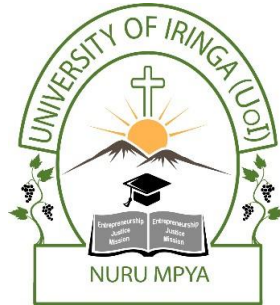


UNIVERSITY OF IRINGA



GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE STUDIES

**Third Edition
January 2020**

**DIRECTORATE OF POSTGRADUATE STUDIES,
RESEARCH, AND CONSULTANCY**

© The University of Iringa, 2020

Published by:

The Office of Deputy Vice Chancellor for Academic, Research and Consultancy

Directorate of Postgraduate Studies, Research and Consultancy

University of Iringa,

P.O. Box 200 Iringa Tanzania,

Tel. No: +255 26 2720900; Fax: +255 26 2720904,

Email: uoi@uoi.ac.tz

Website: <http://www.uoi.ac.tz>

ABBREVIATIONS

APA	American Psychological Association
DPSRC	Director of Postgraduate Studies, Research and Consultancy
DVC-ARC	Deputy Vice Chancellor for Academic, Research and Consultancy
DVC-PFA	Deputy Vice Chancellor for Planning, Finance and Administration
GPA	Grade Point Average
OLAS	Online Admission System
PhD	Doctor of Philosophy
TCU	Tanzania Commission for Universities

TABLE OF CONTENTS

ABBREVIATIONS	ii
TABLE OF CONTENTS.....	iii
INTRODUCTION.....	1
1. GENERAL INFORMATION	1
1.1 Submission of Application.....	1
1.2 Application Fee	1
1.3 Entry Qualifications.....	1
1.3.1 Entry Qualification to Postgraduate Diploma.....	1
1.3.2 Entry Qualification to Masters' Degree.....	2
1.3.3 Entry Qualification to PhD Programme.....	2
1.3.4 Other Admission Requirements	2
1.4 Registration	2
1.4.3 Extension of Studies	4
1.4.4 Transfer of Registration	4
1.5 Postponement	4
1.6 Resumption of Studies.....	5
1.7 Freezing of Studies	5
1.8 Discontinuation	5
1.9 Handling Appeals	6
1.10 Coursework Evaluation.....	6
2. REGULATIONS ON MASTER'S DISSERTATION	8
2.1 Research Concept Note and Title Registration.....	8
2.2 Research Proposal Evaluation and Approval.....	8
2.3 Submission and Examination of Masters' Degree Dissertation.....	9
3. REGULATIONS FOR DOCTOR OF PHILOSOPHY DEGREES BY THESIS.....	11
3.1 Registration of PhD Candidates	11
3.2 Submission of a PhD Thesis	12
3.3 Examination of Thesis and Award of a PhD.....	12
3.4 Viva Voce Examinations for PhD Candidates	13
4. GUIDELINES FOR THESIS/DISSERTATION PREPARATION	15
4.1 Notice of Intention to Submit.....	16
4.2 Certification	16
4.4 Copyright Statement.....	17
4.5 Abstract.....	17
4.6 Intellectual Property Right Contract.....	17
5. SUPERVISION OF POSTGRADUATE STUDENTS	17
5.1 General Duties and Responsibilities of Supervisors	17
5.2 Responsibilities of Postgraduate Candidate.....	20
6. HONORARY DEGREE AWARD.....	21
6.1 Nomination of Candidates for Award of an Honorary Degree	22
6.2 Procedure of Evaluation for Award of Honorary Degree.....	22
7. HIGHER DOCTORATE DEGREES	22
7.1 Definition	22

7.2 Eligibility for Candidacy.....	23
7.3 Application for Candidacy.....	23
7.4 Submission of Published Works and Examinations.....	23
7.5 High Doctorate Degree Award.....	24
8. GUIDELINES FOR WRITING A THESIS /DISERTATION.....	24
8.1 Typing and Spacing.....	24
8.3 Title, Title Page and Chapters.....	25
8.4 Fonts.....	25
8.5 Paragraphs.....	25
8.7 Language.....	25
8.8 Treatment of Abbreviations.....	26
8.9 Quotations.....	26
8.10 Pagination.....	26
8.11 Margins.....	26
8.12 Capitalisation and Bolding of Words.....	26
8.13 Tables and Their Numbering.....	26
8.14 Figures, Diagrams, Graphs, Charts, Illustrations, and Photographs.....	27
8.15 Length of the Thesis/Dissertation.....	27
9. THESIS/ DISSERTATION OUTLINE.....	27
9.1 Sequencing the Major Parts of a Thesis/Dissertation.....	27
9.2 Sample Outline for Chapter One to Three.....	28
10. FINAL SUBMISSION.....	29
11. APPENDICES.....	30
11.1 Appendix 1: Registration of Title Form.....	30
11.2 Appendix 2: Guideline for Research Concept Note.....	31
11.3 Appendix 3: Guideline for Proposal Preparation.....	33
11.4 Appendix 4: Master’s/PhD Proposal Evaluation Form.....	36
11.5 Appendix 5: Master’s/PhD Oral Presentation Evaluation Form.....	37
11.6 Appendix 6: Postgraduate Progress Report Form.....	38
11.7 Appendix 7: Extension of Studies Form.....	41
11.8 Appendix 8: Intention to Submit Form.....	42
11.9 Appendix 9: Examination Arrangement Form.....	43
11.10 Appendix 10: Evaluation Form for Master’s Dissertation.....	45
11.11 Appendix 11: Master’s Dissertation Examination Form.....	47
11.12 Appendix 12: PhD Thesis/Dissertation Examination Form.....	48
11.13 Appendix 13: Master’s Thesis/Dissertation Defence Form.....	49
11.14 Appendix 14: Viva voce Examination Results Form.....	50
11.15 Appendix 15: Sample Letter to Examiners.....	51
11.16 Appendix 16: A Sample of a Cover Page.....	53
11.17 Appendix 17: A Sample of a Title Page.....	54
11.18 Appendix 18: A Sample of the Spine.....	55
11.19 Appendix 19: A Sample of Certification Page.....	56
11.20 Appendix 20: A Sample of Declaration and Copyright Form.....	57
11.21 Appendix 21: Intellectual Property Right Contract.....	58

INTRODUCTION

Postgraduate studies at the University of Iringa encompass the following programmes: Postgraduate Diplomas, Masters Degrees, and PhD degrees designed to develop mastery in various skills and subject matter specialization in the disciplines of choice. The duration for Postgraduate studies is based on the programmes offered at the University; that is 12 months, 24 months, 36 months, and 48 months for Postgraduate Diplomas, Masters' Degrees, and PhD Degrees respectively. Masters degrees are by coursework and dissertation only, while, PhD Degrees are by thesis only. Registration modality for Postgraduate Diplomas, Masters and PhD degrees may be full time or part time as specified under subsequent sections. Full time studies can also be undertaken in the form of evening programmes established in some disciplines.

1. GENERAL INFORMATION

1.1 Submission of Application

- a) All application for postgraduate studies at the University of Iringa are done through the Online Application System (OLAS). There is also a room to submit the application through Application Forms available at the University website and the Admissions Office.
- b) The application window normally begins in May and the first semester begins in November.

1.2 Application Fee

- a) All applicants are required to pay a non-refundable application fee. The fee should be paid when the application forms are submitted in the online system. The mode of payment is by bank or mobile. Consult the Admissions Office in case you need help in making payments.
- b) The application fee will be revised from time to time as the need arise. Information on the applicable fee at the time of application can be obtained from the Admissions Office, University Prospectus or University website.

1.3 Entry Qualifications

1.3.1 Entry Qualification to Postgraduate Diploma

- a) A candidate for admission into a Postgraduate Diploma programme must have a Bachelors' Degree with a minimum GPA of 2.0, Advanced Diploma, or a Postgraduate Certificate from a recognized institution of higher learning.
- b) The University of Iringa will process provisional admission into a Postgraduate Diploma programme of a candidate who applied in the final year of the bachelors' degree and has completed degree requirements for admission but is still waiting for the graduation.

1.3.2 Entry Qualification to Masters' Degree

- a) A candidate for admission into a Masters' degree at the University of Iringa shall hold:
 - i) a relevant academic bachelor degree (UQF level 8) or equivalent with a minimum GPA of 2.7 or a B grade; or
 - ii) a postgraduate diploma in a relevant discipline/area, or equivalent, with a minimum GPA of 3.0 or B grade, or
 - iii) a professional training qualification with a relevant evidence for such additional training recognised by the University.
- b) The University of Iringa will process provisional admission into a Master's programme for a candidate who applied in the final year of the Bachelor's degree and has completed degree requirements for admission but is still waiting for graduation.

1.3.3 Entry Qualification to PhD Programme

- a) A candidate for admission to the Doctor of Philosophy (PhD) degree programme of the University of Iringa shall be a holder of a Masters' degree of the University of Iringa or its equivalent in relevant discipline/area from any other recognized University with a minimum GPA of 3.0 or B grade.
- b) The University of Iringa shall process provisional admission into a PhD programme of a candidate who applies while in the final year of the masters' degree programme and has completed the degree requirements for admission but is still waiting for graduation.

1.3.4 Other Admission Requirements

- a) Certificates obtained from foreign countries shall be submitted after approval by Tanzania Commission for Universities (TCU).
- b) A candidate discontinued on academic grounds from a postgraduate programme may be allowed to apply for admission into another programme. Such a candidate may be admitted into the same programme after showing evidence that she/he has attended and passed a relevant professional or academic course lasting at least six months after the discontinuation.
- c) A student discontinued from studies because of examination irregularities shall be considered for re-admission after being away for at least one year.

1.4 Registration

1.4.1 Registration Process

- a) Candidates for postgraduate programmes shall be registered at the beginning of each semester.
- b) Candidates will be registered for programme which consists of coursework, followed by a dissertation.
- c) A candidate may register as full - time or part-time student.

- d) Registration will take place during the first two weeks of each semester. Registration for first year students shall be done upon submission of the following documents at the time of registration:
 - i) Evidence of payment of the university fees
 - ii) Copies and original certificates, transcripts of universities, and secondary school certificates
 - iii) Two passport size photographs
 - iv) Birth Certificate/National ID
 - v) Evidence of release from an employer (if employed)
 - vi) Evidence of sponsorship or ability to self-support
- e) Failure to register without satisfactory reasons shall lead to disqualification from studies.
- f) No student shall be registered before paying fees or without submission of a letter of commitment from his/her sponsor.
- g) The latest deadline for registration shall be the last working day of the fourth week of the first semester of the academic year.
- h) There shall be an orientation day for all postgraduate students after their registration in the first week of the first semester.
- i) University fees shall be paid every semester. Students failing to pay the fee at a specified time shall pay a penalty of Tsh.50,000/= and shall not be allowed to continue with studies if they fail to pay a complete fee at the end of each semester.
- j) No student shall be allowed to change courses/programme after the 3rd week of commencement of the semester.
- k) Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme for which transfer is being sought and a vacancy exists in that programme.

1.4.2 Maximum Duration of Registration

- a) The duration for Postgraduate Diploma programmes will be spread into two semesters. The minimum duration shall be one (1) year (12 months). The maximum duration shall be two years (24 months) for full time students and three years (36 months) for part time students.
- b) The minimum duration for Master's programmes shall be one (1) year (12 months) or two (2) years (24 months) depending on the nature of the programme. The maximum duration shall be two (2) years for a one (1) year full time programme, and four (4) years for a two (2) years full time programme. For a one (1) year part time programme, the maximum duration shall be three (3) years, while for a two (2) years part time programme, the maximum duration shall be six (6) years.
- c) The minimum duration for PhD programmes shall be three (3) years (36 months). The maximum duration shall be six (6) years (72 months) for full time students and eight (8) years (96 months) for part time students.
- d) Any candidate who fails to complete the study programme within the maximum duration of registration shall be discontinued from studies.

- e) Any candidate who is discontinued from studies for a reason of expiration of maximum registration period shall be informed in writing about such discontinuation. Failure to receive letter of discontinuation shall not be accepted as a ground for appeal against the discontinuation decision.

1.4.3 Extension of Studies

- a) Candidates who, for valid reason, fail to complete their theses/ dissertations within the specified period shall apply for an extension of the registration period. Such candidates shall pay an extension fee as provided by the University Council from time to time.
- b) The extension periods shall not exceed six (6) months for full time candidates and twelve (12) months for part-time candidates. Under special circumstances, the Senate may consider further extension of registration period for a maximum of six (6) months provided that the period shall be within the maximum allowable period of maximum registration.

1.4.4 Transfer of Registration

- a) A Postgraduate Diploma candidate may, on the recommendation of the Head of Department and the Faculty Dean/Director of Institute, apply to Senate for permission to transfer registration to that of Masters' Degree. The Senate shall determine the contribution of the work done to the candidacy toward the Master's Degree applied for.
- b) No candidate may acquire both the Postgraduate Diploma and the Masters' degree from the same programme at the same time
- c) No candidate may acquire both the Masters' and the Doctorate the same programme at the same time
- d) Candidates from other Universities who would like to complete their postgraduate programme at the University of Iringa, may apply to the Senate through respective Department/ Faculty/ Institute to transfer from their previous Universities credit/units not less than one third of the total credit/units for the programme, offered by the University of Iringa, provided the former institution is accredited and the candidates meet the minimum entry qualification for the programme in which they are enrolling.
- e) Transfers of credits shall be accepted for purposes of student mobility and recognition of prior learning.

1.5 Postponement

- a) A candidate who is doing course work or developing research proposal may be allowed to postpone studies for a period of one semester or one year during which his/her admission shall remain valid.
- b) All request for postponement shall be done by filling a Postponement Request Form available at the University website.
- c) Upon expiration of the first postponement a student may request for the second postponement provided that his/her admission is still valid.
- d) Only registered students shall be eligible for postponement of studies

- e) No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Special circumstances may include:
 - (i) Sickness
 - (ii) Serious social problems (each case to be considered on its own merit)
 - (iii) Sponsorship problem

1.6 Resumption of Studies

- a) Any student who has postponed studies shall upon resumption of studies be required to apply for resumption by filling in a Resume for Studies Request Form available at the University website.
- b) A student who has postponed studies after registration shall upon resumption of studies, be required to start where he/she ended before postponement.
- c) On resumption of studies, such candidate shall be required to compensate university fees proportionate to the amount spent before postponement of studies.

1.7 Freezing of Studies

- a) A candidate who has just embarked on research can be allowed to freeze studies for a maximum period of one year.
- b) Students applying for freezing studies on nonmedical ground shall pay a retention fee as provided by the University Council.
- c) The year under freezing shall not be counted as part of the registration period of the candidate.
- d) No fees paid to the University will be reimbursed in case the candidate fails to resume studies.
- e) Candidates resuming studies after freezing may need to have their research proposals reviewed in order to ascertain that their proposals have not been overtaken by time.
- f) Permission for freezing studies shall be done by filling in Freezing of Studies Request Form available at the University website.
- g) Freezing of Studies is not allowed during the course work period.

1.8 Discontinuation

- a) Discontinuation from studies shall refer to termination of the registration of a student due to failure by the candidate to maintain satisfactory academic progress, academic dishonest or general conduct in any phase of his/her postgraduate programme.
- b) Candidate discontinuation shall be approved by Senate through recommendations from Department, Faculty and Directorate Boards.
- c) Candidates shall be discontinued from studies on any of the following grounds:

- i) Candidates who shall abscond from studies or be absent from classes/station for more than two weeks without prior approval of the Supervisor or Head of the relevant Department/Directorate.
 - ii) Candidates failing to submit approved research proposals latest within 12 months.
 - iii) Candidates failing the same topic of a referred seminar presentation three times.
 - iv) Candidates with overall GPA of less than 3.0 and failing in more than two examinations.
 - v) Candidates failing examinations for a repeated course two times.
 - vi) Fulltime candidates failing to complete studies within official period
 - vii) Candidates involvement in acts of plagiarism beyond the acceptable level
 - viii) Unacceptable dissertation as recommended by examiners.
 - ix) Candidate's dissertation is unacceptable after re-submission and re-examination.
 - x) Candidates' involvement in acts of indiscipline that contravene the University students' by-laws.
- d) No fees paid to the University will be reimbursed to any candidate or sponsor in the case of discontinuation of a candidate from studies for any reason

1.9 Handling Appeals

- a) Every student has the right to appeal against discontinuation or any decision made against him/her in writings to the Senate through the Deputy Vice Chancellor for Academic, Research and Consultancy.
- b) The appeal should be applied within thirty (30) days from the date of Senate decision as provided in the University Prospectus.
- c) No candidate shall be allowed to appeal against the same case for more than two times. Similarly, candidates shall be allowed to appeal against any case within one year from the date of discontinuation from studies.
- d) The General University Examination Regulations shall govern the conduct of appeals against the decision of the Senate pertaining to examination results.

1.10 Coursework Evaluation

- a) Any candidate registered for a Postgraduate Diploma, Masters/PhD by coursework and dissertation shall be required to sit for course examinations as per assessment procedures approved by the Senate.
- b) Unless stipulated otherwise, the General University Examination Regulations shall be used to guide the conduct of examinations of all postgraduate courses.
- c) The grading system and the numerical scores by letter grades shall be as follows:

Grade	Range of Numerical Score
A	70 - 100
B+	60 - 69
B	50 - 59
C	40 - 49
D	0 - 39

The definitions attached to the letter grades shall be as follows:

Grade	Definition
A	Excellent
B+	Very good
B	Good
C	Satisfactory (Supplementary)
D	Weak (Repeat Course)

In the grade point computations, the allocation of points and classification shall be as follows:

Grade	Grade Points Average	Classification
A	4.5 -5.0	First class
B+	4.0 -4.4	Second class
B	3.0 -3.9	Pass

- d) All postgraduate diploma candidates shall do coursework examinations that shall be assessed as specified in each curriculum.
- e) Every course shall be examined separately by written/oral and/or practical method during the semester in which the course is offered. The minimum pass mark for each course shall be 60% or 'B' grade.
- f) Continuous assessment shall constitute 40% of the total marks while the final written or practical end of semester examination shall account for 60% of the marks in each course.
- g) Examination results must be submitted to the relevant Boards of the University Faculties/Institutes, DPSRC and Senate for approval.
- h) Presentation of examination results to Boards of University Faculties/Institutes, DPSRC and Senate shall be in accordance with the University approved format.
- i) A candidate must successfully complete the coursework phase before being allowed to proceed with the dissertation phase. Successful completion of the coursework phase shall mean attainment of a "B" grade or above (i.e. grade point average (GPA) of at least 3.0) in each course.
- j) Candidates whose overall grade point average (GPA) is below a 'B' grade (i.e. GPA below 3.0) shall be discontinued from studies. Candidates whose average pass is equal or above B grade but failed in one or more courses, shall be required to sit for a supplementary examination in the failed course(s). The maximum grade for such examination shall be B grade.

- k) Candidates who fail the supplementary examinations shall be required to repeat the course when next offered. A student who fails such examination(s) shall be discontinued from studies.
- l) A candidate discontinued from studies on grounds of failing in coursework examinations shall not be readmitted for the same course before the duration of two years has elapsed. However, the candidate may be allowed to apply for any other programme for which he/she may have qualifications to join.
- m) Any candidate who shall be proven to have cheated in any part of the examination shall be discontinued from studies.

2. REGULATIONS ON MASTER'S DISSERTATION

2.1 Research Concept Note and Title Registration

- a) Before commencing the research for dissertation, a candidate shall submit to the department a research concept note on the research topic he/she intend to research. The format of the concept note shall be as provided in Appendix 2.
- b) The Department/Faculty shall arrange a seminar presentation for the concept notes which shall be attended by both students and staff in the faculty.
- c) Only the approved concept notes shall be registered for proposal development assigned supervisors.
- d) Registration of the title for proposal shall be done using a special form as provided in Appendix 1.
- e) Once a title has been approved, no student shall be allowed to change the title unless there are sufficient reasons to allow such changes.
- f) On the event that a student is allowed to change his/her title, such student shall be required to present the concept note of the new title.

2.2 Research Proposal Evaluation and Approval

- a) Once a title has been approved for proposal development supervisors will be assigned by the DPSRC based on the recommendation from the Department/Faculty.
- b) Based on the advice of the supervisors a student shall write a full proposal based on the guideline provided in Appendix 3, which shall be presented to the Faculty for approval before data collection.
- c) The supervisors and the student may agree to make minor modification of the title which will not affect the whole meaning of the original title; and such modification shall be reported to the DPSRC through the Head of Department/Dean of Faculty.
- d) The Faculty shall require the candidate to present the research proposal for evaluation in a refereed seminar to be attended by both staff and students in the faculty.
- e) The refereed seminar shall include a panel of at least three but not more than five evaluators of whom one will be a discussant. The evaluators shall, at the end of the seminar presentation, award a score and grade for the seminar and submit a report to the Head of Department/Dean of Faculty.

- f) Upon approval of the proposal, based on the report of the assessment panel, the Department/Faculty may recommend revision or even reject the proposal on the following grounds:
 - i) The proposal is unsuitable in its content.
 - ii) The conditions under which the student proposes to work are professionally and ethically not possible.
 - iii) The proposed research is a repetition of another work that is already known or published and does not add any scholarly value to the discipline or field of specialization.
 - iv) Proposed research objectives cannot be achieved within the prescribed period for completion of the programme.
- g) Evaluation of students' proposals shall be done using a special form as provided in Appendix 4 and 5 and decision shall be made based on the recommendation of the evaluators.
- h) Student who score minor correction from the proposal shall be required to make corrections as per recommendations by the panel and submit to the department within two weeks from the date of first presentation
- i) Student who scores major correction from the proposal shall be required to make corrections as per recommendations by the panel within one month from the first presentation and re-defend.
- j) Student whose proposal is rejected by the panel shall be required to rework the proposal and submit for defense within two months from the date of first presentation.
- k) The final copies (hard and soft copy) of the proposal shall be submitted to the respective department after successful defense.
- l) Failure to submit a research proposal within the prescribed period without justifiable reasons shall lead to discontinuation from studies.
- m) Students shall follow approved Guidelines for Preparation and Submission of Students Research Proposals and Thesis/ Dissertation
- n) Once the proposal has been approved for data collection, no student shall be allowed to change the content in the proposal.

2.3 Submission and Examination of Masters' Degree Dissertation

- a) A candidate in a Master by coursework and dissertation shall be required to make at least two seminar presentation during dissertation writing stage before submission for examination. The seminar presentation shall be examined by at least two specialists approved by the relevant Faculty/Institute, at least one of these must be external to the Faculty/Institute.
- b) Upon certification by the supervisor, a candidate shall produce and submit four spiral bound copies, one for the external examiner, two for the internal examiners, and one to be kept in the department for record purposes.
- c) External and internal examiners shall be required to complete the assignment within one month, failure of which another/other examiner(s) will be appointed. Each examiner shall be required to summarise his/her report about

- the dissertation with raw marks and clear recommendations before the final examination.
- d) The final examination shall include an oral presentation to a panel of at least three examiners including an external examiner or his/her representative. At the end of the final examination the examiners shall evaluate the dissertation for one of the following recommendations:
 - i) The degree be awarded subject to minor revisions
 - ii) The degree not be awarded but the candidate be allowed to revise and resubmit his/her dissertation for re-examination
 - iii) The dissertation be rejected outright
 - e) A dissertation passed subject to minor revisions must be submitted for degree award within two weeks from the date of the approval of examination results.
 - f) A dissertation passed subject to substantial corrections and revisions must be submitted for degree award within one month from the date of approval of examination results.
 - g) A dissertation rejected may be re-submitted for examination within four months from the date of approval of examination results.
 - h) A candidate who fails, without reasonable cause, to submit dissertation within the specified period as stated above shall be discontinued from studies.
 - i) Where the examiners are not in agreement in their overall recommendation after resubmission, DPSRC shall examine the case and recommend one of the following actions:
 - i) The recommendation of the External Examiner(s) be adopted; **or**
 - ii) An additional independent examiner be appointed; **or**
 - iii) The relevant Faculty/Department establish a panel from amongst the experts available to examine the candidate orally.
 - j) Subject to positive outcome of the dissertation examination the candidate shall be invited to attend an oral defense. For the defense of the dissertation, the student shall be required to produce and submit five spiral bound copies of the dissertation one week before the day of defense.
 - k) Based on results of the defense, a successful student shall be required to submit four error-free hard bound copies and a soft copy of his/her dissertation to the Faculty through the respective department. Before producing the hard bound copies a candidate shall be required to submit an unbound copy to the DPSRC for checking and certifying compliance to approved guidelines. The postgraduate committee shall do the checking and certification of the dissertations in line with the guidelines.
 - l) Every dissertation submitted for a master's degree shall be accompanied by a declaration by the candidate to the satisfaction of the senate, stating that it is the candidate's own original work done within the period of registration and that it has neither been submitted nor being concurrently submitted to any other institution. The dissertation must be submitted in four copies together with one electronic copy in a Compact Disc (CD).

- a) For a candidate in a Masters' degree programme by Coursework and Dissertation to qualify for an award, a minimum of 180 credits shall be required. These shall consist of at least two and almost three semester coursework with 120 credits and a dissertation which shall have a minimum of 60 credits. For a programme with more than three semesters, a multiple of 60 credits per semester shall apply.
- b) For a candidate to qualify for an award of Master degree by Coursework and Dissertation he/she shall have at least one paper published or accepted for publication in a peer reviewed journal based on his/her research and the journal shall be one acceptable or recognisable by the University.
- m) The examination of the dissertation shall be awarded marks and grades; hence the final award of the candidate shall have a GPA value

3. REGULATIONS FOR DOCTOR OF PHILOSOPHY DEGREES BY THESIS

3.1 Registration of PhD Candidates

- a) The University of Iringa shall offer PhD degree programmes by thesis under which a candidate shall produce a thesis based independent research carried on by the candidate.
- b) A PhD candidate may be registered on part-time or full-time basis. Such a candidate shall be required to register at the beginning of the first year of his/her studies and to renew the registration at the beginning of each subsequent year.
- c) Failure to renew registration within the first two weeks of each academic year, without good reasons, shall mean automatic deregistration.
- d) With good reasons, a candidate may apply for extension of registration as provided in Section 1.4.3
- e) The registration of PhD candidates shall follow the following procedures:
 - i) An applicant shall be required to submit a two-page concept note on the intended research topic to the relevant department.
 - ii) On the basis of the Department's recommendations, the faculty shall appoint at least two supervisors for the candidate, one being the main supervisor and the other shall be a co-supervisor
 - iii) Within a period of six months after registration into a PhD programme, the candidate shall present a comprehensive research proposal in a relevant faculty/department for discussion.
 - iv) Guidelines on the writing of research proposal are detailed in Appendix 3
 - v) Through his/her supervisors, a candidate shall be required to submit a final proposal to his/her respective faculty for onward transmission to the Senate for approval
 - vi) The maximum period for submission of the proposal will be one and a half years (18 months)
- f) The appointed supervisors shall guide the candidate in his/her research and a candidate shall be required to submit periodic progress reports to the faculty

- through his/her supervisor(s) (twice a semester) as detailed in Appendix 6.
- g) A candidate registered for the PhD degree programme may, on recommendation of the relevant Faculty Board, be required to attend a one month research methods training.
 - h) The minimum duration of the PhD programme, including the six months of research proposal processing, shall be as provided in Section 1.4.2(c).
 - i) Procedures for registration of the title and approval of the proposal shall be as stipulated in Section 2.1 and 2.2.

3.2 Submission of a PhD Thesis

- a) A candidate in a PhD by Thesis degree programme shall be required to make at least two seminar presentations during the research stage before thesis submission. The purpose of the presentations shall be to ascertain competence in research methodology, analytical skills and applicable instruments.
- b) No candidate shall be permitted to submit a thesis for the PhD degree in less than 36 months from the date of registration.
- c) At least three months before the thesis is submitted, the candidate shall, through the supervisor, give notice of intention to submit the thesis, in writing to the department. The notice shall include the title and the major sections of the thesis (Appendix 8).
- d) Every thesis submitted for the PhD degree of the University of Iringa shall be accompanied by a declaration by the candidate, stating that it is the candidate's own original work and that it has not been submitted for a similar degree in any other university.
- e) Every thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and presentation as shall be described in the Guidelines for Preparing PhD Thesis.

3.3 Examination of Thesis and Award of a PhD

- a) The Senate shall appoint, based on the recommendation of the relevant Faculty Board and the DPRPC, at least three qualified examiners, one of whom shall be an independent internal examiner and two examiners shall be external to the University of Iringa.
- b) The examiners shall be required to assess the thesis according to the agreed standards of the University of Iringa for PhD degrees.
- c) The examiners shall be required to submit independent reports on the PhD thesis as prescribed under the PhD programme.
 - i) The examiners shall be required to submit their detailed reports on the thesis within a period of **two months** from the date of receipt of the thesis.
 - ii) If the reports are not received within **two months**, new examiners shall be appointed.
- d) The PhD thesis must show evidence that the candidate's work is original and has made a significant contribution to knowledge. Each examiner shall submit a summary of the report on the thesis with a definite recommendation

for one of the following actions:

- i) The PhD degree be awarded to the candidate unconditionally or,
 - ii) The degree be awarded subject to typographical corrections and/or minor revisions or,
 - iii) The degree be awarded subject to substantial revisions and corrections recommended or,
 - iv) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD thesis for re-examination after a further period of study and/or research or,
 - v) The degree should not be awarded, but the candidate be permitted to resubmit the work in a revised form for Master of Philosophy Degree award.
 - vi) The thesis be rejected outright and hence discontinuation
- e) A thesis rejected as per regulation 3.3 (v) above must be re-written and re-submitted for re-examination within 9 to 12 months.
 - f) Candidates who fail to submit their thesis within the period stated above shall be discontinued from studies.
 - g) Where the examiners are not in agreement in their overall recommendation after the resubmission, the DPSRC shall consider the case and recommend one of the following actions:
 - i) The recommendation of the external examiner(s) be adopted or
 - ii) An additional independent examiner be appointed or
 - iii) The relevant Faculty/Department be requested to establish a panel of experts, internal and/or external to the University, with Senate's approval, to examine the candidate orally.

3.4 Viva Voce Examinations for PhD Candidates

- c) In addition to writing a thesis, the final examination shall include a viva voce session composed of a panel of at least five examiners including the two examiners external to the University or their representatives,
- d) The viva voce examination shall take place only after the Board of the relevant academic unit handling postgraduate studies and Senate have been satisfied that the thesis submitted by the candidate is considered by the examiners to be of acceptable quality. The questions in the viva voce examination shall primarily focus on the candidate's thesis research area.
- e) Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity in the subject area.
- f) The members of viva voce panel shall be so selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research (or related) area.
- g) The viva voce examination shall comprise at least five but not exceeding seven examiners (panel members) who are experts in the relevant field of the Thesis appointed by the Senate through the relevant Faculty /Institute Board and the Board of the relevant academic unit handling postgraduate studies and shall be constituted as follows:
 - i) Chairperson with voting power who shall also be the representative of

- the /Dean/Director;
 - ii) External Examiner who examined the thesis or his/her representative;
 - iii) Internal Examiner who examined the thesis who shall also be the Secretary to the Panel;
 - iv) Research Supervisor who supervised the student; and
 - v) Head of Department
 - vi) Two other qualified members, invited by the relevant Faculty / Institute, and approved by Senate through the relevant committee.
 - vii) Few academic staff and ongoing PhD students may be invited to the viva voce examination on recommendation by the Faculty/Institute Dean as observers. They shall neither have voting power nor be allowed to ask questions.
- h) The Chairperson of the *viva voce* panel, who need not be a specialist in the candidate's thesis area, shall be a senior academician (at least senior lecturer), and shall be appointed by the Senate through the DPSRC, on the recommendation of the relevant Faculty/Institute Board.
- i) Panellists who fail to attend at the *viva voce* examination, shall submit their oral examination questions to the DPRPC, and also nominate their representatives (where possible) to the *viva voce*.
- j) The *viva voce* panellists shall be provided with full texts of the thesis examiners' reports, and copies of the candidate's thesis, at least **two weeks** before the date of the oral examination.
- k) The functions of the *viva voce* shall be:
- i) To ascertain that:
 - The thesis presented (the data, methodology, analysis and findings) is the original work of the candidate;
 - The broader subject area in which the study is based is fully grasped;
 - Any weakness in the thesis can be adequately clarified by the candidate; and
 - ii) To make a definite recommendation to the DPSRC and Senate whether the candidate has passed or failed.
- l) The *viva voce* panel shall, as far as possible, work towards arriving at a unanimous decision of the candidate's performance. Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote in favour of passing the candidate shall be required for passing a *viva voce* examination.
- m) At the end of the *viva voce* examination, the panel members shall provide a specific recommendation to DPRPC on the candidate's performance with a definite recommendation for one of the following actions:
- i) The candidate **PASSES** and no additional corrections in the thesis are required **or**
 - ii) The candidate **PASSES** subject to making minor corrections and revisions in the thesis as stated in the *viva voce* proceedings, within three months **or**
 - iii) The candidate is referred to make substantial corrections and revisions

as stated in the *viva voce* proceeding within six months, and at least two *viva voce* panelists must certify that the corrections have been done as directed or

- iv) The candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the *viva voce* proceedings within nine months
- v) The candidate fails outright and is recommended for discontinuation.
- n) The specific recommendations shall be given in writing in the examination results sheet (Appendix 12) and each panel member shall be required to sign in the result sheet.
- o) The Chairperson of the panel shall also submit to DPSRC a comprehensive report approved by the oral panelists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
- p) Where there is disagreement between the recommendations of the thesis examiners and those of the *viva voce* panelists, the DPSRC shall carefully study the case and recommend to Senate one of the following actions:
 - i) The candidate revises and re-submits the thesis and subsequently re-appears for a further oral examination, within a specified period, but not exceeding 12 months from the date of the decision by Senate or
 - ii) The candidate be deemed to have failed outright and hence discontinuation.
- q) The duration of the *viva voce* examination shall normally **not** exceed three hours whereby;
 - i) 45 minutes shall be for presentation
 - ii) 15 minutes shall be for break
 - iii) 1 hour 45 minutes shall be for questions and answers
 - iv) 15 minutes shall be for deliberations.
- r) The Senate shall make the final decision on the PhD degree award to the candidate, on the recommendations of the DPSRC. Subsequent publications from a thesis submitted for the PhD degree of the University of Iringa must contain a statement to the effect that the work is based on a thesis submitted to the University.
- s) For a candidate to qualify for the PhD award a minimum of six semesters with 540 credits shall be required accumulated as spelt out in the University's regulations pertaining to postgraduate studies as guided by the credit system provided by the Tanzania commission for Universities (TCU).
- t) For a candidate to qualify for the PhD award he/she shall have at least one paper published and at least two accepted manuscripts (articles/papers) in a peer reviewed journal based on his/her research and the journal shall be acceptable or recognisable by respective university.
- u) The final thesis shall be submitted in six hard bound copies and one electronic copy in a CD form.

4. GUIDELINES FOR THESIS/DISSERTATION PREPARATION

- a) Every candidate shall be required to follow the guidelines approved by the University Senate during the preparation of dissertation/thesis titled:

“Guidelines for Preparing Dissertations/Theses and other Publications”.

- b) Supervisors shall ensure that candidates comply with these guidelines before the dissertations/theses are submitted for examination. c) As these guidelines are part of the terms of references for examiners, failure to follow them will affect the examination results
- c) Candidates doing a postgraduate programme by coursework and dissertation and who have qualified to continue with the dissertation research, after the course-work part, shall be required to submit a dissertation in partial fulfilment of the degree requirements, after a specified period set by the University.

4.1 Notice of Intention to Submit

At least three months before submitting a dissertation or a thesis a candidate shall, through the supervisor, Department and Faculty/Institute, give notice, in writing, to the DPSRC, expressing the intention to submit the dissertation/thesis. Guidelines on how to file the notice of submission are given in Appendix 8.

4.2 Certification

The supervisor(s) should certify that they have read the thesis/dissertation, and found it to be in a form acceptable for examination. The statement is for the initial submission; at the final submission, the supervisor should sign again and certify for acceptance.

- a) Initial submission statement

*“I, the undersigned, do certify that I have read and hereby recommend for examination by the University of Iringa the thesis/dissertation entitled (**insert the title here**), in partial/fulfilment of the requirements for award of the degree of (**insert the degree name here**) of University of Iringa.”*

- b) Final submission statement

*“I, the undersigned, do certify that I have read and hereby recommend for acceptance by the University of Iringa thesis/dissertation entitled, (**insert the title here**) in partial/fulfilment of the requirements for award of the degree of (**insert the degree name here**) of University of Iringa.”*

4.3 Declaration by the Candidate

- a) Every dissertation/thesis submitted for a degree award must be accompanied by a declaration by the candidate, to the satisfaction of Senate, stating that the dissertation/thesis has not been submitted for a similar degree in any other University. The dissertation/thesis must be submitted in four hard copies, (plus one soft copy.)
- b) The dissertation/thesis shall also contain a declaration by the candidate’s supervisor, confirming that he/she has read the dissertation/thesis and found it to be in a form acceptable for examination.

4.4 Copyright Statement

The dissertation/thesis shall contain a statement of copyright by the author, reading as follows: (for further details, see Guidelines on Preparation of Theses)

No part of this dissertation/thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means: electronic, mechanical photocopying, recording, or otherwise, without prior written permission of the author or University of Iringa on that behalf.

4.5 Abstract

- a) All dissertations/theses submitted for degree awards must be satisfactory as regards format and text presentation. They must also contain a one-page abstract.
- b) The abstract shall indicate in summary the essential points of the dissertation/thesis, the important results achieved and the conclusions reached.

4.6 Intellectual Property Right Contract

Each registered candidate shall sign a contract with the University of Iringa declaring that all research findings and innovation done during his/her studentship shall be the property of the University of Iringa and shall be protected under the Berne Convention, World Intellectual Property Organization, the Copyright Act 1999 and other international and national enactments on intellectual property.

5. SUPERVISION OF POSTGRADUATE STUDENTS

- a) When postgraduate applications are considered for thesis candidates, heads of relevant departments of the University of Iringa are required to recommend a supervisor(s) for each prospective student and reports on the appointments will be sent to the DPSRC.
- b) The same applies for coursework and dissertation candidates who have qualified to continue with the dissertation component of the Masters' Degree programme.
- c) The candidate may be consulted on the selection of supervisors.

5.1 General Duties and Responsibilities of Supervisors

- a) The Head of Department shall carefully consider the proposed supervisor's area of expertise, his/her qualifications and experience before nomination for a supervisory role.
- b) The Supervisor is the University's agent in ensuring that:
 - i) A particular higher degree candidate is maintaining satisfactory progress;
 - ii) The candidate receives adequate advice and encouragement on the thesis/dissertation research project;
 - iii) The work being done on the thesis/dissertation is reviewed critically and on a continuous basis.

- c) From the University's point of view, a positive attitude and relationship between the supervisor(s) and the candidate is essential in order to:
 - i) Ascertain that the candidate completes the research work he/she started;
 - ii) Be able to identify difficult problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate;
 - iii) Restore a "failing" piece of work to an acceptable standard.
- d) Since the supervisor is the agent of the University in ensuring that the student's work attains a satisfactory standard, he/she should be an active member of the Department, who is well acquainted with all the University's postgraduate regulations.
- e) As far as possible, the supervisor shall supervise postgraduate students only in his/her area of specialization. This will help to ensure high standards of attainment, and to avoid possible embarrassments resulting from rejection of theses classified as shallow by external examiners.
- f) The supervisor shall have to know the student well, and be familiar with whatever special problems the candidate may have.
- g) The supervisor shall have to understand that, in essence, research is part of the post graduate programme designed as a training part, in which the candidate is expected to:
 - i) Be exposed to the fundamentals of research;
 - ii) Acquire certain new techniques;
 - iii) Learn how to present the results of research in a scholarly manner;
 - iv) Make some important contribution to knowledge, thus a candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques, and at the time of thesis writing.
- h) For a PhD candidate, in recognition of successful postgraduate research experience, the supervisor should recognize that the candidate has already acquired some training experience in research as a Masters candidate. Consequently, for the PhD, the supervisor expects the candidate to:
 - i) Make a distinct contribution to new knowledge, of fact and/or theory;
 - ii) Produce considerably much more original work than required for the Masters programme;
 - iii) Go much deeper and more extensively in the review of the relevant literature than is the case for a Masters candidate;
 - iv) Be more critical in the analysis of data he/she has collected;
 - v) Exercise more initiative in the research than for the Masters' Degree candidate.
- i) After the second year, the PhD candidate must be able to work independently, and to be guided rather than directed by the supervisor. Still it is the responsibility of the supervisor to guide the candidate in the right direction.
- j) The supervisor has the responsibility of focusing ahead, and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work. The supervisor must be capable of foreseeing

through his/her previous research experience, whether or not the candidate will get acceptable data within two to three years of research or whether the proposed research is suitable for a higher degree. Supervisors must have this kind of foresight in order to reduce the common problem of students' "wasted effort" to a minimum.

- k) In order for a candidate to be on the right pathway, each department, which offers postgraduate degrees, shall establish a Postgraduate Research Committee. The committee shall compose of about four academic staff members who are competent with the Postgraduate Research Proposal Review process to facilitate critical and constructive evaluation of a proposal some days before its presentation in a seminar.
- l) The supervisor has the responsibility of monitoring the candidate's progress throughout the research period through various methods including:
 - i) Requesting the candidate to submit periodic reports (every three months) about his/her research progress. The reports may well constitute drafts of the final thesis/dissertation. In reviewing them, the supervisor should take the opportunity to advise the candidate on matters of presentation, and if necessary, to make suggestions where modifications are required. The supervisor should use such reports as a basis for writing his/her own report to the Higher Degrees Committee on the candidate's research progress, and as the basis for recommending the upgrading of a candidate's registration from Masters to PhD, or if need be, recommending him/her for discontinuation from studies. If the supervisor does not receive a report from the candidate on his/her research progress, he/she should submit his/her own.
 - ii) Regular consultations between the candidate and the supervisor (e.g. once every month) to discuss the research work, is advised. Frequent consultations help to make the supervisor aware of new problems in the student's research since the last report, and to suggest remedial measures, before it is too late.
 - iii) Organizing seminar presentations by the candidate. A seminar presentation by the candidate to the relevant Department about his/her research work gives him/her an opportunity to think more critically about the work. The supervisor shall therefore ensure that the candidate he/she supervises delivers seminars based on the regulations of postgraduate studies by:
 - Guiding the candidate in his/her thesis/dissertation writing. Here it should be emphasized that although the writing of the thesis/dissertation is entirely the responsibility of the candidate, it is the supervisor's responsibility to ensure that the candidate submits a thesis of a standard that is acceptable for the degree it is intended for.
 - Being accessible and showing interest and enthusiasm in the candidate's research work, and having a positive and friendly relationship with the candidate;

- Discussing the thesis drafts with the candidate regularly. In order to give quick feedback to the candidate on the written drafts, and sustain his/her motivation, the supervisor should, as far as possible, read and return his/her candidate's thesis drafts within two to three weeks of receiving them;
 - Reading the candidate's drafts carefully and critically and giving constructive suggestions on how and where the thesis could be improved. He/she should, for example, advise the candidate on what details should be placed in the main body of the thesis, what should better be expressed by illustrations, how to write the bibliography, etc.;
 - In the end, the supervisor read the entire final draft, and satisfy himself/herself that the thesis is suitable for examination.
- iv) Recommending to the Head of Department potential external examiners for the candidate's thesis.
- v) Guiding the candidate in the revision of the thesis/dissertation, in the event that the examiners recommend such revisions.

5.1.1 Other Suggestions on Supervisor's Duties

- a) The supervisor's role is to advise and guide, but not to write the thesis/dissertation for the candidate, such that the work becomes a reflection of the supervisor. Candidates are fully responsible for the work and its fate.
- b) Frequent consultation (at least once every month) between the candidate and the supervisor is necessary in order to ensure that candidate does not go astray in his/her research. Therefore, it is suggested that, if the candidate's main supervisor should be away from the University for more than three consecutive months, an acting supervisor shall be appointed. In the case of the course-work and dissertation candidates, it is recommended that an acting supervisor should be appointed even if the principal supervisor is away for two consecutive months.
- c) It is suggested also that to gain uniformity in the information brought in by supervisors to the Higher Degrees Committees, on their candidates' research progress, a standard Progress Report Form (Appendix 6) shall be used.
- d) The supervisor should not, however, become a limiting factor leading to delays in the candidate's work.

5.2 Responsibilities of Postgraduate Candidate

In terms of responsibilities, postgraduate candidates are expected to:

- a) Maintain regular contact with the supervisors;
- b) Maintain progress in accordance with the agreed work plan;
- c) Attend necessary training sessions shall be recommended by the DPSRC;
- d) Attend regularly in the Department or other assigned place of work, and ensure that the University's permission is granted for any absence (even to conduct research);

- e) Make regular presentations on progress to the supervisors, Departments, and specified group(s), as required by the supervisors/Departments;
- f) Decide, after consultation with the supervisors, when to submit the theses;
- g) Exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities.

In case where one or more of the following happen:

- i) A breakdown in communication between the student and the supervisor;
- ii) Personal conflicts between the candidate and the supervisor;
- iii) A hostile relationship between the candidate and the supervisor;
- iv) Refusal by the candidate to follow the supervisor's advice;

Both the supervisor and the candidate shall report the problem, in writing, to the Head of the relevant Department, with a copy to the Dean of the relevant Faculty and the DPSRC. The Head of Department shall study the nature of the problem and recommend to the Faculty and subsequently to DPSRC, one of the following actions: -

- i) The candidate be warned, in writing, about his/her weaknesses (if it is established that he/she is the cause of the problem);
 - ii) The candidate be transferred to another supervisor (where possible, and where necessary);
 - iii) The supervisor be informed about his/her weaknesses (if it is established that he/she is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the candidate, or follow alternative (ii).
 - iv) Any other reasonable action, including advising the candidate to withdraw from studies, or discontinuation of the candidate.
- h) Since, from what has been outlined above, it is evident that the supervisor's responsibility to the candidate is so central and critical, and since the job of supervision is time-consuming, it is recommended that:
- i) The number of postgraduate students a single staff member supervises at a time should not exceed the recommended minimum number. This would ensure that candidates are adequately supervised.
 - ii) The Heads of Department should take staff members' supervision responsibilities into consideration when assigning them their teaching load and other responsibilities.
 - iii) The University, as an incentive and as a token of appreciation for the supervisor's work should pay a supervision allowance to supervisors.
 - iv) There should be no link between the payment of the supervision allowance and the candidate's fate (i.e. the supervisor should be paid the allowance even if the external examiner fails a thesis).

6. HONORARY DEGREE AWARD

- a) The honorary degree of the University of Iringa is the degree of Doctor *honoris causa*.

- b) The degree of Doctor *honoris causa* is conferred upon any person who, in the opinion of Senate, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.

6.1 Nomination of Candidates for Award of an Honorary Degree

- a) A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate and shall be communicated in writing to the Vice Chancellor.
- b) Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of the academic staff of the University shall not be proposed.

6.2 Procedure of Evaluation for Award of Honorary Degree

- a) Upon receipt a proposal for the award of an honorary degree, the Vice Chancellor shall refer such a proposal to the Senate for consideration and approval.
- b) The Senate shall study all facts submitted to it and, based on an affirmative two-thirds secret ballot majority of all members of the Committee, recommend award of the degree.
- c) Any recommendation made by the Committee for conferring any honorary degree shall be dealt with in the following manner:
 - i) The recommendation shall be made separately to the Senate and Council. After consideration of all the facts, members of Council and Senate shall vote independently by secret ballot.
 - ii) An affirmative two thirds majority of the members in both Senate and Council shall be required for a decision to recommend for an award of an honorary degree.
 - iii) The results of the ballot shall be announced immediately in the same meetings of Senate and Council. If the two thirds majority is not achieved at Senate, the name of the candidate will be dropped.
 - The Deputy Vice Chancellor for Academic Research and Consultancy shall serve as the Returning Officer of the Council and Senate.
 - The Chancellor's approval shall be required before conferring an honorary degree.

An Honorary degree shall, as a rule, be conferred only in the presence of the recipient.

7. HIGHER DOCTORATE DEGREES

7.1 Definition

A Higher Doctorate at the University of Iringa shall mean the degrees of

- a) Doctor of Literature in the Faculties of Arts and Social Sciences,
- b) Doctor of Development Studies in the Faculties of Arts and Social Sciences,
- c) Doctor of Business /Economics in the Faculty of Business and Economics,
- d) Doctor of Laws in the Faculty of Law,
- e) Doctor of Theology in the Faculty of Theology and Missions.
- f) Doctor of Science/Education in the faculty of Science and Education

The Higher Doctorates are granted for original contribution of distinguished merit to some branch of science or the humanities.

7.2 Eligibility for Candidacy

The following members of staff of the University of Iringa shall be eligible for candidacy for the award of a Higher Doctorate of University of Iringa.

- a) Holders of a PhD of the University of Iringa, of at least five years standing; or
- b) Holders of a PhD degree of the former Tumaini University, or
- c) Holders of a PhD degree or equivalent of any other recognized University provided that, at the time of applying for candidacy, they will have served the University of Iringa in teaching, research or other approved role for a minimum period of five years.

7.3 Application for Candidacy

- a) A candidate for this award shall normally apply for a Higher Doctorate of the Faculty/Institute in which the subject of his/her previous degree(s) was studied.
- b) The intending candidate must supply to the relevant Faculty, through his/her complete Curriculum Vitae and any other documents, sufficient evidence of his/her qualifications for the Higher Doctorate candidacy.
- c) The candidate's application must be accompanied by a unifying statement of not more than 5000 words, which concisely but comprehensively sums up his/her significant contributions(s) to knowledge in a chosen field.
- d) Together with the unifying statement, the candidate must submit a compilation of his/her important and original published works (excluding works earlier submitted for Masters or PhD Degrees). Published works shall mean what is printed as books or papers in a reputed journal, or work already accepted for publication. (Serious emphasis is placed on or published work to ensure that the work submitted for examination has been available for criticism).
- e) The candidate's application for candidacy shall be scrutinised by the appropriate Faculty/Institute, and his/her candidature shall be approved through the relevant Faculty/Institute Board, the DPSRC, and Senate.

7.4 Submission of Published Works and Examinations

- a) The work submitted by the candidate shall be in four copies, and be referred to three examiners appointed by Senate on the recommendation of

the Faculty/Institute Board, and the DPSRC. All examiners shall be external to the University, preferably holders of Higher Doctorate Degrees themselves.

- b) The work shall be accompanied by a declaration by the candidate, that it has not been submitted for a Higher Doctorate Degree in any other University.
- c) The job of the examiners is to carefully and critically examine the candidate's contribution to ascertain that:
 - i) The work shows outstanding originality;
 - ii) The candidate's contribution to knowledge has been substantial;
 - iii) The format of presentation of the candidate's work is acceptable
 - iv) Examiners for the Higher Doctorate Degree should, therefore, be selected from amongst the most highly distinguished international scholars in the subject, preferably holders of Higher Doctorates themselves.
- d) The examiners may recommend the candidate to appear for a *viva voce* examination. Under such circumstances, the PhD regulations for *viva voce* examination shall be used as guidelines.

7.5 High Doctorate Degree Award

- a) The examiners shall submit a report on the candidate's published work, recommending, in definite terms, whether or not the Higher Doctorate Degree should be awarded to him/her
- b) In case of disagreement between the examiners, similar guidelines as those prescribed for masters and PhD candidates shall be followed. Senate shall grant the final approval on the degree award, after it has been satisfied that the work presented makes a substantial and distinct contribution to knowledge.
- c) A candidate who fails to qualify for the Higher Doctorate award shall not be allowed to re-apply for the same degree for at least three years
- d) The successful Higher Doctorate candidate shall be required to give a public lecture on his/her contribution before the degree is awarded.
- e) The examiners shall submit a report on the candidate's published work, recommending, in definite terms, whether or not the Higher Doctorate should be awarded to him/her.
- f) In case of disagreement between the examiners, similar guidelines as those prescribed for Masters and PhD candidates shall be followed.
- g) Senate shall grant the final approval on the degree award, after it has been satisfied that the work presented makes a substantial and distinct contribution to knowledge.

8. GUIDELINES FOR WRITING A THESIS /DISERTATION

8.1 Typing and Spacing

- (a) The thesis/dissertation must be printed on good quality A4 paper. This is to ensure clear copies of the work.

- (b) Except for tables whose text should be single spaced, spacing for all other text should be 1.5; and on one side of the paper only.
- (c) Except for text in the tables, all other text must always be justified.

8.2 Cover Page:

The cover page should bear the title of the dissertation/thesis in capital letters of 14 font size, 4cm from the upper margin, which will be embossed in gold, and which will be centred. It should also contain the full name of the candidate, the degree to be awarded, and the month and year of completion (see Appendix 16).

8.3 Title, Title Page and Chapters

- (a) Write the main title of the thesis/treaties in capitals of bolded 14-font size. All other text after the title, such as the author's name, should be in capitals and small letters, and should be in font size of 12, bolded and centred (see Appendix 17). The title of the dissertation/thesis must not exceed 20 words.
- (b) Insert the following words: "*A Dissertation Submitted in Partial Fulfilment of the Requirements for Award of the Degree of (insert name of degree) of University of Iringa,*" five spaces after the name, **OR** "*A Thesis Submitted in Full Fulfilment of the Requirements for Award of the Degree of (insert name of degree) of University of Iringa,*" five spaces after the name.
- (c) The month and year of completion of the thesis/treaties must be stated at the bottom, preceded by the word "University of Iringa", one space below the above words.
- (d) Chapters in the thesis/treaties must be capitalised, centred, and bolded using font size 12; for sample see the last sections of these guidelines.
- (e) Each new chapter shall begin on a new page.

8.4 Fonts

- (a) All text must be written in Times New Roman
- (b) All text must be typed in font size 12 except for tables whose fonts shall be 10.

8.5 Paragraphs

Begin each paragraph and each sub-heading by hitting the enter key once. The paragraphs should not be indented.

8.6 Headings

Headings and sub-headings for a thesis or treaties will be written under four levels at most: the main heading (Heading 1) followed by three levels of sub-headings: Heading 2; Heading 3 and Heading 4. See the last section of the guidelines.

8.7 Language

The thesis/dissertation must be written in UK English.

8.8 Treatment of Abbreviations

The subject should be stated in full followed by the abbreviation or acronyms placed in brackets the first time it appears. Example: for the University of Iringa, subsequent citations, the abbreviation UoI shall be used. A list of abbreviations and acronyms used in the thesis or dissertations should be included in the preliminary pages of the document. It is not correct to use an ampersand (&) or a number e.g. 4th as part of a word in the text. Exceptions to this rule include:

- Arabic numbers can be used with the word percent or the percent sign (%), e.g. 10 percent or 10%
- Arabic numbers are also used in the following cases: Time followed by a.m., or p.m., page numbers, designation of figure number, and data quoted from a table.

8.9 Quotations

Quotations of fewer than four lines can be incorporated into the text and quotation marks should be used. Quotations of more than four lines are indented and aligned four spaces from the left margin. No quotation marks are required. The quotation should be single-spaced. If you want to omit some words in the middle of a sentence being quoted, it should be indented by three dots. Also, an omission in a quotation following a complete sentence is shown by three dots (Ellipsis).

8.10 Pagination

- (a) Paginate all preliminary pages in lower case Roman numerals, i.e. “i”, “ii”, “iii”, etc., beginning with the title page, but not numbering the cover page.
- (b) Number the pages of the body of the thesis in Arabic numerals, i.e. “1”, “2”, “3”, etc., consecutively, and throughout.
- (c) The page numbers should appear at the bottom of the page, and should be centred.

8.11 Margins

- (a) The left-hand margin must be 4.0 cm from the left edge of the paper.
- (b) The right-hand margin must be 2.5 cm from the right edge.
- (c) The top-margin must be 4.0 cm from the top of the page
- (d) The bottom margin must be 2.5 cm from the bottom edge of the paper.

8.12 Capitalisation and Bolding of Words

Candidates should as much as possible avoid unnecessary bolding and capitalization of words or sentences. But once they feel there is need to do that the bolding and capitalization shall be used constantly.

8.13 Tables and Their Numbering

- (a) Tabular material of five or more horizontal lines is usually presented in the thesis/dissertation as a table. The text in this table shall be of a single-spaced.

- (b) Candidates may put more than one table on the same page provided four lines separate them.
- (c) A table cannot be continued (broken) to the next page unless the titles reappear in each table. The heading and the table itself are inseparable.
- (d) Tables shall be referred to by their numbers and not by a phrase such as “the previous or the following table”, instead; “Table 1”
- (e) Long tables should be placed in the appendix section
- (f) Table numbering shall be consecutive throughout the thesis/dissertation. For example, Table 1, 2, 3, 4, 5, etc.)
- (g) The number and the title of the table shall appear on top of each table while the source of the material in the table, shall appear at the bottom of that table.
- (h) Capitalize only the first letter of the first word of the table heading except for proper names of things or abbreviations/acronyms in that table.

8.14 Figures, Diagrams, Graphs, Charts, Illustrations, and Photographs

- (a) Any diagram, graph, or chart (including a photograph) is usually presented as a figure.
- (b) All figures shall be written in full to describe what they are indicating. All figures shall be numbered and labelled in the same way as tables, but the titles shall be placed at the bottom of the respective figures.

8.15 Length of the Thesis/Dissertation

- a) A Masters’ degree dissertation shall range from 80 to 200 pages excluding appendices.
- b) A PhD thesis shall range between 150-300 pages, excluding appendices

9. THESIS/ DISSERTATION OUTLINE

9.1 Sequencing the Major Parts of a Thesis/Dissertation

Candidates must sequence the preliminary pages in the following order:

A. Preliminaries

- Cover page
- Title page
- Declaration and Copyright
- Certification
- Acknowledgement
- Dedication (if any)
- Abstract
- Table of contents
- List of tables
- List of figures
- Abbreviations and acronyms

B: Chapters

A standard thesis/dissertation shall contain six (6) chapters as follows:

- Chapter I: Introduction
- Chapter II: Literature Review
- Chapter III: Research Methodology
- Chapter IV: Data Presentation, Analysis and Interpretation
- Chapter V: Discussion of Findings
- Chapter VI: Summary, Conclusions, Recommendations

Under special circumstances, students may be allowed to combine chapter IV and V to read as follows:

- Chapter I: Introduction
- Chapter II: Literature Review
- Chapter III: Research methodology
- Chapter IV: Data Analysis and Discussion of Findings
- Chapter V: Summary, Conclusions and Recommendations

The Recommendations section should be divided into two parts:

- i) Recommendations for Action
- ii) Recommendation for Further Studies

C. References

- a) All sources cited in the text should be included in the list of references.
- b) References should be arranged in alphabetical order at the end of the thesis/dissertations.
- c) In text citation and referencing style shall follow the American Psychological Association (APA) style. Students and supervisors are required to consult the current edition of the APA manual for citation and referencing.

D. Appendices

The following are some of the contents that the chapters of the thesis of treaties may contain. Please note that, the order and the number of the suggested sub-themes in each chapter are subject of the taste of the academic advisor and the student.

9.2 Sample Outline for Chapter One to Three

9.2.1 Chapter One: Introduction

- Background of the Problem
- Rationale/Justification of the study (*if applicable*)
- Statement of the Problem
- Purpose of Study/General Objective
- Specific Objectives of the Study
- Research Questions or Hypotheses
- Scope of the Study,
- Significance of the Study,

- Limitation of the Study
- Conceptual/Theoretical Framework
- Definition of Terms (*if applicable*)

9.2.2 Chapter Two: Literature review

- Overview (Introduction)
- Theoretical review (*if applicable*)
- Empirical review
- Conclusion (*show knowledge gap*)

9.2.3 Chapter Three: Research Methodology

- Population of Study
- Area of Study
- Research Design,
- Sample Size and Sampling Techniques,
- Data and Data Collection Methods/Techniques
- Data Analysis Methods/Techniques
- Validity and Reliability of Data
- Ethical Considerations

10. FINAL SUBMISSION

- a) Before final submission, a Masters' Degree candidate will submit four (4) spiral bound copies to his/her faculty for final marking while a PhD candidate will submit six (6).
- b) After satisfactorily completing all recommended corrections, a Masters' Degree candidate shall submit Four (4) hardbound copies of the thesis/dissertation to his/her faculty or directorate, while a PhD candidate shall submit six (6) copies. Each copy shall be bound black. Only the title of the thesis/treaties embossed in gold will appear on the cover page.
- c) The spine of the thesis/dissertation shall be embossed in gold, bearing:
 - i) The surname and initials of the candidate
 - ii) The degree for which the thesis/dissertation has been submitted, and the year of degree award, that is, whether MBA, MSc. PhD, etc. and should be in 14 font size.
 - iii) The writing on the spine shall read from the top to the bottom when placed on a shelf, see the last section of these guidelines.
 - iv) A student must submit a soft copy of his/her thesis/dissertation.
 - v) All information, which appears in the title page, must be in CD cover.

11. APPENDICES

11.1 Appendix 1: Registration of Title Form

UNIVERSITY OF IRINGA



STUDENT REGISTRATION OF TITLE FOR DISSERTATION

1	Student Surname		First Name (s)	
	Registration No.		E-mail address	
	Mobile Phone		Postal address	
	Degree Programme			
	Prior Qualifications			
2	Title of Dissertation			

Faculty Approval (FOR FACULTY USE ONLY)	
Approval with/without modification:	Date of Approval:
If modification needed give the modified title:	
Rejected because: Not Researchable <input type="checkbox"/> Most Researched <input type="checkbox"/> Recently Researched <input type="checkbox"/> Other reasons (please specify):	
Principal Supervisor	
Assistant Supervisor 1	
Assistant Supervisor 2	

Signed

Student _____ Date _____

Signed

Principle Supervisor _____ Date _____

Assistant Supervisor 1 _____ Date _____

Assistant Supervisor 2 _____ Date _____

Signed

Head of Department _____ Date _____

Signed

Dean of Faculty _____ Date _____

Signed

DPSRC _____ Date _____

11.2 Appendix 2: Guideline for Research Concept Note

UNIVERSITY OF IRINGA



Master's and PhD Guideline for Research Concept Note

The following elements shall apply when writing your Research Concept Note:-

1. **Title of Proposed Study:** (*State the title of your research. Your title should not exceed 20 words. Your title should concisely identify the variables being investigated and the relationship among the variables.*)
2. **Introduction:** (*What have you read that has had an impact on your thinking about the topic? Introduce the problem under investigation and address why you want to investigate this problem. It is where you gain reader's attention and support by convincing them that your problem worth investigation.*)
3. **Statement of the Problem:** (*Why does this research need to be conducted? What is the gap in Knowledge?*)
4. **Specific Objectives of the Study:** (*What does the study hope to achieve?*)
5. **Research Questions or Hypotheses:** (*State the unknown in terms of questions or in terms of solutions.*)
6. **Literature Review Matrix:** (*What literature do you intend to review in relation to your objectives? Organise your review in matrix form according to your specific objectives.*)
7. **Conceptual Framework:** (*How do you conceptualise the variables in your study? State any possible relationship*)
8. **Proposed Research Design, Methods/Procedures:** (*How will you conduct the study and analyse data? What is your methodology?*)
9. **Expected Outcomes:** (*What do you expect to learn or achieve/develop after you have written the dissertation? /what importance is your study?*)
10. **Bibliography:** (*List down all readings you have consulted*)

Literature Review Matrix Format

Objectives	Author (s), title	Year	Purposeof study	Methodology	Findings	Concluions
Specific Objective 1	Author(s) 1, title 1					
	Author(s) 2, title 2					
	Author(s) 3, title 3					
Specific Objective 2	Author(s) 1, title 1					
	Author(s) 2, title 2					
	Author(s) 3, title 3					
Specific Objective 3	Author(s) 1, title 1					
	Author(s) 2, title 2					
	Author(s) 3, title 3					

Length of the Concept Note: The length of research concept note should be 3 -5 pages (*not including the bibliography*) printed in A4 paper size, font 12 Times New Roman, 1.5 spacing.

11.3 Appendix 3: Guideline for Proposal Preparation

UNIVERSITY OF IRINGA



GUIDELINES FOR PREPARING DETAILED RESEARCH PROPOSALS FOR THESIS/DISERTATION REGISTRATION

1. **Name of Student:**
2. **Registration No:** Examination No:
3. **Name of Supervisors:**
4. **Department and Faculty**
5. **Degree Programme:**

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

7. **Introduction:** A thesis should contain an introduction section that gives background information and a setting to the problem of the proposed research. It is in this Section that the applicant comprehensively reviews the literature pertinent to the problem: to show what other people have published on the problem (citing specific authors where appropriate), what gaps of knowledge still exist, and what additional research needs to be done. It is also in this section that the candidate demonstrates his/her mastery of the theoretical subject matter in the research area, and where he/she presents the hypotheses to be tested in the proposed research. Often it is useful for the applicant to divide the Introduction Section into sub-headings to include:
 - 6.1 **General Introduction:** Defining the problem area.
 - 6.2 **Statement of the Problem:** Delineation or identification of the problem.
 - 6.3 **Purpose/Objective:** Spelling out the specific objectives.
 - 6.4 **Significance of the study:** Elaboration of the importance of the study and advantages to be derived.
 - 6.5 **Literature Review:** Focusing attention of the relevant literature on the problem, including findings by other researchers.
 - 6.6 **Hypotheses/Research questions:** Questions and propositions summarizing the applicant's expected findings in the proposed research and presenting a clear rationale for each hypothesis or research question. For every hypothesis, variables to be measured/tested should be clearly stated.

7. **Methods and Materials**

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

8. **References**

At the end of the applicant’s Research Proposal he/she should have a section where he/she lists all the references cited in the text. He/she should present the reference in an acceptable manner, i.e. beginning with the authors’ surnames and arranging them in an alphabetical order, and giving full details of the publication such as the year of publication the title for the work, the pages, the publish erect. Departments may vary in the way they would like the literature cited, but there should be consistency in each Department and students should consult their supervisor on this.

9. **Other Relevant Information**

9.1 **Financial Arrangements**

This section should give the source of funds required for the proposed research and also the proposed budgeted.

9.2 **Duration**

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

Student Name:Signature: Date:

1. **Comments by Principal Supervisor**

.....
.....

Name: Signature: Date:

2. **Comments by Assistant Supervisor 1**

.....
.....

Name: Signature: Date:

3. Comments by Assistant Supervisor 2

.....
.....

Name: Signature: Date:

4. Comments by Head of Department

.....
.....

Name: Signature: Date:

5. Comments by Dean of Faculty

.....
.....

Name: Signature: Date:

11.4 Appendix 4: Master's/PhD Proposal Evaluation Form

UNIVERSITY OF IRINGA



MASTER'S /PhD RESEARCH PROPOSAL EVALUATION FORM

Name of Student:

Registration No:

Degree Programme:

Faculty: Department:

Title of the Research Proposal:

.....

.....

Please provide your assessment of the proposal according to the guideline below:

S/N	ITEM FOR ASSESSMENT	Maximum Points	Points Awarded
1	Introduction [Background and /or Rationale of Study]	10	
2	Statement of the Problem	5	
3	Specific Objectives, Hypotheses/Research Question	10	
4	Significance of Study	5	
5	Theoretical/Conceptual Framework	10	
6	Quality of Literature Review	5	
7	Research Methodology	15	
8	Evidence of Originality and Creativity	10	
9	Organization of the Research Proposal	5	
	Total Points (without oral presentation)	75	
10	Clear and comprehensible oral presentation of the proposal	25	
	Total Points (including oral presentation)	100	
	Grade		

General Comments:

.....

Please indicate if:

Research Proposal is

Accepted

Accepted with minor corrections

Accepted with major corrections

Rejected and has to be resubmitted

Panel Member:

Names: Designation:

Signature: Date:

11.5 Appendix 5: Master's/PhD Oral Presentation Evaluation Form

UNIVERSITY OF IRINGA



MASTER'S /PhD RESEARCH ORAL PRESENTATION EVALUATION FORM FOR PROPOSAL

Name of Student:

Registration No:

Degree Programme:

Faculty: Department:

Title of the Research Proposal:

.....

.....

Date of Presentation:

Please provide your assessment of the proposal presentation according to the guideline below:

S/N	Item for Assessment	Max. Points	Points awarded
1	Introduction of the research topic/title	3	
2	Thorough understanding of the content	5	
3	Language proficiency and audibility	2	
4	Responsiveness to questions	5	
5	Ownership of work	5	
6	Organization of presentation	3	
7	Time management	2	
Total points		25	

General Comments:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

11.6 Appendix 6: Postgraduate Progress Report Form

UNIVERSITY OF IRINGA



POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT (To be filled quarterly)

PERIOD COVERED: From To (Date)

PART A: TO BE FILLED BY A STUDENT

- (1) Name of Student:
- (2) Registration No: Date of Registration
- (3) Degree Programme:
- (4) Nature of Programme (*Please tick in the box next to the programme*):

Research and Thesis	<input type="checkbox"/>	Coursework and Dissertation	<input type="checkbox"/>
---------------------	--------------------------	-----------------------------	--------------------------

- (5) Department/Faculty:
- (6) Planned Date of Completion:
- (7) Name(s) of Supervisor(s) 1.
2.
3.
- (8) Number of meetings with your supervisor since last report:
- If you have not met with your supervisor(s) give reasons:
-

PART B: Self-assessment on Dissertation/Thesis progress made by student

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

- (9) List the research activities done in this quarter under report

- i)
- ii)
- iii)
- iv)
- v)

(10) In your opinion, are you making satisfactory progress?

Yes No If No, state why:

.....

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

.....

Date: Signature of Candidate:

PART B: TO BE FILLED BY THE PRINCIPAL SUPERVISOR

(12) Name of Supervisor:

(13) Date you were appointed to supervise the candidate:

(14) In case you have just been appointed, did the previous supervisor hand you any report of the candidate? Yes No

(15) Number of meetings with your student since the last report:
 If you have not met, give reasons

.....

(16) In your opinion, is the candidate making satisfactory progress?

Yes No

(17) Will he/she need an extension? Yes No

How long? Months

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

.....

Date: Signature of Supervisor:

PART C: TO BE FILLED BY HEAD OF DEPARTMENT

(19) Comments on the Candidate's progress report:

.....

(20) Comments on the Principal Supervisor's Progress report

.....

Name of Head of Department:

.....

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

PART D: TO BE FILLED BY DEAN OF FACULTY/ DIRECTOR

(21) Comments of the Dean of Faculty on the overall report:

.....
.....

Name of Dean of Faculty

Date Signature

PART E: TO BE COMPLETED BY THE DPSRC

(22) The candidate paid all/part/not paid his/her fees (Circle the answer)

(23) Financial Sponsor

(24) Other remarks

.....
.....

Name Signature.....

Date:

* This form is to be filled in quadruplicate. Submit all four copies to the Head of Department who shall compile a report for all postgraduate students in the Department and submit to the Faculty/University/Institute quarterly

11.7 Appendix 7: Extension of Studies Form

UNIVERSITY OF IRINGA



APPLICATION FORM FOR EXTENSION*

Name of Student:

Registration Number: Date of Registration

Faculty: Department

Degree Programme:

Nature of Programme (*Please tick in the box next to the programme*):

Research and Thesis	<input type="checkbox"/>	Coursework and Dissertation	<input type="checkbox"/>
---------------------	--------------------------	-----------------------------	--------------------------

Studies due to end on

Extension Requested: 1st 2nd 3rd 4th

Reasons for requesting an extension:

.....

Period of extension: From To

Comments by Principal supervisor:

.....

.....

Signature Date

Comments by Head of Department:

.....

.....

Signature Date

Comments by Dean of Faculty:

.....

Signature Date

Deputy Vice Chancellor for Academic, Research and Consultancy

Approved Not approved

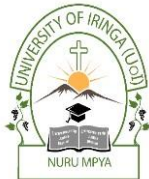
Signature Date

*** To be filled in quadruplicate. Submit all four copies**

Extension requested If 2nd or 3rd, an extension fee receipt should be endorsed

11.8 Appendix 8: Intention to Submit Form

UNIVERSITY OF IRINGA



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

SECTION A: TO BE COMPLETED BY THE STUDENT

- (1) Name of Student:
- (2) Registration Number:
- (3) Faculty: Department.....
- (4) Degree Programme:
- (5) Title of Thesis/Dissertation:
.....
.....
- (6) Name(s) of Supervisor(s): (1)
(2).....
(3).....
- (7) I hereby declare that I have completed my thesis/dissertation research, and intend to submit my thesis/dissertation within the coming three months.

Date: Signature of Candidate:

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

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

Signature:

Principal Supervisor: Date:

Assistant Supervisor 1: Date:

Assistant Supervisor 2: Date:

11.9 Appendix 9: Examination Arrangement Form
UNIVERSITY OF IRINGA



EXAMINATION ARRANGEMENTS FOR THESIS/DISSERTATION

SECTION A: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

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

(a) Potential Examiners

(7) Name:
Affiliation:
Postal Address:
Telephone: Fax
E-mail:
Curriculum Vitae: Attached Not attached

(8) Name:
Affiliation:
Postal Address:
Telephone: Fax
E-mail:
Curriculum Vitae: Attached Not attached

b) Proposed Internal Examiners

(12) Name:
Affiliation:
Postal Address:
Telephone: Fax
E-mail:
Curriculum Vitae: Attached Not attached

(13) Name:
Affiliation:
Postal Address:
Telephone: Fax
E-mail:
Curriculum Vitae: Attached Not attached

SECTION B: TO BE COMPLETED BY DEAN OF FACULTY

- a) The proposed examiners by the Head of Department have been approved by the Faculty Board, therefore, I recommend that the following be appointed to serve as *viva voce* panellists (for thesis examination only):

PANEL MEMBERS	DESIGNATION
1	Chairperson
2	External Examiner or Representative
3	1 st Internal Examiner of Representative
4	2 nd Internal or Representative
5	Nominee of Dean/Director
6	Nominee of Head of Department
7	Co-opted Member (if relevant)
8	Co-opted Member (if relevant)
9	Co-opted Member (if relevant)

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

Date Signature of Dean of Faculty

SECTION C: TO BE FILLED BY THE DPSRC

Please Tic in the box

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

The following items are missing or incomplete:

*** To be filled in triplicate. One for the Department, one for the Faculty/Institute and one copy should remain in the DPSRC’s office**

11.10 Appendix 10: Evaluation Form for Master's Dissertation

UNIVERSITY OF IRINGA



MASTER'S DISSERTATION EVALUATION FORM

Name of Student:

Registration No:

Degree Programme:

Faculty: Department:

Title of Thesis/Dissertation: _____

Examiner's name: _____

Please, enter grade for each of the following components: -

S/N	SUBJECT/ITEM EXAMINED	Maximum Score	Awarded Score
A	BACKGROUND TO THE PROBLEM		
1	Background of the Problem under study	3	
2	Statement of the problem is clearly stated	3	
3	Research questions/hypotheses/ are clearly stated	2	
4	Specific objectives are clearly stated	2	
5	Significance/justification/rationale of the study	2	
6	Conceptual/Theoretical model or framework	3	
B	LITERATURE REVIEW		
6	Theoretical review is clearly presented	4	
7	Empirical review is clearly presented	4	
8	Research gap well analysed	2	
C	RESEARCH METHODOLOGY		
9	Research design is fully described	5	
10	Population and sample are fully described	4	
11	Method of sampling appropriately described	4	
12	Data collection methods/procedures are described	4	
13	Data collection methods/procedures are appropriate and are utilized in the solution of the research problem	4	
14	Selection of data analysis methods is appropriate	4	
D	RESULTS AND DISCUSSION OF FINDINGS		
15	Data analysis methods are applied correctly	10	
16	Results are well analysed	10	
17	Results of the analysis are clearly presented/ discussed	10	
E	CONCLUSION AND RECOMMENDATIONS		
18	Conclusions are clearly stated	5	
19	Conclusions are substantiated by the evidence presented	5	
20	Recommendations/Policy implications	5	
F	REPORT WRITING		
	Report is clearly written	2	
	Report is logically organized	3	
	TOTAL	100	

NOTE: This form presents basic chapters for a Masters treat.

1. If the candidate has dedicated a chapter for conceptual framework, the maximum score for that particular chapter will remain seven (7).
2. If the candidate has *separated* data presentation and discussion of the findings into two separated chapters, the score in each chapter will be ten (10).

Examiner's Comments

Signature: _____

Date: _____

11.11 Appendix 11: Master’s Dissertation Examination Form
UNIVERSITY OF IRINGA



**SUMMARY RECOMMENDATIONS ON MASTER DISSERTATION
EXAMINATION RESULTS**

Name of Student:
Registration No:
Degree Programme:
Faculty: Department:
Title of Thesis/Dissertation:
.....

S/N	EXAMINER’S RECOMMENDATION	Tick (√)
1	Thesis/dissertation PASSES AS IT IS (no revisions or typographical corrections required)	
2	**PASSES SUBJECT TO typographical corrections and other minor changes (list the errors/changes on separate sheet)	
3	PASSES SUBJECT TO substantial corrections and revisions as indicated in the examination report	
4	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following. Please tick: Additional data collection <input type="checkbox"/> Additional analysis <input type="checkbox"/> Additional literature review <input type="checkbox"/> Re-writing <input type="checkbox"/> Others (specify on separate sheet)	
5	ACCEPTED FOR UPGRADING AS PER RECOMMENDATIONS CONTAINED IN ENCLOSED REPORT	
6	Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet)	

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

Name of Examiner:
Signature:
Date:

This form must be returned to the DPRSC and copied to the Department and Faculty/Institute

**11.12 Appendix 12: PhD Thesis/Dissertation Examination Form
UNIVERSITY OF IRINGA**



**SUMMARY RECOMMENDATIONS ON A PhD THESIS
EXAMINATION RESULTS**

Name of Student:
 Registration No:
 Degree Programme:
 Faculty: Department:
 Thesis/dissertation title:

S/N	EXAMINER'S RECOMMENDATION	Tick (√)
1	Thesis/dissertation PASSES AS IT IS (no revisions or typographical corrections required)	
2	** PASSES SUBJECT TO typographical corrections and other minor changes (list the errors/changes on separate sheet)	
3	PASSES SUBJECT TO substantial corrections and revisions as indicated in the examination report	
4	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following. Please tick: Additional data collection <input type="checkbox"/> Additional analysis <input type="checkbox"/> Additional literature review <input type="checkbox"/> Re-writing <input type="checkbox"/> Others (specify on separate sheet)	
5	ACCEPTED FOR UPGRADING AS PER RECOMMENDATIONS CONTAINED IN ENCLOSED REPORT	
6	Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet)	

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

Name of Examiner:
 Signature:
 Date:

This form must be returned to the DPRSC and copied to the Department and Faculty/Institute

**11.13 Appendix 13: Master’s Thesis/Dissertation Defense Form
UNIVERSITY OF IRINGA**



**EXAMINATION RESULTS FORM FOR MASTERS DEGREE
RESEARCH DEFENSE**

Name of Student:
 Registration No:
 Degree Programme:
 Faculty: Department:
 Thesis/dissertation title:

 Date of Defense:

1	CANDIDATE PASSES	TICK (√)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the dissertation as stated in the proceedings <i>within two weeks</i> .	
1.3	Candidate passes subject to making substantial corrections and revisions in the dissertation as stated in the proceedings <i>within one months</i> .	
2	CANDIDATE FAILS	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the dissertation as stated in the proceedings <i>within six months</i> .	
2.2	Candidate fails outright. (reasons detailed in proceedings)	

- Minor changes refer to editorial corrections, slight re-organisation of sections and minor modifications of tables, paragraphs or sentences.

PANEL MEMBERS	DESIGNATION	SIGNATURE
1	Chairperson (Dean of Faculty or Nominee)	
2	External Examiner or Representative	
3	1 st Internal Examiner	
4	2 nd Internal Examiner	
5	Head of Department or Nominee	
6	Member	
7	Member	

In case of disagreement research panelists should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 2.1 or 2.2)

11.14 Appendix 14: *Viva voce* Examination Results Form

UNIVERSITY OF IRINGA



VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE

Name of Student:

Registration No:

Degree Programme:

Faculty: Department:

Thesis/dissertation title:

.....

Date of *Viva Voce*:

1	CANDIDATE PASSES	TICK (✓)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	** Candidate passes subject to making minor corrections and revisions in the thesis as stated in the <i>viva voce</i> proceedings <i>within one month</i> .	
1.3	Candidate is referred to make substantial corrections and revisions in the <i>viva voce</i> proceedings <i>within three months</i> , and at least two <i>viva voce</i> panelists must certify that the corrections have been done as directed.	
2	CANDIDATE FAILS	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the <i>viva voce</i> proceedings <i>within six months</i> .	
2.2	Candidate fails outright. (reasons detailed in <i>viva voce</i> proceedings)	

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

PANEL MEMBERS	DESIGNATION	SIGNATURE
1	Chairperson (Dean of Faculty or Nominee)	
2	External Examiner or Representative	
3	Internal Examiner	
4	Second Internal Examiner	
5	Head of Department or Nominee	
6	Nominee of Dean/Director	
7	Co-opted Member	
8	Co-opted Member	
9	Co-opted Member	

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

11.15 Appendix 15: Sample Letter to Examiners

UNIVERSITY OF IRINGA



P.O. BOX 200, IRINGA TANZANIA

Ref:

Date.....

To Prof/Dr/Mr/Ms/

Dear Sir/Madam

Re: Examining Candidate.....Dissertation/Thesis

I understand that you have already been contacted regarding your appointment as Internal/External examiner for the above named candidate's Dissertation/Thesis titled "....."

This is to request you formally for your assistance to examine the above-mentioned Dissertation/Thesis, which is hereby enclosed.

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

- i) Theoretical Background
- ii) Literature Review
- iii) Research Methodology
- iv) Research Findings
- v) Discussion of Findings and Conclusions
- vi) Overall presentation of the thesis

Enclosed is Form (Form A) for you to complete when summarizing your recommendations to whether: -

- (a) The degree should be awarded to the candidate unconditionally;
- (b) The degree should be awarded subject to typographical corrections and/or minor;
- (c) The degree should be awarded subject to making substantial revisions and corrections recommended;
- (d) The degree should not be awarded, but the candidate be permitted to revise and resubmit for re-examination;
- (e) The thesis/dissertation is rejected outright.

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

Please acknowledge receipt of the package.

Please also submit a copy to us (together with the thesis) and a copy of the report on the thesis/dissertation to the Director of Postgraduate Studies, University of Iringa, P. O. Box 200, Iringa, Tanzania or
E-mail: uoi@uoi.ac.tz

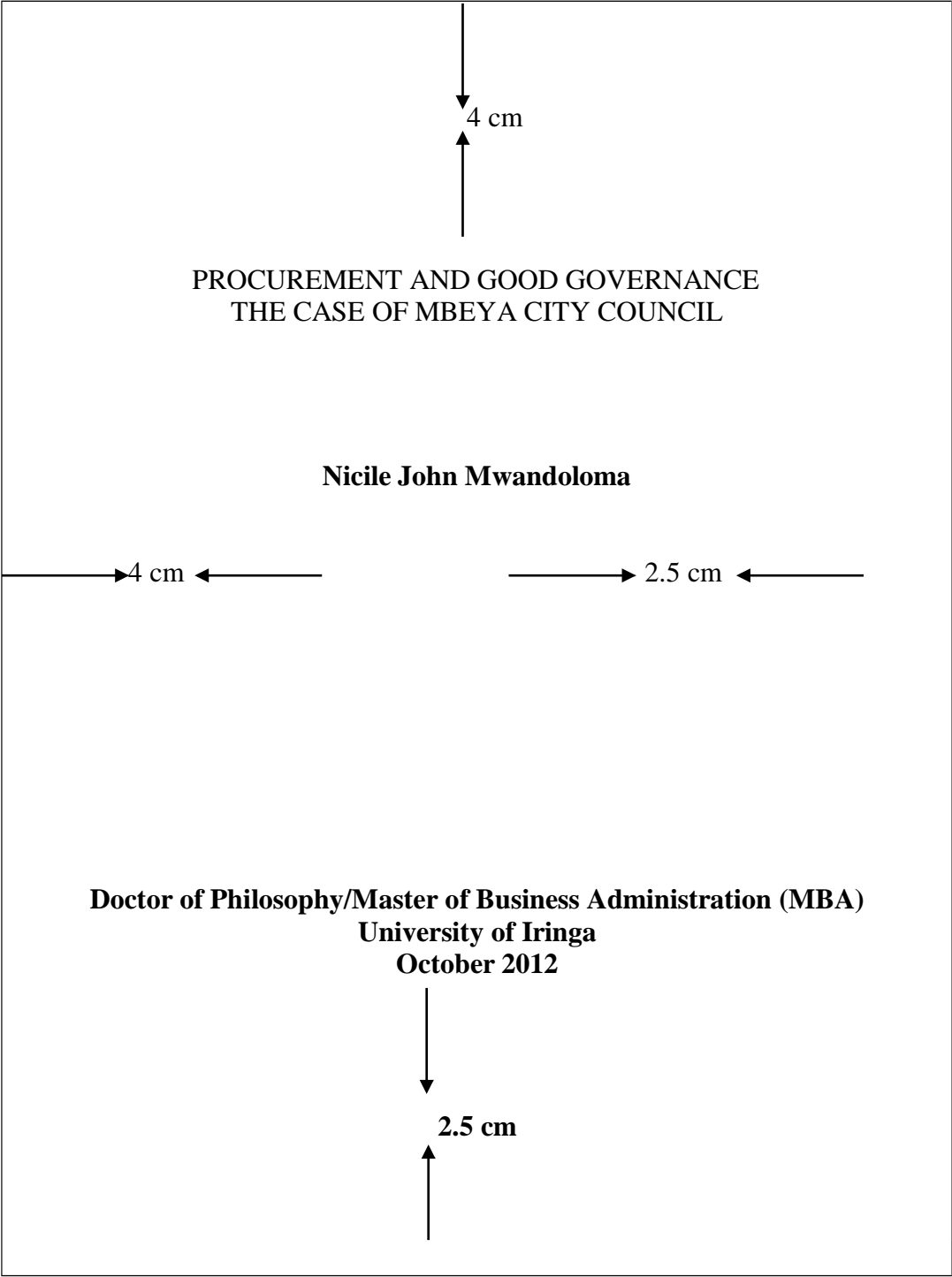
It will be highly appreciated if you will sent us your report as soon as possible (i.e. within the coming one month.)

Thank you in advance,

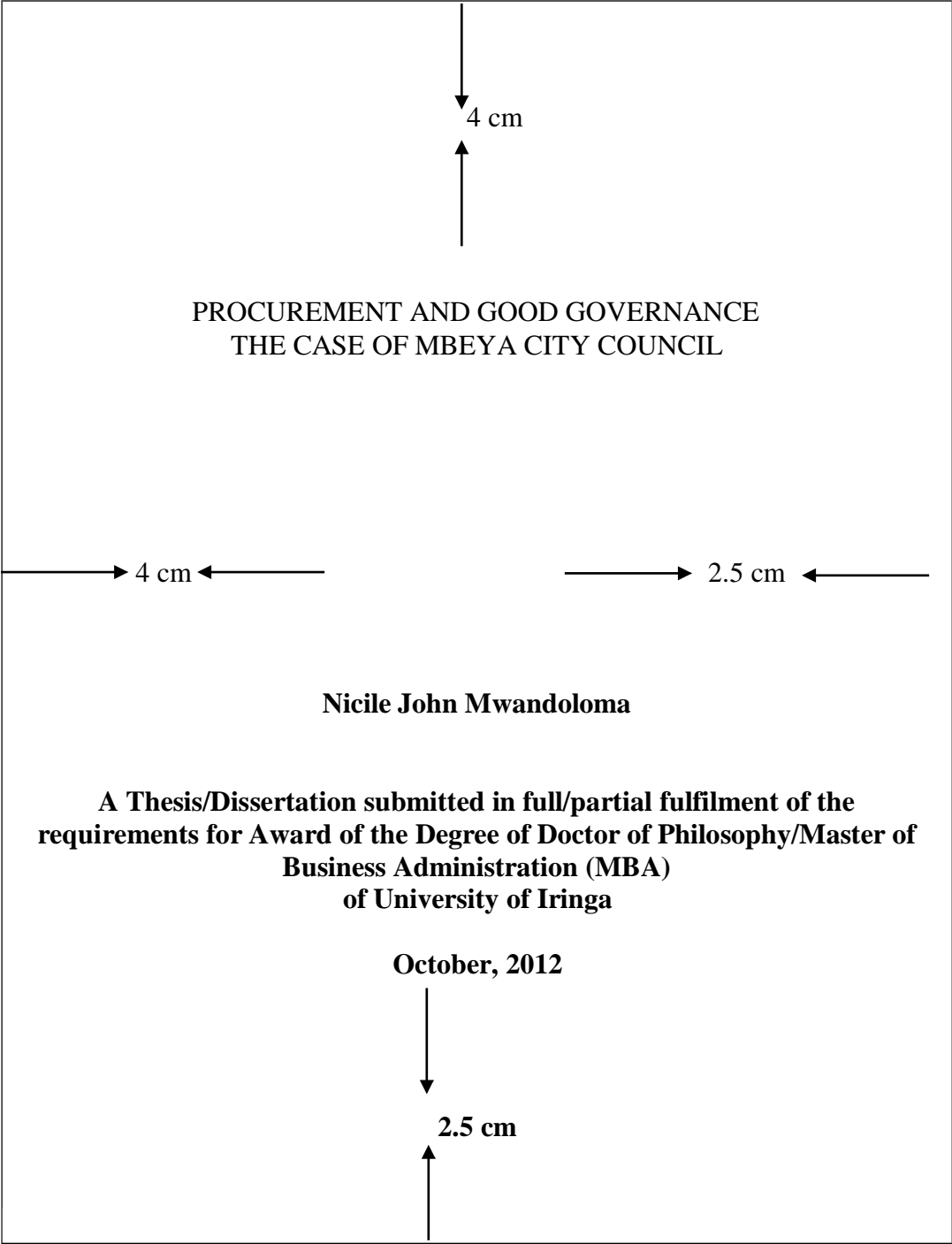
.....
The Head of Department
c.c. DPSRC
c.c. Dean, Faculty of

- Enclosures:
- 1. Dissertation/Thesis
 - 2. Form A for your summary recommendations
 - 3. Honorarium Claim Form

11.16 Appendix 16: A Sample of a Cover Page



11.17 Appendix 17: A Sample of a Title Page



11.18 Appendix 18: A Sample of the Spine

Mwandoloma, J.N.

MBA

2012

11.19 Appendix 19: A Sample of Certification Page

CERTIFICATION

I, the undersigned, do certify that I have read and hereby recommend for acceptance by the University of Iringa thesis/dissertation entitled Procurement and Good Governance: The Case of Mbeya City Council, in partial/fulfilment of the requirements for award of the degree of Master of Business administration of University of Iringa.

.....
Name and Signature (Principal Supervisor)

.....
Date

.....
Name and Signature (Assistant Supervisor 1)

.....
Date

.....
Name and Signature (Assistant Supervisor 2)

.....
Date

11.20 Appendix 20: A Sample of Declaration and Copyright Form

DECLARATION AND COPYRIGHT

I, Nicile John Mwandoloma, declare that this thesis is my own original work and that it has not been presented and will not be presented to and other university for a similar or any other degree award.

Signature: _____

Date: _____

© Copyright (*insert year*)

This thesis/treaty is a copyright material protected under the Berne Convention, the Copyright Act 1999 and other international and national enactments, in that behalf on intellectual property. It may not be reproduced by any means in full or in part, except for short extracts in fair dealings, for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of University of Iringa.

11.21 Appendix 21: Intellectual Property Right Contract

UNIVERSITY OF IRINGA



INTELLECTUAL PROPERTY RIGHT CONTRACT

1.0 PREAMBLE

This contract is made between Prof/Dr/ in his/her capacity as the Director, Postgraduate Studies on behalf of the University of Iringa, P. O. Box 200, Iringa and Mr./Miss/Mrs. Reg. No. a postgraduate students registered for (Name of the Programme) offered by the University of Iringa, Faculty of

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

(Student's full name):

(Student's Signature): (Date):

(Director Postgraduate Studies, Research and Consultancy's full name):

(Witness' full name): (Date):

(Witness' signature): (Date):