



The University of
Dodoma

Regulations and Guidelines for Postgraduate Studies

Fourth Edition

2024

THE UNIVERSITY OF DODOMA

**REGULATIONS AND GUIDELINES FOR POSTGRADUATE
STUDIES**

Fourth Edition

2024

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TABLE OF CONTENTS

TABLE OF CONTENTS	i
LIST OF ABBREVIATIONS	v
PREFACE	vi
GENERAL REGULATIONS	1
1.1 Interpretation	1
1.2 Applications for Admissions	3
1.3 Application Fees	3
1.4 Selection Process	3
1.5 Programmes	3
1.6 Coding of Postgraduate Courses	4
1.7 Academic Year Registration	4
1.6 Application of these Regulations and Guidelines	5
PART TWO	6
ADMISSION AND REGISTRATION	6
2.1 Postgraduate Certificate	6
2.1.1 Entry Qualifications	6
2.1.2 Duration of the Programme	6
2.1.3 Assessment and Evaluation	6
2.1.4 Exit Pathway	6
2.2 Postgraduate Diploma	6
2.2.1 Entry Qualifications	6
2.2.2 Duration of the Programme	6
2.2.3 Assessment and Evaluation	7
2.2.4 Exit Pathway	7
2.3 Master's by Coursework and Dissertation	7
2.3.1 Entry Qualifications	7
2.3.2 Duration of the Programme	7
2.3.3 Assessment and Evaluation	8
2.3.4 Exit Pathway	8
2.4 Master's by Research and Thesis	9
2.4.1 Entry Qualifications	9
2.4.2 Duration of the Programme	9
2.4.3 Assessment and Evaluation	10
2.4.4 Exit Pathway	10
2.5 Master of Philosophy (MPhil)	10
2.6 PhD by Coursework and Dissertation	10
2.6.1 Entry Qualifications	10
2.6.2 Duration of the Programme	11
2.6.3 Assessment and Evaluation	11
2.6.4 Exit Pathway	11
2.7 PhD by Research and Thesis	11
2.7.1 Entry Qualifications	12
2.7.2 Duration of the Programme	12
2.7.3 Assessment and Evaluation	12
2.7.4 Exit Pathway	12
2.8 Extension of Registration Period	13
2.9 Postgraduate Research Area	13

2.10 Graduate Seminars	13
PART THREE	15
EXAMINATION REGULATIONS	15
3.1 Types of Examinations for Postgraduate Studies	15
3.2 Postgraduate Certificate and Diploma Examinations	15
3.3 Master's Examinations	15
3.3.1 Proposal Examination.....	15
3.3.2 Pre-viva Voce Examination	17
3.3.3 Viva Voce Examination.....	18
3.4 PhD Examinations.....	21
3.4.1 Proposal Examination.....	21
3.4.2 Pre-viva Voce Examination	23
3.4.3 Viva Voce Examination.....	23
3.5 Progress Examination	25
3.6 Coursework Examination.....	28
3.7 Computation of Grade Point Average (GPA).....	29
3.8 Registration for University Examinations	30
3.9 Eligibility for Examinations.....	31
3.10 Absence from Examinations	32
3.11 Dates of Examination	32
3.12 University Examination Timetable	32
3.13 Examination Preparation	32
3.14 Conduct of Examinations.....	33
3.15 Instructions to Candidates	34
3.16 Instructions to Invigilators.....	35
3.17 Instructions to Invigilators during Examination	36
3.18 Instructions to Invigilators at the End of the Examination	37
3.19 Examination Irregularities	37
3.20 Handling of Examination Irregularities	38
3.21 Publication of Results and Student Records	39
PART FOUR	41
CHANGE, TRANSFER, POSTPONEMENT, DEFERMENT, FREEZING AND OTHER RELATED ISSUES	43
4.1 Change of the Programme	43
4.2 Upgrading of Programme	43
4.3 Credit Transfer Between Universities	43
4.3.1 General Regulations.....	44
4.3.2 Procedures and Administration of Student Credit Transfer	44
4.3.3 Criteria for Establishing Equivalency of Courses.....	44
4.4 Deferral of Admission	45
4.5 Freezing of Studies	45
4.6 De-registration.....	45
4.7 Permission for Absence from Classes.....	46
4.8 Postponement of Studies	46
4.9 Postponement of University Examinations	47
4.10 Teaching Timetable.....	48
4.11 Ownership of Intellectual Property.....	48
4.12 Revocation of Award	49
PART FIVE	50

POSTGRADUATE RESEARCH SUPERVISION	50
5.1 Appointment of Supervisors	50
5.2 Roles and Responsibilities of Supervisors.....	50
5.3 Roles and Responsibilities of Postgraduate Students	51
5.4 Progress Report	53
5.5 Termination of Supervision.....	53
5.6 Supervision Load and Remuneration	53
PART SIX	54
SUBMISSION OF DISSERTATION AND THESIS	54
PART SEVEN	56
CERTIFICATES, CERTIFICATION, PROVISIONAL RESULTS AND TRANSCRIPTS ..	56
7.1 Issuance of Certificates	56
7.2 Loss of Certificate.....	56
PART EIGHT	58
APPEALS AGAINST DECISIONS OF SENATE	58
8.1 Appeal Procedures	58
8.2 Appeal Fee	59
PART NINE	60
SPECIAL DEGREES AND AWARDS	60
9.1 Double/Dual/Joint Degree	60
9.2 Intellectual Property Rights for Joint Degree Programmes.....	60
9.3 Occasional Students.....	60
9.4 Short-Term Students	61
9.5 Sandwich Programmes	61
9.6 Higher Doctoral Degrees	62
9.6.1 Higher Doctorates	62
9.6.2 Eligibility for Candidacy	62
9.6.3 Application for Candidacy.....	63
9.6.4 Submission of Published Works and Examination	63
9.7 Posthumous Degree Award.....	64
9.8 Aegrotat Award.....	64
9.9 Honorary Degree	64
9.9.1 General Guidelines.....	64
9.9.2 Nominations and Selection.....	64
9.9.3 Conferment of Honorary Degree	65
PART TEN	68
UDOM STUDENT RECORDS MANAGEMENT SYSTEM AND STUDENT IDENTITY CARD	68
10.1 Students Record Management System.....	68
10.2 Student Identity Cards	68
PART ELEVEN	70
DEPLOYMENT OF POSTGRADUATE STUDENT AS TEACHING OR TECHNICAL ASSISTANTS	70
11.1 General Guidelines.....	70
11.2 Registration, Advertising, Selection and Allocation of Teaching.....	70
11.3 Responsibilities and Training.....	71
11.4 Hours of Work and Remuneration	72
11.5 Attendance of Meetings at Units and Termination of Engagement.....	72
PART TWELVE	73

POST-DOCTORAL STUDIES	73
12.1 Types and Recruitment	73
12.2 Duration and Award.....	73
PART THIRTEEN.....	74
POSTGRADUATE STUDIES GUIDELINES.....	74
12.1 Application of the Guidelines	74
12.2 Document Preparation.....	74
13.2.1 General Guidelines for Document Preparation.....	74
13.2.2 Proposal Preparation.....	75
13.2.3 Dissertation/Thesis Preparation	75
ANNEXURES.....	77

LIST OF ABBREVIATIONS

AI	Artificial Intelligence
CSEE	Certificate of Secondary Education Examination
CA	Continuous Assessment
DICCE	Directorate of Internationalization, Convocation and Continuing Education
DPGS	Directorate of Postgraduate Studies
DVC-ARC	Deputy Vice Chancellor - Academic, Research and Consultancy
DVC-PFA	Deputy Vice Chancellor - Planning, Finance and Administration
GPA	Grade Point Average
IDs	Identify Cards
LLD	Doctor of Laws
MD	Doctor of Medicine
MMED	Master of Medicine
OAS	Online Admission System
PDF	Portable Document Format
PEX	Postponed Examination
PhD	Doctor of Philosophy
SMART	Specific, Measurable, Achievable, Relevant, and Time-Bound
SoMD	School of Medicine and Dentistry
SoNPH	School of Nursing and Public Health
SPSC	Senate Postgraduate Studies Committee
TCU	Tanzania Commission for Universities
UDOM	The University of Dodoma
URL	Uniform Resource Locator
VC	Vice Chancellor

PREFACE

The vision of the University of Dodoma spells out the desire to become a centre of excellence in education, training, research, innovation and public services for the sustainable and inclusive global development. In line with its vision, the University intends to provide high-quality education that meets standards at local, regional and international levels. Since achieving excellence is not a static but rather a continuous and deliberate process, the University finds it indispensable whenever necessary, to undertake review of its various regulations and guidelines for improving the efficiency and effectiveness of the administration of different degree programmes. The first edition of Postgraduate Regulations and Guidelines was prepared in 2007 when the University was founded. It was revised into the Second Edition in 2017. The Regulations and Guidelines of Postgraduate Studies were further reviewed in 2019 to accommodate the changes introduced by the Tanzania Commission for Universities (TCU) to the University education system in Tanzania. Moreover, to keep abreast with developments taking place nationally and internationally in the education sector, as a way to enhance and improve quality.

In October 2023, the Tanzania Commission for Universities (TCU) issued an addendum to the Handbook for Standards and Guidelines for University Education in Tanzania, third edition, 2019. This necessitated further revision to the Regulations and Guidelines for Postgraduate Programmes for compliance with TCU's Standards and Guidelines, and in response to the emerging trends in higher education globally. As a result, the Senate at its 112th Meeting held on 12th November, 2024 endorsed the Regulations and Guidelines for Postgraduate Studies, Fourth edition, 2024 and the same were subsequently approved by the University Council during its 88th Meeting held on 2nd December, 2024.

As much as practically possible, these Regulations and Guidelines have taken into account the recent advances in postgraduate training across the world and are geared towards ensuring student-centred learning and quality enhancement. The need for enhancing the quality supervision of postgraduate students' works to facilitate timely graduation has been accorded due attention in these Regulations and Guidelines. It is our sincere hope that these Regulations and Guidelines will be an essential tool for students, instructors, supervisors, examiners, and all those involved in the delivery and management of postgraduate studies at the University.

Prof. Lughano Jeremy Kusiluka
Vice Chancellor

PART ONE

GENERAL REGULATIONS

1.1 Interpretation

Appeal shall mean pleading to or asking the Senate to review its previous decision based on new facts which have been produced and were not considered in arriving at the first decision and/or if the Senate overlooked certain rules/laws in making the previous decision.

Conditional registration shall mean partial registration for students who have not been able to meet all registration requirements, including payment of tuition fees to the University.

De-registration refers to the withdrawal of the registration initiated by a student or the University subject to conditions provided under these Regulations.

Deferment of admission shall mean delaying commencing studies for an admitted postgraduate student until the next academic year following the emergence of extenuating circumstances.

Examination shall, unless otherwise stated in these Regulations, mean coursework examination including end of semester/trimester, supplementary and special examination, proposal examination, progress examination, pre-viva voce examination, examination of the thesis/dissertation by internal and external examiners, and viva voce examination.

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.

Full year registration shall mean a registration where a student pays all annual tuition fees and the prescribed direct costs.

Graduation shall mean a ceremony for awarding the University of Dodoma academic qualifications to the students who have attained the level of proficiency that satisfies the requirements prescribed for those qualifications.

Journal-based thesis/dissertation means a thesis/dissertation constructed around related published journal articles and can include additional results chapter(s) in addition to introduction and conclusion chapters.

Postponement of studies shall mean cessation of studies for a semester or a full academic year where the period will count into the student's registration period.

Progress examination means an action of the University to determine the progress of the student and his/her capability to complete studies.

Semester registration shall mean a registration where a student pays 50% of tuition fees and the prescribed direct costs.

The Council shall mean the Council of the University of Dodoma.

The Senate shall mean the Senate of the University of Dodoma.

The University shall mean the University of Dodoma.

Thesis/dissertation shall mean a document written by a postgraduate student of the University of Dodoma detailing his/her research work and submitted for examination and successfully defended orally before an expert panel in fulfilment of the requirements for the award of the postgraduate degree. The thesis/dissertation shall include a monograph and a journal-based thesis.

Monograph thesis/dissertation is a traditional thesis/dissertation that provides a complete and systematic account of the student's research.

1.2 Applications for Admissions

- 1.2.1 Applicants are required to submit their applications to the University of Dodoma (UDOM) through an Online Admission System (OAS) at URL <https://application.udom.ac.tz>.
- 1.2.2 The University of Dodoma shall accept postgraduate applications throughout the year; however, successful applicants will be admitted as provided in this regulation.
 - i. For Postgraduate Diploma, Master's and PhD by Coursework, successful applicants shall be admitted at the beginning of semester one of each academic year or as shall be determined by the Senate.
 - ii. For Master's and PhD by Thesis, successful applicants shall be admitted anytime throughout the academic year.
- 1.2.3 Applications shall be accompanied by copies of academic certificates and a birth certificate.
- 1.2.4 Applicants shall be required to identify two referees during the application.
- 1.2.5 Applicants who wish to apply for admission into the research and thesis programmes, shall be required to submit a concept note during their applications.
- 1.2.6 International applicants shall pay the application fee upon arrival, while applicants in Tanzania shall pay the application fee during the application process.
- 1.2.7 Certificates obtained from higher learning institutions outside Tanzania shall be subject to verification by the Tanzania Commission for Universities (TCU) for authenticity of the qualification submitted in support of the application as well as the granting institution/university and regulatory body/authority in the country where the qualification was obtained.

1.3 Application Fees

- 1.3.1 An applicant shall be required to pay a non-refundable application fee.
- 1.3.2 The fee shall be revised from time to time, as the need arises. Information on the fee applicable for any given year will be obtained from Colleges/Schools/Institutes, the Directorate of Postgraduate Studies, the Postgraduate Prospectus and the University Website.

1.4 Selection Process

- 1.4.1 The selection of qualified applicants shall be conducted by the respective Department Selection Committee and recommended to the respective College/School/Institute Board for further recommendations to the Senate for approval.

1.5 Programmes

- 1.5.1 The University of Dodoma shall offer the following types of postgraduate programmes:
 - i. Postgraduate Certificate
 - ii. Postgraduate Diploma
 - iii. Master's Programmes:
 - a. Master's by Coursework and Dissertation
 - b. Master's by Research and Thesis
 - c. Master of Philosophy (MPhil)
 - iv. Doctor of Philosophy (PhD) Degrees:

- a. PhD by Coursework and Dissertation
 - b. PhD by Research and Thesis
- v. Postdoctoral Studies
- vi. Higher Doctorate Degrees:
 - a. Doctor of Engineering
 - b. Doctor of Laws
 - c. Doctor of Letters
 - d. Doctor of Science
 - e. Others

1.6 Coding of Postgraduate Courses

- 1.6.1 Coding of postgraduate courses shall follow the following numerical order:
- 5000 - 5999 series for Postgraduate Certificate courses
 - 6000 - 6999 for Postgraduate Diploma courses
 - 7000 - 7999 for Master's courses
 - 8000 - 8999 for PhD courses
- 1.6.2 The code name shall be restricted to two letters, followed by four digits in the series (e.g. LW 6101).

1.7 Academic Year Registration

- 1.7.1 A successful applicant may register for a full-time or part-time programme.
- 1.7.2 Upon registration, a student shall be issued with a Student Identity (ID) card.
- 1.7.3 All students admitted at UDOM shall register for studies through an online system account using the prescribed form available at the provided URL or as shall be determined by the Senate.
- 1.7.4 The University direct costs (Identity Card Fee, Caution Money, Quality Assurance Fee, Health Insurance, Graduation Fee, and Student Union) shall be paid at once in full at the beginning of an academic year. Accommodation fee as part of the University direct costs shall be paid by a student offered accommodation services by the University.
- 1.7.5 A student shall be recognised as a valid student upon acquiring,
- i. Full year registration, where a student pays all annual tuition fees and prescribed direct costs; or
 - ii. Semester registration, where a student pays 50% of tuition fees and prescribed direct costs; or
 - iii. Conditional registration, where a student pays at least one third of the tuition fees and the prescribed direct costs or where the student produces a formal undertaking by the sponsor to pay the required fees not later than three weeks before examinations.
- 1.7.6 A first-year student shall be registered for a postgraduate programme upon submission of the following:
- i. Relevant original academic transcript(s) and certificate(s);
 - ii. Birth certificate;
 - iii. Sponsor's commitment and employer's release letter(s), if applicable;
 - iv. Health insurance; and
 - v. Medical examination form (issued by UDOM Hospital).

- 1.7.7 The respective Heads of Academic Departments shall verify the certificates and other information provided by registered students in the UDOM Online Students' Record Management System against the original documents, and report anomalies (if any), to the Director of Postgraduates Studies.
- 1.7.8 Students who provide forged information in the UDOM Online Students' Record Management System shall be discontinued from studies.
- 1.7.9 A candidate shall be registered using names as they appear in his/her Certificate of Secondary Education Examination (CSEE) or its equivalent certificate. Change of names shall be allowed under special circumstances and after the approval of the Chairperson of the Senate upon submission of an authentic legal basis for the change of the name.
- 1.7.10 The deadline for registration of the first-year students pursuing coursework and dissertation programmes shall be twenty-one days from the first date of commencement of the first semester, while for the second semester the deadline shall be fourteen days after the commencement of the semester.
- 1.7.11 The deadline for registration of continuing students pursuing programmes with coursework and dissertation shall be the last day of the second week (14th day) after commencement of each semester.
- 1.7.12 The deadline for registration of the first-year students pursuing the research and thesis programmes shall be the last day of the third week (21st day) from the first date of reporting to the University.
- 1.7.13 The deadline for registration of continuing students pursuing the research and thesis programmes shall be the last day of the second week (14th day) after every six months.
- 1.7.14 A student with conditional registration shall have to pay all required fees and other costs, and complete registration not later than three weeks before examinations; otherwise, he/she shall not be eligible for that particular examination.
- 1.7.15 If the student fails to complete registration within the period specified in regulation 1.7.14 above, he/she shall postpone the University examinations or studies.
- 1.7.16 A student who postpones examinations shall sit for the postponed examinations when next offered or as may be determined by the Senate.
- 1.7.17 A student who was granted conditional registration in the first semester and postponed examinations (PEX), may request for conditional registration in the second semester and qualify for PEX, provided that he/she has completed all the conditions for first-semester registration.

1.8 Application of these Regulations and Guidelines

- 1.8.1 Upon approval by the Council, these Regulations and Guidelines shall apply to all postgraduate students except students who were registered for a postgraduate programme before the starting date of application of these Regulations and Guidelines.

PART TWO ADMISSION AND REGISTRATION

2.1 Postgraduate Certificate

2.1.1 Entry Qualifications

- 2.1.1.1 An applicant shall be admitted into a Postgraduate Certificate programme if he/she has a Bachelor's degree in the relevant discipline from a recognised institution.
- 2.1.1.2 An applicant who applies while in the final year of the Bachelor's degree studies, and has demonstrated good progress as shown by the cumulative academic results before the final programme examinations but is still waiting for the final results, shall be provided with provisional admission into the respective Postgraduate Certificate programme, and full registration shall be granted upon submission of the evidence of successful completion of the Bachelor's degree programme.

2.1.2 Duration of the Programme

- 2.1.2.1 A candidate shall qualify for an award of a Postgraduate Certificate after completing two semesters with a minimum of 90 credits.
- 2.1.2.2 The registration period may be extended to a maximum period of one year.

2.1.3 Assessment and Evaluation

- 2.1.3.1 Assessment and evaluation of Postgraduate Certificate programmes shall be as provided in Part Three of these Regulations and Guidelines, and the respective course curriculum.

2.1.4 Exit Pathway

- 2.1.4.1 A candidate shall be awarded a Postgraduate Certificate upon successful completion of studies within the period prescribed in these Regulations.

2.2 Postgraduate Diploma

2.2.1 Entry Qualifications

- 2.2.1.1 For an applicant to be admitted into a Postgraduate Diploma he/she shall have at least a GPA of 2.0 or a C grade at a Postgraduate Certificate or Bachelor's degree level.
- 2.2.1.2 An applicant who applies while in the final year of the Bachelor's degree studies or a Postgraduate Certificate programme, and has demonstrated good progress as shown by the cumulative academic results before the final programme examinations but is still waiting for the final results, shall be provided with provisional admission into the respective Postgraduate Diploma programme, and full registration shall be granted upon submission of the evidence of successful completion of the Bachelor's or Postgraduate Certificate programme.

2.2.2 Duration of the Programme

- 2.2.2.1 A candidate shall qualify for an award of a Postgraduate Diploma after completing at least two semesters with a minimum of 120 credits.
- 2.2.2.2 The registration period for the Postgraduate Diploma shall be 12 and 18 months for full-time and part-time students, respectively.

- 2.2.2.3 A student who fails to complete studies within the prescribed minimum period may apply for extension of registration for a maximum period of six months and twelve months for full-time and part-time students, respectively.
- 2.2.2.4 The study duration shall be divided into two semesters with the whole of the first semester dedicated to coursework, and the second semester to coursework and a research project unless otherwise stipulated in the respective programme curriculum.

2.2.3 Assessment and Evaluation

- 2.2.3.1 Assessment and evaluation of the Postgraduate Diploma shall be as provided in Part Three of these Regulations and Guidelines, and the respective programme curriculum.

2.2.4 Exit Pathway

- 2.2.4.1 A candidate shall be awarded a Postgraduate Diploma upon successful completion of studies within the prescribed period.
- 2.2.4.2 A student who does not complete all requirements for the award of a Postgraduate Diploma but has attained minimum credits for the award of a Postgraduate Certificate as well as other specific requirements as may be stated in the respective curriculum, may be awarded a Postgraduate Certificate.

2.3 Master's by Coursework and Dissertation

2.3.1 Entry Qualifications

- 2.3.1.1 Unless otherwise stated in the respective programme curriculum and approved by the Senate, an applicant shall be admitted to a Master's degree programme by coursework and dissertation if he/she possesses the following:
- A Bachelor's degree with a minimum GPA of 2.7 or its equivalent from a recognised institution or an average of "B" grade for unclassified degrees; or
 - A Postgraduate Diploma in a relevant discipline or its equivalent with a minimum GPA of 3.0 or "B" grade for unclassified Postgraduate Diplomas; or
 - An applicant with a pass degree may be considered for admission if:
 - The average performance for all courses in the proposed discipline at the undergraduate level is B grade or higher; and
 - He/she has additional training and working experience of not less than six (6) years in the relevant field; and experience in research and published at least one journal article in the relevant field.
 - An applicant who is in the final year of a Bachelor's degree studies but is still waiting for the final results may be provided with provisional admission into a Master's by coursework and dissertation, provided that the cumulative GPA at the time of application is not less than 2.7.

2.3.2 Duration of the Programme

- 2.3.2.1 A candidate shall qualify for an award of a Master's by Coursework and Dissertation after attaining a minimum of 180 credits.
- 2.3.2.2 The minimum registration period for full-time students pursuing a Master's by coursework and dissertation programmes shall be 12 months and the maximum period

shall be 48 months.

- 2.3.2.3 For part-time students, the minimum registration period shall be 18 months and the maximum period shall be 60 months.
- 2.3.2.4 For full-time students, the first two semesters shall be devoted to coursework. The remaining period of studies, unless stated otherwise in these Regulations or in the approved programme curriculum, shall be devoted to the development of research proposals, execution of research activities, attending and/or making academic presentations, and undertaking relevant examinations as per these Regulations and Guidelines.
- 2.3.2.5 For part-time students, the first three semesters shall be devoted to coursework. The remaining period of studies shall be devoted to the development of research proposals, execution of research activities, attending and/or making academic presentations and undertaking relevant examinations as per these Regulations and Guidelines.
- 2.3.2.6 For the Master of Medicine (MMED), the registration period shall be 36 months unless otherwise stated in the respective programme curriculum and approved by the Senate. Unless stated otherwise in the curriculum, the first four semesters shall be devoted to coursework. The remaining period of studies shall be devoted to development of research proposals, execution of research activities, attending and/or making academic presentations and doing relevant examinations as per these Regulations and Guidelines.
- 2.3.2.7 Notwithstanding Regulations 2.3.2.4, 2.3.2.5 and 2.3.2.6 above, a student may start proposal writing at any time in the second semester, provided that he/she has been assigned a supervisor.
- 2.3.3 A student who fails to complete his/her studies within the prescribed minimum registration period shall apply for extension of registration using the relevant prescribed University forms.
- 2.3.4 The extension of registration shall be granted for such a period as stipulated in these Regulations and Guidelines, upon payment of the prescribed registration extension fee.
- 2.3.4.1 A student pursuing a Master's by Coursework and Dissertation shall be required to have submitted at least one manuscript for publication in a peer reviewed journal recognised by the University of Dodoma, before graduation.
- 2.3.4.2 A candidate who fails to complete studies within the maximum extension period shall be discontinued from studies.
- 2.3.4.3 Upon application, a candidate discontinued under Regulation 2.3.4.2 above may be awarded a Postgraduate Diploma if he/she meet the requirements for such an award.

2.3.5 Assessment and Evaluation

- 2.3.5.1 Assessment and evaluation of Master's by Coursework and Dissertation shall be as provided in Part Three of these Regulations and Guidelines, and the respective programme curriculum.

2.3.6 Exit Pathway

- 2.3.6.1 A candidate shall be awarded a Master's degree upon successful completion of studies within the prescribed period.

- 2.3.6.2 A student who passes all coursework examinations but fails at the dissertation may be awarded a Postgraduate Diploma if the cumulative results meet the minimum qualifications for the award of a Postgraduate Diploma.
- 2.3.6.3 Where it is specifically provided in the respective programme curriculum, a candidate who has successfully completed the coursework but is unable to proceed with the dissertation part may apply to the Senate through the Department and College/School/Institute to be awarded a Postgraduate Diploma provided he/she meet the requirements for the award of the Postgraduate Diploma.
- 2.3.6.4 The candidate who is awarded a Postgraduate Diploma as per Regulation 2.3.6.3 above, may, at any time within two years from the date of the award of the Postgraduate Diploma, apply to resume studies and complete the dissertation part.
- 2.3.6.5 The intention to resume studies shall be submitted in writing to the Senate through the Department and College/School/Institute, at least two months before the commencement of the Semester in which the student intends to resume studies.
- 2.3.6.6 The candidate who resumes studies shall pay the required fees and other costs as shall be determined by the University and shall complete the requirements for the award of Master's degree, including the dissertation within eighteen months since the date of resumption of studies.

2.4 Master's by Research and Thesis

2.4.1 Entry Qualifications

- 2.4.1.1 An applicant shall be admitted into a Master's Degree by Research and Thesis if he/she possesses the following qualifications:
 - i. A Bachelor's degree with a minimum GPA of 3.5 or its equivalent from a recognised institution or an average of "B+" grade for unclassified degrees.
 - ii. An applicant who does not have a minimum GPA of 3.5 or an average of B+ but has a GPA of 2.7 or above or an average of B grade may be considered for admission if:
 - a. The average performance for all courses in the proposed discipline at the undergraduate level is a B+ grade or higher; and
 - b. He/she has additional training and working experience of not less than six (6) years in the relevant field; and experience in research and published at least one journal article in the relevant field.

2.4.2 Duration of the Programme

- 2.4.2.1 A candidate shall qualify for an award of a Master's by Research and Thesis after attaining a minimum of 180 credits.
- 2.4.2.2 Registration period for the Master's Degree by Research and Thesis programmes shall be for a minimum of 12 months and a maximum of 48 months for full-time students.
- 2.4.2.3 For part-time students, the registration period for the Master's Degree by Research and Thesis programmes shall be for a minimum of eighteen months and a 60 months.
- 2.4.2.4 For full-time candidates, the first six months shall be devoted to the development and examination of the research proposal. The remaining period of study shall be devoted to conducting research, writing the thesis, publishing journal articles, and attending relevant examinations including progress, pre-viva voce and viva voce defence.

- 2.4.2.5 For part-time students, the first nine months shall be devoted to the development and examination of the research proposal. The remaining period of study shall be devoted to conducting research, writing the thesis, publishing journal articles, and attending relevant examinations including progress, pre-viva voce and viva voce defence.
- 2.4.2.6 A student pursuing a Master's by Research and Thesis shall be required to publish at least one journal article and one manuscript accepted for publication in a peer-reviewed journal recognised by the University of Dodoma.
- 2.4.2.7 A student pursuing a Master's by Research and Thesis degree who writes a journal-based thesis shall, before graduation, publish at least two journal articles based on his/her research in peer reviewed journals. The journal articles shall form chapters in the thesis in addition to chapter one and the conclusion.
- 2.4.2.8 There shall be no extension of studies after 48 or 60 months of registration for full time and part-time students respectively. A candidate who fails to complete studies within the prescribed maximum period shall be discontinued from studies.

2.4.3 Assessment and Evaluation

- 2.4.3.1 Assessment and evaluation of a Master's degree by Research and Thesis shall be as provided in Part Three of these Regulations and Guidelines.

2.4.4 Exit Pathway

- 2.4.4.1 A candidate shall be awarded a Master's degree by Research and Thesis upon successful completion of studies within the prescribed period.
- 2.4.4.2 A candidate whose thesis is failed by at least two examiners or who fails to defend his/her thesis shall NOT qualify for the award of a Postgraduate Diploma or Postgraduate Certificate.

2.5 Master of Philosophy (MPhil)

- 2.5.1 A candidate may be awarded a Master of Philosophy of the University of Dodoma if:
 - i. For a PhD by coursework and dissertation student, he/she successfully completed coursework but failed at the PhD dissertation stage, and the content and quality of the failed dissertation meet the minimum requirements for a Master's dissertation. In addition, the candidate must have published at least one journal article and one manuscript accepted for publication in a journal recognised by the University of Dodoma.
 - ii. For a PhD by Research and Thesis student, he/she has performed substantial research and has published at least two journal articles, but failed the PhD thesis examination stage, and the content and quality of the thesis meet the requirements of a Master's thesis.

2.6 PhD by Coursework and Dissertation

2.6.1 Entry Qualifications

- 2.6.1.1 An applicant shall be admitted to a PhD degree by Coursework and Dissertation if he/she possesses a Master's degree with a GPA of not less than 3.0 or its equivalent, or a Master's degree by Thesis in the relevant discipline.

2.6.2 Duration of the Programme

- 2.6.2.1 A candidate shall qualify for an award of a PhD by Coursework and Dissertation after attaining a minimum of 540 credits.
- 2.6.2.2 The minimum duration of registration for a PhD by Coursework and Dissertation degree shall be 36 months and 48 months for full-time and part-time candidates, respectively.
- 2.6.2.3 For programmes in the School of Medicine and Dentistry, the minimum duration of registration for the PhD by Coursework and Dissertation degree shall be 48 months and 60 for full-time and part-time candidates, respectively.
- 2.6.2.4 For full-time students, the first two semesters shall be devoted for coursework. The remaining period of studies shall be devoted to the development of research proposals, execution of research activities, attending and/or undertaking academic presentations and relevant examinations as per these Regulations and Guidelines.
- 2.6.2.5 Unless stated otherwise, for part-time students, the first three semesters shall be devoted to coursework. The remaining time of study shall be devoted to the development of research proposals, execution of research activities, attending and undertaking academic presentations and relevant examinations as per these Regulations and Guidelines.
- 2.6.2.6 Notwithstanding regulations 2.6.2.4 and 2.6.2.5 above, a student may start proposal writing at any time in the second semester provided that he/she has been assigned a supervisor.
- 2.6.2.7 A student pursuing PhD by Coursework and Dissertation shall, before graduation, publish at least two journal articles and one manuscript accepted for publication in a peer-reviewed journal recognised by the University of Dodoma.
- 2.6.2.8 A student pursuing a PhD by Coursework and Dissertation may follow any of the types of PhD thesis as stipulated in these Regulations and Guidelines.
- 2.6.2.9 Upon application, the registration period may be further extended to a period of up to 36 months.
- 2.6.2.10 A candidate who fails to complete studies within the prescribed maximum period shall be discontinued from studies.
- 2.6.2.11 Upon application, a candidate who is discontinued under Regulation 2.6.2.9 above may be awarded a Master's degree if he/she meet the requirements for such award.

2.6.3 Assessment and Evaluation

- 2.6.3.1 Assessment and evaluation of a PhD by Coursework and Dissertation shall be as provided in **Part Three** of these Regulations and Guidelines.

2.6.4 Exit Pathway

- 2.6.4.1 A Candidate shall be awarded a PhD degree upon successful completion of studies within the prescribed period.
- 2.6.4.2 A Candidate who passes all coursework examinations but fails at the dissertation stage may be awarded a Master of Philosophy degree if the dissertation meets the requirements of the Master of Philosophy degree in the respective field of specialisation.

2.7 PhD by Research and Thesis

2.7.1 Entry Qualification

- 2.7.1.1 An applicant shall be admitted to a PhD by Research and Thesis if he/she possesses a Master's degree with a GPA not less than 3.0 or its equivalent; or a Master's degree by Thesis in a relevant discipline.

2.7.2 Duration of the Programme

- 2.7.2.1 A candidate shall qualify for an award of a PhD by Research and Thesis after attaining a minimum of 540 credits.
- 2.7.2.2 The minimum duration of registration for a PhD by Thesis shall be 36 months and 48 months for full-time and part-time candidates, respectively.
- 2.7.2.3 For full-time candidates, the first six months shall be devoted to the development and examination of the research proposal. The remaining period of study shall be devoted to conducting research, writing a thesis, publishing journal articles, and undertaking relevant examinations including progress, pre-viva voce and viva-voce.
- 2.7.2.4 For part-time candidates, the first nine months shall be devoted to the development and examination of the research proposal. The remaining period of study shall be devoted to conducting research, writing a thesis, publishing journal articles, and undertaking relevant examinations including progress, pre-viva voce and viva-voce.
- 2.7.2.5 A Candidate pursuing a PhD by Thesis and chooses to write a monograph thesis, shall, before graduation, publish at least two journal articles and one manuscript shall be accepted for publication in a peer-reviewed journal recognised by the University of Dodoma.
- 2.7.2.6 A Candidate pursuing a PhD by Thesis and chooses to write a journal-based thesis, shall, before graduation, publish at least three journal articles based on his/her research and one manuscript based on his/her research shall be accepted for publication in a peer-reviewed journal recognised by the University of Dodoma. The journal articles and the accepted manuscript shall form chapters in the thesis in addition to chapter one and the conclusion.
- 2.7.2.7 A candidate may adopt the hybrid of the monograph thesis and journal-based thesis provided that he/she publish at least three journal articles in a peer-reviewed journal recognised by the University of Dodoma before graduation and, in addition to the chapters one and conclusion chapter, add at least two chapters on the results that have not been written up for publication.
- 2.7.2.8 Upon application, the registration period may be extended to a further period of up to 36 months or forty-eight months for full-time and part-time students, respectively.
- 2.7.2.9 A candidate who fails to complete studies within the prescribed maximum period shall be discontinued from studies.
- 2.7.2.10 Upon application, a candidate discontinued under Regulation 2.7.2.8 above may be awarded a Master of Philosophy if he/she meets the requirements for such an award.

2.7.3 Assessment and Evaluation

- 2.7.3.1 Modes of assessment and evaluation of the PhD programme shall be as provided in these Regulations and the respective curriculum.

2.7.4 Exit Pathway

- 2.7.4.1 A candidate shall be awarded a PhD degree upon successful completion of studies within the prescribed period.
- 2.7.4.2 A candidate who fails in the examination for a PhD award may be awarded a Master of Philosophy if the thesis meets the requirements for the award of Master of Philosophy in the respective discipline, and such recommendations shall be made during the examination of the thesis and be approved by the Senate.

2.8 Extension of Registration Period

- 2.8.1 A student who fails to complete his/her study within the prescribed minimum registration period shall apply for extension of registration using the relevant prescribed University forms.
- 2.8.2 The extension of registration shall be granted for such a period as stipulated in these Regulations and Guidelines, upon payment of the prescribed registration extension fee.
- 2.8.3 The Senate may extend the registration period for any candidate beyond the maximum period prescribed in these Regulations, where it deems necessary to do so.
- 2.8.4 The decision on regulation 2.8.3 above may be made by the Senate on its own motion or upon the application by the candidate.

2.9 Postgraduate Research Area

- 2.9.1 Postgraduate students will be encouraged to select research area that aligns with the National and the University of Dodoma Research Agenda.
- 2.9.2 Notwithstanding Regulation 2.9.1 above, a student who proposes to undertake research that does not align with the National and the University of Dodoma Research Agenda shall not be denied such opportunity if the choice is the requirement of the sponsor or the scholarship held by the student. Where the research topic or area is a requirement set by the sponsor, the same shall meet the ethical standards accepted by the University of Dodoma and the United Republic of Tanzania.

2.10 Graduate Seminars

- 2.10.1 Master's and PhD students shall be required to attend and/or present monthly graduate seminars as shall be arranged by the respective Department.
- 2.10.2 Members of the academic staff shall attend the graduate seminars in their respective departments and contribute to the works being presented unless there are compelling reasons for their absence brought to the attention of the Head of Department before the date or time of presentation.
- 2.10.3 The Chairperson of the graduate seminars shall be appointed by the Head of Department and shall be at least of the rank of a lecturer.
- 2.10.4 Master's and PhD students shall be required to attend at least four (4) compulsory graduate seminars: Philosophy of Science, Information Literacy, Research Ethics, Proposal Development, Academic Writing and Communication, Systematic Review and Meta-Analysis, Quantitative Research Methods, Qualitative Research Methods.

2.11 Research Methodology

- 2.11.1 Colleges/Schools/Institutes shall prepare research methodology curricula relevant to their postgraduate students.
- 2.11.2 Each postgraduate student shall be required to attend a research methodology course as shall be arranged by his/her respective department.

PART THREE EXAMINATION REGULATIONS

3.1 Types of Examinations for Postgraduate Studies

- 3.1.1 There shall be five (5) types of examinations namely:
- i. Coursework examination;
 - ii. Proposal examination;
 - iii. Progress examination;
 - iv. Pre-viva voce examination; and
 - v. Viva voce examination.
- 3.1.2 In addition to the respective course curriculum, the coursework examinations shall be conducted in accordance with these Regulations.
- i. There shall be continuous assessment for each course, whose marks shall be stated in the respective course curriculum;
 - ii. Continuous assessment shall take place during the semester before the 12th week of the semester;
 - iii. There shall be a final examination for each course according to the curriculum and which shall be conducted as stipulated in the University examination timetable;
 - iv. The mode of conduct of examination and continuous assessment shall be defined in the respective curriculum;
 - v. Unless stated otherwise in the curriculum, the pass mark for each course shall be 50% as an aggregate of coursework and final examination scores.

3.2 Postgraduate Certificate and Diploma Examinations

- 3.2.1 Postgraduate Certificate and Postgraduate Diploma programmes shall be examined in accordance with their respective curricula.

3.3 Master's Examinations

3.3.1 Proposal Examination

- 3.3.1.1 Before a Master's student undertakes data collection, he/she shall be required to present his/her proposal before an examination panel appointed in accordance with these Regulations and Guidelines.
- 3.3.1.2 Notwithstanding regulation 3.3.1.1 above, no proposal shall be submitted for examination if it has not been presented in at least one monthly seminar.
- 3.3.1.3 A proposal that qualifies for examination shall be signed by the student and the supervisors, and subsequently submitted to the Head of Department with the prescribed form.
- i. By physically signing the student's proposal, the supervisors confirm that the proposal meets the required standards of the University. If not all supervisors are available, another academic staff appointed by the supervisor(s) shall sign the proposal on behalf of the supervisor(s), provided that the supervisor confirms to the Head of Department in writing that he/she has authorised another academic staff to sign the document on his or her behalf;
 - ii. The content of the signed and submitted proposal shall not change before the examination session.
- 3.3.1.4 The Examination Panel for the Master's proposal presentation shall be appointed by

the Head of the Department and approved by the Principal/Dean/Director of the respective College/School/Institute.

- 3.3.1.5 The Examination Panel mentioned in regulation 3.3.1.4 above, shall be constituted of at least two examiners who are in the rank of Lecturer or above with expertise in the student's research area, the Chairperson who is in the rank of Senior Lecturer or above, a secretary and the supervisor(s). The Chairperson shall not be in the rank below any of the supervisors.
- 3.3.1.6 Each examiner shall submit a narrative report on the proposal to the Head of Department within 14 days from the date of receipt of the proposal or as shall be indicated in the appointment letter.
- 3.3.1.7 The members of the proposal examination panel shall be supplied with the student's work to be examined at least fourteen days before the date of the proposed examination.
- 3.3.1.8 A student shall have a maximum of four attempts to pass the proposal examination. If after the fourth attempt, the student does not pass, he/she shall be discontinued from studies.
- 3.3.1.9 The maximum duration for the proposal examination shall not exceed one (1) hour and 30 minutes distributed as follows:
 - i. A maximum of 30 minutes for oral presentation;
 - ii. A maximum of 45 minutes for questions and answers; and
 - iii. A maximum 15 minutes of deliberations and decisions.
- 3.3.1.10 The result from the proposal examination session shall be either of the following:
 - i. Pass the proposal as it was submitted;
 - ii. Pass the proposal subject to making minor revisions;
 - iii. Pass the proposal subject to making major revisions, and one member of the panel must certify in writing that the corrections have been done as recommended;
 - iv. Fail but recommended for another attempt; or
 - v. In case of the fourth attempt, fail and be discontinued from studies.
- 3.3.1.11 The results of the proposal examination panel shall be provided using the prescribed form signed by all members of the panel.
- 3.3.1.12 In addition to the announcement of the results during the examination session, the Department shall inform the student in writing of the results of the proposal examination after the approval by the Senate.
- 3.3.1.13 The Department shall ensure that the results of the proposal examination is communicated to the student in writing in not more than ten working days from the date of examination. The communication of the results in writing shall be copied to the respective Principal/Dean/Director and the Directorate of Postgraduate Studies.
- 3.3.1.14 Unless otherwise stated in the respective curriculum, the proposal document shall not exceed fifteen pages including the cover page and references.
- 3.3.1.15 The focus of the assessment of the proposal shall be on the clarity of the research problem, achievability of the research objectives and how the objectives will be achieved.
- 3.3.1.16 A candidate whose proposal has passed shall seek an ethical clearance and research permit from the Vice Chancellor through the Supervisor, Head of Department, Principal/Dean/Director, Director of Postgraduate Studies and Deputy Vice Chancellor - Academic, Research and Consultancy using the prescribed form before commencing

data collection.

- 3.3.1.17 The Research clearance and permit shall be provided to the student within fourteen days from the date of submission.

3.3.2 Pre-viva Voce Examination

- 3.3.2.1 A candidate whose dissertation/thesis is ready for examination shall appear for the pre-viva voce examination before submission of the thesis/dissertation to the internal and external examination.
- 3.3.2.2 Notwithstanding regulation 3.3.2.1 above, no thesis/dissertation shall be submitted for pre-viva voce examination if it has not been presented in at least one monthly seminar.
- 3.3.2.3 One month before the dissertation/thesis is submitted for pre-viva voce examination, the candidate shall, through his/her supervisor(s), give a notice of intention to submit the dissertation/thesis to the respective Head of Department using the prescribed form.
- 3.3.2.4 Upon receipt of the notice of intention to submit the thesis/dissertation, the Head of Department shall propose an examination panel, which shall be approved by the Principal/Dean/Director of the respective College/School/Institute.
- 3.3.2.5 The Examination Panel stated in regulation 3.3.2.4 above shall be constituted of two examiners who shall be in the rank of Lecturer or above, specialised in the candidate's thesis/dissertation area, the Chairperson who shall be in the rank of Senior Lecturer or above, the Secretary and the candidate's supervisor(s). The Chairperson shall not be in the rank below any of the supervisors.
- 3.3.2.6 A thesis/dissertation that qualifies for pre-viva voce examination shall be signed by the student and the supervisor(s) and subsequently submitted to the Head of Department using the prescribed form.
- i. By physically signing the student's thesis/dissertation, the supervisor(s) confirms that the thesis/dissertation meets the required University standards. If the supervisor(s) are not available, another academic staff appointed by the supervisor(s) shall sign the thesis/dissertation on behalf of the supervisor(s), provided that the supervisor confirms to the Head of Department in writing that he/she has authorized another academic staff to sign the document on his or her behalf;
 - ii. The content of the signed and submitted thesis/dissertation shall not change before the examination session.
- 3.3.2.7 A student shall submit five loose bound hard copies of the dissertation/thesis, a soft copy in PDF format and UDOM system generated plagiarism check report to the Head of Department.
- 3.3.2.8 Members of the pre-viva voce examination panel shall be supplied with the student's work to be examined at least fourteen days before the date of the respective pre-viva voce examination.
- 3.3.2.9 Each examiner shall submit a detailed report on the thesis/dissertation examined to the Head of Department within fourteen days from the date of receipt of the thesis/dissertation or as shall be indicated in the appointment letter. The report shall include his decision as stipulated in regulation 3.3.2.13.
- 3.3.2.10 The results of the pre-viva voce examination panel shall be provided using the prescribed form signed by all members of the panel.

- 3.3.2.11 A student shall have a maximum of three attempts to pass the pre-viva voce examination.
- 3.3.2.12 The maximum duration for the pre-viva voce examination session shall be two (2) hours and 30 minutes distributed as follows:
- i. A maximum of 30 minutes for an oral presentation;
 - ii. A maximum of one (1) hour and 45 minutes for questions and answers; and
 - iii. A maximum of 15 minutes for deliberations and decisions.
- 3.3.2.13 The result from the pre-viva voce examination session shall be either of the following:
- i. Pass the thesis/dissertation as it was submitted (pass as it is) and recommended for submission for internal and external examination;
 - ii. Pass the thesis/dissertation subject to making minor corrections and recommended for submission for internal and external examination after corrections within a period of one month;
 - iii. Pass the thesis/dissertation subject to making major revisions and recommended for submission for internal and external examination after the revisions and corrections are done within three months and two members of the panel must certify in writing to the Head of Department that the corrections are addressed;
 - iv. Fail but recommended for another attempt; or
 - v. Fail and discontinued.
- 3.3.2.14 In addition to the announcement of the verdict during the examination session, the Department shall inform the student in writing about the results of the pre-viva voce examination after the approval by the Senate.
- 3.3.2.15 The Department shall ensure that the results of the pre-viva voce examination are communicated to the student in writing in not more than seven working days from the date of pre-viva voce examination. The communication of the results in writing shall be copied to the respective Principal/Dean/Director, Director of Postgraduate Studies and the Deputy Vice Chancellor-Academic, Research and Consultancy.
- 3.3.2.16 For the purpose of regulation 3.3.2.13(iii), no thesis/dissertation shall be submitted to internal and external examination if the certification of the members of the panel is not given.
- 3.3.2.17 A student who fails the pre-viva voce examination under regulation 3.3.2.13 (iv) and 3.3.2.13 (v) may apply to the Senate to be considered for the award of Postgraduate Diploma if his/her work meets the requirements for the award of a Postgraduate Diploma.

3.3.3 Viva Voce Examination

- 3.3.3.1 At least one month before the dissertation/thesis is submitted for internal and external examination, the candidate shall, through his/her supervisor give a notice of intention to submit the dissertation/thesis to the Head of the respective Department using the prescribed form.
- 3.3.3.2 The student shall submit six loose bound hard copies of a dissertation/thesis and a soft copy in PDF format and UDOM system generated plagiarism report to the relevant Head of Department for examination.
- 3.3.3.3 It shall be the duty of the Head of the respective Department to transmit the copies of the thesis or dissertation to the internal and external examiners, and a copy of the

transmittal letter be submitted to the Principal/Dean/Director of the respective College/School/Institute, Director of Postgraduate Studies and Deputy Vice Chancellor - Academic, Research and Consultancy.

- 3.3.3.4 A thesis/dissertation that qualifies for viva voce examination shall be signed by the student and the supervisors, and subsequently submitted to the Head of Department accompanied with the prescribed forms.
- i. By physically signing the student's thesis/dissertation, the supervisor(s) confirms that the thesis/dissertation meets the required standards of the University of Dodoma. If the supervisor(s) are not available, another academic staff appointed by the supervisor(s) shall sign the thesis/dissertation on behalf of the supervisor(s), provided that the supervisor confirms to the Head of Department in writing that he/she has authorized another academic staff to sign the document on his or her behalf.
 - ii. The content of the signed and submitted thesis/dissertation shall not change before the examination session.
- 3.3.3.5 Each thesis/dissertation shall be examined by at least one internal examiner and two external examiners who are in the rank of Senior Lecturer or above and have experience in the respective field.
- 3.3.3.6 The candidate's supervisor shall not serve as the internal examiner.
- 3.3.3.7 Each internal and external examiner shall submit a detailed report on the dissertation/thesis examined to the Chairperson of the Senate for approval through the Head of relevant Department, the Principal/Dean/Director of the respective academic unit, Director of Postgraduate Studies and Deputy Vice Chancellor – Academic, Research and Consultancy within twenty-one days from the date of receipt of the thesis/dissertation or as shall be indicated in the appointment letter.
- i. If the report of any of the examiners is not received within one month, a new examiner shall be appointed;
 - ii. The Head of the Department shall require an internal examiner who fails to submit the report within the prescribed period to show the cause for the delay. The explanation shall be in writing and shall be addressed to the Deputy Vice Chancellor – Academic, Research and Consultancy through the Directorate of Postgraduate Studies and respective Head of Department and Principal/Dean/Director of the respective academic unit.
- 3.3.3.8 The examiners shall also submit definitive recommendation, using the prescribed form for one of the following actions:
- i. The Master's degree be awarded to the candidate unconditionally;
 - ii. The degree be awarded subject to typographical corrections and/or minor revisions;
 - iii. The degree be awarded subject to making substantial revisions and corrections as recommended;
 - iv. The degree should not be awarded, but the candidate be allowed to revise and resubmit the Master's thesis/dissertation for re-examination after a further period of study and/or research;
 - v. The degree should not be awarded, but the candidate be permitted to resubmit the work in a revised form for a Postgraduate Diploma award (for a dissertation for Master's degree by coursework and dissertation); and

- vi. The thesis/dissertation be rejected outright.
- 3.3.3.9 The viva voce examination shall be scheduled only if the candidate's thesis/dissertation is passed by at least two examiners at a B grade or above, and the candidate has published journal articles as required in these Regulations.
- i. If the thesis/dissertation is failed by at least two examiners, the student shall be discontinued from studies.
 - ii. However, a student whose thesis/dissertation has failed by at least two examiners may apply to the Senate to be considered for the award of Postgraduate Diploma.
 - iii. If two of the examiners recommend that the candidate be allowed to revise and resubmit the thesis/dissertation for re-examination after a further period of study and/or research, the candidate shall address the weaknesses pointed out and resubmit the thesis/dissertation for re-examination within six months.
 - iv. If all examiners recommend that the candidate be allowed to revise and resubmit the thesis/dissertation for re-examination after a further period of study and/or research, the thesis/dissertation shall be considered to have been rejected outright.
- 3.3.3.10 There shall be an examination panel for each viva voce examination session composed of not less than five members and not more than seven members. The members of the panel shall be recommended by the Head of Department, vetted by the respective Principal/Dean/Director and approved by the Chairperson of the Senate upon consultation with the Deputy Vice Chancellor – Academic, Research and Consultancy. The members of Master's viva voce panel shall be as follows:
- i. Chairperson of the panel who shall be at least a Senior Lecturer, preferably with expertise in the field of the candidate's thesis/dissertation or equivalent field, provided that the Chairperson shall not be in a lower rank than any of the supervisors;
 - ii. External examiner(s) of the thesis/dissertation;
 - iii. Internal examiner of the thesis/dissertation;
 - iv. Head of the Department or his/her appointee;
 - v. Secretary of the panel who shall be one of the supervisors or any academician appointed by the Head of Department; and
 - vi. Student's supervisor.
- 3.3.3.11 The members of the viva voce examination panel shall be given the student's work to be examined, at least fourteen days before the date of the respective examination.
- 3.3.3.12 The roles and powers of the examination panel and its members shall be:
- i. Chairperson
 - a. To guide the panel to reach a conclusive decision regarding examination of the candidate.
 - ii. Examiners
 - a. To examine the student's work within the prescribed period;
 - b. To prepare and submit a narrative report on the thesis/dissertation and his/her decision in accordance with the University template;
 - c. To satisfy, during the examination of the thesis/dissertation and during the viva voce examination, that it is the original work of the student; and
 - d. To attend the viva voce examination session physically or through online and contribute to the verdict of the examination session.

- iii. Secretary
 - a. To take and prepare minutes and proceedings of the examination session; and
 - b. Submit signed minutes, proceedings and reports of the examination panel to the Head of Department in a maximum of five working days after the examination session.
- 3.3.3.13 All members of the panel shall have a voting power, except the supervisors and the secretary. The Chairperson shall vote only if the votes of the examiners tie.
- 3.3.3.14 The viva voce examination shall be a public event but only panellists shall have the right to examine and make a decision on the fate of the student.
- 3.3.3.15 The maximum duration of the viva voce examination session shall be two (2) hours and 30 minutes distributed as follows:
 - iv. A maximum of 30 minutes for an oral presentation;
 - v. A maximum of one (1) hour and 45 minutes for questions and answers; and
 - vi. A maximum 15 minutes for deliberations and decisions.
- 3.3.3.16 The results from the viva voce examination session shall be either of the following:
 - i. The candidate **PASSES** and no additional corrections in the thesis/dissertation are required;
 - ii. The candidate **PASSES** subject to making minor corrections and revisions in the thesis/dissertation as stated in the viva voce proceedings within one month;
 - iii. The candidate is referred to making substantial corrections and revisions as stated in the viva voce proceedings within three months, and at least two viva voce panelists must certify in writing that the corrections have been done as directed;
 - iv. The candidate fails but should be given another chance to resubmit and defend the thesis/dissertation after addressing the weaknesses detailed in the viva voce proceedings within six months; and
 - v. The candidate fails outright.
- 3.3.3.17 The results of the viva voce examination panel shall be provided using the prescribed form signed by all members of the panel.
- 3.3.3.18 In addition to the announcement of the results during the examination session, the Department shall inform the student in writing of the results of the viva voce examination after the approval by the Senate.
- 3.3.3.19 The Department shall ensure that the results of the viva voce examination are communicated to the student in writing in not more than ten working days from the date of examination. The communication of the results in writing shall be copied to the respective Principal/Dean/Director, Director of Postgraduate Studies and Deputy Vice Chancellor - Academic, Research and Consultancy.
- 3.3.3.20 A candidate who fails the viva voce examination may apply to the Senate to be awarded a Postgraduate Diploma, provided that he/she meets the minimum requirement for the said award.

3.4 PhD Examinations

3.4.1 Proposal Examination

- 3.4.1.1 Before a PhD student undertakes data collection, he/she shall be required to present his/her proposal before an examination panel appointed in accordance with these

Regulations and Guidelines.

- 3.4.1.2 Notwithstanding regulation 3.4.1.1 above, no proposal shall be submitted for examination if it has not been presented in at least one monthly seminar.
- 3.4.1.3 A proposal that qualifies for examination shall be signed by the student and the supervisors and subsequently, submitted to the Head of Department using the prescribed form.
 - i. By physically signing the student's proposal, the supervisors confirm that the proposal meets the required standards of the University. If all supervisors are not available, another academic staff appointed by the supervisor(s) shall sign the proposal on behalf of the supervisor(s), provided that the supervisor confirms in writing to the Head of Department that he/she has authorized another academic staff to sign the document on his or her behalf;
 - ii. The content of the signed and submitted proposal shall not change before the examination session.
- 3.4.1.4 The Examination Panel for PhD proposal presentation shall be appointed by the Head of the Department and approved by the Principal/Dean/Director of the respective College/School/Institute.
- 3.4.1.5 The Examination Panel mentioned in regulation 3.4.1.4 above, shall be constituted of at least two examiners who are holders of a PhD with expertise in the student's research area, the Chairperson who is in the rank of Senior Lecturer or above, a secretary and the supervisors. Provided that the Chairperson shall not be in the rank below any of the supervisors.
- 3.4.1.6 Each examiner shall submit a narrative report on the proposal to the Head of Department within fourteen days from the date of receipt of the proposal or as shall be indicated in the appointment letter.
- 3.4.1.7 The members of the proposal examination panel shall be supplied with the student's work to be examined at least fourteen days before the date of the proposed examination.
- 3.4.1.8 A student shall have a maximum of four attempts to pass the proposal examination. If after the fourth attempt, the student does not pass, he/she shall be discontinued from studies.
- 3.4.1.9 The maximum duration for the proposal examination shall not exceed 1 hour and 45 minutes distributed as follows:
 - i. A maximum of 30 minutes for oral presentation;
 - ii. A maximum of 60 minutes for questions and answers; and
 - iii. A maximum of 15 minutes of deliberations and decisions.
- 3.4.1.10 The results from the proposal examination session shall be either of the following:
 - i. Pass the proposal as it was submitted;
 - ii. Pass the proposal subject to making minor revisions;
 - iii. Pass the proposal subject to making major revisions, and one member of the panel must certify in writing that the corrections have been done as recommended;
 - iv. Fail but recommended for another attempt; or
 - v. In case of the fourth attempt, fail and be discontinued from studies.
- 3.4.1.11 The results of the proposal examination panel shall be provided using the prescribed form signed by all members of the panel.

- 3.4.1.12 In addition to the announcement of the results during the examination session, the Department shall inform the student in writing the results of the proposal examination after the approval by the Senate.
- 3.4.1.13 The Department shall ensure that the result of the proposal examination is communicated to the student in writing in not more than ten working days from the date of examination. The communication of the results in writing shall be copied to the respective Principal/Dean/Director, Director of Postgraduate Studies and Deputy Vice Chancellor - Academic, Research and Consultancy.
- 3.4.1.14 Unless otherwise stated in the respective curriculum, the proposal document shall not exceed 15 pages including the cover page and references.
- 3.4.1.15 The focus of the assessment of the proposal shall be on the clarity of the research problem, achievability of the research objectives and the methodology on how the objectives will be achieved.
- 3.4.1.16 A candidate whose proposal has passed shall seek an ethical clearance and research permit from the Vice Chancellor using the prescribed form before commencing data collection.
- 3.4.1.17 Research clearance and permit shall be provided to the student within fourteen days from the date of submission.

3.4.2 Pre - viva Voce Examination

- 3.4.2.1 A candidate whose dissertation/thesis is ready for examination shall appear for the pre-viva voce examination.
- 3.4.2.2 Notwithstanding regulation 3.4.2.1 above, no thesis/dissertation shall be submitted for pre -viva voce examination if it has not been presented in at least one monthly seminar.
- 3.4.2.3 One month before the dissertation/thesis is submitted for pre-viva voce presentation, the candidate shall, through his/her supervisors give a notice of intention to submit the dissertation/thesis to the Head of Department using the prescribed form.
- 3.4.2.4 Upon receipt of the notice of intention to submit, the Head of Department shall appoint the examination panel. The appointed panel shall be approved by the Principal/Dean/Director of the respective College/School/Institute.
- 3.4.2.5 The examination panel mentioned in regulation 3.4.2.4 above shall be constituted of the Chairperson who is in the rank of Senior Lecturer or above, two examiners who shall be holders of a PhD with expertise in the student's thesis/dissertation area, the secretary and the student's supervisor(s). Provided that the Chairperson shall not be in the rank below any of the supervisors.
- 3.4.2.6 A thesis/dissertation that qualifies for pre-viva voce examination shall be signed by the student and the supervisors, and subsequently submitted to the Head of Department with prescribed forms.
 - i. By physically signing the student's thesis/dissertation, the supervisors confirm that the thesis/dissertation meets the required standards of the University. If all supervisors are not available, another academic staff appointed by the supervisor(s) shall sign the thesis/dissertation on behalf of the supervisor(s), provided that the supervisor confirms to the Head of Department in writing, that he/she has authorized another academic staff to sign the document on his or her behalf;

- ii. The content of the signed and submitted thesis/dissertation shall not change before the examination session.
- 3.4.2.7 The student shall submit six loose bound hard copies of a dissertation/thesis, a soft copy in PDF format and a UDOM system generated plagiarism check report to the relevant Head of Department for examination alongside other documents submitted for examination.
- 3.4.2.8 The members of the pre-viva voce examinations panel shall be supplied with the student's work to be examined, at least fourteen days before the proposed date of the pre-viva voce examination.
- 3.4.2.9 Each examiner shall submit a signed narrative report on the thesis/dissertation to the Head of Department within fourteen days from the date of receipt of the thesis/dissertation or as shall be indicated in the appointment letter. The report shall include his decision as stipulated in regulation 3.4.2.15.
- 3.4.2.10 The decisions of the pre-viva voce examination panel shall be provided using the prescribed form and signed by all members of the panel.
- 3.4.2.11 In addition to the announcement of the results during the examination session, the Head of Department shall inform the student in writing the results of the pre-viva voce examination after the approval by the Senate.
- 3.4.2.12 The Head of Department shall ensure that the result of the pre-viva voce examination is communicated to the student in writing in not more than ten working days from the date of examination. The communication of the results in writing shall be copied to the respective Principal/Dean/Director and Deputy Vice Chancellor - Academic, Research and Consultancy.
- 3.4.2.13 A student shall have a maximum of three attempts to pass the pre-viva voce examination.
- 3.4.2.14 The maximum duration for the pre-viva voce examination session shall be 3 hours which shall be distributed as follows:
 - i. A maximum of 45 minutes for an oral presentation;
 - ii. A maximum of 1 hour and 45 minutes for questions and answers; and
 - iii. A maximum 30 minutes for deliberations and announcement of verdict.
- 3.4.2.15 The result from the pre-viva voce examination session shall be either of the following:
 - i. Pass the thesis/dissertation as it was submitted and recommended for submission for internal and external examination;
 - ii. Pass the thesis/dissertation subject to making minor revisions and recommended for submission for internal and external examination after the corrections within a period of one month;
 - iii. Pass the thesis/dissertation subject to making major revisions and be recommended for submission for internal and external examination after the corrections within a month and two members of the panel must certify in writing that the corrections have been done as recommended;
 - iv. Fail but recommended for another attempt; or
 - v. Fail and discontinued.
- 3.4.2.16 For the purpose of regulation 3.4.2.15(iii), no thesis/dissertation shall be submitted to internal and external examination if the certification of the members of the panel is not given.
- 3.4.2.17 A student who fails the pre-viva voce examination under regulation 3.4.2.15(iv) and (v)

may apply to the Senate to be considered for the award of Master of Philosophy.

3.4.3 Viva Voce Examination

- 3.4.3.1 At least one month before the dissertation/thesis is submitted for internal and external examination, the candidate shall, through his/her supervisors give a notice of intention to submit the thesis/dissertation to the Head of the respective Department with relevant forms.
- 3.4.3.2 The student shall submit seven loose bound hard copies of the thesis/dissertation, a soft copy in a PDF format and a UDOM system generated plagiarism report to the relevant Head of Department.
- 3.4.3.3 It shall be the duty of the Head of the respective Department to transmit the copies of the thesis or dissertation to the internal and external examiners, and a copy of the transmittal letter shall be submitted to the Principal/Dean/Director of the respective College/School/Institute and Deputy Vice Chancellor - Academic, Research and Consultancy through the Directorate of Postgraduate Studies.
- 3.4.3.4 A thesis/dissertation that qualifies for this examination shall be signed by the student and the supervisors, and subsequently submitted to the Head of Department with the relevant forms.
 - i. By physically signing the student's thesis/dissertation, the supervisors confirm the thesis/dissertation meets the required standards of the University. If all supervisors are not available, another academic staff appointed by the supervisor(s) shall sign the thesis/dissertation on behalf of the supervisor(s), provided that the supervisor confirms to the Head of Department in writing that, he/she has authorised another academic staff to sign the document on his or her behalf;
 - ii. The content of the signed and submitted thesis/dissertation shall not change before the examination session.
- 3.4.3.5 Each PhD thesis/dissertation shall be examined by at least one internal examiner and two external examiners holding a PhD and who are in the rank of Senior Lecturer or above and have expertise in the respective field.
- 3.4.3.6 The candidate's supervisor shall not act as the internal examiner.
- 3.4.3.7 Each internal and external examiner shall submit a detailed report on the dissertation/thesis examined to the Chairperson of the Senate for approval through the Head of the Department within one month from the date of receipt of the thesis/dissertation or as shall be indicated in the appointment letter.
 - i. If the report of any of the examiners is not received within two months, a new examiner shall be appointed;
 - ii. The Head of the Department shall require an internal examiner who fails to submit the report within the prescribed period to show the cause for the delay. The explanation shall be in writing and shall be addressed to the Deputy Vice Chancellor - Academic, Research and Consultancy through the Head of Department and the Principal/Dean/Director of the respective College/School/Institute.
- 3.4.3.8 The examiners shall also make a definitive recommendation for one of the following actions:
 - i. The PhD degree be awarded to the candidate unconditionally;

- ii. The degree be awarded subject to typographical corrections and/or minor revisions;
 - iii. The degree be awarded subject to making substantial revisions and corrections as recommended;
 - iv. The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD thesis/dissertation for re-examination after a further period of study and/or research;
 - v. The degree should not be awarded, but the candidate be permitted to resubmit the work in a revised form for a Master's degree award; or
 - vi. The thesis/dissertation be rejected outright.
- 3.4.3.9 Viva voce examination shall be scheduled only if the candidate's thesis/dissertation has been passed by at least two examiners at a B grade or above, and the candidate has published journal articles as required in these Regulations.
- i. If the thesis/dissertation is failed by at least two examiners, the student shall be discontinued from studies;
 - ii. A student whose thesis/dissertation is failed by at least two examiners may apply to the Senate to be considered for the award of Master of Philosophy;
 - iii. If two of the examiners recommend that the candidate be allowed to revise and resubmit the PhD thesis/dissertation for re-examination after a further period of study and/or research, the candidate shall address the weaknesses pointed out and resubmit the thesis/dissertation for re-examination within six months;
 - iv. If all examiners recommend that the candidate be allowed to revise and resubmit the PhD thesis/dissertation for re-examination after a further period of study and/or research, the thesis/dissertation shall be considered to have been rejected outright.
- 3.4.3.10 There shall be an examination panel for each viva voce examination session composed of not less than seven members and not more than nine members. The members of the panel shall be appointed by the Head of Department, vetted by the respective Principal/Dean/Director and approved by the Chairperson of the Senate. The members of the viva voce panel shall be as follows:
- i. Chairperson who shall be at least a Senior Lecturer preferably with expertise in the field of the candidate's thesis/ dissertation or equivalent field, provided that the Chairperson shall not be in a lower rank than any of the supervisor;
 - ii. External examiner(s) who examined the thesis/dissertation;
 - iii. Internal examiner who examined the thesis/dissertation;
 - iv. Appointee of the Principal/Dean/Director;
 - v. Head of Department/his appointee;
 - vi. Secretary of the panel who shall be one of the supervisors; and
 - vii. Student's supervisor(s).
- 3.4.3.11 The roles and powers of the examination panel and its members shall be:
- i. Chairperson
 - a. To guide the panel to reach a conclusive decision for examination of the student.
 - ii. Examiners
 - a. To examine the student's work within the prescribed period;

- b. To prepare and submit a narrative report on the thesis/dissertation and his/her decision in accordance with the University template;
 - c. To satisfy, during the examination of the thesis/dissertation and during the viva voce examination, that it is the original work of the student; and
 - d. To attend the viva voce examination session physically or through online attendance and contribute to the verdict of the examination session.
- iii. Secretary
 - a. To take and prepare minutes and proceedings from the examination session; and
 - b. To submit signed minutes, proceedings and reports of the panelists to the Head of Department within a maximum of five working days after the examination session.
- 3.4.3.12 All members of the panel shall have a voting power, except the supervisors and the secretary. The Chairperson shall vote only if the panel is equally divided.
- 3.4.3.13 Members of the viva voce examination panel shall be supplied with the student's work to be examined, at least twenty one days before the proposed date of the viva voce examination.
- 3.4.3.14 The viva voce examination shall be an open forum and accessible by any member of the public from within or outside the University, but only panellists shall have the right/powers to examine the candidate and make a decision.
- 3.4.3.15 The maximum duration of the viva voce examination session shall be 3 hours distributed as follows:
 - i. A maximum of 45 minutes for an oral presentation;
 - ii. A maximum of 1 hour and 45 minutes for questions and answers; and
 - iii. A maximum of 30 minutes for deliberations and decisions.
- 3.4.3.16 The results from the viva voce examination session shall be either of the following:
 - i. The Candidate **PASSES** and no additional corrections in the thesis/dissertation are required;
 - ii. The Candidate **PASSES** subject to making minor corrections and revisions in the thesis/dissertation as stated in the viva voce proceedings, within one month;
 - iii. The Candidate is referred to make substantial corrections and revisions as stated in the viva voce proceedings within three months, and at least two viva voce panellists shall certify that the corrections have been done as recommended;
 - iv. The Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation after eliminating the weaknesses detailed in the viva voce proceedings within six months; or
 - v. The Candidate fails outright.
- 3.4.3.17 The results of the viva voce examination panel shall be provided using the prescribed form signed by all members of the panel.
- 3.4.3.18 In addition to the announcement of the results during the examination session, the Department shall inform the student in writing the results of the viva voce examination after the approval by the Senate.
- 3.4.3.19 The Department shall ensure that the result of the viva voce examination is communicated to the student in writing in not more than ten working days from the date of examination. The communication of the results in writing shall be copied to the respective Principal/Dean/Director and the Deputy Vice Chancellor - Academic,

Research and Consultancy.

- 3.4.3.20 A candidate who fails the viva voce may apply to the senate to be awarded a Master of Philosophy degree, provided that he/she meet the minimum requirement for the said award.

3.5 Progress Examination

- 3.5.1 There shall be a progress examination that shall be attended by all postgraduate students who have failed to complete their studies within the prescribed minimum registration period unless they are in the study completion process.
- 3.5.2 The purpose of the progress examination shall be to assess the progress made by the student towards completion of his/her thesis/dissertation and determine if the student may complete his/her studies within the prescribed time.
- 3.5.3 For full time and part time Master's degree by research and thesis, progress examination shall be held after twenty-four months since the first registration and after every three months thereafter.
- 3.5.4 For full time and part time PhD by research and thesis, progress examination shall be held after thirty-three months since the first registration and after every three months thereafter.
- 3.5.5 For full time and part time PhD by coursework and dissertation, progress examination shall be held after thirty-six months since the first registration and after every three months thereafter.
- 3.5.6 For full time and part time Master's degree by coursework and dissertation, progress examination shall be held after twenty-four months since the first registration and after every three months thereafter.
- 3.5.7 The scheduling of progress examination shall be done by the Head of the Department who shall report the results quarterly to the Principal/Deans/Director. The Principal/Deans/Director shall subsequently compile and submit the College/School/Institute reports to the Deputy Vice Chancellor - Academic, Research and Consultancy through the Director of Postgraduate Studies for onward transmission to the Senate for approval.
- 3.5.8 During progress examination, the student shall be required to present his/her work and the progress he/she has made before the examination panel constituted in accordance with these Regulations and Guidelines.
- 3.5.9 The panel for progress examination shall be appointed by the Head of the Department and shall be approved by the Principal/Dean/Director of the respective College/School/Institute. The panel shall have five members composed of the Chairperson who shall be at least a Senior Lecturer, two examiners with expertise in the candidate's research area, a secretary who shall be one of the student's supervisor, other supervisor(s) and the Head of the Department.
- 3.5.10 The maximum duration for the progress examination shall be one (1) hour and 30 minutes distributed as follows:
- A maximum of 30 minutes for student's presentation;
 - A maximum of 45 minutes for questions and answers; and
 - A maximum of 15 minutes for deliberations and decisions.
- 3.5.11 The result of the progress examination shall be any of the following:

- i. Student progresses well and shall complete studies accordingly (DECISION GO);
- ii. Student has challenges or obstacles that can be managed by the Department and therefore will be advised to adhere to the departmental advice (DECISION GO WITH ADVICE); or
- iii. Student has serious challenges or obstacles including a lack of necessary knowledge and can hardly accomplish his/her studies. The student will therefore be advised to consult relevant advisors and authorities for his/her proper decision-making (DECISION NOT GO).

3.6 Coursework Examination

- 3.6.1 Any student registered for the postgraduate programme offered by Coursework and Dissertation shall accomplish the coursework assessment as prescribed in the programme curriculum.
- 3.6.2 Coursework examination shall include 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 these Regulations and Guidelines and the respective programme curriculum.
- 3.6.3 There shall be external examiners for both postgraduate courses as well as dissertations and theses.
- 3.6.4 The external examiner shall be an academic member in the rank of Senior Lecturer or above from a recognised university from within or outside Tanzania. The external examiner shall be proposed by the Department and approved by the Senate upon recommendation by the College/School/Institute Board.
- 3.6.5 Unless stated otherwise in the programme curriculum and with the exceptions for courses without an 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.
- 3.6.6 Unless otherwise stated, a candidate is allowed to sit for supplementary examinations when next offered, for 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.
- 3.6.7 A candidate whose overall GPA is below 2.7 in the first sitting shall be discontinued from studies.
- 3.6.8 After supplementary examinations, the candidate who fails to attain a GPA of 3.0 shall be discontinued from studies.
- 3.6.9 A candidate 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.
- 3.6.10 Carry-over course(s) shall be cleared within the maximum period of registration.
- 3.6.11 A candidate who fails in any supplementary examination but has a minimum GPA of 3.0 shall be allowed to proceed to the dissertation stage, provided that he/she successfully completes coursework before submission of the dissertation for examination.
- 3.6.12 Carry-over of elective courses is not permitted. If those credits are needed to fulfil the programme requirements, the student shall be required to take another course.
- 3.6.13 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.
- 3.6.14 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.
- 3.6.15 All examination results must be approved by the Senate or Chairperson of the Senate on that behalf upon recommendation from the relevant Department/College/School/Institute Boards and the Senate Postgraduate Studies Committee.
- 3.6.16 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.
- 3.6.17 The University examination results approved by the Senate shall not be altered or edited without approval of the Senate. Infringement of this rule shall attract stern disciplinary measures to the perpetrator(s).

3.7 Computation of Grade Point Average (GPA)

- 3.7.1 Examination grading system shall be the same in all Departments/Institutes/Schools/Colleges. The weighted GPA system shall be taken into account when calculating the 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 Tables 1a and 1b.

Table 1a: 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	$y = 0.02x + 3$	$y = 0.04x + 1.6$	$y = 0.10x - 2.0$	$y = 0.10x - 2.0$	$y = (1/35) x$

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

Table 1b: GPA with their corresponding grades for SoMD and SoNPH

Marks (%)	75 -100	70 -74	60 - 69	50 - 59	40 - 49	0 - 39
Letter Grade	A	B+	B	C	D	E
Grade Points	4.5 - 5.0	4.0 - 4.4	3.0 - 3.9	2.0 - 2.9	0 - 1.9	0
Remarks	Excellent	Very Good	Good	Satisfactory	Weak	
Formula for GPA computation	$y = 0.02x + 3$	$Y = 0.04x + 1.6$	$y = 0.10x - 2.0$	$y = 0.10x - 2.0$	$y = 0.2x - 6.0$	$y = (1/35)x$

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

- 3.7.2 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 fulfil requirements for the postgraduate programme award.
- 3.7.3 Accredited courses given for each postgraduate programme shall be appropriately weighted in terms of credits.
- 3.7.4 The letter grades shall be assigned grade points using raw marks and the sample grading system used to calculate GPA from raw marks is provided in Table 1a and Table 1b.
- 3.7.5 In getting the score for each course, the grade points obtained from the raw marks is multiplied by the number of credit weights.
- 3.7.6 The total score for the award shall be the total score for all countable courses taken by the student for the programme.
- 3.7.7 The average score for the award shall be computed by dividing the total by the total credit weight obtained.
- 3.7.8 The total point scores (GPA) shall be truncated at one decimal place as shown in Table 1a and Table 1b.

3.8 Registration for University Examinations

- 3.8.1 There shall be registration of candidates for University Examinations.
- 3.8.2 The registration shall be done on a student's UDOM Online System account through a prescribed form, not later than two weeks before the commencement of the examinations, and upon payment of the University fee and direct costs that are due.
- 3.8.3 Upon registration for examination, the student shall be issued an examination identity card or any other document as may be prescribed by the University.
- 3.8.4 Chairperson of the Senate may extend the registration period for any specific person when there are reasonable grounds for doing so.
- 3.8.5 No student shall be allowed to register for any examinations unless he/she has paid the University fee and direct costs that are due.

3.9 Eligibility for Examinations

- 3.9.1 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 participated in the course for at least 75%.
- 3.9.2 The Principal of a College/Dean of School/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.
- 3.9.3 Candidates are required to complete coursework before they can be allowed to sit for the University Examinations.
- 3.9.4 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.
- 3.9.5 A candidate whose work or progress is considered unsatisfactory may be required by the Senate, on the recommendation of the College/School/Institute Board, to withdraw from studies 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.

3.10 Absence from Examinations

- 3.10.1 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 studies.
- 3.10.2 A student who has registered for any University examinations may postpone the examinations or any part of the examinations when there are reasonable grounds to do so.
- 3.10.3 A student who is required to sit for a special examination shall be assigned a "PEX" status (Postponed Examination).
- 3.10.4 A student who has a "PEX" status in a course during any academic year is required to sit for that course(s) examination when next offered.

3.11 Dates of Examination

- 3.11.1 The end of semester University Examinations shall be held at the time to be determined by the Senate which shall normally be at the end of each semester, i.e. after fifteen weeks of teaching in all Colleges/Schools/Institutes or eighteen weeks of teaching for the School of Medicine and Dentistry, and School of Nursing and Public Health.
- 3.11.2 On exceptional cases and upon recommendation by the College/School/Institute Board and the Directorate of Postgraduate Studies, the Senate may approve the End-of-semester University Examinations to be conducted at different dates.

3.12 University Examination Timetable

- 3.12.1 The Principal/Dean/Director of an academic unit shall ensure requirements for the timetable for University Examinations are submitted to the Chairperson of the Senate Postgraduate Studies Committee (SPSC), thirty (30) days before the commencement

of examinations for preparations.

- 3.12.2 The Head of Department shall ensure that there is an allocation of all courses in the University Examinations timetable.
- 3.12.3 The University Timetable Master shall prepare a draft timetable for University Examinations after receiving recommendations from Principals/Deans/Directors of academic units and submit the same to the Chairperson SPSC for approval.
- 3.12.4 The final timetable for University Examinations shall be approved by the Senate Chairperson fifteen (15) days before the commencement of the examinations.
- 3.12.5 No change of the University Examinations timetable shall be made after the approval, except in special circumstances that shall be approved by the Senate or the Chairperson of the Senate on that behalf.
- 3.12.6 The Principal/Dean/Director of the academic unit shall be required to contact the University Transport Office to seek transport arrangements for administering and managing examinations. The Transport Office shall submit to the Deputy Vice Chancellor - Academic, Research and Consultancy, a transportation plan for approval, seven days before the commencement of examinations.
- 3.12.7 Students shall have an obligation to report any examination schedule collision through their Heads of Department before the approval of the final timetable by the Chairperson of the Senate.

3.13 Examination Preparation

- 3.13.1 All University Examinations set by the approved University format shall be subjected to internal and external examination moderation processes.
- 3.13.2 To ensure that University Examination questions are of an acceptable standard, clear and error-free, internal moderation shall be undertaken;
 - i. Departments shall ensure that each University Examination paper is moderated by at least one competent academic member of staff;
 - ii. The names of moderation teams shall be proposed by the Head of Department and approved by the Principal/Dean/Director of the Academic unit, at least two months before the examination date;
 - iii. The University Examinations shall be set in accordance with the approved University format;
 - iv. After completion of the University examinations moderation, a report shall be submitted to the Principal/Dean/Director using a format established by the unit responsible for quality assurance;
 - v. The Head of Department in liaison with the relevant office responsible for the 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 in a secure and confidential environment.
- 3.13.3 The Principal/Dean/Director of the teaching unit must ensure that external examiners are proposed and approved by the Senate through the College/School /Institute Board, at least one Semester in advance. The term of service for an external examiner shall be a period equal to that of a degree programme in which he/she examines.
- 3.13.4 The University Examinations shall be subjected to external examination at the end of an academic year.

- 3.13.5 The Department shall submit the answer scripts together with a course file, containing all necessary information to an external examiner at the end of the academic year.
- 3.13.6 University Examinations shall be subjected to external moderation provided:
- i. 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 of the Senate;
 - ii. Relevant examination papers and answer scripts by students shall be submitted to external examiners at the end of the Second Semester for moderation;
 - iii. Course files are submitted; and
 - iv. External examiners' reports shall be submitted to the Senate through College/School/Institute Boards and the Quality Assurance Board.
- 3.13.7 To avoid leakage of the University Examinations, all Heads of Department in liaison with the Directorate of Postgraduate Studies, shall ensure that:
- i. Members of staff involved in handling the University Examinations are of high integrity and their number is kept at a minimum without compromising efficiency;
 - ii. All operations are at all times under a confidential environment;
 - iii. With the exception to the authorised officers in the relevant office responsible for the Senate and examinations, non-academic members of staff shall not be allowed to handle University Examination papers;
 - iv. All University Examination answer booklets shall be processed and coded centrally; and
 - v. Packaging of University Examination papers shall be packed and stored in a secured place.

3.14 Conduct of Examinations

- 3.14.1 The Principal/Dean/Director of the teaching unit shall be the Chief Examination Officer in the College/ School/Institute.
- 3.14.2 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.
- 3.14.3 Before the commencement of the examination, the Head of Department and the Examination and Timetable Officer shall ensure the readiness of the examination venues, including the size.
- 3.14.4 Invigilation of University Examinations shall be effected in the following manner:
- i. The Departmental Examination 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 been allocated at least two invigilators for each examination room depending on the size of the venue;
 - ii. It shall be the duty of the Head of Department to notify the invigilators on their respective courses, at least one week before, and remind two days before the commencement of the examinations;

- iii. The leading invigilators for each University Examination shall collect from the Head of the Department, sealed envelope(s) of question papers, answer booklets, and attendance registers and shall sign a special form according to the given instructions;
 - iv. The leading invigilators for each University Examination shall return to the Head of the Department, question papers, answer booklets, and attendance registers and shall sign a special form according to the given instructions at the end of the examination.
- 3.14.5 University examinations shall be conducted under the supervision of the Head of Department and the Principal/Dean/Director of a teaching unit, or such other officer of the University as the Senate through the Deputy Vice Chancellor - Academic, Research and Consultancy may appoint.
- 3.14.6 The Senate, through the Deputy Vice Chancellor - Academic, Research and Consultancy, shall have powers to issue such instructions, notes, or guidelines to students, 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.
- 3.14.7 There shall be a seminar for all invigilators one week before the commencement of the end of semester examinations. The seminar shall be conducted at the College/School/Institute level under the facilitation of the College Principal/Dean of School/Director of the Institute and Heads of Department.
- 3.14.8 For the purposes of these regulations, examination room, centre, or venue shall mean any area, as approved by the Senate, to be used to conduct examinations of any form.

3.15 Instructions to Candidates

- 3.15.1 To ensure unambiguous identification of the candidates:
 - i. Candidates should make sure that they bring to the examination venue valid University Examination Cards or any document issued by the University in that regard, or the examination identity cards with a passport picture bearing their registration number;
 - 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.
- 3.15.2 Candidates must acquaint themselves with the examination timetable and venue for their respective examinations in advance.
- 3.15.3 Candidates are required to report at the examination room, at least thirty (30) minutes before the commencement of the examination.
- 3.15.4 The sitting arrangements shall be determined by the invigilators of the respective examination room.
- 3.15.5 Candidates will be admitted by the invigilator to the examination room, thirty minutes before the time the examination is due to begin.
- 3.15.6 Candidate shall read instructions provided in the answer booklet cover page.
- 3.15.7 Candidate shall fill in all required information on the examination booklet.
- 3.15.8 No unauthorized material shall be taken by candidates into the examination room.

Violation of this regulation shall amount to examination irregularity.

- 3.15.9 No candidate shall be permitted to enter the examination room after the expiration of thirty minutes from the beginning of a particular end of semester University Examination and supplementary/special examination.
- 3.15.10 Except for medical reasons, no candidate shall be permitted to leave the examination room until thirty minutes have passed from the commencement of the examination; otherwise, shall be deemed to have committed an examination irregularity.
- 3.15.11 A candidate who is allowed to leave the examination room before the expiration of thirty minutes from the commencement of a particular end of semester university examination shall not be allowed to continue with that particular university examination.
- 3.15.12 No candidate shall leave the examination room during the last ten minutes of the time allocated for the examination except in the case of an emergency.
- 3.15.13 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.
 - i. Candidates must remain seated until the invigilator tells them to leave the room;
 - ii. Candidates are not allowed to take any examination material out of the examination room;
 - iii. A candidate in violation of this regulation shall be deemed to have committed an examination irregularity.

3.16 Instructions to Invigilators

- 3.16.1 Instruction to Invigilators Before the Examination
 - i. University Examinations shall be invigilated by academic members of staff or any other persons as shall be approved by the Senate through the Deputy Vice Chancellor - Academic, Research and Consultancy;
 - ii. All staff are duty-bound to abide by all the governing rules:
 - a. Invigilators shall be present in the examination room, at least thirty minutes before the commencement of the examination;
 - b. Invigilators will be provided with the following items in sufficient quantities by the Head of Department forty-five minutes before:
 - (aa) Examination booklets, and sealed envelopes containing question papers;
 - (bb) A list showing the names of the papers to be attempted in the room. This will be distributed to invigilators in advance; and
 - (cc) Examination irregularities sheet and attendance sheet.
 - iii. Invigilators must ensure that ONLY ONE answer book is provided to each candidate unless the rubric on the question paper requires otherwise. The answer booklet must be filled before any additional booklet is provided;
 - iv. Any extra answer booklet provided to a student during an examination shall be appropriately recorded in the attendance sheet and pinned together;
 - v. Question papers and any other materials prescribed in the rubric (e.g. log-tables, charts, etc.) should be set out by the invigilator with the help of the Course Instructor;

- vi. Invigilators should ensure that candidate's bags, bookcases, papers, correction fluid, printed matter, cell phones, tablets, computers, digital cameras, and other related items should be left outside the examination room;
- vii. 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 venue unauthorized materials;
- viii. All invigilators must ensure that they seriously and solely invigilate the examinations rather than engaging in other activities unrelated to examinations;
- ix. An invigilator who breaches these instructions shall be required to explain in writing to the Senate through the Deputy Vice Chancellor – Academic, Research, and Consultancy through his/her Head of Department and Principal/Dean/Director why disciplinary measures should not be instituted against him/her.

3.17 Instructions to Invigilators During Examination

- 3.17.1 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.
- 3.17.2 Ten minutes before the commencement of examinations, the Lead Invigilator shall:
 - i. Announce that unauthorized materials are not allowed in the examination room;
 - ii. Announce that candidates should satisfy themselves that they have the correct examination question paper and booklet;
 - iii. Call attention to any rubric on the front of the examination booklet that seems to require attention;
 - iv. Announce that both sides of the examination booklet must be used;
 - v. Give the candidates five minutes to read the question papers; and
 - vi. Announce to the students when they may begin writing.
- 3.17.3 At the end of the first half-hour, the total number of candidates present should be noted down. Invigilators should then collect the blank answer-booklets from all vacant places. Additional question papers should be returned to the correct envelopes for collection by the Internal Examiner.
- 3.17.4 Invigilators shall ensure that all candidates have registered their particulars in the attendance sheet provided.
- 3.17.5 Invigilators shall ensure that candidates are provided with any additional requirements.
- 3.17.6 No candidate shall be permitted to leave his/her place during the examination, except with the permission of the invigilator.

3.18 Instructions to Invigilators at the End of the Examination

- 3.18.1 Ensure that no candidate vacates the examination room ten minutes or less before the examination comes to an end.
- 3.18.2 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.
- 3.18.3 At the end of the examination period, invigilators shall instruct the candidates to stop writing and then collect all the scripts.

- 3.18.4 Invigilators shall sign the said attendance sheet before they hand over all the scripts, candidate's attendance sheets, all extra examination papers, unused answer booklets, invigilators' attendance sheet, student permission form, and irregularities forms to the Head of Department.
- 3.18.5 Invigilators shall count the scripts used by candidates against the total number of candidates in the attendance sheet, record and sign the answer booklet movement sheet.

3.19 Examination Irregularities

- 3.19.1 All candidates entering 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.
- 3.19.2 Any candidate found guilty of examination irregularity shall be discontinued from studies.
- 3.19.3 Examination irregularities shall include:
- i. Entering in an examination room without fulfilling the conditions set by the University Regulations;
 - ii. Making unauthorized verbal communication and/or non-verbal communication with another candidate;
 - iii. Possession of unauthorised material in the examination room;
 - iv. Destruction or falsification of any evidence of irregularity or cheating in examination;
 - v. Exchanging any materials in an examination room;
 - vi. Assisting another candidate in writing his/her examination;
 - vii. Providing answers to another candidate in any form;
 - viii. Copying from another candidate;
 - ix. Involved in unauthorized removal of an examination material from the examination room;
 - x. Tearing whole or any part of the Answer Booklets and/or Answer Sheets;
 - xi. Borrowing materials from another candidate(s) in the course of the examination;
 - xii. These 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. Impersonation;
 - xv. Involvement in fraudulent alteration or misrepresentation of data and/or other information;
 - xvi. Entering the examination room with a forged Identity Card;
 - xvii. Entering the examination room with any inscriptions on any body part or clothing or other objects;
 - xviii. Entering the examination room without a valid studentship Identity card; and
 - xix. Going out of the examination room, temporarily or otherwise, or staying out of the examination room for over five minutes, without authorization or permission of the invigilator.
- 3.19.4 For the purpose of dissertations, fieldwork reports, assignments, and project reports,

examination irregularities shall also include the following:

- i. Plagiarism;
 - ii. Using a “ghost” writer or artificial intelligence (AI) tools to author a proposal, thesis, dissertation, fieldwork report, or project report;
 - iii. Falsifying documents of institutions or authorities relating to fieldwork placement;
 - iv. False representation of the attendance of the fieldwork activities;
 - v. Fabrication of data;
 - vi. Entering with any form of prohibited materials or showing any kind of dishonesty during the conduct of examinations;
 - vii. Cheating any part of examination process;
 - viii. Forging supervisor’s signature; and
 - ix. Attempting to do any act prohibited by these regulations.
- 3.19.5 “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, smartwatch, smart glasses, dictaphones, radios, radio cassette, or other types of USB audio players, computers, soft and alcoholic drinks and any other materials as may be specified from time to time by the Senate.
- 3.19.6 Any incident associated with examination irregularity shall be reported using the prescribed form.

3.20 Handling of Examination Irregularities

- 3.20.1 All cases involving irregularity committed during the examination session shall be reported by the invigilator to the Head of the Department with relevant evidence and documentations.
- 3.20.2 The Head of Department shall forward the evidence to the Principal/Dean/Director of the College/School/Institute with his or her recommendation on suspension of the student from all pending examinations.
- 3.20.3 Upon receipt of the matter from the Head of the Department, the Principal/Dean/Director shall:
- i. In writing, suspend the candidate found committing examination irregularity from proceeding with the examination in question and the remaining examinations pending the decision of the SPSC Examination Irregularities Committee;
 - ii. Submit a report on all examination irregularity cases and suspended students to the SPSC for further procedures.
- 3.20.4 The processing of the irregularity cases at both the Department and College/School/Institute level shall be completed on the same day when the irregularity incident happened, and the student shall be notified in writing on the same day. Where it is practically impossible to conclude the matter on the same day the incident occurred, the same shall be concluded on the next day upon approval of the Deputy Vice Chancellor - Academic, Research and Consultancy.
- 3.20.5 The final decision regarding the suspended students shall be provided by Senate.
- 3.20.6 The SPSC shall have powers to:
- i. Receive the report of examination irregularity cases and the decision implemented by the College/School/Institute;

- ii. Deliberate on the report submitted by the Principal/Dean/Director;
 - iii. The Committee may inquire additional evidence from any invigilators, candidate or any other person, or officer in relation to an alleged examination irregularity that took place during examinations; and
 - iv. To recommend the decision to the Senate.
- 3.20.7 The SPSC shall be mandated:
- i. To deliberate, make findings, and give decisions on any examination irregularity reported;
 - ii. To prepare a report of the proceedings and submit the report containing the findings for Senate deliberation; and
 - iii. To determine or propose action in cases of unforeseen events.
- 3.20.8 When a candidate is found engaging in conduct amounting to examination irregularity during an examination session, he/she shall be apprehended immediately. In the apprehension of the candidate, the following shall be taken into account:
- i. The candidate should be handled appropriately to ensure that the privacy and bodily integrity of a person are not violated. Body searches should be done by the invigilator of the same sex as the candidate and in the presence of another person of the same sex;
 - ii. The collected evidence in the examination room shall be taken away as soon as they are found and kept as exhibits;
 - iii. In a case of inscriptions on the body parts or cloth, an invigilator of the same sex shall make an inspection and document the observation(s); and
 - iv. The identity card of the candidate and possible witnesses shall be recorded immediately using the prescribed University Examination Irregularity Form.
- 3.20.9 University examination irregularity cases unreported or reported beyond the prescribed time shall require the respective officer to state the reasons as to why disciplinary measures should not be instituted against him/her.
- 3.20.10 The candidate shall be served with a summons and a charge to appear before SPSC to answer the charge against him/her, at least fourteen days before the date set for hearing; save that failure by the candidate to appear shall not vitiate the proceedings.
- 3.20.11 The candidate shall have the right to call witnesses on his/her behalf, produce any document relevant to the charge, examine witnesses and be heard during his/her own defence.
- 3.20.12 The SPSC shall, through the Deputy Vice Chancellor - Academic, Research and Consultancy, forward its recommendation to the Senate for approval.
- 3.20.13 After the hearing, if he/she is acquitted of the charged irregularity, he/she shall sit for special examinations for all the examinations he/she missed when the University special examinations are next offered.
- 3.20.14 The candidate found guilty of examination irregularity shall be discontinued from studies.
- 3.20.15 Any candidate aggrieved by the decision of the Senate shall apply to the Senate for review within fourteen days from the date the decision was rendered.
- 3.20.16 All other irregularities other than irregularities committed during the examination session shall be reported to the Deputy Vice Chancellor - Academic, Research and Consultancy by the invigilator through the Head of Department, Principal/Dean/Director within seven days from the date of the occurrence of the respective examination

irregularity.

3.20.17 The decision of the Senate shall be communicated to the student in writing.

3.21 Publication of Results and Student Records

- 3.21.1 Heads of Department shall provide close supervision to ensure that all examination results are correctly uploaded by the course instructors in the UDOM online Students' Records Management System for processing.
- 3.21.2 Course instructors shall be required to publish Coursework Assessment (CA) in the UDOM online Students' Records Management System, one week before students sit for the University Examination. A copy of the students' CA marks must be submitted to the Head of Department at the same time.
- 3.21.3 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 examiners interact in detail on all matters pertaining to examinations and any other aspects of quality of the courses examined.
- 3.21.4 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. Continuous Assessment results;
 - iv. University Examination paper;
 - v. Marking guideline;
 - vi. Continuous Assessment and University Examination Marks Uploading Report;
 - vii. Attendance sheet in seminars/tutorials and examination;
 - viii. Signed print out of University Examination results from UDOM online students' record management system;
 - 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.
- 3.21.5 Course files and answer booklets shall be submitted to the Head of Department, at least three (3) days before Departmental Examiners' Board.
- 3.21.6 The provisional results of candidates in every examination, arranged in a manner as prescribed by the Senate, or in that behalf, as provided under internal examination regulations of the relevant College/School/Institute approved by the Senate, and not in conflict with these Regulations, shall be published by the College Principal/Dean of School/ Director of an Academic Institute soon after the College/School/Institute Board meeting but the results shall be regarded as provisional until they are approved by the Senate.
- 3.21.7 The results shall be published on the UDOM online Students' Records Management System.
- 3.21.8 Examination results having been recommended by the College/School/Institute Board to the SPSC shall be discussed and recommended to the Senate for approval.
- 3.21.9 Results approved by the Senate shall, under no circumstances, be altered, or corrected without the explicit approval of the Senate Chairperson. Violation of this regulation shall amount to committing an offence attracting disciplinary action.

- 3.21.10 The approved University Examination results by the Senate shall be kept as permanent records of the University in the form of a book and a PDF of the same under the custody of the relevant office responsible for the Senate and examinations.
- 3.21.11 Unless otherwise retained by the University of Dodoma Library for archival purposes, all used examination scripts shall be disposed in line with the Records and Archives Management Act No. 3 of 2002, and the University of Dodoma Records and Archives Management Policy.

PART FOUR CHANGE, TRANSFER, POSTPONEMENT, DEFERMENT, FREEZING AND OTHER RELATED ISSUES

4.1 Change of Programme

- 4.1.1 Change from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme for which change is being sought and a vacancy exists in that programme.
- 4.1.2 A candidate who wishes to change from one academic programme to another shall apply using an online form in the UDOM online Students' Records Management System.
- 4.1.3 Change of programme shall be allowed only for a candidate who is duly registered for at least the first semester in that academic year.
- 4.1.4 No student shall be allowed to commence pursuing the programme for which the change is being sought before the approval of his/her request by the Chairperson of Senate.
- 4.1.5 Change from one academic programme to another shall not be allowed after more than three weeks since the commencement of the respective programme.
- 4.1.6 After the approval of the request by the Chairperson of the Senate, a student shall be required to pay any additional fees and related University costs if applies. No refund shall be made in case the new programme has a lower fee.
- 4.1.7 A student who seeks to change academic programme shall pay a non- refundable fee of TZS. 50,000 or as may be set by UDOM from time to time.

4.2 Upgrade of Programme

- 4.2.1 Where it has been specified in a degree programme, a Postgraduate Diploma student with a coursework average of at least 4.0 GPA or higher may apply to the Senate through the respective Head of Department for upgrade to a Master's degree.
 - i. Upon receiving the application, the Head of Department shall process the application through the Departmental Management meeting, College/School/Institute Board before subsequent approval by the Senate;
 - ii. The Senate will determine the contribution of the work done under Postgraduate Diploma candidates towards the Masters' degree applied for provided that a student pursuing Postgraduate Diploma and who has been upgraded to pursue a Master's degree before completion of the Postgraduate Diploma, shall not be awarded both the Postgraduate Diploma and Master's degree from the same programme;
 - iii. The Senate shall appoint at least two reviewers holding a minimum of a lecturer position and possessing expertise in the respective discipline to give a written expert opinion on the applicant's thesis;
 - iv. The Senate will consider the application only if the two reviewers score the applicant's dissertation at least a B+.

4.3 Credit Transfer between Universities

4.3.1 General Regulations

- 4.3.1.1 Postgraduate students from other universities may transfer their credits to UDOM and students from UDOM may transfer credits to other universities.
- 4.3.1.2 Student credit transfer is only allowed between universities which are fully accredited or recognized by the TCU.
- 4.3.1.3 Only candidates meeting the minimum entry qualifications for a particular programme at UDOM may be considered for credit transfer.
- 4.3.1.4 A transfer of a postgraduate student to UDOM shall take into consideration available training resources, academic support, and supervision capacity in the respective discipline.
- 4.3.1.5 A candidate who intends to transfer for purpose of graduating at UDOM shall be required to earn at least 60% of the total credits accumulated from core courses at UDOM.
- 4.3.1.6 Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- 4.3.1.7 Transfer of credit shall only be allowed if the entire research component of the study is to be undertaken at UDOM.
- 4.3.1.8 Students discontinued from other universities shall not be allowed to transfer credits to UDOM.
- 4.3.1.9 Transfer of credits from UDOM to other universities shall be governed by regulations of the receiving university.

4.3.2 Procedures and Administration of Student Credit Transfer

- 4.3.2.1 All applications for credit transfer shall be submitted in writing to the Senate Chairperson and be supported with the certified supporting documents required.
- 4.3.2.2 All applications shall be scrutinised by relevant committees responsible for admission at the Department, College/School/Institute, and the Directorate of Postgraduate Studies before being submitted to the Chairperson of the Senate for approval.
- 4.3.2.3 The chairperson of the Senate shall report all approved applications for credit transfer in the subsequent Senate meeting.
- 4.3.2.4 Applications for credit transfer to UDOM shall be made at least one month before the commencement of the respective semester.
- 4.3.2.5 Supporting documents for application of credit transfer application shall include the following:
 - i. Certified copy of official transcript(s);
 - ii. Signed letters of recommendation from two senior academicians working at the releasing university;
 - iii. Signed release letter by a relevant authorized person from the releasing university;
 - iv. Course description, catalogue or syllabus (to include a number of hours of teaching, method of assessment and grading system);
 - v. An official translation of the original documents (in case of non-English documents);

- vi. Photo-attached personal identification documents, e.g. Birth certificate, passport or any other official identification of the applicant;
 - vii. Certified statement of results for the courses taken at the releasing university;
 - viii. Certified copies of the original certificates used to gain admission into the releasing university; and
 - ix. Medical examination form to be verified by the UDOM Medical in charge officer.
- 4.3.2.6 The applicant for credit transfer shall pay a non-refundable administration fee to be determined by the Council from time to time.

4.3.3 Criteria for Establishing Equivalency of Courses

- 4.3.3.1 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;
 - ii. The course must have a theoretical component i.e. involving a final examination, excluding clinical-based courses;
 - iii. Course content must be at least 75% similar to that of the course at UDOM; and
 - iv. The number of teaching hours used to cover the course must be at least 75% of the hours used for teaching in a similar course at UDOM.
- 4.3.3.2 Once a course has been accepted as being equivalent to a UDOM course as per the criteria in these regulations, the course shall be given the same number of credits as that of the course at UDOM regardless of the number of credits it was assigned by the releasing university.
- 4.3.3.3 Conversion of grades shall be done by anchoring the pass mark for the course at the other university to that of UDOM and accordingly determining the range of marks for the UDOM grades.
- 4.3.3.4 In the case where only grades (and not marks) are available, the lower equivalent marks shall be assumed.

4.4 Deferment of Admission

- 4.4.1 No applications for deferment of admission shall be allowed except for compelling reasons such as ill-health, employer's demand or financial constraints.
- 4.4.2 An admitted applicant who wishes to defer his/her admission shall make a formal application to the Chairperson of the Senate through his account in the UDOM online Students' Records Management System using the prescribed form before the commencement of the academic year or before the end of the registration period.
- 4.4.3 The deferment shall be for a period of one (1) academic year only, and the candidate shall be required to pay 10% of the tuition fees to retain his/her admission. The above payments shall form part of the tuition fees for the next academic year on resuming and shall not be refunded if the candidate fails to register in the subsequent academic year.

4.5 Freezing of Studies

- 4.5.1 Freezing of studies shall mean stopping studies for a specified period of time, whereby the period will not count into the student's registration period.
- 4.5.2 A student may apply for freezing of studies through his/her account in the UDOM online Students' Records Management System using the relevant prescribed form.

- 4.5.3 Freezing of registration is not allowed for students during the coursework phase.
- 4.5.4 No candidate may be allowed to freeze studies for more than twelve months in case of a Master's degree and more than eighteen months in case of a PhD programme.
- 4.5.5 A candidate shall not be allowed to freeze studies more than once.
- 4.5.6 A student applying for freezing studies shall pay a non-refundable application fee as shall be prescribed by the University from time to time.
- 4.5.7 A student shall apply through his/her account in the UDOM online Students' Records Management System for permission to resume for studies after freezing of studies using the prescribed form.
- 4.5.8 Failure to resume studies timely shall amount to discontinuation from studies.

4.6 De-registration

- 4.6.1 A student may de-register from studies at UDOM at any stage of the programme.
- 4.6.2 Upon de-registration, the de-registered student ceases to be a student of the University of Dodoma henceforth.
- 4.6.3 Permission for de-registration from studies shall be granted by the Chairperson of the Senate after the student has applied online through his/her account in the UDOM online Students' Records Management System using the prescribed form and completed the clearance form.
- 4.6.4 The University shall de-register a student under the following conditions:
 - i. If the student has applied for de-registration;
 - ii. If the student has been registered based on incorrect information or incorrect details;
 - iii. If the student did not adhere to the deadline for extending registration without valid reasons;
 - iv. If the student can no longer attain his/her degree;
 - v. If the student has been expelled from the study programme for disciplinary reasons;
 - vi. If the student has been discontinued from studies on academic grounds;
 - vii. If the student is deceased; and
 - viii. If the student transfers his/her studentship to another university.
- 4.6.5 All fees paid to the University by a de-registered student shall not be refunded.
- 4.6.6 The de-registered student may apply for re-admission.

4.7 Permission for Absence from Classes

- 4.7.1 No student shall be allowed to be absent from classes unless he/she has:
 - i. Proved ill-health confirmed by UDOM Medical Officer in Charge, Genuine social grounds; or
 - ii. Any other reasons acceptable by the University.
- 4.7.2 A student meeting the requirements of Regulation 4.7.1 shall be required to submit a formal request by filling the prescribed online form available in his/her account in the UDOM online Students' Record Management System using the prescribed form.
- 4.7.3 All domestic permissions shall be granted by the Principal/Dean/Director of the respective College/School/Institute.
- 4.7.4 Students' permissions for absence from classes shall not exceed 25% of the total

number of days of studies cumulatively in a semester.

- 4.7.5 Permission for absence from classes for student(s) travelling outside Tanzania shall be granted by the Vice Chancellor. Such permission shall not be for a period exceeding twenty-one (21) days beyond which, the student shall be advised to postpone studies.
- 4.7.6 Upon returning back, a student who was granted permission for absence from classes shall be required to undertake assessments as was done by other students during his/her absence in order to attain the same level of academic progression.

4.8 Postponement of Studies

- 4.8.1 Postponement of studies shall mean stopping studies for a semester, or a full academic year whereby the period will count into the student registration period.
- 4.8.2 No student will be allowed to postpone studies fourteen (14) days after commencement of a semester except under special circumstances.
- 4.8.3 Permission to postpone studies shall be considered after producing satisfactory evidence of the reasons for the postponement. For the purposes of these regulations, special circumstances shall include the following:
- i. Ill- health as confirmed by the UDOM Medical Officer In-charge;
 - ii. Financial constraints with evidence from the sponsor;
 - iii. Serious social problems (each case to be considered on its merit); or
 - iv. Any other reasons accepted by the University.
- 4.8.4 A student who intends to postpone studies shall submit a formal online request to the Chairperson of the Senate for approval through his/her account in the UDOM online Students' Records Management System using the prescribed form.
- 4.8.5 No applicant shall be deemed to have secured permission for postponement of studies until he/she has received a formal communication of the decision by the Senate.
- 4.8.6 A student in the coursework stage, shall not apply for postponement of studies after the 12th week from the commencement of the Semester. Otherwise, the student shall be required to postpone examinations.
- 4.8.7 Postponement of studies shall only be allowed within the maximum duration of the studentship.
- 4.8.8 A student 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. Students who postpone studies in the second semester will resume studies in the second semester in the subsequent academic year.
- 4.8.9 Failure to comply with terms of postponement shall result in discontinuation from studies.
- 4.8.10 Any payment to the University by the time of postponement shall not be refunded.
- 4.8.11 A student who has postponed studies shall not be required to repay the prescribed fee during the resumption of studies for the same year of study.
- 4.8.12 Permission to resume studies must be sought from the Chairperson of the Senate through the Department, College/School/Institute using a prescribed form in the UDOM online Students' Records Management System.
- 4.8.13 A student may postpone a course to a subsequent academic year provided that he/she meets the minimum credits and that the postponed course shall be cleared within the registration period.

4.9 Postponement of University Examinations

- 4.9.1 No student shall be allowed to postpone examinations except on the following grounds:
- III- health which shall be confirmed by the UDOM Medical Officer In-charge;
 - Financial constraints;
 - Failure to complete registration for conditionally registered students;
 - Death of a close relative as stipulated in the relevant laws of Tanzania;
 - Serious social problem(s) (each case to be considered on its merit); or
 - Any other reason(s) accepted by the University, which is considered strong enough to prevent one from doing examinations effectively.
- 4.9.2 A student who intends to postpone examination(s) shall submit a formal request by filling an online form in his/her account in the UDOM online Students' Records Management System to the Chairperson of the College/School/Institute Board using the prescribed form.
- 4.9.3 Any postponement of the examination(s) must be within the student's candidature.
- 4.9.4 An applicant shall not have secured permission for postponement of examination(s) until he/she has received a formal written communication on the decision by the Chairperson of College/School/Institute Boards. The Director of Postgraduate Studies shall be notified of the same.
- 4.9.5 Once the student has been approved for postponement of his/her examination(s), the accumulated coursework shall be maintained.
- 4.9.6 A student who has been granted permission to postpone examination(s) shall be required to sit for the special examination(s) when next offered as shall be determined by the Senate during that particular academic year.
- 4.9.7 A student who is required to sit for a special examination shall be assigned a "PEX" status (Postponed Examination) in the UDOM online Students' Records Management System.
- 4.9.8 Except with the approval of the respective College/School/Institute Boards, a student who will not appear to sit for any postponed examinations at the time of special examinations will be considered to have absconded from studies and shall be discontinued from studies.
- 4.9.9 A student who absents himself/herself 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 test(s) or assignment(s) and shall be discontinued from studies.
- 4.9.10 Any student who postpones examinations in semester I and further postpones studies in semester II of an academic year, shall be required to sit for the special examination (postponed examination) at the end of the respective academic year as shall be determined by the Senate.

4.10 Teaching Timetable

- 4.10.1 Principal/Dean/Director of an academic unit shall submit to the Deputy Vice Chancellor - Academic, Research and Consultancy, the requirements for the teaching timetable, sixty days before the commencement of the semester.
- 4.10.2 The University Timetable Master shall prepare the teaching timetable for full time and part-time programmes after receiving requirements from the Principal/Dean/Director of

the teaching unit.

- 4.10.3 The final teaching timetable shall be approved by the Deputy Vice Chancellor - Academic, Research and Consultancy thirty days before the commencement of the Semester. No change of the approved teaching timetable shall be instituted without the approval of the Deputy Vice Chancellor - Academic, Research and Consultancy.
- 4.10.4 Studies shall be conducted as per the teaching timetable approved by the Deputy Vice Chancellor - Academic, Research and Consultancy.

4.11 Ownership of Intellectual Property

- 4.11.1 Ownership of any intellectual property in any scholarly work, invention or device resulting from research activities or other related activities undertaken during the course of studies shall be handled in accordance with the UDOM Intellectual Property Policy.

4.12 Revocation of Award

- 4.12.1 Where academic dishonesty is established after a student has graduated, the University shall have the power to withdraw the award.

PART FIVE POSTGRADUATE RESEARCH SUPERVISION

5.1 Appointment of Supervisors

- 5.1.1 A supervisor shall be appointed by the Head of the Department after careful consideration by the departmental management meetings on the supervisor's research area, his/her qualifications, experience and suggestion of the student.
- 5.1.2 Each student shall be assigned a supervisor(s) by the Department at the beginning of the research for guidance in the development and undertaking of all research activities at all stages. The candidate shall be required to submit a concept note and a research plan to the department as part of research initiation.
 - i. For Master's and PhD by Coursework and Dissertation, supervisors shall be allocated not later than the last semester of the coursework;
 - ii. For Master's and PhD by thesis, the supervisors shall be allocated immediately after the first registration and not later than three weeks after first registration.
- 5.1.3 Where a student is supervised by more than one supervisor, there shall be a main supervisor and co-supervisor(s). The main supervisor shall be the most senior academically of all the supervisors. In case of a joint or double degree, supervision shall be guided by the signed Agreement between UDOM and the respective university.
- 5.1.4 A postgraduate student may be supervised by external supervisor(s). However, no student shall be supervised by external supervisor(s) only. A supervisor who is not an employee of UDOM shall be in the rank of a Senior Lecturer or above.
- 5.1.5 A Postgraduate Certificate or Diploma student shall be supervised by at least one supervisor.
- 5.1.6 A Master's degree student shall be supervised by two supervisors.
- 5.1.7 A PhD student shall be supervised by a minimum of two qualified and experienced supervisors who possess PhD qualifications and preferably at least one of them being at the rank of Associate Professor or Professor.
- 5.1.8 A supervisor for a PhD student who has a PhD but is at a rank lower than a senior lecturer shall be required to have attained his/her PhD within at least the last four years prior to commencement of the supervision work, and shall have previously had supervised Master's degree student(s) to completion. Such a supervisor shall in addition to the above, have outstanding achievements in scholarly works, with his/her research works published in refereed journals, books or scholarly papers in peer reviewed proceedings of professional international conferences, workshops or symposia recognised by the University.
- 5.1.9 A holder of MMED/MDent with at least four years of working experience may be allowed to supervise dissertations for students pursuing a Master's degree by Coursework and Dissertation.
- 5.1.10 Without prejudice to regulation 5.1.8 above, a supervisor who holds a PhD but is not in the rank of senior lecturer or has not attained four years since the completion of the PhD, may be assigned to supervise students under the guidance of an experienced academic staff or researcher for mentorship purposes.
- 5.1.11 In order to maintain the quality of supervision, the maximum number of postgraduate students to be supervised by one supervisor at any particular time shall not exceed

fifteen (15) Postgraduate Diploma/Master's degree students and five (5) PhD students. Only under special circumstances upon approval of the Senate, a Supervisor may have more than the maximum number stipulated in these Regulations and Guidelines but within the maximum threshold set by TCU.

- 5.1.12 Supervisors shall be required to declare any conflict of interest before undertaking to supervise the allocated student(s).
- 5.1.13 For the purposes of regulation 5.1.12 a conflict of interest means any situation such as a close personal relationship (family or friendship) with the student or any other situation in which a supervisor's direct or indirect interests could, or could be seen to, prevent him/her from deciding only in the best interests of the University. The test which will be applied when considering whether a supervisor has a conflict of interest is whether the fair-minded and informed observer, having considered the facts, would conclude that there was a real possibility of bias.
- 5.1.14 The Directorate of Postgraduate Studies shall ensure that supervisors are provided with post-PhD training in supervisory skills including effective communication, relationship management, time management, life skills and conflict resolution, research philosophy and management, and relevant University policies and practices with respect to postgraduate supervision.
- 5.1.15 Joint publication of research works undertaken by postgraduate students under the supervision of academic/research staff is strongly encouraged; however, for such publications, the student shall be the first author.

5.2 Roles and Responsibilities of Supervisors

- 5.2.1 The supervisor shall not, in any manner, have a close personal relationship (family or friendship), with the student who is under his/her supervision.
- 5.2.2 The Supervisor's roles and responsibilities shall include:
 - i. Supporting his/her student to choose and embark on appropriate research themes as well as train the students to work independently;
 - ii. Guiding the student in formulating an appropriate research project, focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work;
 - iii. Ensuring that the student maintains satisfactory progress, receives adequate advice and encouragement on research, and dissertation/thesis preparation is reviewed critically and on a continuous basis;
 - iv. Ensuring that the student submits a research dissertation/thesis of an acceptable standard for the intended degree programme;
 - v. Guiding the student in revising the proposal/thesis/dissertation, in the event that such revisions are recommended by the examiners.
 - vi. Providing timely feedback to the work submitted by the student, as much as possible within two to three weeks from the date of receiving it;
 - vii. Showing interest and enthusiasm in the candidate's research work, be accessible, and have a positive and friendly relationship with the candidate;
 - viii. Monitoring, controlling and evaluating student's performance through a research plan, a planned schedule of meetings and formal contacts/agreements, and therefore, avoiding wastage of time and resources,

- and ensuring that the student submits research progress report as stipulated in the plan of work and these Regulations and Guidelines;
- ix. Guiding the student under his supervision in writing manuscripts for publication;
- x. Guiding the candidate under his/her supervision to deliver seminars as scheduled in the plan of work; and
- xi. Treating the student with respect, honour and dignity at all times during supervision.

5.3 Roles and Responsibilities of the Postgraduate Student

- 5.3.1 The roles and responsibilities of the postgraduate student shall include the following:
- i. Comply with UDOM regulations and policies guiding his/her studies including these regulations, intellectual property policy, research ethics and other instruments relevant to the study programme;
 - ii. Develop a broad base of knowledge in the respective field of study;
 - iii. Ensure that his/her work complies to all the provisions of the UDOM Plagiarism Policy;
 - iv. Prepare and present relevant documents including the research concept note, research proposal, dissertation/thesis, manuscripts and other relevant milestones as stipulated in the agreed plan of work;
 - v. Develop and agree a plan of work with his/her supervisor(s), and endeavour to honour the timelines and/or deadlines set in the plan of work for undertaking the various tasks, including planning and submitting written works and corrections as agreed; and generally, maintaining satisfactory academic and research progress during the entire period of his/her studentship;
 - vi. Ensure regular consultation with his/her supervisor to discuss the research work and to fill the supervisor student record sheet during each consultation;
 - vii. Take the initiative in raising challenges or difficulties with their supervisors in accordance with these Regulations, in order to promote prompt intervention before they cause a detrimental impact to his/her academic and research progression;
 - viii. Prepare, submit, and defend their dissertations/theses within the required period and in accordance with these Regulations;
 - ix. Publish research results in reputable peer-reviewed journals recognised by the University;
 - x. Treat the supervisor(s) with respect, honour and dignity at all times of engagement as a student;
 - xi. Understand that the role of the supervisor is not to assist, help or contribute to the student's research work but rather, to guide him/her during the entire period of engagement;
 - xii. Ensure that subsequent publications from a thesis/dissertation submitted for a degree award of UDOM contain a statement that the work is based on a dissertation/thesis submitted to a degree of the UDOM; and
 - xiii. Exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities while at the University.

5.4 Progress Report

- 5.4.1 Every postgraduate student shall submit an online progress report through his/her account in the UDOM Online Students' Records Management System using a prescribed form, after every three months.
- 5.4.2 A student who will not submit three consecutive progress reports shall be deemed to have absconded from studies and shall be discontinued from studies.

5.5 Termination of Supervision

- 5.5.1 The supervisor may, in writing, apply to the Head of the Department for termination of supervision of a particular student, by providing written evidence to support the request and reasonable grounds for the same.
- 5.5.2 The student may, in writing, apply to the Head of the Department for a change of supervisor in the event of transfer, sickness, breakdown of communication, hostile relationship and personal clashes between the supervisor and the student or any other relevant reasons. The student shall show written evidence for the same.
- 5.5.3 Where the Head of Department approves termination of supervision, a new supervisor shall be appointed within one month after the termination of the former supervisor. The evidences that the Head of Department terminated the supervision arrangement between the supervisor(s) and students shall be submitted to the Deputy Vice Chancellor - Academic, Research and Consultancy through the Principal/Dean/Director and Director of Postgraduate Studies and, the same shall form part of the quarterly progress reports of students in the respective unit to be tabled during the Senate meetings.

5.6 Supervision Load and Remuneration

- 5.6.1 The University shall pay the PhD supervision allowance to the supervisor in instalments upon attainment of the following deliverables:
 - i. Upon of passed proposal, and
 - ii. Upon submission of an error-free dissertation/thesis.
- 5.6.2 Supervision allowance for Master's and Postgraduate Diploma students shall be paid once after the candidate submits a hard-bound copy of the dissertation/thesis/report.
- 5.6.3 The supervisor shall apply for payment of supervision allowance after each stage in Regulation 5.6.1 above, using the prescribed form.

PART SIX

SUBMISSION OF DISSERTATION OR THESIS

- 6.1 A candidate whose thesis/dissertation has been recommended for the award of the respective academic qualification shall submit a loose-bound thesis/dissertation to the Quality Assurance Unit for checking of compliance with all the requirements as specified in these Regulations and Guidelines after incorporating all the required amendments stipulated by supervisors, examiners and other relevant offices and organs along the dissertation/thesis approval chain.
- 6.2 A candidate whose thesis/dissertation has complied with the Quality Assurance requirements shall submit to the Directorate of Postgraduate Studies through the Department and College/School/Institute, the following documents:
- i. Five (5) hard-bound copies of the dissertation/thesis bound in accordance with these Regulations and Guidelines;
 - ii. A letter signed by the supervisor satisfying that the thesis/dissertation meets the University standards for the award of the respective degree;
 - iii. Plagiarism check report generated from a system recognized and acceptable by UDOM system;
 - iv. Quality assurance submission form declaring that the thesis/dissertation has attained the desired quality;
 - v. A declaration by the Head of the Department and the Principal/Dean/Director that the thesis/dissertation has attained the desired quality;
 - vi. Clearance form;
 - vii. Student's financial statement to confirm the fee or other University dues payment status;
 - viii. Abstract in English and in Kiswahili;
 - ix. Manuscript(s) or journal article(s) where applicable; and
 - x. USB drive containing soft copies of the final dissertation/thesis in PDF, abstract in English and in Kiswahili, and manuscript(s) or journal article(s) where applicable;
 - xi. Certificates of attending compulsory graduate seminars.
- 6.3 Submitted hard-bound copies of thesis/dissertation shall be black (for Master's degree) and blue (for PhD). The cover page of the thesis/thesis work shall be printed in gold letters on the front cover of the hard-bound document (Font size 16).
- 6.4 The spine shall be embossed in gold; the writing shall read from the bottom to the top bearing the following:
- i. The name of the candidate as registered by the University;
 - ii. Initials of the degree for which the dissertation/thesis has been submitted; and
 - iii. Year of award of the degree.
- 6.5 Failure to submit the corrected copies within the maximum period stipulated in the Viva Voce Proceedings without compelling reasons shall amount to discontinuation from studies.
- 6.6 Upon fulfilment of the submission requirements, a candidate shall be served with a letter of degree award as approved by the Senate/Chairperson of the Senate pending conferment of the degree during the Graduation Ceremony in the relevant academic year.

- 6.7 The submitted copies of the dissertation/thesis will be distributed as follows:
- i. University Library (soft copy for archiving in UDOM Institutional Repository and hard copy);
 - ii. Department (one hard copy and soft copy);
 - iii. Supervisors (one hard copy each); and
 - iv. Student (one hard copy).
- 6.8 Subsequent publications from a dissertation/thesis submitted for the award of a Master's or PhD degree from UDOM must contain a statement that the work is based on a thesis/dissertation submitted to the University.

PART SEVEN

CERTIFICATES, CERTIFICATION, PROVISIONAL RESULTS AND TRANSCRIPTS

7.1 Issuance of Certificates

- 7.1.1 The Chairperson of the Senate shall issue certificates for degrees or other awards to such candidates as shall be declared to have satisfied the requirements for the award of such an academic qualification, and approved by the Senate for conferment or grant of such degree or other awards.
- 7.1.2 Upon recommendations by the Senate, the University Council may prescribe, from time to time, such a fee to be charged for certifying a copy of a degree certificate and academic transcript.
- 7.1.3 The Secretary to the Senate shall issue Certificates and Transcripts to applicants upon submission the following:
- i. Formal request for issuance of Academic Certificates and Transcripts using the prescribed form;
 - ii. Completed clearance form;
 - iii. One current passport size photograph;
 - iv. Student Financial Statement verified by the University Accountant that the student has paid all university fees and dues, failure of which the request will not be processed; and
 - v. Certified copy of National Identity Card or travelling passport or any formal identification card recognized by the law in Tanzania.
- 7.1.4 Transcript/Certificate may be issued to another person on behalf of the student/former student, provided that such other person is granted a Special Power of Attorney by the student/former student.
- 7.1.5 Upon request, the Secretary to Senate or an officer shall issue provisional results to the candidate provided that;
- i. The candidate is duly registered and does not have any of his/her academic results withheld by the University for reasons justifying the same according to relevant University legal and administrative instruments, and that the candidate possesses a valid University identity card;
 - ii. A finalist candidate whose examination results for the entire academic programme have been approved by the Senate shall qualify to be issued with a transcript and not a provisional result;
 - iii. Candidates that have been discontinued from studies shall not qualify to be issued with provisional results.
- 7.1.6 During the collection of the certificate/transcript, a candidate shall be given an opportunity to verify the records (grades/information) in his/her transcript/certificate against previous records approved by the University before accepting it.
- 7.1.7 Where re-prints of an academic certificate or transcript is required, the University shall bear full cost, unless the errors were caused by the student or former student, for which the student shall bear the cost.

7.2 Loss of Certificate

- 7.2.1 In case of loss, total or partial destruction of the certificate, the University may issue a copy of the certificate provided that:

- i. A loss report issued by the Police is provided by the applicant;
- ii. The certificate so issued shall be marked "COPY" across it;
- iii. Replacement of the certificate shall not take place before the lapse of the period of twelve (12) months from the date of such a loss, unless the replacement is for partially destroyed certificate;
- iv. The applicant produces evidence that the loss has been publicly announced in a media widely circulated;
- v. A fee, as the Council may, from time to time, prescribe shall be charged for the replacement of the certificate; and
- vi. A partially destroyed certificate shall be surrendered during the application for a replacement.

PART EIGHT APPEALS AGAINST DECISIONS OF THE SENATE

8.1 Appeal Procedures

- 8.1.1 The right to appeal shall be open for every candidate aggrieved by approved examination results for coursework or dissertation/thesis.
- 8.1.2 Appeals shall be lodged with the appellant's College/School/Institute through the UDOM Online Students' Record Management System using the prescribed form within three months from the date of approval of the results by the Senate.
- 8.1.3 There shall be a College/School/Institute Appeals Committee to receive, consider and recommend appeals from students to the Senate. Such a Committee shall be constituted by five (5) members as follows:
- i. College Principal/Dean of School/Director of Institute who shall be the Chairperson;
 - ii. Head of Department;
 - iii. Two (2) members of academic staff appointed by the College/School/Institute Board;
 - iv. One student's representative from the Students' Organization; and
 - v. One College/School/Institute Administrative Officer who shall be the Secretary.
- 8.1.4 College/School/Institute Appeal Committee shall have the powers to undertake the following:
- i. To acquire and use any relevant data and/or information from different sources that will inform the processing of the appeal;
 - ii. To receive, consider and advise the respective College/School/Institute on the merits of the appeal; and
 - iii. To forward its findings and recommendations to the respective College/School/Institute Board for further processing.
- 8.1.5 The College/School/Institute Board shall receive and consider the findings and recommendations of the College/School/Institute Appeal Committee and forward its recommendation to the Senate Postgraduate Studies Committee (SPSC).
- 8.1.6 Upon receipt of the College/School/Institute Board recommendations, the Chairperson of the SPSC shall appoint a Subcommittee of five (5) members of SPSC to consider, determine the appeal and recommend for consideration by the SPSC.
- 8.1.7 Any member of the appellant's College/School/Institute Board who participated in making decision regarding the appeal, shall not have a voting right in the SPSC and Senate over such an appeal case and may participate therein only for presentation of findings and recommendation of the appellant's College/School/Institute Board or clarification of issues, as the case may be, or shall otherwise, be absent from the SPSC and Senate session considering such appeal.
- 8.1.8 No appeal shall be considered where:
- i. It raises for the first time, issues concerning past experience on the supervision, teaching, or coursework assessment, unless such matters were raised by the candidate promptly and in writing, at the time they first arose; or
 - ii. A candidate raises illness or other factors as grounds for appeal while he/she had an opportunity to postpone studies or examination(s) but voluntarily opted not to utilize such opportunity.

- 8.1.9 False claims and/or the submission of false supporting documents shall lead to dismissal of the appeal and discontinuation from studies.
- 8.1.10 A student requesting to appeal out of time shall apply to the Senate/ Chairperson of the Senate for extension of time advancing reasonable grounds for the delay.
- 8.1.11 A student whose application for extension of time to appeal out of time has been granted, shall lodge his/her appeal within seven (7) days from the date of the decision.
- 8.1.12 Any student or candidate aggrieved by a decision of Senate may apply for review of the decision by the Senate within 14 days from the date the decision was made. Application made under this regulation shall be lodged directly with Deputy Vice Chancellor responsible for academic matters who shall forward the same to the Senate with his/her observations and recommendations.
- 8.1.13 The decision of the Senate on review shall be final and conclusive, and no further appeal shall be entertained regarding the same issue.

8.2 Appeal Fee

- 8.2.1 All appeals shall be accompanied by a non-refundable fee as may be prescribed by the University from time to time.
- 8.2.2 Appeal fee shall be charged per case or course in case of remarking/discontinuation based on academic grounds as the case may be.

PART NINE SPECIAL DEGREES AND AWARDS

9.1 Double/Dual/Joint Degree

- 9.1.1 Double/dual/joint degree means that a candidate obtains the qualifications from two different institutions. It is usually offered when the candidate is supported by a partner institution and is required to meet registration and other requirements of both institutions.
- 9.1.2 The University of Dodoma shall confer a double/dual or joint degree to a qualified student in accordance with these Regulations.
- 9.1.3 A joint degree programme shall be offered by UDOM and a partner institution in accordance with conditions stipulated in the collaboration agreement between the two institutions.
- 9.1.4 Unless stipulated otherwise in a joint agreement, a candidate under the joint degree programme shall be jointly supervised and spend at least 30% of the entire duration of the programme at each participating institution.
- 9.1.5 The candidate must register in each participating university as per requirements of the respective university.
- 9.1.6 A programme for a double degree will be jointly developed and approved by the Senate of each participating university.
- 9.1.7 Programme fees and payment shall be governed by a collaboration agreement. An officer(s) in the Directorate responsible for postgraduate studies may be assigned to manage joint programme(s) in collaboration with the respective programme hosting unit(s).
- 9.1.8 The format of a degree certificate awarded to a joint degree candidate shall be as agreed upon by the participating universities and shall be duly signed by the authorized officer(s) of the respective universities.
- 9.1.9 Any dispute arising between the collaborating institutions in respect of any matter involving the joint degree shall be resolved in accordance with the collaboration agreement. In any case, the candidate shall not be affected by such dispute.

9.2 Intellectual Property Rights for Joint degree Programmes

- 9.2.1 In the absence of any agreement to the contrary, all research findings and innovations done during joint degree studentship shall be jointly owned by the participating institutions and shall be protected under the Berne Convention, the Copyright and Neighbouring Rights Act 1999 and other international and national enactments on intellectual property.

9.3 Occasional Students

- 9.3.1 In these Regulations, the term Occasional Student shall mean any student whose study programme lasts for only one semester, or part of a semester.
- 9.3.2 The entry qualifications for occasional students shall be similar to those of regular students.
- 9.3.3 Admission for occasional studentship shall be by way of application done through the UDOM Online Application System.
- 9.3.4 The admission of an occasional student will take into consideration not only the

academic qualifications of the applicant, but also the availability of a local supervisor in the relevant Department where the applicant intends to undertake studies.

- 9.3.5 Occasional students shall not be obliged to sit for the end of semester examinations although they are encouraged to do so.
- 9.3.6 Occasional students shall pay their fees pro rata, in accordance with the fee structure prescribed by the Council from time to time.
- 9.3.7 Occasional students may register for some undergraduate courses.

9.4 Short-Term Students

- 9.4.1 For purposes on these Regulations, a Short-term Student means any student whose study programme exceeds one semester and extends up to one academic year.
- 9.4.2 The entry qualifications for short-term students shall be equivalent to those of regular postgraduate students.
- 9.4.3 Short-term students shall register for courses of their choice and shall appear for end-of-semester examinations and comply with the Examination Regulations of the University.
- 9.4.4 Short-term students may register for undergraduate courses, in which case, relevant undergraduate regulations shall apply.
- 9.4.5 Short-term students who will be admitted into a research and thesis programme which has no course work shall be assigned supervisors to guide them.
- 9.4.6 Short-term students who attain a grade of B or higher in their prescribed postgraduate courses may be allowed to change their status to a Master's by coursework and dissertation and, in exceptional circumstances, to a PhD by coursework and dissertation.
- 9.4.7 Short-term students shall be required to pay their fees at the rate and modality prescribed by the Council from time to time.

9.5 Sandwich Programme

- 9.5.1 Students registered with universities having collaboration with UDOM, will have opportunities to undertake part of their studies at UDOM as occasional or short-term students. Equally, students registered at UDOM, will have opportunities to undertake part of their studies at other universities having collaboration with UDOM under the similar conditions.
- 9.5.2 Applicants for the sandwich programme shall apply at least six months before the intended date of commencement of the respective programme and applications shall be addressed to the Senate through the relevant College/School/Institute and/or other respective teaching units where the student would like to be hosted. The Directorate of Postgraduate Studies shall coordinate the arrangements and advise the students accordingly.
- 9.5.3 The application stated in Regulation 9.5.2 must be accompanied by the following documents:
 - i. Applicant's full curriculum vitae;
 - ii. A concise statement of the proposed project, including objectives, description of problem area, methodology, expected outputs, the period of research and places in Tanzania where the work will be carried out;

- iii. Confirmation of availability of financial support to cover travel, fees, research funds and upkeep allowances, and/or any other material support for the intended research;
 - iv. Names of two referees who are qualified in the field of research which the applicant wishes to undertake; and
 - v. Name of contact person in the department of intended study at UDOM.
- 9.5.4 Before commencing of their programme(s), students admitted under the sandwich programme shall be required to comply with the following conditions:
- i. Register and pay one semester's fees where the duration of stay does not exceed six months and a full year academic fee where the stay exceeds six months;
 - ii. Where applicable, obtain ethical clearance from respective authorities in their countries of origin and from the relevant authorities in Tanzania; and
 - iii. Possess or apply for research clearance from the relevant authorities.
- 9.5.5 A student admitted under the sandwich programme, on justifiable grounds, may apply for renewal of his/her registration at least two months prior to the expiration of the same.
- 9.5.6 Application for extension of registration must be sent to the Senate through the Directorate of Postgraduate Studies.
- 9.5.7 A member of the academic staff involved in the supervision of a student under a sandwich programme shall be entitled to compensation for the time input and effort as stipulated in the relevant remuneration scheme.

9.6 Higher Doctoral Degrees

9.6.1 Higher Doctorates

- 9.6.1.1 The University of Dodoma may offer any of the following 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:
- i. Doctor of Science (ScD);
 - ii. Doctor of Laws (LLD);
 - iii. Doctor of Engineering (EngD);
 - iv. Doctor of Letters (LittD); or
 - v. Others such higher doctorates as shall be recommended by the proposing College/School/Institute and approved by Senate.

9.6.2 Eligibility for Candidacy

- 9.6.2.1 The following shall be eligible for candidacy for the award of a higher doctoral degree of the University of Dodoma:
- i. Holder of a Bachelor's degree from UDOM of at least ten (10) years standing;
 - ii. Holder of a Master's degree from UDOM of at least eight years standing;
 - iii. Holder of a PhD of UDOM of at least five years standing; or
 - iv. Holder of a degree from any other recognised University of the same standing as indicated in items (i)-(iii) above, provided that at the time of applying for candidacy, he/she will have served at UDOM in teaching/research or other approved role for a minimum period of four years.

9.6.3 Application for Candidacy

- 9.6.3.1 A candidate for the higher doctorate award shall normally apply for consideration of award of such degree at the College/School/Institute in which the subject of his previous degree(s) was studied.
- 9.6.3.2 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).
- 9.6.3.3 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 the chosen field.
- 9.6.3.4 Together with the unifying statement, the candidate must submit a compilation of his important and original published works, excluding works earlier submitted for Master's or PhD degrees. Published works shall mean works printed as books or papers in reputable periodicals 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.
- 9.6.3.5 The candidate's application shall be scrutinised by the appropriate College/School/Institute Board and Senate Postgraduate Studies Committee before being submitted to the Senate.

9.6.4 Submission of Published Works and Examination

- 9.6.4.1 The work submitted by the candidate shall be in four copies and be referred to three examiners appointed by the Senate upon recommendation of the College/School/Institute Board.
- 9.6.4.2 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 fields, preferably holders of a higher doctorate degree in a similar or related field.
- 9.6.4.3 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 award in any other University.
- 9.6.4.4 The task of the examiners is to carefully and critically examine the candidate's contribution to ascertain that:
 - i. The work shows outstanding originality;
 - ii. The candidate contribution to new knowledge has been substantial; and
 - iii. The format of presentation of the candidate's work is acceptable.
- 9.6.4.5 The examiners shall submit a report on the assessment of the candidate's published work, recommending, in definite terms, whether or not the higher doctorate degree should be awarded to the candidate or not. In case of disagreement among the examiners, the regulations and guidelines applicable to PhD examinations shall apply.
- 9.6.4.6 The examiners may recommend the candidate to appear for a viva voce examination. Under such circumstances the Regulations for PhD viva voce examinations shall apply.
- 9.6.4.7 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.

- 9.6.4.8 A candidate who fails to qualify for the Higher Doctorate award shall not be allowed to re-apply for the same degree until after the lapse of three years.
- 9.6.4.9 The successful Higher Doctorate candidate shall be required to give a public lecture on his/her contributions before the degree is awarded.

9.7 Posthumous Degree Award

- 9.7.1 UDOM shall award a posthumous qualification to a student who died when close to completion of a programme.
- 9.7.2 The head of an academic unit in which the deceased student was registered shall formally make a request to the Senate through the College/School/Institute Board for the award of a posthumous degree to the deceased student.
- 9.7.3 UDOM shall award an unclassified degree in cases where there is strong evidence that the deceased student has completed at least 75 per cent of the courses or research work that would have guided the achievement of the respective degree.
- 9.7.4 The request for a posthumous degree shall be directed to the University Senate through the Principal/Dean/Director of Institute and Deputy Vice Chancellor - Academic, Research and Consultancy using the prescribed form.
- 9.7.5 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.
- 9.7.6 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.

9.8 Aegrotat Award

- 9.8.1 An Aegrotat award shall be awarded to the student who left the University on established medical reasons and he/she is medically unable to complete the studies and the progress of the student was good. To qualify for the award of aegrotat award, the candidate shall have completed at least 75 per cent of the courses or research work that would have guided the achievement of the respective degree.
- 9.8.2 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.
- 9.8.3 The request for UDOM Aegrotat award shall be directed to the Senate by the student or representative through the head of the Department, Principal/Dean/Director of Institute and the Deputy Vice - Academic, Research, and Consultancy using the prescribed form.
- 9.8.4 An aegrotat award shall be unclassified, and in all other respects, ungraded.

9.9 Honorary Degree

9.9.1 General Guidelines

- 9.9.1.1 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 deserves high recognition in the society and humanity at large.
- 9.9.1.2 Honorary degree or “degree honoris causa” is a degree that UDOM is empowered to award under the 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.

- 9.9.1.3 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 honour to a person who meets the University criteria for that purpose.
- 9.9.1.4 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.
- 9.9.1.5 An offer for the award of an honorary degree can be made to a nominee in person inter vivos or may be posthumously.
- 9.9.1.6 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;
 - ii. Made a distinguished and notable contribution in the application of knowledge to solve real problems; or
 - iii. Made a distinguished and notable contribution towards advancing humanity and human rights.

PROVIDED that such a nominee 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 a bachelor's degree.

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

9.9.2 Nominations and Selection

- 9.9.2.1 Nominations for the award of an honorary degree shall commence with the receipt of proposals for the award of an honorary degree by the Vice Chancellor of the University of Dodoma.
- 9.9.2.2 The Vice Chancellor shall publish a general notice inviting all qualifying persons to submit proposals for the award of an honorary degree.
- 9.9.2.3 Proposal for the award of an honorary degree can only be made by a member of the Council of the University of Dodoma, or a member of the Senate thereof.
- 9.9.2.4 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.
- 9.9.2.5 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:
 - i. A satisfactory biodata of the proposed recipient of the award;
 - ii. An updated curriculum vitae of the proposed recipient of the award; and
 - iii. A Statement of Attributes, that is, elaborated 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.
- 9.9.2.6 Upon receipt of the proposal(s), the Honorary Degree Committee of the University of Dodoma shall be constituted, composed of the following members:

- i. The Chairman of Council, who shall also be the Chairperson of the Committee;
 - ii. The Vice Chancellor;
 - iii. Nominee of the Minister responsible for higher education;
 - iv. Deputy Vice Chancellor - Academic, Research and Consultancy;
 - v. Deputy Vice Chancellor - Planning, Finance and Administration;
 - vi. Two members of the Senate appointed in that behalf by the Senate; and
 - vii. Two members of the Council appointed in that behalf by the Council.
- 9.9.2.7 The Honorary Degree Committee shall be free to co-opt the Principal/Dean/Director of the Institute of the University of Dodoma, considered to have a relevant contribution in respect of any proposed awardee to be considered by the Committee.
- 9.9.2.8 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; and
 - vi. Procedures in the Honorary Degree Committee.
- 9.9.2.9 The Committee shall agree on its own procedures in deliberating the Vice Chancellor's Report.
- 9.9.2.10 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.
- 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 - ARC 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 the Council by the Returning Officer with Recommendation for approval by the Chancellor.

9.9.3 Conferment of Honorary Degree

- 9.9.3.1 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's approval of the nomination(s).
- 9.9.3.2 Honorary Degree to be awarded during Graduation Ceremonies; Honorary degree of

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

- 9.9.3.3 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.
- 9.9.3.4 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.
- 9.9.3.5 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.
- 9.9.3.6 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:
- i. **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.
 - ii. **Citation of the Recipient:** The citation of the Recipient shall be read by a Professor of the University of Dodoma or any other respected person who is conversant with the works of the Recipient.
 - iii. **Presentation for Conferment:** The Vice Chancellor shall perform the presentation of the Recipient to the Chancellor for the conferment of the honorary degree.
 - iv. **Conferment of the Honorary Degree:** The Chancellor shall confer the honorary degree and present to the Recipient the University of Dodoma Honorary Degree Parchment.
 - v. **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.
 - vi. **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.
 - vii. **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 theth graduation ceremony shall proceed as prescribed."**

PART TEN

UDOM STUDENT RECORDS MANAGEMENT SYSTEM AND STUDENT IDENTITY CARD

10.1 Students Record Management System

- 10.1.1 There shall be a UDOM online Students' Records Management System approved by the Senate to offer various student' services.
- 10.1.2 Each student shall have an online Students' Records Management System account that will enable him/her to access various services including:
 - i. Viewing of examination results;
 - ii. Requesting various permissions such as registration for studies, PEX, POS, resuming for studies, absence from classes, extension of registration, progress report and others as shall be communicated by the relevant University organs;
 - iii. To view and request control numbers for payments of various services; and
 - iv. Receiving official communications regarding his/her studentship.
- 10.1.3 Every student shall have the duty to observe the following in respect of UDOM online Students' Records Management System:
 - i. To keep confidential his or her account credentials and prevent an unauthorized person from accessing or making an alteration to any such details, which are within the control of the account holder; and
 - ii. To make a follow up of his or her true studentship academic performance status throughout the period of his/her study.
- 10.1.4 Any person, who has been assigned certain access powers in UDOM online Students' Records Management System, shall have the sole responsibility of preventing such powers from being exercised or abused by any unauthorised person.
- 10.1.5 Student access to the UDOM online Students Record Management System shall cease:
 - i. Three months after the student has been discontinued from studies;
 - ii. Six months after the student has graduated;
 - iii. Outright after the student has been de-registered from the University; and
 - iv. Upon death.
- 10.1.6 Any person who intentionally or negligently allows or facilitates unauthorized access to UDOM online students' record management system 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.

10.2 Student Identity Cards

- 10.2.3 All students registered at the University of Dodoma shall possess valid Identity Cards (IDs) approved by the competent organs of the University.
- 10.2.4 UDOM student ID shall guarantee studentship and further access to various University services, except sitting for University Examinations.
- 10.2.5 The Deputy Vice Chancellor - Academic, Research and Consultancy shall have powers to prescribe the features of UDOM student ID standards.
- 10.2.6 The Office of Deputy Vice Chancellor - Academic, Research and Consultancy shall recall any IDs as the need may be in the event of any violation of UDOM regulations governing students' IDs.

- 10.2.7 Lost IDs shall be reported to a Police Station in accordance with the law of the United Republic of Tanzania.
- 10.2.8 Replacement of lost/damaged IDs shall be charged the amount to be prescribed by the University organs from time to time.

PART ELEVEN

DEPLOYMENT OF POSTGRADUATE STUDENT AS TEACHING OR TECHNICAL ASSISTANTS

11.1 General Guidelines

- 11.1.1 Unless otherwise stated, this part shall apply to full-time master's, doctoral and post-doctoral candidates registered at the University, other than candidates who are employees of the University of Dodoma.
- 11.1.2 Unless it is clearly provided for in the conditions of their scholarship, or otherwise directed by the Vice Chancellor, postgraduate students, except postgraduate students who are academic staff of UDOM, shall not be under an obligation to teach at the University of Dodoma. Equally, the Units are not obliged to engage postgraduate students in teaching at the University.

11.2 Registration, Advertising, Selection and Allocation of Teaching

- 11.2.1 Head of Department shall submit their needs to the Principal/Dean/Director of the College/School/ Institute.
- 11.2.2 The Principal/Dean/Director of College/School/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.
- 11.2.3 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.
- 11.2.4 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 stating the course he/she wants to be engaged in.
- 11.2.5 The Principal/Dean/Director of College/School/Institute shall submit the list of applicants to the 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.
- 11.2.6 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.
- 11.2.7 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 Vice Chancellor with the proposal to engage any identified student(s) in teaching or provision of technical assistance at the College/School/Institute.
- 11.2.8 Notwithstanding the provisions of regulations 11.2.6 and 11.2.7 above, 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 of other qualifications to ensure that students have the necessary qualifications, skills and experience for the teaching or technical assistance activities allocated.

- 11.2.9 Colleges/Schools/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.

11.3 Responsibilities and Training

- 11.3.1 Postgraduate students engaged in teaching shall abide to and will be bound with the applicable University policies and procedures.
- 11.3.2 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.
- 11.3.3 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.
- 11.3.4 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.
- 11.3.5 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.
- 11.3.6 The College/School/Institute Staff Review Committee shall provide a report on the teaching or technical activities of postgraduate students engaged on regular basis. 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.
- 11.3.7 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.
- 11.3.8 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.
- 11.3.9 Marking or grading done by postgraduate students shall be closely and comprehensively monitored and moderated by the course Coordinator and the Head of Department.
- 11.3.10 Postgraduate students may be deployed by Units for purposes of assisting in invigilation of the lower classes of University Examinations and shall be under the guidance of an academic member of staff who is the main invigilator.
- 11.3.11 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.

- 11.3.12 The Directorate of Internationalization, Convocation and Continuing Education (DICCE) shall, in consultation with the Principal/Dean/Director, organize and provide regular training to all postgraduate students engaged in teaching or provision of technical assistance.

11.4 Hours of Work and Remuneration

- 11.4.1 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 10.
- 11.4.2 Payment to postgraduate students engaged in teaching or the provision of technical services shall also consider the terms and conditions of the scholarship.
- 11.4.3 The rate to be paid shall be prescribed by the University and may be reviewed from time to time.
- 11.4.4 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 lieu of remuneration.

11.5 Attendance of Meetings at Units and Termination of Engagement

- 11.5.1 The respective Colleges/Schools/institutes may invite postgraduate teaching and technical assistants to attend Departmental Meetings as ex-officio members but they shall have no right to vote.
- 11.5.2 The engagement of postgraduate students as teaching or technical assistants shall come to an end once the student ceases to be a registered Postgraduate Student at the University or upon the expiry of the engagement agreement, whichever comes earlier.
- 11.5.3 The University may withdraw, in writing, its offer to engage students in teaching or provision of technical assistance or discontinue the engagement without prior notice where:
- i. It is established, after a consultation with the student's supervisor, that teaching or provision of technical assistance is interfering with the student's studies;
 - ii. 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;
 - iii. The standard of performance/conduct is deemed to be unsatisfactory by the College/School/academic Institute; or
 - iv. The student is discontinued for any reason stated in these Regulations.

PART TWELVE POST-DOCTORAL STUDIES

12.1 Types and Recruitment

- 12.1.1 Postdoctoral studies can be of two types:
 - i. Research only; or
 - ii. A combination of research and teaching.
- 12.1.2 Postdoctoral candidates may be funded through an appointment with a salary or an appointment with a stipend or a sponsorship award.
- 12.1.3 A postdoctoral candidate may work independently or under the supervision of a mentor who is a Senior Researcher/Principal Investigator/Research Project leader or Research Chair.
- 12.1.4 A successful applicant to be appointed as a postdoctoral candidate shall possess a PhD degree acquired within the last five years. Such a candidate shall have applied and obtained sponsorship from a research project manned by UDOM or for which UDOM is a partner or an appointment from UDOM.
- 12.1.5 A candidate receiving financial support from other sources may apply for appointment as a Postdoctoral Research Fellow and pay university fees at the rate applicable to Research Associates.
- 12.1.6 UDOM may grant fellowships annually to its staff to enhance their research skills. Research leaders/Chairs at the University may as well submit proposals in order to be allocated funds to enable them host excellent postdoctoral candidates.

12.2 Duration and Award

- 12.2.1 A Postdoctoral candidate shall be registered for a period of one year renewable once, upon producing satisfactory progress. No candidate shall retain the Postdoctoral position for more than two years.
- 12.2.2 Progress for postdoctoral candidates shall be monitored through submission of progress reports after every six months and through seminar presentations.
- 12.2.3 The postdoctoral candidate shall present at least two public seminars, one of which shall be at the end of the study period.
- 12.2.4 At the end of the postdoctoral programme, the candidate shall submit a comprehensive final report, describing the nature of the research work, methods applied, research achievements, constraints, publications made and recommendations for furthering the research work.
- 12.2.5 A certificate to attest successful completion of the postdoctoral programme by the candidate shall be awarded. The certificate shall indicate the areas of research specialization, major achievements and the extent of involvement in teaching.

PART THIRTEEN POSTGRADUATE STUDIES GUIDELINES

13.1 Application of the Guidelines

- 13.1.1 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 these Regulations.
- 13.1.2 During document preparation (dissertation/thesis/manuscript) the candidate shall follow approved guidelines as stipulated hereunder.

13.2 Document Preparation

13.2.1 General Guidelines for Document Preparation

- 13.2.1.1 The proposal/thesis/dissertation shall be typed in Times New Roman, 12-font size, 1.5 spacing and printed on both sides of good quality A4 papers. The font size on the cover page shall be 16, and 14 for the title page.
- 13.2.1.2 Notwithstanding regulation 13.2.1.1 above, students whose dissertation or thesis is composed of published articles, the formatting of the document including the space and page number shall take the format of the journals where the works are published.
- 13.2.1.3 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 shall appear just above the centre of the bottom margin.
- 13.2.1.4 The left-hand margin shall 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 shall each be 2.5 cm from the top and bottom edges of the paper, respectively.
- 13.2.1.5 Line spacing for the main text shall be 1.5 with font size of 12 and Times New Roman font type. Tables and figures shall 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 shall be “justified” as regard to its alignment with all text headings and sub-headings left aligned. Headings for chapters shall be written in capital letters and centred at the beginning of a fresh page. Tables and figures shall also be centred.
- 13.2.1.6 When using units of measures, it is required that Standard International Units, such as kilograms, meters, etc. are applied. These units shall 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.
- 13.2.1.7 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.
- 13.2.1.8 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.

- 13.2.1.9 When writing formulae of chemicals, use of internationally accepted format should be used (Use Elsevier Scientific Approach). Example, Ca^{2+} or CO_3^{2-} instead of Ca^{++} or CO_3^{-} . Also, isotope numbers should be written before the symbols, e.g. ^{13}O .
- 13.2.1.10 All the literature cited in the text shall 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, the edition manual of 2010.
 - For additional information or queries on how to write references, candidates are advised to consult the APA manual, 6th 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.

13.2.2 Proposal Preparation

- 13.2.2.1 Each College/School/Institute shall prepare an academic discipline customized guidelines and template for preparing the proposal as provided in these Regulations and Guidelines. The customised guidelines and templates shall be approved by the respective board and endorsed by the Senate.
- 13.2.2.2 Notwithstanding the provision of regulations 13.2.2.1 above, every postgraduate research proposal submitted at UDOM shall, at least, include the following items:
- Title;
 - Name of the Candidate;
 - Registration number of the candidate;
 - Degree programme;
 - Department;
 - College/School/Institute;
 - Name of supervisor(s);
 - Declaration and Certification Page (see annexure 1);
 - Statement of the research problem;
 - Research Objectives;
 - Research Questions/Hypothesis;
 - Methodology; and
 - Reference.

13.2.3 Dissertation/Thesis Preparation

- 13.2.3.1 Each College/School/Institute shall prepare an academic discipline customized guidelines and template for preparing thesis/dissertation in accordance with these Regulations and Guidelines. The template shall be approved by the respective College/School/Institute Board and endorsed by the Senate.
- 13.2.3.2 Notwithstanding regulation 13.2.3.1 above, every dissertation/thesis submitted shall include a preliminary part which shall cover the following items:
- Cover Page (see annexure 2);

- ii. Title Page (see annexure 2);
- iii. Declaration and Copyright (see annexure 2);
- iv. Certification (see annexure 2);
- v. Acknowledgement;
- vi. Dedication (if any or necessary);
- vii. Abstract, in English and Kiswahili;
- viii. Table of Contents;
- ix. List of Tables (if any);
- x. List of Figures/Illustrations (if any);
- xi. List of Publication (s) (if any); and
- xii. List of Abbreviations or Acronyms (if any).

13.2.3.3 Unless otherwise stated in the respective curriculum, the PhD thesis/dissertation shall not exceed 400 pages including cover page and references, and the Master's thesis/dissertation shall not exceed 200 pages including cover page and references.

ANNEXURES

Annexture 1



TEMPLATE FOR PREPARING AND WRITING A POSTGRADUATE RESEARCH PROPOSAL AT THE UNIVERSITY OF DODOMA

2024

Foreword

The University of Dodoma (UDOM) has prepared this template to provide guidelines on how to develop a research proposal for graduate programmes at the levels of Master's degree and Doctor of Philosophy degree (PhD). The template provides the minimum required content that is expected in the submitted proposal at those two levels. It is expected that students will go beyond these minimum required parts of a proposal as far as the extensiveness of the research is concerned. Note that, a student must limit the proposal to a maximum of 15 pages (main content including title page and references) while following the UDOM main postgraduate Regulations for formatting the document (as stipulated in section 13.2).

Title Page

Research Title – The title should clearly indicate the topic and scope of the research as well as being specific as possible. Avoid jargon or overly complex language that might confuse readers. Also, avoid lengthy titles that may become cumbersome or difficult to remember (maximum number of words should be 25).

Name of the Candidate:

Registration Number of the Candidate:

Degree Programme:

Department:

College/School/Institute:

Supervisor (s):

Declaration and Certification (on a fresh page)

This section serves as a formal statement attesting to the integrity and adherence to ethical guidelines in the research endeavour. Students must declare and certify the originality of the proposed research, and supervisors sign to declare and certify that the proposal meets the University's standards, as stipulated below.

I (Name of the candidate), declare that this proposal is my original ideas, and that the proposed research has not and will not be presented or conducted elsewhere in a similar manner for either award or as a research project.

Signature of the Candidate: Date.....

The undersigned certify that they have read the proposal and satisfied that this is the original work of (Name of the candidate) who is registered for a postgraduate degree programme at the University of Dodoma”.

.....
Name and Signature of Supervisor

.....
Date

.....
Name and Signature of Supervisor

.....
Date

Table of contents (on a fresh page) – In this part present a list of the research proposal's main sections/chapters, subsections, and corresponding page numbers. A student should automatically generate a table of contents based on the headings and subheadings in his/her document. Appendices if applicable, should be listed in the "Table of Contents."

1. Introduction

The introduction should consist of what the research topic is about (outline the background and current situation), why there are needs for such topic to be further researched on (evaluate the current situation's advantages/disadvantages and identify the gap), state the research problem and analyze the evolution of the stated research problem concluding with the precise statement of the problem, state the research main goal and research specific objectives as well as the research questions/hypotheses. Additionally, the introduction should be informative, engaging, and persuasive. It should give the reader a clear understanding of the research context, problem, and significance while generating enthusiasm to delve further into the research proposal.

The introduction chapter should comprise but not limited to the following:

1.1. Background of the Study

In this part, a student provides an overview of the current state of the proposed topic (in local and/or global context). The student may highlight any recent developments, trends, or issues that are relevant to the research. Explain why the topic is important in the field of study and mention gaps or challenges that have motivated that research topic.

1.2 Research Problem Background (can be merged to 1.1)

This part should analyze and present the evolution of the research problem addressing other sub-problems existing but not of interest to the research. At the end of this section, state precisely of the research sub-problems, and which one is the focus of the research and further address it in the next section. Remember no research problem in this world exist in isolation, there are always other related problems.

1.3 Statement of the Research Problem

In this part, a student formulates a research problem as a clear and concise statement. This should briefly describe the specific issue or question to be investigated. Note that, a student should formulate the research problem within the context of the pursued programme. In this section it should also be clear why the research problem to be addressed or solved fits in the intended field of study.

1. 4 Research Objectives and Questions/ Hypotheses

A. Research Objective(s) – In this part, the student should state the main goal of the research, and the specific objectives to address the main goal. Specific objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).

B. Research Questions or Hypotheses – These are central research questions or hypotheses guiding the research. They should be clear, concise, and aligned with the research-specific objectives. However, the choice between research questions and hypotheses should depend on the nature of research in a specified field. The setting of the research questions must be connected to the research objectives.

1.5. Significance of the Study

Explain why the proposed research topic is important and that the stated problem needs to be addressed. Emphasize the potential impact of the study on academia, practice, policy, or society.

1.6. Scope

Define the boundaries of the proposed research by specifying what aspects will be included and excluded from the proposed study.

2. Literature Review

Summarise the subject matter based on the available literature supporting the highlighted hypotheses or research questions. The literature review may consist of but not be limited to the following subsections as specified in their respective discipline templates approved by the senate.

2.1. Theoretical Foundations and Technical Key Concepts – Define and clarify any key terms, concepts, or terminology that are central to the research and how they relate to the study. Highlight how various scholars in the field have understood and used these concepts.

2.2. Theoretical Framework, if applicable – In this part, provide a theoretical framework that provides a structured foundation for the study, guiding the research by integrating existing theories and concepts relevant to the proposed research topic.

2.3 Empirical Literature Review – Summarize and critique relevant studies, research articles, books, existing approaches (e.g., Frameworks, Algorithms, Models, Methods, solutions, theories, etc) and other relevant scholarly sources to the research topic. Organize the sources thematically or chronologically to highlight trends, debates, and developments in the field.

2.5. Research Gaps – Identify gaps, inconsistencies, contradictions, or areas where further research is needed in the existing literature. Explain how the proposed study aims to address these gaps and contribute to the field.

2.6. Conceptual Framework, if applicable – Present a visual representation of the relationships between the concepts and variables involved in the proposed research.

3. Methodology

This part outlines what was done and how it will be done. Enough details are needed so that other researchers interested in the proposed study could easily repeat the study using similar approach(es). The methodology may comprise of but not be limited to the following sub-sections:

3.1. Introduction of the methodology

Provide the information on the study orientation or study area as applies in the specific discipline of study that shall be stated in the college/school/institute template format approved by the senate. Study orientation means the technical or technological alignment for which a study will use techniques, methods or solution design approaches and relevant justification.

Study area means the place/location where data collection will be conducted and relevant justification.

3.2. Research Design/Approach – In this part, describe the overall research design/approach to be used in the proposed study. Depending on the nature of the problem, the study intends to address, indicate whether the study is experimental, exploratory, comparative, qualitative, quantitative, mixed method, or specific scientific approaches such as software engineering or object-oriented approaches, etc. Justify the choice of research design based on its appropriateness for addressing the research questions or hypotheses. If applicable, this part may also cover the research philosophy.

3.3. Sample Size Estimation and Sampling Procedure (if applicable) – Specify the target population or sample of the study. Provide details on how the sample size was estimated and the selected individual sample was reached and justify the choice based on considerations like representativeness and feasibility.

3.4 Data Collection Procedure/Method or Requirement Elicitation

This part the research may clearly state procedure that will be applied which may involve collecting specific data/requirement either through simulations, datasets, sensor readings, surveys, interviews, observations, archival research, blood samples, water samples etc. Explain the protocols and procedures to be followed during data/requirement collection process. Explain how data quality and integrity was ensured. The student should also detail the procedures i.e. how to conduct the observations, experiments or measurements for instance; How many times to conduct that and under what conditions? If new method is to be used, provide all the necessary details to make it easier for others to repeat the experiment of field work from reading this section. If a student intends to use a well-known or published method, provide a reference to the original publication. Under this section, the student may also list and describe data/requirement collection tools or instruments highlighting the suitability of the tools (if applicable, strength and limitation of the tools).

3.5. Data Analysis/Computation- The student provides details on how the data will be processed and analyzed, including the software and statistical tests to be used.

3.6 Ethical Considerations – Address ethical considerations related to data privacy, security, avoidance of plagiarism, acknowledging sources of information, research permits and clearance, and user informed consent in the specific field studied.

References

The student should include a comprehensive list of all the sources cited in the proposed study. Necessary information such as author(s), title, publication date, publisher, and DOI (Digital Object Identifiers) should be included. References can include a variety of sources, such as

books, journal articles, conference papers, reports, online sources, etc. If a citation is a webpage, provide the page's title, the website's name, the URL, and the date of access. Students are encouraged to use reference management software like Mendeley, Zotero or any other to help the organization and formatting of references according to the UDOM citation style. Students are flexible to use any appropriate citation style recommended by UDOM, or any other referencing style approved by a specific College /School/Institute and Department.

Appendices, if applicable (on a fresh page) - (e.g., data collection tools, consent form etc)

Annexture 2



TEMPLATE FOR PREPARING AND WRITING POSTGRADUATE THESIS/DISSERTATION AT THE UNIVERSITY OF DODOMA

Foreword

The University of Dodoma has prepared this template to provide guidelines for developing and writing dissertations and theses for postgraduate at the levels of the Master and Doctor of Philosophy (PhD) studies. The template provides the minimum required content expected in the submitted dissertation or thesis. In case there is a developed discipline-customized template at the college/school/institute, a student shall adhere to it. However, students are encouraged to go beyond the minimum requirements, expanding their work in line with the scope and depth of their research either from the university or discipline template. Students can write their dissertations as a text or research book or journal-based thesis/dissertation as stipulated in UDOM postgraduate regulations.

In book format, a student is expected to extensively present and address a specific topic in its chapter that must be connected to other chapters. For each chapter that will show a particular topic, the student is expected to demonstrate that he/she is aware of the existing works on the topic, and also do a good presentation of the achieved research works on that topic. However, chapter 1 shall still present the research problem analysis and can also incorporate the research methodology presentation. If the student adopts this format, it is expected that a minimum of three connected topics will be presented in addition to chapters addressing the problem analysis and conclusion of the dissertation/thesis. The format will follow the guidelines of the publisher and approved by UDOM.

For journal-based thesis or dissertation, the formatting of the document including the space and page numbers shall take the format of the journals where the works are published.

Note that a student must limit the research dissertation/thesis to the recommended pages in the UDOM postgraduate regulations. The PhD thesis/dissertation shall not exceed 400 pages while the Master's thesis/dissertation shall not exceed 200 pages, including the cover page and references.

This template shall start to apply from the academic year 2024/2025 for both the Masters and PhD programmes.

Title Page

This page contains information such as research title, names of the candidate, date and year of submission as indicated in UDOM main postgraduate regulations (Annexure 3).

Research Title – The title should indicate the topic and scope of the research and be as specific as possible. Avoid jargon or overly complex language that might confuse readers. Also, avoid lengthy titles that may become cumbersome or difficult to remember (maximum number of words should be 25).

BY
Student's Name

**A DISSERTATION/THESIS SUBMITTED IN PARTIAL FULFILMENT/FULFILMENT OF THE
REQUIREMENTS FOR THE DEGREE OF MASTER/DOCTOR OF PHILOSOPHY IN
STUDENT'S DEGREE AWARD**

**THE UNIVERSITY OF DODOMA
MONTH, YEAR**

Declaration and Copyright (on a fresh page) - Include statements that verify the authenticity, ethical considerations, and compliance of undertaken research. This section is a formal statement attesting to the integrity and adherence to ethical guidelines in the research endeavor. The content for this section are provided in annexure 4 of the UDOM main postgraduate regulations.

Certification (on a fresh page) – Certify the originality of the undertaken research here to assure reviewers and readers that the research was conducted ethically and adheres to academic standards set by UDOM as indicated in annexure 5 of the UDOM main postgraduate regulations.

Acknowledgments (on a fresh page) – In this section, the student presents a heartfelt acknowledgments of the people and entities that have played a role in his/her academic journey. It is a way to show gratitude and recognize the collaborative effort that goes into conducting research.

Dedication, if applicable (on a fresh page) - This should be added If a student feels that a dedication holds significant meaning for him/her and adds a personal touch to his/her research study.

Abstract (on a fresh page) – This section presents a concise, informative, and engaging overview of the research study, designed to attract readers to continue exploring the entire document. The abstract should summarize the background, methods, results/findings/innovations, conclusion, and recommendations (maximum of one page).

NB: The section can be customized according to the specifications of the field of study.

Table of contents (on a fresh page) – The table of contents provides a structured overview of the research document by listing its main sections, chapters, subsections, and corresponding page numbers. It serves as a roadmap to help readers navigate the document efficiently and locate specific sections easily. To ensure accuracy and consistency, it is recommended to use automatic generation tools in the word processing software, which create a dynamic table of contents based on the headings and subheadings formatted in the document.

List of Tables (on a fresh page) – Provide a numbered list of all the tables included in the thesis or dissertation. The numbering of tables should be sequential per chapter throughout the document. Each table entry should include a title or brief description, and the page number where the table is located.

List of Figures (on a fresh page) – Include a numbered list of all the figures (such as charts, graphs, diagrams, illustrations, images, and other visual elements) in the dissertation/thesis. Similar to the List of Tables, each figure entry is accompanied by a description and the page number where the figure is found. The numbering of figures should be sequential per chapter throughout the dissertation/thesis document.

Abbreviations/acronyms (on a fresh page) – Explain any abbreviations or acronyms used throughout the work. This section is particularly helpful for readers who may not be familiar with

the specific terminologies of the field of study or who might encounter these abbreviations for the first time.

List of symbols, if applicable – Include symbols or notation used in the document, along with a brief explanation or definition of each symbol. This helps ensure clarity and understanding for the readers, especially if the work involves complex mathematical equations, scientific notations, or specialized terminology.

CHAPTER ONE INTRODUCTION

This chapter provides the foundation for the entire research/study. Introduction should be informative, engaging, and persuasive. It should give the reader a clear understanding of the research context, problem, and significance while generating enthusiasm to delve further into the dissertation/thesis. The chapter may include but not limited to the following:

1.1. Background of the Study

In this part, a student provides a broad context for the research topic by outlining the historical, theoretical, or practical background. She/he may highlight any recent developments, trends, or issues that are relevant to the research. Explain why the topic is important and in the field of study. Mention gaps or challenges that have motivated that research topic.

1.2 Research Problem Background (can be merged to 1.1)

Clearly define the specific issue, challenge, or gap in the existing literature or practice that the research addresses.

1.3 Statement of the Research Problem

State a research problem that has led to conducting research in the field. This statement should briefly describe the specific issue or question being investigated. A student should formulate the research problem within the context of the pursued programme. In this section, it should also be clear why the addressed or solved research problem fits in the field of study. The student should highlight the ideal situation, the current situation, and the deviation from the ideal situation, and define the solution applied. Additionally, include citations only when needed.

1.4. Research Objectives and Questions/Hypotheses

A. Research Objective - State the main goal of the research. Then state the specific objectives to address the main goal. Specific objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).

B. Research Questions or Hypotheses – These are central research questions or hypotheses guiding the research. Ensure that they are clear, concise, and align with the research-specific objectives. However, the choice between research questions and hypotheses should depend on the nature of research in a specified field. The setting of the research questions must be connected to the research objectives.

1.5. Significance of the Study – Explain why the research problem is important and needs to be addressed. Emphasize the potential impact of the study on academia, practice, policy, or society.

1.6. Scope and Limitations

A. Scope of the Study – Define the boundaries of the research by specifying what aspects were included and excluded from the study. This part highlights what the research project achieved, given the nature of the study.

B. Limitations – Describe a study's practical or theoretical shortcomings often outside the researcher's control; these may include constraints encountered during the research, such as sample size limitations, data availability, or ethical considerations.

NB: Study limitations do not mean weaknesses in the design and methodology of the study.

1.7. The Structure of the Dissertation – This subsection serves as a roadmap for readers, helping ease understanding on how the dissertation is organized. A student presents an overview of the structure of his/her thesis/dissertation highlighting the main chapters and their contents.

CHAPTER TWO LITERATURE REVIEW

If applicable, in this chapter the student summarizes the existing research related to his/her research topic. State the research gaps in the literature that the study has investigated/solved. The marking of this chapter will be based on the content, but not the common traditional names/headings of the theoretical framework or empirical studies or any other common terms. This part of literature review is expected to be more detailed compared to literature review that was provided during proposal writing.

The literature review may consist of but not be limited to the following subsections.

2.1 Theoretical Framework, if applicable – Describe the theories or models guiding the research.

2.2 Review of Empirical Studies – Summarize and provide a critique to the past studies relevant to the study.

2.3 Research Gap – Identify gaps, inconsistencies, and contradictions in the body of knowledge, or areas where further research is needed in the existing literature. Explain how the study addressed these gaps and contributed to the field.

2.4 Conceptual Framework – If applicable, provide a visual or narrative explanation of how the variables in the research relate to each other.

CHAPTER THREE METHODOLOGY

This part outlines what was done and how it was done. Enough details are needed so that other researchers interested in the field of study could easily repeat the study using the approach(es)/methods used. The methodology should comprise of but not be limited to the following subsections.

3.1. Introduction of the Methodology

In this section, the student provides the information on the study orientation or study area as applies in the specific discipline of study that shall be stated in the college/school/institute template format approved by the senate.

Study orientation means the technical or technological alignment for which a study will use techniques, methods or solution design approaches and relevant justification.

Study area means the place/location where data collection was conducted and the relevant justification.

3.2. Research Design/Approach – In this part, describe the overall research design. Depending on the nature of the problem the study intends to address, indicate whether the study

was experimental, exploratory, comparative, qualitative, quantitative, mixed method, or specific scientific approaches such as software engineering or object-oriented approaches, etc. Justify the choice of research design based on its appropriateness for addressing the research questions or hypotheses. If applicable, this part may also cover the research philosophy.

3.3. Sample Size Estimation and Sampling Procedure (if applicable) – Specify the target population or sample of the study. Provide details on how the sample size was estimated and the selected individual sample was reached and justify the choice based on considerations like representativeness and feasibility.

3.4 Data Collection Procedure/Method or Requirement Elicitation

This part the research may clearly state procedure that was applied which may involve collecting specific data/requirement either through simulations, datasets, sensor readings, surveys, interviews, observations, archival research, blood samples, water samples etc. Explain the protocols and procedures to be followed during data/requirement collection process. Explain how data quality and integrity was ensured. The student should also detail the procedures i.e. how the observations, experiments or measurements conducted was; How many times, and under what conditions? If new method was used, provide all the necessary details to make it easier for others to repeat the experiment of field work from reading this section. If a student used a well-known or published method, provide a reference to the original publication. Under this section, the student may also list and describe data/required collection tools or instruments highlighting the suitability of the tools (if applicable, strength and limitation of the tools).

3.5. Data Analysis/Computation- The student should provide details on how the data were processed and analyzed, including the software and statistical tests used.

3.6 Ethical Considerations – Address ethical considerations related to data privacy, security, avoidance of plagiarism, acknowledging sources of information, research permits and clearance, and user informed consent in the specific field studied.

SUBSEQUENT CHAPTERS BEFORE CONCLUSION CHAPTER

NB: A student can have as many chapters as possible before conclusion depending on:

1. The format of the discipline template at the college/school/institute;
2. The comprehensiveness of the research results that qualifies to be a chapter; and
3. These chapters may include but not limited to the following:

Presentation of Findings/Results/Innovation

Present the findings, results and innovation clearly and concisely using text, tables, and figures. All figures and Tables should be cited in the dissertation/thesis text. It may also include the interpretation of the results; focus on what the data reveals. Depending on the study's objectives, this section may contain several sub-sections/headings (where applicable).

Discussion/Analysis

Interpret the findings in relation to the research objectives and literature review. Highlight the implications of the results.

LAST CHAPTER CONCLUSION AND RECOMMENDATIONS

X.1. Introduction to the Chapter

Summarize the major research findings/innovation study's main outcomes and offer insights for future directions.

X.2. Research Contributions/Summary of Major Findings: Explain how the research introduces new concepts, ideas, methods, new theoretical insights, frameworks, paradigms or perspectives that were not previously explored in the field. Also, discuss how the research addresses existing gaps or limitations in the current body of knowledge. A student may refer to his/her published works in this section.

X.3. Conclusion – Summarize the key findings/innovations that were presented in the “Results/Innovation” chapter. Highlight the main outcomes and insights derived from the research. Summarize the findings based on each objective.

X.4. Recommendations: The student should provide suggestions for future researchers who may want to build upon his/her work. Furthermore, identify areas where further exploration, refinement, or extension is needed. Besides, discuss potential research questions, methodologies, or unexplored aspects.

X.5. Limitations of the Study

Provide the limitation of the study as the roadmap for future researchers to address the gaps or improve the current work. A student may identify and explain factors that may have influenced his/her study's findings, methodology, or generalization.

X.6. Suggestion for further Research

The student should provide suggestions for future research if any.

X.7. List of Published Papers/Articles (separate page)– Present a list of published papers or articles related to the dissertation/thesis by following a standardized citation style accepted by UDOM (i.e., APA). Include relevant details such as authors' names, years of publication - titles, journal/conference/book titles, volume/issue numbers, page ranges, and DOIs or URLs as applicable.

References

Include a comprehensive list of all the sources cited in the dissertation/thesis. Necessary information such as author(s), title, publication date, publisher, and DOI (Digital Object Identifiers) should be included. References can include a variety of sources, such as books, journal articles, conference papers, reports, online sources, etc. If a citation is a webpage, provide the page's title, the website's name, the URL, and the date of access. Students are encouraged to use reference management software like Mendeley, Zotero or any other to help the organization and formatting of references according to the UDOM citation style. Students are flexible to use any appropriate citation style recommended by UDOM, or any other referencing style approved by a specific College /School/Institute and Department.

Appendices (on a separate page) - Include additional technical details, code snippets, mathematical proofs, or other materials that support the main content of the thesis/dissertation.

Annexture 3



THE UNIVERSITY OF DODOMA

TEMPLATE FOR PREPARING JOURNAL-BASED THESIS/DISSERTATION

PREFACE

The University of Dodoma Regulations and Guidelines for Postgraduate Studies define a thesis or dissertation to include a monograph and journal-based thesis/dissertation. According to the Regulations, a journal-based thesis/dissertation means a thesis/dissertation constructed around related published journal articles, and can include additional results chapter(s) in addition to introduction and conclusion chapters. Thus, a student doing Master by research or a PhD programme at the University of Dodoma may choose to write a conventional thesis/dissertation (monograph) or journal-based thesis/dissertation.

Basing on that background, this template is therefore, made to provide guidelines for preparing a journal-based thesis/dissertation to be submitted to the University of Dodoma. It is intended to guide postgraduate students; both Masters by research and PhD students who embark on writing their theses/dissertations through publication of articles in a journal(s) as provided in the University of Dodoma Regulations and Guidelines for Postgraduate Studies.

GENERAL GUIDELINES

1. A Master's journal-based thesis, shall, include at least two articles emanating solely from the student's research, published in a peer reviewed journal(s) recognised by the University of Dodoma.
2. A PhD journal-based thesis/dissertation may include at least three articles emanating solely from the student's research, published in a peer reviewed journal(s) recognised by the University of Dodoma and at least one manuscript based on the student's research accepted for publication in a peer reviewed journal recognised by the University of Dodoma, OR
 - A PhD journal-based thesis/dissertation may also include at least three articles emanating solely from the student's research, published in a peer reviewed journal(s) recognised by the University of Dodoma and at least two chapters on the results that have not been written up for publication, in addition to chapter one and conclusion chapter.
3. Manuscripts that are in preparation, submitted or in review can be included in the thesis/dissertation as additional result chapter(s) but should not be identified as a published article with the name of the target journal.
4. Evidence of acceptance status, if the article is not published should be included in an appendix.
5. For multiple authorship, the candidate must appear as the first author of the article included in the thesis/dissertation. Clear statements of authorship must be signed and included in the thesis/dissertation. A general statement signed by the supervisors and the candidate should be included in the thesis/dissertation preliminary pages (see Appendix 1), while full statements signed by each co-author should appear in the appendices (see Appendix 2). These statements of authorship should explain the contribution from the candidate and give full acknowledgement to the contributions of others. It is generally expected that the candidate was at least involved in data collection and/or interpretation, and prepared the first draft of the manuscript.
6. Formatting of the published articles included in a thesis/dissertation must either:
 - i. Conform to the guidelines of authors of the publishing organization, OR
 - ii. Conform to the relevant University of Dodoma regulations and guidelines for preparation of postgraduate thesis/dissertation.
7. The full reference details for all included articles must be provided in the list of publications at the start of the thesis/dissertation. Also, a footnote must be placed on the first page of each chapter containing published article or manuscript accepted for publication with the following information:

"The material contained in this chapter has been published in ... OR has been accepted for publication in ... *Name of the Journal, volume, issue number and year of publication*, where applicable."

Where the chapter has a published article, the footnote should also provide a link to the published articles and/or DOI number so that it may be easily accessed by the examiners.
8. The main body of the thesis/dissertation developed by published articles shall have common sections as described in this template.

LAYOUT OF JOURNAL-BASED THESIS/DISSERTATION

A journal-based thesis/dissertation will have the following parts arranged as describe in this template: Preliminary pages; general introduction chapter; thesis/dissertation chapters; general conclusion chapter; bibliography and appendices.

1. PRELIMINARY PAGES

The preliminary pages will include the following: A front page; title page; declaration and copyright; certification; acknowledgments; dedication, if applicable; abstract; table of contents; list of figures and tables; abbreviations and acronyms; and list of symbols, if applicable.

1.1 Front page

The front page of a journal-based thesis/dissertation shall take a format prescribed in the University of Dodoma Regulations and Guidelines for Postgraduate Studies.

1.2 Title page

The title page should contain information such as research title, the name of the candidate, date and year of submission as indicated in UDOM Regulations and Guidelines for Postgraduate Studies.

1.3 Declaration and copyright (on a fresh page)

In this part, include statements that verify the authenticity, ethical considerations, compliance and copyright over the undertaken research as required in the UDOM Regulations and Guidelines for Postgraduate Studies.

1.4 Certification (on a fresh page)

In this part, the supervisors certify the originality of the undertaken research to assure reviewers and readers that the research was conducted ethically, and adheres to academic standards set by UDOM as indicated in the UDOM Regulations and Guidelines for Postgraduate Studies.

1.5 Acknowledgments (on a fresh page)

In this part, the student presents a heartfelt acknowledgments/appreciations of the people and entities that played a role in his/her academic journey. It is a way of showing his/her gratitude and recognition of the collaborative efforts that facilitated the conduct of research.

1.6 Dedication, if applicable (on a fresh page)

Dedication can be added if the candidate feels that the dedication holds significant meaning for him/her and adds a personal touch to his/her research study.

1.7 List of publications included as part of the thesis/dissertation (on a fresh page)

Include full publication details/citations for all articles included in the thesis/dissertation. Where the manuscript is accepted for publication, the letter of acceptance should be provided in an appendix.

1.8 Statement of contribution of others (on a fresh page)

The purpose of this statement is to summarize and clearly identify the nature and extent of the intellectual input by the candidate and any co-authors. It is expected that the student

would have made a significant and leading contribution to any published works that are included into a thesis/dissertation incorporating publication. The statement must be signed by the student and the supervisors (see Appendix 1 below for a brief example). A written statement signed by each of the co-authors detailing their contributions to the article should be included as an appendix in the thesis/dissertation (see Appendix 2 below).

1.9 Abstract (on a fresh page)

This section which should not exceed a page, presents a concise, informative, and engaging overview of the research study, designed to attract readers to continue exploring the entire document. The abstract should summarize the background, methods, results/findings/innovations, conclusion, and recommendations.

1.10 Table of contents (on a fresh page)

The table of contents provides a structured overview of the research document by listing its main sections, chapters, subsections, and corresponding page numbers. It serves as a roadmap to help readers navigate the document efficiently and locate specific sections easily. To ensure accuracy and consistency, it is recommended to use automatic generation tools in the word processing software, which create a dynamic table of contents based on the headings and subheadings formatted in the document.

1.11 List of Tables (on a fresh page)

In this section, provide a numbered list of all the tables included in the thesis/dissertation. The numbering of tables should be sequential per chapter throughout the document. Each table entry should include a title or brief description and the page number where the table is located.

1.12 List of Figures (on a fresh page)

Include a numbered list of all the figures (such as charts, graphs, diagrams, illustrations, images, and other visual elements) in the dissertation/thesis. Similar to the List of Tables, each figure entry is accompanied by a description and the page number where the figure is found. The numbering of figures should be sequential per chapter throughout the dissertation/thesis.

1.13 Abbreviations/acronyms (on a fresh page)

Explain any abbreviations or acronyms used throughout the work. This section is particularly helpful for readers who may not be familiar with the specific terminologies of the field of study or who might encounter these abbreviations for the first time.

1.14 List of symbols, if applicable

Include symbols or notation used in the document, along with a brief explanation or definition of each symbol. This helps to ensure clarity and understanding for the readers, especially if the work involves complex mathematical equations, scientific notations, or specialized terminology.

2. GENERAL INTRODUCTION

Chapter one of the journal-based thesis should provide for the general introduction. The chapter is important for providing the foundation for the entire research/study. The General introduction should be informative, engaging, and persuasive. It should give the reader a clear understanding of the research context, problem, and significance while generating

enthusiasm to delve further into the dissertation/thesis. The introductory chapter must also describe the connection between all other chapters. This chapter should also state the overall problem which has prompted the research undertaking, the justification for undertaking the research, the general and specific objectives, the research questions and/or hypotheses, an overview of theoretical and empirical literature, methodological frameworks, study limitations and a brief description on the organization of the thesis/dissertation. Generally, the introductory chapter will include but not limited to the following.

2.1 Background of the Study

In this part, a student provides a broad context for the research topic by outlining the historical, theoretical, or practical background. She/he may highlight any recent developments, trends, or issues that are relevant to the research. Explain why the topic is important in the field of study. Mention gaps or challenges that have motivated that research topic.

2.2 Research Problem Background (can be merged to 1.1)

In this section define clearly the specific issue, challenge, or gap in the existing literature or practice that the research addresses.

2.3 Statement of the Research Problem

In this section, state the research problem that has led to conducting the research in the field. This statement should briefly describe the specific issues or questions. A student should formulate the research problem within the context of the pursued programme. In this section, it should also be clear why the addressed or solved research problem fits in the field of study. The student should highlight the ideal situation, the current situation, and the deviation from the ideal situation, and define the solution applied. Additionally, include citations only when needed.

2.4 Research Objectives and Questions/Hypotheses

- i. **Research Objective** – State the main goal of the research. Then state the specific objectives to address the main goal. Specific objectives should be specific, measurable, achievable, relevant, and time-bound (SMART).
- ii. **Research Questions or Hypotheses** – State the central research questions or hypotheses guiding the research. Ensure that they are clear, concise, and aligned with the research-specific objectives. However, the choice between research questions and hypotheses should depend on the nature of research in a specified field. The setting of the research questions must be connected to the research objectives.

2.5 Significance of the Study

In this section, explain why the research problem is important and needs to be addressed. Emphasize the potential impact of the study on academia, practice, policy, or society.

2.6 An overview of the important literature

If the published articles or individual result chapters include a comprehensive coverage of the relevant literature, an overview (and references) which provides key ideas from the literature will be sufficient. If the published articles together provide a more limited or piece-meal literature review (perhaps because of journal page limits), then a more substantial literature review will be required to demonstrate broad knowledge of the field; this requirement may

vary between disciplines. In some cases, the literature review may be published and, in those cases, it should be included as a chapter separate from the general introductory chapter.

2.7 The methodology

If the published articles or individual result chapters in the thesis/dissertation include a comprehensive coverage of the methodology, it may be sufficient to provide an overview of the research approach. However, if the published articles together provide a more limited coverage of the methods (again because of journal page limits), and/or it is necessary to critically analyse different methods to justify the approach used in the thesis/dissertation, then a more substantial methodology may be required – this requirement may vary between disciplines.

2.8 Scope and Limitations

- i. **Scope of the Study** – Define the boundaries of the research by specifying what aspects were included and excluded from the study. This part highlights what the research project achieved, given the nature of the study.
- ii. **Limitations** – In this part, describe the study's practical or theoretical shortcomings often outside the researcher's control; these may include constraints encountered during the research, such as sample size limitations, data availability, or ethical considerations. However, study limitations do not mean weaknesses in the design and methodology of the study.

2.9 The Structure of the Thesis/Dissertation

This subsection serves as a roadmap for readers, helping ease understanding on how the dissertation is organized. The candidate should present an overview of the structure of his/her thesis/dissertation highlighting the main chapters and their contents.

3. THESIS/DISSERTATION CHAPTERS

The thesis/dissertation chapters as used in this template means chapters made of published articles or manuscript accepted for publication (Article - based chapters) and additional result chapters (if any).

3.1 Articles - Based Chapters

Article-based chapters means chapters made of a published journal article or a manuscript accepted for publication. Each published journal article or accepted manuscript will form a chapter. The published articles and accepted manuscript(s) should be independent documents, in journal article format or the University of Dodoma thesis/dissertation format, following the norms for the relevant discipline. Article - based chapters must be thematically related such that the contribution to knowledge emerges across the articles as a body of work.

The order in which published chapters appear in the thesis/dissertation does not have to be chronological, but rather should be placed to ensure the content builds on the previous work, as the reader's progress through the thesis/dissertation.

3.2 Additional Result Chapter(s) – where applicable

The thesis/dissertation chapters may include additional result chapter(s) that are not published or accepted for publication, as provided in the UDOM Regulations and Guidelines for Postgraduate Studies.

4. GENERAL CONCLUSION CHAPTER

The general conclusion chapter should integrate and synthesize the significant findings of the thesis/dissertation within the broader context of the literature. Depending on the discipline, it may also identify the limitations of the research and highlight future directions for research and/or practice. This chapter should not include a detailed reworking of the discussions from individual articles or additional result chapter(s) within the thesis/dissertation, but rather it must build on what has already been said within each chapter by drawing on information across individual chapters to provide multiple lines of evidence, or a broader perspective. The final conclusion should demonstrate how the thesis/dissertation has met the original aims of the study that were set out in the general introduction, again noting the need to address broader thesis/dissertation aims rather than repeating aims and conclusions from individual chapters. Generally, this chapter should not have been submitted for publication. The conclusion chapter will normally include:

- i. Brief summary of the thesis/dissertation's major findings;
- ii. Limitations;
- iii. Discussion;
- iv. Recommendations; and
- v. Suggestion for further research.

5. BIBLIOGRAPHY

A Bibliography indicating all sources cited in the articles, general introduction, additional result chapter(s) and conclusion must be included at the end of the chapters in addition to reference list in each chapter – where the journal requires a list of references. Necessary information such as author(s), title, publication date, publisher, and DOI (Digital Object Identifiers) should be included. References can include a variety of sources, such as books, journal articles, conference papers, reports, online sources, etc. If a citation is a webpage, provides the page's title, the website's name, the URL, and the date of access. Students are encouraged to use reference management software like Mendeley, Zotero or any other to help the organization and formatting of references according to the UDOM citation style. Students are flexible to use any appropriate citation style recommended by UDOM, or any other referencing style approved by a specific College /School/Institute and Department.

6. APPENDICES

Appendices should include signed authorship statements from all co-authors (see Appendix 2 below), documentation of acceptance of articles which are not published, further detailed data and methods descriptions not included in published chapters, or other materials that support the main content of the thesis/dissertation as required by UDOM Postgraduate Regulations and Guidelines or this Template. Statements regarding copyright permission sought for any third-party material or published work should also be included in the thesis/dissertation appendix (see Appendix 3).

7. APPENDICES TO THE THESIS/DISSERTATION TEMPLATE

Appendix 1

An example of author statement (to be include in the preliminary pages)

Statement of contribution of others

The Statements of Contribution signed by co-authors can be found in **Appendix #**.

Chapter #

The student (XX) participated during all stages of the development of this article and provided an overall contribution greater than that of any co-author. XX designed the experiments, collected the data, ran the analyses, and wrote the first draft of the manuscript which was revised with feedback from the co-authors.

Signed:

Candidate

Signed:

Supervisors

Appendix 2

Statement of Co authorship (Example template for inclusion in the appendix)

The following people contributed to the publication of work undertaken as part of this thesis/dissertation:

Author 1 (Candidate)	Name and institution
Author 2	Name and institution, supervisor (if applicable)
Author 3	Name and institution, supervisor (if applicable)
Author 4	Name and institution
Author 5	Name and institution
etc	

Authorship details

Article 1 <reference>

Located in Chapter X

Candidate contribution

e.g, The Candidate was the primary author and with author 2 and author 5 contributed to the conception and design of the research project. They collected the data, were primarily responsible for the data analysis with guidance from authors 2, 3 and 5 and prepared the first draft of the manuscript. Overall, the candidate contributed approximately 60% to the planning, execution and preparation of the work for the article.

Author 2: e.g. contributed to the project planning and supervised the analysis of... and edited the manuscript

Author 3: e.g. provided sampled of ... and contributed to the interpretation of... and edited the manuscript

Author 4: e.g developed the method for ... and assisted the candidate to...

Author 5: e.g. contributed to the project design, supervised the student's collection and analysis of data, assisted with interpretation and redrafted sections of the manuscript for publication.

We the undersigned agree with the above stated "proportion of work undertaken" for each of the above published (or submitted) peer-reviewed manuscripts contributing to this thesis/dissertation:

Signed Candidate Author 1

Author 2

Author 3

Author 4

Author 5

Appendix 3

Copyright statements

If the thesis/dissertation contains third-party material (for example photographs, maps, figures), the source must be duly acknowledged in the thesis/dissertation for examination. However, for subsequent publication of the thesis/dissertation (e.g. UDOM Institutional Repository), permission must be obtained to reproduce this material, including copyright on third-party material that has been assigned to a publisher. This includes figures or tables reproduced from the student's own publications that are incorporated in the thesis/dissertation. Copyright statements should be included in a thesis/dissertation appendix.

For example: *"I certify that I have obtained, where necessary, permission from the copyright owners to use any third-party copyright material reproduced in the thesis/dissertation (e.g. questionnaires, artwork, unpublished letters, photographs, data figures), or to use any of my own published work (e.g. journal articles) in which the copyright is held by another party (e.g. publisher, co-author)."*

Annexture 4



The University of Dodoma

Postgraduate Seminar Presentation Procedures

2024

ABBREVIATIONS AND ACRONYMS

HoD	Head of Department
PhD	Doctor of Philosophy
UDOM	The University of Dodoma

PREFACE

The University of Dodoma (UDOM) has harmonized seminar presentations for postgraduate students across the University as stipulated in regulations 2.10.1, 3.3.1.1 and 3.4.2.2 of the revised Regulations and Guidelines for Postgraduate Studies of 2024. The seminars need to have clear formal procedures for smooth implementation.

These Procedures describe various processes, procedures, regulations, and principles to be followed in the operationalization of Postgraduate seminar presentations, specifically the proposals and dissertations/thesis before being presented for examination. It is hoped that these Procedures will be helpful to all academic units regarding Postgraduate seminar presentations.

The Procedures comprise of four sections: Section One describes the general introduction, Section Two highlights the members of the seminar sessions, Section Three describes arrangements of the sessions, and Section Four entails the Seminar presentation procedures.

DEFINITION OF A KEY TERM

A **postgraduate seminar session** is a focused academic meeting where postgraduate students present and discuss their research works to receive critical feedback, and support in refining their research ideas, methodologies, and findings.

SECTION I INTRODUCTION

The University of Dodoma (UDOM) Seminar Presentation Procedures is a tool that aims at assisting postgraduate students to develop and write quality research proposals and final theses/dissertations that meet the UDOM standards. The requirement for postgraduate seminar sessions is stipulated in the revised Regulations and Guidelines for Postgraduate Studies of 2024 as follows:

2.10.1 Master's and PhD students shall be required to attend monthly graduate seminars as shall be arranged by the respective Department.

3.3.1.2 ...no proposal shall be submitted for examination if it has not been presented in at least one monthly seminar.

3.3.2.2 ...no thesis/dissertation shall be submitted for pre-viva voce examination if it has not been presented in at least one monthly seminar.

Through these seminar presentations, students are expected to receive comments from their peers and academicians which will help them to refine their research proposals and dissertations/theses. Also, the students are expected to build confidence and sharpen communication skills, for successful final proposal presentation and thesis/dissertation defense.

These Procedures, therefore, serve as a general guiding procedure for the conduct of monthly postgraduate seminar presentations across the University.

SECTION II MEMBERS OF SEMINAR SESSIONS

The members of the seminar session will include Chairperson, Secretary, Presenter, Postgraduate students and other members.

2.1 Chairperson

The Chairperson of the seminar session will be an academic staff who is, at least, in a rank of a Lecturer and holds a PhD. The chairperson will be:

- i. Appointed by the Head of Department;
- ii. Related to the area of student's research; and
- iii. A principal session leader.

2.1 Secretary

The Secretary of the seminar session will be a supervisor or representative of a supervisor who will have at least masters degree: The Secretary will:

- i. Preferably have knowledge of the area of student's research;
- ii. Note the comments, questions and answers of the presentations;
- iii. Keep the time of the session;
- iv. Take attendance of session participants; and
- v. Produce session report and submit it to the HoD.

2.2 Presenter

The presenter will be an eligible student pursuing Masters or PhD studies who will present, take comments and make clarification on the issues raised by the participants.

2.3 Postgraduate Students

- i. All Postgraduate students shall attend seminar sessions organised in their respective departments. The attendance may include online attendance.
- ii. Notwithstanding procedure (i) above, the presenter shall physically attend the session.
- iii. Participants may provide comments and ask questions on the presented research work.

2.4 Other Members

- i. Others members will include members of academic staff in the respective department who will contribute to the presented work.
- ii. Any other interested staff or student of the University of Dodoma may also attend the seminar session.

SECTION III

ARRANGEMENT OF SEMINAR SESSIONS

3.1 Seminar Schedule

The HoD will publish a quarterly schedule of postgraduate seminars.

- i. The schedule will indicate the presenters in each session, their respective supervisors and the specific date for which each session will take place.
- ii. Each session will have at least three presenters, unless there are no students who are required to present.

SECTION IV SEMINAR SESSION

Seminar session will be divided into presentation and discussion (comments, questions and answers).

4.1 Presentation

- i. The presenter will have a maximum of fifteen minutes for proposal presentation and twenty minutes for thesis/dissertation presentation.
- ii. Presentations will preferably be in power point.
- iii. The proposal and thesis/dissertation document will not be shared to the participants unless there are specific justifications that are acceptable by the supervisor(s) and the student.

4.2 Discussion (Comments, Questions and Answers)

The discussion for each presented work will take a maximum of thirty minutes for both proposals and thesis/dissertations.

4.3 Feedback

The Department will, within seven days after presentation, provide the presenter with feedback report that highlights key issues raised by the participants of the seminar session.

BIBLIOGRAPHY

The University of Dodoma (2020). *The University of Dodoma Quality Assurance Policy* (3rd ed.). Dodoma: UDOM.

Annexure 5

DECLARATION AND CERTIFICATION

I (Name of the candidate), declare that this proposal is my original ideas, and that the proposed research has not and will not be presented or conducted elsewhere in a similar manner for either award or as a research project.

Signature of the Candidate: Date.....

The undersigned certify that they have read the proposal and satisfied that this is the original work of (Name of the candidate) who is registered for a postgraduate degree programme at the University of Dodoma.”

.....
Name and Signature of Supervisor

.....
Date

.....
Name and Signature of Supervisor

.....
Date

Annexure 6

SAMPLE COVER PAGE

The diagram illustrates the layout of a sample cover page. It is a rectangular page with a double-line border. The text is centered and consists of the following elements from top to bottom:

- TITLE OF THE THESIS/DISSERTATION**: Indicated by a vertical double-headed arrow with a dimension of **2.5cm** above it.
- NAME OF THE CANDIDATE**
- NAME OF THE DEGREE PROGRAMME**
- MASTER OF ARTS IN DEVELOPMENT STUDIES**
- THE UNIVERSITY OF DODOMA**
- DATE (YEAR)**: Indicated by a vertical double-headed arrow with a dimension of **2.5 cm** below it.

On the right side, a large curly bracket groups the first three lines of text. To the right of this bracket, the following specifications are listed:

- 16 Points
- Bold
- Centred

On the left side, a horizontal double-headed arrow indicates a width of **4 cm**, and a vertical double-headed arrow indicates a height of **2.5 cm** for the first three lines of text. Another horizontal double-headed arrow is located between the degree programme line and the university name line.

Annexure 7

TITLE PAGE

Title page should be in capital letters, font size 14

TITLE OF THE THESIS/DISSERTATION

BY

NAME OF THE CANDIDATE

(propose to include education background & past University of the student)

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

**THE UNIVERSITY OF DODOMA
DATE (YEAR)**

Annexure 8

DECLARATION AND COPYRIGHT

I (Name of the candidate) declare that this thesis/dissertation 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.

Annexure 9

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:

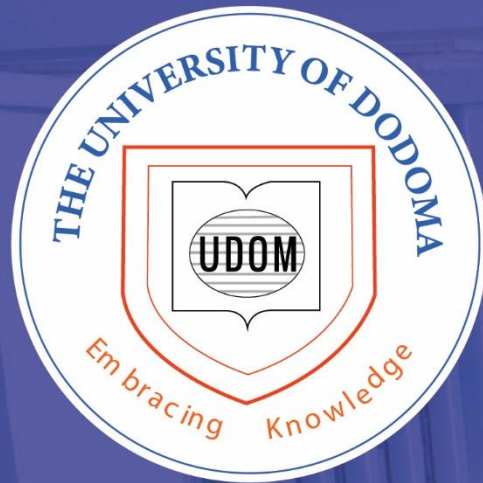
Annexture 10

LIST OF VARIOUS POSTGRADUATE FORMS

The list below comprises various forms to be used in most postgraduate studies situations at UDOM.

SN	FORM DESCRIPTION
Category A – General forms	
1.	Academic Certificate/Transcript Request Form
2.	Form for Student Appeal Against Senate Decision
3.	Application Form
4.	Clearance Form
5.	Application for Deferment of Admission
6.	Application for De-Registration
7.	Examination Irregularity Form
8.	Application for Extension Registration
9.	Application for Freezing
10.	Form for Application for a Posthumous Degree
11.	Application for Postponement of Studies
12.	Form for Progress Report
13.	Registration Form
14.	Supervision Allowance Claim Form
15.	Quality Assurance Thesis/Dissertation Submission Form
16.	Application to Resume/Unfreeze Studies
Category B – Forms for Master's students	
1.	Notice of Intention to Submit Proposal and Initiation of Proposal Examination Arrangements
2.	Master's Degree Proposal Examination Form
3.	Notice of Intention to Submit Master's Dissertation/Thesis and Initiation of Pre-Viva Voce Examination Arrangements
4.	Master's Degree Pre-Viva Voce Examination Form
5.	Notice of Intention to Submit Master's Dissertation/Thesis and Initiation of Viva Voce Examination Arrangements
6.	Masters Dissertation Internal / External Examiner Form
7.	Master's Degree Viva Voce Examination Form
8.	Master's Progress Examination Form
Category C – Forms for Doctoral students	
1.	Notice of Intention to Submit Proposal and Initiation of Proposal Examination Arrangements
2.	PhD Proposal Examination Form
3.	Notice of Intention to Submit PhD Dissertation/Thesis and Initiation of Pre-Viva Voce Examination Arrangements

4.	PhD Pre-Viva Voce Examination Form
5.	Notice of Intention to Submit PhD Dissertation/Thesis and Initiation of Viva Voce Examination Arrangements
6.	PhD Dissertation Internal / External Examiner Form
7.	PhD Viva Voce Examination Form
8.	PhD Progress Examination Form



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