed by the supervisor requesting to submit the thesis dossier to DPSR.

- viii. DPSR has the authority to evaluate the format of the thesis submitted to find if it conforms to KIUT guidelines. If DPSR notices deficiencies in terms of contents (e.g., plagiarism, citation formats, lack of scarcity of citations in a page, duplication, etc.) the report shall be returned to a student, in writing, with or without formal warning included in it depending on gravity of deficiencies misconduct.
- ix. The DPSR shall also ensure that copies of letter of permission are attached in the thesis report as appendices: DPSR's letter releasing student for data collection; letter(s) that permitted a student to perform research in a particular institution; and ethical clearance.

#### 4.1.13 Conditions for Graduation for Master Students

##### a) Graduation

This depends on the timing of the *viva voce* and submission of the thesis.

- i. The thesis evaluation results must be passed by faculty/DPSR academic Boards and approved by the Senate.
- ii. Once the Senate has approved the results a student shall be allowed to submit five copies of error free and bound research report to DPSR before is included in the graduation list.
- iii. If a student misses the deadlines, submit the five copies of the research and graduate in the next graduation cycle.

##### b) Issuance of the Certificate and Transcript

No certificate or transcript shall be issued to a graduate if he/she has not completed a clearance form (Appendix 10). The DPSR demands, among other things, the submission of signed and bound thesis before it clears the student for issuance of certificate and transcripts.

#### 4.1.14 Final grading of Master degree in plan A and its classification

The Master degree in Plan A will be called Master of Philosophy (MPhil) and shall not be classified based on CGPA because the candidate did not take coursework from which grade points would have been accumulated. Therefore, the thesis shall be graded by a letter grade, but the degree is classified as PASS:

Letter grade	Interpretation
A	Distinction
B <sup>+</sup>	Merit
B	Pass

## 4.2. Master by Coursework and Dissertation (PLAN B)

### 4.2.1 Progression plan

- **Coursework phase:** KIUT offers taught Master degree programme where students undertake a maximum of three (3) Semesters of coursework and one (1) Semester of mandatory field or laboratory research work as pre-requisite for completion and award of the respective degree. The course work shall be examined in accordance with the University regulations based on the prescribed learning matrix. Students must complete all assignments and University examinations before progressing to the research phase. The final mark for GPA calculation shall be calculated using the coursework assessment (50%) and university examination (50%).
- **Research phase:** The students must conduct survey or field/laboratory research after the research proposal has been endorsed by DPSR and approved by Senate.
- **Progress reports:** The students must keep detailed records of all meetings he/she has had with the supervisor and / or in some cases the co-supervisor. The student is supposed to write his/her progress report every 60 days (2 months) which must be endorsed by the supervisor or in some cases co-supervisor before it is submitted to DPSR.
- **Evaluation of the dissertation:** The dissertation is subjected to rigorous evaluation by individuals other than the supervisor(s). One (1) internal examiner and one (1) external examiner are required to evaluate and submit the evaluation reports and manuscripts not later than 60 days after receiving it.
- **Submission of final dissertation:** The student must address all comments from internal and external examiners. The student must report his/her reactions in a compliance form. The corrected version of dissertation must be submitted to DPSR not later than 60 working days from the day they receive the examiners' reports. Any extension beyond this date must be requested from DPSR on behalf of the academic board of DPSR.
- **Graduation:** This depends on submission of the corrected thesis. The dissertation evaluation results MUST be endorsed by DPSR academic board and approved by Senate before submitting an error free thesis to DPSR before the student is allowed to graduate.
- **Transcript and certificate:** These cannot be issued to a graduate unless a clearance form has been completed by the respective units and DPSR demands the submission of signed and bound research report before it clears the student.

### 4.2.2 Duration of study and semester registration

After the first registration at KIUT, a full-time student for a Master degree by coursework and dissertation shall pursue the course for not more than two (2) years or 4 Semesters. While the first three semesters shall be dedicated to coursework, the fourth semester shall be used mostly for research (proposal preparation, field or laboratory data collection, data analysis, dissertation writing, and submission of error free dissertation to DPSR).

- i. A Senate has the power, on the recommendation of the DPSR Academic Board, to extend a student's duration of studies by not more than one (1) academic year. A charge of TZS 100,000 per semester will be paid by the student prior to approval of extension by Senate.



- ii. A student must be registered for 180 credit hours per two (2) years. The first three Semesters are used for coursework (~120 CH) and fourth semester is used for research project (~60 CH).
- iii. Students must pay tuition fee, research fees (in a second year), and any university fees to Directorate of Finance at KIUT in a timely manner to avoid penalties of 5% for overdue fees until the research report submitted to DPSR.
- iv. Students must attend all departmental and DPSR seminars as scheduled by the weekly timetable in each Semester except when student goes for data collection.
- v. If, for any sound reason, a candidate fails to continue with his/her studies, he/she may apply to the Senate for the freezing of the registration through his/her Department and School/Faculty and DPSR using a formal application form (Appendix 4).
- vi. The maximum period for such freezing shall be two years.
- vii. Freezing of registration is not allowed for students during the coursework phase.
- viii. When the students come back to resume the studies, he/she must file the application forms for resuming the studies. The forms must be signed by the respective offices.

#### **4.2.3 Departmental and DPSR research seminars**

- i. The student shall be required to attend at least 75% of all seminars scheduled by Department and DPSR.
- ii. The student shall be required to present the research proposal or research results or full report at least once at the DSPR seminar series in order to get input from diverse of experts.
- iii. The student must publish at least one (1) original research paper extracted from his or her work in peer reviewed journals acceptable by KIUT before is allowed to graduate.

#### **4.2.4 Semester registration**

After the first registration in KIUT, a full-time student, a student shall continue to register with the respective Department in a School/Faculty and DPSR in each Semester and pay all necessary fees to the Directorate of Finance at KIUT in a timely manner to avoid penalties until the dissertation is submitted to DPSR.

#### **4.2.5 Coursework attendance and adhering to fees payment deadliness**

- i. Each student shall register a minimum of five (5) courses at minimum and nine (9) courses at maximum per Semester while 75% of the courses taken should be core courses for that UQF Level 9 of that particular programme.
- ii. Each student must sign in the class attendance sheet in every course they have registered in a given Semester. The student must attend at least 75% of the contact hours before the student is allowed to sit for any examination (CAT-1, CAT-2, and UE) for a course unit in a Semester regardless of the fees paid on time.

- iii. If a student thinks, at any time of the Semester, that he/she shall not be able to attend class for at least three consecutive days, the student must request permission, in writing, from the HoD immediately. Silence means the student skipped class at his/her own risk.

#### 4.2.6 Course evaluations and examination invigilation guidelines

- i. The course work of each subject shall be evaluated in accordance with the University regulations based on the prescribed TCU learning matrix for each programme.
- ii. All Students assignments given (which shall constitute 10% of the 50% of CA) must be marked and returned to students not later than 2 weeks after the due date. Student shall be to sit for UE if their CA score is at least 25% of the 50%.
- iii. Mid-course tests, if any, shall not be more than two (2) hour long and UE shall not be more than three (3) hours long and they must be prepared by the Lecturer responsible for teaching that section of a Semester at least three (3)-weeks before the examination date.
- iv. The HoD should make sure that tests and university examinations are properly moderated.
- v. The Lecturer of the course is NOT responsible for invigilating the mid-course tests and UEs but he / she must be around during the test or UE in case he / she is needed.
- vi. The invigilator must ensure that examination room is opened 15 minutes to examination time.
- vii. Any substitute invigilator must write an invigilation report to the lecturer of the course which highlights any misconduct or errors in the questions paper that have been observed or students have mentioned individually. *Such a report shall help the lecturer to review the marking scheme and use it accordingly in order to be fair in marking each student's paper. Mention the question number and errors or ambiguity that might exist.*
- viii. Any examination misconduct noted in the examination room must be reported in the examination misconduct form and evidence available must be collected within or outside the examination room (e.g., toilets) without disturbing other students. *The students must be asked to sign, and the invigilator may ask for any other staff who may testify the authenticity of the evidence.*
- ix. If any breach of examination rules and regulations are noted after the examination is over, such as missing scripts, missing signing in/out in attendance, similarity in response or mismatch of Reg. No, script No, etc., the lecturer must ask the students concerned in writing (using email) and question them to get the truth. If the responses do not add up, a formal complaint must be filed to the faculty disciplinary committee so that they can look into it. If there is a case to answer beyond the jurisdiction of the committee, the matter shall be forwarded to DPSR and DVC AA with the evidence for a disciplinary hearing. *The processes should take place within the grace period of marking the examination papers.*
- x. The examination papers shall be marked out of 100% in the designated place or in his/her office upon the approval of the HoD. The pass mark for Master by course work is B and above (50% and above).
- xi. The lecturer should enter the marks into OSIM immediately after finishing marking. Special permission should be requested from the Director of DPSR if the lecturer wants to change marks before Senate's approval.

- xii. Any change in the marks, either upon request of the student for remarking the paper or the lecturer noted a grave error in marking very late, the marks **MUST** be endorsed by the respective school/faculty and DPSR Boards and approved by Senate before the data update in the examination data bank.
- xiii. In case a student misses any examination as scheduled time must inform the lecturer of the course and HoD/Dean ahead of time in writing before the examination date and time or in emergence cases (such as a student falling ill abruptly or being involved in an accident, etc) the student may inform him after the examination. Nonetheless, the student shall be required to produce admissible evidences to support his/her excuse for not appearing for the examination. *The university has right to accept or reject his/her evidence depending on the other issues that may arise upon evaluating his/her case.*

#### **4.2.7 Approval of examination results**

- i. The lecturer must enter the marks in OSIM or any other software prepared for this purpose.
- ii. The lecturer must make sure that all the gaps in the CA marks are explained in writing before they are presented to the HoD.
- iii. The HoD must go through the results from each lecturer who taught in that Semester in the department and raise any queries that may draw his/her attention (abnormal distribution, etc). Then each HoD shall forward the results of all courses taught under his/her Department to the Dean, after being endorsed by the Departmental Board.
- iv. The Dean of the respective School/Faculty shall announce a specific date for approving the results from all departments. The announcement should indicate the composition of the School/Faculty Academic Board which is expected to convene and approve the examination results.
- v. After the School/Faculty Board has assessed the results, The Office the Dean shall approve the display of the provisional results to the Notice Board, pending approval by the Senate.
- vi. The results passed at the Faculty level must be defended by the Dean of School/Faculty before the DPSR Board after which the Director of DPSR presents the results to the Senate Postgraduate Committee and Research.
- vii. The Chair of the Senate Postgraduate Committee and Research is the one who shall present a summary of the results to the Senate.
- viii. The approved results with or without any amendments shall be compiled by the Secretary of the Senate with respect to departments. The Customized Copy of the minutes shall be availed to HoDs and Deans for verifying the accuracy of the contents.
- ix. The error free results approved by the Senate must be sent to the Examination Data Bank, by the Director Postgraduate Studies and Research for archiving. No one is allowed to send any unofficial examination results to Data Bank until they are approved by the Senate.

#### **4.2.8 Powers of the Senate**

- a) The Senate may, upon recommendation of the DPSR Board, allow a student to proceed to register classes for the next Semester or start the research phase unconditionally if he/she

- passed all courses taken in Semester I and Semester-II in given academic year 50% and above.
- b) The Senate may, upon recommendation of the DPSR Academic Board, allow a student sit for special university examination (missed UE) if student failed to sit for UE during scheduled UE date after being satisfied by evidence put before them to justify the absence.
  - c) Candidates who fail in one or more examinations, but whose GPA is 2.7 and above shall be allowed to do supplementary examination(s) in the failed course(s).
  - d) Candidates who fail to attain a GPA of at least 2.7 shall be discontinued from studies.
  - e) Candidates who fail in any supplementary examination and have a GPA of 3.0 and above may be allowed to repeat the failed course(s) but shall not be allowed to proceed to the dissertation phase before passing the failed course.
  - f) Candidates who fail to attain a GPA of at least 3.0 after supplementary examinations shall be discontinued from studies.
  - g) Departments/Schools/faculties/Schools will administer supplementary examinations during University Supplementary Examination Period.
  - h) All courses shall be subjected to the external examination process.
  - i) Computation of the final GPA for a degree shall be based on the minimum number of units required to complete a degree programme or the closest number marginally exceeding the prescribed minimum by including
    - i. all the prescribed core courses
    - ii. the best performed elective courses.
  - i. Grades of all courses attempted by the candidate shall appear in the transcript.
  - ii. The General University Undergraduate Examination Regulations shall govern the handling of examination irregularities except where it is indicated “Undergraduate Studies Committee” should read “Postgraduate Studies Committee”.

#### 4.2.9 Research Project and codes of conduct

- i. A student shall have at least (1) supervisor and a maximum of two (2) supervisors who have the necessary qualifications and experience in the area of study.
- ii. A student can be joint-supervised by two supervisors from the same department or from two different departments within or outside KIUT in case the project proposed is interdisciplinary or transdisciplinary in nature.
- iii. The student proposal or research report shall be examined before a selected hearing committee in accordance with KIUT’s policies, rules and regulations.
- iv. The student shall report records of all meetings held with the supervisor(s) in the course of drafting the research proposal, data collection and analysis, and report writing process. The student must use the KIUT’s Compliance Form.
- v. The student shall send a revised draft of the proposal/report to the supervisor along with the compliance form for the previous meeting at least a week before the next meeting. This shall give him/her enough time to review the changes and sign the compliance form before the student meet physically. But a supervisor may choose to meet virtually.

- vi. The student shall write Quarterly Progress Report which has to be endorsed by the supervisor (or sometimes a co-supervisor) before it is submitted to the DPSR and a copy to HoD/Dean of the Faculty.
- vii. A thesis/dissertation not accepted in accordance with regulation 4.2.10(b) below must be re-submitted for examination within nine months from the date of the Senate's approval of examination results.
- viii. The student proposal or dissertation shall be examined before a selected hearing committee in accordance with KIUT's policies, rules and regulations.
- ix. The student whose dissertation fails after resubmission, the DPSR shall recommend to the Senate to allow the student to be considered for award of PGD if the dissertation has a merit of PGD project and the curriculum has stated clearly that PGD is possible exit and there is PGD programme of the same subject is running at KIUT. Otherwise the student shall be discontinued from studies.

#### **4.2.10 Research proposal hearing and evaluation**

##### **a) Qualification of supervisors**

A student is free to consult academic members in the Department with whom he/she can discuss the proposed topic at length and seek niches of mutual interest or the supervisor may recruit a student to join his/her project if he/she has research funds. The following are qualities of a supervisor who could supervise a research project for a dissertation:

- i) Full time faculty member of the KIUT or any other university recognized by KIUT;
- ii) Holder of PhD with a record in independent research of at least two years;
- iii) Must have broad knowledge in the various aspects of the research topic;
- iv) Visiting scholars with PhD degree and research experience can be allowed to supervise a student as long as their tenure last for the duration of the research (Visiting scholars can be given a candidate to supervise even if their tenure is short if they have a co-supervisor who is competent and experienced in the area of student's research); and
- v) Emeritus and retired academic staff of KIUT and sister universities can be allowed to supervise a student as long as they reside in Tanzania at our campus for duration of the research.

##### **b) Procedure of proposal hearing and evaluation**

The student should submit the intent to present (Appendix 12) proposal 2 weeks before the defence date.

The proposal should read and assessed by two examiners well before the defence date. Each examiner should fill in proposal assessment form (Appendix 23). The candidate will proceed to proposal defence only if she / he passed this stage (i.e. get an average mark of 50+).

During proposal defence, the Chairperson shall call order of the hearing by:

- i. Asking members to sign the pre-printed list of attendees

- ii. Introduce by names the presenting student, supervisor(s), DPSR representative, and all committee members.
- iii. The Chair should rule out any conflict of interests among voting members after giving a student the chance to raise such concerns if there are any.
- iv. Explain the key responsibilities of the committee members in the hearing and their expectations from the student:
  - o Quality of slide presentations: visual quality content quality and personal attributes. Student should not just read slides rather articulate contents to the audience.
- v. Quality of answers to each question posed by committee members during the question and answer session. All questions must be recorded and how many a student was not able to answer at all or gave vague answer.
- vi. Voting members shall not ask any question to the presenting student during presentation.
- vii. The viva voce shall not last for more than two hours (45 minutes of presentation, 60 minutes of question and answer and 15 minutes for deliberations).
- viii. At the end of the questioning session, the student shall be asked to go outside in order to allow members to tally the marks awarded by each voting member and deliberate on the final verdict.
- ix. The Chair shall call upon the internal readers to report their evaluation of the research proposal manuscript (not oral presentation) as well as the total marks tallied from the rubric and verdict, one at a time.
- x. Then the rest of the voting members shall be given a chance to air their observations on the proposal manuscript (if they read it) or presentation
- xi. The Chair shall collect all oral presentation evaluation forms and calculate the weighted average marks.
- xii. The Chair shall read aloud the final marks a student scored and open the floor for deliberating final verdict on the research proposal examination. There are five possible final verdicts: a student must pass presentation (oral) evaluation by at least 50% or higher.
  - xiii. **Pass without corrections:** the student passed the defence by 50% or higher and the proposal has no technical errors.
  - xiv. **Pass with minor corrections:** the student scored at least 50% in defence presentation and both readers have recommended minor corrections in the report and so is committee evaluation. *The student is allowed to make minor corrections recommended by two internal readers and committee members. The compliance report form (Appendix 9) should be used to summarize the reaction of the student to those comments section by section chronologically.*
  - xv. **Pass with major corrections:** the student scored less than 50% in one of reader's evaluation though the average of two is still 50% or above; and any internal reader or committee has recommended major corrections in the report. *The student is allowed to make major corrections recommended by*

*two internal readers and committee members. The compliance report form (Appendix 9) should be used to summarize the reaction of the student to those comments section by section chronologically and the report shall be given to a third party appointed the committee in order to approve the compliance.*

- xvi. **Failure and redo the work for the second hearing:** The student scored an average of less than 50% from oral evaluation and there are serious shortcomings in research design to collect reliable data to test the hypotheses or failed to answer 75% of the questions asked convincingly. *The student shall be advised to remain with the same topic or to choose a new topic under the same supervisor or a different one.* The second hearing should take place not later than 60 working days from the day of the first hearing. If the student gets this recommendation three times, it should be interpreted as she/he has failed her/his research.
- xvii. **Failure with disciplinary hearing:** The student is allegedly committed serious research malpractices which amount to academic dishonesty such as plagiarism. *The malpractices could be brought to light by examiners in their report or committee members during the presentation.* The Chairperson shall write a report to DPSR highlighting the research malpractices which require attention of the disciplinary committee.
- xviii. The Chair shall call in the student so that he/she can hear the verdict which shall be read by Chair and ask the student to make a follow of the evaluation reports at the DPSR at least four (4) working days after the day of hearing
- xix. The Chair of the committee shall write a full dissertation evaluation report to the DPSR reporting not only the assessment procedure and results but also any technical and human issues that need to be improved in order to smoothen and strengthen quality assurance in the process. The report is due to the Director of DPSR and a copy to the Dean and HoD in three (3) working days.

#### 4.2.11 Dissertation evaluation

##### a) Qualification of examiners and formality of appointment

###### 1) Internal Examiner

- i) Internal examiner should be an independent and objective fulltime academic with a rank of lecturer to professor at KIUT or any other academic institution recognized by KIUT.
- ii) Internal examiner should be academic staff either a specialist or an expert in the discipline the candidate has researched on.
- iii) Internal examiners are suggested by the Department/School/Faculty Board, endorsed by the DPSR Board and approved by the Senate.

###### 2) External Examiner

- i) An external examiner should be an academic staff, researcher or emeritus staff of an academic or research institution outside KIUT
- ii) An external examiner should be an expert or a specialist with a rank of senior lecturer to professor in the field the candidate has researched on
- iii) An external examiner must be suggested by the Department/School/Faculty Board, endorsed by DPSR Board and approved by the Senate;

**b) Thesis submission for examination**

- i) Candidate should fill in the intention to submit form three months before the date of submission (using Appendix 14).
- ii) Three loose bound copies of the dissertation should be submitted to DPSR with a soft copy (pdf) of the thesis and the plagiarism test report.
- iii) The thesis which has passed the plagiarism test should be sent to examiners (one internal and one external).

**c) Evaluation of thesis**

The evaluation of thesis shall be according to guidelines shown in 3.5.2 above.

**4.2.12 Submission of the final dissertation to DPSR**

- i. The candidate shall fill in the compliance form with the reviewer's comments in the left column and student's responses on which page on the right column.
- ii. Internal examiner's reports with average marks included
- iii. External examiner's reports with average marks included
- iv. Rubric scores sheet used evaluate the contents of each section of the research report
- v. Chair's viva voce evaluation report highlighting key issues or short comings a student must address in order to polish the research report or reject it.
- vi. A student must produce 5 bound hardcopies and one soft copy (in PDF) of the dissertation signed by both a student and supervisor(s). Each of the following shall get a copy of report: The distribution of five copies of the thesis is: student (1), supervisor (1), Department (1), Library (1), and DPSR (1). A soft copy shall uploaded in KIUT's Depository.
- vii. A cover letter written by a Supervisor to director of DPSR under full signatures (u.f.s.) of a Head of Department and Dean requesting to submit the thesis dossier to DPSR.
- viii. DPSR has the authority to evaluate the format of the dissertation submit to find if it conforms to KIUT guidelines (Appendix7). If DPSR notices deficiencies in terms of contents (e.g., plagiarism, citation formats, lack of scarcity of citations in a page, duplication, etc.) the report shall be returned to a student, in writing, with or without formal warning included.
- ix. The DPSR shall also ensure that copies of letter of permission are attached in the research report as appendices: DPSR's letter releasing student for data collection; letter(s) that permitted a student to perform research in a particular institution; and bioethical clearance.



#### 4.2.13 Conditions for Graduation for Master's students

##### a) Graduation

This depends on the submission of dissertation.

- i. The dissertation evaluation results **MUST** be passed by school/faculty/DPSR academic boards and approved by the Senate.
- ii. Once the Senate has approved the results, a student shall be allowed to submit five copies of error free and bound dissertation to DPSR before is included in the graduation list.
- iii. If a student misses the deadlines, the candidate should still submit the five copies of the dissertation and graduate in the next graduation cycle.

##### b) Issuance of the Certificate and Transcript

- i. No certificate or transcript shall be issued to a graduate if he/she has not completed a clearance form.
- ii. The graduands must take this form to all KIUT units listed in the form for signature and stamp.
- iii. The duly signed form shall be submitted to DPSR for release of Certificates and Transcripts.

#### 4.2.14 Final grading of Master's degree in Plan B and its classification

The Master's degree in Plan B shall be classified (except for health based masters programmes) based on CGPA because the candidate took coursework for two Semesters which were weighed based on credit hours. The value of the letter grades earned from each subject and credit hours shall be used to compute CGPA and grading of the degree shall be as follows:

##### Examination grading

Marks (%)	Letter grade	Grade point	Interpretation
80.0-100	A	5	Excellent pass
70.0-79.9	B+	4	Good pass
50.0-69.9	B	3	Pass
40.0- 49.9	D	0	Marginal fail
0.0-39.9	F	0	Absolute fail

##### Degree classification

CGPA	Letter grade	Interpretation
4.5 - 5.0	A	Distinction
4.0 - 4.4	B <sup>+</sup>	Merit
3.0 – 3.9	B	Pass
<3.0		Fail /May exit with PGD

## 5.0 REGULATIONS ON PHD DEGREE PROGRAMMES

### 5.1 Summary

KIUT offers an academic PhD degree by thesis. Academic doctorate degree qualifies individuals to have systematic and critical understanding of a complex field of learning and specialized skills for the advancement of knowledge and professional practice. The minimum admission requirement is UQF level 9. Upon completion of the doctoral study, in the minimum, expected to be able to demonstrate:

- i. self-direction and originality in tackling and solving problems in a specific discipline;
  - ii. originality or creativity in the application of knowledge, understanding and practice;
  - iii. substantial authority, innovation, autonomy, scholarly and professional integrity and sustained commitment to the development of new ideas or processes at the forefront of work or study context including research; and
  - iv. The ability to deal with complex ethical and professional issues and make informed judgments.
- **Coursework:** There is no mandatory coursework phase for a student. However, the student may be advised to register specific courses, attend and sit for university examinations, on no credit basis, in order to grasp knowledge and skills necessary to completing the thesis project. The courses shall be taken from any department from within or outside KIUT as they are offered without any minimum credit hours restrictions. For instance, a student may take one course in Semester-I and two courses in Semester-II and *vice versa*.
  - **Research phase and progress reports:**

**Research stages:** The student must conduct field or laboratory research after the research proposal has been approved by Senate.

    - a) Topic confirmation and concept note
    - b) Writing a research proposal
    - c) Proposal: oral presentation to DPSR Board
    - d) Data collection and analysis
    - e) Writing a thesis
    - f) Thesis defence: viva voce

**Quarterly Progress Reports:** The students must keep detailed records of all meetings he/she has had with the supervisor(s). The student must prepare a quarterly progress report which must be endorsed by the supervisor or in some cases the co-supervisor.

**Evaluation of the thesis:** The thesis is subjected to rigorous evaluation by individuals other than the supervisor(s). One (1) internal examiners and one (1) external examiner are required to evaluate, award marks, and submit the evaluation the thesis not later than 60 days after receiving it. The candidate should score 50% or higher from both examiners and

the weighted average of internal and external examinations should be 50% or higher in order to pass.

**Oral examination:** The candidate must pass *viva voce* by 50% or above. The composition of the committee shall be at least Seven (7) approved by Senate: 1) Chairperson 2) External Examiner or his/her Representative 3) One Internal Examiner 4) At least one Supervisor who shall serve as Secretary 5) A representative of DPSR 6) Two Senior Academic Staff in the Department / Faculty or School. The Viva Voce Panel shall be approved by the Senate.

**Submission of error free report:** The student must submit the corrected version of thesis to DPSR not later than 60 days from the day they receive the examiners reports.

**Graduation:** This depends on the timing of the *viva voce* and *Senate* meetings to approve the research examination results. The thesis evaluation results **MUST** be approved by the Senate before the name of a student is added in a graduation list.

**Transcript and certificate:** These cannot be issued to a graduate unless a clearance form has been completed by the respective units.

## 5.2 Duration of Studies and Registration

After the first registration with a Department/faculty and DPSR, a full-time student for the degree of Doctor of Philosophy shall pursue research project leading to a thesis for not less than six (6) Semesters and not more than ten (10) Semesters before being considered for the award of the degree.

- i. Senate may, in exceptional circumstances, on the recommendation of the DPSR Academic Board approve extension for not more than two Semesters. A charge of TZS 100,000 per semester will be paid by the student prior to approval of extension by Senate.
- ii. Senate may, on the recommendation of the DPSR Academic Board, authorize the de-registration of any student if he/she fails to satisfy the requirements, non-payment of fees, non-registration or failure to observe regulations governing discipline within the University can lead to de-registration.
- iii. A student shall continue to register with the hosting Department/faculty and DPSR every Semester until the award of the Doctorate degree by Senate.
- iv. A student shall be required to pursue the programme under the instruction or supervision of a qualified academic staff.
- v. A student may opt or asked by supervisor or doctoral research committee to take specific classes that may raise knowledge and skills in order to help the student to conduct the research smoothly. All courses taken by PhD students are under ‘no credit’ basis. It means the award of the degree will not consider performance of these courses.
- vi. A student responsible for submitting to DPSR minutes of all meetings a student shall have with supervisors and address their comments or advise in a KIUT compliance form until

- the research report is defended at *viva voce* and the revised thesis is submitted. The compliance form should be signed by the supervisor before submission to DPSR.
- vii. A thesis may be presented for re-examination only once after which the student shall be advised to either change the research area under the guidance of a new doctoral committee or request an award of Master degree instead if the work meets the standards of a Master thesis, if there is a Master degree programme of the same subject running at KIUT. Otherwise the student shall be discontinued from studies on academic grounds.

### 5.3 Peer-Reviewed Publications

- i. A student must publish at least two (2) original research papers extracted from the work in peer-reviewed journals before the report is presented for *viva voce*.
- ii. Abstracts or full articles published in conference proceedings are not regarded as peer-reviewed articles. They are accounted as grey literature.

### 5.4 Research Project and Codes of Conduct

- i. The student shall have a research committee under the chairmanship of the student's major supervisor.
- ii. The student's research committee may comprise of 4-5 academic staff members with expertise in the subject being researched.
- iii. The student shall have two (2) supervisors who have the necessary qualifications and experience in the area of study.
- iv. The student can be joint-supervised by two supervisors from two different departments/schools/faculties within or outside KIUT in case the project proposed is interdisciplinary or transdisciplinary in nature.
- v. The student shall keep records of all meetings held with the supervisor(s) in the course of drafting the research proposal, data collection and analysis, and report writing process.
- vi. The student must prepare quarterly progress report that has to be endorsed by main supervisor (or a co-supervisor) before it is submitted to DPSR and a copy to HoD/Dean of the Faculty or School.
- vii. The student's thesis may be presented for re-examination only once. After that the student shall be advised to revise the research reported under the guidance of the selected team of academic scholars or may be advised to choose a new topic and research it on his/her own expenses.
- viii. The student proposal or thesis shall be examined before a selected hearing committee in accordance with KIUT's policies, rules and regulations. Therefore, a student should be given a chance to raise any conflicts of interest against any member of the committee before or on the day of hearing.

## 5.5 Research Proposal Hearing and Evaluation

### a) Qualification of supervisor(s)

The following are qualities of a supervisor for the doctoral research project:

- i) Full time faculty member of the KIUT or any other university recognized by KIUT;
- ii) Holder of PhD with a record in independent research of at least two years;
- iii) Must have broad knowledge in the various aspects of the research topic;
- iv) Visiting scholars with PhD degree and research experience can be allowed to supervise a student as long as their tenure last for at least three years (Visiting scholars can be given a candidate to supervise even if their tenure is short if they have a co-supervisor who is competent and experienced in the area of student's research); and
- v) Emeritus and retired academic staff of KIUT and sister universities can be allowed to supervise a student as long as they reside in Tanzania for duration of the study.

### b) Qualifications and experience of research proposal hearing committee

- i) Full time faculty member of the KIUT.
- ii) Holder of PhD with broad knowledge in the aspects of the research topic.
- iii) Visiting scholars with PhD degree and research experience in the field of study.
- iv) Emeritus and retired academic staff of KIUT research experience in the field of study.

### c) Procedure of PhD proposal hearing and evaluation

The student should submit the intent to present (Appendix 12) proposal 1 month before the defence date.

The proposal should be read and assessed by two examiners well before the defence date. Each examiner should fill in proposal assessment form (Appendix 23). The candidate will proceed to proposal defence only if she / he passed this stage (i.e. get a mark of 50+ for both examiners).

During proposal defence, the Chairperson shall call order of the hearing by:

- i. Asking members to sign the pre-printed list of attendees
- ii. Introducing the student and supervisor(s) to committee members. The hearing shall be postponed if no representative of DPSR or anyone else authorized in writing to stand on behalf of DPSR is present at the hearing; if neither external nor internal examiners (or their representatives who have been appointed in writing); or if no supervisor is present.
- iii. The Chair should rule out any matter of conflict of interests after giving the student a chance to raise such concerns against any member of the committee.
- iv. Distributing the evaluation forms to each voting members.
- v. Explaining the key responsibilities of the committee members in the hearing and their expectations from the student:
  - o *Personal attributes*: dress code, mastery of language, acknowledging intellectual property of others; student should not read slides rather articulate contents to the audience.

- *Quality of slide presentations:* number of slides, crowdedness of slides, visual quality, content quality and use of tables and graphs to summarize details;
  - *Quality of answers:* to each question posed by committee members during the question and answer session. All questions must be recorded and how many a student was not able to answer at all or gave vague answer.
- vi. At the end of the questioning session, the student shall be asked to go outside in order to allow members to tally the marks awarded by each voting member and deliberate on the final verdict.
  - vii. The Chair shall call upon the panellists to report their evaluation of the research proposal manuscript (not oral presentation) as well as the total marks tallied from the rubric and verdict, one at a time.
  - viii. Then the rest of the voting members shall be given a chance to air their observations on the proposal manuscript (if they read it) or presentation.
  - ix. The Chair shall read aloud the final marks a student scored and open the floor for deliberating final verdict on the research proposal examination. There are five possible final verdicts: a student must pass presentation (oral) evaluation by at least 50%.
    - **Pass without corrections:** The student passed oral presentation by 50% or higher and the research proposal has no technical errors.
    - **Pass with minor corrections:** The student scored at least 50% and each reader has recommended minor corrections in the reports and so is committee evaluation
    - **Pass with major corrections:** The student scored less than 50% in one of the evaluations though the average of two is still 50% or above; and the panel has recommended major corrections in the report.
    - **Failure and redo the work for the second hearing:** The student scored an average 50% from the oral evaluation and there are serious shortcomings in research design to collect reliable data to test the hypotheses or failed to answer 75% of the questions asked convincingly. The second hearing should take place not later 60 days from the day of the first hearing.
    - **Failure with disciplinary hearing:** The student is allegedly committed serious research malpractices which amount to academic dishonesty such as plagiarism. *The malpractices could be brought to light by internal readers in their report or committee members during the presentation.* The Chairperson shall write a report to DPSR highlighting the research malpractices which require attention of the disciplinary committee.
  - xii) The Chair shall call in the student so that he/she can hear the verdict which shall be read by Chair and ask the student to make a follow up of the hearing evaluation reports at the DPSR in three (3) working days.
  - xiii) The Chair of the committee shall write a full PhD proposal evaluation report to the DPSR which MUST report not only the assessment procedure and results but also any technical and human issues that need to be improved in order to smoothen and

strengthen quality assurance in the process. The report is due to DPSR and a copy to the Dean in three (3) working days.

## 5.6 Thesis Defence Hearing (*viva voce*) and Evaluation

- The *viva voce* Panel shall be appointed by Senate. The composition of the committee shall be at least Seven (7) approved by Senate: 1) Chairperson 2) External Examiner or his/her Representative 3) One Internal Examiner 4) One Supervisor 5) A representative of DPSR 6) Two Senior Academic Staff in the Department / Faculty. The Viva Voce Panel shall be approved by the Senate.
- The *viva voce* examination shall take place only if the Senate Postgraduate Committee and the Senate have been satisfied, after it has been undergone rigorous scrutiny by both internal and external examiners, that it is of acceptable quality after meeting the minimum KIUT and TCU standards.
- Five out of seven panellists should be present for the *viva voce* to proceed. Panellists who are unable to be present at the *viva voce* examination, shall submit their written examination questions to DPSR, and the names of representatives who accepted, in writing, to attend the *viva voce* on their behalf.
- The *viva voce* panellists shall be provided with full texts of (i) the thesis examiners' reports, and (ii) copies of the candidate's thesis, at least one week before the date of the oral examination (*viva voce*).

### a) Qualification of examiners and formality of appointment

#### Chair of the *viva voce* panel

The Chair of the *viva voce* panel, who need not be a specialist in the candidate's thesis area, shall be a senior academician preferably a person who has already attained the level of a professor and shall be appointed by the Senate, on the recommendation of the DPSR Board.

#### Internal Examiner

- i) Internal examiner should be an independent and objective fulltime academic with a rank of Senior Lecturer to Professor at KIUT or any other academic institution recognized by KIUT.
- ii) Internal examiner should be academic staff either a specialist or an expert in the discipline the candidate has research on. In this context an expert refers to an academic staff who has a acquired extensive interdisciplinary knowledge, skills, and experience based on research and practice in a particular profession for a long time (*may be drawn across departments and schools/faculties*) while a specialist is an academic staff with intense knowledge and highly skilled primarily in a specific and restricted field of an academic discipline (*may be drawn within a host department*).

- iii) Internal examiners are appointed by the department/Faculty or School, endorsed by DPSR Board and approved by Senate.

### **External Examiner**

- i) External examiner should be an academic staff, researcher or emeritus staff of an academic or research institution outside KIUT.
- ii) External examiner should be an expert or a specialist with a rank of Senior Lecturer to Professor in the field the candidate has research on.
- iii) External examiner must be appointed by the department /faculty, endorsed by DPSR Board and approved by the Senate.

### **b) Procedure of thesis defence hearing (*viva voce*) and evaluation process**

The student should submit the intent to present thesis (Appendix 14) at least 3 months before the actual submission.

The thesis should read and assessed by two examiners well before the defence date. Each examiner should fill in assessment form (Appendix 8). The candidate will proceed to thesis defence only if she / he passed this stage by having a mark of 50+ from each examiner.

During the *viva voce*, the Chairperson shall call order the defence hearing by:

- i. Asking committee members to sign the pre-printed list of committee members
- ii. Introducing the candidate, supervisor(s), and external examiner to thesis defence committee members. The hearing shall be postponed if no supervisor or approved substituted is present at the hearing. If the internal and external (or their representatives) or supervisor(s) are not present in the examination room with evaluation reports, the *viva voce* should be called off. However, all efforts shall be made to avoid this happen.
- iii. A Chair should rule out any matter of conflict of interests after giving the student a chance to raise such concerns against any member of the committee.
- iv. Distribution the thesis evaluation forms to each voting members.
- v. Explaining the key responsibilities of the committee members in the hearing and their expectations from the student:
  - o *Personal attributes*: dress code, mastery of language, acknowledging intellectual property of others; student should not read slides rather articulate contents to the audience.
  - o *Quality of slide presentations*: number slides, crowdedness of slides, visual quality, content quality and use of tables and graphs to summarize details;
  - o Originality and potential contribution of the work to academia/society.
- vi. The *viva voce* shall last not more than 3 hours (45 minute of student presentation; 120 minutes of question and answer and 15 minute of deliberations).
- vii. Quality of responses to questions raised by committee members during the question and answer session. All questions and answers must be recorded. The *viva voce*



panel shall take note of questions that were not correctly answered at all or where student gave vague answer.

- viii. No member SHALL ask any question to the student during presentation rather each member should concentrate eyes and ears to the presenter so that they can fairly award marks at each section as presenter moves on with presentation.
- ix. At the end of the presentation the Chair shall open the session of questioning the candidate to evaluate not only in-depth knowledge on the research topic but also to test breadth of the knowledge the candidate has on the subject/field. Vague answers and according to me responses should be avoided entirely and should be awarded a score of zero.
- x. The Chair shall announce the order of question in order to guide the process.
- xi. Once the Chair closes the question and answer session, the student shall be asked to go outside in order to allow members to tally the marks awarded by each voting member and deliberate on the final verdict of *viva voce*.
- xii. The Chair shall call upon the internal examiner(s) and external examiner(s) or their representatives to report on their evaluation of the thesis manuscript (not oral presentation) as well as the total marks tallied from the rubric and verdict, one at a time.
- xiii. Then the rest of the voting members of *viva voce* shall be given a chance to air their observations on the thesis manuscript (if they read it) or presentation.
- xiv. The Chair shall **read aloud the final marks** a student has scored and open the floor for deliberating final verdict on the thesis examination. There are five possible final verdicts: a student must pass both manuscript evaluations and oral presentation evaluation by at least 50% or higher.
  - **Pass without corrections:** the student passed both internal and external examination as well as *viva voce* by 50% or higher and the thesis manuscript has no technical errors.
  - **Pass with minor corrections:** a student scored at least 50% in *viva voce*, each internal examiner's report and examiner's reports, and all the three have recommended minor corrections in their verdict.
  - **Pass with major corrections:** a student scored less than 50% in one of internal examiner's evaluation though the average of the two is still 50% or above; and any of three examiners or defence committee has recommended major corrections in the report.
  - **Failure and redo the work for the second *viva voce*:** The student scored an average below 50% from the three examiners and or *viva voce*; there are serious shortcomings in data analysis techniques needed to test the hypotheses and interpret the results logically and or failed to answer 75% of the questions asked convincingly. *The student shall be advised to remain with the same topic or choose a new topic under the same supervisor or a new one.* The second *viva voce* should take place not later 60 days from the first hearing.

- **Failure with disciplinary hearing:** The student is allegedly committed serious research malpractices which amount to academic dishonesty such as plagiarism. *The malpractices could be brought to light by internal readers in their report or committee members during the presentation.* The Chairperson shall write a concise report to DPSR highlighting the research malpractices which require attention of the disciplinary committee.
- xv. The Chair shall call in the candidate so that he/she can hear the final verdict which shall be read by Chair and the student shall be pick in thesis valuation reports the from the DPSR in four (4) working days after the *viva voce*.
- xvi. The panel members shall sign a special viva voce Examination's Result forms which give a specific recommendation to relevant academic unit handling postgraduate studies on the candidate's performance
- xvii. The Chair of the committee shall write a full report to the DPSR reporting assessment results detailing all the questions addressed to the candidate and the answers he/she gave to those questions and any procedural technicalities that need to be improved in order to smoothen and strengthen quality assurance in the process. The must be signed by all panellists by hand or electronically before it is submitted to DPSR in at least three (3) working days after viva voce.
- xviii. Whereupon, each panellist in the viva voce examination shall receive an honorarium at the rate approved by the institution.
- xix. Any subsequent publications from a thesis submitted for the PhD degree must contain a declaration statement that the work is based on a thesis submitted to the awarding institution.

## 5.7 Submission of the Final Thesis to DPSR

- i. The candidate shall fill in the compliance form with the reviewer's comments in the left column and student's responses on which page on the right column.
  - ii. Internal examiner's reports with average marks included
  - iii. External examiner's reports with average marks included
  - iv. Rubric scores sheet used evaluate the contents of each section of the research report
  - v. Chairperson's viva voce evaluation report highlighting key issues or short comings a student must address in order to polish the research report or reject it.
  - vi. A student must produce 5 bound hardcopies and one soft copy (in PDF) of the research report and should be signed by both a student and supervisor(s). Each of the following shall get a copy of report: The distribution of five copies of the thesis is: student (1), supervisor (1), Department (1), Library (1), and DPSR (1). The sof copy shall be uploaded into KIUT Depository.
  - vii. A cover letter written by a candidate to director of DPSR under full signatures (u.f.s.) of a supervisor and Dean requesting to submit the thesis dossier to DPSR.
  - viii. DPSR has the authority to evaluate the format of the research report submitted in order to ensure that it conforms to KIUT guidelines and University examination rules and regulations. If DPSR notices deficiencies in terms of contents (e.g., plagiarism, citation formats, lack of scarcity of citations in a page, duplication, etc.) the report shall be returned
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- to a student, in writing, with or without formal warning included in it depending on gravity of deficiencies misconduct.
- ix. The DPSR shall also ensure that copies letter of permission are attached in the thesis as appendices: DPSR's letter releasing student for data collection; letter(s) that permitted a student to perform research in a particular institution; and bioethical clearance
  - x. The dossier must be submitted to the DPSR using the Faculty dispatch book for records. At the DPSR, the sender of dossier and DPSR administrator should sign and date/ & time in the logbook for submission in order to reconcile the dates when the research reports were receiving at DPSR.

## **5.8 Conditions for Graduation and Certification/Transcripts**

### **a) Graduation**

This depends on the timing of the viva voce and submission of research project.

- i. The research evaluation results must be passed by faculty/DPSR academic board and approved by the Senate.
- ii. Once the Senate has approved the results a student shall be allowed to submit five copies of error free and bound research report to DPSR before is included in the graduation list as long as the student meets deadline set by DPSR office.
- iii. If a student misses the deadlines, submit the five copies of the research and graduate in the next graduation cycle.

### **b) Issuance of the Certificate and Transcript**

No certificate or transcript shall be issued to a graduate if he/she has not completed a clearance form. The graduate or graduand must take this form to all KIUT units listed in the form for signature and stamp.

## 6.0 GRIEVANCES AND DISCIPLINARY HEARING PROCEDURES

### 6.1 Inevitability of Disputes and Grievances in University Campus

When there is collection of individuals from different cultures, upbringing and personal expectations are brought in the same environment where they have co-exists for a specific period of time, disputes are inevitable and so is KIUT community where we have students, academic staff, supporting staff (clerks, drivers, cleaners, etc.), university units' managers (HoD, Deans, and directors), and top University managers (DVCs, VC) which may interact in different circumstances which may result grievances or disputes or violation of personal space or privacy. The University must ensure that there are conducive and amicable environments for effective and efficient teaching and learning process to occur inside and outside the campus. Therefore, KIUT has formulated policies that regulate the behaviours of students in three key areas namely: *General matters* (conduct that caused or may likely cause harm, defacement, or violence to a person or cause damage to properties of university and its community members); *Academic standards* (conduct interfere with teaching and learning process as well as fair and authentic evaluations); *Administrative matters* (conduct related to campus residences, grievances and disciplinary hearings).

### 6.2 Handling Students' Grievances on Teaching and Learning Related Matters

All personal or group grievances or concerns which are believed to affect teaching and learning process in one way or another should be addressed in writing to the Right Office or person and keep a copy of it as evidence. Oral Communication is not an official way of presenting a concern or grievance which must beresolved using a formal process. There shall be no evidence to refer to when an office bearer leaves the office permanently. It is the responsibility of the office bearer with jurisdiction on the matter in question to respond back to the students in writing as well in a timely manner in order to minimize escalation or minor problem to a big problem due to dead silence. Students must read the *Students' Handbook of Policies and Regulations* in order to know the right procedure in order to minimize wastage of time due to addressing a problem to a wrong office.

### 6.3 Handling Students' Academic Dishonesty in Written Materials

KIUT may request candidates to submit electronic copies as well as hard copies of assignments, project reports (PGD), dissertations and theses or any other materials submitted for the purposes of examination or assessment in order to authenticate originality. A credible software for conducting such assessment shall be used. The soft copy of a final research proposal or final research reports for PGD, master and PhD degrees may be submitted to School/Faculty coordinator of Postgraduate Studies and Research two weeks before the scheduled hearing date so that it could be examined for its originality using a plagiarism software. The manuscripts shall be deemed plagiarized materials if it scores a similarity index of more than 30%.

### 6.4 General Guidelines of Handling Grievances or Violations of University Policies

In case a student is suspected of violating any of the University policies, rules and regulations, irrespective of where and when it was committed or discovered/detected, the respective person or office shall handle the case in accordance with the procedures outlined in *Students' handbook of policies, rules, and regulations* without compromising the three principles of natural justice which are also enshrined in *Article 13* of the Constitution of United Republic of Tanzania as pinnacle attributes of equality before the law:

#### **6.4.1 Audi alteram partem (a rule for fair hearing) = Nobody should be condemned unheard**

The office responsible for handling disciplinary matters shall ensure that the accusee is provided with a **summon** to hearing with sufficient information of what he/she is accused of and who the accuse (complainant) is as well as where when the hearing shall take place; the accusee should be given ample time to collect evidence witnesses and respond to accusation in writing; the accusee should be given opportunity to defend him/herself in person or with a help a legal counsel (not an attorney); the Chair should read the accusation an, the article(s) that has(ve) been violated and penalty when found guilty; the right to appeal when accusee feels that there is sufficient evidence that the punishment was unfair or was wrongly convicted.

#### **6.4.2 In propria causa nemo judex, L.(A rule against bias) = No one should be a judge in his own case**

KIUT shall make sure that the members of the Disciplinary Committee for hearing any matter of academic dishonesty shall have no any conflict of interests on the matter and the two parties in dispute; the accuser (a student) and an accusee (a University academic unit/staff) should be clearly identified and so is the Chair of the committee. This shall help the accusee or accuser to raise objections in writing to any member of the disciplinary committee or its Chair, who are supposed to be independent, by laying down crystal clear the reasons that may raise doubts on their impartiality.

#### **6.4.3 Nulla poena sine lege, L. (A rule against retroactivity of a law) = No one can be punished for doing something that is not prohibited by law**

The office responsible for handling disciplinary matters and disciplinary committee shall do whatever in its power to summon a student to hearing without having fully satisfied that there is a rule or regulation that has been violated and its penalty has been clearly stated. In order to uphold this principle Chair of the committee must make sure that the four requirements of this principle are not violated:

##### **6.4.3.1 Nulla poena sine praevia lege poenali, L. (There is to be no penalty without previous law).**

This prohibits ex post facto laws, and the retroactive application of criminal law;

##### **6.4.3.2 Nulla poena sine legescripta, L. (There is to be no penalty without written law).**

That is, criminal prohibitions must be set out in written legal instruments of general application, normally statutes, adopted in the form required by constitutional law;

#### **6.4.3.3 *Nulla poena sine lege certa, L.* (There is to be no penalty without well-defined law).**

This provides that a penal statute must define the punishable conduct and the penalty with sufficient definiteness to allow citizens to foresee when a specific action would be punishable, and to conduct themselves accordingly;

#### **6.4.3.4 *Nulla poena sine lege stricta, L.* (There is to be no penalty without exact law)**

This rule prohibits the application by analogy of statutory provisions in criminal law.

### **6.5 Procedures to be Followed for Academic Dishonesty**

In all cases of academic dishonesty, the following minimum procedures should therefore be followed in order to ensure that proceeding of hearing and verdict delivery upholds the principles of natural justice enshrined in the legal and justice system of United Republic of Tanzania. There shall be three bodies that shall help DVC-FA in handling disciplinary matters at KIUT: Disciplinary Advisory Board (DAB), Disciplinary Appeal Committee (DAC), and Disciplinary Hearing Committee (DHC).

#### **6.5.1 The Disciplinary Advisory Board (DAB)**

This board shall assist DVC-FA on receiving and conducting preliminary investigation so as to find out the merits of the accusation level against a student. The composition of this Board shall be selected on *ad hoc* or fixed time basis depending on the nature of the case presented to DVC-FA office. However, the DAB's composition should have both male and female members versed in law, students' welfare, management and administration of universities, and psychology and sociology. Reporting allegations to Disciplinary Advisory Board (DAB) for review:

- a) The member of staff involved should send to DAB a written statement of the incidence in question that includes the student's name, student number, date of alleged incidence of academic dishonesty, and documented evidence collected as well as any other relevant information associated with the incidence;
- b) The DAB, using the disciplinary procedures, shall conduct an initial inquiry on the reported incidence and give the student the opportunity to present personal version of the incidence and may also interview anyone with valuable information;
- c) If DAB finds no sufficient evidences that the student committed the offense in question, the case shall be dropped by informing both parties in writing;
- d) If DAB finds sufficient evidences the student committed the offense in question and there is a penalty stated the students' handbook of policies, rules and regulations, the office shall advise the DVC-FA to set forth a disciplinary hearing committee;

#### **6.5.2 Disciplinary Hearing Committee (DHC)**

The DHC is appointed by DVC-FA to assist the office in proper handling of disciplinary hearings in accordance with university policies, rules, and regulations. The panel shall consist of five

members. However, there is no permanent membership in order to preserve the integrity of the proceedings depending on the level of knowledge and involvement in the case:

- a) Senior academic staff member from any school/faculty-Chairperson (voting member)
- b) One academic staff member from department of Law-Secretary (non-voting member)
- c) One member from department different from a where a student belongs-voting member
- d) One representative from student Union at KIUT-voting member
- e) Dean or Associate Dean of school/faculty where a student belongs-voting member
- f) One member from academic staff association at KIUT-voting member

Summon to appearing before the disciplinary hearing committee (DHC) - The DVC-FA office shall write an invitation letter to vetted members of disciplinary hearing committee (DHC) and the letter should state: name of student, registration number, year of study, department, offense accused of, date of the offense, location, and time it was committed whenever possible, date and location of hearing:

- a) Member should declare any conflict of interests to DVC-FA office before the hearing date which is at least one week before the date of hearing;
- b) The DVC-FA shall also send summons, by email or mail, to both the accused student and complainant not less than seven (7) working days to the scheduled date of hearing. The letters should state clearly what the offence a student is accused of, the section violated, where and when it was committed; who the accuser is, when and where the hearing shall be hold;
- c) The accused student and complaint may be requested by DBO to admit in writing explanations, statement of defence, or evidences as the case may be before the day of hearing so that they any party on the dispute can request and review them;
- d) The accused student and complaint have the right to request and respond to allegations, explanations, and evidences submitted to DAB before the day of hearing so that they can respond in writing as the case may be;
- e) The DAB may summon witnesses in writing to attend the disciplinary hearing at a prescribed place, time and date;
- f) The proceedings of disciplinary hearing shall be open to the public (university community members) except in a circumstance where closed proceeding have been requested by any party involved in the dispute or DHC believes the sensitivity of the case may require exclusion of the public;
- g) The accused student and complaint should also be informed of their right to have a legal counsel (not an attorney) and the legal counsel may be drawn from the third or fourth year law students or postgraduate students at KIUT. But no party should use an attorney while the other is advised by a student. The legal counsel shall not speak on behalf of the accused student or complainant rather gives advices to accused student or complainant on the legal matters on the case;
- h) The opening of the proceedings shall start with reading the charges levelled against the accused students and penalty is facing if is found guilty of the offence whether is present or absence as long as the DHC is satisfied that the summons was delivered to both parties on time before the date of hearing; and

- i) Proceeding shall be taken using *handwritten or type in MS word document and Audio and video-taping* may be adopted to enhance accurate recording of the proceedings.

### **6.5.3 The Disciplinary Appeal Committee (DAC)**

This committee, chaired by the Vice Chancellor, shall deal with appeals filed by the student, if the student is not satisfied with verdict rendered upon him/her by the Disciplinary Hearing Committee (DHC). The members of DHC shall be appointed in writing in *Ad hoc* basis depending on the nature of the case.

### **6.5.4 Procedure during the disciplinary proceedings**

- a) The DAB shall, upon investigation and determination of the nature and gravity of the offence, be entitled to determine the procedure of proceedings for any dispute;
- b) The Chair of DHC shall allow complainant to open the case by presenting his/her evidence in support of the accusations;
- c) Then Chair of DHC shall allow the defendant (accused student) to respond to the accusations by producing evidences in support of his/her innocence;
- d) Further presentation of evidences or questioning shall follow the same order as above and not the other way around until the presentation of evidence and witnesses close;
- e) When witnesses are called upon by Chair of DHC to testify, he/she shall be examined by the party that called the witness first; and then the other party shall be allowed to cross-examine the witness; the same routine shall be followed if the witness is to examine further;
- f) Evidences shall be taken by oral statement for which the secretary shall record accurately or written statement that shall be read and then submitted to the secretary during the proceedings;
- g) The Chair shall call off the presentation of witnesses and evidence when the two parties in dispute have none. Then the Chair of the DHC shall let the accused student and complaint to go out of the proceeding room;
- h) The Chair shall lead the deliberation of the proceedings by evaluating the evidences and statements from witnesses in order to arrive to unanimous verdict or majority rule verdict upon voting whether or not the accused student is guilty of the offence;
- i) The Chair shall lead the deliberation on the punishment that should rendered to accused student for the offence committed, in accordance with the penalties attached to the offense as per KIUT students' handbook of policies, rules and regulations of 2019 by taking into account factors such as the gravity of the offense, first time offense or repeated offender, or showed a remorse for the offense;
- j) The verdict reached by the DHC shall be handwritten in a piece of paper by Chair and shall read to the DHC member to validate its correctness before inviting back into the proceedings room the accused student and complainant;
- k) The Chair shall announce aloud or in any other manner she/she deems appropriate any party or members of DHC have visual hearing disabilities;



- l) The Chair shall dismiss the hearing by informing the two parties they have the right to appeal the verdict and when proceedings shall be available for accessing.
- m) The Secretary of the DHC shall write *the Certificate of Judgement* extracted from proceedings in the KIUT format. The certificate shall be signed by the Chair of DHC before it is submitted to DVC-FA to seek for approval and implementation of verdict.

### **6.5.5 Approval of the verdicts for the disciplinary matter before the Senate**

- a) The Chair of DHC shall submit to VC office or to seek for approval and implementation of verdict.
- b) The VC office shall inform in writing the verdict from the hearing pending the approval by the Senate (academic dishonesty) or management board (administrative matters) depending on the nature of the offense.
- c) If the convicted student rejects the verdict of DHC, he/she shall be free to file for appeal to the VC.

### **6.5.6 The right to appeal against the DHC's verdict**

- a) The aggrieved student shall file his/her appeal to Disciplinary Appeal Committee which shall be composed of the following:
  - i. Chairman will be the Vice Chancellor
  - ii. Three senior academic staffs-voting members, appointed by the Senate
  - iii. Student representative-voting member, appointed by the Senate
  - iv. Secretary will be the KIUT legal adviser
- b) The member shall declare in writing that they have no conflict of interests on the matter before they are allowed to serve in DAC
- c) The aggrieved student should file his/her intention to appeal the verdict handed upon by DHC within seven working days from the day verdict was issued
- d) The aggrieved student shall be allowed to file a formal Appeal against the decision of DHC within 30 working days from the verdict was delivered
- e) The DAC shall convene to hear the appeal within 14 days from the date of receiving the formal request for appeal by aggrieved student
- f) Once the formal appeal is filed, any penalty imposed on the aggrieved student shall be suspended until the DAC has reviewed, heard and concluded the case;
- g) The two parties, the aggrieved student and complainant, shall be given the chance to present their case. But no representative or defence council for the aggrieved student shall be allowed in the proceedings;
- h) Upon thorough review of evidences and additional testimonies from complainant and aggrieved student, the DAC shall have the powers to CONFIRM, ENHANCE, VARY, or COMMUTE the previous verdict handed down by DHC within the prescribed limits of KIUT policies. Rules and regulations
- i) The DBO may institute all proceedings and may lodge or defend against any appeals before the DAC

- j) The verdict handed down by DAC on any appeals before it shall be final within KIUT's justice delivery system.

# *APPENDICES*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**STUDENT'S REGISTRATION FORM**

**STUDENT DETAILS**

Surname: \_\_\_\_\_ Other names: \_\_\_\_\_

Reg No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Academic Year of Admission: \_\_\_\_\_ Mode of entry: \_\_\_\_\_

Date of Entry: \_\_\_\_\_ Study Session: \_\_\_\_\_ (Evening/Weekend)

Course offered (Prog) (E.g.MBA/MIS/MPP/PGDE): \_\_\_\_\_

Gender: \_\_\_\_\_ Nationality: \_\_\_\_\_

Occupation: \_\_\_\_\_ Place of Work: \_\_\_\_\_

Tel No(s): \_\_\_\_\_ Email: \_\_\_\_\_

Marital Status: \_\_\_\_\_ Next of Kin: \_\_\_\_\_ Tel No: \_\_\_\_\_

**FATHER/GUARDIAN /SPONSOR (if applicable)**

Name: \_\_\_\_\_

Tel No: \_\_\_\_\_ Email Address: \_\_\_\_\_

**ANNUAL COURSE REGISTRATION**

NO.	CODE	COURSE TITLE	YEAR	SEM	LECTURER'S SIGNATURE
1					
2					
3					
4					
5					
6					
7					

**DECLARATION BY THE STUDENT**

(Incorrect information may lead to serious consequences as stated in the Admission Letter, i.e. cases of impersonation of documents or forgery whenever discovered, either at registration or afterwards, will lead to automatic cancellation of admission).

- (a) I declare that to the best of my knowledge that all the information given in this form is correct.
- (b) I do hereby undertake to study diligently and to seek the truth of knowledge.
- (c) I do hereby undertake to obey all lawful authorities in the University, to observe the regulations of the University, to exercise discipline and also to promote the good name of the University.

Signature of Student.....Date: .....

Name..... Reg No.....

**CONFIRMED AND VERIFIED BY****Head of Department / Deputy Director of IODL**

I declare that on the basis of the documentary evidence available as attached on this Form, and all other aspects, the candidate is hereby registered for Year ..... Semester .....

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

**DIRECTOR OF THE DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

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

**PLEASE NOTE**

1. Use the names that appear on his/her Academic Certificates /Admission Letter
2. Use the correct name of the course units and course codes
3. The Student is required to register for the required courses as per the curriculum and approved by the Directorate of Postgraduate Studies and Research
4. Attach a copy of Passport Photo, Registration Card (Student Identity Card)

*Appendix 2*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**SEMESTER REGISTRATION FORM**

Surname:.....other names.....  
Reg.No:.....Current Year.....Current Semester.....  
Gender:.....Date of Birth.....Nationality.....  
Academic year of Admission:.....Mode of entry.....  
Date of entry:.....Study session:.....(Day, Evening/Weekend/Distance)  
Course Offered (prog):.....(E.g. MBA/MCR/MPP/PGDE)  
Tel No(S).....Email.....

SNO.	CODE	COURSE TITLE	LECTURER'S SIGNATURE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Student's signature..... Date.....

Confirmed by:

**HEAD OF DEPARTMENT**

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

**SCHOOL / FACULTY DEAN**

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

**DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

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

*Appendix 3*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**COURSE REGISTRATION FORM**

**STUDENT'S DETAILS**

Surname	Reg: No	Date of Entry	Session
---------	---------	---------------	---------

Other Names.....

Date of Birth:	Sex:	
Country of Birth:	Nationality:	
Course of Study:	Entry Mode:	
Contact Address:	Email:	Contact Tel No-
Next of Kin:	Sponsor's Name:	
Address of Next of Kin:	Address of Sponsor:	

**First Semester**

<b>Course Code</b>	<b>Course Title</b>	<b>Status</b>	<b>No of Credits</b>	<b>Lecturer's Signature</b>

**Second Semester**

Course Code	Course Title	Status	No of Credits	Lecturer's Signature

HOD's Signature..... Date.....

Director, Postgraduate Studies and Research.....Date.....



*Appendix 4*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**POSTPONMENT OF STUDIES APPLICATION FORM**

Name .....Registration No: .....

Course & Year of Study ..... Date: .....

Application for postponement of studies for a semester /year.....

**Reasons:**

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

**(Attach relevant Documents where necessary)**

Student / Applicant

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

Head of Department's

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

School / Faculty Dean

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

Directorate of Postgraduate Studies and Research

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

CC: Director of Finance  
Director Admissions

*Appendix 5*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**RESEARCH DEGREE SUPERVISION RECORD**

NAMES OF STUDENT	
DATE OF MEETING	

Progress made since last meeting:

Issues discussed during meeting:

Agreed actions:

Date of next meeting:

**Signatures**

Student :	Supervisor :	Director DPSR:
-----------	--------------	----------------

Date received in DPSR: .....

## *Appendix 6*

### **KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

#### **PROPOSAL FORMAT GUIDELINES**

**NOTE:** Length of proposal including references should not exceed 15 pages for PGD, 20 pages for masters and 25 pages for PhD (in Times New Roman, 12 size fonts).

#### **TITLE**

The title should

- Accurately reflect the scope and content of the study,
- Be concise, simple and catchy in not more than 20 words, and
- Contain the key words of the proposal.

#### **PRELIMINARY SECTION/PAGES**

This section should comprise of the following

- i. Declaration
- ii. Approval
- iii. Table of content
- iv. List of tables
- v. List of Figures
- vi. List of acronyms and abbreviations
- vii. List of symbols (where applicable)

#### **CHAPTER ONE: INTRODUCTION**

- 1.1 Background
  - 1.2 Statement of the Problem
  - 1.3 Purpose/ General Objective/Aim
  - 1.4 Objectives/Specific Objective
- Either
- 1.5 (a) Research Questions
- OR
- 1.5 (b) Hypotheses
  - 1.6 Scope
  - 1.7 Significance/Justification/Importance
  - 1.8 Operational definition of Key Terms

#### **CHAPTER TWO: LITERATURE REVIEW**

- 2.2 Theoretical Review
- 2.2 Conceptual Framework
- 2.3 Empirical Review
- 2.4 Research Gap(s)

## **CHAPTER THREE: METHODOLOGY**

The chapter comprises of:

- 3.1 Research design
- 3.2 Identifies the target population
- 3.3 Sampling, strategies/procedures
- 3.4 Describe data collection methods
- 3.5 Reliability
- 3.6 Data
- 3.7 Data Analysis
- 3.8 Ethical consideration
- 3.9 Limitations of the study

### **REFERENCES**

### **APPENDICES**

- i. Budget
- ii. Time Framework/Work Plan
- iii. Instruments

## *Appendix 7*

### **KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

#### **GUIDELINES FOR WRITING THESIS / DISSERTATION**

The thesis shall at least contain the following:

- i. **The Title Page:** The title should be concise and should accurately reflect the scope and content of the study. The name of the author and the name of the awarding institution should be indicated on the title page.
- ii. **Preliminary Pages:** Declaration, Acknowledgements, approval section, Table of Contents, abbreviations and an abstract.
- iii. **Chapter One: Introduction:** It shall include a background, statement of the problem, research objectives/questions, a justification and significance. Under Introduction, the candidate is expected introduce the problem handled.
- iv. **Chapter Two: Literature Review:** Under Literature Review, the candidate is expected to present a critical analysis of existing literature on the subject with the objective of revealing contributions, weaknesses and gaps. At the end of the literature review, a student should come up with a theoretical/conceptual framework that will guide his/her study.
- v. **Chapter Three: Methodology:** In the Methodology, the candidate is expected to present materials and methods to be used (these may be absent in theoretical dissertations) as well as theoretical formulations and analyses, Ethical and gender considerations are included in this section where appropriate. The time scope of the study must be stated
- vi. **Chapter Four: Results and Discussion:** presentations of the findings collected and analysed using stated tools. The results may be presented logically following the stated study objectives and addressing identified gap
- vii. **Chapter Five: Conclusion and Recommendation:** present a concise outcome of the research and recommendation emanating thereof .
- viii. **References:** must be written using the 6<sup>th</sup> edition APA format
- ix. **Appendices:** if any may include blank research instrument(s), ethical clearance form, etc.

*Appendix 8*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**INTERNAL AND EXTERNAL EXAMINER’S EVALUATION FORM FOR  
THESIS/DISSERTATION**

1. CANDIDATE’S NAME.....
2. PROGRAMME:.....
3. REGISTRATION NUMBER:.....
4. DEPARTMENT:.....
5. DISSERTATION TITLE.....
- .....
- .....
- .....

	SECTION EVALUATED	COMMENTS	SCORES
1.	Introduction (20 Marks) i) Background ii) Statement of the problem iii) Purpose of the study iv) Specific Objectives v) Hypothesis/Research questions vi) Significance and scope		
2.	Literature Review(15 Marks) i) Introduction ii) Theoretical review iii) Conceptual review iv) Related studies v) Research gaps		
3.	Methodology(20 Marks) i) Research Design ii) Research Population iii) Sample Size and Sampling Procedures		

	SECTION EVALUATED	COMMENTS	SCORES
	iv) Instruments used v) Validity and Reliability vi) Data Analysis vii) Ethical considerations viii) Limitations		
4	Presentation and Interpretation of Findings (20 Marks) Congruence with the theoretical and conceptual framework, accuracy and contribution of new knowledge		
5	Discussion, Conclusion and Recommendations(20 Marks) Is there comprehensiveness, Intelligibility, Significance and congruence		
6	References, appendices (5Marks) Use of APA 6 <sup>th</sup> Edition		

Note:

- Pass mark is 50%
- As an examiner, a separate narrative report is expected to be prepared and attached on this summary of results which clearly gives the detailed comments on the candidate's Dissertation.

Name of Examiner:.....

Signature of the Examiner:.....

Date:.....

Appendix 9

KAMPALA INTERNATIONAL UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH

COMPLIANCE FORM

Candidate Name: .....

Reg. No: .....

Date of the Proposal / Final Viva Hearing.....

Title of Dissertation:.....

.....

.....

.....

S/No.	Examiners Remark to be addressed	How the remark has been addressed	Status
1			
2			
3			
4			
5			

**Note:**

- The student/Candidate is expected to address all issues raised, and these have to be endorsed by the supervisor before a transmittal letter for field work can be issued.
- The student will submit a compliance form (if any) and a final copy of the proposal endorsed by the supervisor to the Directorate of Postgraduate Studies and Research for record purposes before going to the field



*Prepared by*

**CANDIDATE/STUDENT**

*Name:* \_\_\_\_\_ *REG NO* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**VERIFIED AND CONFIRMED BY:**

**SUPERVISOR 1**

*Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**SUPERVISOR 2**

*Name:* \_\_\_\_\_

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**GRADUATION CLEARANCE FORM**

**CANDIDATE PARTICULARS**

Surname.....First.....Others.....  
Reg. no.....Course.....  
Date of Admission.....  
Gender.....  
Did you postpone your studies at any point? yes / no..... if yes, specify.....  
Are you a transferred student? yes / no..... if yes, from what level.....  
Did you upgrade? ..... if yes, from what level.....  
Did you change the course? ..... if yes, from what level.....

**CLEARANCE FROM ADMISSIONS**

Clearing for the course admitted for.....  
Signature of Deputy Academic Registrar – Admissions .....

**CLEARANCE FROM LIBRARY**

Name of Head Librarian.....  
Signature.....

**CLEARANCE FROM STUDENT AFFAIRS**

Name of Dean of Students.....  
Signature.....

**CLEARANCE FROM DEPARTMENT /SCHOOL**

Name Head of Department.....  
Signature.....

**CLEARANCE BY FINANCE**

Academic year 20

	SEM 1	SEM2	SEM 1	SEM 2	SEM 1	SEM 2
Tuition fee						
Consolidated						
Total						

*This is to confirm that the above named student has discharged al his/her financial obligations to the University*

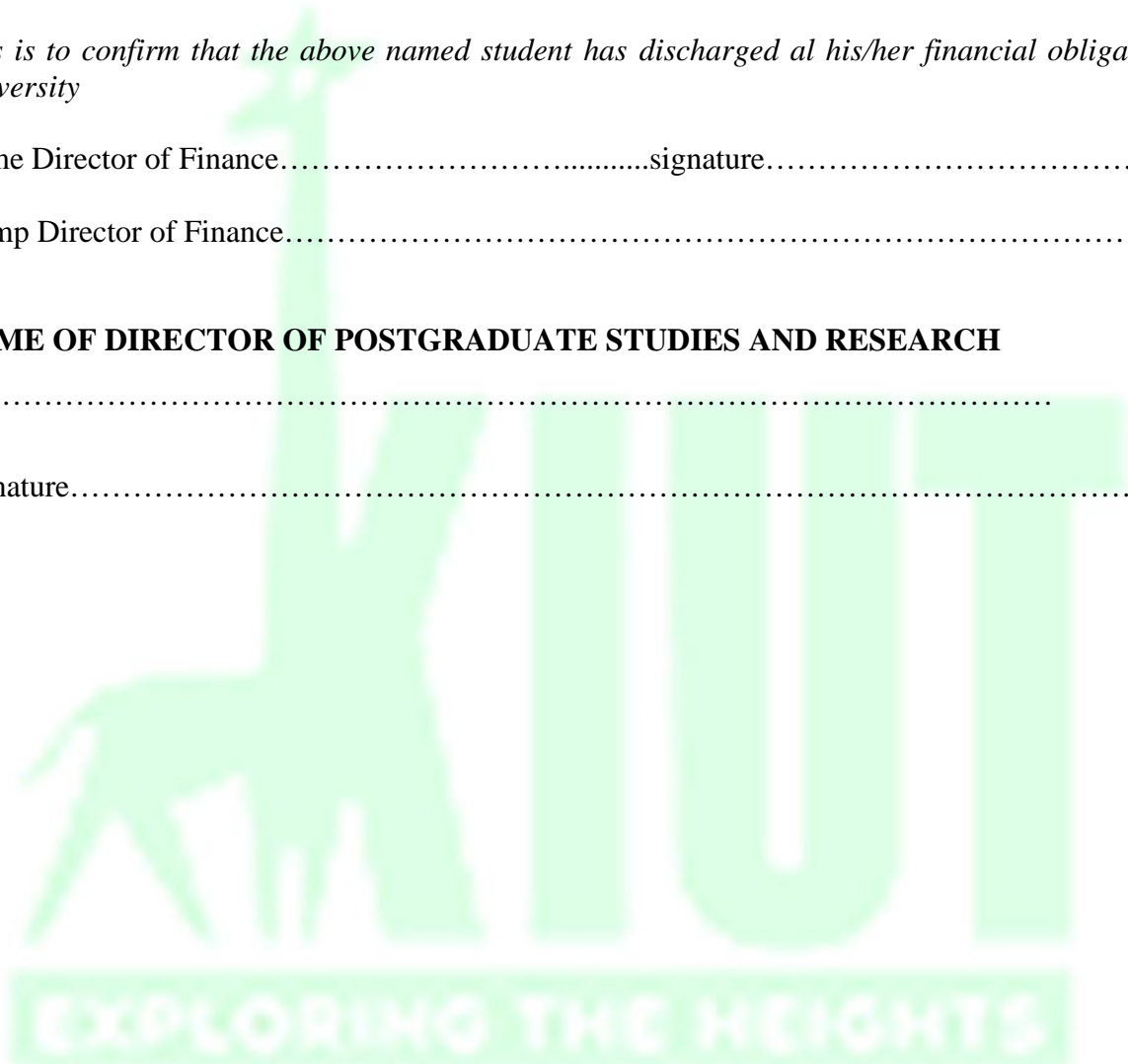
Name Director of Finance.....signature.....

Stamp Director of Finance.....

**NAME OF DIRECTOR OF POSTGRADUATE STUDIES AND RESEARCH**

.....

Signature.....



*Appendix 11*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**QUARTERLY PROGRESS REPORT FORM**

**(TO BE FILLED BY STUDENTS SUPERVISOR EVERY THREE MONTHS)**

Student's Name ..... Reg Number .....

Course of Study ..... Date of Contact .....

Degree: Masters  PhD

Stage reached in Research/Chapter:  
.....  
.....

Observations/Comment:  
.....  
.....  
.....

Corrections to be Effected/Areas of Improvement:  
.....  
.....  
.....

Proposed Date of Next Contact  
.....  
.....  
.....

Expected Date of Completion of Thesis/Dissertation:  
.....  
.....

Name of Supervisor:  
.....

Signature and Date:  
.....

**Appendix 12**

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**INTENT TO PRESENT PROPOSAL**

*The Masters and PhD candidates shall complete and hand-in this form to the Head of Department at least 2weeks and 1month respectively before expected date of proposal presentation.*

Students Name: ..... Registration No.....

Programme offered .....

College/School.....Department.....

Proposed title of dissertation.....

.....

.....

The work is being supervised by

Supervisor 1 Name: .....

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

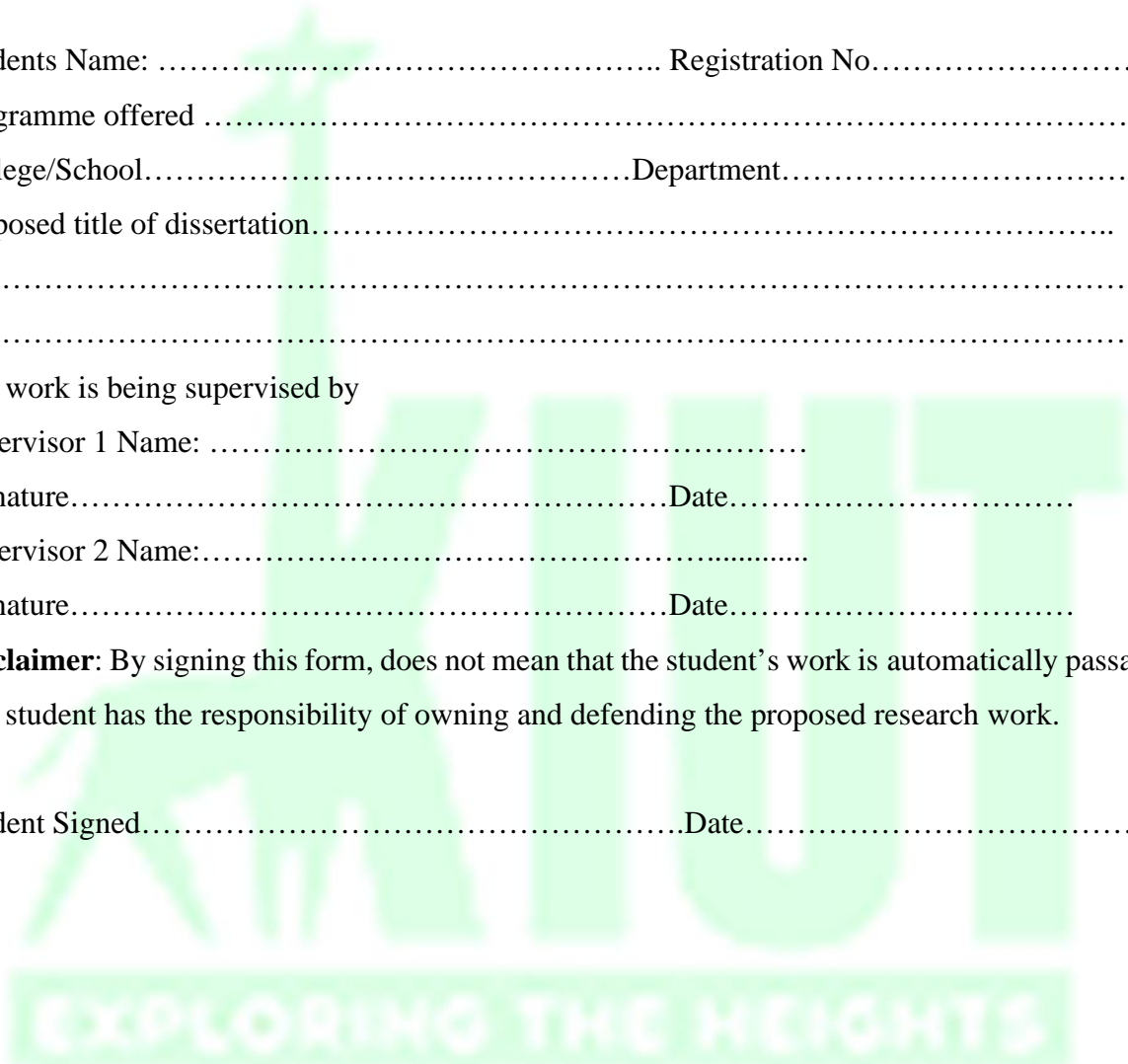
Supervisor 2 Name:.....

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

**Disclaimer:** By signing this form, does not mean that the student's work is automatically passable.

The student has the responsibility of owning and defending the proposed research work.

Student Signed.....Date.....



*Appendix 13*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**ORAL PROPOSAL PRESENTATION EVALUATION FORM  
(TO BE FILLED BY STUDENTS SUPERVISOR EVERY THREE MONTHS)**

Student's Name ..... Reg Number .....  
Course of Study ..... Date of Contact.....  
Degree: Masters  PhD   
Stage reached in Research/Chapter:

.....  
.....

**Observations/Comment:**

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

**Corrections to be Effectuated/Areas of Improvement:**

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

**Proposed Date of Next Contact**

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

**Expected Date of Completion of Thesis/Dissertation:**

.....  
.....

**Name of Supervisor:**

.....

**Signature and Date:**

.....

*Appendix 14*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**INTENTION TO SUBMIT DISSERTATION FOR EXAMINATION**

*The Masters and PhD candidates shall complete and hand-in this form to DPSR at least 3months before expected date of submission of dissertation/ thesis.*

Students Name: ..... Registration No.....

Programme offered .....

College/School.....Department.....

Title of dissertation.....

.....

.....

I intend to submit for examination my research dissertation within the next three months from the date of this submission.

The work is being supervised by

Supervisor 1 Name: .....

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

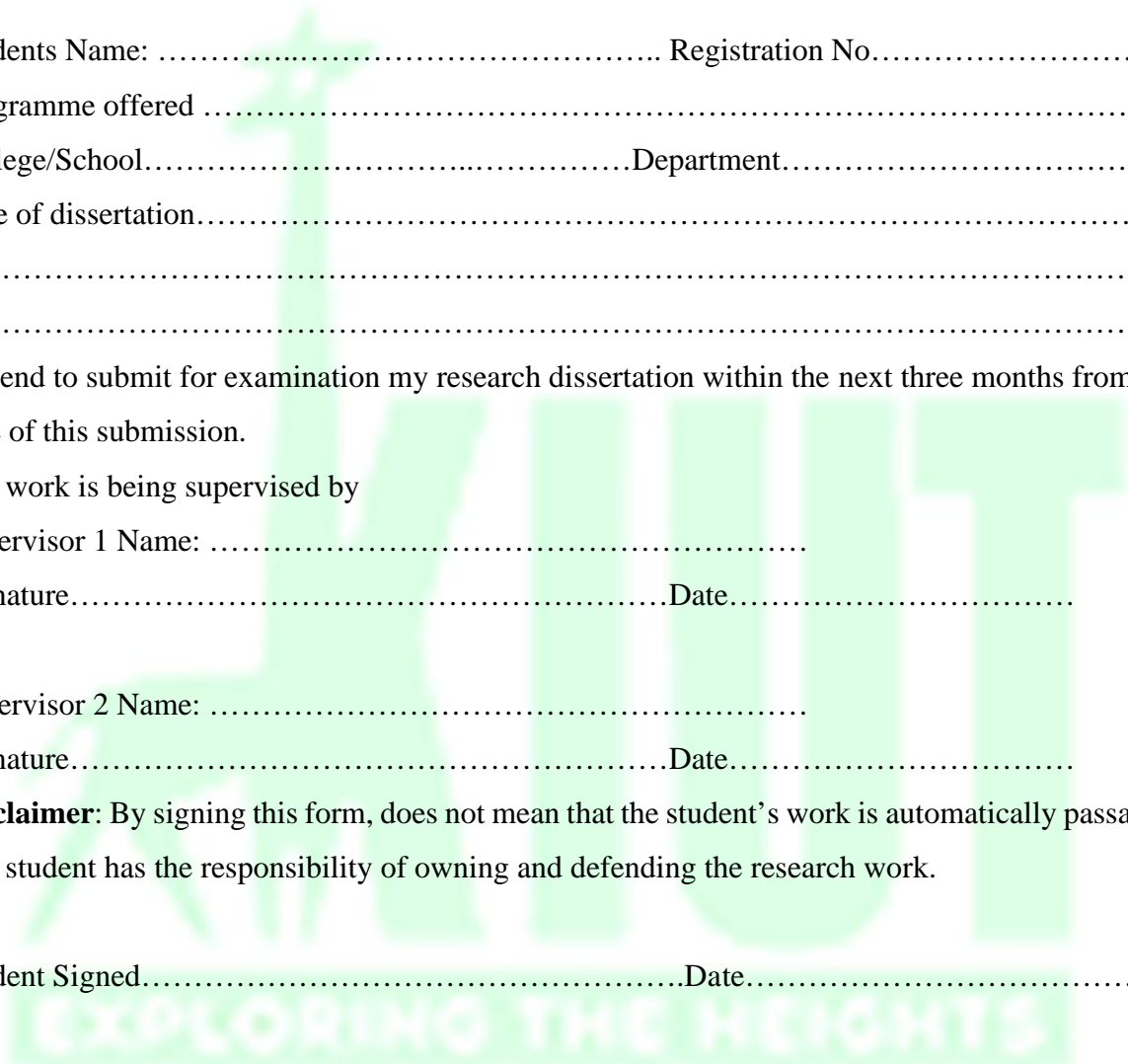
Supervisor 2 Name: .....

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

**Disclaimer:** By signing this form, does not mean that the student's work is automatically passable.

The student has the responsibility of owning and defending the research work.

Student Signed.....Date.....



Appendix 15

KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH

VIVA VOCE ATTENDANCE LIST

Candidate for *viva-voce* Examination for .....

Title of dissertation / thesis

.....  
.....

Department

.....

Date .....

Time of viva voce .....to.....

Place.....

S. No.	Name	Position on the examination panel	Signature



*Appendix 16*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**VIVA VOCE EXAMINATION SCORE FORM**  
*(TO BE FILLED IN BY ALL PANELISTS SUPERVISORS AND EXAMINERS)*

1. Name of Candidate ..... Reg. No.....
2. Date of Examination: .....Degree to be awarded: .....
3. Title of Dissertation/Thesis: .....  
.....  
.....
4. Dissertation format: tick appropriate)
 

a) Monograph	<input type="checkbox"/>
b) Chapters as standalone papers	<input type="checkbox"/>
c) A compilation of papers either already published or accepted for publication.	<input type="checkbox"/>
d) Chapters only	<input type="checkbox"/>

6. Grading of presentation

Criteria	Marks		Remarks
	Out of	Score	
General organisation is the speaker orderly)	10		
Substance quality, quantity and accuracy of information)	20		
Interest generated does speaker keep audience enjoying/feel benefiting, not bored or sleepy)	10		
Quality and use of Visual Aids/illustrations	10		
Ending: Wrap-up/summary/Conclusion	10		
Mannerism, voice and general skill/command or the subject/response to questions	35		
Time management PhD, 45minutes; MSc 15 minutes)	5		
Overall	100		

5. Recommendation on the viva voce

**We as members of the Thesis/Dissertation Examinations Committee have agreed that the candidate be awarded the following status: Tick appropriately)**

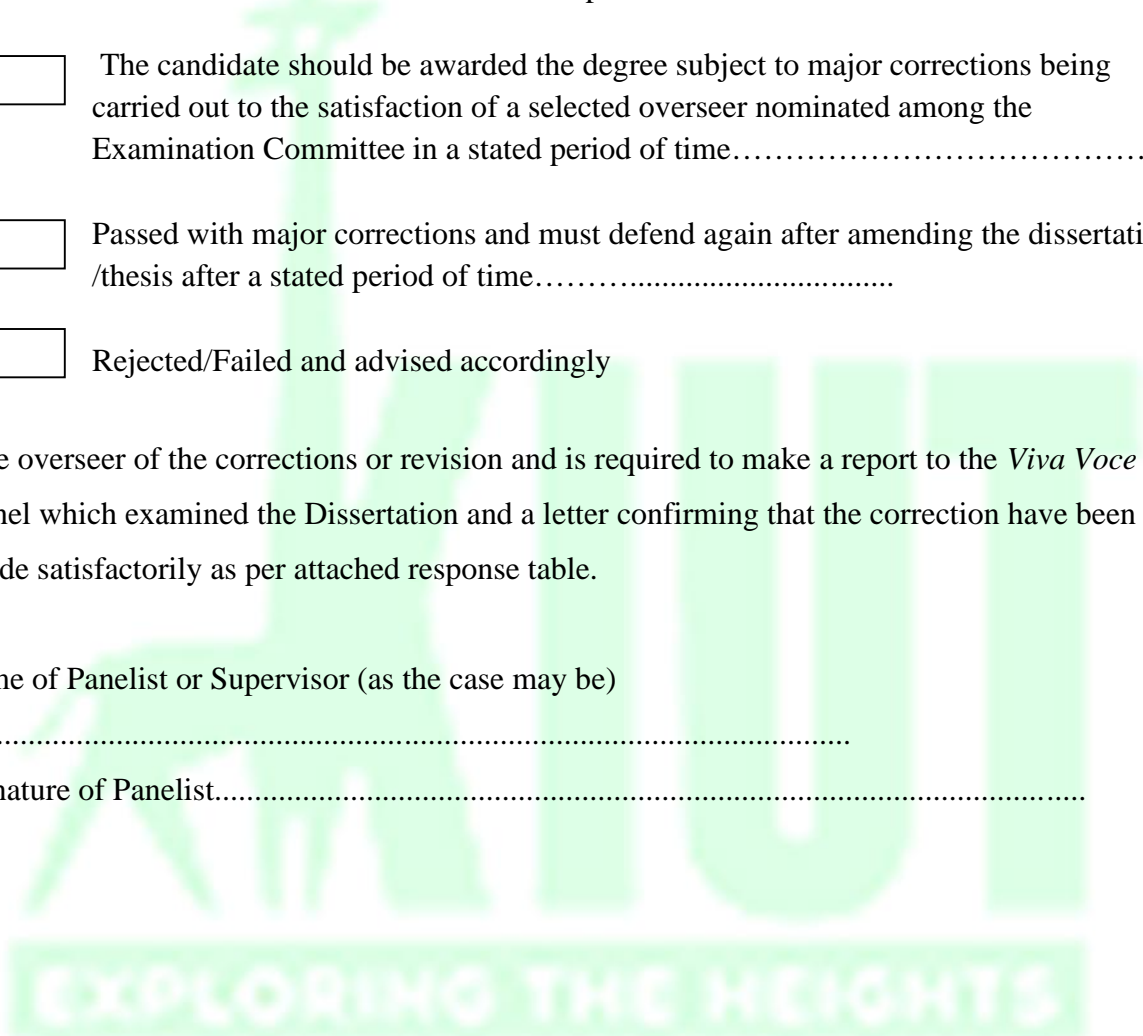
- The candidate is awarded a Masters / doctoral degree without any corrections.
- The candidate should be awarded the degree subject to minor corrections being carried out to the satisfaction of the Supervisors .....
- The candidate should be awarded the degree subject to major corrections being carried out to the satisfaction of a selected overseer nominated among the Examination Committee in a stated period of time.....
- Passed with major corrections and must defend again after amending the dissertation /thesis after a stated period of time.....
- Rejected/Failed and advised accordingly

The overseer of the corrections or revision and is required to make a report to the *Viva Voce* Panel which examined the Dissertation and a letter confirming that the correction have been made satisfactorily as per attached response table.

Name of Panelist or Supervisor (as the case may be)

.....

Signature of Panelist.....



*Appendix 17*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**GRADUATE VIVA VOCE EXAMINATION REPORT**  
(TO BE FILLED IN BY ALL PANELISTS SUPERVISORS AND EXAMINERS)

1. Date of Examination: .....

2. Name of candidate: .....

3. Degree awarded: .....

4. Title of Dissertation/Thesis: .....

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

5. Dissertation format:( tick appropriate)

a) Monograph

b) Chapters as standalone papers

c) A compilation of papers either already published or accepted for publication.

d) Chapters only (Traditional format:

Assessment	Comments	Marks	Maximum Marks
Knowledge of the subject			
Contribution to the existing knowledge			
Candidates response to questions			
<b>TOTAL</b>			

NOTE: Pass mark is 5 Points (5); 1 Point is equivalent to 10%

10. Recommendation on the viva voice.

**We as members of the Thesis/Dissertation Examination Committee have agreed that the candidate be awarded the following status:**

The candidate is awarded a Master degree without corrections.

The candidate should be awarded the Master degree subject to satisfactory corrections being carried out to the satisfaction of a supervisor to be nominated among them (Examination Committee)

Reject. The person to supervise the Corrections or revisions and is required to make a report to the Viva voice Panel which examined the Thesis /Dissertation in the first place.

.....

6. Specify areas for improvement (Place use additional paper , if necessary)

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

7. Members of the Examination Panel.

- 1..... signature/Chairperson.....
- 2..... signature.....
- 3..... signature.....
- 4..... signature.....
- 5..... signature.....
- 6..... signature.....
- 7..... signature.....

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**RESUMPTION OF STUDIES FORM FOR STUDENTS WHO POSTPONED STUDIES**

**STUDENTS DETAILS**

Surname: ..... Other names.....  
Course offered ..... Reg. No.....  
Year of Study before postponement: ..... Semester.....  
Year of study on resumption (current Year).....Current Semester.....  
Gender..... Date of  
Birth.....  
Marital status..... Permanent home address.....  
Academic year of Admission..... Mode of entry.....  
Year of entry.....  
Students Tel No.....  
Contact Person in case of an emergency  
Name.....Tel No.....

**SPONSORSHIP**

Private/Self/Parents..... Loans  
Board.....  
Sponsored Tel  
No.....Email.....

**PARENT'S/GUARDIAN'S DETAILS (if applicable)**

Surname: .....Other  
Names.....  
Tell No ..... Email.....  
Permanent and Postal Address:.....  
Occupation.....

**DECLARATION BY THE STUDENT**

- a) I Declare that to the best of my knowledge that all information given in this form is correct.
- b) **I DO HEREBY UNDERTAKE** to study diligently and to seek the truth of knowledge
- c) **I DO HEREBY UNDERTAKE** to obey all lawful authorities in the University, to observe the regulations of the university, to exercise discipline and also to promote the good name of the university.

STUDENT SIGNATURE..... date.....

**VERIFICATION AND CONFIRMED BY:**

**HEAD OF THE DEPARTMENT**

SIGNATURE.....DATE.....

**SCHOOL/FACULTY DEAN**

SIGNATURE.....DATE.....

**DEPUTY ACADEMIC REGISTRAR - ADMISSIONS**

SIGNATURE.....DATE.....

**DIRECTOR OF FINANCE**

SIGNATURE.....DATE.....

**DIRECTOR OF POSTGRADUATE STUDIES AND RESEARCH: APPROVED /NOT APPROVED**

SIGNATURE.....DATE.....

**PLEASE NOTE:**

- a) Attach
  - i) A copy of the permission to postpone studies
  - ii) A copy of Admission letter
  - iii) A copy of the Registration Card /Identify Card
- b) Photocopies of this form should be submitted to all offices that signed on it.

*Appendix 19*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**APPLICATION FOR ETHICAL APPROVAL OF RESEARCH PROPOSALS**

Student's Name:

.....

Registration Number.....

Level of study (PGD, Masters, PhD) .....

Year of Study: .....

Email Address.....

Title of Research

.....

.....

.....

Supervisor's Name.....

Supervisor's Email.....

1. Please a structured abstract of the proposed research, including the methods you intend to use (approx. 500 words). Attach full proposal and all research instruments.

.....

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.....

	<p>2. Please answer the following questions in relation to your proposed research. Questions (b), (c), or (d) will require detailed explanations if answered 'yes', and will be referred for additional scrutiny will require a separate application.</p>	Please tick	
	<p>Does a research involve work with children (under -18) or vulnerable adults? If 'yes' has appropriate Garda clearance (or equivalent) been obtained. Please provide the date of the issue on certificate.</p>		
	<p>Could any aspect of research give rise to any form of harm to participants,including the researcher(s)</p>		
	<p>Could any aspect of the research produce information that could lead to criminal prosecution of the participants or others</p>		
	<p>If deception (Dishonest) of the participants planned in any aspect of the research? If 'yes', provide details</p>		
	<p>Does any aspect of the research involved patients (or other relatives or cares)or other users health and social care services ,the premises or facilities of such services, access to personal records or participation of health or social care staff?</p>		

**3(a) Who are the proposed participants? e.g. teachers, students, patients, etc?**

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

**3(b) What is your relationship with them? (If you are in position of authority, for example ,indicate how you will deal with the potential influences of such a relationship).....**

.....  
.....

**4(a) How will you recruit them? Method of recruitment**

.....  
.....



.....  
.....  
4(b) Please indicate if informed consent of all participants will be obtained?(Attach a copy of draft consent forms to this form).....  
.....  
.....  
.....

4(c) Please detail any ethical aspects that must be considered, including the proposed use of any incentives  
.....  
.....  
.....  
.....

5(a) What is location(s) at which the data collection will be undertaken?  
.....  
.....  
.....

5(b) Describe any circumstances that might give rise to security concerns for participants or researchers? 5(c) Describe any conflicts of interest where data might be critical of working practices, people etc. Or disclosure of illegal activities?  
.....  
.....  
.....  
.....

6. (a) Please indicate how the participants rights to privacy (including confidentiality and anonymity)and the privacy of their data will be protected. Highlight potential limitations of confidentiality in the ethics form and, for participants, in the information sheet (e.g. for small samples or insider research and, for participants, in the information sheets (e.g. for small samples

or insider research and how this will be addressed)

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6.(b)Please also indicate how the data will be stored(ultimately destroyed as appropriate)

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.....

.....

7. Please complete the checklist below to confirm you have considered all ethical aspects of consent. (Note that the consent forms must accompany this application; any omission or inadequacy in details will result in a request for amendments).

	Please tick
I have attached (an) appropriate consent form(s) which include the freedom to withdraw at any stage without having to offer reasons.	
Each consent form has full contact details of the researcher to enable prospective participants to make follow-up inquiries.	
Each consent form has full contact details, in plain non-technical language, of the purpose of the research and the proposed role of the person being invited to participate.	
Each consent form has full contact details, of the purposes to which the data (in all their forms: text; oral, video, imagery etc) will be put, including for research dissemination purposes.	
Each consent form explains how the privacy of the participants and their data will be protected, including the storage and ultimate destruction of the data as appropriate.	

<p>Each consent form gives assurances that the data collection (questionnaires, interviews, test etc.) will be carried out in sensitive and non-stress manner, and that the participant has the right to cease participation at any time and without the need to provide a reason</p>	
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If you have any further comments or notes in relation to any aspect of his/her application, please outline them

here:.....  
.....  
.....  
.....

**Declaration by applicant:**

I have read and understood the information given in the notice on the ethical Clearance Committee. I declare that the details above reflect accurately my research proposal and I undertake to seek updated approval if substantive changes are proposed after this submission. I have consulted my research supervisor for the same.

**Applicant’s Signature**

**Signed:**..... **Date:**.....

**Supervisor’s Signature**

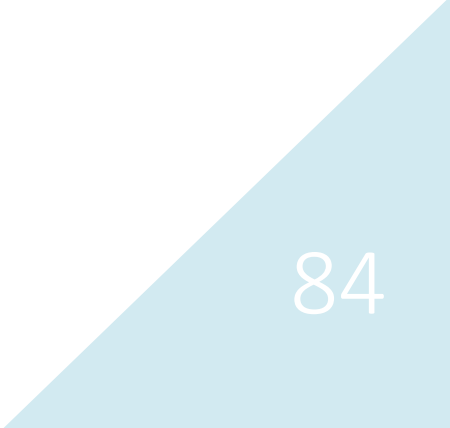
**Signed:**.....**Date:**.....

**Final approval by Chairperson of the ethical Clearance Committee / Director DPSR**

**Signed:**.....

**Date:**.....

**Name:**.....



*Appendix 20*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**POSTGRADUATE DIPLOMA RESEARCH PROJECT REPORT RESULTS**

TITLE:.....

NAME:.....

REGISTRATION NUMBER.....

	MAXIMUM MARK
CHAPTER I:.....	<b>(20 Marks)</b>
CHAPTER 2.....	<b>(20 Marks)</b>
CHAPTER 3.....	<b>(20 Marks)</b>
CHAPTER 4:.....	<b>(20 Marks)</b>
CHAPTER 5.....	<b>(20 Marks)</b>
TOTAL.....	<b>100%</b>

NAME OF EXAMINER/SUPERVISOR .....

SIGNATURE:.....

DATE.....

*Appendix 21*

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**SUBMISSION OF DISSERTATION**

Date: \_\_\_\_\_

Dear Sir/Madam

**SUBMISSION OF DISSERTATION/THESIS**

I \_\_\_\_\_ Reg No.: \_\_\_\_\_

a candidate of the programme of

\_\_\_\_\_ hereby submit my Dissertation titled \_\_\_\_\_

\_\_\_\_\_

*A Candidate must submit three (4) bound copies to the Directorate of Postgraduate Studies and Research.*

\_\_\_\_\_

**Candidate's Signature**

**SUBMISSION OF DISSERTATION/THESIS (FOR OFFICE USE ONLY)**

Received by: \_\_\_\_\_

Signature: \_\_\_\_\_

College Official Stamp:

Date: \_\_\_\_\_

**KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA  
DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH**

**APPLICATION FOR CHANGE OF DISSERTATION/THESIS SUPERVISOR**

**INSTRUCTION:**

Complete **Section I** and submit to the Directorate of Postgraduate Studies and Research.

**SECTION I (To be completed by the Candidate)**

**Candidate's Particulars**

Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_

Research Topic/Title:

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Current Supervisor:

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Reason(s) for change of supervisor (please use additional paper, if necessary):

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**Proposed Supervisor's Particulars (Leave blank if no replacement supervisor has been identified)**

Name:

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Telephone No.: \_\_\_\_\_ (Office): Staff No.: \_\_\_\_\_

(Mobile): \_\_\_\_\_ Email: \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Proposed Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION II [To be completed by the Current Supervisor(s)]**

**Supervisor 1**

Name: \_\_\_\_\_

Agree  Disagree

Comments: \_\_\_\_\_

Signature & Official Stamp

Date

**Supervisor 2**

Name: \_\_\_\_\_

Agree  Disagree

Comments: \_\_\_\_\_

Date \_\_\_\_\_

**Signature & Official Stamp**

**SECTION III [To be completed by the Head of Department/Dean of Faculty or Faculty]**

Recommended       Not recommended

Comments:

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\_\_\_\_\_  
Signature & Official Stamp

\_\_\_\_\_  
Date

**SECTION IV [To be completed by the Director of Postgraduate Studies and Research]**

Approved       Not approved

Comments:

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\_\_\_\_\_  
**Signature & Official Stamp**

\_\_\_\_\_  
**Date**

**SECTION IV (To be completed by the Director of Postgraduate Studies and Research)**

Date received: \_\_\_\_\_

Date processed: \_\_\_\_\_

Signature & Official Stamp: \_\_\_\_\_



### Appendix 23

## KAMPALA INTERNATIONAL UNIVERSITY IN TANZANIA DIRECTORATE OF POSTGRADUATE STUDIES AND RESEARCH

### ASSESSMENT OF RESEARCH PROPOSAL FOR MASTERS AND PHD CANDIDATES

Name of Candidate ..... Reg. No.....

Degree to be awarded:.....

Title of Proposal: .....

.....

.....

Criteria	Marks		Remarks
	Out of	Score	
Relevance of the topic	10		
General organization of the proposal	05		
Front pages	05		
Chapter 1: Introduction ·Background ·Research problem ·Objectives ·Significance of the study ·Scope, etc	20		
Chapter 2: Literature Review ·Theoretical review ·Conceptual framework ·Empirical review ·Research Gap	20		
Chapter 3: Research Methodology ·Research design ·Target population ·Sampling issues ·Data collection methods ·Reliability ·Data analysis ·Ethical considerations	25		
Referencing	05		
Research tools	10		
<b>TOTAL</b>	<b>100</b>		

Name of Examiner:.....

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