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MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
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GENERAL GUIDELINES AND REGULATIONS FOR POSTGRADUATE STUDIES

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**GENERAL GUIDELINES AND REGULATIONS
FOR POSTGRADUATE STUDIES**

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PREFACE

The history of the Moshi Co-operative University (MoCU) dates way back to 5th January, 1963 when the then Co-operative College Moshi was established. The College's primary responsibility was training of human resource in the co-operative sector under the then Ministry of Co-operatives and Community Development. The College was subsequently established through the Co-operative College Act No. 32 (Repealed) of 1964 as an autonomous institution with its own Governing Board. In 2004, the Co-operative College Moshi was transformed into Moshi University College of Co-operative and Business Studies (MUCCoBS) as the Constituent University College of Sokoine University of Agriculture through the Government Declaration Order No. 22 of 2004. MoCU came into being as a result of transforming Moshi University College of Co-operative and Business Studies (MUCCoBS) to a full-fledged University in September, 2014. The University is governed by its own Charter, made under the Universities Act No. 7 of 2005 (Cap 346) of Tanzania laws. MoCU is located in Moshi Municipality, on the foot of Mount Kilimanjaro along Sokoine Road and has an Institute located in Shinyanga Region, namely Kizumbi Institute of Co-operative and Business Education (KICoB). In addition, the University operates 13 Regional Offices catering for all the regions in Tanzania Mainland.

Postgraduate studies are an important component of the University's activities. On completion of their bachelor degree, people feel the urge to climb one step further up the ladder of higher education. Often, they discover that the unmapped knowledge within the framework of that subject or that sub-specialisation is growing faster than originally conceived. After earning the Master degree, they crave for yet more discoveries. Subsequently, they embark on PhD degree programmes. This has made MoCU to focus on extending postgraduate training including postgraduate diploma, master's degree and PhD by coursework and dissertation, distance e-learning programmes and increase the diversity of programmes on offer. The Directorate's activities are tailored to feed into the University's training programmes development and practice improvements. This enables the University to design quality and deliver up-to-date and relevant postgraduate programmes that meet the needs of the society and the world at large. This guidelines after last review in 2017, has again been reviewed to improve efficiency and quality of postgraduate programmes offered by the university. This 4th edition has come up with several proposed amendment and transformations across the university Directorate of Research and postgraduate Studies (DRPS). It is expected therefore that the guidelines will be a useful reference document for prospective and continuing postgraduate students, supervisors, the University community and the public at large.

Prof. Alfred S. Sife
Vice Chancellor

LIST OF ABBREVIATIONS & ACRONYMS

CV	:	Curriculum Vitae
DRPS	:	Directorate of Research and Postgraduate Studies
DVC-ARC	:	Deputy Vice Chancellor Academic, Research and Consultancy
GPA	:	Grade Point Average
MoCU	:	Moshi Co-operative University
PhD	:	Doctor of Philosophy
SPSC	:	Senate Postgraduate Studies Committee
SRPC	:	Senate Research and Publications Committee
SUSC	:	Senate Undergraduate Studies Committee
TCU	:	Tanzania Commission for Universities
UQF	:	University Qualification Framework
VC	:	Vice Chancellor

1.0 INTRODUCTION

Postgraduate studies at MoCU comprise of postgraduate diplomas, master and PhD degrees and postdoctoral studies designed to develop mastery in skills and subject matter specialization in the disciplines of choice. Standard duration for postgraduate studies ranges from 12 months for postgraduate diplomas, 18 to 24 months for Masters and Postdoctoral studies and 36 to 48 months for PhD degrees. Options exist for coursework and research, and research and thesis for Masters, and for coursework and research, and research and thesis for PhD degrees. Postdoctoral studies are by research, or a combination of research and teaching. Registration modality for Postgraduate Diplomas, Masters and PhD degrees may be full time or part time as specified under subsequent sections. Part time studies can also be undertaken in the form of evening programmes established in some disciplines. Except for PhD programme, no postgraduate program shall run unless at least a quorum of five (5) students is registered in that program.

1.1 Definitions

In these guidelines unless the context requires otherwise;

“Department”	means the department to which the postgraduate student is registered.
“Freezing of studies”	means stopping studies for a specified period of time where the period will not count into the student’s registration period.
“Honorary degree”	means the degree of Doctor <i>Honoris causa</i> conferred upon any person who, in the opinion of the MoCU Senate, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.
“Occasional Student”	means any student whose study programme lasts for only one semester, or part of a semester, and does not extend to a full academic year.
“Plagiarism”	shall have a meaning ascribed to it by the anti-plagiarism policy and regulations.
“Postponement”	means stopping studies for a semester of a full academic year where the period will count into the student’ registration period.
“SENATE”	means the senate of the University as established by the charter.
“Short term student”	means any student whose study programme lasts for one full academic year.
“Dissertation”	means a document submitted in support of candidature for a Master degree or professional qualification presenting the author’s research and findings.

- “Thesis”** means an intellectual academic writing that presents the author’s research findings and is submitted in partial/fulfilment of candidature for a PhD degree or professional qualifications.
- “University”** means Moshi Co-operative University.
- “Supervisor”** means a senior scientist or scholar who aids and guides a Postdoctoral, Postgraduate and undergraduate research student in their research project, by offering both moral support and scientific insight.
- “PhD”** means the highest university degree that is conferred after a course of study by University.

2.0 GENERAL GUIDELINES AND REGULATIONS

2.1 Admission and Registration Arrangements for Postgraduate Diploma and Master Students

2.1.1 Registration Procedures

- 2.1.1.1 Admitted applicants shall be registered as full time, part-time and evening students.
- 2.1.1.2 Admitted applicants shall submit the following documents at the time of registration:
 - (a) Originals and certified copies of relevant transcripts and certificates;
 - (b) Two stamp sized photographs (coloured with blue background);
 - (c) Evidence that the University fees have been paid; and
 - (d) Evidence of release from employer (if employed).
- 2.1.1.3 Admitted applicants shall be registered by names appearing on their certificates. Change of names should follow the required legal procedures.
- 2.1.1.4 Admitted applicants shall be required to register at the beginning of the first year of their studies using forms which shall be prescribed from time to time.
- 2.1.1.5 Students shall renew their registration at the beginning of every semester by submitting dully filled in forms which shall be prescribed from time to time and after paying the required fees.
- 2.1.1.6 Failure to renew registration shall constitute automatic discontinuation from studies.
- 2.1.1.7 Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme to which transfer is being sought and a vacancy exists in that programme.
- 2.1.1.8 No student shall be allowed to change programme after the fourth week (30 days) of commencement of the semester.
- 2.1.1.9 No students shall be registered prior to payment of fees.
- 2.1.1.10 The deadline for registration shall be four weeks (30 days) for the first semester and two weeks (14 days) for the subsequent semesters.
- 2.1.1.11 Applicants who apply for Postgraduate diploma and master's programme while in their final year of the bachelor's degree and have completed degree requirement for admission but are still waiting for the final results shall be issued with provisional admission.

2.2 Postgraduate Diploma

These are designed to be career development programmes that impart postgraduate education for advanced theoretical and practical knowledge/skills for candidates wishing to pursue careers other than research. The programmes aim at improving career prospects, including self-employment and to enhance individual professional, personal and vocational growth of university graduates to become professionals in specific disciplines.

2.2.1 Duration and Structure

- 2.2.2 Postgraduate diploma programmes will be offered in full time, evening and distance learning modes.

- 2.2.3 Postgraduate diploma programmes shall run for a minimum period of 12 months for full time arranged in modules or divided in two semesters, on full time or for part time as per specific regulations and guidelines. This flexibility shall however, be limited by the maximum duration for evening and distance learning modes of delivery which is 24 months or as may be otherwise stipulated by the respective Faculty/Institute/Directorate and approved by the Senate. Evaluation of progress and performance shall involve timed examinations, assignments and research reports/projects as shall be stipulated in the specific programmes and shall constitute a student's course work.

- 2.2.4 The maximum duration for a Postgraduate Diploma shall be 36 months for full-time and 48 months for part-time students.

- 2.2.5 A postgraduate diploma is awarded after a candidate has successfully completed all the modules/semesters with a minimum of 120 credits (60 credits in each semester). A candidate failing to complete the programme within the specified duration without compelling reasons shall be discontinued from studies.

2.3 Admission and Registration Arrangements

2.3.1 Application Procedure

- 2.3.1.1 Unless otherwise directed, an application for postgraduate studies shall be done online through the University admission system.

- 2.3.1.2 Applicants shall be required to pay a non-refundable application fee as prescribed by the University.

- 2.3.1.3 The fees will be revised from time to time, as the need arises. Information on the fee applicable for any given year will be obtained from the Directorate of Postgraduate Studies, the University Prospectus and Website.

2.3.2 Registration Procedures

- 2.3.2.1 Admitted applicants shall be registered as full time, evening, or distance learning students as the case may be. Admitted applicants shall submit the following documents at the time of registration:
 - (a) Originals and certified copies of relevant transcripts, academic certificates and birth certificates;
 - (b) Two stamp sized photographs (coloured with blue background);

- (c) Evidence that the University fees have been paid; and
- (d) Evidence of release from employer (if employed).

2.3.2.2 Admitted applicants shall be registered by names appearing on their certificates.

2.3.2.3 Admitted applicants shall be required to register at the beginning of the first year of their studies using forms which shall be prescribed from time to time.

2.3.2.4 Students shall renew their registration at the beginning of every semester by submitting dully filled in forms which shall be prescribed from time to time and after paying the required fees.

2.3.2.5 Failure to renew registration shall constitute automatic discontinuation from studies.

2.3.2.6 Transfer from one academic programme to another shall follow the University Rules and Regulations and shall be allowed only if the candidate possesses the required admission criteria for the programme to which transfer is being sought and that a vacancy exists in that programme.

2.4 Delivery Mode

Delivery for Postgraduate diploma programmes shall be through:

- i. Face-to-face contact for both full-time and part-time students,
- ii. Open and distance education for both full-time and part-time students,
- iii. Blended learning (a style of education in which students learn via online media as well as traditional face-to-face teaching).

2.5 Coursework Evaluation

The mode of assessment for all postgraduate diploma programmes shall be as stipulated in the General University Examination Regulations.

2.6 Research Supervision

2.6.1 A postgraduate diploma candidate shall be supervised by at least one supervisor with academic qualifications above that of his/her based on the expertise and experience in the field of specialisation

2.6.2 For avoidance of delay in completion and graduation, the Senate Postgraduate Studies Committee (SPSC) shall be responsible for stipulating deadlines for supervisors to provide feedback to students at different stages of supervision.

3.0 MASTERS DEGREE PROGRAMMES

Master's degree is a degree awarded for an original contribution to knowledge achieved in up to two years of full-time candidature. The program may include some course work but the focus of the degree is on research, and graduates have specialized knowledge and skills for research, and/or professional practice, and/or further learning.

3.1 Entry Qualifications

A person applying for admission into Master's degree shall have any of the following qualifications:

- 3.1.1** A first degree (UQF Level 8) from a recognized Institution of higher learning with a GPA of at least 2.7 or B grade.
- 3.1.2** Applicants, who hold unclassified degrees, should have an overall performance of at least B grade.
- 3.1.3** Postgraduate diploma in relevant discipline/area or equivalent from recognized institutions of higher learning with a GPA of at least 3.0 or B grade.
- 3.1.4** Professional qualifications from recognized professional boards with additional relevant training, evidence of research capability and relevant working experience.
- 3.1.5** Applicants with certificates from foreign institutions of higher learning, their certificates may be subjected to verification by the Tanzania Commission for Universities (TCU).

3.2 Duration and Structure of Masters' Degrees

- 3.2.1** Masters' programmes may be offered in full time, evening, executive and distance learning modes.
- 3.2.2** The duration of master's degree programmes shall be a minimum of 18 months for full time students and 24 months for evening and distance learning students or as may be otherwise stipulated by the respective Faculty/Institute/Directorate and approved by the SENATE.
- 3.2.3** The maximum duration for a Master's degree (including extensions) shall be 36 months (three years) for full-time and 48 months (four years) for part time students and 60 months (five years) under evening and executive modes, except for Masters by Coursework and Project, and Master's degree by Coursework which shall be up to 36 months.
- 3.2.4** Candidates who fail to complete their studies within the maximum duration may apply for an extension to the DRPS.

3.3 Types of Master's Degrees and Mode of Delivery

- (a) Master's degree programmes shall be organised into three (3) categories as follows:

- (i) Master's degree by Coursework and Research;
 - (ii) Master's degree by Research;
 - (iii) Master's degree by Coursework and Project.
- (b) Delivery for Master programmes shall be through:
- (i) Face-to-face contact for both full-time and part-time students,
 - (ii) Distance learning for both full-time and part-time students,

3.3.1 Master's Degree Programmes by Coursework and Research

- 3.3.1.1 A candidate pursuing Master's by coursework and research shall take coursework for the duration of 9 months. Upon successful completion of coursework and submission of an approved research proposal, candidates shall be allowed to proceed onto the research part of the study whose duration shall be a minimum of 9 months. However, for part time candidates, the duration of the coursework part of the study may be up to 24 months. Candidates who fail to complete the research part of study within the 12 prescribed months may be allowed an extension of up to 12 months, this will constitute up to maximum of 36 months.
- 3.3.1.2 Students shall be registered for Master's degree by coursework and research leading to a dissertation. The programme entails a minimum of 180 credits.
- 3.3.1.3 The coursework, research proposal and dissertation shall account for 120, 15 and 45 credits respectively.
- 3.3.1.4 Monitoring of progress and performance in coursework and research shall involve timed examinations, assignments, practical reports and at least three referred seminars. Moreover, monitoring of progress and performance of students shall involve submission of progress reports at an interval of six months.
- 3.3.1.5 The course work part of the study shall consist of core courses and elective courses which shall add up to a minimum of 16 credits or as prescribed in the approved curriculum.
- 3.3.1.6 A candidate shall be required to make at least two (2) seminar presentations, one during the proposal writing stage and the other during research stage before examination or submission of dissertation.

3.3.2 Master's Degree Programmes by Research

A Master's degree programme by research only is designed to offer master's degree training to candidates who may wish to pursue research careers and who by nature of their occupations may not be able to follow the standard master's coursework curriculum.

- 3.3.2.1 The duration of the programme shall be 24 months of research work, including six months for development, presentation and approval of the research proposal. The remaining months shall be for research, seminar presentations and theses writing and submission.
- 3.3.2.2 Candidates who shall not be able to complete his/her studies within the 24 prescribed months may be allowed extension of up to 12 months; this will constitute maximum of 36 months of study.
- 3.3.2.3 Monitoring of progress and performance in research shall involve periodic presentations of a minimum of five referred seminars over a period of 24 months or 36 months when under extension of registration. Finally, candidates shall be required to appear for defense of their theses, after having produced and submitted at least one manuscript for review in view of publication by any peer reviewed journal.
- 3.3.2.4 Monitoring of progress and performance of students shall involve submission of progress reports at an interval of six months.
- 3.3.2.5 Candidates shall be required to appear for defense of their theses, after evidence that the thesis examinations reports from both the internal and external examiners are positive.

3.3.3 Master's Degree by Coursework and Project

- 3.3.3.1 Master's by coursework and project is designed to be a career development programme by imparting postgraduate education for advanced theoretical and practical knowledge/skills for candidates wishing to pursue careers other than research. The essence is to gain a higher-level mastery in practice of their selected professions.
- 3.3.3.2 Master's by coursework and project shall be on full time basis for the duration of 18 months organised in semesters or modules as shall be specified in each degree programme.
- 3.3.3.3 Students who fail to complete the study within the prescribed time may be allowed for an extension of registration of up to 24 months.
- 3.3.3.4 Students shall be required to accomplish a minimum of 16 and maximum of 20 credit hours for the award of Master's degree by coursework and project.
- 3.3.3.5 Monitoring of progress and performance of students shall involve submission of progress reports at an interval of six months.

3.3.4 Research Supervision

- 3.3.4.1 A master degree student shall be supervised by at least two (2) supervisors with academic qualifications above that of his/her based on the expertise and

experience in the field of specialisation. In special cases, one (1) supervisor may be allowed to supervise such a student.

3.3.4.2 At any particular time, no supervisor shall be allowed to supervise more than fifteen (15) master's students.

3.3.4.3. For avoidance of delay in completion and graduation, the SPSC shall be responsible for stipulating deadlines for supervisors to provide feedback to students at different stages of supervision.

3.4 Postgraduate Student Transfer

3.4.1 Transfer to another Programme/mode

3.4.1.1 A candidate registered into a postgraduate program may be allowed to transfer from one mode of study (evening, full time and distance)/programme so registered to another mode upon advancing sound reasons as prescribed by this Guidelines and Regulation and TCU guidelines.

3.4.1.2 A candidate wishing to transfer from a registered mode/programme to the other shall make an application through a specified form to the Department of Postgraduate Studies by adducing sound grounds. In determining whether the ground adduced is sound or not a fact-based approach shall be used.

3.4.1.3 A transferred student shall carry with him any credits awarded in the previous mode.

3.4.1.4 A candidate shall not be transferred unless the candidate has paid all the due fees in accordance to the requirement of the mode/programme of study expected to be transferred to.

3.4.1.5 In deciding the application the Department shall consider the availability of the mode/programme to be transferred and whether it is convenient to so transfer.

3.4.2 Transfer to and from MoCU

3.4.2.1 A postgraduate student may transfer from MoCU to another University and vice versa provided that the two universities mutually agree to the transfer and the interest of the student is preserved.

3.4.2.2 The University shall ensure that the transfer is appropriately handled such that the student studies are not interfered with.

3.4.2.3 Transfer of a postgraduate student to MoCU shall consider the availability at the University of needed training resources, academic support and supervision capacity.

- 3.4.2.4 A supervisor of a transferring postgraduate student can transfer his/her supervisory services provided that Guidelines 3.4.6.1 and 3.4.6.3 are adhered to.
- 3.4.2.5 Postgraduate candidates from other universities may transfer their credits to MoCU
- 3.4.2.6 Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- 3.4.2.7 Students' credit transfer to another programme of a similar level is allowed between fully accredited Universities. Conditions governing the transfer shall be determined by the receiving institution, and TCU regulations.
- 3.4.2.8 Candidates from other Universities who would like to complete their postgraduate programmes at MoCU, may apply to DRPS to transfer from their previous Universities credits/units that do not exceed 1/3 of the total credits/units for the programme, provided the former institution is accredited and the candidates meet the minimum entry qualifications for the programme in which they wish to enroll. For purposes of this regulation, the term "entry qualification" shall include the respective programme's cut-off point in the relevant year.
- 3.4.2.9 Students discontinued from other Universities shall not be allowed to transfer credits to MoCU.
- 3.4.2.10 Transfer of credits from MoCU to other universities shall be governed by regulations of the receiving University.
- 3.4.2.11 All transfers of postgraduate students shall be subject to the approval by the TCU.

3.5 Course Evaluation

3.5.1 General Requirements

- 3.5.1.1 Students registered for the Master's degree and postgraduate diploma programmes shall sit for examinations following assessment procedures as shall be specified in the respective curriculum.
- 3.5.1.2 Unless stipulated otherwise, the General University Admission, Registration and Examination Regulations shall be used to govern the conduct of examinations.
- 3.5.1.3 The pass mark for Master's degree core courses shall be a 'B' grade average and 'C' grade average for electives.
- 3.5.1.4 Candidates whose overall annual GPA is below a B grade (i.e., GPA below 3.0) and courses failed are more than two shall be discontinued from studies.

- 3.5.1.5 Candidates whose pass is below B and C grade averages in core and elective courses respectively shall be required to do probation examination in the course failed if the GPA is at least 3.0.
- 3.5.1.6 No candidate shall be allowed to sit for probation examinations unless she/he has paid probation examination fee as prescribed by the University.
- 3.5.1.7 Candidates shall be required to complete probation examinations before proceeding to the research phase. A candidate who fails the probation examination shall repeat the failed course only once.
- 3.5.1.8 If a candidate fails his/her probation examination, he/she shall be required to retake/repeat the failed course by attending classes, doing all course work administered prior to sitting for University Examinations and pay the due fees as prescribed by the University.
- 3.5.1.9 A candidate failed the retake examination shall be discontinued from studies.
- 3.5.1.10 The highest score to be awarded in probation examinations shall be a B (50-59%) for core courses and a C (40-49%) for elective courses.
- 3.5.1.11 Before allowed to proceed with the research phase of master's programme, the candidate must pass the coursework part with a mean overall grade of 'B' (i.e. GPA of at least 3.0) in all core courses and 'C' or better in all the elective courses designated for the respective degree programmes.
- 3.5.1.12 A candidate must complete all required courses in the coursework part before dissertation phase. Completing a course means attending classes to a minimum of 80% of contact hours and examinations of the specified course.
- 3.5.1.13 Candidates shall be allowed to proceed to dissertation/research phase only after their course work results are approved by the SENATE.
- 3.5.1.14 Part time master's degree students may be allowed to accumulate coursework results up to two years before embarking on research in the third year.
- 3.5.1.15 All Postgraduate Diploma and master's students shall be required to attend classes for at least eighty percent (80%) before sitting for the final University examination. A student who absconds himself/herself from studies or absents himself/herself from classes without compelling reasons shall be discontinued from studies.

- 3.5.1.16 The General University Admission, Registration and Examination Regulations shall apply to students who abscond from studies or absent themselves from classes.
- 3.5.1.17 A student who fails to complete the postgraduate programme within the specified period without compelling reasons shall be discontinued from studies.
- 3.5.1.18 Examinations that contribute to master's degree coursework shall be moderated but not be subjected to external marking. However, dissertations shall be internally and externally marked.
- 3.5.1.19 The Heads of respective departments in consultation with faculty /institute/directorate/head of department of postgraduate studies shall be responsible for the moderation and external marking arrangements which include submitting names of the proposed external examiners with their Curriculum Vitae (CV) to the SPSC.
- 3.5.1.20 Dissertation/thesis/project report/research paper submitted for examination shall be graded; a candidate shall publish at least one paper from his/her work in peer-reviewed journal.
- 3.5.1.21 The University grading system equations for computing GPA for postgraduate programmes shall follow the Part four (4) of TCU Standards and guidelines for University Education in Tanzania of 2019 as indicated below:

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

- 3.5.1.22 Postgraduate degree classification for postgraduate programmes shall follow the guidelines by TCU as indicated below:

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

- 3.5.1.23 Every candidate shall be required to submit a research progress report to his/her supervisor(s) after every six months for monitoring his/her research progress through the candidate's personal file. The progress reports shall be submitted biannually, one for the period ending 30th June, and the other for the period ending 31st December, of each calendar year. The supervisor(s) shall forward the progress report to the Director/Head of Department. The respective Faculty/Institute shall submit the same to the

Directorate of Research and Postgraduate Studies for evaluation and to take any appropriate action.

- 3.5.1.24 The university shall publish in the online University repository the thesis or dissertation by a Postgraduate candidate after awarding him/her his/her degree.

3.5.2 Probation Examinations

- 3.5.2.1 Departments/Faculties/Institutes under the coordination of the Directorate of Research and Postgraduate Studies shall administer probation examinations for degree programmes within a period of three months after the Senate approval of the results.
- 3.5.2.2 Master's degree candidates failing probation examinations shall be given a chance to repeat the failed course (probation examination) and this shall imply attending classes, doing all course work administered prior to sitting for University Examinations and pay the due fees to be established by the Director of Planning and Finance.
- 3.5.2.3 Master's degree candidates failing the repeated course in [3.5.2.2] shall be discontinued from studies.
- 3.5.2.4 Probation examination shall be conducted once in each academic year as scheduled by the University.

3.5.3 Examination Irregularities

- 3.5.3.1 All cases of alleged examination irregularities shall be referred to the University Examination Irregularities Committee. The Committee shall submit a report of its findings and recommendations to the SPSC.
- 3.5.3.1 Any candidate who shall be proved to have cheated, aided in cheating or involved in plagiarism in any part of the examination shall be discontinued from studies.

3.5.4 Approval of coursework results

- 3.5.4.1 All examination results that contribute to coursework for master's programmes shall be scrutinized by the SPSC for approval before candidates are allowed to proceed with the dissertation phase.
- 3.5.4.2 A candidate shall be allowed to finalize preparation of research proposal after completing all examinations that contribute towards his/her coursework.

3.5.5 Appeals

- 2.5.5.1 The General University, Registration and Examination Regulations shall govern the conduct of appeals against the decisions of the SENATE pertaining to examination results. Provided that in this context, the "Senate Undergraduate Studies Committee (SUSC)" appearing in the Regulations shall be construed to mean the SPSC.

- 2.5.5.2 All appeals shall be lodged with the Director of Research and Postgraduate Studies within one month from the date of approval of the results.

3.5.6 Exit Pathways

- 3.5.6.1 Postgraduate diploma candidate who successfully completes course work and with compelling reasons fails to continue with his/her studies may be awarded a postgraduate certificate subject to approval by Senate.
- 3.5.6.2 Master degree student who successful attains a minimum of 180 credits and with compelling reasons fails to continue with his/her studies may be awarded a postgraduate diploma subject to fulfilling conditions stipulated in the respective curriculum and approval of the same by Senate.
- 3.5.6.3 A PhD student by course work and research who successful completes course work and with compelling reasons fails to continue with his/her studies may be awarded a Professional Master's degree subject to fulfilling conditions stipulated in the respective curriculum and approval of the same by Senate.
- 3.5.6.4 A PhD student by research who successful completes four refereed seminar presentations and with compelling reasons fails to continue with his/her studies may be awarded a Master of Philosophy degree subject to fulfilling conditions stipulated in the respective curriculum and approval of the same by Senate.
- 3.5.6.5 For the cases described in Guidelines 3.5.4.1 and 3.5.4.4, such a candidate may be readmitted into the same programme two (2) years after the ward.

3.6 Referred Seminar Evaluation

- 3.6.1 At an appropriate stage as specified by each type of master degree, candidates shall be required to present referred seminar(s). These include research proposal and results-based seminars. The seminars shall ascertain competence in research methodology, analytical skills and compliance with applicable instruments, among other things.
- 3.6.2 There shall be a panel with a maximum of two (2) referees and one (1) discussant that shall at the end of the seminar presentation award a graded score in the prescribed form. At the end of each seminar a report shall be prepared and submitted to the Head of Department to which a candidate is registered with a copy to the Directorate of Research and Postgraduate Studies.
- 3.6.3 The Heads of respective Departments in consultation with the faculty deans/institute director through the Head of Department of postgraduate studies shall be responsible for arranging seminars, appointing a panel of at least two

referees and one discussant, and preparing a report to be submitted to the Directorate of Research and Postgraduate Studies.

- 3.6.4 The panel members of the seminar shall be selected in a manner which ensures that there are sufficiently qualified and experienced scholars (senior scholar with either Master's or PhD degrees) in the research project or related area to examine the candidate.
- 3.6.5 Candidates scoring an average of less than a C grade shall be regarded to have failed and shall be required to present the same for a maximum of two additional times.
- 3.6.6 Candidates failing after three attempts on the same concept note/proposal/paper shall be discontinued from studies.
- 3.6.7 A Master's candidate who successfully attains a minimum of 180 credits and for compelling reasons fails to continue may be awarded a Postgraduate Diploma upon approval by the SENATE.
- 3.7.8 A candidate pursuing Master's degree programme by coursework and research/coursework and project shall present two referred seminars. The first one shall be during the proposal writing stage and the other during research findings before submission of the dissertation for examination.
- 3.7.9 A candidate pursuing Master's degree programme by research only shall present three referred seminars. The first seminar shall be presented as part of research proposal approval process. The purpose of the seminar shall be to ascertain competence in research methodology, analytical skills and applicable instruments. The second seminar shall be done after data collection to validate the research findings in relation to the research objectives; research questions and methodology. The third seminar shall be before submission of the draft dissertation to ascertain the candidate's progress in research work and mastery of the discipline of study.

3.7 Dissertation/Thesis/Project Report/Research Paper Process

- 3.7.1 Candidates pursuing a master's degree programme by coursework and research/coursework and project and who have qualified to continue with research after the coursework part shall be required to submit a dissertation/project report in partial fulfillment of the postgraduate requirements, after the specified period. However, candidates pursuing a master's programme by research only and who have qualified to continue with research after the research proposal part shall be required to submit a thesis in fulfillment of the postgraduate requirements, after the specified period.
- 3.7.2 Candidates are encouraged to access research guidelines and regulations applicable to the preparation and presentation of dissertations/theses/project report/research paper through the university website.

- 3.7.3 Each candidate shall present his/her referred seminar to be attended by both staff and students in the Faculty/Department/Institute/Directorate. Where resources are minimal/limited, two or more departments can organise these seminars jointly.
- 3.7.4 Based on the report of the panel [in 3.7.3], the DRPS in consultation with respective Department may decline to approve the proposal/findings or recommend revision if:
- 3.7.4.1 In its opinion it is unsuitable in contents;
- 3.7.4.2 The conditions under which the candidate proposes to work are unsatisfactory;
- 3.7.4.3 The proposed work is a repetition of known research/project work;
- 3.7.4.4 The budget is unrealistic or prohibitive and time to undertake research/project will be longer than allowed.
- 3.7.5 Candidates who fail to present their research proposals/findings within six months without compelling reasons shall be discontinued from studies.
- 3.7.6 The candidate shall submit the improved proposal accompanied by the supervisor(s) verification report through the relevant Department to the DRPS for approval within one month after the initial presentation. After approval, the candidate shall proceed towards data collection.
- 3.7.7 Candidates who fail to submit the improved proposal accompanied by the supervisors' verification report within one month with compelling reasons shall be required to apply for extension.
- 3.7.8 A candidate who fails to submit the improved proposal without compelling reasons shall be discontinued from studies.
- 3.7.9 A candidate shall be required to submit his/her dissertation/thesis for examination within the time specified by the SPSC.
- 3.7.10 The dissertation/thesis submitted shall be examined by one external examiner appointed by the head of the respective department in collaboration with DRPS.
- 3.7.11 There shall be an oral final examination of the dissertation/thesis to a panel of at least three (3) examiners including an external examiner or his/her representative. The oral examination proceeding shall follow the procedures similar to that of the viva voce examination. The oral examination panel shall be as follows:
- (a) Chairperson who shall be a senior academician with PhD;
 - (b) External examiner (or his/her representative);
 - (c) Head of the department (or his/her representative); who shall also be the secretary to the panel;

- 3.7.12 The duration of the oral final examination shall not exceed ninety minutes arranged in the following order:
- (i) Maximum of 20 minutes of an oral presentation;
 - (ii) Maximum of 45 minutes of questions and answers; and
 - (iii) Maximum of 25 minutes of deliberations.
- 3.7.13 A candidate for master's degree by course work and dissertation shall be required to produce at least one (1) research paper manuscript based on his/her research results. The manuscript must be submitted to and accepted by a peer reviewed journal recognised by the University.
- 3.7.14 A candidate for master's degree by research only shall be required to produce evidence of submission and acceptance of three (3) paper manuscripts based on his/her research to a peer reviewed journal recognised by the University.
- 3.7.15 The candidate dissertation/thesis shall be awarded marks and graded according to the GPA system.
- 3.7.16 Candidates who fail to complete their dissertations/theses/project reports/research papers within the specified period may apply for extension of registration to the SENATE through the SPSC by filling the specified form.
- 3.7.17 The maximum duration of the registration period (including extensions) shall not exceed three years for full time students, four years for part time students and six years for students under the evening programme mode. The candidate shall be required to pay such amount as prescribed by the University from time to time. This amount shall be paid within a week after the extension approval by director of research and postgraduate studies.
- 3.7.18 A student who fails to complete the Master's programme within the maximum specified period without compelling reasons shall be discontinued from studies.

3.8 Structure, Types and Formats of Dissertations/Theses for Master's Degree Programmes

A master's student shall adopt one of the three formats in consultation with his supervisor(s).

3.8.1 Dissertation/Thesis/Project Report/Research Paper developed in a Monograph format

- 3.8.1.1. In a monograph format, the whole thesis/dissertation/project report/research paper shall be written as a single text in a minimum of five chapters. This is the traditional format where the whole dissertation/thesis/ project report is written as a single text usually in five chapters: introduction, literature review, methodology (materials and methods), results (results and discussion) and conclusion (summary, conclusion and recommendations).

Detailed guidelines for monograph type dissertations are provided for in the University Guidelines for Writing Concept Notes, Proposals, Research Reports, Dissertations and Theses.

- 3.8.1.2 A research paper/manuscript shall consist of a title, author's particulars and affiliations, abstract, keywords, introduction, materials and methods, results and discussion, conclusion, recommendations and references.

3.8.2 Dissertation/Thesis developed in a published papers format

The requirements and standards for a dissertation/thesis developed in published papers format shall be as follows:

- 3.8.2.1 The student must have at least three full-length papers emanating solely from his Master's studies. He/ She must appear as first author, except when a different type of order of authors is customary in the student's field of research.
- 3.8.2.2 Following the list of publications, a declaration is to be included by the candidate, that the dissertation/thesis summarizes his/her independent efforts.
- 3.8.2.3 Where the work was performed in collaboration with another investigator and/or student(s), the kind of collaboration involved should be explained as clearly as possible, namely, which parts of the dissertation/thesis describe results from collaboration, and what was the role of the student in the collaboration. A letter from the student's supervisor shall accompany the submitted dissertation/thesis. The letter shall indicate the particular contribution of the student to each paper (in the case of multi-author papers). It shall also indicate that the submitted articles were not and shall not be part of other dissertations/theses in the "Published papers" format.
- 3.8.2.4 In addition, the candidate may wish to add supplements or appendices of unpublished data to the particular published papers.

3.8.3 Publishable Manuscripts Format

- 3.8.3.1 Dissertation/thesis in publishable manuscript (manuscript-within-thesis) format shall consist of chapters in form of publishable papers.
- 3.8.3.2 Such dissertations/theses shall comply with the following requirements:
 - (a) Shall consist of a title, abstract, introduction, methods, results, or results and discussion, conclusions and recommendations and references.
 - (b) Shall have common sections consisting of extended abstract, introduction and conclusions. These sections shall contain the overall theme of the dissertation/thesis, description of the commonality of the

concepts across the manuscripts and the overall implications of the findings.

- (c) The format and writing style of the individual manuscript shall be determined by the targeted journal.

3.8.4 Binding of Dissertation/Thesis/Project Report developed in a Monograph Format

In all the three formats [in 3.8], binding of the final dissertation/theses shall adhere to the guidelines as stipulated in the guidelines for preparing dissertations/theses and other publications.

3.9 Examination of Dissertation/Thesis/Project Report/Research Paper

Every dissertation/thesis/project report/research paper submitted shall be examined by the examiners specialized in similar area of study. The SPSC shall appoint at least two qualified examiners one of whom must be external to the University. All examiners shall be independent experts not involved in the candidate's supervision. The examiners shall be required to assess the thesis/dissertation/project report/research paper following standards applicable to the University.

3.10 Handling of Dissertations/Theses/Project Report/Research Paper by Examiner

- 3.10.1 The internal examiners shall be required to submit their reports about the dissertation/thesis/project report/research paper within a maximum period of three weeks and external examiners a maximum of one month from the date of receipt. The DRPS shall regularly forward reminder notes to the examiners. If reports are not received within one month from the external examiner(s), new external examiner(s) shall be appointed. Mailing time and other constraints shall however, be taken into consideration before appointing new examiner(s).
- 3.10.2 On receipt of the examiner's report, the Directorate of Research and Postgraduate Studies will evaluate the overall performance of the candidate by comparing the marks awarded by the internal and external examiner and thereby enter an overall mark on Overall Evaluation Report on Masters Dissertation/Thesis/Project report/Research paper.
- 3.10.3 Where the examiners are not in agreement, the DRPS will form an independent committee of three members to examine the thesis/dissertation. Recommendation by the committee will prevail.
- 3.10.4 The examination report shall focus on research report sections which shall be indicated in the prescribed marking guide.
- 3.10.5 Each examiner shall submit a summary of the report on the dissertation/thesis/project report/research paper using a prescribed form with a definite recommendation for one of the following actions:
 - 3.10.5.1 The degree be awarded to the candidate unconditionally.

- 3.10.5.2 The dissertation/thesis/project report/research paper is subject to typographical corrections and/or minor revisions and be submitted within a period of one month.
- 3.10.5.3 The dissertation/thesis/project report/research paper is subject to making substantial revisions and corrections recommended within a period of three months.
- 3.10.5.4 The dissertation/thesis/project report/research paper is subject to major corrections and upgrading and therefore the candidate be allowed to revise and resubmit for re-examination within six months.
- 3.10.5.5 The dissertation/thesis/project report/research paper be rejected outright.
- 3.10.6 Candidates shall be required to submit three corrected hard bound copies and a soft copy of the dissertation/thesis within two months before approval of results by the SENATE. Upon submission, an error free report shall be issued to the Chairperson of the SPSC/the supervisor or Head of Department/Director/Dean (in the absence of the supervisor).
- 3.10.7 The final decision on the postgraduate award shall be made by the Senate.
- 3.10.8 A dissertation/thesis/project report/research paper rejected by examiners after re-submission shall not be accepted for re-examination at the University and the candidate shall be discontinued from studies.
- 3.10.9 Unless there are compelling reasons, failure of a candidate to re-submit a corrected dissertation/thesis/project report/research paper accompanied by an error free report within two months after being allowed to incorporate corrections shall amount to discontinuation from studies.
- 3.10.10 After completion of all the corrections recommended by examiners, a candidate shall submit one electronic copy, three hard bound copies of dissertations/theses/project reports/research papers and an abridgment to the DRPS. Each copy shall be:
 - 3.10.10.1 Bound black.
 - 3.10.10.2 The spine shall be embossed in gold, bearing:
 - (a) The surname and initials of the candidate.
 - (b) The degree for which the dissertation has been submitted; and
 - 3.10.10.3 The year of postgraduate award.
 - 3.10.10.4 The writing on the spine shall read from the bottom to the top.

3.10.10.5 The title of the dissertation/thesis/project report/research paper shall be printed in gold letters on the front cover of the bound volume.

4.0 DOCTOR OF PHILOSOPHY DEGREE

4.1 Entry Qualifications

An applicant for PhD degree programme shall hold a Master's degree (UQF Level 9) in relevant discipline/area or equivalent from a recognized institution of higher learning with a minimum GPA of 3.0 or B grade.

The University may provide provisional PhD admission to applicants who have met all the requirements for the award of master degree programme but waiting for final results.

Admission of applicants with foreign qualifications will be subject to approval by the TCU, and vetting by the University on the level of foreign qualifications through comparison with the national equivalences.

4.2 Admission and Registration Arrangements

4.2.1 Application Procedure

4.2.1.1 Unless otherwise directed, an application for PhD program shall be done online through the University admission system.

4.2.1.2 Applicants shall be required to pay a non-refundable application fee as shall be prescribed by the University.

4.2.2 Registration of PhD Candidates

4.2.2.1 Admitted applicants shall be registered as full time or part-time students depending on the type of PhD programme.

4.2.2.2 Admitted applicants shall submit the following documents at the time of registration:

- (a) Originals and copies of relevant academic transcripts and certificates;
- (b) Two stamp size photographs (colour with blue/white background);
- (c) Evidence that the University fees have been paid;
- (d) Original and copies of birth certificate; and
- (e) Evidence of release from employer (if employed for full time students).

4.2.2.3 Admitted applicants shall be registered by names appearing on their certificates. No student shall be allowed to change name(s) once registered.

4.2.2.4 Admitted PhD applicants shall register for their studies at any time within the academic year the applicant is admitted.

4.2.2.5 Students must renew their registration at the beginning of every subsequent year through MUSARIS or by submitting a dully filled in form which shall be prescribed from time to time and after paying the required fees.

4.2.2.6 Failure to renew registration shall mean discontinuation from studies.

4.2.2.7 Registration shall also involve the following procedures:

- (a) With the guidance of the Head of Department, the student shall submit a two-page concept note on the intended research topic to the relevant Directorate/Department.
- (b) A PhD student shall be provided with a research proposal writing guidelines.
- (c) A student shall be required to submit a research concept note along with the application documents. Upon registration the candidate shall be required to submit a concise research proposal to DRPS within six months for approval. Presentation of seminars shall be part and parcel of approving research concept notes and proposals.
- (d) The maximum duration for proposal submission shall be 12 months for PhD by research only and 18 months for PhD by research and coursework or as prescribed in the respective curriculum. Failure to submit a full proposal within the specified timeframe without compelling reasons, the candidate shall be discontinued from studies.
- (e) Every student shall be required to submit a research progress report to his/her supervisor(s) after every six months for monitoring his/her research progress through the candidate's personal file. The progress reports shall, normally, be submitted in sequence; the supervisor(s) shall forward the progress report to the respective Head of Department who, upon filling it, shall forward it to the Head of Postgraduate Studies Unit who shall also fill and forward it to the Director of Research and Postgraduate Studies.

4.2.3 Delivery Mode

Delivery for PhD programmes shall be through:

- (i) Face-to-face contact for both full-time and part-time students,
- (ii) Open and distance education for both full-time and part-time students,
- (iii) Blended learning (a style of education in which students learn via online media as well as traditional face-to-face teaching).

4.3 Duration and Structure

4.3.1 The duration of the PhD programme by coursework and dissertation shall be 36 months for full-time and 48 months for part-time candidates. The duration of the registration period, including the six months of research proposal processing, shall be 36 months (three years) for full time and 48months (four years) for part-time (distance) students.

- 4.3.2 PhD programme by research only shall take 36 months for full-time and 48 months for part-time candidates.
- 4.3.3 If for valid reasons a candidate wishes to temporarily halt studies he shall apply to the Senate for the postponement of studies (during the course work phase) or freezing of the registration (during the dissertation/thesis writing phase).
- 4.3.4 A candidate who for compelling reasons wishes to postpone studies or freeze registration shall apply for permission from the DRPS through the supervisor and Head of the Department where the candidate is registered. The maximum period for freezing registration shall be 24 months (two years). Postponement of studies and freezing of registration shall be applied through the Head of Department to the DRPS who shall process for approval by the chairperson of the Senate.
- 4.3.5 Candidates who, with compelling reasons, fail to complete their dissertation/thesis within the specified period may apply for extension of the registration period using the prescribed form. The candidate shall be required to pay a monthly extension fee as prescribed by the University.
- 4.3.6 The total extension period shall not exceed 24 months (two years) for full-time and 36 months (three years) for part-time candidates. The candidate shall be required to pay a monthly extension fee as may be prescribed the University from time to time.
- 4.3.7 In circumstances where extensions are granted, the maximum duration of registration for a PhD degree both by coursework and research, and by research only shall be 60 months for full-time and 72 months for part-time candidates.
- 4.3.8 A candidate who fails to complete the PhD programme within the maximum period of registration without compelling reasons shall be discontinued for studies.

4.4 Types of PhD degree programmes

There shall be two (2) types of PhD programmes:

- (i) PhD by Research
- (ii) PhD by Coursework and Research

4.4.1 PhD by Research

4.4.1.1 It shall be the responsibility of the supervisor(s), Heads of respective Departments in consultation with the faculty Deans/institute Director and DRPS to make arrangements for the referred seminar presentations at departmental and DPRS levels.

4.4.1.2 For a candidate to qualify for an award a PhD by Research only, a minimum of 540 credits are required.

4.4.1.3 Research concept note and proposal shall account for 15 and 30 credits respectively, while research competence and thesis shall account 135 and 360 credits, respectively.

4.4.1.4 For a candidate to qualify for an award of the PhD degree he/she shall have one paper published and two accepted manuscripts (articles/papers) based on his/her research in peer reviewed journal(s) recognized by the University.

4.4.1.5 Candidates for this programme shall be required to present a minimum of six referred seminars over a period of three years for full time candidates and four years for part time candidates as follows:

- (a) The first seminar shall be presented within one month upon registration, to reflect upon orientation on the subject matter of intended discipline of specialization (research concept note).
- (b) The second seminar shall be presented within six months after registration. The purpose of this seminar shall be for approval of the developed research proposal and to ascertain competence in research methodology, analytical skills and applicable instruments.
- (c) The remaining four seminars shall be conducted after data collection. These seminars shall be staggered over the remaining period of study, to ascertain the candidate's progress in research work and mastery of the discipline of study.
- (d) Candidates scoring an average of less than 50 marks (B) shall be regarded to have failed a seminar and shall be required to present the same for a maximum of two additional times. Candidates failing after three presentations shall be discontinued from studies.
- (e) No candidate shall be allowed to present in any seminar without prior approval from his/her supervisor (s).
- (f) Three experts shall examine the presentation; one of them shall be the discussant of the subject matter being presented and other two from among MoCU academic staff. Experts to examine a PhD candidate shall hold a PhD in the relevant subject.

4.4.1.6 It shall be the responsibility of the respective Department where a candidate is registered in consultation with the Head of Department of Research and Postgraduate Studies to appoint a panel of four referees and one discussant who shall at the end of each seminar prepare a report to be submitted to the Directorate of Research and Postgraduate Studies. The panel shall, at the end of each seminar presentation, award a graded score in the prescribed form.

4.4.1.7 The panel members of the seminar shall be so selected as to ensure that sufficiently qualified and experienced scholars (either PhD degree holders or Professors) in the research project or related area examine the candidate.

4.4.2 Doctoral Degree Programmes by Coursework and Research

- 4.4.2.1 Students registered for the PhD Programme by coursework and research shall be required to do coursework examinations following assessment procedures specified for the degree programme.
- 4.4.2.2 The course work part of the study shall consist of core courses and elective courses which shall add up to a minimum of four semesters and attained a minimum of 540 credits or as prescribed in the approved curricula.
- 4.4.2.3 The pass mark shall be 'C' grade for all courses. A candidate who fails to meet this requirement will be allowed to supplement in the failed examinations provided the overall GPA is not less than 3.0.
- 4.4.2.4 Candidates shall be required to complete probation examinations before proceeding to the research phase.
- 4.4.2.5 Departments under the coordination of the Directorate of Research and Postgraduate Studies shall administer probation examinations for PhD programmes within a period of three months after Senate approval of the results
- 4.4.2.6 For a candidate to qualify for an award of the PhD degree he/she shall have two accepted manuscripts (articles/papers) based on his/her research in peer reviewed journal(s) recognised by the University.
- 4.4.2.7 Candidates with GPA less than 3.0 and courses failed are more than 2 shall be discontinued from studies.
- 4.4.2.8 The grading system and the procedures for computing GPA shall be as for Master's programmes.
- 4.4.2.9 The Department/Directorate offering the degree programme shall allocate research supervisor(s) to each student on the basis of the nature of the intended research. Students will be required to submit their dissertation for examination within the last three months of their regular programme period.
- 4.4.2.10 Candidates for PhD by coursework and research will be required to present a minimum of four referred seminars over a period of three years. The first seminar shall be to reflect upon orientation on the subject matter of intended discipline of specialization (research concept note). The second seminar shall be for approval of the developed research proposal. The purpose of this seminar will be to ascertain competence in research methodology, analytical skills and applicable instruments. Two seminars will be presented during the research period, after data collection to ascertain the candidate's progress in research work and mastery of the discipline of study. Examination of these seminars shall follow item 4.4.1.5 ((d), (e) & (f)).
- 4.4.2.11 It shall be the responsibility of the Supervisors, the Heads of respective Departments in consultation with the faculty deans/institute director and the Head of Department of Postgraduate Studies to make arrangements for the seminars.

4.4.2.12 It shall be the responsibility of the respective Department where a candidate is registered in consultation with the Head of Department of Postgraduate Studies to appoint a panel of four referees and one discussant who shall at the end of each seminar prepare a report to be submitted to the DRPS. The panel shall, at the end of each seminar presentation, award a graded score in the prescribed form.

4.4.13 The panel members of the seminar shall be so selected as to ensure that sufficiently qualified and experienced scholars (at least PhD degree holders) in the research project or related area examine the candidate.

4.4.14 Candidates scoring an average of less than 50 marks (B) shall be regarded to have failed the presentation and shall be required to present the same for a maximum of two additional times. Candidates failing after three presentations shall be discontinued from studies.

4.4.3 Research Supervision

4.4.3.1 A PhD degree candidate shall be supervised by a minimum of two (2) qualified and experienced supervisors who possess PhD qualifications and preferably one of them being at the rank of associate or full professor.

4.4.3.2 A supervisor who is not an associate or full professor must have attained his or her PhD qualifications in not less than four years prior to supervision, and must have previously supervised master students to completion. In addition, he/she must have demonstrated an outstanding performance in scholarly works published in the relevant field.

4.4.3.3. At any particular time, no supervisor shall be allowed to supervise more than five (5) PhD candidates.

4.4.3.4 For avoidance of delay in completion and graduation, the DRPS shall be responsible for stipulating deadlines for supervisors to provide feedback to students at different stages of supervision.

4.5 Structure, Types and Formats of Dissertations/Theses for PhD Degree Programmes

A PhD candidate shall in consultation with his supervisor(s), adopt one of the three formats.

4.5.1 Dissertation/Thesis developed in a published papers format

The requirements and standards for a dissertation/thesis developed in published papers format shall be as follows:

4.5.1.1 The student must have at least three full-length papers emanating solely from his PhD studies. He must appear as first author. Except when a different type of order of authors is customary in the student's field of research.

4.5.1.2 Two of the said papers shall be either “published”, “in press” or “accepted” in peer reviewed journal(s). The third paper must have publishable status in the peer reviewed journals.”

4.5.1.3 Following the list of publications, a declaration is to be included by the candidate, that the dissertation/thesis summarizes his/her independent efforts.

4.5.1.4 Where the work was performed in collaboration with another researcher and/or student(s), the kind of collaboration involved should be explained as clearly as possible, namely, which parts of the dissertation/thesis describe results from collaboration, and what was the role of the student in the collaboration. A letter from the student’s supervisor shall accompany the submitted dissertation/thesis. The letter shall indicate the particular contribution of the student to each paper (in the case of multi-author papers). It shall also indicate that the submitted articles were not and shall not be part of other dissertations/theses in the “Published papers” format.

4.5.1.5 In addition, the candidate may wish to add supplements or appendices of unpublished data to the particular published papers.

4.5.1.6 The dissertation/thesis shall have common sections consisting of: extended abstract, introduction and conclusions. These sections shall contain the overall theme of the thesis, description of the commonality of the concepts across the articles, and the overall implications of the findings.

4.5.2 Publishable Manuscripts Format

4.5.2.1 Dissertation/thesis in publishable manuscript (manuscript-within- thesis) format shall consist of chapters in form of publishable papers.

4.5.2.2 Such dissertations/theses shall comply with the following requirements:

(a) Shall consist of a title, abstract, introduction, methods, results, or results and discussion, conclusions and recommendations and references.

(b) Shall have common sections consisting of extended abstract, introduction and conclusions. These sections shall contain the overall theme of the dissertation/thesis, description of the commonality of the concepts across the manuscripts and the overall implications of the findings.

4.5.2.3 The format and writing style of the individual manuscript shall be determined by the peer reviewed journal.

4.6 Binding of Dissertations/Theses

In all the three formats, binding of the final dissertation/thesis shall adhere to the guidelines as stipulated in the guidelines for preparing dissertations/thesis and other publications.

4.7 Submission of a PhD Thesis/Dissertation

- 4.7.1 The PhD degree examination requires the submission of a thesis/dissertation by the candidate. Unless otherwise provided in these regulations, no candidate shall be permitted to submit a thesis/dissertation for the PhD degree in less than 24 months from the date of registration.
- 4.7.2 A candidate may, however, be allowed to submit his/her thesis earlier if the supervisor and the relevant Faculty/Institute/Senate Postgraduate Studies Committee approve the candidate's research contribution.
- 4.7.3 At least three (3) months before the thesis/dissertation is submitted; the candidate shall, through the supervisor, give notice of intention to submit the thesis by filling in the prescribed form.
- 4.7.4 Every thesis/dissertation submitted for the PhD degree must be accompanied with a declaration by the candidate, stating that it is the candidate's own original work and that it has not been submitted elsewhere for a similar academic award. The thesis must be submitted in six loose-bound copies.
- 4.7.5 The thesis/dissertation shall contain a statement of copyright by the author.
- 4.7.6 Every thesis/dissertation submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format.
- 4.7.7 The thesis/dissertation shall contain a declaration by the candidate's supervisor confirming that he/she has read the thesis and found it acceptable for examination.
- 4.7.8 Each Candidate shall be required to publish at least one article in a peer reviewed journal for a thesis developed in a monograph prior to examination of thesis.

4.8 Examination of Dissertation/Thesis and Award of a PhD Degree

- 4.8.1 The examination process shall comprise of two (2) parts, namely:
 - 4.8.1.1 Examination of thesis/dissertation
 - 4.8.1.2 Oral Examination (Viva voce)
- 4.8.2 A candidate shall submit his/her thesis for examination within the time specified by the DRPS.
- 4.8.3 For every PhD candidate, the SPSC shall appoint at least three qualified examiners, one of whom shall be independent internal examiner not involved in the candidate's supervision and two examiners external to the University. The examiners shall be required to assess the thesis/dissertation following standards applicable to PhD degrees at the University.

- 4.8.4 The Examiners shall be required to submit independent reports on the PhD thesis/dissertation after marking.
- 4.8.5 The examiners shall be required to submit their detailed reports on the thesis/dissertation within a period of two months from the date of receipt of the thesis/dissertation.
- 4.8.6 If the reports are not received within two (2) months, other examiners shall be appointed.
- 4.8.7 The PhD thesis/dissertation shall show evidence that the candidate has made an original and significant contribution to knowledge and each examiner shall submit a summary of the report on the thesis/dissertation using a prescribed form with a definite recommendation for one of the following actions:
 - 4.8.7.1 The PhD degree be awarded to the candidate unconditionally;
 - 4.8.7.2 The degree be awarded subject to typographical corrections and/or minor revisions and be submitted within a period of one month;
 - 4.8.7.3 The degree be awarded subject to making substantial revisions and corrections recommended within a period of three months;
 - 4.8.7.4 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 ranging from 6 to 9 months;
 - 4.8.7.5 The thesis/dissertation be rejected outright.
- 4.8.8 A Candidate who fails to submit their thesis/dissertation within the period of 18 months without compelling reasons shall be discontinued from studies.
- 4.8.9 Where the examiners are not in agreement in their overall recommendation after the resubmission, the SPSC shall consider the case and recommend one of the following actions:
 - 4.8.9.1 The recommendation of the external examiner(s) be adopted; or
 - 4.8.9.2 Examination of thesis/An additional independent examiner be appointed; or
 - 4.8.9.3 The relevant Department/Faculty/Institute/Directorate be requested to establish a panel of experts (internal and/or external to the University), with the Senate's approval, to examine the candidate orally.
- 4.8.10 The DRPS shall pay a honorarium to examiners upon receipt of detailed reports and summary reports of the thesis/dissertation under examination. The rate of the honoraria shall be approved by the Senate.

4.8.11 Viva Voce Examination for PhD Degree Programmes

- 4.8.11.1 In addition to submitting a thesis/dissertation for examination, the PhD candidate shall appear for a viva voce examination.
- 4.8.11.2 The viva voce examination shall take place only after the Senate has been satisfied that the thesis/dissertation submitted by the candidate is considered by the examiners to be satisfactory and of acceptable standard.
- 4.8.11.3 The questions to be asked in the viva voce examination shall primarily focus on the candidate's thesis/dissertation area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the thesis/dissertation subject matter.
- 4.8.11.4 The members of the viva voce panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- 4.8.11.5 The viva voce examination shall comprise seven members, who shall be appointed by the SPSC upon recommendation from the Head of the respective Department/Faculty/Institute where the candidate is registered. The viva voce proceeding shall follow the procedures as indicated in appendix XIX. The viva voce panel shall be as follows:
- (a) Chairperson with voting power who shall also be the representative of the Dean/Director. He/she shall be a senior academician at least Associate Professor;
 - (b) External examiners who examined the thesis (or their representatives);
 - (c) Internal examiner who examined the thesis;
 - (d) Research supervisor who supervised the student who shall have no voting power and shall not be allowed to ask questions;
 - (e) Head of Department where the candidate is registered or his/her appointee; and
 - (f) Head of postgraduate studies Unit who shall be a secretary to the panel but shall have neither voting power nor allowed to ask questions.
- 4.8.11.6 The DRPS on behalf of the SPSC shall approve the date of examination at least two weeks before the examination.
- 4.8.11.7 The Head of Postgraduate Studies Unit shall inform the candidate in writing regarding the examination arrangements at least two weeks before the examination, with copies to the DRPS.
- 4.8.11.8 The viva voce panelists shall be provided with full texts of the examiner's reports and copies of the candidate's thesis at least one week before the date of the examination.
- 4.8.11.9 The function of the viva voce shall be to ascertain that the thesis presented fulfils the following criteria:

- i) The thesis presented, the data, methodology, analysis and findings constitute the original work of the candidate;
 - ii) The broader subject area in which the study is based is fully grasped by the candidate;
 - iii) Any weaknesses in the thesis/dissertation/project report/research paper are adequately clarified by the candidate; and
 - iv) A definite recommendation is made to the Senate through the SPSC as to whether the candidate should be declared as having passed or failed
- 4.8.11.10 The chairperson of the viva voce shall have powers to remove any member of the panel or public who is behaving abnormally during the viva voce exam. In case where a member of the panel has been evicted from the examination room his/her opinion shall not be considered during the final verdict.
- 4.8.11.11 The viva voce panelists shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance.
- 4.8.11.12 Where the panelists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the viva voce examination. In case of equality of votes the chairperson shall have a casting vote.
- 4.8.11.13 During voting, the supervisor and the candidate shall be asked to move out of the viva voce examination room.
- 4.8.11.14 At the end of the viva voce examination:
- (a) The panel members shall sign a special viva voce examination results form, giving a specific recommendation to relevant academic unit handling postgraduate studies on the candidates' performance; and
 - (b) The chairperson of the panel shall also submit to relevant academic unit of the university handling postgraduate studies through the respective Dean/Director a comprehensive report approved by the viva voce panelists, detailing all the questions addressed to the candidate and the answers the candidate gave to those questions.
 - (c) The duration of the viva voce examination shall not exceed three hours arranged in the following order:
 - (i) Maximum of 45 minutes of an oral presentation;
 - (ii) Maximum of one (1) hour and 45 minutes of questions and answers; and
 - (iii) Maximum of 30 minutes of deliberations.
 - (d) The SENATE shall make the final decision on the postgraduate degree award, on recommendation of the DRPS;
 - (e) Any subsequent publication from a thesis submitted for the postgraduate degree shall contain a declaration stating that the work is based on thesis submitted to the University.

- (f) A viva voce examination shall be open to the general public but non-members of the viva voce panel shall be just observers.

4.8.12 Examiners' Recommendations

4.8.12.1 At the end of the viva voce examination, the panel members shall sign a prescribed viva voce examination results giving specific recommendation on the candidate's performance for one of the following actions:

- (a) The Candidate PASSES and no additional corrections in the thesis/dissertation required;
- (b) The Candidate PASSES subject to making minor corrections and revisions in the thesis/dissertation as stated in the viva voce proceedings, within one month;
- (c) The Candidate is referred to make substantial corrections and revisions as stated in the viva voce proceedings within three months, and at least one viva voce panelist appointed by the panel must certify that the corrections have been done as directed;
- (d) 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;
- (e) The Candidate should not be awarded a degree, but may be resubmitted for a lower award
- (f) The Candidate fails outright.

4.8.12.2 A comprehensive viva voce report shall be submitted, along with a detailed report on how the candidate handled the questions, to the chairperson of the SPSC for processing.

4.8.12.3 Where there is disagreement between the recommendations of the thesis examiners and those of viva voce panelists the relevant academic unit handling postgraduate studies shall carefully study the case and recommend to the senate one of the following actions:

- (a) The candidate revises and re-submits the thesis and subsequently re-appears for another viva voce examination, within a specified period, but not exceeding twelve months from the date of the decision by the Senate;
- (b) Candidate should not be awarded a degree, but a dissertation/thesis may be resubmitted for a lower award; or
- (c) The candidate be deemed to have failed outright.

4.9 Appeals Procedures in VIVA VOCE

4.9.1 The right to appeal shall be open for every candidate aggrieved by VIVA VOCE examination results.

- 4.9.2 Candidates may appeal against the outcome of the formal VIVA VOCE examination assessment on grounds such as:
- 4.9.2.1 Procedural irregularities in the conduct of the VIVA VOCE examination;
 - 4.9.2.2 Substantiated evidence of prejudice or bias or inadequate assessment on the part of the panelists.
- 4.9.3 Appeals are to be lodged with the Directorate of Research and Postgraduate Studies, within one month of the communication of the outcome of the VIVA VOCE examination to the candidate by the Director of the Directorate of Research and Postgraduate Studies, in accordance with the University's examination appeals procedure as stipulated in the Moshi Co-operative University Prospectus.
- 4.9.4 The Director of directorate of Research and Postgraduate Studies will table such an appeal with the SPSC together with a recommendation by the SRPC.
- 4.9.5 The decision of the SPSC on whether an appeal should be granted, as well as the grounds for this decision, shall be communicated in writing to the candidate by the SPSC within one week of the SPSC resolution and vetting of the minutes by the Chairperson. The recommendation will be final and binding.
- 4.9.6 Where an appeal is granted, the SPSC, on the advice of the SRPC, will appoint an independent external person(s) to act as arbiter. The decision of the arbiter will be final and binding.

5.0 POSTPONEMENT, FREEZING, DEREGISTRATION AND DISCONTINUATION

5.1 Postponement of Studies

- 5.1.1 Postponement of studies shall not be entertained. However, under special circumstances, permission may be given to students at the coursework phase subject to the provisions of this regulation. Students on thesis and dissertation phase shall be required to freeze registration. A candidate who has secured admission may postpone registration for a period of up to two years during which his/her admission will remain valid.
- 5.1.2 No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances and upon producing satisfactory evidence of the reason for postponement. For purposes of this rule, special circumstances shall include:
- (a) Sickness;
 - (b) Serious social problems (each case to be considered on its own merit); or
 - (c) Severe financial problems.

- 5.1.3 Permission to postpone studies shall be granted, in writing, by the Deputy Vice Chancellor Academic, Research and Consultancy (DVC-ARC) after consultation with the DRPS. The permission shall be sent to the Senate for approval.
- 5.1.4 Permission to resume studies shall be granted by the DVC-ARC upon submission of the relevant documents, subject to the availability of the programme.
- 5.1.5 On resumption of studies, such candidate shall be required to compensate University fees proportionate to the amount spent before postponement of studies.

5.2 Freezing Studies

- 5.2.1 A candidate who fails to continue with his/her studies for any sound reason, may apply to the SPSC for freezing of registration through his/her Department and Faculty/Directorate/Institute.
- 5.2.2 The maximum period for such freezing shall be two years.
- 5.2.3 Freezing of registration is not allowed for students during the coursework phase.
- 5.2.4 Freezing of studies shall only be permitted during the normal study period. Students under extension of registration shall not be allowed to freeze studies.
- 5.2.5 Permission for freezing studies shall be provided in writing by the Chairperson of the Senate Postgraduate Studies Committee upon approval by the Senate.
- 5.2.6 Permission to resume studies must be sought from the office of the Director of Postgraduate Studies
- 5.2.7 Candidates resuming studies after a freezing period of two (2) years, may need to have their research proposals reviewed in order to ascertain that their proposals have not been overtaken by time

5.3 Deregistration

- 5.3.1 Deregistration refers to withdrawal of registration. For any reason and at any phase of the postgraduate programme a candidate may wish to withdraw his/her registration at the University.
- 5.3.2 A candidate who withdraws her/his registration shall thereafter cease to be a student of the University.
- 5.3.3 Any fees paid by a candidate before withdrawal of registration shall not be refunded to such candidate or his sponsors as the case may be. Where a candidate withdraws studies before payment of the relevant University fees, he shall be required to pay such fees.

- 5.3.4 A candidate who withdraws registration may apply for re-admission to the same study programme, provided that at least one academic year has elapsed since the previous de-registration.

5.4 Discontinuation from Studies

- 5.4.1 Discontinuation from studies refers to termination of the registration of a student due to failure by the student to maintain satisfactory academic progress or general conduct in any phase of his/her postgraduate programme.
- 5.4.2 Without prejudice to any other University Rules, the following shall be grounds for discontinuation:
- 5.4.2.1 Absconding or absenting from studies for more than 12 weeks without prior approval of the supervisor or head of the respective Department/Directorate/Faculty/Institute;
 - 5.4.2.2 Recommendation by a supervisor(s) upon failure to maintain satisfactory academic progress;
 - 5.4.2.3 Failure to present in a specified referred seminar without compelling reasons;
 - 5.4.2.4 Violation of the University Student Disciplinary Rules;
 - 5.4.2.5 Examination irregularities.
- 5.4.3 No fees paid to the University shall be reimbursed to any student or his sponsor in the case of discontinuation of the student from studies.
- 5.4.4 Student discontinuation shall be approved by the SENATE.
- 5.4.5 SENATE decision on discontinuation shall be communicated to the student by the Secretariat of the Senate through the Dean/Director and Head of the Department.
- 5.4.6 Where a student is discontinued from studies for any reason, he shall have the right to appeal against such decision.

5.5 Final Submission of Dissertation/Thesis

- 5.5.1 The candidate shall be required to submit three (3) final copies of the approved thesis/dissertation, one electronic (for the institutional research repository), an abridgement accompanied by error free report, which shall be distributed as follows:
- (a) University Library;
 - (b) DRPS; and
 - (c) Supervisor(s).
- 5.5.2 Candidates shall not submit their dissertations or theses until their main supervisors have had an opportunity to comment on the thesis/dissertation, and have certified in writing that the thesis/dissertation is ready for examination;
- 5.5.3 Each copy of the dissertation/thesis shall be bound in black with stiff boards.
- 5.5.4 The spine shall be embossed in gold bearing;

- (a) The surname and initials of the candidate;
- (b) The degree for which the thesis/dissertation has been submitted for; and
- (c) The year of award.

5.5.5 The writing of the spine shall read from the bottom to the top.

5.5.6 The title of the work shall be printed in gold letters on the front cover of the hardbound volume.

5.5.7 Additional advice on the binding should be sought from the Directorate of Research and Postgraduate Studies.

5.6 Exit Pathways

A PhD student who successfully attains a minimum credit and with compelling reasons fails to continue with his/her studies may be awarded a Master degree relevant to the PhD programme he/she was pursuing, subject to approval by the Senate. Such a candidate may be re-admitted into same programme two (2) years after the award.

6.0 PROOF READING AND EDITING

6.1 Candidates shall ensure that the written research project, dissertation and thesis demonstrates a high standard of proofreading and copy editing (including attention to layout, spelling, grammar and sentence structure). The thesis/dissertation should be checked for accuracy, including references, cross–references and sequences of numbers. Figures, diagrams and tables must be numbered sequentially in the manuscript.

6.2 The DRPS shall check the accuracy of proofreading and editing done by the candidate with respect to layout, spelling, grammar, sentence structure, references, cross-references, figures, tables, diagrams and sequence of numbering.

6.3 Candidates shall bear in mind that supervisor(s) are not expected to edit a dissertation/thesis. If a thesis/dissertation requires editing, the supervisor(s) may advise the candidate of the need, and if appropriate, give advice on where to obtain help.

6.4 The University shall not be responsible for the editorial costs of theses/dissertations.

6.5 Candidates shall be responsible to ensure that no changes are introduced to intellectual content in the process of typographical editing.

7.0 PLAGIARISM

7.1 All conducts, processes and actions against and in relation to plagiarism shall be dealt with, in accordance to the University Anti-plagiarism Policy and Guidelines 2020.

- 7.2 No student shall be allowed to present his/her academic work during referred seminars or Viva voce examination without submitting plagiarism report.

8.0 POSTDOCTORAL STUDIES

Postdoctoral studies are studies which are undertaken by a person who has completed his or her PhD studies, normally within the last five years. They are intended to help the person to further deepen expertise in a specialist subject, and make to positive contributions to his or her field of specialization. Postdoctoral studies can be of two (2) types: research only, or a combination of research and teaching. As such, postdoctoral candidates may be funded through an appointment with a salary or an appointment with a stipend or sponsorship award. Depending on the type of appointment, postdoctoral candidates may work independently or under the supervision of a mentor who is a Principal investigator/Research Project leader or Research Chair.

8.1 Objectives of the Programme

- 8.1.1 To allow Departments and established research units the opportunity to recruit excellent postdoctoral candidates to enhance their research activities.
- 8.1.2 To provide outstanding postdoctoral candidates from within and outside MoCU and Tanzania with opportunity to develop and transfer new skills to MoCU or to other institutions.
- 8.1.3 To develop the careers of postdoctoral candidates as academicians by involving them in teaching and co-supervision of undergraduate and postgraduate students.
- 8.1.4 To enable departments/research units to develop new areas of research and enhanced research productivity through increased level of publications and throughput of postgraduate students.

8.2 Qualifications and Appointment

- 8.2.1 A PhD degree acquired within the last five (5) years shall be the prerequisite.
- 8.2.2 Such candidate shall have applied and obtained sponsorship from a research project manned by MoCU or for which MoCU is a partner or appointment from MoCU.
- 8.2.3 Candidates disposing financial support from other sources shall apply for appointment as Postdoctoral Research Fellows and pay university fees at the rate applicable to Research Associates.

8.3 Duration and Award

- 8.3.1 Postdoctoral candidates will be registered for one (1) year renewable once. No candidate shall retain the Postdoctoral position for more than two (2) years. Candidates wishing to continue with research will have to register as Research Associates.
- 8.3.2 For the duration of two (2) years, a satisfactory progress report at the end of the first year will justify continuation to the second year.
- 8.3.3 Progress for postdoctoral candidates shall be monitored through submission of progress reports on six monthly bases as is the case for Master's and PhD students and through seminar presentations. The postdoctoral candidate will be required to present at least 2 public seminars, one of which should be at the end of the study period.
- 8.3.4 At the end of the postdoctoral programme candidates will be required to 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.
- 8.3.1 A certificate to attest successful completion of the postdoctoral programme by the candidate shall be awarded. This shall indicate the areas of research specialization, major achievements and the extent of involvement in teaching.

9.0 HONORARY DEGREE

9.1 Honorary degree award

- 9.1.1 A honorary degree of Moshi Co-operative University is the degree of Doctor Honoris Causa. MoCU shall be eligible to confer an honorary doctorate (honoris causa) degree award to an eligible person in accordance with the guidelines set by TCU.
- 9.1.2 The degree of Doctor Honoris Causa shall not be an academic award and therefore shall not be used for academic, professional or work-related purposes and shall merely reflect an honor to a person who meets the University criteria for that purpose.
- 9.1.3 The university shall award an honorary doctorate degree (Honoris Causa) to a candidate who has:
 - (a) Made extra ordinary contributions to academia and/or society, to the development of institution, or to the betterment of culture, society, or the local community.
 - (b) An established international reputation for excellence within a particular academic field, and has demonstrated outstanding academic leadership,

through activities such as a strong publication record, graduate supervision, innovation and entrepreneurship; and

(c) Made a significant and direct contribution to MoCU in terms of the charter, or mission, vision and strategic goals; and

(d) Been of outstanding services to the community, or the nation through activities or endeavor consistent with the university charter, mission and strategic goals.

9.1.4 The award for honorary degree shall be referred to as honorary doctorate (Honoris Causa) and not academic as indicated in the following example: Mr. Maneno Mengi, DSc (Hon. Causa) or as PhD (Hon. Causa) and not Dr. Maneno Mengi or Maneno Mengi, PhD.

9.2 Nomination of Candidates for Award of Honorary Degree

9.2.1 A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate and shall be communicated in writing to the Vice Chancellor.

9.2.2 Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of the academic staff of the University shall not be proposed.

9.3 Evaluation Process for Award of Honorary Degree

9.3.1 Upon receiving a proposal for the award of an honorary degree, the Vice Chancellor shall refer such a proposal to the Senate Postgraduate Studies Committee for consideration.

9.3.2 The Senate Postgraduate Studies Committee shall study all facts submitted to it and based on an affirmative two thirds (2/3) secret ballot majority of all members of the Senate, recommend award of the degree. The results of the ballot shall be announced immediately in the SPSC. If two third of the majority is not achieved at the SPSC, the name of the candidate will be dropped.

9.3.3 In each specific case, the Department/Faculty/Institute/Directorate in which the degree is proposed to be conferred shall be co-opted to the Senate Postgraduate Studies Committee considering the case.

9.3.4 Any recommendation made by the Committee for the conferring of any honorary degree shall be dealt with in the following manner:

- 9.3.4.1 The recommendation shall be made separately to the SENATE and Council. After consideration of all the facts, members of Council and Senate shall approve the award of the degree.
- 9.3.4.2 An affirmative two thirds majority of the members in both SENATE and Council shall be required for a decision to recommend for an award of an honorary degree.
- 9.3.4.3 The results of the ballot shall be announced immediately in the same meetings of Senate and Council. If the two thirds majority is not achieved at Senate, the name of the candidate will be dropped.
- 9.3.4.4 The DVC-ARC shall serve as the returning officer of the Senate and the Council.
- 9.3.4.5 The Vice Chancellor (VC) shall nominate a distinguished University Academician to serve as the University Orator for every honorary degree graduate of the University.
- 9.3.4.6 Honorary degree shall only be conferred only in the presence of the recipient; however, the degree may also be conferred in absence in case the recipient is dead.

10.0 OCCASIONAL POSTGRADUATE STUDENTS

- 10.1 The entry qualifications for occasional postgraduate students shall be, as those prescribed for regular postgraduate students.
- 10.2 The application for occasional studentship shall be supported by at least two (2) referees. One of whom shall be an academic member of staff, who is well acquainted with university teaching and research activities.
- 10.3 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/instructor or availability of the applied course in the respective Department/Faculty/Institute/Directorate where the applicant intends to undertake studies.
- 10.4 Occasional students shall register for the courses applied for as prescribed for regular postgraduate students.
- 10.5 Occasional students undertaking specific courses apart from research are obliged to sit for all examinations that will contribute towards their progress reports. They may also be allowed to audit various courses.
- 10.6 Occasional students shall pay their tuition fees on a pro rata basis, in accordance with what is prescribed for regular postgraduate students.

- 10.7 Occasional students shall be required to pay registration fees, medical fees, facility depreciation fee and students' union fee as prescribed for regular postgraduate students.
- 10.8 Occasional postgraduate students may register for some undergraduate courses.
- 10.9 Occasional postgraduate students shall be required to abide to all the University policies and regulations.
- 10.10 The University shall have the right to terminate studentship of occasional postgraduate students if they fail to abide to the University policies and regulations.
- 10.11 Foreign occasional postgraduate students are expected to clear all immigration formalities at their own cost before registration.
- 10.12 The University shall offer award to occasional postgraduate students.

11.0 SHORT-TERM STUDENTS

- 11.1 The admission qualifications for short term students shall be as those prescribed for regular postgraduate students.
- 11.2 Short-term students are expected to enrol in their courses for credit acquisition. Hence, they shall be required to appear for all prescribed examinations.
- 11.3 Short-term postgraduate students taking courses on credit will be governed by the Examination Regulations applicable to postgraduate programs.
- 11.4 Short-term students may register for undergraduate courses, in which case relevant undergraduate regulations shall apply.
- 11.5 Short-term students may enrol for training by research alone, in which case they shall be assigned supervisors to guide them by the University.
- 11.6 Short-term students shall pay their fees in accordance with what is prescribed for the regular postgraduate students.
- 11.7 Foreign short-term students are expected to clear all immigration formalities at their own cost before registration
- 11.8 The University shall not offer any award to short-term students but shall be served with a participation letter.

12.0 SANDWICH PROGRAMMES/RESEARCH ASSOCIATESHIP

- 12.1 The University has developed links with other academic institutions for collaboration in postgraduate training. Under these arrangements, postgraduate candidates at the course work registered in other universities can have opportunities to conduct part of their studies at the University as occasional or short-term students as per Regulation 6 and 7 depending on the period they would like to stay at the University.
- 12.2 Applicants for registration as a postgraduate research associate shall hold either a good Bachelor or Master's degree and must be registered candidates of recognized institutions of higher learning.
- 12.3 Postgraduate candidates registered in other institutions may also have the opportunity to conduct part of their studies at the dissertation or thesis phase as research associates.
- 12.4 In order to obtain such associateship, candidates must send applications to the Deputy Vice Chancellor Academic through SPSC and the respective teaching departments at least six months in advance stating the duration they would spend at the University. The application letter must be attached with the following documents:
 - 12.4.1 A concise statement of the proposal including objectives, description of problem area, methodology, expected outputs, the period of research and places in Tanzania or at the University where the research will be carried out;
 - 12.4.2 Confirmation about the availability of financial support to cover travel, fees, research funds and upkeep allowances, and/or any other material support for the intended research;
 - 12.4.3 Applicant's full curriculum vitae;
 - 12.4.4 Names of two referees who are qualified in the field or research which the applicant wishes to undertake;
 - 12.4.5 Name of contact person in the department of intended study at the University;
 - 12.4.6 Research ethics clearance, if necessary, from his country and from the relevant authority; and
 - 12.4.7 Research permit.
- 12.5 The research associateship shall be granted a period not exceeding one academic year.

13.0 ISSUANCE OF TRANSCRIPTS AND ACADEMIC CERTIFICATES

13.1 Issuance of Transcripts and Certificates

- 13.1.1 Issuance of academic certificates and transcripts shall be conducted in accordance with the following procedures:
 - (a) Applications for transcripts shall be made by using the prescribed application form (Appendix 1p).

- (b) Certificates and Transcripts shall be collected in person except for an international graduate who may request to be sent via courier recommended by the University through documented address at a time of his/her departure, where the applicant shall meet the delivery cost. However, the University shall not be responsible for any loss or damage of the certificate and transcript sent via courier service.
- (c) In any circumstance, the University shall not be responsible for loss or damage of posted certificate/transcript that has been sent to a graduate.
- (d) Application for transcripts shall be lodged to the Head of Department of Postgraduate Studies whereas application for degree certificate shall be lodged to the office of (DVC-ARC)
- (e) A graduate requesting the transcript shall be required to submit a copy of clearance form confirming that he/she does not owe the University any dues.
- (f) A graduate requesting the certificate shall be required to submit a copy of transcript.
- (g) Presentation of a proof for the applicant's identification bearing a certified photograph of the applicant. Certified photograph shall mean a photograph affixed to the identification document after its confirmation and authentication such as a certified copy of the passport, national identification card, employee's identification card, National Health Insurance identification card, driving license etc.

13.1.2 The Deputy Vice Chancellor responsible for academic matters, or any other person appointed by relevant authority on his/her behalf may certify and/or authenticate certificate as the true copy of the original document.

13.1.3 Dean of the faculty or any person appointed by relevant authority on his/her behalf may certify and/or authenticate transcript as the true copy of the original document.

13.1.4 Certification of copies of certificates or transcripts shall be made upon payment of a fee approved by the Council from time to time.

13.1.5 Replacement of Certificate

- (a) In case of loss, destruction (partial or total) of the original certificate or a copy thereof, the University may issue a copy or another copy on condition that:
 - i. A certificate so issued shall be marked "COPY" across it;
 - ii. The replacement certificate shall not be issued until a period of 12 months has elapsed from the date of such loss; except that such replacement may be issued within a shorter period in cases of partial destruction of the original certificate or of a copy thereof.
- (b) The applicant must produce evidence that the loss has been reported to

the police and adequately publicly announced with the view of its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place; and

(c) Payment of replacement fee as determined by the Council from time to time.

APPENDICES

Appendix I:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Registration Form for a Postgraduate Programme

PART A: TO BE FILLED BY A STUDENT

- i. First Name..... Middle Name..... Surname.....
- ii. Nationality
- iii. Registration Number.....
- iv. Department.....
- v. Faculty/Institute.....
- vi. Degree Programme.....
- vii. Name and Address of Sponsor.....
- viii. Mobile Phone Number.....
- ix. E-mail Address.....
Signature Date

PART B: TO BE FILLED BY HEAD OF DEPARTMENT

I certify that the student is recommended for registration in my department to pursue a Programme

Department.....Signature.....Date.....

PART C: TO BE FILLED BY DEAN OF FACULTY/DIRECTOR OF INSTITUTE

I certify that the student is recommended for registration towards a Programme

Faculty/Institute.....Signature.....Date

Appendix II

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

Registration Form for Continuing Postgraduate Students

First Name.....Middle Name.....Surname.....
Nationality.....
Registration Number.....Sex

Programme Details

Faculty/Institute.....Department

Programme Registered for

Date of Commencing Studies

Expected Date of Completion.....

Date of Registration

Record of Postponement/Freezing/Extension

Postponement:

 Date of 1st Postponement

 Date of 2nd Postponement.....

Freezing:

 Date of 1st Freezing

 Date of Resumption.....

 Date of 2nd Freezing.....

 Date of Resumption.....

Extension: Indicate Date and Period of Extension.

 1st Extension Date Period (months).....

 2nd Extension Date Period (months).....

 3rd Extension Date Period (months).....

 4th Extension Date Period (months).....

Fees and Financial obligations:

Type of sponsorship:

(a) Self..... (b) Other.....

Name and Address of Sponsor.....

Candidate's Signature..... Date.....

Director of Research and Postgraduate Studies

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

-
- * This form should be filled in triplicate.
 - * Please attach evidence of payment of University fees

Appendix III

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Application for Extension

First Name.....Middle Name.....Surname.....

Nationality.....

Registration Number.....

Faculty.....

Department.....

Programme.....

Date of Registration.....

Expected date of completion.....

Extension requested:

1 st	
2 ^{nd*}	
3 ^{rd*}	

*If 2nd and or 3rd, an extension fee receipt should be enclosed. Receipt No.

Reasons for requesting an extension.....

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

Comments by Supervisor.....

.....

SignatureDate.....

Comments by Head of Department.....

.....

Signature Date.....

Comments by Dean/Director.....

SignatureDate.....

***To be filled in quadruplicate, submit all four copies.**

Appendix IV

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Notice of Intention to Submit a Dissertation/Thesis and Examination Arrangements

SECTION A: TO BE COMPLETED BY A CANDIDATE

- (1) First Name.....Surname.....Middle Name.....
- (2) Nationality.....
- (3) Registration Number.....
- (4) Department.....
- (5) Faculty/Institute.....
- (6) Programme.....
- (7) Title of Dissertation/Thesis.....
-
- (8) Name(s) of Supervisor(s) (1).....
(2).....
(3).....

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

SignatureDate.....

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

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

Name of 1st supervisorSignatureDate.....
Name of 2nd supervisorSignatureDate.....
Name of 3rd supervisorSignatureDate.....

SECTION C: TO BE COMPLETED BY HEAD OF DEPARTMENT

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

(a) Potential External Examiners

(1) Name.....
Affiliation.....
Postal Address.....
Telephone..... Fax.....
E-mail address.....
Curriculum Vitae Attached Not attached

(2) Name.....
Affiliation.....
Post Address.....
Telephone.....
Fax..... E-mail.....
Curriculum Vitae Attached Not attached

(b) Proposed Internal Examiners

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

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

SECTION D: TO BE COMPLETED BY DEAN OF FACULTY/DIRECTOR OF INSTITUTE

(c) The proposed examiners above have been approved by the Board of the Faculty/Institute.

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

Appendix V:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Examiner's Engagement Letter

Our Ref.....

Date:.....

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

Dear.....

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

I understand that you have already been contacted regarding your appointment as Internal/ External Examiner for the above named candidate's Dissertation/Thesis titled "....." This is to request you formally for your assistance to examine the above mentioned Dissertation/Thesis which is/are hereby enclosed.

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

1. Theoretical Background and Literature Review
2. Research Methodology
3. Research Findings
4. Discussion and Conclusions
5. Overall presentation of the dissertation /thesis

Please find the enclosed form for you to complete when summarizing your recommendations on whether:

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

Also, enclosed is a claim form for your honorarium for you to complete and return to us for processing. This is just a token for our deep appreciation for your kind assistance. Please submit a copy of the claim form to us together with the dissertation/thesis and a copy of the report on the thesis/dissertation to the Director of Research and Postgraduate Studies, Moshi Co-operative University, P.O.BOX 474 MOSHI-TANZANIA.

It will be highly appreciated if you will send us your report as soon as possible (i.e. within the coming two months).

Thanking you in advance.

.....

Director, Research and Postgraduate Studies

Enclosures:

1. Dissertation/Thesis
2. Form for your Summary Recommendations
3. Honorarium Claim Form

Appendix VI:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Examination Report on a Master Dissertation/Thesis

Name of Candidate:.....

Degree Registered for:.....

Thesis/Dissertation Title:.....

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

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

Name of Examiner.....

.....

Signature.....

Date.....

Appendix VII:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Supervision Allowance Claim Form

SECTION A: (To be filled in quadruplicate by the supervisor)

I/We certify that I/We served as supervisor(s) of the following candidate(s) for the academic year/.....

NAME OF CANDIDATE	DEGREE	DEPARTMENT	NAME OF SUPERVISORS
1)			1)
			2)
			3)
			4)
2)			1)
			2)
			3)
			4)
3)			1)
			2)
			3)
			4)

Accordingly I/We hereby claim for payment of TZS..... being supervision allowance for(number of students)
Supervisor's Name:.....Signature.....
Date:.....

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

I confirm that Prof./Dr./Mr./Ms supervised the above mentioned candidate(s). He/she shared the supervision load with the following co-supervisors:

- 1)
- 2)
- 3)
- 4)

I am satisfied with the supervision work he/she did and recommend that he/she be paid the supervision allowance.

Name of Head of Department/Coordinator:..... Signature:.....
Date:.....

Appendix VIII:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

=====

Postgraduate Clearance Form

Candidate must ensure safe return of all University property/equipment/book etc. entrusted to him or her during the semester/period of studies.

Name of Candidate.....

Nationality

Registration umber.....

Department/Faculty/Institute.....

Degree Registered for

Residential Non – residential

If residential, indicate the name of Hall/Residence.....

Current Address

.....

Date of Graduation.....

1. Comments by Director of Library

.....

.....

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

2. Comments by Director of Planning Finance and Development

(Consider Outstanding Fee) Tshs.....

U\$.....

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

3. Comments by Supervisor

.....

.....

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

4. Comments by Dean of Students (consider submission of Student ID)

.....

.....

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

5. Comments by Head of Department

.....

.....

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

6. **Comments by Director of Research and Postgraduate Studies**(Submission of ID) (Consider items 2 &

3)
.....

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

*** This form should be filled in quadruplicate**

Appendix IX:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Summary Recommendations on PhD Thesis/Dissertation

Name of Candidate.....
 Degree Registered for.....
 Thesis/Dissertation Title

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

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

Name of Examiner..... Signature..... Date.....

Appendix X (a):

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Viva Voce Examination Results Form for PhD Degree

Name of Candidate.....

Department.....

Registration No.....Date of Viva Voce.....

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

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

PANEL MEMBERS	DESIGNATION	SIGNATURE
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal Examiner	
4.	2nd Internal Examiner	
5.	Nominee of Dean/Director	

In case of disagreements, each panelist should show his/her number of preference and his/her signature (e.g. 1.1., 1, 2, 2.1, or 2.2)

Appendix X (b)

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Oral Examination Results Form for Master Degree

Name of Candidate.....

Department.....

Registration No.....Date of Oral

Examination.....

1.	CANDIDATE PASSES	TIC (√)
1.1	Candidate passes and no additional corrections in the thesis/dissertation are required	
1.2	Candidate passes subject to making minor corrections and revisions in the thesis/dissertation as stated in the oral examination proceeding within one month.	
1.3	Candidate is referred to make substantial corrections and revisions as stated in the oral examination proceedings within three months, and at least one viva voce panelist appointed by the panel must certify that the corrections have been done as directed.	
2.	CANDIDATE FAILS	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation after addressing the comments provided during oral examination proceeding within the period of six months.	
2.2	Candidate fails outright. (reasons detailed in oral examination proceedings)	

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

PANEL MEMBERS	DESIGNATION	SIGNATURE
1.	Chairperson	
2.	External Examiner or Representative	
3.	Head of department or representative	

In case of disagreements, each panelist should show his/her number of preference and his/her signature (e.g. 1.1., 1, 2, 2.1, or 2.2)

Appendix XI:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

**DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES
Postgraduate Students' Progress Report**

For the period from to

Part A: To be filled by Student

1. Name of the Student:
2. Registration Number:
3. Programme:
4. Nature of programme (Please tick in appropriate box)

Full time	Part time

5. Date of Registration
6. Expected Date of Completion of studies
7. Research Title:
8. How often have you met your supervisors during this reporting period?
9. If you have not met, give reasons:
10. What progress have you made in referred seminar presentations, so far? (Please tick in appropriate box)

Concept Note	Proposal Writing	First paper	Second Paper	Third Paper	Fourth paper

11. If you have finished all referred seminar presentations, which stage are you in? (Please tick in appropriate box)

Submitted Intention to Submit	Submitted thesis/dissertation for examination	Incorporating Examiners' Comments	Revising thesis/dissertation for re-submission	Preparing for Viva Voce	Preparing to bind Black Book

12. How many publications do you have, so far? (Please indicate the number in each of the boxes)

Publishable Manuscripts	Papers Accepted for Publication	Published Papers

13. Any other comments you wish to make

14. Signature Date:

Part B: To be filled by the Supervisor

15. Name of the Supervisor

16. Supervision status (Please tick in appropriate box)

Main Supervisor	Co-supervisor

17. How often have you met your student during this reporting period?

18. If you have not met, give reasons:

19. How do you grade the overall progress of student during this reporting period? (Please tick in appropriate box)

Very good	Good	Average	Poor	Very Poor

20. Any other comments you may wish to make on the student's progress:

21. Signature

Date:

Part C: To be filled by Head of Department

22. Comments of the Head of Departments:

23. Name Signature Date:

Part D: To be filled by Head of Postgraduate Studies Unit (HPSU)

24. Comments of the HPSU:

25. Name Signature Date:

Part E: To be filled by DRPS

26. Comments of the DRPS:

27. Name Signature Date:

Appendix XII:

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI
DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Internal/External Examiner's Claim Form

Iconfirm with my appointment as an
Internal/External Examiner for the Candidate:

-
- That I have examined the candidate's dissertation, and,
 - That I have signed the appropriate mark sheet and I attach my report on the examination.
-

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

Details of Expenses

Honorarium: (Tshs..... per dissertation)

Plus refund of expenses incurred (please attach receipts):

1.
2.
3.
4.

Total (Tshs.) =====

My honorarium should be paid to me through the following address/Bank Account

.....
.....

Tel. (mobile):..... E-mail:.....

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

Approved for Payment.

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

DIRECTOR, DRPS

* *Please delete what is not applicable*

* *Please give details and amounts of out-of-pocket expenses incurred, e.g. postage of dissertation*

Appendix XIV:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Master/PhD Referred Seminar Presentation Assessment Form for Research Proposal

Name of Candidate:.....
Department/Faculty/Institute:.....
Title of the Research Proposal:

Scores

- (i) Theoretical Background on the Subject Matter (25) marks
- (ii) Relevance of the Literature Referred to (30 marks)
- (iii) Research Methodology (25 marks)
- (iv) Mastering of the Subject Matter (10 marks)
- (v) Adherence to Guidelines (10 marks)
- Total Score

EXAMINER'S RECOMMENDATION

- 1. The seminar presentation was of acceptable standard with **minor** corrections the candidate therefore passes with a grade.(60-100)
- 2. The seminar presentation was not of an acceptable standard; the candidate be allowed another chance to present the same topic or different topic for the first/second additional time. (40-59)
- 3. The proposal is rejected. The candidate be given one month to rewrite and present the proposal (0-39)

Name of Examiner/Discussant.....

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

* Please fill/tick in the appropriate box

Appendix XV:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Master/PhD Referred Seminar Presentation Assessment Form for Validation of Research Findings

Name of Candidate:.....
Department/Faculty/Institute:.....
Title of the Research:
.....
.....
.....

Scores

- (vi) Relevance of the Research Findings Referred to (55 marks)
- (vii) Research Methodology (25 marks)
- (viii) Mastering of the Subject Matter (10 marks)
- (ix) Adherence to Guidelines (10 marks)
- Total Score

EXAMINER'S RECOMMENDATION

- 1. The seminar presentation was of acceptable standard with **minor** corrections the candidate therefore passes with a grade.(70-100)
- 2. The seminar presentation was of acceptable standard with substantial corrections the candidate therefore passes with a grade (60-69)
- 3. The seminar presentation was not of an acceptable standard; the candidate be allowed another chance to present the same topic or different topic for the first/second additional time. (40-59)
- 4. The seminar presentation is rejected. The candidate be given one month to rewrite and present (0-39)

Name of Examiner/Discussant.....

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

* Please fill/tick in the appropriate box

Appendix XVI:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

**Master/PhD Referred Seminar Presentation Assessment Form
(BEFORE SUBMISSION OF DESERTATION/THESIS)**

Name of Candidate:.....
Department/Faculty/Institute:.....
Title of Research:.....
.....
.....

Scores

- (i) Theoretical Background on the Subject Matter (25) marks.....
- (ii) Validity of the Literature Referred to (20 marks)
- (iii) Correctness in Analysis/Interpretation of Facts (25 marks).....
- (iv) Oral Communication Ability (20 marks)
- (v) Mastery in Use of Facility (audio/visual and IT) (10 marks).....
- Total Score

EXAMINER'S RECOMMENDATION

- 1. The seminar presentation was of acceptable standard, content and oral presentation; the candidate therefore passes with a grade.
- 2. The seminar presentation was not of an acceptable standard; the candidate to allowed another chance to present the same topic or different topic for the first/second additional time.
- 3. The student has failed seminary presentation after three attempts.

Name of Examiner/Discussant.....

Signature:..... Date:

* Please fill/tick in the appropriate box

Appendix XVII:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Transcript Requisition Form

Applicant's Information

Full name: Sex.....

Registration Number:

Date of Birth.....

Nationality:

Faculty/Institute:.....

Department:.....

Programme Pursued:.....

Specialization: (e.g. Banking , Law, Marketing.....)

Date of Registration..... Date of
Completion.....

Dissertation/Thesis Title:

.....

Permanent Contacts

Postal Address.....

Phone Number:

Email (s):.....

Signature of applicant:

*Dully filled Clearance Form (Copy)

Appendix XVIII:

**MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
CHUO KIKUU CHA USHIRIKA MOSHI**

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

Postgraduate Students' Transfer Form

SECTION	DESCRIPTION
1	<p>Student's Particulars:</p> <p>i. Name</p> <p>ii. Registration No.</p> <p>iii. Programme registered</p> <p>iv. Mode of study.....</p> <p>v. Date of First Registration</p> <p>vi. Expected Date of Completion of Studies</p>
2	<p>Transfer within MoCU programmes/mode</p> <p>i. Programme/mode requested for transfer</p> <p>ii. Department</p> <p>iii. Faculty /Institute.....</p> <p>iv. Current academic status:.....</p> <p>v. Reasons for transfer</p> <p style="padding-left: 40px;">(a)</p> <p style="padding-left: 40px;">(b)</p> <p style="padding-left: 40px;">(c)</p>
3	<p>Transfer from MoCU to other Institution*</p> <p>i. Name of the Institution and Country:</p> <p>ii. Programme/mode requested for transfer :.....</p> <p>iii. Department :</p> <p>iv. Faculty /Institute/School/college:.....</p> <p>vi. Current academic status:.....</p> <p>v. Reasons for transfer :</p> <p style="padding-left: 40px;">(a)</p> <p style="padding-left: 40px;">(b)</p> <p style="padding-left: 40px;">(c)</p>

8	<p>Supervisor (if any): Recommended/not recommended: Name.....SignatureDate.....</p> <p>Head of department: Recommended/not recommended: Name.....SignatureDate.....</p> <p>Dean of Faculty Recommended/not recommended: Name.....SignatureDate.....</p> <p>Date approved by the Senate Postgraduate Studies committee.....</p> <p>DRPS: Recommended/not recommended: Name.....SignatureDate.....</p> <p>Date of approval by the SENATE.....</p>
---	---

*** If transferring to another institution, please attach the clearance form**

Appendix XIX:

Procedures for Conducting Viva Voce

- 1.** Members of the Panel shall enter the examination room at the time set in the *Viva voce* examination arrangements.
- 2.** The Chairperson of the Panel shall ensure that all the Members are present. In case one or more panelists are missing, efforts shall be made by the Chairperson through the DRPS to replace the missing member(s)
- 3.** The Chairperson shall also ensure that the *Viva voce* Candidate is present at the time required.
- 4.** The Candidate shall be required to wait at an appropriate area outside the examination room to allow for preparations/settling of the Panel.
- 5.** The Chairperson shall mention the names of each one of the Panelists, their positions and responsibilities in the *Viva voce* examination.
- 6.** The Head of Postgraduate Studies Unit shall be the secretary to the panel who will serve as the recorder.
- 7.** The Recorder shall also be responsible for time keeping during the *Viva voce*.
- 8.** The Chairperson shall remind the Panelists the regulations pertaining to the conduct of *Viva voce* examination and hence agree on the procedures. He/She shall also inform the Panelists, the number of questions submitted by the external examiner(s).
- 9.** The Chairperson shall welcome into the *Viva voce* examination room invited members of the public before the candidate is ushered in. Once the *viva voce* examination has started, no member of the general public will be allowed to enter or exit the examination room.
- 10.** Thereafter, the Chairperson shall invite the Candidate into the examination room, introduce him/herself and disclose his position as Chairperson of the *Viva voce* examination. He/She shall also introduce the Members of the Panel to the Candidate.
- 11.** The Chairperson shall also request the Candidate to introduce himself/herself to the Panel by presenting a brief profile of himself/herself for a period of not more than three minutes.
- 12.** The Chairperson will then remind the Candidate on the purpose of and regulations for *Viva voce* examination and the procedures to be followed.
- 13.** The Chairperson will then invite the Candidate to present his/her thesis/dissertation for the duration not exceeding 45 minutes. After the presentation a break not exceeding 15 minutes

may be allowed as the Chairperson may determine. For master's oral examination, section 3.7.12 of these guidelines shall apply.

- 14.** After the Candidate's presentation/break, the Chairperson shall begin asking the Candidate questions from the external examiner and thereafter his/her own questions.
- 15.** Other Members of the Panel will take turns to ask the candidate questions as will be guided by the Chairperson.
- 16.** The Candidate shall be required to answer questions chronologically as they are asked. In case one or more of the Panelists are not satisfied with the answers they are required to show the same immediately after the answer is given and consensus should be reached and recorded that has implication on changes in the thesis/dissertation or to improve the Candidate's understanding.
- 17.** The questions to be asked should be those directly related to the written thesis/dissertation, the oral presentation and the general or broad discipline or field/area of study of the Candidate.
- 18.** The question-and-answer session will continue until the Panelists are satisfied that the purpose of the *Viva voce* examination has been met. However, the maximum time allowed for the *Viva voce* shall not exceed three hours including the time used for presentation.
- 19.** The Chairperson will end the question-and-answer session and request the Candidate to go out to wait for the overall decision on the outcome of the *Viva voce* examination. At the same time the Chairperson shall ask members of the invited public to leave.
- 20.** To decide on the outcome of the examination, the Chairperson will ask independent opinions of each Member of the Panel on issues including: -
 - if the work is original,
 - if the Candidate has grasped the specific and broader subject areas,
 - if he/she has been able to clarify the weaknesses in the thesis/dissertation (if any), and
 - also, if the thesis contributes remarkably to knowledge.
- 21.** The *Viva voce* panelists shall, as far as possible, work towards arriving at a unanimous decision on the candidate's overall results of the PhD. Where the panelists are unable to reach unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision.
- 22.** The Chairperson, shall then ask the Panel Members to sign the examination results form, to indicate one's specific recommendation.
- 23.** The Chairperson will examine the results, and if there are differing opinions, Members of the Panel shall vote in order to reach a final decision.

- 24.** Members of the Panel shall also discuss and agree on major changes to be made in the thesis/dissertation by the Candidate.
- 25.** Members of the Panel shall then sign the agreement form that show the consensus reached on the final decision.
- 26.** The candidate will thereafter be called back in the examination room and the Chairperson shall inform her/him of the outcome of the examination. This will be the end of the Viva voce examination.

Issued by:

Directorate of Research and Postgraduate Studies (DRPS)
Moshi Co-operative University
06 Sokoine Road, 25121 Mfumuni
P. O. Box 474
Moshi, Kilimanjaro – Tanzania
Email: drps@mocu.ac.tz
Website: www.mocu.ac.tz