



# The University of Dodoma

## POSTGRADUATE STUDIES

### **REGULATIONS AND GUIDELINES**

**2019**

# Regulations and Guidelines for Postgraduate Programmes

Revised Third Edition

This Third Edition includes all amendments up to January 2021 as approved by the University Senate during its 78<sup>th</sup> Meeting Held on 25<sup>th</sup> January 2021

**ISBN 978-9987-04-065-0**

*Published by*

Office of the Deputy Vice Chancellor  
Academic, Research and Consultancy  
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## **LIST OF ABBREVIATIONS**

CA	Continuous Assessment
DVC-ARC	Deputy Vice Chancellor-Academic, Research and Consultancy
DVC-PFA	Deputy Vice Chancellor- Planning, Finance and Administration
GPA	Grade Point Average
LLD	Doctor of Laws
MD	Doctor of Medicine
MMED	Master of Medicine
PDF	Portable Document Format
PEX	Postponed Exam
Ph.D.	Doctor of Philosophy
SPSC	Senate Postgraduate Studies Committee
TCU	Tanzania Commission for Universities
UDOM	University of Dodoma
VC	Vice Chancellor

## **PREFACE**

The vision of the University of Dodoma spells out the desire to become a centre of excellence that offers value-added training, research and public services. In line with its vision, the University intends to provide high-quality education that meets international standards. Since achieving excellence is not a static but rather a continuous and deliberate process, the University finds it indispensable whenever necessary to undertake a review of its various regulations and guidelines for improving efficient and effective administration of different degree programmes. In its history, postgraduate regulations and guidelines came into existence as the first edition in 2007 when the University was founded. The second edition came into operation in 2017. However, at its 69th Meeting held on 17th June 2019, the Senate of the University of Dodoma directed the Office of the Deputy Vice Chancellor – Academic, Research and Consultancy to review regulations and guidelines of postgraduate studies to keep abreast with developments taking place nationally and internationally in the education sector as a way to enhance and improve quality. Besides, at its 64th Meeting held on 15th August 2019, the Council of the University of Dodoma approved the new organizational structure and decision-making organs as part and parcel of the University of Dodoma Institutional Transformation Agenda 2019/2020 – 2024/2025. This change affected significantly powers, functions and scope of the mandate of various official bearers and boards in terms of, among other things, the management of postgraduate training. The third revised edition of the Regulations and Guidelines for Postgraduate Programmes, therefore, came into operation in October 2019.

However, in December 2019 the Tanzania Commission for Universities (TCU) issued a Handbook for Standards and Guidelines for university education in Tanzania. This necessitated again amending the Regulations and Guidelines for Postgraduate Programmes of 2019 for compliance with TCU's guidelines. As a result, the Senate at its 75<sup>th</sup> Meeting held on 20<sup>th</sup> April 2020 approved the amendments to be included in the existing Regulations and Guidelines for Postgraduate Programmes of 2019. Further amendments were made by the University Senate at its 78<sup>th</sup> meeting held on 25<sup>th</sup> January 2021. We hope that the revised third edition will be an essential tool for prospective and registered students, supervisors, instructors, examiners and all higher degrees' stakeholders.

**Deputy Vice Chancellor  
Academic, Research and Consultancy**

## DEFINITION OF KEY TERMS

<b>Appeal</b>	Appeal shall mean review by Senate of its own previous decision based on new facts which have been produced and were not considered in arriving at the first decision and/or if Senate overlooked certain rules/laws in making the previous decision.
<b>Conditional registration</b>	Conditional registration shall mean partial registration for students who have not been able to meet registration requirements, including payment of tuition fees to the University.
<b>De-registration</b>	De-registration refers to withdrawal of the registration initiated by a student or the University subject to conditions provided under these regulations.
<b>Deferment of admission</b>	Deferment of admission shall mean delaying commencing studies for an admitted postgraduate student until the next academic year following the emergence of extenuating circumstances.
<b>Freezing of studies</b>	Freezing of studies shall mean stopping studies for a specified period of time where the period will not count into the student's registration period.
<b>Graduation</b>	Graduation shall mean a ceremony after satisfying two conditions: a) a student completes and passes all requirements of a programme and b) a student is presented in person or absentia before the Chancellor for an award of a registered programme.
<b>Overstay</b>	Overstay shall mean demonstrating unsatisfactory progress at one stage in the course of studies, leading to spending sixty (60) percent of the normal time above the specified time for a particular stage in the course of studies.
<b>Postponement of studies</b>	Postponement of studies shall mean stopping studies for a semester or a full academic year where the period will count into the student registration period.
<b>The Council</b>	The Council shall mean the Council of the University of Dodoma.
<b>The Senate</b>	The Senate shall mean the Senate of the University of Dodoma.
<b>The University</b>	The University shall mean the University of Dodoma.
<b>Unauthorized material</b>	Unauthorized material shall mean any written or printed material that is generally or specifically prohibited from being brought into the examination room/venue/centre.

## PART I: POSTGRADUATE STUDIES REGULATIONS

### 1.0 Mode of Application

- 1.1. There shall be one intake for programmes with coursework, and the registration shall be at the beginning of the academic year normally October – November. Invitation for application shall be from February to June every year. Successful applicants will be notified immediately after the selection.
- 1.2. For the Research Alone-based master programmes, there shall be one intake as in Regulation 1.1.
- 1.3. For the Research Alone-based PhD programmes, the applications shall be open throughout an academic year.
- 1.4. All applications for postgraduate training at the University of Dodoma (UDOM) shall be submitted to the Director of Postgraduate Studies through an online system available at the UDOM website [www.udom.ac.tz](http://www.udom.ac.tz).
- 1.5. Complete application shall be accompanied with the referees recommendation forms (**UDOM/PGS.F1**), evidence of payments of application fee, and copies of academic transcripts, certificates and birth certificate.
- 1.6. Certificates obtained from foreign higher learning institutions shall be subject to recognition by the Tanzania Commission for Universities (TCU). It is the applicant's responsibility to ensure this is done prior to application.
- 1.7. For applicants who wish to apply for admission into research only programmes, they shall be required to prepare a concept note as per **UDOM/PGS.F2**.
- 1.8. An applicant will be required to pay a non-refundable application fee. The fee shall be paid when the application forms are submitted in the online system.
- 1.9. The application fee may be revised from time to time by the Council, as the need arises. Information on the fee applicable for any given year shall be obtained from the Directorate of Postgraduate Studies, the University Postgraduate Prospectus and the University Website ([www.udom.ac.tz](http://www.udom.ac.tz)).
- 1.10. UDOM has the following postgraduate programmes;
  - i. Postgraduate Diploma (Full-time and Part-time).
  - ii. Masters by coursework and dissertation (Full-time and Part-time).
  - iii. Masters by research (Thesis) alone (Full-time and Part-time).
  - iv. Doctor of Philosophy (PhD)
    - (a) PhD by Coursework and Dissertation (Full-time).
    - (b) PhD by Research (Thesis) Alone (Full-time and Part-time).



## **2.0 Admission Requirements**

In selecting students, UDOM shall consider, among others, the qualifications of the applicants and the admission capacity for the programmes as set by the Senate. The applicant shall have the following minimum qualifications as indicated in the Postgraduate Prospectus for specific programme requirements to be admitted into UDOM postgraduate programmes:

### **2.1 Postgraduate Diploma**

- i. For a candidate to be admitted to a postgraduate diploma shall have at least a GPA of 2.0 or C grade at a postgraduate certificate or bachelor's degree.
- ii. The University shall process provisional admission into a postgraduate diploma of 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 the final results.

### **2.2 Master's degree**

- i. A candidate to be admitted to a master's degree by coursework and dissertation at UDOM shall either hold;
  - a) a bachelor's degree with a minimum GPA of 2.7 or its equivalent from approved Higher Learning Institution.
  - b) a postgraduate diploma in relevant discipline/area or equivalent with minimum GPA of 3.0 or B grade.
- ii. Candidates who hold unclassified degrees [e.g. Doctor of Medicine (MD)] should have a B grade or above in the respective subjects of intended Master's degree.
  - a) Candidates with pass degree will also be considered for admission if they have an experience of at least five (5) years after graduation or demonstrate evidence of additional training lasting for at least six (6) months after graduation.
  - b) For a candidate to be admitted to a Master's degree by Research (Thesis), he/she must have a minimum GPA of 3.5 at Bachelor's degree level. The candidate should also have evidence of research experience in proposal development, report writing and data analysis.
- iii. The University shall process provisional admission into a master programme of 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 the final results or for a candidate who has applied and qualifies for admission but is still waiting for approval by the Senate.
- iv. The Director of Postgraduate Studies shall issue provisional admission for a candidate who has applied and qualifies for admission as required by Regulation 2.2(iii).

### **2.3 Doctor of Philosophy (PhD) Degree**

- i. A candidate for admission into a PhD degree programme at UDOM shall hold a relevant master's degree with a minimum GPA of 3.0 or equivalent from approved Higher Learning Institution.
- ii. The University shall process provisional admission into a PhD degree programme of a candidate waiting for final results of his/her master's degree and has completed the degree requirements but is waiting for the results or for a candidate who has applied and qualifies for admission but is still waiting for approval by the Senate.
- iii. The Director of Postgraduate Studies shall issue provisional admission for a candidate who has applied and qualifies for admission as required by Regulation 2.3(ii).

### **2.4 Admission After Discontinuation from Studies/De-registration**

Students discontinued from studies because of examination irregularities and/or willingly deregistered from studies will be considered for readmission after they have been away for one (1) year. They will be required to re-apply and compete with other applicants for re-admission into a postgraduate programme.

## **3.0 Registration**

### **3.1 General Registration Regulations**

- (i) All admitted students at UDOM shall be required to register for studies in the SR 2 system.
- (ii) There shall be three categories of registration for first year and continuing students:
  - (a) Full year registration: shall mean paying all annual tuition fees and direct costs.
  - (b) Partial registration: shall mean paying 50% of tuition fees and all prescribed direct costs.
  - (c) Conditional registration: shall mean paying all prescribed direct costs.
- (iii) The University direct costs (Registration Fee, Identity Card Fee, Examination Fee, Caution Money, Quality Assurance Fee, Health Insurance, Graduation Fee, and Student Union) shall be paid once in full at the beginning of an academic year. However, accommodation fee as part of the University Direct Cost shall be paid on demand.
- (iv) Notwithstanding of Regulation 3.1 (ii), all first-year students shall be registered for studies at UDOM upon submission of the following:
  - (a) Original academic transcript(s) and certificate(s)
  - (b) Birth certificate

- (c) Admission letter
  - (d) Payment of direct costs set by the university
  - (e) Two passport-size photographs
  - (f) Sponsor's commitment and employment release letter(s), if applicable
  - (g) Duly filled registration form; and
  - (h) Health insurance
- (v) Students who are loan beneficiaries of Higher Education Students Loan Board (HESLB) shall be registered after paying direct costs.
  - (vi) No change of names by students shall be entertained during the course of study at the University. A candidate shall be registered using names as they appear in his/her Form 4 and Form 6 academic certificates.
  - (vii) All continuing students shall be required to register for studies in every semester.
  - (viii) Postgraduate students registered for coursework and dissertation/part-time/by research alone shall renew their registration status using **UDOM/PGS.F4** form at the beginning of each semester/trimester as appropriate.
  - (ix) The deadline for students' registration shall be four (4) weeks after commencement of the semester/trimester/academic year.
  - (x) Upon completion of registration, all students shall register courses to proceed with studies within two (2) weeks after commencement of every semester/trimester.
  - (xi) The University shall issue Identity Cards (IDs) to either full-year or single semester/trimester registered candidates who have paid all prescribed tuition fees and direct costs. However, students who have paid direct costs only shall be issued with Conditional Registration Identity Cards (IDs).
  - (xii) Notwithstanding the requirement of Regulation 3.1 (ii)(c), the University may grant conditional registration on the following conditions:
    - (a) A student may be allowed to fill and submit a formal request by using form **UDOM/PGS.F5** to the Chairman of Senate for consideration through the relevant Department, College/School/Institutes Board, Chairperson Senate Postgraduate Studies Committee (SPSC) after the recommendation of Director of Postgraduate Studies.
    - (b) The request shall be granted on the condition that all University Direct Costs are paid.

- (c) The granted conditional registration shall be in the form of a letter and agreement which shall be valid for twelve (12) weeks after the commencement of semester/trimester.
  - (d) After the expiration of conditional registration, the student shall be required to postpone University Examinations using form **UDOM/PGS.F32**.
  - (e) The student shall be required to sit for the postponed examinations within the existing academic year in which he/she postponed the examinations.
  - (f) Failure to sit for the postponed examinations within the existing academic year as in Regulation 3.1(xiii)(d) shall require the student to postpone studies using form **UDOM/PGS/F11**. This shall mean nullification of all previously obtained coursework assessments in that particular academic year and the student shall register for such courses after resuming studies.
- 
- (xiii) Students who fail to pay the prescribed fee and does not fulfil requirements of Regulation 3.1(xii) shall be expelled from the University.
  - (xiv) It is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted forged certificates or any other false information will not be considered for registration, and appropriate legal actions will be taken against them.
  - (xv) Bonafide University students are cautioned not to attempt applying for admission. If such students submit their application, they will be liable to de-registration.
  - (xvi) Studies shall be conducted as per teaching timetable approved by DVC-ARC.
  - (xvii) Principal/Dean/Director of Academic Institute shall submit to DVC-ARC the requirements for the timetable sixty (60) days before the commencement of the Semester.
  - (xviii) The University timetable master under the University Bureau of Senate and Examinations shall design the teaching timetable after receiving recommendations from Principal/Dean/Director of Academic Institute.
  - (xix) The final teaching timetable shall be approved by DVC-ARC thirty (30) days before the commencement of the Semester. No change of the timetable shall be instituted without the approval of DVC-ARC whatsoever.

## **3.2 Duration of Registration Period and Student Responsibilities**

### **3.2.1 General Regulations**

- (i) No candidate shall be permitted to complete his/her studies in less than the specified minimum duration for registration.
- (ii) Notwithstanding Regulation 3.2.1 (i), any student who completes the postgraduate programme earlier than the duration indicated in the accredited programme curriculum shall have evidence of Senate approval of the completion of the programme before he/she is allowed to graduate.

### **3.2.2 The Duration of Registration Periods**

#### **(i) Postgraduate Diploma**

Registration period for postgraduate diploma shall be twelve (12) and fifteen (15) months for full-time and part-time, respectively. The duration shall be divided into two (2) semesters with the whole of the first semester dedicated to coursework and the second semester for coursework and research project.

#### **(ii) Master by Coursework and Dissertation**

For programmes without laboratory sessions or experiments, registration duration shall be eighteen (18) and twenty-four (24) months for full time and part-time candidates, respectively.

- (a) For full-time candidates, the first twelve (12) months will be used for coursework, development of research proposal, presentations and approval at all levels, ethical clearance and soliciting research funds. The remaining six (6) months will be for conducting research, writing dissertation, submission and examination of the dissertation, including submission of the final error-free copy of the dissertation.
- (b) For the case of part-time candidates, the firsteighteen (18) months will be for coursework, development of research proposal, presentation and approval at all levels, ethical clearance, and securing research funds. The remaining six (6) months will be for conducting research, writing a dissertation, submission and examination of the dissertation, including submission of the final error-free copy of the dissertation.
- (c) Programmes with laboratory sessions or experiments, registration duration shall be twenty-four (24) and thirty (30) months for full-time and part-time candidates, respectively.

1. For full-time candidates, the first twelve (12) months will be for coursework and development of research proposal, presentation

and approval at all levels, ethical clearance, and soliciting research funds. The following six (6) months will be for conducting research, and the remaining six (6) months for writing dissertation, submission and examination of dissertation including submission of the final error-free copy of the dissertation.

2. For the part-time candidates, the first eighteen (18) months shall be for coursework, development of research proposal, presentation and approval at all levels, ethical clearance, and securing research fund. The remaining six (6) months will be for conducting research, and the final remaining six (6) months for writing dissertation, submission and examination of the dissertation including submission of the final error-free copy of the dissertation.
  3. For the Master of Medicine (MMED), the registration duration shall be thirty-six (36) months. The first twenty-four (24) months shall be for coursework, development of research proposal, presentation and approval at all levels, ethical clearance, and securing research funds. The first six (6) months of the third year shall be for conducting research, while the remaining six (6) months shall be for writing a dissertation, submission and examination of the dissertation including submission of the final error-free copy of the dissertation.
  4. For all candidates of the School of Medicine and Dentistry/School of Nursing and Public Health, clinical rotations are incorporated within the registration duration as it will be directed by the Schools. The programme does not accept part-time candidates.
- (d) For a candidate to qualify for an award of Master's degree by Coursework and Dissertation, he/she shall produce at least one (1) draft paper manuscript based on his/her research results intended for submission in peer-reviewed journal, the journal being acceptable or recognizable by the respective University.

### **(iii) Master by Research (Thesis) Alone**

Registration period for the Master by research programmes alone shall be twenty-four (24) and thirty (30) months for full-time and part-time candidates respectively.

- a) For full-time candidates, the first six (6) months shall be for the development of a research proposal including presentation and approval at Department/Institute/School/College levels and soliciting research funds. The following nine (9) months shall be for conducting research, and

another six (6) months shall be for writing the thesis and publish a journal article. The last three (3) months shall be for submission and examination of the thesis including presentation/oral examination, submission of the final error-free copy of the thesis.

- b) For part-time candidates, the first six (6) months shall be for the development of research proposal, presentation and approval at all levels, and soliciting research funds. The following twelve (12) months shall be for conducting research, and the following nine (9) months shall be for writing the thesis and publish a journal article. The last three (3) months shall be for submission and examination of the thesis including presentation/oral examination and submission of the final error-free copy of the thesis.
- c) For a candidate to qualify for an award of a Master by research and thesis degree he/she shall accumulate a minimum of 180 credits and shall have submitted at least two (2) paper manuscripts based on his/her research submitted to a peer reviewed journal and the journal shall be acceptable or recognizable by the University of Dodoma.

#### **(iv) PhD by Coursework and Dissertation**

Registration duration for the PhD by coursework and dissertation shall be thirty-six (36) and forty-eight (48) months for full-time and part-time mode respectively, except forty-eight (48) and fifty-four (54) months for full-time and part-time candidates respectively for the programme under the School of Medicine and Dentistry/School of Nursing and Public Health.

- a) For full-time candidates, the first twelve (12) months will be for coursework and starting development of a research proposal. The following three (3) months shall be for proposal presentation and approval at all levels. The next twelve (12) months shall be used for conducting research. The following six (6) months shall be for writing the dissertation and publishing a journal article. The last three (3) months shall be for submission and examination of the dissertation including viva voce examination, submission of the final error-free copy of the dissertation, and at least one publication or accepted article.
- b) For Part-time candidates, the first fifteen (15) months will be for coursework and development of research proposal. The following three (3) months shall be for presentation and approval at all levels. The next twelve (12) months shall be used for conducting research, including data analysis. The following nine (9) months shall be for writing the dissertation and publishing a journal article. The last three (3) months shall be for submission and examination of the dissertation including Viva Voce examination, submission of the final error-free copy of the dissertation, and at least one (1) publication or accepted article.

- c) For PhD by coursework and dissertation programmes from the School of Medicine and Dentistry/School of Nursing and Public Health, the first twelve (12) and fifteen (15) months for full-time and part-time, respectively, shall be for coursework, development of research proposal, presentations and approval at all levels, ethical clearance and soliciting research funds. Another thirty-three (33) and thirty-six (36) months for full-time and part-time, respectively, shall be used for conducting research, data analysis, and writing a dissertation and publishing a journal article. The last three (3) months shall be for submission and examination of the dissertation, including Viva Voce examination, submission of the final error-free copy of the dissertation and at least one publication or accepted journal article.

**(v) PhD by Research (Thesis) Alone**

- a) Registration duration for PhD by research alone shall be thirty-six (36) and forty-two (42) months for full-time and part-time candidates, respectively.
- 1 For full-time candidates, the first six (6) months shall be for the development of a research proposal including presentation, approval at all levels, and soliciting research funds. The following twelve (12) months shall be for conducting research including data analysis, and the remaining fifteen (15) months shall be for writing the thesis and publishing at least two journal articles. The last three (3) months shall be for submission and examination of the thesis, including Viva Voce examination, submission of the final error-free copy of the thesis.
  - 2 For part-time candidates, the first nine (9) months shall be for the development of research proposal, presentation, approval at all levels and soliciting research funds. The following twelve (12) months shall be for conducting research including data analysis. Another eighteen (18) months for writing the thesis and publishing at least two journal articles. The last three (3) months shall be for submission and examination of the thesis including Viva Voce examination, submission of the final error-free copy of the thesis.
- b) During the registration period, a candidate shall be required to make at least four (4) and attend at least six (6) seminar presentations, one during the proposal writing stage and the other two during the research stage before examination.
- c) For a candidate to qualify for the PhD award he/she shall have at least one (1) paper published and at least two (2) accepted manuscripts (articles/papers) in a peer reviewed journal based on his/her research and the journal shall be acceptable or recognizable by the University of Dodoma.



### **3.3 Maximum Duration for Registration and Overstay in One Stage of a Programme**

#### **(i) Maximum Duration for Registration**

- i. No candidate shall be permitted to complete his/her studies in less than the specified minimum duration of registration.
- ii. The maximum duration of extended registration for each category shall not exceed twenty-four (24) months from the specified registration period stated in the regulation above. The extension shall be given at intervals of three to six (3-6) months period.
- iii. Notwithstanding Regulation 3.3 (i) (a & b) no candidate shall be allowed to overstay in any stage of the studies.
- iv. Candidates who fail to complete their studies within the specified registration period shall apply for the end of registration extension using **UDOM/PGS.F7**.
- v. End of registration period extensions shall be approved by Senate after being recommended by SPSC. In case the Senate has not been scheduled, the Chairperson of the Senate shall approve the end of registration period extension on its behalf.
- vi. All subsequent extensions after the expiration of the study duration shall be charged extension fees as prescribed by the Council from time to time.
- vii. Tuition fees shall be paid as per the existing fee structure during all extension periods.
- viii. Failure of a candidate to complete studies within the maximum allowable time shall mean discontinuation from studies unless applications for further extensions have been approved following procedures prescribed under Regulation 3.3 (ii) (a – e).
- ix. A candidate who is discontinued from studies for a reason of expiration of maximum registration period shall be informed in writing about such discontinuation. However, failure to access the letter of discontinuation shall not be accepted as a ground for appeal against the discontinuation decision.

#### **(ii) Overstay in One Stage of a Programme**

- (a) To overstay shall mean demonstrating unsatisfactory progress at one stage in the course of studies, leading to spending sixty (60) per cent of the normal time above the specified time for a particular stage in the course of studies.

- (b) Candidates with research component who fail to complete a particular stage of their studies within the specified period as indicated in Regulation 3.3(i)(a) shall apply for intermediate extension using form **UDOM/PGS.F6**.
- (c) The SPSC shall approve the intermediate extension after a recommendation from the College/School/academic Institute Board. In case the SPSC has not been scheduled, the Chairperson of SPSC shall approve extension on its behalf.
- (d) Only intermediate extension and the first extension after the expiration of the study duration will be given without extension fees.
- (e) An overstay in one stage shall mean discontinuation from studies unless applications for further extensions have been approved following procedures prescribed under Regulation 3.3(ii)(a-d).

### **3.4 Transfer of Registration**

- (i) Transfer 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.
- (ii) A candidate who wishes to transfer registration from within the University (transfer from one programme to another) shall fill the internal transfer form (**UDOM/PGS.F8**).
- (iii) Transfer of registration shall be only for candidates who have completed the registration process.
- (iv) No student shall be allowed to start studying the programme for which the transfer is being sought before the approval of his/her request by the Chairperson of Senate and the endorsement by TCU.
- (v) Under no circumstances, the Senate shall not allow the transfer of students from one programme to another after the third (3rd) week of the first semester of an academic year.
- (vi) After the approval of the request by Senate and endorsement by TCU, a student shall be required to pay fees and related university costs of the new programme after the transfer.
- (vii) A student will not be allowed to change from a degree programme he/she was admitted to another unless he/she fulfills the following conditions: -
  - (a) Changes will be allowed depending on the availability of a vacancy in the preferred programme and the candidate meeting the minimum admission requirements for the sought programme.

- (b) A student who seeks a transfer of registration shall pay a non-refundable fee of TZS. 50,000 and as may be reviewed from time to time.
- (c) Only registered students at the University of Dodoma can apply for internal transfers.

#### 4.0 Credit Transfer between Universities

##### 4.1 General regulations

- (i) Postgraduate candidates from other universities may transfer their credits to UDOM or from UDOM to other Universities.
- (ii) A transfer of a postgraduate student to UDOM shall take into consideration the availability of needed training resources, academic support, and supervision capacity.
- (iii) For the case of transfer of credits from other institutions of higher learning for the purpose of graduation at UDOM, the candidate shall be required to earn at least 50% of the total credits from UDOM courses.
- (iv) The candidate shall submit a formal request to the Chairperson of the Senate through the Department/Institute/School/College and to the chairperson of SPSC on the intention to transfer of registration and credits using form **UDOM/PGS.F9**.
- (v) College/School/Institute Boards shall recommend to Senate through SPSC all applications for credit transfer for registration at UDOM. The Senate or the Chairperson of the Senate, as the case may be, shall approve the transfer of credits.
- (vi) Among others, the College/School/Institute should satisfy itself with the required minimum condition for transfer as prescribed in Regulations 4.1(i) and (ii).
- (vii) Only candidates meeting the minimum entry qualifications for a particular programme at UDOM shall be considered for transfer.
- (viii) Student credit transfer is allowed between Universities only which are fully accredited by Tanzania Commission for Universities and/or recognized body in the country.
- (ix) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two (2) years.
- (x) Students discontinued from other universities shall not be allowed to transfer credits to UDOM.
- (xi) Transfer of credits from UDOM to other universities shall be governed by regulations of the receiving University.
- (xii) A supervisor of a postgraduate student transferring to UDOM can transfer his/her supervisory services to the University.

## **4.2 Criteria for Establishing Equivalency of Courses**

In determining the equivalency of courses for purposes of transfer of credits, the following criteria shall be used:

- (i) The course must be from a programme of the same level as that of UDOM course.
- (ii) The course must have a theoretical component i.e. involving final examination, excluding clinical-based courses.
- (iii) Course content must be at least 75% similar to that of the UDOM course.
- (iv) The number of teaching hours used to cover the course must not be less than 75% of the hours used in the similar course at UDOM.
- (v) Once a course has been accepted as being equivalent to a UDOM course as per the criteria in this Regulation, the course shall be given the same number of credits as that of the course at UDOM regardless of the credits in the other University.
- (vi) Conversion of grades shall be done by anchoring the pass mark of the other university to that of UDOM and accordingly determining the range of marks in the other University for the UDOM grades.
- (vii) In the case where only grades (and not scored marks) are available, the lower equivalent marks shall be assumed.

## **4.3 Procedures and Administration of Student Credit Transfer**

- (i) An application for transfer of credits from other universities to UDOM shall be made at least three (3) months prior to the commencement of the semester for which the transfer is expected to become effective.
- (ii) An application for credit transfer shall be submitted in writing to the DVC-ARC through the Director of Postgraduate Studies and shall be accompanied by the copies of all required supporting documents.
- (iii) Supporting documents for credit transfer application shall include the following:
  - (a) Official transcript (to be sent by the other university direct to UDOM).
  - (b) Letter of introduction/recommendation from the previous university.
  - (c) Course description, catalogue or syllabus (to include number of hours of teaching, method of assessment and grading system).
  - (d) An official translation of the original documents (in case of non-English documents).
  - (e) Photo-attached personal identification documents e.g. Birth certificate, passport or ID.

- (f) Certified copies of the original certificates used to gain admission into the previous university.
- (iv) The applicant for credit transfer shall pay a non-refundable administration fee to be determined by the Council from time to time.
- (v) Prior to transmission to Senate for approval, the application shall be scrutinized by relevant committees responsible for admission at the Department/Institute/School/College and the SPSC through the Directorate of Postgraduate Studies.
- (vi) The approval of the credit transfer application shall be made by the Senate.

## **5.0 Deferment of Admission**

- 5.1** Except for compelling reasons (such as health, employer's demand and financial), deferment of admission will not be entertained. Under such circumstances, the applicant who has been admitted at UDOM may be allowed to defer his/her admission to the next academic year by submitting formal request using form **UDOM/PGS. F10**.
- 5.2** The candidate shall apply for deferment of admission with relevant supporting documents to the Senate through the SPSC before commencement of the academic year or end of registration period.
- 5.3** The deferment shall be only for one (1) year, and the candidate shall be required to pay 10% of the tuition fees to hold his/her admission, and the amount paid shall be part of the tuition fees for the next academic year on resuming, and non-refundable when the candidate fails to register for the subsequent academic year.

## **6.0 Postponement of Studies**

- 6.1** Postponement of studies shall mean stopping studies for a semester or a full academic year where the period will count into the student registration period.
- 6.2** Except under special circumstances [such as sickness, serious social problems (each case to be considered on its own merit) or severe sponsorship problem] and upon producing satisfactory evidence of the reason for the postponement, no student shall be allowed to postpone studies after effective commencement of an academic year. Request for postponement of studies shall be submitted using form number **UDOM/PGS.F11**.
- 6.3** Postponement of studies shall be considered for students at the coursework phase. Students on the thesis and dissertation phase shall be required to freeze registration as per Regulation 7.0.
- 6.4** The maximum duration for postponement shall be only one year within maximum registration duration.

- 6.5 All postponement of studies shall be approved by the Senate.
- 6.6 A candidate shall not apply for postponement of studies after the 12<sup>th</sup> week from the commencement of the semester. Otherwise, the candidate is advised to postpone examinations.
- 6.7 Postponement of studies shall only be allowed within the maximum duration of the studentship.
- 6.8 A candidate who has been allowed to postpone studies during the first semester will be automatically considered to have postponed the entire academic year of study and therefore shall repeat the year of study. Those who postpone the second semester will resume studies in the second semester of the subsequent academic year.
- 6.9 Failure to comply with terms of postponement shall result in discontinuation from studies.
- 6.10 Any monies paid to the University by the time of postponement shall not be refunded.
- 6.11 A candidate who has postponed studies shall not be required to repay the prescribed fee during the resumption of studies for the same year of study
- 6.12 Permission to resume studies must be sought from the Chairperson of the Senate through Department, Institute, School or College using form **UDOM/PGS.F12**.

## **7.0 Freezing of Studies**

- 7.1 Freezing of studies shall mean stopping studies for a specified period of time where the period will not count into the student's registration period.
- 7.2 Freezing of registration is not allowed for students during the coursework phase.
- 7.3 No candidate may be allowed to freeze studies for more than twelve (12) months in case of master's and more than eighteen (18) months in case of PhD.
- 7.4 No candidate shall be allowed to freeze studies after he/she has completed data collection and has started data analysis or is in write up stage, except for medical reasons.
- 7.5 A candidate shall not be allowed to freeze studies more than once.
- 7.6 Notwithstanding to Regulation 7.1, a candidate may apply to the Chairman of Senate for freezing of registration/studies through SPSC/College/School/Institute/Department using form **UDOM/PGS.F13**.
- 7.7 All applications for freezing of studies shall be approved by the Chairman of Senate.

- 7.8 Candidate applying for freezing studies on the non-medical ground shall pay a retention fee of 20% of the annual university fee.
- 7.9 No fees paid to the University will be reimbursed in case the candidate fails to resume studies.
- 7.10 Permission to resume studies must be sought from the Chairman of the Senate using form **UDOM/PGS.F12**.
- 7.11 Failure to resume studies shall mean discontinuation from studies.

## 8.0 De-registration

- 8.1 De-registration refers to withdrawal of the registration. For any reason and at any phase of the postgraduate programme, a candidate may wish to withdraw his/her registration at the University.
- 8.2 A candidate who withdraws his/her registration ceases henceforth to be a student of the University.
- 8.3 Permission for de-registration from studies shall be granted by the Senate after applying using form **UDOM/PGS/F14**.
- 8.4 The University shall de-register a student under the following conditions:
- (i) If a student has been registered on the basis of incorrect information or incorrect details.
  - (ii) If a student does not adhere to the deadline for extending registration without important reasons.
  - (iii) If a student has already obtained his/her degree or can no longer attain it, apart from in cases that have been explained.
  - (iv) If a student has been expelled from the study programme on disciplinary reasons.
  - (v) Successfully graduated from studies.
  - (vi) Deceased students.
- 8.5 In order to be correctly de-registered, a student is required to provide the following sets of documents:
- (i) All students should complete a deregistration form **UDOM/PGS/F14**
  - (ii) A copy of an official registration letter
  - (iii) Clearance reports from the Office of the Bursar and Director of Library services
- 8.6 De-registered candidate may apply for re-admission to the same study programme at least one (1) year after de-registration. This applies even to a candidate who has been discontinued from studies.
- 8.7 All fees paid to the University by the de-registered candidate shall not be reimbursed.

## **9.0 Ownership of Intellectual Property**

- 9.1** Students shall own the copyright in scholarly work subject to a royalty-free license to UDOM to reproduce and publish for academic purpose.
- 9.2** Students are duty-bound to assign to UDOM intellectual assets created in the course of the students' research activity or while being supervised by a UDOM staff member.
- 9.3** If student is offered a studentship sponsored by the third party under a separate agreement, under which the third party has a claim on Intellectual Property arising from the studentship, the student must agree that Intellectual Property shall initially belong to the University and ownership will then be determined in accordance with the terms of the agreement concluded with the third party.
- 9.4** Intellectual Property created by students in the course of, or pursuant to, a sponsored research or other agreement with a third party shall initially belong to the university and ownership will be then determined in accordance with terms of the agreement concluded with the third party.

## **10.0 Permission for Absence from Classes**

- 10.1** No candidate shall be allowed to be absent from classes unless he/she has
- i. proven ill health supported by a UDOM Medical Officer in Charge,
  - ii. genuine social grounds
  - iii. any other reasons recognised or authorised by the University
- 10.2** A candidate meeting the requirements of the Regulation 10.1 above shall be required to submit a formal request by filling form **UDOM/PGS.F35**.
- 10.3** Principal of College/Dean of School/Director of Institute may grant permission for a maximum of not more than seven days for a candidate requesting to be absent from studies but remain within Dodoma.
- 10.4** All permissions for traveling outside of Dodoma or exceeding the period of seven days shall be approved by the DVC-ARC; such approval shall not be beyond twenty-one (21) days. Otherwise, the candidate shall be advised to postpone studies.
- 10.5** Permission of absence for a candidate to travel outside Tanzania shall be granted by the VC; such approval shall not be beyond twenty-one (21) days. Otherwise, the candidate shall be advised to postpone studies.
- 10.6** Upon returning, any candidate granted permission to travel in accordance with regulations 10.3, 10.4 and 10.5 shall report to the Head of Department and shall be required to complete all assessments done during his/her absence



## 11.0 Postponement of University Examinations

- 11.1 No candidate shall be allowed to postpone University Examinations unless he/she has
- i. A proven sickness supported by a UDOM Medical Officer in Charge, or
  - ii. Financial constraints with evidence from the sponsor for those with conditional registration, or
  - iii. Death of a close relative, or
  - iv. Serious social problems (each case to be considered on its own merit), or
  - v. Any other reason(s) recognized or authorized by the University, which is considered strong enough to prevent one from doing examinations effectively.
- 11.2 A candidate who intends to postpone examination(s) shall submit a formal request by filling form **UDOM/PGS.F32** to the Chairperson of College/School/Institute Boards. Any postponement of the examination(s) must be within the student's candidature.
- 11.3 An applicant shall not have secured permission for postponement of examination(s) until he/she has received a formal communication on the decision by the Chairperson of College/School/Institute Boards. The Director of Postgraduate Studies to be notified.
- 11.4 Once the student has been approved for postponement of his/her examination(s), the accumulated coursework shall be maintained.
- 11.5 A candidate who has been granted permission to postpone examination(s) shall be required to sit for the special examination(s) when next offered.
- 11.6 A candidate who is required to sit for a special examination shall be assigned a "PEX" (Postponed Exam) in the UDOM SR.
- 11.7 Except with the approval of the respective College/School/Institute Boards, a student who will not appear to sit for any "PEX" at the time of special examinations will be considered to have absconded studies.
- 11.8 A candidate who absents oneself from any continuous assessment test or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be considered to have absconded such examinations or assignment(s) and shall be discontinued from studies.

## 12.0 Programme Evaluation and Award Requirements

- 12.1 To proceed from one year to another or one stage to another the candidate shall be required to fulfil the requirements for each programme as specified in the programme curriculum, UDOM Postgraduate Prospectus, and as stipulated in this handbook. Generally, the programme evaluation may consist of the following:
- (i) Coursework
  - (ii) Dissertation
  - (iii) Thesis and

(iv) Publication(s)

- 12.2** Candidates who intend to pursue postgraduate diploma shall have to comply with the coursework and a final year project as a research component evaluation.
- 12.3** Candidates registered for Master by Coursework and Dissertation shall have to observe coursework, dissertation and journal article publication (where applicable) evaluation procedures, while the candidate under Master by Research (Thesis) shall fulfill the thesis and publication evaluations, in which, the candidate shall publish at least one (1) journal article either review or research paper.
- 12.4** Candidates who intend to pursue their PhD by Coursework shall comply with the coursework, dissertation and at least one (1) publication either review or research article.
- 12.5** Candidates under the PhD by Research (Thesis) Alone shall observe the thesis evaluation procedures and publication of at least two (2) journal articles (one should be a research paper).
- 12.6** No candidate shall be allowed to submit the final hardbound copy of the thesis or dissertation without compliance to the publication(s) requirements, where applicable. The publication shall be part of the final thesis/dissertation submission. Publications should be submitted using **UDOM.PGS.F24**).
- 12.7** Where academic dishonesty is observed, after the candidate has successfully graduated, the University shall have the power to withdraw the award. For the avoidance of doubt, academic dishonesty shall include, but not limited to, plagiarism and academic cheating. The withdraw of the award shall also be extended to candidates who have not fulfilled all the requirements for the award.

**13.0 Coursework Evaluation**

- 13.1** Any candidate registered for postgraduate programme offered by Coursework and Dissertation shall do coursework evaluation as indicated in this handbook, and as prescribed in the programme curriculum specific requirements if any.
- 13.2** A candidate registered for Research Alone programme (Master or PhD) may, on recommendation of the relevant College/School/Institute Board, be required to do one or more formal courses appropriate to his/her field of study.
- 13.3** There shall be Continuous Assessment (CA) and End of Semester/ Trimester University Examination (UE). The composition, assessment mode and weight of the CA and UE shall be as described in the curriculum and prospectus for each respective programme as well as prescribed in this handbook.
- 13.4** There shall be external examiners for both postgraduate courses as well as dissertations and theses.

- 13.5** The external examiner shall be academic member of staff at least Senior Lecturer from any recognized higher learning institution from within or outside Tanzania. The external examiner shall be proposed by the Department and be approved by Senate upon recommendation by College/School/Institute Board.
- 13.6** With exception to grading and progress from year to year, all University Examination Regulations outlined for undergraduate programmes shall also prevail to postgraduate programmes.
- 13.7** With exceptional for courses without end of semester/trimester University Examination, the final marks in each Examination will be derived from 50% CA and 50% from end of semester/trimester University Examination.
- 13.8** Examination grading system shall be the same in all Departments/ Institutes/School/Colleges. Weighted GPA system shall be taken into account when calculating overall GPA. As a matter of principle, the total point scores (GPA) shall be truncated at one decimal place. When presenting results the percentage range, corresponding letter grades and the GPA computation formula shall be as indicated in Table 1.

**Table 1: GPA with their corresponding grades**

Marks (%)	70-100	60-69	50-59	40-49	0-39
Letter Grade	A	B+	B	C	D
Grade Points	4.5-5.0	4.0-4.4	3.0-3.9	2.0-2.9	0-1.9
Remarks	Excellent	Very Good	Good	Satisfactory	Weak
Formula for GPA computation	$y = 0.02x + 3$	$y = 0.04x + 1.6$	$y = 0.10x - 2.0$	$y = 0.10x - 2.0$	$y = \left(\frac{1}{35}\right)x$

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

**Table 2: Degree Classification**

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

- 13.9** In calculating the GPA, apart from scores from any optional or elective courses, scores from all core courses shall be included in computing the final grade for degree classification based on the minimum number of credits required to fulfill requirements for the postgraduate programme award.
- 13.10** Accredited courses given for each postgraduate programme shall be appropriately weighted in terms of credits.

- 13.11** The letter grades shall be assigned grade points using raw marks as shown in Table 1 and the sample grading system used to calculate GPA from raw marks provided in Table 1.
- 13.12** In getting the score for each course, the grade points obtained from the raw marks as in Regulation 13.11 is multiplied by the number of credit weights as in Regulation 13.10.
- 13.13** The total score for the award shall be the total score for all countable courses taken by the candidate for the programme, computed as in Regulation 13.12.
- 13.14** The average score for the award shall be computed by dividing the total scores in Regulation 13.13 by the total credit weight obtained under Regulation 13.12.
- 13.15** The total point scores (GPA) shall be truncated at one decimal place as shown in Table 1.
- 13.16** GPA
- 13.17** A candidate may be allowed to sit for supplementary examinations in the course(s) failed if the grade point average (GPA) is at least 2.7. The maximum grade for supplementary examination shall be a "B" grade.
- 13.18** A candidate whose overall GPA is below 2.7 in the first sitting shall be discontinued from studies.
- 13.19** After supplementary examinations, the candidate who fails to attain a GPA of 3.0 shall be discontinued from studies.
- 13.20** Notwithstanding Regulation 13.17, candidates failing supplementary examination of the core course(s) shall, but only once be allowed to carry-over the failed course(s) in subsequent years if the GPA allows.
- 13.21** Carry-over course(s) shall be cleared within the maximum period of registration and the candidate shall not be allowed to proceed to the research phase with the exception of candidates registered in the School of Medicine and Dentistry/School of Nursing and Public Health.
- 13.22** Carry-over of elective courses is not permitted unless when those credits are needed to fulfil the programme requirements.
- 13.23** Carry-over of the failed course shall imply attending classes, doing all coursework assignments prior to sitting for University Examinations and pay the due fees.
- 13.24** A candidate failing an examination for a carry-over course shall be required to sit for a supplementary examination. Failure of a supplementary examination of a carry-over course shall lead to discontinuation from studies.
- 13.25** All examinations results must be approved by Senate upon recommendation from relevant Department/College/School/Institute Boards and Senate Postgraduate Studies Committee.

- 13.26** Submission and publication of the results shall be in accordance with the University approving organs. In addition, presentation of the results in various levels shall conform to the approved format, as will be prescribed from time to time.
- 13.27** The University examination results approved by the Senate shall not be altered or edited without approval of the Senate or the Chairperson of the Senate. Infringement of this rule shall attract stern disciplinary measures to the perpetrator(s).

#### **14.0 Registration for University Examinations**

- 14.1** There shall be no special registration of candidates for examinations.
- 14.2** Registration for studies and courses as well as payment of all prescribed University fees by the candidate shall be deemed as adequate registration for the University examinations. A registered candidate shall be issued with UDOM Studentship ID which shall guarantee him/her to sit for University Examinations.

#### **15.0 Eligibility for Examinations**

- 15.1** No candidate shall be eligible for University Examination in any subject unless the instructor and the Head of Department have been satisfied that the candidate has not participated in the course for at least 75%.
- 15.2** The Principal of a College, Dean of School or the Director of an Academic Institute, upon recommendation by the Head of Department, may bar any candidate from being admitted to any examination in any subject or course where satisfactory participation of a minimum of 75% of the prescribed contact hours for the course is not attained.
- 15.3** Candidates are required to complete coursework before they can be allowed to sit for the University Examinations.
- 15.4** Any candidate who has not registered for studies and/or a course(s) and sits for an examination, the examination results shall be nullified and henceforth discontinued from studies.
- 15.5** A candidate whose work or progress is considered unsatisfactory may be required by the Senate, on the recommendation of the appropriate College, School or Institute Board, to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester/trimester examination may be regarded as evidence of unsatisfactory progress.

#### **16.0 Absence from Examinations**

- 16.1** A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from the University.

- 16.2 A student who is required to sit for a special examination shall be assigned a “PEX” (Postponed Exam) asterisk.
- 16.3 A student who has a “PEX” asterisk in a course during any academic year is required to sit for a course(s) examination during the time of special examinations for that academic year.
- 16.4 Except with the approval of the respective College/School/Institute Boards, a student who will not appear to sit for a “PEX” at the time of special examinations will be considered to have absconded studies.

### **17.0 Dates of Examination**

- 17.1 The University Examinations in all Colleges, Schools and academic Institutes shall be held at a time to be determined by Senate, which shall normally be at the end of each semester/trimester i.e. after 15 weeks of teaching or 18 weeks of teaching for the School of Medicine and Dentistry/School of Nursing and Public Health.
- 17.2 Notwithstanding Regulation 17.1, on exception cases, upon recommendation by a College, School or Institute Board, and Directorate of Postgraduate Studies, Senate may allow the University Examinations to be conducted in different dates.
- 17.3 The candidates who are referred and are required to do supplementary examinations shall be re-examined in the referred courses at a time to be determined by the Senate which shall not be less than one (1) month after the ordinary examinations at the end of the second semester/third trimester in the academic year.
- 17.4 A candidate who, for reasonable cause, was unable to present himself/herself during the normal dates of University Examinations, may, with the special permission of Senate, present himself/herself for examination at a time determined for any supplementary examination.
- 17.5 Principal/Dean/Director of Academic Institute shall ensure requirements for the timetable for university examinations are submitted to DVC-ARC thirty (30) days before the commencement of examinations. The Head of Department shall ensure the allocation of all courses in the University Examinations timetable.
- 17.6 University timetable master under the University Bureau of Senate and Examinations shall be required to design the timetable for university examinations after receiving recommendations from Principal/Dean/Director of Academic Institute.
- 17.7 The final timetable for university examinations shall be approved by DVC-ARC fifteen (15) days before the commencement of examinations. No change of the timetable shall be instituted without the approval of DVC-ARC whatsoever.
- 17.8 Principal/Dean/Director of Academic Institute shall be required to contact the University Transport Office to seek transport arrangements for administering and managing examinations. The Transport Office shall submit to DVC-ARC the transportation plan for approval seven (7) days before the commencement of examinations.

## **18.0 Examination Preparations**

- 18.1** To ensure that University Examination questions are of an acceptable standard, clear and error-free:
- (i) The Departments shall be responsible to ensure that all University Examinations are moderated using teams of at least four (4) competent academic members of staff.
  - (ii) The names of moderation teams shall be proposed by the Head of Department and approved by the Principal/Dean/Director of Academic Institute at least two months before the examination date.
  - (iii) The University Examinations shall be set in accordance with the approved University format.
  - (iv) Where external moderation of examination is mandatory as directed by other professional boards, permission to conduct external moderation of examination at the end of every semester shall be granted upon the approval by the Chairperson of Senate.
- 18.2** The Principal/Dean/Director of Institute must ensure that external examiners are proposed and approved by Senate through the Institute/School/College Boards at least one Semester in advance. The term of service for external examiner shall be a period of three (3) years.
- 18.3** The University Examinations shall be subjected to external examination at the end of an academic year.
- 18.4** The Department shall submit the answer scripts together with a course file, containing all necessary information as indicated in Section 24.9, to an external examiner at the end of an academic year.
- 18.5** All moderated University examinations shall be approved by the Principal/Dean/Director of the academic Institute.
- 18.6** The results of University examinations shall be published in terms of Regulation 23.
- 18.7** The Head of Department in liaison with the relevant office responsible for Senate and examinations shall ensure that moderated question papers and necessary attachments (if any) for the University Examinations are produced in sufficient numbers and kept under secure and confidential environment.
- 18.8** To avoid leakage of University Examinations, all College Principals/School Dean/Institute Director/Heads of Department and University Bureau of Senate and Examinations shall ensure that:
- (i) Members of staff involved in handling University Examinations are of high integrity and that their number is kept at a minimum without compromising efficiency.
  - (ii) All operations are at all times under confidentiality environment.

- (iii) With exception to the authorized officers in the relevant office responsible for Senate and examinations, non-academic members of staff shall not be allowed to handle University Examinations papers.
- (iv) All University Examination answer booklets shall be processed and coded centrally.
- (v) Packaging of University Examination papers shall be done in security envelopes and stored in secured cabinets.

## **19.0 Conduct of Examinations**

- 19.1** Principal/Dean/Director of Academic Institute shall be the Chief Examination Officer of the College/School/Institute respectively. He/she shall therefore be responsible for the smooth conduct of all examinations in the College/School/Institute respectively.
- 19.2** The Head of Department shall be the Chief Examination Officer of the Department. He/she shall therefore be responsible for the smooth conduct of all examinations in the Department.
- 19.3** Before the commencement of the examination, the Head of Department and the Examinations Officer shall ensure the readiness of the examination venues.
- 19.4** Invigilation of University Examinations shall be effected in the following manner:
  - i. The Departmental Examinations and Timetable Officer under the supervision of the Head of Department shall ensure that each University Examination in the Department has been scheduled in the University Examination invigilation timetable and has allocated at least two (2) invigilators for each examination room depending on the size of the room and number of candidates.
  - ii. It shall be the duty of the Head of Department to notify the invigilators on their respective courses at least one (1) week before and remind them two (2) days before the commencement of the examinations.
  - iii. The leading invigilator for each University Examination shall collect from the Head of Department a sealed envelope of question papers, answer booklets and attendance registers and shall sign a special form according to the given instructions. He/she shall sign again on returning the booklets at the end of the examination.
- 19.5** University Examinations shall be conducted in each Department under the supervision of the Head of Department and the Principal/Dean/Director of the Institute or such other officer(s) of the University as the DVC-ARC may appoint.
- 19.6** The DVC-ARC shall have powers to issue such instructions, notes or guidelines to candidates, invigilators and examiners of University Examinations as he/she shall deem



appropriate for the proper, efficient and effective conduct of such examinations which shall form part of these regulations and be binding, provided that they are not in conflict with these regulations.

- 19.7** There shall be a seminar for all invigilators one (1) week before the commencement of end-of-semester/trimester examinations. The seminar shall be conducted at the College/School/Institute level under the facilitation of College Principal/School Dean/Director of Academic Institute and Heads of Department.
- 19.8** For the purpose of these regulations, examination room, centre or venue shall mean any area within the University approved by Senate to be used to conduct examinations of any form.

## **20.0 Instructions to Candidates**

- 20.1** These instructions should be read together with the above University regulations *mutatis mutandis*.
- 20.2** To ensure unambiguous identification of the candidates:
- (i) Candidates should make sure that they bring to the examination venue a valid University ID.
  - (ii) Any objects that may obstruct clear identification of the candidate's face shall be removed before entry into the examination venue. These may include face veils, sunglasses, hats, and any other such items.
- 20.3** Candidates must acquaint themselves with the examination venue for their respective examinations in advance.
- 20.4** Candidates are advised to report at the examination room at least thirty (30) minutes before the commencement of the examination.
- 20.5** The sitting arrangements shall be determined by invigilators of the respective examination.
- 20.6** Candidates will be admitted by the invigilator to the examination room thirty (30) minutes before the time the examination is due to begin. Ten (10) minutes before the commencement of examinations the Lead Invigilator will:
- (i) Make an announcement to the effect that all unauthorized materials should be removed from the examination room;
  - (ii) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
  - (iii) Call attention to any rubric at the head of the examination booklet which seems to require attention;
  - (iv) Announce that both sides of the examination booklet must be used. He/she will then tell students when they may begin writing. Candidates will be given five minutes to read the paper.

- 20.7** No books, smart watches, bags, mobile phones, computers, digital cameras, tablets, other electronic devices, correction fluid or attached cases may be taken by candidates into the room unless otherwise stated (Candidates attention is specifically drawn to Regulation 22).
- 20.8** Once a candidate is found with unauthorized materials, Regulation 22 shall apply.
- 20.9** No candidate will be permitted to leave the examination room until thirty (30) minutes have expired from the commencement of the examination, otherwise shall be deemed to have committed an examination irregularity.
- 20.10** At the end of the examination period, and on instructions from the Invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator unless instructed otherwise. Candidates must remain seated until the Invigilator tells them to leave the room.
- 20.11** Candidates shall not be allowed to take any examination material out of the examination room. A candidate in violation of this regulation shall be deemed to have committed an examination irregularity.
- 20.12** No candidate shall leave the examination room during the last ten (10) minutes of the time allocated for the examination except in the case of an emergency.

## **21.0 Instructions to Invigilators**

### **21.1 Before the Examination**

- (i) University Examinations shall be invigilated by persons other than course instructors. Course instructors shall only be allowed in the examination room in the first ten (10) minutes to provide clarifications on the examination questions, if any.
- (ii) All staff are duty-bound to abide by all the governing rules: -
- (a) The rosters for Invigilators must be prepared and approved by Principal/Dean/Director of Academic Institute.
  - (b) A number of Invigilators should be commensurate with the number of students taking the examination.
  - (c) Subject to Regulation 19, Invigilators should be present in the examination room at least thirty (30) minutes before the commencement of the examination.
  - (d) All Invigilators who have reported to the Head of Department within this period should immediately go to their respective examination rooms.
- (iii) Invigilators will be provided with the following items in sufficient quantities by the Head of Department:
- (a) Sealed envelopes containing question papers must be personally collected by each Invigilator at least forty-five (45) minutes before the examination.
  - (b) A list showing the names of the papers to be attempted in the room. This will be distributed to Invigilators in advance.

- (c) Examination irregularities sheet, attendance sheet, going out permission form and invigilation attendance sheet.
- (iv) Invigilators must ensure that only one (1) answer book is provided for each candidate unless the rubric on the question paper requires otherwise. The answer book must be filled before any additional paper is provided.
- (v) Any extra booklet sheet provided during an examination shall be stamped by the office of the Head of Department with the appropriate date of the examination.
- (vi) Question papers and any other material prescribed in the rubric (e.g. log-tables, charts etc.) should be set out by the Invigilator with the help of the course instructor.
- (vii) Bags, bookcases, papers, correction fluid, printed materials, cell phones, tablets, smart watches, computers, digital cameras and other related items should be left outside the examination room.
- (viii) The Invigilator shall inspect the candidates before and at any time during the examination period to ensure that they do not bring to the examination room unauthorized materials.
- (ix) All Invigilators must ensure that they seriously and solely invigilate the examinations rather than engaging in other businesses unrelated to examinations.
- (x) Any invigilator/staff who breaches examination regulations as stipulated in this Handbook shall explain in writing to the DVC-ARC as to why disciplinary measures should not be taken against him/her.

## **21.2 During the Examination**

- (i) At the commencement of the examination, Invigilators should remind candidates to ensure that they are attempting the right examination paper and that they should write their registration numbers on the Answer Booklets.
- (ii) At the end of the first half-hour, the total numbers present should be noted down. No candidate shall be admitted into the examination room thereafter. Invigilators should then collect the blank answer-books from all vacant places. Spare question papers should be returned to the correct envelopes for collection by the Lead Invigilator(s).

- (iii) Invigilators shall ensure that all candidates have registered their particulars in the attendance sheet provided.
- (iv) Invigilators should ensure that candidates are provided with any additional requirements (e.g. scripts, log-tables etc.).
- (v) No candidate should be permitted to leave his/her place during the examination except to leave the examination room.

### **21.3 At the End of the Examination**

- (i) Invigilators shall not permit candidates to leave their places before their scripts have been collected. Candidates who wish to leave the examination room before the end of the examination shall hand over their scripts to the invigilator before leaving the examination room.
- (ii) No candidate shall leave the examination room during the last ten (10) minutes of the time allocated for the examination except in the case of an emergency. At the end of the examination period, Invigilators shall instruct the candidates to stop writing and then collect all the scripts.
- (iii) Invigilators shall sign and submit invigilation attendance sheet together with scripts, candidates' attendance sheets, all extra examination papers, unused answer booklets, student permission form, and irregularities forms to the Head of Department at the office.
- (iv) Invigilators shall count the Answer Booklets used by candidates against the total number of candidates in the attendance sheet, record and sign the Answer Booklet movement sheet.

## **22.0 Examination Irregularities**

**22.1** All candidates entering in the University Examination room shall be required to observe and comply with these regulations. A candidate who fails to abide by these regulations shall be deemed to have committed an examination irregularity.

**22.2** Any candidate found guilty of cheating part of examination process shall be deemed to have committed examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued forthwith from studies, subject to confirmation by the Senate.

**22.3** Examination irregularities shall include: -

- (i) Entering in an examination room without fulfilling the conditions set by the University as provided in Regulation 15.

- (ii) Making unauthorized verbal communication with and/or gesturing to another candidate.
- (iii) Possession of unauthorized material in the examination room.
- (iv) Causing disturbances in or near any examination room and any form of or kind of dishonesty.
- (v) Destruction or falsification of any evidence of irregularity or cheating in examination.
- (vi) Exchanging unauthorized materials in an examination room.
- (vii) Assisting another candidate in writing his/her examination.
- (viii) Providing answers to another candidate in any form.
- (ix) Copying answers from another candidate.
- (x) Involved in unauthorized removal of an examination answer booklet(s) and/or answer sheet(s), any part of an examination answer booklet(s) and/or answer sheet(s) or blank examination stationery from the examination room/ except by a person with designated authority to do so.
- (xi) Tearing whole or any part of the Answer booklets and/or answer sheets.
- (xii) Borrowing materials from other candidate(s) in the course of the examination, materials including but not limited to, calculators, rulers, pens/pencils, and slide rules.
- (xiii) Interfering the Invigilator(s) from performing his/her duties in the course of the examination.
- (xiv) Impersonating another candidate.
- (xv) Involved in fraudulent alteration or misrepresentation of data and/or other information.
- (xvi) Enter the examination room with any inscriptions on any part of the body or clothing or other objects that can be construed as an aid to answering examination questions.
- (xvii) Enter an examination room without a valid studentship ID.
- (xviii) Attempting to do any of the acts described in (i) to (xvii).
- (xix) Going out of the examination room, temporarily or otherwise, or staying out of the examination room for over five (5) minutes, without authorization or permission of the Invigilator or one of the Invigilators for the examination in question.
- (xx) For dissertations, fieldwork reports, assignments and project reports, examination irregularities shall also include the following:
  - (a) Failure to abide by UDOM Anti-Plagiarism Policy.
  - (b) Using a “ghost” writer to author a dissertation, fieldwork report or project report.
  - (c) Falsifying documents of institutions or authorities relating to fieldwork placement.
  - (d) False representation as to the attendance of the fieldwork activities.

**22.4** Unauthorized material includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, smart

watch, smart glasses, Dictaphones, radios, radio cassette or other types of USB audio players, computers, soft and alcoholic drinks and any other material as may be specified from time to time by the DVC-ARC.

- 22.5** Any incident associated with Examinations irregularity shall be reported using form **UDOM/PGS.F23**.

### **23.0 Publication of Results and Student Records**

- 23.1** Heads of Department shall provide close supervision to ensure that all examination results are correctly uploaded by the course instructors in the UDOM SR for processing.
- 23.2** Course instructors shall be required to publish Coursework Assessment (CA). A copy of the students' CA marks must be submitted to the Head of Department at the same time.
- 23.3** Course instructors shall be responsible for uploading examination results and ensure that all incomplete cases are dealt with.
- 23.4** Prior to submission of examination results to the College/School/Institute Board, the results shall be scrutinized by the Examiner's Board with internal examiners and if possible, external examiner interacts in detail on all matters pertaining to examinations and any other aspects of quality of the courses examined.
- 23.5** Each Department shall ensure that each course instructor has a course file. The file shall have the following necessary information:
- i. Course outline,
  - ii. All assignments and tests conducted,
  - iii. CA results,
  - iv. University Examination paper,
  - v. Marking guideline,
  - vi. Signed upload history,
  - vii. Attendance sheet in seminars/tutorials and examination,
  - viii. Signed print out of University Examination results from the UDOM SR,
  - ix. A brief report on the entire management of a course (examination results and explanation of any incomplete cases and general performance) and
  - x. Marked Answer Booklets arranged in descending order.
- 23.6** Course files and Answer Booklets shall be submitted to the Head of Department at least three days (3) before Departmental Examiners' Board.
- 23.7** The provisional results of candidates in every examination, arranged in a manner as prescribed by the Senate, shall be published by the Principal of the College/Dean of School/Director of the Institute soon after the College/School/academic Institute Board, but the results shall not be regarded as final until they are approved by the Senate.
- 23.8** The results shall be published on the UDOM SR.

- 23.9** Examination results having been recommended by the College/School/Institute Board to the Senate Postgraduate Studies Committee shall be approved by the Senate.
- 23.10** Results approved by the Senate shall be final, and under no circumstances shall be altered or corrected without the explicit approval of the Senate or the Chairperson of Senate. Violation of this rule shall amount to stern disciplinary measures.
- 23.11** Notwithstanding Rule 23.10, the Head of Department shall be responsible for uploading results approved by the University Senate into the UDOM SR2.
- 23.12** The final Senate-approved results for the University shall be kept as permanent record of the University in the form of a book and a PDF soft copy of the same under the custody of the relevant office responsible for Senate and examinations.
- 23.13** The Head of Department shall ensure all course instructors discharge their responsibilities as per regulations, guidelines, policies and directives of the University of Dodoma and Laws of the United Republic of Tanzania (URT). Responsibilities of course instructors shall include:
- (i) Keeping records of all students.
  - (ii) Regulation 23.5 shall apply *mutatis mutandis*.
  - (iii) Given that University Examinations including the conduct and results are documents and data of the URT, thus any breach of these regulations by an instructor shall call for application of rules, regulations, guidelines and Laws of UDOM and the URT.
  - (iv) An invigilator who allows a student to enter into an examination room and/or sit for an examination with an invalid Student Identity Card (ID) shall be summoned in accordance with UDOM regulations and/or public service regulations and any other laws of the United Republic of Tanzania.

#### **24.0 Research Regulations**

- 24.1** Candidates shall be required to submit dissertation in partial fulfilment of the Masters/PhD degree requirements after successfully completion of both coursework and research.
- 24.2** Candidates under programme by Research Alone shall be required to submit a thesis in fulfilment of the Master/PhD requirements, before the expiration of the registration period.
- 24.3** Candidates by Coursework are required to pass a prescribed minimum number of credits in examinations and attain a minimum overall GPA, as stipulated in their respective programme curriculum, before proceeding to the dissertation phase.
- 24.4** Each candidate, at the research phase shall be assigned a supervisor(s) by the College/School/Institute upon recommendation from the relevant Department at the beginning of research work. The supervisor will guide the candidate in formulating and undertaking research and whose duties and responsibilities have been explained in Guidelines 39.1(ii)-(v). A postgraduate student at UQF Level 9 programme shall be supervised by at least one (for Postgraduate Diploma) and a minimum of two (for Master

degree) experienced UQF Level 10 qualified supervisor(s) and in addition the supervisor(s) must have attained his/her PhD degree award in at least the last one year.

- 24.5** Before commencement of research, a candidate must prepare a Research Plan. The plan is basically an overview of the student's research plan for the entire student candidature in the form of Gantt chart and milestones. It is to be submitted to the Director of Postgraduate Studies through the Head of Department and College Principal/School Dean/Director of Academic Institute after verification by the supervisor.
- 24.6** Candidates must refer to the Regulations and Guidelines stated in this handbook while preparing the Research Plan. It is advisable for the student to consult with his/her supervisor(s).
- 24.7** Tables 3 and 4 show the items required to be submitted by the student in every semester/trimester for master's and PhD thesis respectively. Appropriate progress report form (**UDOM/PGS.F17**) should be filled up for each quarter.

**Table 3: Progress Report for Master's Thesis Full Time**

Semester 1	Semester 2	Semester 3 & 4
1. Introduction	1. Introduction	1. Abstract
2. Critical Literature Review	2. Critical Literature Review	2. Introduction
3. Research Gap & Problem Statement	3. Research Gap & Problem Statement	3. Critical Literature Review
4. References	4. Research Questions	4. Research Gap & Problem Statement
	5. Methodology	5. Research Questions
	6. References	6. Methodology
	7. Publication/ Manuscript	7. Data Collection/Experiment
		8. Findings/ Data Analysis
		9. Discussion
		10. Contribution/ Conclusion
		11. References
		12. Publication

**Table 4. Progress Report for Doctoral Thesis Full Time**

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5 & 6
1. Introduction	1. Introduction	1. Introduction	1. Introduction	1. Abstract
2. Critical Literature Review	2. Critical Literature Review	2. Critical Literature Review	2. Critical Literature Review	2. Introduction
3. Research Gap &	3. Research Gap	3. Research Gap &	3. Research Gap &	3. Critical Literature Review
				4. Research Gap &



Problem Statement	& Problem Statement	Problem Statement	Problem Statement	Problem Statement
4. References	4. References	4. Research Questions	4. Research Questions	5. Research Questions
	5. Publication/Manuscript	5. Methodology	5. Methodology	6. Methodology
		6. References	6. Data Collection/Experiment	7. Data Collection/Experiment
		7. Publication/Manuscript	7. Findings/Data Analysis	8. Findings/Data Analysis
			8. References	9. Discussion
			9. Publication/Manuscript	10. Contribution/Conclusion
				11. References
				12. Publication/Manuscript

- 24.8** The supervisor–student record form **UDOM/PGS.F16** shall be signed by both the supervisor(s) and candidate whenever the student meets the supervisor(s). The supervisor–student record form(s) shall be submitted together with progress report form for each semester/trimester to the Directorate of Postgraduate Studies through the relevant College/School/Institute/Department.
- 24.9** A candidate has to submit progress report, indicating his/her position against the research plan throughout his/her candidature period until Viva Voce examination.
- 24.10** A candidate who shall not submit a progress report in two consecutive semesters/trimesters and/ or whose progress report is unsatisfactory, shall be warned by the Director of Postgraduate Studies.
- 24.11** A candidate who will not submit a progress report in three consecutive semesters/trimesters without compelling reasons shall be deemed to have absconded studies. The candidate shall submit the progress report by the end of each semester/trimester.
- 24.12** The candidate shall be required to develop a research proposal using approved guidelines as outlined under Gguideline Part2.
- 24.13** Before commencing research data collection, each master and PhD student shall present a research proposal to the Department, Institute/School/College Postgraduate Studies Committees before being approved by the Chairperson of the College/School/Institute Board.
- 24.14** The Department, Institute/School/College Postgraduate Studies Committees at their discretion may decline to recommend the proposal for approval if:
- (i) In their opinion, it is unsuitable or deficient in content.
  - (ii) The conditions under which the candidate proposes to work are unsatisfactory.

- (iii) The budget is unrealistic or prohibitive.
- (iv) The duration to undertake research is longer than the allowed registration period.

- 24.15** A candidate whose proposal has been approved by the College/School/Institute Board shall seek research permit from the Vice Chancellor using form **UDOM/PGS.F15**.
- 24.16** In order to maintain quality supervision, a supervisor shall supervise a maximum of six (6) Master students and four (4) PhD students. Only under special circumstances upon approval of the Principal/Dean/Director a supervisor may have more than the maximum number stipulated in this Regulation.
- 24.17** A candidate shall give notice of intention to submit a dissertation/thesis for examination to the Chairperson of Senate at least three (3) months in advance using form **UDOM/PGS.F18**.
- 24.18** Every dissertation/thesis submitted for examination must be accompanied by a declaration of the candidate to the satisfaction of Senate, stating that it is the candidate's own original work and that it has neither been submitted nor concurrently being submitted in any other institution.
- 24.19** The dissertation/thesis shall contain a statement of copyright by the author as follows: - "No part of this dissertation/thesis may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or the University of Dodoma in that behalf."
- 24.20** To avoid complaints of academic dishonesty and violation of intellectual property rights, publication emanating from a dissertation or thesis must include the candidate (author) and supervisor(s) as a co-author(s). The supervisor or any authority shall not publish any part of the dissertation/thesis without a written consent from the candidate. Violation of this regulation will attract serious disciplinary measures as per approved UDOM procedures or as prescribed by the State.
- 24.21** Notwithstanding Regulation 24.16-19, any publication(s) or any reproduction of either a figure or table from a dissertation or thesis that has been part of the University of Dodoma award, should acknowledge the author and the University.
- 24.22** A dissertation/thesis submitted for the Master or PhD degree must meet the format and literary presentation as per UDOM guidelines.
- 24.23** The formatting of dissertations and theses shall abide by the following guidelines:
- (a) All dissertations and theses shall be printed on both sides with the line spacing of 1.5.
  - (b) The length/ volume of the dissertations and theses shall be as follows:
    - (i) Postgraduate Diploma Research Project: A minimum of 40 pages and a maximum of 50 pages with a tolerance of up to 5 extra pages (10%), including appendices and footnotes.
    - (ii) Masters Dissertation: A minimum of 80 pages and a maximum of 100 pages with a tolerance of up to 10 extra pages (10%), including appendices and footnotes.

- (iii) Master's Thesis: A minimum of 160 pages and a maximum of 200 pages, with a tolerance of up to 20 extra pages (10%), including appendices and footnotes.
  - (iv) PhD Dissertation: A minimum of 240 pages and a maximum of 300 pages, with a tolerance of up to 30 extra pages (10%), including appendices and footnotes.
  - (v) PhD Thesis: A minimum of 320 pages and a maximum of 400 pages, with a tolerance limit of up to 40 extra pages (10%), including appendices and footnotes.
- (c) Under exceptional circumstances, a student whose dissertation or thesis has less or exceeds the number of pages as required by Regulation 24.23(a-b) must seek approval from the Chairman of the Senate following recommendations by the Chairman of the Senate Postgraduate Studies Committee, Director of Postgraduate Studies, College Principal/School Dean/Institute Director and Head of Department.

**24.24** To avoid biasness in the examination process, dissertation/thesis shall be sent to examiners anonymously, and the examiners shall not be revealed to the candidate.

## **25.0 Dissertation/Thesis Evaluation**

### **25.1 Master's Dissertation and Thesis**

The dissertation/thesis examination process shall comprise of two (2) stages, namely:

- a) Examination of the document and
- b) Oral examination (Viva Voce) provided that to proceed to the second stage of examination (Viva Voce), the candidate should pass the first stage (dissertation/thesis examination).

#### **i. Examination of Dissertation/Thesis Document**

- a. At least three (3) months before the dissertation/thesis is submitted for examination, the candidate shall through his/her supervisor give a notice of intention to submit the dissertation/thesis to the Chairperson of the Senate through SPSC, College/School/Institute, and Department using form **UDOM.PGS.F18**.
- b. College/School/Institute shall also submit together with this notice, proposed external and internal examiners with their respective CVs. The examiners shall be PhD holders preferably Senior Lecturers and above.
- c. A candidate shall be required to attend four (4) workshops and make at least two seminar presentations, one during the proposal writing stage and the other during research stage before examination or submission of dissertation/thesis (Pre viva voce). The workshops shall be scientific proposal writing, research

methodology, data analysis and information literacy. The candidate shall be given a certificate of attendance which shall be submitted during pre viva voce presentation.

- d. One (1) month before the dissertation/thesis is submitted for pre viva voce presentation, the candidate shall through his/her supervisor give a notice of intention to submit the dissertation/thesis to the Chairperson of the SPSC through the DPGS, College/School/Institute, and Department using form **UDOM.PGS.F40**. A candidate shall appear for the pre viva voce presentation to the Departmental Postgraduate Studies Committee for it to approve that the dissertation/thesis is ready for examination. The Committee shall comprise of five (5) members who must be PhD holders. The Pre viva voce panelists shall be approved by the Senate Postgraduate Studies Committee through the College/School/Institutes Boards. The panel shall include;
  1. Head of Department/Representative (who shall be the Chairperson).
  2. Coordinator of Postgraduate Studies/Representative (who shall be the Secretary).
  3. Two (2) reviewers competent in the study area who shall be appointed. by Head of Department. The reviewers shall submit their written reports before the pre viva voce presentation.
  4. Candidate's Supervisor.
  
- e. The Departmental Postgraduate Studies Committee shall recommend the candidate to progress with examination process or improve the work before it is submitted for examination. When the Departmental Postgraduate Studies Committee recommends major corrections of the dissertation, two (2) members of the Committee shall be appointed to certify that the corrections have been made as directed. The committee shall use form **UDOM/PGS.F39** for the pre viva verdict. The duration of the Pre Viva-Voce shall not exceed two and half hours (2:30) arranged in the following order:
  1. Maximum of 30 minutes for oral presentation.
  2. Maximum of 1 hour and 45 minutes of questions and answers session.
  3. Maximum of 15 minutes of deliberations.
  
- f. A candidate must submit five (5) hard copies of a dissertation/thesis and a soft copy in Microsoft Word and PDF formats as well as anti-plagiarism report to the relevant Department for examination using the submission form **UDOM/PGS.F19**.
  
- g. Every dissertation/thesis shall be examined by two examiners who are specialists in the area and approved by the relevant College/School/Institute Board, SPSC and Senate. One of these must be external to the University.
  
- h. The candidate's supervisor should not act as the internal examiner.

- i. Head of Academic Department shall be responsible for transmission of dissertations/theses to the internal and external examiners.
- j. Internal and external examiners shall be required to submit their reports about the dissertation/thesis to the Chairman of the Senate for approval through the Head of relevant Department within one (1) month from the date of receipt. If reports are not received within the specified period, new examiners shall be appointed from the list of approved examiners by the Senate.
- k. An internal examiner who fails to submit the report within the period prescribed in Regulation 25.1 (j) shall be required to show cause for the delay. The explanation shall be in writing and shall be addressed to the DVC-ARC through the respective Department which assigned the task.
- l. Each examiner shall be required to prepare a report on the dissertation/thesis and also shall provide definite recommendations using form **UDOM/PGS.F20** for one of the following actions:
  - 1 The degree be awarded without any typographical corrections and/or minor revisions.
  - 2 The degree be awarded subject to typographical corrections and/or minor revisions within one (1) month.
  - 3 The degree be awarded subject to major corrections and an expert recommended by Head of Department be appointed by Chairperson of the Senate to certify that the corrections have been done as directed within three (3) months.
  - 4 The degree not be awarded but the candidate be allowed to revise and re-submit the dissertation for re-examination within six (6) months.
  - 5 The dissertation be rejected outright.
- m. All examiners shall also provide grade for the examination as per guidelines given in form **UDOM/PGS.F20**.
- n. Where the examiners differ significantly (one passes and one fails the candidate or a difference of two letter grades, or when examiners differ in their overall recommendations), the College/School/Institute, Postgraduate Studies Committee shall examine the case and recommend one of the following actions:
  - 1 The recommendations of the external examiner be adopted.
  - 2 An additional independent examiner whether internal or external to the University (without the knowledge of the previous examiners' assessments) be appointed. The grade by an additional independent examiner shall be adopted.
- o. The final dissertation/thesis grade shall therefore be that of external examiner (when there is no significant discrepancy or when the College/School/Institute

Postgraduate Studies Committee adopts the external examiner's grade) or the grade of the additional independent examiner.

- p. Where a candidate fails the dissertation/thesis examination and re-submits the dissertation for re-examination, the maximum grade to be awarded shall be a "B" grade.
- q. Dissertation rejected by the examiners after one re-submission and re-examination by the same examiners shall not be accepted for re-examination at UDOM, and the candidate shall be discontinued from studies.
- r. When the dissertation is outrightly rejected by examiners, the candidate shall be discontinued from studies henceforth.
- s. Unless there are genuine reasons, failure of a candidate to re-submit a corrected dissertation/thesis accompanied by an error-free form within the specified period (as indicated in the examination report) after being allowed to incorporate corrections, shall mean discontinuation from studies.
- t. A candidate whose dissertation/thesis was recommended for award and after incorporating all the required amendments, shall submit their loose-bound dissertations to the Director of Postgraduate Studies through the Supervisor, Head of Department, College Principal/School Dean/Institute Director for checking of conformity to all requirements as specified in these regulations.
- u. A candidate whose dissertation/thesis is ready for submission for degree award shall submit to the Directorate of Postgraduate Studies through the Department the following documents:
  - 1 Error free letter (**UDOM/PGS.F25**)
  - 2 Plagiarism check report
  - 3 Provisional results
  - 4 Examiner's reports
  - 5 Clearance form (**UDOM/PGS.F30**)
  - 6 Library Thesis/Dissertation Submission form (**UDOM/PGS.F31**)
  - 7 Students financial statement
  - 8 Four (4) hard-bound copies of dissertation
  - 9 Completed dissertation in PDF
  - 10 An abstract in PDF and its hard copy
  - 11 An abstract in Kiswahili
  - 12 Manuscript(s) or journal article(s) if applicable.
- v. Upon fulfillment of the requirements of Regulation 25.1(u), the Director of Postgraduate Studies shall process a request for degree award to the Chairman of the Senate.

- w. Subsequent publications from a dissertation/thesis submitted for the award of a Master degree of UDOM must contain a statement that the work is based on a dissertation submitted to the University.
- x. The candidate shall only proceed to Viva Voce examination when his/her dissertation/thesis has been passed by both internal and external examiners with either minor or major corrections given that such corrections will be incorporated after the Viva Voce examination.
- y. Where one examiner fails the dissertation/thesis, the Senate shall direct the candidate to revise and re-submit the thesis for re-examination by the examiner who failed the thesis within six (6) months.
- z. Failure to re-submit the thesis for re-examination within a specified period of time, shall lead automatic discontinuation from studies.
- aa. A thesis which fails after re-examination shall lead to the discontinuation of the candidate from studies.
- bb. Where both examiners fail the dissertation/thesis, the candidate shall be outrightly discontinued from studies.

**ii. Oral examination (Viva Voce)**

- (a) Candidates allowed to sit for Viva Voce will be examined to ascertain that: -
  - 1. The dissertation/thesis presented is the original work of the candidate.
  - 2. The broader subject area in which the study is based is fully grasped by the candidate and
  - 3. The weaknesses in the dissertation/thesis (if any) can be adequately clarified by the candidate.
- (b) The Viva Voce examination panel shall comprise of minimum three (3) and maximum five (5) members. The quorum for the Viva Voce examination to commence shall be the minimum number of the panelists. The Viva Voce panelists shall be approved by the Senate through SPSC/College/School/Institute Boards. To ensure that the candidate is examined by qualified and experienced scholars, the members of the panel shall be PhD holders as below:
  - 1. Chairperson (Senior Lecturer and/or above), who shall be approved by Senate after recommendation from the College Principal/School Dean/Institute Director who shall be from outside the hosting Department.
  - 2. Internal examiner or representative.

3. External Examiner or representative.
  4. Head of the Department for which the candidate is registered.
  5. A candidate's supervisor.
- (c) All members of the panel should be present in the examination room at least thirty (30) minutes before the commencement of the examination. Upon arrival, members of the panel shall be required to fill in form **UDOM/PGS.F34**.
- (d) Head of Department or representative of the Head shall serve as Viva Voce examination secretariat.
- (e) When the Head of the Department is candidate's supervisor or internal examiner, the appointee of the Principal/Dean/Director of the Institute from among the panelists shall serve as Viva Voce examination secretariat.
- (f) All panelists have equal rights including voting.
- (g) The Viva Voce examination shall be an open forum but only panelists shall have the right/powers to examine the candidate and make decision.
- (h) After the question and answer session, all observers shall leave the examination room to give space for the panelists to make a verdict.
- (i) Panelists under Regulation 25.1 ii(b) who are unable to attend the Viva Voce examination, shall submit their Viva Voce examination questions to the Director of Postgraduate Studies who shall inform the Chairperson of Senate to propose other representatives to the Viva Voce examination.
- (j) A panelist who has been appointed but by virtue of his/her position and/or a person who has declared interest with the candidate or the work, another person in related field shall be appointed by the Chairperson of Senate to participate in the Viva Voce examination.
- (k) The Viva Voce examination panel shall be provided with copies of candidate's dissertation/thesis and the full texts of examiners' reports at least two weeks before the date of oral examination.
- (l) Candidates shall not be allowed to get access to examiners' dissertation/thesis reports before Viva Voce examination.
- (m) The questions to be asked in the Viva Voce examination shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the dissertation/thesis subject matter.



- (n) The Viva Voce panelists shall, as far as possible work towards arriving at a unanimous decision on the candidate's overall results.
- (o) Where disagreement arises among the panelists in arriving at unanimous decision on the candidate's overall results, the majority vote shall be used to determine the overall verdict.
- (p) Whereas majority vote fails to determine the final verdict, the SPSC shall carefully study the case and recommend to the Senate for actions.
- (q) Where there is disagreement between the recommendations of the thesis examiners and those of the Viva Voce panelists, the relevant academic unit handling postgraduate studies shall carefully study the case and recommend to the Senate one of the following actions:
  - 1 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 the Senate; or
  - 2 The candidate be deemed to have failed outright.
- (r) The duration of the Viva Voce examination shall not exceed two and half hours (2:30) arranged in the following order:
  - 1 Maximum of 30 minutes of an oral presentation
  - 2 Maximum of 1 hour and 45 Minutes of questions and answers and
  - 3 Maximum of 15 minutes of deliberations.
- (s) At the end of Viva Voce examination, the panel members shall sign an examination results form (**UDOM/PGS.F21**), giving specific recommendation for one of the following actions:
  - 1. The degree be awarded to the candidate without any corrections and/or revisions in the dissertation/thesis as detailed in the Viva Voce proceedings and in the dissertation/thesis by examiners.
  - 2. The degree be awarded to the candidate subject to making minor corrections and revisions in the thesis (within three (3) months) as detailed in the Viva Voce proceedings and in the dissertation/thesis by examiners.
  - 3. The degree be awarded to the candidate subject to making substantial corrections and revisions in the thesis within six (6) months as detailed in the Viva Voce proceedings and in the dissertation/thesis by examiners.

4. The degree not be awarded due to failure by the candidate to successfully defend the thesis. The candidate be allowed to re-write and re-submit the dissertation/thesis within nine (9) months for re-examination.
  5. Candidate fails outright (reason detailed in Viva Voce proceedings).
- (t) Where the overall verdict by the Viva Voce panel requires major corrections and revisions, two members shall be appointed from among the Viva Voce panelists to read and certify that comments by Viva Voce examination report and examiners (internal and external) have been incorporated. Candidate shall produce a matrix of issues and responses to that effect.
  - (u) The Chairperson of the Viva Voce panel shall submit (Viva Voce examination report) to the Director of Postgraduate Studies, through the Principal/Dean/Director of Academic Institute containing the recommendations by the panelists, including the questions and answers to the candidate and verdict which shall be processed for approval by the Chairman of Senate.
  - (v) The proceedings of the Viva Voce examination vetted by the Chairperson must be ready and submitted within two (2) weeks after the Viva Voce examination.
  - (w) A candidate whose dissertation/thesis was recommended for award and after incorporating all the required amendments, shall submit his/her loose-bound thesis to the Director of Postgraduate Studies through supervisor, Head of Department, College Principal/School Dean/Institute Director for checking of conformity to all requirements as specified in these regulations.
  - (x) A candidate whose dissertation/thesis is ready for submission for degree award shall submit to the Directorate of Postgraduate Studies through the Department the following documents:
    1. Error free letter (**UDOM/PGS.F25**)
    2. Plagiarism check report
    3. Provisional results
    4. Examiner's reports
    5. Matrix of comments raised by Internal and External Examiners and Viva Voce proceedings
    6. Clearance form (**UDOM/PGS.F30**)
    7. Library Thesis/Dissertation Submission Form (**UDOM/PGS.F31**)
    8. Students financial statement
    9. Four (4) hard-bound copies of thesis
    10. Completed thesis in PDF
    11. An abstract in PDF and its hard copy
    12. An abstract in Kiswahili
    13. Manuscript(s) or journal article(s) if applicable.

- (y) Upon fulfillment of the requirements of Regulation 25.1ii. (x), the Director of Postgraduate Studies shall process a request for degree award to the Chairman of Senate.
- (z) Failure to submit the corrected copies within the maximum period stipulated in the Viva Voce proceedings without compelling reasons shall mean discontinuation from studies.
- (aa) A candidate who fails to attain Regulation 25.1 ii. (s) (1) – (3) after re-examination shall be discontinued from studies by the Senate upon recommendations of the Viva Voce panel report/College/School/Institute Boards and SPSC.
- (bb) The final decision on the award of the Master degree shall be made by the Senate upon recommendations of the SPSC.
- (cc) A candidate shall be honored a letter of degree award as approved by the Senate pending conferment during the Graduation Ceremony in the relevant academic year.
- (dd) The softcopy of thesis will be submitted to University Library for placement into the University repository, and the final four (4) hardcopies of the thesis will be distributed as follows:
  1. University Library
  2. Department
  3. Supervisor
  4. Student

## **25.2 PhD Dissertation/Thesis**

The dissertation/thesis examination process shall comprise of two (2) stages, namely:

- (a) Examination of the document and
- (b) Oral examination (Viva Voce) provided that to proceed to the second stage of examination (Viva Voce), the candidate should pass the first stage (thesis/ dissertation examination).

### **i. Examination of thesis document**

- (a) Regulations 25.1i. (a)-(bb) shall apply *mutatis mutandis*.
- (b) Internal and external examiners shall be required to submit their reports about the dissertation/thesis to the Chairman of the Senate for approval through the Head of relevant Department within three (3) months from the date of receipt. If reports are not received within the specified period, new examiners shall be appointed from the list of approved examiners by the Senate.

- (c) Notwithstanding sections 25.2 (i) (a), a PhD candidate who passes the viva voce examination with minor corrections, shall be allowed to attend the graduation ceremony provided that the candidate;
  - (i) Defends the thesis in a viva voce that has taken place less than three months before the graduation ceremony.
  - (ii) Passes with minor corrections.
  - (iii) Whose viva voce proceedings have been approved by the chairperson of the senate.
  - (iv) Completes PhD Thesis Submission Consent Form **UDOM/PGS.F38**.
  - (v) Submits the requirements provided for in regulation 25.1 (ii) (x) within one month after graduation.

## ii. Oral examination (Viva Voce)

- (a) Regulations 25.1 ii. (a)-(dd) shall apply *mutatis mutandis*.
- (b) One (1) month before the dissertation/thesis is submitted for pre viva voce presentation, the candidate shall through his/her supervisor give a notice of intention to submit the dissertation/thesis to the Chairperson of the SPSC through the DPGS, College/School/Institute, and Department using form **UDOM.PGS.F40**. The Committee shall comprise of five (5) members who must be PhD holders. The Pre viva voce panelists shall be approved by the Senate Postgraduate Studies Committee through the College/School/Institutes Boards. The panel shall include;
  - 1. Head of Department/ Representative (who shall be the Chairperson)
  - 2. Coordinator of Postgraduate Studies/Representative (who shall be the Secretary)
  - 3. Two (2) reviewers competent in the study area who shall be appointed by Head of Department. The reviewers shall submit their written reports before the pre viva voce presentation.
  - 4. Candidate's Supervisor.
- (c) The Departmental Postgraduate Studies Committee shall recommend the candidate to progress with examination process or improve the work before it is submitted for examination. When the Departmental Postgraduate Studies Committee recommends major corrections of the dissertation, two (2) members of the Committee shall be appointed to certify that the corrections have been made as directed. The committee shall use form **UDOM/PGS.F39** for the pre viva verdict. The duration of the Pre Viva Voce shall not exceed two and half hours (2:30) arranged in the following order:
  - 1. Maximum of 30 minutes for oral presentation,
  - 2. Maximum of 1 hour and 45 minutes of questions and answers session,
  - 3. Maximum of 15 minutes of deliberations.

- (d) The Viva Voce examination panel shall comprise of minimum five (5) and maximum seven (7) members. The quorum for the Viva Voce examination to commence shall be the minimum number of the panelists. The Viva Voce panelists shall be approved by the Senate through SPSC/College/School/Institute Boards.
- (e) Two (2) examiners external to form the panel. One to be involved as a co-opted member.
- (f) To ensure that the candidate is examined by qualified and experienced scholars, the members of the panel shall be PhD holders as below:
  - 1 Chairperson (Senior academician, preferably a professor)
  - 2 Head of Department/Representative
  - 3 External examiner/Representative
  - 4 Internal examiner/Representative
  - 5 Supervisor
  - 6 Co-opted member appointed by College Principal/Dean/Director of Academic Institute who is external to the University
  - 7 Co-opted member appointed by Head of Department
- (g) Head of Department/Representative shall be the secretary of the Viva Voce examination.
- (h) The duration of the Viva Voce examination shall not exceed three hours (3) arranged in the following order:
  - 4 Maximum of 45 minutes of an oral presentation
  - 5 Maximum of 1 hour and 45 Minutes of questions and answers and
  - 6 Maximum of 30 minutes of deliberations.
- (i) At the end of Viva Voce examination, the panel members shall sign an examination results Form **UDOM/PGS.F22**.

### **25.3 Publication Requirements and Evaluation**

- (i) For a candidate to qualify for an award of Master degree by Coursework and Dissertation he/she shall produce at least one draft paper manuscript based on his/her research results intended for submission in peer-reviewed journal recognized by the University of Dodoma.
- (ii) For a candidate to qualify for an award of a Master by Research and Thesis degree he/she shall have submitted at least two (2) paper manuscripts based on his/her research submitted to a peer reviewed journal recognized by the University of Dodoma.
- (iii) For a candidate to qualify for an award of a PhD by Coursework and Dissertation award he/she shall have at least one (1) accepted manuscript (article/paper) in a peer reviewed journal recognized by the University of Dodoma.

- (iv) 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 recognized by the University of Dodoma.
- (v) All publications meant for postgraduate requirements shall follow the approved criteria for publication laid down by the University of Dodoma.
- (vi) The publication or manuscript shall be related to the area or subject of the research/dissertation/thesis under examination and prepared within the study period.
- (vii) The accepted manuscript shall be supported with the acceptance letter from the journal editor.

## **26.0 Certificates, Certification, Provisional Results and Transcripts**

- 26.1** The Senate shall issue certificates for degrees or other awards to such candidates as shall be declared to have satisfied the appropriate Board of Examiners and shall have been recommended and approved by the Senate for the conferment or grant of such degree or other awards.
- 26.2** Upon recommendations by the Senate, the University Council may prescribe from time to time such fee to be charged for certifying a copy of degree certificate and academic transcript.
- 26.3** The relevant office responsible for Senate and examinations shall issue to applicants Certificate or Transcript upon fulfillment of the following conditions:
- (i) Submit a formal request using form **UDOM/PGS.F26** to the relevant office responsible for Senate and Examinations
  - (ii) A completed clearance form (**UDOM/PGS.F30**)
  - (iii) One current passport size photograph
  - (iv) Student Financial Statement verified by the College/School/Institute Accountant to support payment of all prescribed University dues
  - (v) Certified copy of O- Level Academic Certificates
  - (vi) Certified Copy of A- Level Academic Certificates
  - (vii) Certified Copy of Birth Certificate
  - (viii) Certified Copy of National Identity Card OR
  - (ix) Copy of Employment Identity Card OR
  - (x) Travelling Passport OR
  - (xi) Valid Driving License OR
  - (xii) Valid Voters' Registration Card.
- 26.4** Notwithstanding Regulation 26.3 applicants wishing to receive Certificates and Transcripts outside the country or upcountry shall be advised to apply online through email address [dvc-arc@udom.ac.tz](mailto:dvc-arc@udom.ac.tz) whereas the University will deliver the same using credible mail service.

- 26.5** Pursuant of Regulation 26.3 issuance of Transcripts/Certificates to persons on behalf is not allowed instead applicants shall be advised to give powers of attorney authorizing witness in the event of dispatch.
- 26.6** The relevant office responsible for Senate and examinations shall issue to applicant's provisional results to candidates upon fulfillment of the following conditions:
- (i) Be a registered candidate without withheld results for any reasons.
  - (ii) Possessing a valid University ID.
  - (iii) Candidates who are discontinued from studies are not allowed to be issued with provisional results.
  - (iv) A finalist candidate whose final year examination results have been approved by the Senate shall not be issued with provisional results.
- 26.7** During the event of collecting certificate/transcript a candidate shall be given at least thirty (30) minutes to verify the grades/information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.
- 26.8** Where re-prints of Certificates or Academic Transcripts are required, the University will bear the full cost if the errors were not introduced by the failure of the former student to provide correct personal particulars. Otherwise, the former student will be requested to bear the full cost of production and shipping (if applicable) of the re-prints at a sum approved by the Senate.

## **27.0 Loss of Certificate**

- 27.1** In case of loss or total or partial destruction of the original certificate or a copy thereof, the University (Office of the DVC-ARC, or such other office as the DVC-ARC, may authorize in writing) may issue a copy or another copy on condition that:
- (i) The applicant produces a sworn affidavit.
  - (ii) The certificate so issued shall be marked "COPY" across it.
  - (iii) The replacement certificate will not be issued for a period of twelve (12) months from the date of such loss has elapsed; except that such replacement may be issued within a shorter period where there has been partial destruction of the original certificate or of a copy thereof.
  - (iv) The applicant must produce evidence that the loss has been adequately publicly announced with a view to its recovery in an officially recognized form or the manner in the applicant's home country or where the loss is believed to have taken place.
  - (v) A fee or such other sum as the Senate may from time to time prescribe shall be charged for the copy of a certificate issued.
  - (vi) The partially destroyed certificate shall be physically surrendered during the event of application for replacement.

## **28.0 Appeals Against Examination Results**

**28.1** Appeal shall mean review by the Senate of its own previous decision based on new facts/evidence which have been produced and were not considered in arriving at the first decision and/or if Senate overlooked certain rules/laws in making the previous decision.

**28.2** No appeal will be considered where:

- (i) The candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
- (ii) It arises for the first-time issues concerning the supervision, teaching, or coursework assessment. Such matters will only be considered if they have been raised by the candidate promptly and in writing, at the time they first arose.
- (iii) A candidate alleges illness or other factors but where he/she had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.

**28.3 Appeal Fee.** All appeals shall be accompanied by a non-refundable appeal fee as may be prescribed by the University Council from time to time.

**28.4 Appeals against discontinuation from studies on examination irregularities/any Senate decision**

**26.4.1** Any candidate aggrieved by a decision of the Senate in terms of the provisions of Regulation 22.1 may appeal to the Senate for reversal or moderation of the decision.

**26.4.2** Appeals shall be submitted using form **UDOM/PGS.F27** to the Chairperson of the Senate.

**28.5 Appeals against examination results**

**26.5.1** Any candidate aggrieved by a decision approved by Senate regarding their examination results may appeal against such a decision.

**26.5.2** A candidate may appeal to the Chairman of the Senate against the decision of the Senate on his/her appeal by lodging the appeal through the DVC-Academic, Research and Consultancy. Such an appeal shall only be entertained if it had at first time been rejected by the Senate and if the student presents new facts/evidence which have been produced and were not considered in arriving at the first decision and/or if Senate overlooked certain rules/laws in making the previous decision. The decision by the Chairman of Senate shall be final and conclusive.



26.5.3 No appeal pertaining to the conduct of any University Examination and the marking of scripts thereof shall be entertained unless such appeal has been lodged to the appropriate University authorities in accordance with these regulations within fourteen (14) days from the date of publication of the results by or under the authority of the Senate.

26.5.4 All appeals against examination results shall be made by a formal request to the Senate using form **UDOM/PGS.F28**.

26.5.5 All appeals must be supported with evidence certified by relevant and competent authorities.

26.5.6 If false claims of illness and/or the submission of false supporting medical or other documentation are submitted, they shall constitute an academic offence and therefore the appeal shall be dismissed.

26.5.7 There shall be a special Senate for the appeals.

## **29.0 Disposal of Examination Answer Books and Other Scripts**

Unless otherwise retained by the University of Dodoma Library for archival purposes, all used examination answer books shall be disposed in line with the Records and Archives Management Act No. 3 of 2002.

## **30.0 Posthumous Degree Award**

**30.1** UDOM shall award a posthumous qualification to a student who had died when close to completion of a programme.

**30.2** The head of the academic unit in which the deceased student was registered shall formally make a request to the relevant examination body for the award of a posthumous degree to the student in question.

**30.3** UDOM shall award an unclassified degree in cases where there is strong evidence that the deceased student would have achieved a degree, as long as the amount of study the student carried out deserves the posthumous award to be given to the candidate.

**30.4** The request for a posthumous degree shall be directed to the Chairperson of the University Senate through College Principal/Dean of School/Director of Academic Institute, Director of Postgraduate Studies and Deputy Vice Chancellor–Academic, Research and Consultancy using form number **UDOM/PGS.F36**.

**30.5** Posthumous degrees shall be awarded in the name of the deceased student and shall be announced at the next relevant graduation ceremony, if the next of kin so desires.

**30.6** UDOM shall ensure that the word “posthumous” is endorsed on all official documents associated with the award of a posthumous qualification, which shall include transcripts, testimonial statements and other student academic records.

### **31.0 Aegrotat Award**

- 31.1** An Aegrotat award of the University of Dodoma shall be awarded to a student who had left the University on established medical reasons when close to completion of a degree programme after the University having been satisfied that the student's prior performance shows balance of probabilities that he/she would have passed the respective examinations, but the illness which occurred prevented him/her to sit for the examinations.
- 31.2** UDOM Aegrotat award shall be considered as a terminal award which does not entitle the holder to practice a profession or to pursue postgraduate studies although it may be used for nonprofessional related employment.
- 31.3** The request for UDOM Aegrotat award shall be directed to the Chairperson of the University Senate by the student through head of Department, College Principal/Dean of School/Director of Academic Institute, Director of Postgraduate Studies and Deputy Vice Chancellor– Academic, Research and Consultancy using form **UDOM/PGS.F37**.

### **32.0 Deployment of Postgraduate Students as Teaching or Technical Assistants**

#### **32.1 General guidelines**

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

#### **32.2 Registration, Advertising, Selection and Allocation of Teaching**

- (i) Head of Department shall submit their needs to College Principal/School Dean/Director of Academic Institute.
- (ii) College Principal/Dean of School/Director of Academic Institute shall submit the list of applicants to departmental staff review committee who shall shortlist suitable candidates and submit to the college/school/institute staff review committee. The college/school/institute staff review committee shall conduct the interviews.
- (iii) College Principal/Dean of School/Director of Academic Institute shall advertise available positions for postgraduate students in visible places accessible to all postgraduate students three weeks before the commencement of the Semester in which the course is to be taught or technical assistance required.

- (iv) Each postgraduate student desirous of being engaged in teaching or provision of technical assistance shall be required to apply for the post through his/her respective Principal/Dean/Director of Academic Institute clearly stating the course he/she wants to be engaged in.
- (v) The teaching or technical assistantship positions and opportunities advertised shall indicate clearly courses or modules, hours involved in terms of preparation, delivery, assessment and training that will be required for the teaching role or provisions of technical assistance.
- (vi) To ensure that teaching standards are maintained, in addition to the requirement of Undergraduate degree GPA of at least 3.8, selection process carried out at the College/Schools/academic Institutes shall include an assessment against further qualifications to ensure that students have the necessary qualifications, skills and experience for the teaching or technical assistance activities allocated.
- (vii) Colleges/Schools/academic Institutes shall draw up a matrix of teaching or technical assistants' activities and allocate these to students who have been selected. Selected students will be provided, in writing, with the teaching matrix which confirms details of the teaching or technical assistance activities allocated and a breakdown of the agreed hours of engagement.

### **33.0 Procedures for Engagement of Postgraduate Students, Evaluation and Review**

#### **33.1 General guidelines**

- (i) College/School/Institute Staff Review Committee shall interview prospective applicants for the purposes of engaging postgraduate students in teaching or provisions of technical assistance at their respective College/School/Institute.
- (ii) The College/School/Institute Staff Review Committee shall set its own rules of procedure, provided that the selection and interview process shall be done in a transparent manner and the record of the deliberations shall be forwarded to the DVC-ARC with the proposal to engage any identified student(s) in teaching or provision of technical assistance at the College/School/Institute.
- (iii) The Institute/School/College Staff Review Committee shall provide a report on the teaching or technical activities of postgraduate students engaged. Such report shall, inter alia, raise issues of concerns, if any, on the operational aspects of engaging postgraduate students as teaching or technical assistants in the College/School/Institute.

#### **33.2 Responsibilities**

- (i) Postgraduate students engaged in teaching shall abide to and will be bound with the applicable University policies and procedures. The engagement of postgraduate students as teaching or technical assistants shall not extend to designing course outlines or curriculum, which shall be solely reserved for academic staff in the employment of the University. Postgraduate students shall

also not be assigned coordination of courses in the Colleges/Schools/academic Institutes.

- (ii) Postgraduate students deployed as teaching or technical assistants shall, under the supervision of a senior member of academic staff at the College/School/Institute, be engaged in conducting tutorials, seminars, studios, invigilating tests and examinations, and marking tests and examination.
- (iii) Postgraduate students may be deployed in assisting students in recitation and setting laboratory equipment or discussion sessions or grading assignments in laboratories. They may also be used in collecting laboratory and research samples from the field.
- (iv) The Principal/Dean/Director of the Institute, in consultation with the relevant Head of Department, shall be responsible of initiating and overseeing the training and the deployment of postgraduate students as teaching or technical assistants at the Colleges/Schools/Institutes.

### **33.3 Hours of Work**

Units engaging postgraduate students in teaching or technical services shall ensure that such assistants have some restrictions on the number of hours that may be spent on teaching or technical activities provided that the maximum number of hours an assistant shall be engaged in work per week shall not exceed ten (10).

### **33.4 Remuneration**

- (i) Payment to postgraduate students engaged in teaching or provision of technical services shall be in accordance with the terms and conditions of the Scholarship.
- (ii) The rate to be paid shall be TZS. 15,000 per hour and as may be reviewed from time to time.
- (iii) The University may waive fees or any portion of monies due to the University to postgraduate students who have been deployed in teaching or providing technical assistance at the University in accordance with these Guidelines.

### **33.5 Training**

- (i) All postgraduate students engaged in teaching responsibilities or provisions of technical assistance shall receive training and guidance.
- (ii) The Directorate of Internationalization, Convocation and Continuing Education (DICCE) shall, in consultation with the Principal/Dean/Director, organize and provide training for all postgraduates who will be engaged in teaching or provision of technical assistance.

### **33.6 Grading and Invigilation**

- (i) Coordinators of courses, in consultation with Heads of Department where a postgraduate student is allocated teaching responsibilities or provision of technical assistance, shall give careful consideration as to whether or not the student should be involved in marking.
- (ii) All Units shall put in place adequate guidance, including clear criteria and marking schemes where appropriate, and make these available to the teaching or technical assistants.
- (iii) Marking or grading done by postgraduate students shall be closely and comprehensively monitored and moderated by the course Coordinator and the Head of Department.
- (iv) Postgraduate students may be deployed by Units for purposes of assisting in invigilation in the lower classes of University Examinations and shall be under the guidance of an academic member of staff who is the main invigilator.
- (v) Postgraduate students shall be given an inductive course in invigilation procedures and regulations of the University by the Colleges/Schools/academic Institutes before being deployed to invigilate examinations.

### **33.7 Attendance of Meetings at Units**

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

### **33.8 Terminating Engagements**

- (i) The engagement of postgraduate students as teaching or technical assistants shall automatically terminate once the student ceases to be registered as a Postgraduate Student at the University or whenever the teaching or provision of technical assistance activities have been completed.
- (ii) The University may withdraw its offer to engage students in teaching or provision of technical assistance or discontinue the engagement without prior notice where:
  - 
  - (a) It is established after consultation with the student's supervisor, that teaching or provision of technical assistance is interfering with the student's studies.
  - (b) The student regularly fails to carry out assigned tasks and duties related to teaching or provision of technical assistance that they have accepted without providing prior notice.
  - (c) The standard of performance/conduct is deemed to be unsatisfactory by the College/School/academic Institute.

- (iii) Where a student is discontinued for any of the circumstances under Regulations 33.8 (I and ii), such student shall be notified in writing giving the reasons for ending the engagement.

### **34.0 Higher Doctoral Degrees**

The University of Dodoma can offer a higher doctoral degree to a candidate who has significant academic connection with the University, upon appreciating of an original contribution of distinguished merit to any discipline. This shall be the Doctor of Science (ScD), Doctor of Laws (LLD) and Doctor of Engineering (EngD), Doctor of Letters (LittD) or as it will be prescribed by the proposing College/School/Institute.

#### **34.1 Eligibility for Candidacy**

The following shall be eligible for candidacy for the award of Higher Doctoral Degree of the University of Dodoma.

- (i) Holder of a Bachelor's degree of UDOM of at least ten (10) years standing or
- (ii) Holder of a Master's degree of UDOM of at least eight years standing, or
- (iii) Holder of PhD of UDOM of at least five years standing or
- (iv) Holder of a degree of any other recognized University of the same standing as indicated in Regulations 34.1 (i)-(iii) above provided that at the time of applying for candidacy she/he will have served at UDOM in teaching/research or other approved role for a minimum period of four years.

#### **34.2 Application for Candidacy**

- (i) A candidate for this award shall normally apply for a Higher Doctoral Degree at the College/School/Institute in which the subject of his previous degree(s) were studied.
- (ii) The intending candidate must apply to the relevant College/School/Institute giving sufficient evidence of his/her qualifications for the Higher Doctorate candidacy (e.g. through his/her Curriculum Vitae and any other document).
- (iii) The candidate's application must be accompanied by a unifying statement of not more than 5,000 words which concisely but comprehensively sums up his/her significant contribution(s) to knowledge in a chosen field.
- (iv) Together with the unifying statement, the candidate must submit a compilation of his important and original published works excluding work earlier submitted for Master's or PhD degree). Published works shall mean works printed as book or papers in a reputable periodical or works already accepted for publication. Emphasis on published work is taken seriously to ensure that the work submitted for examination has been available for criticism.

- (v) The candidate's application for candidacy shall be scrutinized by the appropriate College/School/Institute Board and SPSC.

### **34.3 Submission of Published Works and Examination**

- (i) The work submitted by the candidate shall be in four copies and be referred to three examiners appointed by SPSC through recommendation of the College/School/Institute Board. All the Examiners shall be external to the University. Examiners for the Higher Doctorate shall therefore be selected from among the most highly distinguished international scholars in the subjects, preferably holders of a Higher Doctorate themselves.
  - (ii) The work shall be accompanied with a declaration by the candidate that it has neither been submitted nor concurrently being submitted for a Higher Doctorate in any other University.
  - (iii) The task of the examiners is to carefully and critically examine the candidate's contribution to ascertain that:
    - (a) The work shows outstanding originality.
    - (b) The candidate contribution to new knowledge has been substantial.
    - (c) The format of presentation of the candidate work is acceptable.
  - (iv) 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 the candidate. In case of disagreement among examiners, the guidelines applicable to Master's or PhD examinations shall apply.
- 4 The examiners may recommend the candidate to appear for a Viva Voce examination. Under such circumstances the regulations for PhD Viva Voce examinations shall be used as guidelines.
- 5 The final approval on the degree award shall be granted by the Senate, after it has been satisfied that the work presented makes a substantial and distinct contribution to knowledge.
- 6 A candidate who fails to qualify for the Higher Doctorate award shall not be allowed to re-apply for the same degree until at least three years have elapsed.
- 7 The successful Higher Doctorate candidate shall be required to give a public lecture on his/her contributions before the degree is awarded.

### **35.0 Honorary Degree**

- (i) These Regulations are promulgated by the Council of UDOM to make provisions and provide for the procedures of offering honorary degrees to a distinguished person who deserved high recognition in society and humanity at large.

- (ii) Honorary degree or “*degree honoris causa*” is a degree which UDOM is empowered to award under UDOM Charter. It shall be a degree which the University shall award, having waived the usual academic requirements of completing a programme of study and passing University Examinations.
- (iii) An honorary doctorate degree shall not be an academic award and therefore shall not be used for academic, professional or work-related purposes and such an award shall merely reflect an honor to a person who meets the University criteria for that purpose.

### **35.1 Honorary Degree to be Awarded**

UDOM shall confer doctorates as honorary degrees. The following degrees may be offered for conferment as honorary degrees-

- (i) Doctor of Law, LLD
- (ii) Doctor of Letters, LittD
- (iii) Doctor of Science, ScD
- (iv) Doctor of Engineering, EngD.

### **35.2 Frequency and Number of Honorary Degrees to be Awarded**

Honorary Degrees may be offered only once per academic year and only a maximum of three (3) honorary degrees may be offered in any particular triennium.

### **35.3 Admissible Nominees for Award of Honorary Degree**

An offer for the award of an honorary degree can be made to nominee in person *inter vivos* or may be posthumously.

### **35.4 Persons Qualifying for Award of Honorary Degree**

Honorary degrees of the University of Dodoma shall only be awarded to a person who has either: -

- (i) Rendered distinguished service in the advancement of learning, or
- (ii) Made distinguished and notable contribution in the application of knowledge to solve real problems, or
- (iii) Made distinguished and notable contribution towards advancing humanity and human rights.

PROVIDED that such nominees for the award of an honorary degree shall not be a current member of the academic staff of the University of Dodoma, and in any case, must have at least a minimum of bachelor's degree.

PROVIDED FURTHER that members of staff of the University of Dodoma, may under very special circumstances be considered for the award of a Doctoral of Science degree.



## **35.5 Nominations for Award of Honorary Degree**

### **(i) Submission of Proposals**

Nominations for the award of honorary degree shall commence with receipt of proposals for the award of honorary degree by the Vice Chancellor of the University of Dodoma.

### **(ii) Notice for Proposal**

The Vice Chancellor shall publish a general notice inviting all qualifying persons to submit proposals for the award of honorary degree.

### **(iii) Qualifying Persons**

Proposal for the award of honorary degree can only be made by a member of the Council of the University of Dodoma, or member of the Senate thereof.

### **(iv) Form of Proposal**

The proposal for an award of an honorary degree shall be made and submitted in a sealed envelope marked "STRICTLY CONFIDENTIAL" to the Vice Chancellor.

### **(v) Admissible Proposals**

Only proposals submitted by qualifying persons and which contain the following supporting documents shall be admitted and shortlisted for reporting by the Vice Chancellor to the Honorary Degrees Committee of the University of Dodoma, namely: -

- (a) A satisfactory biodata of the proposed recipient of the award;
- (b) An updated curriculum vitae of the proposed recipient of the award; and
- (c) A Statement of Attributes, that is, elaborate and concise explanation of the person's specific and distinguished service or contribution for which recognition by the University of Dodoma deserves through the award of the proposed honorary degree.

## **35.6 Submission of Proposals to the Honorary Degree Committee**

### **35.6.1 The Honorary Degree Committee**

The Honorary Degree Committee of the University of Dodoma shall be constituted by the following persons:

- (i) The Chairman of Council, who shall also be the Chairperson of the Committee
- (ii) The Vice Chancellor, who shall also be an alternate Chairperson in the absence of the Chairperson
- (iii) Nominee of the Minister responsible for higher education

- (iv) Deputy Vice Chancellor (ARC)
- (v) Deputy Vice Chancellor (PFA)
- (vi) Two members of the Senate appointed in that behalf by the Senate
- (vii) Two members of the Council appointed in that behalf by the Council.

The Honorary Degree Committee shall be free to co-opt Principal/Dean/Director of Institute of the University of Dodoma considered to have relevant contribution in respect of any proposed awardee to be considered by the Committee.

### **35.6.2 Report by the Vice Chancellor**

The proposals for the honorary degree shall be submitted to the Honorary Degree Committee by way of the "Report of the Vice Chancellor on Candidates Proposed to be Awarded Honorary Degree of the University of the Dodoma". The Report shall inform the Committee the following:

- (i) The proposals submitted for award during the current triennium
- (ii) Number of slots still available for the award of the proposed degrees in that triennium
- (iii) Number of proposals received for the nomination of candidates and the persons who submitted the proposal
- (iv) Number of proposals admitted and shortlisted for consideration by the Committee
- (v) Number of proposals not admitted and reasons thereof.

### **35.6.3 Procedures in the Honorary Degree Committee**

#### **(i) Procedures Governing Proceedings**

The Committee shall agree on its own procedures in deliberating the Vice Chancellor's Report.

#### **(ii) Nominations of Proposed Awardees**

The Committee shall after deliberations of the Vice Chancellor's Report, make a nomination or nominations of a person or persons who for that particular triennium be recommended to the Chancellor for the award of any specific honorary degree.

### **35.6.4 Nominations to be Submitted Simultaneously to the Senate and Council**

Nominations by the Committee shall be submitted simultaneously to the Chairperson of the Senate and the Chairperson of the Council for tabling, deliberations and voting by the Senate and Council respectively.

### **35.6.5 Selection of Nominees for Approval**

- (i) The proposed person(s) for the award of the honorary degrees shall be selected by votes in both the Senate and the Council, which shall conduct

the voting separately and in accordance to their respective rules of procedure.

- (ii) Voting shall be done in respect of each nominee and in order to qualify to be recommended for approval, the nominee must have garnered at least two-thirds majority of all the members of the Senate and two-thirds majority of the members of the Council.
- (iii) The Deputy Vice Chancellor - Academic shall be the Returning Officer for the purposes of voting in both the Senate and the Council.
- (iv) The combined outcome of the vote in the Senate and Council shall be reported to Council by the Returning Officer with Recommendation (s) for approval by the Chancellor.

### **35.7 Conferment of Honorary Degree**

#### **35.7.1 Acceptance Mandatory**

No honorary degree shall be conferred upon any person unless such person has expressly accepted the offer made to him or her by the University after the Chancellor approval of the nomination(s).

#### **35.7.2 Honorary Degree to be Awarded during Graduation Ceremonies**

Honorary degree of the University of Dodoma shall only be conferred during scheduled graduation ceremonies.

#### **35.7.3 Conferment *inter vivos* to be only in *Presentia***

Any person offered to be awarded an honorary degree of the University of Dodoma shall only be conferred such a degree in person at a specified graduation ceremony. Provided that such a person, may request the award to be deferred to a future graduation ceremony if circumstances impel such deferment.

#### **35.7.4 Conferment in *Posthumus***

Where an honorary degree is to be awarded posthumously, it shall be so accepted by the surviving head of the deceased's family/widow/widower or such other nominees of the family as shall have been communicated to the University by the said family. Such a nominee shall receive the award in person.

#### **35.7.5 Ceremony Conferment**

##### **(i) Convocation Address**

The person who has accepted the award of an honorary degree of the University of Dodoma may be invited to give a Convocational Address at the Convocation gathering preceding the graduation ceremony at which the honorary degree shall be awarded.

## **(ii) Order of the Proceeding of the Award**

The recipient of the honorary degree will be adorned with special honorary degree gown and participate in the academic procession and be seated at the graduation arena upon termination of the procession. The following shall be order of proceeding for the conferment of the honorary degree:

### **(a) Reading of the Decision to award an Honorary Degree**

The decision of the Council to confer the Recipient with the honorary degree of the University of Dodoma shall be read out by the Vice Chancellor to the graduation congregation.

### **(b) Citation of the Recipient**

The citation of the Recipient shall be read by a senior Professor of the University of Dodoma or any other respected person who is conversant with the works of the Recipient.

### **(c) Presentation for Conferment**

The Vice Chancellor shall perform the presentation of the Recipient to the Chancellor for the conferment of the honorary degree.

### **(d) Conferment of the Honorary Degree**

The Chancellor shall confer the honorary degree and present to the Recipient the University of Dodoma Honorary Degree Parchment.

### **(e) Fitting of the Doctoral Ring**

The President of the Convocation of the University of Dodoma shall fit the Recipient with the University of Dodoma Doctoral Ring.

### **(f) Delivery of the Honorary Degree Acceptance Speech**

The Awardee of the honorary degree will then proceed to the rostrum to deliver the honorary degree acceptance speech.

### **(g) Resumption of Other Degree Award Proceedings**

After the honorary degree acceptance speech, the Deputy Vice Chancellor-Academic will rise and proclaim as follows:

"Now Doctor Honoris ....., a member of the Convocation of the University of Dodoma shall take his /her designated seat and the .....th graduation ceremony shall proceed as prescribed".

## **36.0 Management of UDOM SR Access Powers**

**36.1** Heads of Department shall submit a formal request through College Principals, School Deans and Directors of the academic Institute to DVC-ARC who shall approve and assign or remove certain limited rights to various persons within a Department.

**36.2** There shall be a Central SR Administrator of UDOM.

- 36.3** The position of Central SR Administration shall be held by a person who is vetted by the relevant authority and shall be accountable in accordance with the relevant rules of the University and of the Nation.
- 36.4** Where any matter has emerged and which is not addressed by this regulation in respect of the management, operation and administration of the UDOM SR, the DVC-ARC, after consultation with the Principal/Dean/Director or any relevant authority, may issue directives or guidelines on how to address the matter.
- 36.5** Any person, who has been assigned certain access powers in the UDOM SR, shall have the sole responsibility of preventing such powers from being exercised or abused by any unauthorized person(s).
- 36.6** Any person who intentionally or negligently allows or facilitates unauthorized access to the UDOM SR data, alteration of such data, unlawful disclosure or publication of such data commits misconduct and shall be subjected to disciplinary proceedings and, if found guilty, be punished in accordance with relevant University Rules and Regulations and National Security laws.
- 36.7** Where a person who has been assigned certain access powers in the UDOM SR is no longer holding a post that enabled him or her to be assigned such powers, that person shall, within seven (7) days from the day he or she ceases holding that office or position report, in writing, to the DVC-ARC and request for the removal of such assigned powers.
- 36.8** Any person who fails to report to the DVC-ARC and continue to exercise or access any powers assigned to him or her after leaving a post that entitled him or her to hold such powers commits misconduct and disciplinary proceedings shall be instituted against him/her and punished accordingly in accordance with relevant University Rules and Regulations/ National security laws.
- 36.9** Any staff who leaves for a special assignment, work or further studies for a period of more than one (1) year shall within (7) days report to the DVC-ARC to be relieved of any powers which he or she was holding in relation to accessing the UDOM SR.
- 36.10** The relevant appointing authority shall communicate in writing to that person who ceases to have access powers to UDOM SR informing him or her of his or her cessation to hold the said office as soon as such cessation occurs.
- 36.11** For the avoidance of doubt, the Principal/Dean/Director, after consultation with the Director of Human Resource or any other relevant authority, may ask the DVC-ARC to remove all access powers to UDOM SR to any person who, by any reason, is no longer an employee of the UDOM.
- 36.12** The DVC-ARC shall be the custodian in ensuring the security of the SR system, effecting changes as recommended by the Principal/Dean/Director and recommend any necessary improvements that need to be done in the system subject to approval by DVC-ARC.

**36.13** Central SR Administrator shall enter, alter, remove and/or amend data in the UDOM SR only after proper authorization of the Senate.

**36.14** Heads of Department/Principals/Deans/Directors who wish to enter, alter, remove and/or amend data in the UDOM SR shall seek approval from the Senate through DPGS.

**37.0 The Framework for Issuing Student IDs**

**37.1** All students registered at the University of Dodoma shall possess valid Identity Cards (IDs) approved by the competent organs of the University.

**37.2** UDOM student ID shall guarantee studentship and access to various University services, including sitting for University Examinations.

**37.3** Any student who fails to possess a valid studentship ID card shall be considered to engage himself/herself in an irregularity.

**37.4** UDOM student ID standards shall have features described in Table 5:

**Table 5: UDOM Postgraduate Student ID Standards**

Part of ID	Feature	Standard(s)
General	Color of students ID	White
	Validation color in a strip running on Student Identity Card	(i) Shall be determined by DVC ARC at the beginning of each academic year before the commencement of registration (ii) Two colors to define student's registration <ul style="list-style-type: none"> <li>o One semester</li> <li>o Full year</li> </ul>
	Font type	Tahoma
	Font size	(i) Shall depend on the dimensions/size of ID (ii) Legible (iii) Shall be uniform to all students' IDs
	Font color	(iv) Black
Front side	Logo	(i) Shall bear the University of Dodoma logo. (ii) The logo shall be precisely located at the top far left corner. (iii) Colored
	Institution name	(i) The name of the institution shall be at the top centre. (ii) The text shall be in upper and lower cases (iii) Bold

	Address	(i) Shall include the address of the institution (UDOM just below the name of the institution (postal address, city, country, telephone number, website) (ii) Shall not be in bold
	College/School /Academic Institute	Name of the College/School/Institute where the student belongs
	Type of ID	Student Identity Card
	Student name	Names shall be in full
	Programme	The naming of programmes shall be in full and acronyms as they appear in the curriculum and prospectus e.g. Master of Arts in Development Studies (MA DS)
	Student registration number	(i) As required by UDOM Regulations and Guidelines (ii) In New Times Roman (iii) Bolded
	Student signature	Shall be clear/vivid just below the Registration number
	Photo of ID bearer	(i) Shall feature all criteria required by UDOM regulations (ii) Shall be taken by UDOM IT officer in charge for IDs (iv) Shall be clear (v) Located below to the far-left corner (vi) Shall have a white background
	Seal	The institutional seal shall be clear
	QR Code	The code shall be placed below to the end of the far-right corner
Back side	In case the ID is lost and/or found	State where to return the ID (e.g. If found, please return to the University of Dodoma)
	Bar Code	Placed at the middle
	Validity/ expiration	(i) State the validity of the ID in terms of the registration status of the student. E.g. Months or Semester(s) or Trimester(s) of a respective academic year (ii) Shall be uniform and specific (iii) Shall consider giving a student three (3) weeks grace period after the end of semester one (1) (iv) Format: Valid until (E.g.) 20/03/2020
	Ownership and transferability	State ownership and transferability of the ID: <i>For example,</i> "The use of this Card Constitutes Observance to the University of Dodoma Rules. This Card Remains Property of the University of Dodoma and is NOT Transferable."

	Accountability	State the accountability of ID bearer
	Signatory	(i) Signature of DVC - ARC (ii) State the authority that issued the ID i.e. Authorized by DVC - ARC ( <i>in bold</i> )

**37.5** If one of the features (standards) is missing, the ID shall be deemed invalid unless communicated differently by the Office of DVC ARC.

**37.6** The Office of DVC ARC shall have powers to recall any IDs as the need arises in the event of any violation of UDOM Regulations and Guidelines governing the issuance and possession of student IDs.

**37.7** Lost IDs shall be reported to a Police Station as the Laws of the United Republic of Tanzania require.

**37.8** The replacement of lost/damaged IDs shall be charged the amount of money to be prescribed by the University from time to time.



## PART II: POSTGRADUATE STUDIES GUIDELINES

Every candidate and supervisor(s) during the whole course of studies shall be required to follow regulations and criteria approved by the University Senate as described in this handbook. Furthermore, during document preparation (dissertation/thesis/manuscript) the candidate shall follow approved guidelines as stipulated hereunder:

### 38.0 DOCUMENT PREPARATION

#### 38.1 General Guidelines for Document Preparation

- (i) **Typing:** The proposal/thesis/dissertation must be typed in *Times New Roman*, 12- font size and 1.5 spacing. Printing should be done on both sides of the paper only and printed on good quality A4 paper to ensure clear copies. The font size on the cover page shall be 16, and 14 for the title page.
- (ii) **Pagination:** Pagination of the preliminaries (portions preceding the introduction) should be in lower case Roman numerals (“i, ii, iii”, etc.) beginning with the title page. Numbering the pages of the body of the thesis should be in Arabic numerals (“1, 2,3”, etc.) consecutively throughout. The page numbers should appear just above the centre of the bottom margin.
- (iii) **Margin:** The left-hand margin must be 4.0 cm from the left edge of the paper, the right-hand margin 2.5 cm from the right edge of the paper, the top and bottom margins should each be 2.5 cm from the top and bottom edges of the paper, respectively.
- (iv) **Formatting Requirements:** Line spacing for the main text should be 1.5 with font size of 12 and *Times New Roman* font type. Tables and figures should be gauged at 1.5 line spacing except when they come from a different published or unpublished work and used in the appendix to substantiate findings. Further, the text should be “justified” as regard to its alignment with all text headings and sub-headings left aligned. Headings for chapters should be written in capital letters and centred at the beginning of a fresh page. Tables and figures should also be centred.
- (v) **Units of Measures and Abbreviations:**
  - (a) When using units of measures, it is required that Standard International Units, such as kilograms, meters, etc. are applied. These units should always be spelled out in full unless they are preceded by numbers, e.g. 20kg, 100m, etc. In case of expressing rates, use the notation like 80km/h etc. Note that, abbreviations for units are the same for singular as well as plural.
  - (b) Sometimes, it may be required to use abbreviations of organizations or technical terms. When such need arises, then, such words/statements should be spelled out in full the first time they occur in the thesis/dissertation

followed by the abbreviation in the bracket, e.g. The University of Dodoma (UDOM). Thereafter, use of the abbreviation alone should follow.

(c) When using acronyms and names of degree programmes, omit the full stops, e.g. The United Republic of Tanzania (use URT not U.R.T), Doctor of Philosophy (write PhD not Ph.D.), etc.

(d) When writing formulae of chemicals, use of internationally accepted format should be used (Use Elsevier Scientific Approach). Example,  $\text{Ca}^{2+}$  or  $\text{CO}_3^{2-}$  instead of  $\text{Ca}^{++}$  or  $\text{CO}_3^{-}$ . Also, isotope numbers should be written before the symbols, e.g.  $^{13}\text{O}$ .

(vi) **Citation and referencing:** All the literature cited in the text must be arranged in alphabetical order at the end of the thesis/dissertation beginning with the author's names. Details on the authorship of the work, year of publication, the title and sub-title of the work, place of publication, the publisher, pagination, etc. must be given. All cited work in the text should be included in the list of reference and vice versa. With exceptional to the field of Law, the citation and referencing should follow the **American Psychological Association** (APA) citation style, 6<sup>th</sup> edition manual of 2010. For additional information or query on how to write references, candidates are advised to consult the APA manual, 6<sup>th</sup> edition, or contact the Directorate of Postgraduate Studies or Directorate of Library Services. Students are encouraged to use reference management software when citing and writing references.

(vii) **Volume / Length of Proposal Thesis or Dissertation:** The lengths of proposal, PhD and master's thesis/dissertation shall be between 20 to 25 pages.

## 38.2. Proposal Preparation

The postgraduate research proposal submitted at UDOM at any level may have the following composition.

- a. **Front page:** The front page shall have items named and arranged in the following order;
- i. Title
  - ii. Name of the candidate
  - iii. Registration number of the candidate
  - iv. Degree programme
  - v. Department
  - vi. College/School/Institute
  - vii. Name of supervisor(s)
- b. **Declaration and Certification Page:** Proposal submitted at any stage of evaluation should have student declaration and supervisor(s) certification, where both student and supervisor(s) shall sign appropriately.



### **1.3 Research questions/hypotheses**

Provide key research questions or hypothesis that aim to respond to the research objectives. For every hypothesis, variables to be measured/tested should be clearly stated.

### **1.4 Significance of the study**

Justification of the study in terms of its importance and contribution to the body of knowledge and practice.

### **2.0 Literature review**

Focusing attention on critical review and analysis of the relevant literature related to research topic under investigation. This will include review of the theory/theories advancing understanding of the research topic/guide the study, empirical literature review, and how models/formula/conceptual framework are developed or adopted to advance understanding of the research issue under investigation.

### **3.0 Research Methodology**

A research proposal should contain a section giving details on the research methodology, including methods or materials envisaged to be used when conducting the research. This may also refer to experimental set up/design depending on the specialty. The section should be organized in a logical flow and might have the following sub-headings if applicable:

- i. Location(s) of the study
- ii. Research design and sampling procedures
- iii. Data collection methods/ Equipment/instruments to be used
- iv. Data analysis plan
- v. Reliability and Validity of the research methods employed.
- vi. Research ethics considerations.

### **4.0 References**

At the end of the research proposal, the candidate should have a section where he/she lists all the references cited in the text. He/she should present the references in an acceptable manner as outlined in 38.1(vi).

### **5.0 Other Relevant Information**

#### **5.1 Financial Arrangements**

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

#### **5.2 Duration**

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

### **38.3Dissertation/Thesis Preparation**

#### **38.3.1 Preliminaries**

Any dissertation/thesis of the University of Dodoma should have a two main parts, the preliminaries and the main body. The preliminaries should be identified by conspicuous pagination in Roman numerals except for the title page (insert page number except first page). The preliminaries should be composed and arranged as follows:

- i. Cover page (see attached sample)
- ii. Title page (see attached sample)
- iii. Declaration and Copyright (see attached sample)
- iv. Certification (see attached sample)
- v. Acknowledgement
- vi. Dedication (if any or necessary)
- vii. Abstract
- viii. Table of Contents
- ix. List of Tables (if any)
- x. List of Figures/Illustrations (if any)
- xi. List of publication (s) (if any)
- xii. List of Abbreviations or Acronyms (if any)

#### **38.3.2 Main body**

The main body (main text) of the thesis shall be a monograph comprised of the following chapters (Introduction, Literature review, Methodology, Results and Discussion, and conclusion and recommendations). With exceptions of dissertation and thesis from the Department of Law, and specializations that can only present their findings in chapter forms (e.g. Chemistry), in which the main body shall be composed of at least five chapters (findings/experiments) with introduction and conclusion sections. Below is the sample arrangement of the monograph thesis/dissertation.

##### ***Chapter 1***

- i. A comprehensive introduction
- ii. A statement of the research problem
- iii. Objectives and hypotheses (or research questions)
- iv. Significance of the research

##### ***Chapter 2***

Literature review section

##### ***Chapter 3***

- i. Details of the methods used in the research
- ii. Description and statistical analysis of the research data
- iii. Issues of validity and reliability of results
- iv. Ethical consideration

##### ***Chapter 4***

Results/Findings and Discussion

## **Chapter 5**

- i. Conclusion and recommendations
- ii. Suggestions for further research

## **References**

## **Appendices (if any)**

### **38.3.3 For the candidates studying Law**

The thesis or dissertation should contain at least the following chapters:

Chapter 1:	Introduction
Chapter 2:	Conceptual framework
Chapter 3 - 5:	Main body of the thesis/dissertation (discussion of the findings of the study)
Chapter 6:	Summary, conclusion and recommendations

In which chapter one including the following:

1. Background of the Problem
2. Statement of the Problem
3. Literature Review
4. Hypothesis
5. Objectives of the Research
6. Significance of the Research
7. Research Methodology
8. Scope and Limitations

The following pages portray the view of the title page, certification page, and declaration of copyright page for the thesis/dissertation.

**Cover Page (all should be in capital letters, 16 Font size)**

TITLE OF THE THESIS/DISSERTATION

NAME OF THE CANDIDATE

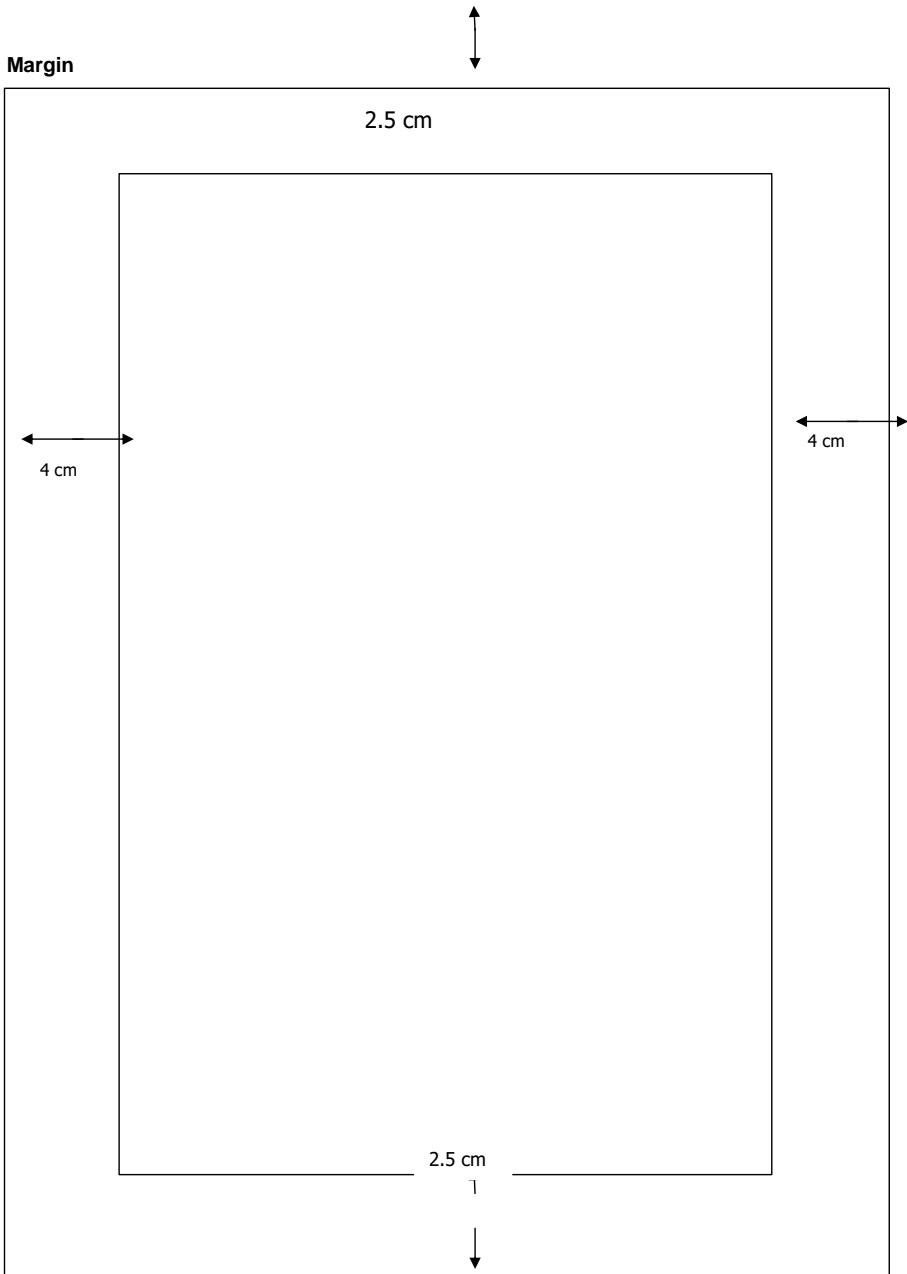
(FIRST NAME, MIDDLE NAME AND SURNAME)

NAME OF THE DEGREE PROGRAMME

e.g.

MASTER OF ARTS IN DEVELOPMENT STUDIES  
THE UNIVERSITY OF DODOMA  
DATE (YEAR)

Margin





**Title page (all should be in capital letters, font size 14)**

**TITLE OF THE THESIS/DISSERTATION**

BY

NAME OF THE CANDIDATE (FIRST NAME, MIDDLE NAME AND SURNAME) (propose to include education background & past University of the student)

A DISSERTATION/THESIS SUBMITTED IN PARTIAL FULFILMENT/FULFILMENT OF THE REQUIREMENTS FOR THE DEGREE OF (NAME OF DEGREE)  
**(Please use appropriately; dissertation is partial fulfilment while thesis is fulfilment)**

THE UNIVERSITY OF DODOMA  
DATE (YEAR)

## Declaration and Copyright Page

### DECLARATION AND COPYRIGHT

I (Name of the candidate) declare that this thesis is my own original work and that it has not been presented and will not be presented to any other University for a similar or any other degree award.

Signature:.....

No part of this thesis/dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or the University of Dodoma. If transformed for publication in any other format shall be acknowledged that, this work has been submitted for degree award at the University of Dodoma”.

**Certification Page**

**CERTIFICATION**

The undersigned certify that they have read and hereby recommend for acceptance by the University of Dodoma thesis/dissertation entitled (Title of the thesis/dissertation) in fulfilment/partial fulfilment of the requirements for the degree of (Name of the Degree) of the University of Dodoma.

Name of the Supervisor

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

Name of the Supervisor

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

## **Abstract**

This should be concise but comprehensive. It should be 300 words maximum for both dissertations and theses. Essential points to be covered are: the problem investigated, the procedures and research methods employed, the important results achieved and new contributions made, and the major conclusion reached.

## **Acknowledgement**

In this section the candidate should acknowledge the people or institutions that rendered support or other assistance which made the execution of the thesis/dissertation task possible.

## **Table of contents**

The table of contents should be analytical and refer to specific pages. If there is to be a list of Tables, or a list of Illustrations, it should be on a separate page arranged in the same format as the Table of Contents. Any table legends should be listed in the appropriate pages.

### **38.4 Binding and Submission of the Dissertation/Thesis**

- a. Copies of the dissertation or thesis (3 copies for Dissertations and 7 for Thesis) for initial submission should be in loose bound form.
- b. After satisfactorily completing all the corrections recommended by examiners, the candidate shall submit four (4) copies for Dissertation and Thesis, of the hardbound theses/dissertations to the secretariat, SPSC. Each copy shall be bound in black (Master degree) and blue (for PhD).
- c. The cover page of the work shall be printed in **gold** letters on the front cover of the bound volume (Font size 16).
- d. The spine shall be embossed in **gold**, the writing shall read from the bottom to the top bearing:
  - i. The surname and initials of the candidate,
  - ii. The initials of the degree for which the thesis/dissertation has been submitted, and
  - iii. The year of award of the degree.

Additional advice on the binding should be sought from the Directorate of Postgraduate Studies, UDOM.

### **39.0 Supervision of Postgraduate Students**

#### **39.1 Assigning Supervisor(s)**

- (i) The supervisor is the University's agent in ensuring that: -

- (a) A particular higher degree candidate is maintaining satisfactory progress,
  - (b) The candidate receives adequate advice, guidance and encouragement on the thesis/dissertation research project, and
  - (c) The work being done on the thesis/dissertation is reviewed critically for quality on a continuous basis.
- (ii) The Head of Department shall recommend one (1) supervisor for each postgraduate diploma candidate and two (2) supervisors for each Master and PhD candidate on recommendation of the Departmental Postgraduate Studies Committee, having considered the candidate's preference of a supervisor.
  - (iii) The Head of Department should carefully consider the proposed supervisor's area of expertise, his/her qualifications and experience before nomination to a supervisory role.
  - (iv) A supervisor whose academic qualification is at the UQF Level 10 but is at a rank lower than associate professor shall be required to have attained his/her PhD/MMed/MDent in at least the last four years, and shall previously had supervised Master student(s) to completion and shall have outstanding achievements in scholarly works published in relevant field in refereed journals, books or scholarly papers in peer reviewed proceedings of professional international symposia or conferences recognized by the University.
  - (v) Notwithstanding Guideline 39.1(iv), a supervisor whose academic qualification is at the UQF Level 10 but is at a rank lower than associate professor may be assigned to supervise a student under the guidance of the experienced academic staff for mentorship purposes.
  - (vi) The offering College/School/Institute Board shall approve supervisors and send appointment reports to the SPSC.

### **39.2 General Duties and Responsibilities of Supervisors**

- (i) The supervisor has the duty to acquaint himself with all the University's Postgraduate Studies Regulations and Guidelines, and has the responsibility to know his/her student and to be familiar with whatever special problems the student may have, and in details.
- (ii) A positive attitude and relationship between the supervisors and the candidate is essential.
- (iii) The supervisor must ensure that the candidate's work attains a satisfactory standard required by the university.

- (iv) The supervisor should know and make a distinction when supervising Master and PhD candidates. He/she should understand that: -
- a) The Master's research programme is designed primarily as training programme by means of which the candidate will: -
    1. Be exposed to the fundamentals of research.
    2. Acquire certain new skills and techniques.
    3. Learn how to present the results of research in a scholarly manner.
    4. Make some important contribution to knowledge.
    5. Because he/she lacks previous research experience, the Master's candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques and also when learning to present the results of research in a scholarly manner for the first time.
  - b) The PhD in contrast, is recognition of successful postgraduate research experience. Here the supervisor should recognize that the candidate had already acquired some training experience in research when he/she was a Master's candidate and thus will: -
    - (i) Make a distinct contribution to new knowledge of facts and or theory.
    - (ii) Produce considerably original work than required for the Master's programme.
    - (iii) Manifest greater depth and breadth in his/her review of the relevant literature than is the case for the Master's candidate.
    - (iv) Be more critical in his/her analysis of the data he/she has collected.
    - (v) Exercise more initiative in his/her research than for the Master's degree research candidate.
- (vi) After the first or second year, the PhD candidate should be able to work independently and to be guided rather than directed by his/her supervisor. Still, it is the responsibility of the supervisor to guide the candidate in the right direction.
- (vii) The supervisor has the responsibility of guiding the higher degree candidate in the formulation of an appropriate higher degree research project and to ensure that the candidate presents a seminar on the proposed research project.
- (viii) The proposed research proposal must be approved by the College/School/Institute/ Board or its chairperson on that behalf before the candidate commences research.
- (ix) The supervisor has the responsibility to focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work. He/she should be capable of seeing through his

previous research experience, whether or not the candidate will get meaningful data within one to three years of research, whether or not the proposed research problem is a long term one which does not fit as a timed higher degree research topic, etc. Supervisors must have this kind of insight in order to significantly reduce the common problem of students wasted efforts to a minimum.

- (x) The supervisor has the responsibility to monitor the candidate's progress throughout the research period. There are various methods through which he/she can be kept in close touch with the student's research progress.
- (xi) Requesting the candidate to submit periodic reports about his research findings. The reports may well constitute drafts of the final dissertation/thesis. In reviewing them, the supervisor shall take the opportunity to advise the candidate on matters of presentation and if necessary, to give suggestions where modifications are required.
- (xii) The supervisor shall use such reports as basis for writing his/her own report to SPGSC on the candidate research progress and the basis for recommending the upgrading of the candidate registration from the masters to the PhD programme or if need be recommending him/her for discontinuation from studies.
- (xiii) Regular consultation between the candidate and the supervisor 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.
- (xiv) Organizing seminar presentations by the candidates. 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 his/her work, and also a unique opportunity of being criticized by peers while standing on his/her own. The supervisor shall thus ensure that his/her Master/PhD candidate delivers at least one seminar each year of the studies.
- (xv) The supervisor also has the responsibility to ensure the candidate has written an appropriate title to his/her dissertation/thesis.
- (xvi) The supervisor also has the responsibility of 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 higher degree candidate, it is the supervisor's responsibility to ensure that the student submits a thesis of a high standard which is acceptable for the degree for which it is intended.

- (xvii) The supervisor shall NOT write sections or whole dissertation/thesis for the candidate. This malpractice amount to academic dishonesty.
- (xviii) To avoid unnecessary embarrassments to the candidate, to the supervisor and to the University on rejected theses, the following remedial measures are suggested: -
- a) The supervisor should be accessible, should show interest and enthusiasm in the candidate's research work and should have a positive and friendly relationship with the candidate.
  - b) The supervisor should discuss the thesis drafts with the candidate all along. In order to save the student's time, the supervisor should meet the candidate and discuss his/her thesis draft within four weeks of receiving the thesis manuscript.
  - c) The supervisor should read the candidates drafts carefully and critically giving constructive suggestions on how and where the thesis could be improved.
  - d) The supervisor should advise the candidate on what details should be placed in the main body of the thesis; what should better be in appendices, what should better be expressed by illustrations, how to write the references etc.
  - e) In the end, the supervisor(s) should read the entire final draft and satisfy himself/herself that the thesis is ready for examination and that the candidate has followed the UDOM guidelines.
  - f) The supervisors also have the responsibility of recommending to the Head of the Department, potential External examiners for the candidate's thesis.
  - g) Finally, the supervisor has also the responsibility of guiding the candidate in the revision of the dissertation/thesis in the event that such revisions are recommended by the External or by other Examiners.

### **39.3 Supervision Load and Remuneration**

- (i) Academic staff with the qualification of a PhD and above shall be eligible for supervision of postgraduate students.
- (ii) The total number of postgraduate students per supervisor shall not exceed 10 students per year, unless otherwise directed by the Chairperson of Senate.



- (iii) The Departmental Postgraduate Studies Committee shall allocate and monitor the number of students per each supervisor in terms of agreed targets.
- (iv) The University shall pay an annual/ semester, supervision allowance to each supervisor as the Council may prescribe from time to time. The supervisor shall be required to make a claim through **(UDOM/PGS.F29)**.
- (v) The supervision allowance shall not depend on the student's fate. (i.e. the supervisor shall be paid the allowance even if the candidate fails).

#### **39.4 General Responsibilities of Candidates**

- (i) It is the responsibility of the candidate to be conversant with all Postgraduate Studies Regulations and Guidelines and to follow them.
- (ii) It is the candidate's responsibility to ensure regular consultation with his/her supervisor to discuss the research work and to fill the supervisor student record sheet **(UDOM/PGS.F16)** during each visit.
- (iii) It is the candidate's responsibility to complete his/her research on schedule and to manage time for each stage during the whole registration period.
- (iv) It is the candidate's responsibility to discuss problems stemming from his/her research with his/her supervisor(s) and Head of Department, and other relevant organs within the University.
- (v) It is the candidate's responsibility to ensure that progress reports are submitted on time as stipulated in these regulations.
- (vi) It is the candidate's responsibility to write up the thesis/dissertation as stipulated in UDOM Postgraduate Studies Regulations and Guidelines.
- (vii) It is the candidate's responsibility to ensure that subsequent publications from a thesis/dissertation submitted for a degree of UDOM must contain a statement that the work is based on a thesis or a dissertation submitted to a degree of the UDOM.
- (viii) It is the candidate's responsibility to ensure the authenticity, clarity and originality of the dissertation/thesis.
- (ix) It is the candidate's responsibility to ensure that all requirements for the degree award are adhered to within the specified period of his/her postgraduate programme.
- (x) The candidate shall exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities.

### **39.5 Conflict Resolution during Supervision**

- (i) When there is a conflict between the students and supervisors, the supervisor and/or the student should report the problem, in writing, to the Head of the respective Department, with a copy to the Principal/Dean/Director of the relevant College/School/Institute and the Director of Postgraduate Studies.
- (ii) The Head of Department should study the nature of the problem and recommend to the Principal/Dean/Director and subsequently to SPSC, one of the following actions:
  - (a) The student be warned, in writing, about his/her weaknesses or conduct (if it is established that she/he is the cause of the problem).
  - (b) The student be transferred to another supervisor (where possible and necessary).
  - (c) The supervisor be informed about his/her weaknesses (if it is established that the supervisor is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the student, or alternative (b) be followed.
  - (d) If alternative (b) is applied and there happen to be no any other person in the Department with the expertise in the student's research area, the College Principal/Dean/Director of Institute shall appoint a qualified academic staff (Senior Lecturer or above) from any recognized higher learning institution upon recommendation by Department/College/School/Institute Postgraduate Studies Committees.
  - (e) Any other reasonable action, including instituting disciplinary proceedings against the student and/or supervisor maybe employed accordingly.

## 40.0 List of Various Postgraduate Forms

The list below consists of different forms to be used for most graduate studies situations at UDOM. A sample of each form is included in the online version of this handbook, please visit our website [www.udom.ac.tz](http://www.udom.ac.tz) to access the forms.

### List of Various Postgraduate Forms

<b>SN</b>	<b>Form Number</b>	<b>Description</b>
1	UDOM/PGS.F1	Referee Recommendation Form
2	UDOM/PGS.F2	Postgraduate Research Concept Note Form
3	UDOM/PGS.F3	Registration Form
4	UDOM/PGS.F4	Registration for Continuing Postgraduate Students Form
5	UDOM/PGS.F5	Application of Conditional Registration Form
6	UDOM/PGS.F6	Application of Extension of Registration (intermediate extension) Form
7	UDOM/PGS.F7	Application of Extension - End of Registration Period Form
8	UDOM/PGS.F8	Application for Internal Transfer of Students Form
9	UDOM/PGS.F9	Application of Transfer of Credits
10	UDOM/PGS.F10	Deferment of Admission Form
11	UDOM/PGS.F11	Postponement of Studies Form
12	UDOM/PGS.F12	Resuming of Studies Form
13	UDOM/PGS.F13	Freezing of Studies Form
14	UDOM/PGS.F14	Application for Deregistration Form
15	UDOM/PGS.F15	Application for Research Permit
16	UDOM/PGS.F16	Supervisor-Student Records Form
17	UDOM/PGS.F17	Progress Report Form
18	UDOM/PGS.F18	Intention to Submit Dissertation/Thesis and Initiation of Examination Arrangements Form
19	UDOM/PGS.F19	Submission of Dissertation/Thesis for Examination Form
20	UDOM/PGS.F20	Examination Report for Master and PhD Thesis/Dissertation Form
21	UDOM/PGS.F21	Viva Voce Examination Report for Master Candidate Form
22	UDOM/PGS.F22	Viva Voce Examination Report for PhD Candidate Form
23	UDOM/PGS.F23	Reporting Examination Irregularity Form
24	UDOM/PGS.F24	List of Accepted/Published Papers Form
25	UDOM/PGS.F25	Error-free Copy Certification Form
26	UDOM/PGS.F26	Academic Certificate/Transcript Request Form
27	UDOM/PGS.F27	Student Appeal against Discontinuation from Studies Form
28	UDOM/PGS.F28	Student Appeal against Examination Results Form
29	UDOM/PGS.F29	Supervision Allowance Claim Form
30	UDOM/PGS.F30	Clearance Form
31	UDOM/PGS.F31	Library Thesis/Dissertation Submission Form
32	UDOM/PGS.F32	Postponement of Examination Form
33	UDOM/PGS.F33	Teaching Evening Programme(S) Claim Form

34	UDOM/PGS.F34	PHD/Master Viva Voce Examination Panel Members' Attendance Form
35	UDOM/PGS.F35	Request for Permission to be absent from Classes Form
36	UDOM/PGS.F36	Request for a Posthumous Degree Award Form
37	UDOM/PGS.F37	Request for UDOM Aegrotat Award Form
38	UDOM/PGS.F38	PhD Thesis Submission Consent Form
39	UDOM/PGS.F39	Pre Viva Voce Examination Report for Master/PhD Candidate
40	UDOM/PGS.F40	Notice of Intention to Submit Thesis/Dissertation for Pre Viva Voce Arrangements
41	UDOM/UEF001	Student Attendance Form
42	UDOM/UEF002	Booklet Movement Sheet for Invigilation Form
43	UDOM/UEF003	Invigilators' Attendance Form
44	UDOM/UEF004	Students' Movement Record Form
45	UDOM/UEF005	University Examination Daily Status Report Form
46	UDOM/UEF006	Booklet Movement Sheet for Marking Form