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DEFINITIONS OF TERMS

The following definitions apply to general regulations and guidelines for the education and the examinations of the postgraduate programmes offered at Ardhi University.

1.0 Definitions

a. “Academic award” means a final University award conferred to a qualified registered candidate after successful completion of a followed programme;


c. “Charter” means the Charter of Incorporation of Ardhi University;

d. “The Council” means the Council of the University established under Rule (I) of the Charter;

e. “Course” means one or more components which make a subject;

f. “Dean” means a Dean of a School appointed under Article 9 and in accordance with Rule 11(1) of the Charter;

g. “Department” means a subdivision established as such within the general structure of a School in accordance with the provisions of Rule 40(4) of the Charter;

h. “Director” means the Director of an institute, established under Article 10, 16, or 20.2 and in accordance with Rule 11(1) of the Charter;

i. “Dissertation” means a document that presents the author's research and findings and is submitted in support of partial fulfilment of candidature for a degree or professional qualification.

j. “Graduate” means a person upon whom a degree has been conferred by the University;

k. “Higher Doctorate” at Ardhi University shall mean the doctorate degree offered by different Schools/Colleges and Institutes of Ardhi University. The Higher Doctorates are granted for original
contribution of distinguished merit to some branch of science or the humanities;

l. “Honorary award” means an award that is conferred upon a person for his/her recognized contribution to the university;

m. “Institute” means an Institute of the University established under Rule 49(1) of the Charter;

n. “Module” means a discrete piece of assessed learning with coherent aims and objectives and with defined learning outcomes;

o. "Occasional Student", as applied at Ardhi University, shall be taken to mean any student whose study programme lasts for only one semester, or part of a semester, and does not extend to a full academic year;

p. “Practical” means a practical exercise in one of the following forms:
   - participation in fieldwork or an excursion,
   - an internship,
   - participation in another form of education with the aim of acquiring specific skills;

q. “Professor Emeritus” means a person who, with the express approval of the Council, holds an honorary, as opposed to a substantive, title of professor or research professor corresponding to that held last by that person during the person’s active service in the University or any other recognized university;

r. “Programme” means a plan of study lasting over a specified period which leads to a degree, diploma or certificate qualification;

s. “School” means a school of the University established under Article 16 and in accordance with provisions of Rule 401) or 40(2) of the Charter as the case may be;

t. "Short-term Student" as applied at Ardhi University, shall be taken to mean any student whose study programme lasts for one full academic year;
u. “The Senate” means an association of staff of the University established under Article 14 covered by Rule 18(1) of the Charter;

v. “Student” means any person admitted to the University as a candidate for a degree. Diploma, certificate or other award of the University, and includes a part time and an occasional or short term student;

w. “Subject” means a discipline in which a student may take a major or a minor component of his/her programme;

x. “Thesis” means an intellectual proposition that presents the author’s research and findings and is submitted in support of full fulfilment of candidature for a degree or professional qualification.

y. “the University” means Ardhi University constituted and incorporated under the Charter granted by the President under the Act;

z. “University awards” include degrees, diploma and certificates as prescribed under Section 20(1)(a) of the Act.
2.0 OBJECTS OF POSTGRADUATE PROGRAMMES OF ARDHI UNIVERSITY

The objects of Postgraduate Programmes of Ardhi University are the advancement of knowledge and creativity, the diffusion and extension of the arts, science, technology and learning, the provision of higher education, research and public services and, so far is consistent with those objects, the nurturing of the intellectual, aesthetic, social and moral growth of the students at the University, and for these objects the University shall, subject to the provisions of the Charter (Ardhi University) Rules 2007 – Schedules, Section 4) and in addition to any other powers conferred by the Charter and any applicable written law, have the following objects and functions:

a). To assume a leading role in the responsibility for university education within the United Republic and to make provision for centres and places of learning, education (including continuing education), professional or vocational training, research and consultancy;

b). To endeavour to excel in knowledge and human resource capacity building by ensuring a balance between quantity and quality and avoiding imparting elitist values to the products of the University;

c). To ensure as a matter of principle, integration of research, teaching, consultancy and public service at the immediate subject area level with a view to building a distinctive characteristic of the products of the University as creative scientific professionals and the serves of the University and of its staff as symbols of creative scientific professionalism;

d). To ensure and promote gender balance, equality and equity in its polices, programmes and regulations relating to teaching, research, consultancy and public services;

e). To provide, promote and maintain centres of excellence and exemplary good management in terms of knowledge creation, skills development, effective entrepreneurship and formation of responsible attitude for the betterment of the society as well as its mode of governance;
f). To be producer and supplier of key policy makers, experts and personnel in charge of key positions in industry, public and private institutions, governmental; and non-governmental institutions;

g). To advance the frontiers of, enhance, preserve and transmit knowledge;

h). To prepare students for work as scientists or professionals by providing academic and professional or vocational courses of instruction and to take such other steps as may be necessary or desirable towards ensuring an output of mainly job-creators who possess professional qualifications or skills as opposed to job-seekers;

i). To stimulate and promote intellectual, cultural, scientific and technological development;

j). To create a sense of public responsibility in the educated and to promote respect for learning and pursuit of truth;

k). To promote research into economic, political, social, cultural, scientific, technological and other matters generally and with particular reference to the interests of Tanzania and mankind in general;

l). To hold examinations, to confer degrees, diplomas, certificates or other awards upon persons who have followed courses of study approved by Senate and confer honorary degrees;

m). To cooperate with the Government of the United Republic of Tanzania and the peoples of Tanzania in the planned and orderly development of education, science and technology in the United Republic.
3.0 POSTGRADUATE PROGRAMMES OFFERED AT ARDHI UNIVERSITY

3.1 Ardhi University Postgraduate Programmes:

(i) Postgraduate Diploma Programmes

(ii) Master of Science Degree Programmes

(iii) Doctor of Philosophy. Programmes

(iv) Post Doctoral Programmes

3.2 Postgraduate Diploma Programmes

Ardhi University offers the following Postgraduate Diploma programmes.

1. School of Architecture & Design (SADE)
   Postgraduate Diploma in Architecture

2. School of Construction Economics and Management (SCEM)
   Postgraduate Diploma in Construction Economics and Management

3. School of Real Estate Studies (SRES)
   Postgraduate Diploma in Real Estate

4. School of Environmental Sciences and Technology (SEST)
   Postgraduate Diploma in Environmental Technology and Management

5. School of Urban and Regional Planning (SURP)
   Postgraduate Diploma in Urban Planning and Management

6. School of Geospatial Sciences and Technology (SGST)
   Postgraduate Diploma in Geomatics
3.3 Masters Degree Programmes

Ardhi University offers the following Master of Science degree programmes.

1. School of Architecture & Design (SADE)

   Master of Architecture (by coursework and dissertation)

2. School of Construction Economics and Management (SCEM)

   Master of Science in Construction Economics and Management (by coursework and dissertation)

3. School of Real Estate Studies (SRES)

   (i) Master of Science in Real Estate (by coursework and dissertation)

   (ii) Master of Science in Land Management (by thesis)

4. School of Environmental Sciences and Technology (SEST)

   (i) Master of Science in Environmental Technology and Management (by coursework and dissertation)

   (ii) Master of Science in Environmental Technology and Management (by thesis)

5. School of Urban and Regional Planning (SURP)

   (i) Master of Science in Urban Planning and Management (by coursework and dissertation)

   (ii) Master of Science in Urban and Regional Development Planning and Management (by coursework and dissertation).

6. School of Geospatial Sciences and Technology (SGST)

   (i) Master of Science in Geomatics (by coursework and dissertation)

   (ii) Master of Science in Geomatics (by thesis)
3.4 Doctor of Philosophy Programmes

Ardhi University offers Doctor of Philosophy programmes (by thesis).

4.0 Delivery Modes for Postgraduate Programmes

4.1 Postgraduate Diploma Programmes

Ardhi University offers Postgraduate Diploma programmes by coursework.

4.2 Master of Science Degree Programmes

Ardhi University offers both, Master of Science Degree programmes either by coursework and dissertation or by thesis.

(i) Masters by Coursework and Dissertation

Master of Science degree programmes by coursework and dissertation are conducted over a period of 18 months and involve coursework, dissertation and University examinations.

These programmes are flexible, allowing students to choose courses that are conducted in other Schools at the University. The University follows the Semester Unit System, according to which, the unit for weighting courses is based on actual student-lecturer contact hours (lectures, seminars, tutorials, practical and studio sessions, etc.). A one unit course is equivalent to a minimum of either 15 lecture hours or 30-45 hours of practical/studio work. The number of units in a particular programme is derived from appropriate course combinations as stipulated by respective Schools/Institutes. To complete a degree programme, a postgraduate student must pass a minimum number of units, including all the prescribed core courses. The minimum number of units to be completed shall depend on the duration and structure of the degree programme.

(ii) Masters by Thesis

These Programmes last for 24 months and they are pursued through independent research followed by writing a thesis.

Students are encouraged to pursue optional courses that are relevant to their field of research. Such courses are intended to equip the students with a more solid theoretical foundation, a good grasp of sampling theory
and experimental design, a sound knowledge of statistics and research methodology, before undertaking fieldwork, data analysis and thesis writing.

4.3 Doctor of Philosophy Programmes

Ardhi University offers Doctor of Philosophy programmes by thesis.

4.3.1 Introduction

A PhD. degree programme can be undertaken in any academic department at Ardhi University, provided that the applicant has adequate qualifications, and that supervisors and facilities are available in the chosen field of study.

Supervisors may advise students to attend specific course(s) (without compulsory final examinations) in undergraduate or postgraduate programmes to expand their knowledge base and/or gain relevant methodologies in their study areas.

4.3.2 Duration

The duration of each Doctor of Philosophy programme is thirty six months from the date of registration for full-time candidates and sixty months from the date of registration for part-time candidates. The duration of Doctor of Philosophy programme does not take into account any breaks that may have been allowed to be taken by the candidate during the duration of the programme.
5.0 GENERAL REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES AT ARDHI UNIVERSITY

5.1 General Information

5.1.1 Submission of Applications

(a) Applications for postgraduate study up to Masters Degree level for all Schools and Institutes of Ardhi University should be made in a standard Application Form (ARU/PG.F1). Application forms can be obtained either from the University website or the office of Deputy Vice Chancellor – Academic Affairs. The duly filled-in form should be accompanied with two referees’ reports and copies of transcripts and certificates, including secondary school certificates, and submitted to the Deputy Vice Chancellor – Academic Affairs.

(b) Applicants are responsible for soliciting two academic reports from referees regarding their suitability for postgraduate study. The referees should send the reports confidentially to the Deputy Vice Chancellor – Academic Affairs. Form ARU/PG.F2 shows the format, which is expected of the referees’ Sample Forms ARU/PG.F1 and ARU/PG.F2 are attached as Appendices.

5.1.2 Application Fees

(1) All applicants are required to pay a non-refundable application fee. The fee should be paid when the application forms are submitted to the Deputy Vice Chancellor – Academic Affairs.

(2) The fees will be revised from time to time, as the need arises. Information on the fees applicable for any given year is obtainable from the office of the Deputy Vice Chancellor – Academic Affairs.

5.1.3 Coding of Postgraduate courses

(1) Each postgraduate course shall be given a code comprising a code name and code number. The Code numbers shall be as follows:

600-698 series for Postgraduate Diploma Courses (except dissertation);
699 for Postgraduate Dissertations/Research Project Papers;
700-798 for Masters Degree courses (except dissertation);
799 for Masters Degree Dissertations;
899 for PhD. Degree by thesis.

(2) The code name shall be restricted to two letters, followed by the appropriate digits in the series (e.g. CM 636).

5.2 **Entry Qualifications**

5.2.1 Postgraduate Diploma

A candidate for admission to a Postgraduate Diploma Programme must have attained the pass mark in the following levels:

(i) A relevant pass Bachelors Degree, Advanced Diploma or its equivalent from a recognised institution of higher learning.

(ii) Candidates with equivalent qualifications must also possess at least Secondary School certificates with necessary credit passes.

(iii) Specific admission requirements are provided in respective Schools’ Regulations.

5.2.2 Masters Degree

A candidate for admission to the Masters degree of Ardhi University must have attained the pass mark in the following levels:

(a) At least second lower degree of Ardhi University or an equivalent degree from another recognised University. Candidates who hold an unclassified degree should have at least a B grade in the subject of the intended Masters study.

(b) Candidates with pass degrees may also be considered for admission if:

(i) Their undergraduate performance in the proposed subject of study was a B grade or higher

(ii) They have satisfied the relevant School/Institute with their academic
potential through subsequent research experience and/or additional training.

(iii) Candidates with a coursework average of B+ or above in specified Postgraduate Diploma may upgrade to registration for a dissertation leading to a corresponding Masters Degree upon recommendation by the relevant School.

(c) Candidates with equivalent qualifications must also possess at least ordinary secondary school certificates with credit passes.

For Masters by Thesis programmes, candidates must have an upper second degree in the relevant field.

5.2.3 Doctor of Philosophy Degree

A candidate for admission to the Doctor of Philosophy degree of Ardhi University shall hold the following qualifications:

(a) Masters degree of Ardhi University or an equivalent Masters degree from a recognised university.

(b) Candidates with a First Class or Upper Second class degree, or holders of a distinction or a credit in the case of unclassified degrees, may also be considered for PhD. registration. Such candidates have to initially register for the Masters degree and do at least one full year's postgraduate training. If they demonstrate outstanding performance, and obtain the authorisation of Senate on the recommendation of the relevant School or Institute Board and the HDRPC, they may upgrade their registration to PhD. candidacy.

5.2.4 Other Requirements

Certificates obtained from institutions recognized by Ardhi University Senate

A candidate discontinued on academic grounds from a postgraduate programme may be allowed to apply for admission into another programme.

Such a candidate may be admitted into the same programme after showing evidence that he or she has attended and passed a relevant professional or academic course lasting at least three years after the
discontinuation.

Students discontinued from studies because of examination irregularities will be considered for re-admission after they have been away for three years. They will be required to re-apply and compete with other applicants for re-admission into first year.

Application deadline shall be a prerogative of the University.

5.3 Registration of Postgraduate Diploma and Masters Degree Students

5.3.1 Students shall register for programmes that are conducted either by coursework and dissertation or by thesis.

(a) Candidates shall register either as full time or as part-time students. Registration will take place during the first two weeks of Semester I and Semester II for the respective intakes.

(b) At the beginning of the first year of study, students must submit the following documents at the time of registration.

(i) Evidence of payment of University Fees

(ii) Copies and the originals of University/ transcripts and certificates; and secondary school certificates (Form 4 and 6) for Diplomas and professional certificate(s). Original certificates/transcripts will be returned to the candidate after physical verification.

(iii) Two stamp size photographs

(iv) Evidence of release from employer (if employed)

(v) Evidence of sponsorship or ability to self support.

(c) Candidates shall be required to register at the beginning of the first year of study using either form ARU/PG.F4a for postgraduate programmes that are conducted by thesis or form ARU/PG.F4b for postgraduate programmes that are conducted by course-work and dissertation.

(c) Students must renew their registration at the beginning of every subsequent year by submitting a duly filled-in form ARU/PG.F5 and paying the required fees.
(d) Students who fail to renew their registration shall automatically be discontinued from studies.

5.3.2 Students shall be registered by names appearing on their certificates. No change of names by students shall be entertained during the course of study at the University.

5.3.3 No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances. Permission to postpone studies will be considered only after producing satisfactory evidence for the cause of postponement. Special causes for postponement shall include:

(a) Sickness

(b) Serious social problems (each case to be considered on its own merits)

(c) Severe sponsorship problem.

5.3.4 Students shall be allowed to be away from the University studies for a maximum of two years if they are to be re-admitted to the same programme and year of studies where they left off.

5.3.5 No student shall be allowed to change subjects/courses/programmes after the 3rd week of commencement of the semester.

5.3.6 Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme for which transfer is being sought and a vacancy exists in that programme.

5.3.7 The registration of new and continuing students shall be two weeks from the first day of the commencement of the semester. Students seeking registration during the 3rd week shall be liable to a surcharge as will be prescribed. No student shall be registered after the 3rd week since the commencement of the semester.

5.3.8 Every registered student is required to submit a progress report to his/her supervisor who shall forward to the School or Institute through the Head of Department.
5.3.9 Each School/Institute is required to submit progress reports of all postgraduate students registered in the School or Institute to Senate Higher Degrees Committee twice a year.

5.3.10 Masters by Coursework and Dissertation

Masters degree by course-work and dissertation will be governed by the following procedures:

a. Completing the course-work component of the programme by passing a minimum number of units, including all the prescribed core courses in the programme as prescribed by the relevant School.

b. Senate approving coursework results that will allow the student to proceed to the dissertation phase of the programme.

c. The student writes and tables a comprehensive proposal in a departmental/institute seminar/presentation for all (especially the department's Higher Degrees, Research and Publication Committee (HDRPC)) to review

d. Departments submit proposals to the School/Institute HDRPC for approval and appointment of supervisor(s).

e. Respective School/Institute regulations shall apply forthwith after the above procedures ((a) - (d)) have been met.

5.3.11 Masters by Thesis

Masters Degree by thesis, students will be governed by the following procedures:

(a) Submission by the student of a two-page statement of the intended research topic in the first two weeks of the Semester as per form ARU/PG.F3 to the relevant School/Institute. On the basis of the statement the School/Institute assigns supervisor(s) to the candidate.

(b) The student presents a comprehensive substantive research proposal in a Departmental seminar as per ARU/PG/F3a for all (especially the Department's HDRPC) for endorsement and onward submission to School Board HDRPC and the Senate.

(c) The student abides to the guidelines on writing Research Proposal as
detailed in Appendix III. The proposal should not exceed 20 pages in length, typed in 12-point font (Times New Roman, CG Times or Times) and have double spaced lines.

(d) The student makes a seminar/presentation before department’s HDRPC. Prior to the seminar presentation, each member of the departmental HDRPC should be given a copy of the proposal for scrutiny at least seven days before the date of presentation.

(e) Upon being satisfied with the proposal’s quality the department submits the proposal to the School for approval.

(f) The School/Institute invites the student to make presentation of the proposal before the School’s HDRPC.

(g) The School's/Institute's HDRPC subsequently reports to the Senate Higher Degrees Committee (HDRPC) for noting.

(h) The student’s Research Proposals shall be submitted to the School's/Institute's HDRPC and get approval within six months from the date of formal registration.

(i) Student shall pay to the School/Institute as will be prescribed for each monthly extension beyond the six months.

(j) The duration of the registration period for thesis student, including the six months of developing and submitting research proposal, shall be twenty four months for a full time student and thirty six months for a part-time student.

(k) On the recommendation of the relevant School/Institute Board, a student may be required to do one or more formal courses appropriate to the student’s field of study. Such courses are intended to equip the student with a more solid theoretical foundation, a good grasp of sampling theory and experimental design, a sound knowledge of research methodology and thesis writing. In addition, students are advised to undertake short courses in Communication Skills and Computing.

5.4 Extension of Registration Period

(a) A student who, for valid reasons, fails to complete the thesis/dissertation within the specified period may apply using
ARU/PG.F7 for an extension of the registration period.

(b) The student shall pay an extension fee as will be prescribed per extension for every extension made including the first one.

(c) The extension period shall not exceed three months for full-time and six months for a part-time student. Under very special circumstances, the Senate Higher Degrees Committee may consider a further extension of registration period for a maximum of six months.

5.5 Freezing Registration

(a) If, for compelling reason(s), a student fails to continue with studies, he/she may apply to the Senate Higher Degrees Committee for the freezing of the registration through his/her Department and School/Institute.

(b) The maximum period for such freezing of registration shall be two years.

5.6 Completion of a Programme

(a) The duration of the registration period for each programme shall be as stipulated by the relevant School/Institute and approved by Senate.

(b) Failure of a candidate to complete the Masters Study programme within the specified period shall necessitate his/her discontinuation from studies, unless the Senate decides otherwise.

5.7 Transfer of Registration for Postgraduate Diploma to Masters by Thesis

5.7.1 A Postgraduate Diploma candidate may, on the recommendation of the Head of Department and the School Dean/Director of Institute or Deputy Vice Chancellor – Academic Affairs (DVC-AA), apply to Senate for permission to transfer registration to that of a Masters degree. The names of the programmes, however, ought to be the same. The Senate will determine the contribution of the work done under Diploma candidacy towards the Masters degree applied for. No candidate may acquire both the PG Diploma and the Masters from the same programme.
5.7.2 A student for the degree of Masters by thesis may, on the recommendation of the Department and School/Institute concerned, apply through HDRPC to the Senate for permission to transfer registration to that of a PhD. Senate will determine what recognition may be given to the period which the applicant has completed his or her studentship for Masters, as a contribution towards the fulfilment of the requirements for the degree of Doctor of Philosophy. No candidate may acquire both the Masters and the Doctorate from the same programme.

5.7.3 A student for a Masters or PhD degree may, on the recommendation of the Head and Dean/Director concerned, apply through HDRPC to Senate at any time before submission of the thesis for permission to transfer registration to that of Postgraduate Diploma or Masters Degree, subject to the relevant programme being available.

5.7.4 Where the University/School/Institute receives a report from the relevant Department that the progress made by a student for the degree of Doctor of Philosophy is unsatisfactory but sufficient to allow the candidate to be transferred to the Masters degree or the Postgraduate Diploma, the School/Institute may recommend through HDRPC to Senate that the candidate's registration be so transferred, subject to current availability of the Masters/Postgraduate Diploma programmes.

5.7.5 A candidate for the PhD. or Masters Degree, whose thesis examiners are either in disagreement or have recommended thesis revision and resubmission may, on the recommendation of the School/Institute Board, transfer registration to a Masters or to a relevant existing Postgraduate Diploma programme, respectively.

5.7.6 Candidates from other Universities who would like to complete their postgraduate programmes at Ardhi University, may apply to Senate through respective Departments/Schools/Institutes and Senate Higher Degrees Committee 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 are enrolling.
5.8 Postponement of Studies

5.8.1 Postponement of studies is not allowed. Under special circumstances, permission to postpone studies may be considered as per regulation 5.3.3.

5.9 Intellectual Property Right Contract

5.9.1 Each registered candidate shall sign a contract with Ardhi University declaring that all research findings and innovations done during studentship shall be the property of Ardhi University and shall be protected under the Berne Convention, World Intellectual Property Organization, the Copyright Act 1999 and other international and national enactments on intellectual property.
6.0 COURSE-WORK EVALUATION

6.1 General

Candidates registered for the course-work and dissertation programme shall sit for course examinations following assessment procedures approved by the University/School/Institute, HDRPC, and Senate. Unless stipulated otherwise the General University Examination Regulations shall be used to guide the conduct of examination of all postgraduate courses.

6.1.1 In all Schools/Institutes and HDRPC the value attached to the letter grades awarded shall be as follows:

\[
\begin{align*}
A & \quad = \quad \text{Excellent} \\
B+ & \quad = \quad \text{Very Good} \\
B & \quad = \quad \text{Good (the minimum passing grade at PG level)} \\
C & \quad = \quad \text{Fail}
\end{align*}
\]

6.1.2 In all cases, the relationship between the numerical score and letter grades shall be as follows:

\[
\begin{align*}
A & \quad = \quad 70\% \quad - \quad 100\% \\
B+ & \quad = \quad 60 \quad - \quad 69\% \\
B & \quad = \quad 50 \quad - \quad 59\% \\
C & \quad = \quad 40 \quad - \quad 49\% \\
D & \quad = \quad 35 \quad - \quad 39\% \\
E & \quad = \quad 0 \quad - \quad 34\%
\end{align*}
\]
6.1.3 In grade point computations the allocation of points shall be as follows:

- A = 5
- B+ = 4
- B = 3
- C = 2
- D = 1
- E = 0 points

6.1.4 Scheme of awards

Schools/Institutes offering postgraduate programmes shall observe and use the following scheme of awards

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Classification criteria</th>
<th>Standard type of award</th>
<th>Postgraduate Diploma</th>
<th>Master’s degree</th>
<th>PhD</th>
<th>Post Doctoral Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Minimum years spent in university</td>
<td>1</td>
<td>1.5</td>
<td>3</td>
<td>2-3</td>
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<td>2.</td>
<td>Internship and/or requirement for field practicals</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
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<td>3.</td>
<td>Semester Paper or Research Report</td>
<td>Y</td>
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Y= Yes

6.1.5 All coursework examination results must be submitted to the relevant Boards of the Schools/Institutes; HDRPC and Senate for approval.

6.1.6 Presentation of examination results to Boards of Schools/Institutes, HDRPC and Senate shall be in accordance with the University approved format.
6.1.7 Candidates must successfully complete the course-work phase before they are allowed to proceed with the dissertation phase. Successful completion of the coursework phase shall mean attainment of a “B” grade or above (i.e. Grade Point Average (GPA) of at least 3.0) in all examinations.

6.1.8 Candidates who fail in one or more examinations, but whose GPA is 2.7 and above shall be allowed to do supplementary examination(s) in the failed course(s).

6.1.9 Candidates who fail to attain a GPA of at least 2.7 shall be discontinued from studies.

6.1.10 Candidates who fail in any supplementary examination and have a GPA of 3.0 and above may be allowed to repeat the failed course(s) but shall not be allowed to proceed to the dissertation phase.

6.1.11 Departments/Schools will administer supplementary examinations within a period of three months of Senate approval of the results.
7.0 REGULATIONS ON THESIS/DISSERTATION PHASE

7.1 Candidates doing a Postgraduate programme by coursework and dissertation and who have qualified to continue with the dissertation research after the course-work part shall be required to submit a dissertation in partial fulfilment of the degree requirements, after a specified period set by the relevant School/Institute.

7.2 In the case of some Schools/Institutes where the dissertation constitutes a small proportion of the degree programme (i.e. less than 50% of the study units), the School's/Institute's regulations for the submission and examination of dissertations shall apply.

7.3 All thesis and dissertation postgraduate candidates shall be required to give at least two satisfactory seminar presentations per semester.

7.4 There shall be a final presentation of postgraduate theses and dissertations before the initial submission of theses and dissertations.

7.5 Guidelines on the presentation of theses and dissertations are contained in Section 17.

7.6 Notice of Intention to Submit

At least three months before submitting a dissertation or a thesis a candidate shall, through the supervisor, Department and School/Institute, give notice in writing to the Chairperson, HDRPC, expressing intention to submit the dissertation/thesis. Guidelines on how to file the notice of submission are given in form ARU/PG.F8.

7.7 Certification

7.7.1 Every dissertation/thesis submitted for a degree award must be accompanied by a declaration by the candidate, to the satisfaction of Senate, stating that the dissertation/thesis has not been submitted for a similar degree in any other University. The dissertation/thesis must be submitted in four hard copies, plus one soft copy PDF Format.

7.7.2 The dissertation/thesis shall also contain a declaration by the candidate's supervisor, confirming that he/she has read the dissertation/thesis and found it to be in a form acceptable for examination.
7.8 Copyright Declaration

The dissertation/thesis shall contain a statement of copyright by the author, reading as follows: (For further details, see Guidelines on Preparation of Theses, Section 17).

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

7.9 Abstracts

7.9.1 The abstract shall indicate in summary the essential points of the dissertation/thesis, the important results achieved and the conclusions reached.

7.10 Cover page details

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8.0 EXAMINATION OF MASTERS THESES/DISSERTATIONS AND DEGREE AWARDS

8.1 Every dissertation submitted shall be examined by at least two specialists approved by the relevant School/Institute Board, HDRPC and Senate. At least one of these must be external to the University.

8.2 Every thesis shall be examined by three examiners approved by the Senate. One of them must be external to the University.

8.3 Transmission of theses/dissertations to examiners

8.3.1 The examiners shall be required to submit to Schools their detailed reports on the thesis/dissertation within a period of two months from the date of receipt of the thesis and within a period of one month for a dissertation.

8.3.2 The examination report shall focus on the following areas:

(i) Theoretical Background and Literature Review

(ii) Research Methodology

(iii) Research Findings

(iv) Discussion and Conclusions

(v) Overall presentation of the thesis/dissertation

8.3.3 Additional requirements may be provided by the Schools/Institutes.

8.3.4 If the reports are not received within four months, new examiners shall be appointed.

8.3.5 Each examiner shall also be required to summarise his/her report on the thesis/dissertation by filling in Summary Form ARU/PG.F9 with a definite recommendation for one of the following actions:

(a) The degree be awarded to the candidate unconditionally, or

(b) The degree be awarded subject to typographical corrections/minor revisions, or
(c) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report or

(d) The degree be not awarded, but the candidate may be allowed to revise and re-submit the thesis/dissertation for re-examination,

or

(e) The thesis/dissertation is rejected outright.

8.3.6 The Directorate of Postgraduate Studies, Research and Publication shall pay honoraria to be prescribed to the External Examiner and to each Internal Examiner on receiving detailed reports and summary reports of the thesis/dissertation under examination.

8.3.7 A dissertation passed subject to typographical corrections/minor revisions must be submitted for degree award within three months

8.3.8 A dissertation passed subject to substantial corrections and revisions must be submitted for degree award within six months from the date of the Senate's approval of examination results.

8.3.9 Where there is disagreement between examiners in accordance with regulation 8.3.5 (d) above, an independent assessor shall be sought to assess the candidate and that assessment shall be final.

8.3.10 A thesis/dissertation rejected in accordance with regulation 8.3.9 above must be re-submitted for examination within nine months from the date of the Senate's approval of examination results.

8.3.11 A candidate who fails, without reasonable cause to submit higher dissertation/thesis within the period stated in 8.3.7, 8.3.8 and 8.3.9 above shall be discontinued from studies.

8.3.12 Where the examiners are not in agreement in their overall recommendation after resubmission, HDRPC shall examine the case and recommend one of the following actions:

(a) An additional independent examiner be appointed; or

(b) The relevant School/Department to establish a panel from amongst the experts available, to examine the candidate orally.
8.4 Viva Voce Examinations for Masters Degree Programmes

8.4.1 In Masters Degree programmes involving examinations by thesis alone without any prescribed course-work component, the candidate shall, in addition to writing a thesis, appear for a viva voce examination.

8.4.2 Course-work and dissertation research candidates may also be required to appear for viva voce examinations, if such examinations are mandatory in their respective Schools /Institutes.

8.4.3 The viva voce examination shall take place only after the HDRPC and Senate have been satisfied that the thesis/dissertation submitted by the candidate is considered by the examiners to be satisfactory.

8.4.4 The questions to be asked in the viva voce examination shall primarily focus on the candidate's thesis/dissertation research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the thesis subject matter.

8.4.5 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.

8.4.6 The viva voce examination for Masters Degrees shall comprise three academics but not more than seven examiners, who shall be appointed by the Senate Chairperson, on the recommendation by the Senior Academics of the relevant School/Institute, and of the Head of the relevant Department where the candidate is registered. The viva voce panel shall be as follows:

The School Dean/Institute Director or his/her nominee (Chairperson).

External Examiner (or his/her) representative, recommended by the relevant School Dean/Institute Director.

Internal Examiner who did not guide the research.

The candidate's supervisor(s).

Head of the relevant Department (or his/her appointee).
Two other members appointed by the respective School/Institute.

8.4.7 The Director of Postgraduate Studies, Research and Publication or his/her representative may attend the *viva voce* examination to guide panel members on the conduct of the examination.

8.4.8 The HDRPC and Senate must approve the date of examination at least two weeks before the examination.

8.4.9 The Head of Department must inform the candidate in writing regarding the examination arrangements at least two weeks before the examination, with copies to the Dean/Director and the DPGS.

8.4.10 The *viva voce* panellists shall be provided with full texts of the thesis examiners' reports and copies of the candidate's thesis/dissertation at least one week before the date of the oral examination. The School/Institute shall ensure availability of copies of the thesis using their share of examination fees.

8.4.11 The function of the *viva voce* shall be to ascertain that the thesis/dissertation presented fulfils the following criteria:

The thesis is the original work of the candidate;

The broader subject area in which the study is based is fully grasped by the candidate;

Any weaknesses in the thesis are adequately clarified by the candidate; and a definite recommendation is made to the HDRPC whether the candidate should be declared as having *Passed* or *Failed*.

8.4.12 The *viva voce* panellists should, as far as possible, work towards arriving at a unanimous decision on the candidate's performance. Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote shall be required for passing the *viva voce* examination.

8.4.13 At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examination Results Form ARU/PG.F11 obtainable from the Director of Postgraduate Studies, giving a specific recommendation on the candidate's performance. This shall be submitted, along with a detailed report on how the candidate handled
the questions, to the Chairperson of HDRPC for processing, whereupon, each panellist in the *viva voce* examination shall receive an honorarium at the rate approved by the University.

8.4.14 Where there is a disagreement between the recommendation of the thesis examiners and *viva voce* examiners, the Senate's Higher Degrees Committee shall study the case and recommend to Senate one of the following options:

(a) The candidate revises and re-submits the thesis and subsequently re-appears for a further oral/written, or practical examination, within a specified period, but not exceeding 6 months since the date of the decision by Senate: or

(b) The candidate is deemed to have failed outright.

8.4.15 The duration of the *viva voce* examination for Masters Degrees shall not exceed two hours:

- 30 minutes of presentation
- 1 hour and 15 minutes of questions and answers
- 15 minutes of deliberations

8.4.16 The internal examiner who supervised the candidate shall be the recorder of the *viva voce* examination proceedings.

8.4.17 The final decision on the award of the higher degree shall be made by the Senate on the recommendation of the HDRPC.

8.4.18 Work rejected by Examiners after re-submission as per 8.3.11 shall not be accepted for re-examination at Ardhi University.

8.4.19 Subsequent publications from a thesis/dissertation submitted for a Masters degree of the Ardhi University must contain a statement that the work is based on a thesis/ dissertation submitted to the University.

8.4.20 The Directorate of Postgraduate Studies, Research and Publication shall pay as will be prescribed to each *viva voce* panel member.
9.0 APPEALS

9.1 The General University Examination Regulation 23 of ARU (2008/9) shall govern the conduct of appeals against the decision of the Senate pertaining to examination results.

9.2 Such appeals must be lodged with the appropriate University authorities within six months from the date of approval of the results and hence the General University Examination Regulation 18.7 is not applicable to Postgraduate students.
10.0 DOCTOR OF PHILOSOPHY DEGREE

10.1 Entry Qualifications

10.2 Admission Procedures into PhD (Application)

Refer to 5.2.3 and 5.2.4 Admission Procedures.

Admission requires submission of application form ARU/PG.F4a or ARU/PG.F4b.

Full studentship commences immediately after formal registration

10.3 Registration of PhD. Candidates

10.3.1 At the time of registration PhD. candidates may be registered as part-time or full time students.

10.3.2 Candidates shall be required to register at the beginning of the first year of their studies (using Form ARU/PG.F4a) and to renew their registration at the beginning of subsequent years by filling in Form ARU/PG.F5 and paying the required fees.

10.3.3 Failure to renew registration shall mean automatic discontinuation from studies.

10.3.4 The admission and registration of PhD candidates shall follow a process similar to the one prescribed for Masters by thesis candidates, as per the following procedure:

(a) With the help of the Departmental PGDS supervisory committee, the candidate submits a two-page statement of the intended research topic (ARU/PG.F3) to the relevant School/Institute.

(b) On the basis of the Department's recommendations the School/Institute will appoint a supervisor(s) to the candidate. An additional supervisor(s) may be appointed if necessary but with the approval of the Senate Higher Degrees Committee upon submission of the recommendations by the School/Institute Higher Degrees Research and Publication Committee.

(c) Within four months of the admission and registration into a PhD. programme, the candidate shall present a comprehensive research proposal in a Departmental seminar for all (especially the
Department's Postgraduate Higher Degrees, Research and Publication Committee) to review.

(d) The student must submit to the HDRPC a substantive and comprehensive research proposal within six months after registration.

(e) Guidelines on the writing of the Research Proposal are detailed in Appendix III. The proposal should not exceed 25 pages in length, typed in 12-point font and have double spaced lines. Each member of the department's postgraduate committee shall be given a copy of the proposal for scrutiny at least seven days before the date of the seminar presentation.

(f) If satisfied with the proposal's quality, the department submits the proposal for evaluation by the School's/Institute's HDRPC, in the presence of the student.

(g) If the School's/Institute HDRPC finds the proposal satisfactory, the proposal shall be submitted to the HDRPC for endorsement.

(h) HDRPC will note the/School's/Institute's recommendation, observing the policy issues related to the research before approving the proposal and reporting to Senate for approval.

(i) The maximum period for the submission of the proposal is six months. Candidates will pay $20 or equivalent for each monthly extension beyond the six months.

10.3.5 A candidate registered for the PhD. degree programme may, on recommendation of the relevant School/Institute Board, be required to do one or more formal courses appropriate to his/her field of study, as prescribed by his/her supervisor(s). The respective teaching units may facilitate provision of relevant research methods and Communication Skills courses.

10.3.6 The appointed supervisor(s) shall guide the candidate in his/her research and shall submit periodic reports (twice a year) on the candidate's progress (Form ARU/PG.F6). (Guidelines to postgraduate student supervisors are detailed in Section 17).

10.3.7 (a) The duration of the registration period, including the six months of research proposal processing, shall be three years for
full time and five years for part-time candidates.

(b) If, for valid reason(s), a candidate wishes to temporarily halt studies, he/she has to apply to HDRPC for the freezing of the registration through the supervisor, Department, and School/Institute. The maximum period for freezing of registration shall be three years.

(c) Candidates who, for valid reasons, fail to complete their theses/dissertations within the specified period may apply (using ARU/PG.F7) for an extension of the registration period. The candidate shall pay Tzs. 25,000/= per month for such an extension.

(d) The total extension period shall not exceed two years for full-time and three years for part-time candidates.

(e) Granted the extensions, the maximum duration of registration for a PhD degree shall be five years for full-time and seven years for part-time students.

10.3.8 A candidate for the PhD degree, whose thesis examiners are either in disagreement or have recommended thesis revision and resubmission may, on the recommendation of the School/Institute Board, transfer registration to a relevant existing Masters programme.

10.4 Submission of a PhD. Thesis

10.4.1 The Ph. D. degree examination requires the submission of a thesis by the candidate, embodying the results of his/her research.

10.4.2 a) No candidate may be permitted to submit a thesis for the PhD degree in less than 24 months from the date of registration.

b) A doctoral candidate may, however, be allowed to submit his/her thesis earlier than this if the supervisor and the relevant School/Institute postgraduate studies committee is satisfied with the candidate's research contribution.

10.4.3 At least three months before the thesis is submitted; the candidate shall, through the supervisor, give notice of intention to submit the thesis. He/she should do this in writing to the Chairperson, HDRPC (see Appendix II, PG.F8) submitting, at the same time, the proposed
title and an outline of the plan and general scope of the thesis.

10.4.4 Every thesis submitted for the PhD degree of Ardhi University must be accompanied by a declaration by the candidate, stating that it is the candidate's own original work and that it has not been submitted for a similar degree in any other University. The thesis must be submitted in six loose-bound copies, plus one soft copy in PDF format.

10.4.5 The thesis shall contain a statement of copyright by the author, (for details, see Guidelines for Preparation and Presentation of Higher Degree theses, in the appendices).

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

10.4.7 Every thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and text presentation. The thesis must contain a one page abstract, which shall concisely indicate the problem investigated, the procedures, research methods employed, the general results, new contributions made, and the major conclusions reached.

10.4.8 The thesis shall contain a declaration by the candidate's supervisor confirming that he/she has read the thesis and found it acceptable for examination.

10.5 Examination of a Thesis and Award of a PhD Degree

10.5.1 (a) For every PhD. candidate approaching submission the Senate shall appoint, on the recommendation of the relevant School/Institute Board and the HDRPC, at least three qualified examiners, one of whom shall be External to Ardhi University. The examiners shall be required to assess the thesis in accordance with guidelines to be provided by respective Schools.

(b) One of the Internal Examiners shall be the Principal Supervisor of the candidate's work, the second internal examiner shall be an expert not involved in the candidate's supervision.

(c) Appointment of External Examiners and the panel of examiners shall
The Examiners shall be required to submit independent reports on the PhD. thesis as prescribed under the Masters programme.

(a) The examiners shall be required to submit their detailed reports on the thesis within a period of two months from the date of receipt of the thesis.

(b) If the reports are not received within four months, new examiners shall be appointed.

The PhD. thesis should 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 (using form ARU/PG.F10) with a definite recommendation for one of the following actions:

(a) The PhD. degree be awarded to the candidate unconditionally;

(b) The degree be awarded subject to typographical corrections and/or minor revisions;

(c) The degree be awarded subject to making substantial revisions and corrections recommended.

(d) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD. thesis for re-examination after a further period of study and/or research;

(e) The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for a Masters Degree award;

(f) The thesis be rejected outright.

The Directorate of Postgraduate Studies shall pay an honorarium as will be prescribed to the External Examiner and to the Internal Examiner on receiving detailed reports and summary reports of the thesis under examination.

Appointment of Examiners shall be done in a confidential manner.

A thesis rejected as per Regulation 10.5.3 (e) above must be re-
written and re-submitted for re-examination within 18 months.

10.5.7 Candidates who fail to submit their thesis within the period stated in 10.5.5 above shall be discontinued from studies.

10.5.8 Where the examiners are not in agreement in their overall recommendation after the resubmission, HDRPC shall consider the case and recommend one of the following actions:

(a) An additional independent examiner be appointed; or

(b) The relevant School/Department be requested to establish a panel of experts, internal and/or external to the University, with Senate's approval, to examine the candidate orally.

10.6 Viva Voce Examination for PhD Candidates

10.6.1 In addition to writing a thesis, the PhD candidate shall appear for a viva voce examination.

10.6.2 The viva voce examination shall take place only after the HDRPC and Senate have been satisfied that the thesis submitted by the candidate is considered by the examiners to be of acceptable standard.

10.6.3 The questions in the viva voce examination shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity in the thesis subject area.

10.6.4 The members of viva voce panel shall be so selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research (or related) area.

10.6.5 (a) The viva voce examination shall comprise at least five examiners appointed by the Senate through the relevant School/Institute board and the HDRPC.

(b) The composition of the viva voce panel shall be as follows:

Chairperson (with voting power)

(i) External Examiner who examined the thesis (or his/her representative)
(ii) Internal Examiner who supervised the work and examined the thesis

(iii) A second Internal Examiner (or his/her representative, where applicable), who did not supervise the candidate, but who also examined the thesis

(iv) Appointee of the Dean of School/Director of Institute where the candidate is registered

(c) The other supervisor(s) who did not examine the thesis shall be invited to the viva voce panel, who need not be a specialist in the candidate’s thesis area, shall be a senior academician (at least Senior Lecturer/Senior Research Fellow), and shall be appointed by the Senate through the HDRPC, on the recommendation of the relevant School/Institute Board.

10.6.6 The Chairperson of the vice voce panel, who need not be a specialist in the candidate’s thesis area, shall be a senior academician (at least senior lecturer), and shall be appointed by the Senate through HDRPC, on the recommendation of the relevant School/Institute board.

10.6.7 Panellists under Regulation No.10.6.5. (b) (ii), (iii) and (iv) who are unable to be present at the viva voce examination, shall submit their oral examination questions to the HDRPC, and also nominate their representatives (where possible) to the viva voce who shall be appointed as per 10.6.5. (a).

10.6.8 The viva voce panellists shall be provided with full texts of the thesis examiners’ reports, and copies of the candidate’s thesis, at least two weeks before the date of the oral examination.

10.6.9 The function of the viva voce shall be:-

(a) to ascertain that:-

(i) The thesis presented (the data, methodology, analysis and findings) is the original work of the candidate

(ii) The product subject area in which the study is based is fully grasped

(iii) Any weakness in the thesis can be adequately clarified by the candidate, and
(b) to make a definite recommendation to the HDRPC and Senate whether the candidate has passed or failed.

10.6.10 The viva voce panel shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance as per 10.6.9 (a) (i) to (iii). Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote in favour of passing the candidate shall be required for passing a viva voce examination.

10.6.11 (a) At the end of the viva voce examination, the panel members shall sign a *viva voce* Examination Results Form ARU/PG.F12 giving a specific recommendation to HDRPC on the candidate's performance with a definite recommendation for one of the following actions.

(i) Candidate PASSES and no additional corrections in the thesis are required.

or

(ii) The Candidate PASSES subject to making minor corrections and revisions in the thesis as stated in the *viva voce* proceedings, *within three months*,

or

(iii) Candidate is referred to make substantial corrections and revisions as stated in the *viva voce* proceedings *within six months*, and at least two *viva voce* panellists must certify that the corrections have been done as directed,

or

(iv) Candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the *viva voce* proceedings.

(v) Candidate fails outright.

(b) The Chairperson of the panel shall also submit to HDRPC a comprehensive report approved by the oral panellists detailing all the
questions addressed to the candidate and the answers he/she gave to those questions.

(c) Whereupon, each panellist in the *viva voce* examination shall receive an honorarium at the rate approved by the University.

10.6.12 Where there is disagreement between the recommendations of the thesis examiners and those of the *viva voce* panellists, the HDRPC shall carefully study the case and recommend to Senate one of the following actions:

(a) The candidate revises and re-submits the thesis and subsequently re-appears for a further oral examination, within a specified period, but not exceeding 12 months from the date of the decision by Senate, or

(b) The candidate be deemed to have failed outright.

(c) In case of disagreement an arbitrator or a third person will be appointed.

10.6.13 The duration of the *viva voce* examination shall normally **not exceed three hours.**

- Maximum of 45 minutes of presentation
- Maximum of 2 hour of questions and answers
- Maximum of 15 minutes of deliberations

10.6.14 Senate shall make the final decision on the PhD. degree award to the candidate, on the recommendation of the HDRPC.

a) Subsequent publications from a thesis submitted for the PhD. degree of Ardhi University must contain a statement to the effect that the work is based on a thesis submitted to the University.

b) The Ardhi University shall pay as will be prescribed honorarium to each *viva voce* panel member.

**11.0 Conferment of Honorary Awards**

The following are the guidelines for conferring honorary awards as provided by the “TCU Proposed Universities Regulations”.
11.1 Ardhi University may from time to time confer honorary awards on individuals or organizations.

11.2 Ardhi University may confer –

a) Honorary masters’ degrees and/or honorary doctorates on individual natural persons;

b) Honorary fellowships on either individuals or organizations where there is an intention to maintain an ongoing relationship with the recipients.

11.3 In conferring honorary awards, the university shall have regard to distinguished alumni of the University and shall also seek to ensure a broadly balanced list.

11.4 The general policy for the award of an honorary master’s degree will be the honorary award of one of the taught or research master’s degree of the University.

11.5 Honorary awards of the University shall not be conferred in absentia save for very exceptional circumstances.

11.6 Recipients of honorary awards may use approved designatory letters but may not use the doctorate title unless they are entitled by virtue of their other qualifications.

11.7 The University shall observe and ensure that honorary degrees are not treated as academic qualifications and should therefore not be used as bases for academic appointments or job placement in institutions
12. **HIGHER DOCTORATE DEGREES**

12.1 **Eligibility for Candidacy**

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

(a) Holders of a PhD. of Ardhi University, of at least three years standing; or

(b) Holders of a PhD. degree or equivalent of any other recognised University provided that at the time of applying for candidacy, they will have served Ardhi University in teaching, research or other approved role for a minimum period of two years.

12.2 **Application for Candidacy**

12.2.1 A candidate for this award shall normally apply for a Higher Doctorate of the School/Institute in which the subject of his/her previous degree(s) was studied.

12.2.2 The intending candidate must supply to the relevant School, through his/her complete Curriculum Vitae and any other documents, sufficient evidence of his/her qualifications for the Higher Doctorate candidacy.

12.2.3 The candidate's application must be accompanied by a unifying statement of not more that 5,000 words, which concisely but comprehensively sums up his/her significant contribution(s) to knowledge in a chosen field.

12.2.4 Together with the unifying statement, the candidate must submit a compilation of his/her important and original published works (excluding works earlier submitted for Masters or PhD degrees). Published works shall mean what is printed as books or papers in a reputed journal, or work already accepted for publication. (Serious emphasis is placed on published work to ensure that the work submitted for examination has been available for criticism).

12.2.5 The candidate's application for candidacy shall be scrutinised by
the appropriate School/Institute, and his/her candidature shall be approved through the relevant School/Institute Board, the HDRPC, and Senate.

12.3 Submission of Published Works and Examinations

12.3.1 The work submitted by the candidate shall be in four copies, and be referred to three examiners appointed by Senate on the recommendation of the School/Institute Board, and the HDRPC. All the Examiners shall be external to the University, preferably holder of Higher Doctorates themselves.

12.3.2 The work shall be accompanied by a declaration by the candidate, that it has not been submitted for a Higher Doctorate in any other University.

12.3.3 The job of the examiners is to carefully and critically examine the candidate's contribution to ascertain that:

(a) The work shows outstanding originality;

(b) The candidate's contribution to knowledge has been substantial;

(c) The format of presentation of the candidate's work is acceptable.

(d) Examiners for the Higher Doctorate should, therefore, be selected from amongst the most highly distinguished international scholars in the subject, preferably holders of Higher Doctorates themselves.

12.3.4 The examiners may recommend the candidate to appear for a viva voce examination. Under such circumstances, the PhD regulations for viva voce examination shall be used as guidelines.

12.4 Higher Doctorate Award

12.4.1 The examiners shall submit a report on the candidate's published work, recommending, in definite terms, whether or not the Higher Doctorate should be awarded to him/her.

12.4.2 In case of disagreement between the examiners, similar guidelines as those prescribed for Masters and PhD candidates shall be followed. The final approval on the degree award shall
be granted by Senate, after it has been satisfied that the work presented makes a substantial and distinct contribution to knowledge.

12.4.3 A candidate who fails to qualify for the Higher Doctorate award shall not be allowed to re-apply for the same degree for at least three years.

12.4.4 The successful Higher Doctorate candidate shall be required to give a public lecture on his/her contribution before the degree is awarded.
13.0 OCCASIONAL STUDENTS

13.1 Entry Requirements

13.1.1 The entry qualifications shall be as those prescribed for regular students.

13.1.2 The application for Occasional Studentship must be supported by at least two referees. At least one of these must be an academic member of staff, who is well acquainted with University teaching and research.

13.1.3 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 in the relevant Department where the applicant intends to undertake studies.

13.1.4 While Occasional Students are not obliged to sit for the end of semester examinations, they are encouraged to do so. They may be allowed to take various courses by audit.

13.1.5 Occasional Students shall pay their fees pro rata, in accordance with what is prescribed for regular postgraduate students.

13.1.6 Occasional Students may register for some undergraduate courses.
14. SHORT-TERM STUDENTS

14.1 Entry Requirements

14.1.1 The admission qualifications shall be as those prescribed for regular postgraduate students.

14.1.2 Short-term students are expected to enrol in their courses for credit. Hence they shall be required to appear for end of semester examinations.

14.1.3 Short-term postgraduate students taking courses on credit will be governed by the general university regulations applicable to other relevant postgraduate courses.

14.1.4 Short-term students may register for undergraduate courses, in which case relevant undergraduate regulations shall apply.

14.1.5 Short-term students may enrol for training by research alone, in which case they will be assigned supervisors to guide them.

14.1.6 Short-term students who attain the grade of B or higher in their prescribed postgraduate courses, may be allowed to change their status to a Masters degree (in exceptional circumstances to a PhD degree) course.

14.1.7 Short-term students shall pay their fees in accordance with what is prescribed for the regular postgraduate students.

14.1.8 Students from Ardhi University may register as short-term students in other universities and taking courses on credit will be governed by the regulations of those universities and the obtained credits can be transferred to Ardhi University. The maximum number of credits to be transferred to Ardhi University will be decided upon by the School/Institute where the candidate belongs.
15.0 SANDWICH PROGRAMMES/RESEARCH ASSOCIATESHIP

15.1 Ardhi University has developed links with other Academic institutions for collaboration in postgraduate training. Under these arrangements, postgraduate students at the coursework stage registered in other Universities can have opportunities to conduct part of their studies at Ardhi University as occasional or part time students as per Sections 13 and 14 depending on the period they would like to stay at Ardhi University.

15.2 Postgraduate students registered in other institutions may also have the opportunity to conduct part of their studies at the dissertation or thesis phase as research associates. In order to obtain such associateship, candidates must send applications to Senate through HDRPC and the respective teaching units at least six months in advance stating the duration they would spend at Ardhi University. The application letter must be attached with the following documents:

(i) A concise statement of the proposed project including objectives, description of problem area, methodology, expected outputs, the period of research and places in Tanzania where the work will be carried out.

(ii) Confirmation of availability of financial support to cover travel, fees, research funds and upkeep allowances, and/or any other material support for the intended research.

(iii) Applicant's full curriculum vitae.

(iv) Names of two referees who are qualified in the field of research which the applicant wishes to undertake.

(v) Name of contact person in the Department of intended study at Ardhi University.

(vi) Ethical Clearance if necessary from his/her country and from the relevant Tanzanian authority.

(vii) Research Clearance

15.3 The Research associateship will be awarded for a period not
exceeding one academic year. Applicants for registration as a Postgraduate Research Associate shall hold either a good Bachelor or Master's degree and must be registered students of recognized institutions of higher learning.

15.4 Research Associates who wish to extend their work at the University may apply for renewal at least two months before the expiry of their registration. The renewal letter stating justification for continuation of the registration must be sent to the Senate through the HDRPC and the respective teaching Units.

15.5 Fees

(a) Bench Fee

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount (US $)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bench Fee</td>
<td>1844</td>
</tr>
</tbody>
</table>

(b) Other Direct University Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (US $)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee for Masters Students</td>
<td>30</td>
</tr>
<tr>
<td>Application fee for PhD Students</td>
<td>50</td>
</tr>
<tr>
<td>Registration (once)</td>
<td>100</td>
</tr>
<tr>
<td>Bench fee (per year)</td>
<td>*</td>
</tr>
<tr>
<td>Supervision fee (per year)</td>
<td>1,000</td>
</tr>
<tr>
<td>Caution money (one)</td>
<td>50</td>
</tr>
<tr>
<td>Student Union (per year)</td>
<td>20</td>
</tr>
<tr>
<td>Identity Card (one)</td>
<td>2</td>
</tr>
<tr>
<td>Medical Capitation (per year)</td>
<td>250</td>
</tr>
<tr>
<td>Research Funds</td>
<td>3,000</td>
</tr>
</tbody>
</table>

15.5.3 Successful Tanzanian applicants will be required to pay fees directly to the University before arrival or upon arrival at the University as follows

(c) Bench Fees

<table>
<thead>
<tr>
<th>Fee</th>
<th>Amount (TZS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
(d) Other Direct University Costs

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount (TZS.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application fee for Masters Students</td>
<td>10,000</td>
</tr>
<tr>
<td>Application fee for PhD Students</td>
<td>20,000</td>
</tr>
<tr>
<td>Registration (once)</td>
<td>50,000</td>
</tr>
<tr>
<td>Bench fee (per year)</td>
<td>*</td>
</tr>
<tr>
<td>Supervision fee (per year)</td>
<td>600,000</td>
</tr>
<tr>
<td>Caution money (one)</td>
<td>10,000</td>
</tr>
<tr>
<td>Student Union (per year)</td>
<td>2,500</td>
</tr>
<tr>
<td>Identity Card (one)</td>
<td>1,000</td>
</tr>
<tr>
<td>Medical Capitation (per year)</td>
<td>100,000</td>
</tr>
<tr>
<td>Research Funds</td>
<td>1,500,000</td>
</tr>
</tbody>
</table>

15.5.4 The distribution of fees will be as follows

Application Fee shall be paid to the hosting teaching Unit.

Registration, Identity Card, Medical Capitation, Caution money, Student Union, and Supervision fee will be paid to the University.

Bench fee shall be paid to the hosting teaching Unit, which will retain 80% and remit 20% to the University.

15.5.5 The University will pay staff members supervising the candidate at an approved rate.
16. SUPERVISION OF POSTGRADUATE STUDENTS

16.1 Introduction

16.1.1 When postgraduate applications are considered for thesis candidates, Heads of relevant Departments at Ardhi University are required to recommend a supervisor(s) for each prospective student. The relevant School/Institute Boards shall appoint supervisors and reports on the appointments will be sent to the HDRPC. The same applies for course work and dissertation candidates who have qualified to continue with the dissertation component of the Masters Degree Programme.

16.1.2 Each postgraduate student shall be assigned a supervisor(s). Multi-disciplinary research topic may require supervision from more than one academic discipline. In such instances, one of the supervisors is normally designated as the principal supervisor.

16.1.3 In all cases the principal supervisor should be in the area of the student’s major interest.

16.1.4 Each postgraduate student shall prepare a plan of study with the help of his/her supervisor during his/her first semester in the School. The plan should be approved and signed by the principal supervisor and the Head of Department. And at least three copies should be made available (one for the student, one for the principal supervisor and one for the Head of Department). Any change in the plan of study should be approved by the principal supervisor and the Head of Department and should likewise be recorded.

16.2 General Duties and Responsibilities of Supervisors

16.2.1 The Head of Department should carefully consider the proposed supervisor’s area of expertise, his/her qualifications and experience before nomination for a supervisory role.

16.2.2 The Supervisor is the University’s agent in ensuring that:

(i) A particular higher degree candidate is maintaining satisfactory progress;
(ii) The candidate receives adequate advice and encouragement on the thesis/dissertation research project;

(iii) The work being done on the thesis/dissertation is reviewed critically and on a continuous basis.

16.2.3 From the University's point of view, a positive attitude and relationship between the supervisor(s) and the candidate is essential in order to:

(i) Ascertain that the candidate completes the research work he/she started;

(ii) Be able to identify difficult problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate;

(iii) Restore a "failing" piece of work to acceptable standards;

16.2.4 Since the supervisor is the agent of the University in ensuring that the student's work attains a satisfactory standard, he/she should be an active member of the Department, who is well acquainted with all the University's postgraduate regulations.

16.2.5 As far as possible, the supervisor should supervise postgraduate students only in his/her area of specialisation. This would help to ensure high standards of attainment, and to avoid possible embarrassments resulting from rejection of theses classified as shallow by external examiners.

16.2.6 The supervisor should know the student well, and be familiar with whatever special problems the candidate may have.

16.2.7 The supervisor should know the distinction between his/her expected role, when supervising a Masters Degree theses, and a PhD degree theses. He/She should understand that, in essence:

(a) The Masters Research programme is designed as a training course, in which the candidate is expected to:

(i) Be exposed to the fundamentals of research;

(ii) Acquire certain new techniques;

(iii) Learn how to present the results of research in a scholarly manner;
(iv) Make some important contribution to knowledge, even though it may not be very original. Because he/she lacks previous research experience, the Masters candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques, and at the time of thesis writing.

(b) The PhD, in contrast, is recognition of successful postgraduate research experience. Here the supervisor should recognise that the candidate had already acquired some training experience in research as a Masters candidate. Consequently, for the PhD, the supervisor expects the candidate to:

(i) make a distinct contribution to new knowledge, of fact and/or theory;

(ii) Produce considerably much more original work than required for the Masters programme;

(iii) Go much deeper and more extensively in the review of the relevant literature than is the case for the Masters candidate;

(iv) Be more critical in the analysis of the data he/she has collected;

(v) Exercise more initiative in the research than for the Masters Degree research programme.

16.2.8 After the first year or two, the PhD candidate should be able to work independently, and to be guided rather than directed by the supervisor. Still it is the responsibility of the supervisor to guide the candidate in the right direction.

16.2.9 The supervisor has the responsibility of assisting the candidate to formulate an appropriate research proposal. The research proposal must be approved by the relevant Boards before the candidate formally begins to undertake the research.

16.2.10 The supervisor has the responsibility of focusing ahead, and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work. He/She should be capable of foreseeing through his/her previous research experience, whether or not the candidate will get meaningful data within two to three years of research or whether the proposed research is suitable for a higher degree.
Supervisors must have this kind of foresight in order to reduce the common problem of students' "wasted effort" to a minimum.

16.2.11 In order to start the students on the right footing, each Department which offers postgraduate training, should establish/activate a Postgraduate Research Committee. The committee should be composed of about four academic members of staff, some of whom, by virtue of representing the Department/School at HDRPC/HDRPC, are well versed with the Postgraduate Research Proposal Review process. To facilitate critical and constructive evaluation of proposals at the departmental stage, each member shall be given a copy of the proposal some days before its presentation in a seminar.

16.2.12 The supervisor has the responsibility of monitoring the candidate's progress throughout the research period. There are various methods through which he/she can do this:

(a) Requesting the candidate to submit periodic reports (*every three months*) about his/her research progress. The reports may well constitute drafts of the final thesis/dissertation. In reviewing them, the supervisor should take the opportunity to advise the candidate on matters of presentation, and if necessary, to make suggestions where modifications are required. The supervisor should use such reports as a basis for writing his/her own report to the Higher Degrees Committee on the candidate's research progress, and as the basis for recommending the upgrading of a candidate's registration from Masters to PhD., or if need be, recommending him/her for discontinuation from studies. If the supervisor does not receive a report from the candidate on his/her research progress, he/she should submit his/her own.

(b) Regular consultations between the candidate and the supervisor (e.g. once every month) to discuss the research work, is advised. Frequent consultations help to make the supervisor aware of new problems in the student's research since the last report, and to suggest remedial measures, before it is too late.

(c) Organising seminar presentations by the candidate. A seminar presentation by the candidate to the relevant Department about his/her research work gives him/her an opportunity to think more critically about the work. The supervisor should thus ensure that his/her higher degree candidate delivers at least two seminars in a
semester during his/her research undertaking.

16.2.12 The supervisor also has the responsibility of ensuring that the candidate has given an appropriate title to his/her thesis dissertation writing at the end of the thesis/dissertation research, and when presenting a notice to submit the thesis/dissertation for examination.

16.2.13 The supervisor also has the important responsibility of guiding the candidate in his/her thesis/dissertation writing. Here it should be emphasised that although the writing of the thesis/dissertation is entirely the responsibility of the candidate, it is the supervisor's responsibility to ensure that the candidate submits a thesis of a standard that is acceptable for the degree it is intended for. In order to enhance the presentation of acceptable theses, the supervisor should:

(a) Be accessible. He/she should show interest and enthusiasm in the candidate's research work and have a positive and friendly relationship with the candidate;

(b) Discuss the thesis drafts with the candidate regularly. In order to give quick feedback to the candidate on the written drafts, and to sustain his/her motivation, the supervisor should, as far as possible, read and return his/her candidate's thesis drafts within two to three weeks of receiving them;

(c) Read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved. He/she should, for example, advise the candidate on what details should be placed in the main body of the thesis; what should better be expressed by illustrations; how to write the Bibliography, etc.;

(d) In the end, read the entire final draft, and satisfy himself/herself that the thesis is suitable for examination.

16.2.14 The supervisor also has the responsibility of recommending to the Head of Department potential External Examiners for the candidate's thesis.

16.2.15 Finally, he/she also has the responsibility of guiding the candidate in the revision of the thesis/dissertation, in the event
that such revisions are recommended by the examiners.

16.3 Other Supervisor's/Candidate's Duties

16.3.1 The supervisor's role is to advise and guide, but not to write the thesis/dissertation for the candidate, such that the work becomes a reflection of the supervisor. Candidates are fully responsible for the work and its fate.

16.3.2 Frequent consultation (at least once every month) between the candidate and his/her supervisor is necessary in order to ensure that the candidate does not go astray in his/her research. A log sheet shall be prepared and used for this purpose.

(a) In case the candidate's principal supervisor is away from the University for more than three consecutive months, an acting supervisor should be appointed.

(b) For course-work and dissertation candidates an acting supervisor should be appointed even if the principal supervisor is away for two consecutive months.

16.3.3 In order to gain uniformity in the information brought in by supervisors to the academic units (on their candidates’ research progress), a standard Progress Report Form ARU/PG.F6a or b should be used.

16.3.4 In terms of responsibilities, postgraduate candidates are expected:

(a) to maintain regular contact with the supervisors;

(b) to maintain progress in accordance with the agreed work plan;

(c) to attend specific taught courses and any other training sessions identified by the supervisors;

(d) to assist in undergraduate teaching which the Departments and/or Schools/Institutes, cognisant of the specific terms and conditions of their sponsorship, have assigned them;

(e) to attend regularly in the Department or other assigned place of work, and ensure that the University’s permission is granted for any
absence (even to conduct research);

(f) to make regular presentations on progress to the supervisors, Departments, and specified group(s), as required by the supervisors/Departments;

(g) to make themselves aware of, and abide with, the Health and Safety Regulations, for their welfare and that of colleagues.

(h) to operate instruments, apparatus, equipment and plants in a way which optimises their safety, precision and longevity;

(i) to decide, after consultation with the supervisors, when to submit the theses;

(j) to exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities.

16.3.5 (a) The other supervisor should not, however, become a limiting factor leading to delays in the candidate's work.

(b) In the course of the higher degree candidate's research, a situation may develop where one or more of the following happen:

(i) A breakdown in communication between the student and the supervisor;

(ii) Personal clashes and conflicts between the candidate and the supervisor;

(iii) A hostile relationship between the candidate and the supervisor;

(iv) Refusal by the candidate to follow the supervisor's advice.

(c) When such a situation occurs, both the supervisor and the candidate should report the problem, in writing, to the Head of the relevant Department, with a copy to the Dean of the relevant School and the Director of Postgraduate Studies. The Head should study the nature of the problem and recommend to the School and subsequently to HDRPC, one of the following actions:

(i) the candidate be warned, in writing, about his/her weaknesses (if it is established that he/she is the cause of the problem);
(ii) the candidate be transferred to another supervisor (where possible, and where necessary);

(iii) the supervisor be informed about his/her weaknesses (if it is established that he/she is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the candidate, or follow alternative (ii).

(iv) a small advisory panel be established by the Head of Department to guide the candidate, if there is no other single person in the Department who has the expertise to supervise the candidate;

(v) any other reasonable action, including advising the candidate to withdraw from studies, or discontinuation of the candidate.

16.3.6 Supervisor’s responsibilities and incentives

(a) The maximum number of postgraduate students a single staff member supervises at a time should not exceed five.

(b) Heads of Departments should take staff members' supervision responsibilities into consideration when assigning them their teaching load and other responsibilities.

(c) The University, as an incentive, and as a token of appreciation for the supervisor's work: will do the following:

(i) Pay an annual supervision allowance to supervisors.

(ii) Give the supervisor a copy of the candidate's thesis/dissertation as his/her permanent record of the work he/she has supervised.

(d) There should be no link between the payment of the supervision allowance and the candidate's fate (i.e. the supervisor should be paid the allowance even if the External Examiner fails a thesis).
17.0 PREPARATION AND PRESENTATION OF THESES AND DISSERTATIONS

17.1 Manuscript Preparation

17.1.1 Word-processing

(a) The thesis/dissertation must be printed on good quality A4 paper. This is to ensure clear copies. Typing must be double-spaced and on one side of the paper only.

(b) Except on the title page fonts should be 12 points (Times, New Times Roman or CG Times).

17.1.2 Pagination

(a) Paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals ("i", "ii", "iii", etc.) beginning with the title page.

(b) Number the pages of the body of the thesis in Arabic numerals ("1", "2", "3", etc) consecutively throughout.

(c) The page numbers should appear just below the centre of the upper margin.

17.1.3 Margins

(a) The left-hand margin must be 2.5 cm from the left edge of the paper,

(b) the right-hand margin 2.5 cm from the right edge,

(c) the top margin 2.5 cm from the top of the page,

(d) the bottom margin 2.5 cm from the bottom edge of the paper.

17.1.4 Front and Title Pages

For samples of both pages please refer to Appendices. However the following information is important in preparation of the pages:

The front (title) page must be arranged as follows:

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61 | P a g e
(a) Write the Main Title of the thesis/dissertation in CAPITALS (well-indented, centred) in 14 points bold fonts. A sub title should be in Capital and Small letters.

(b) Insert your name at the centre of the title page. The name should be in Capital and Small letters, 12 points bold.

(c) Insert the following words "A Dissertation/Thesis (whichever is appropriate) Submitted in Partial Fulfilment (for Dissertations) or in Fulfilment (For theses) of the Requirements for the Degree of (insert name of degree) of Ardhi University"; give the date (Month and Year) of completion of the thesis/dissertation (the year when the final corrections to the thesis/dissertation were made).

17.1.5 Certification

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

17.1.6 Declaration by the candidate and Statement of Copyright

(a) Declaration

Every thesis/dissertation submitted for a higher degree of Ardhi University must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work, and that it has not been submitted for a similar degree in any other University.

(b) Statement of Copyright

The thesis/dissertation shall contain the following statement of copyright by the author:

“This thesis/ dissertation is copyright material protected under the Berne Convention, the Copyright Act of 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing; for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Directorate of Postgraduate Studies, on behalf of both the author and
Ardhi University."

17.1.7 Acknowledgement

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

17.1.8 Dedication (if any) Must be testful

17.1.9 Abstract

This should be concise but comprehensive. It should be on one page only. The essential points of the thesis, the important results achieved and the conclusions reached are summarised here.

17.1.10 Table of contents

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

17.1.11 Body of Thesis

(a) Tables, text figures, diagrams and plates should be numbered in separate sequences, and should be cited by number in the text. Each table and illustration should have a full caption. Text illustrations should in general be reproduced by photographic or similar means. All lettering in figures must be in stencil or equivalent.

(b) The text should contain a comprehensive introduction and Literature Review, a Statement of the Research Problem, Objectives and Hypotheses (or Research Questions); details of the Methods used in the research, description and statistical analyses of the Research Data; discussion of the Results, and possibly also suggestions of further research.

17.1.12 Literature Cited

All literatures being referred to must be cited in the document.
All the literature cited in the text must be arranged in alphabetical order at the end of the thesis, beginning with the author’s surname. Details on the year of publication of the work cited, the title of the work, the pages, the publisher, etc. must be given. Departments may vary in the way they would like the literatures cited, but there should be consistency in each case, and students should consult their supervisors on this.

It is not expected that all the research work completed by the candidate will find room in the thesis/dissertation. Usually the candidate will have collected more data than what he/she had anticipated. Part of his/her doctoral or Masters training is to be able to select what should go into the thesis/dissertation, and what should be left out. In recognition of this important aspect of training, it is important to set maximum lengths for Masters and PhD dissertations/theses. At the Ardhi University the maximum length for the dissertation/thesis shall be as follows:-

Masters dissertations: 100 pages with a tolerance of 10% above this limit i.e. up 10 extra pages, appendices and footnotes included.

(a) Master’s thesis; 200 pages, with a tolerance of 10% above this limit, i.e. up to 20 extra pages, appendices and footnotes included.

(b) PhD dissertations: 300 pages, with a tolerance of 10% above this limit, i.e. up to 30 extra pages, appendices and footnotes included.

(c) PhD theses: 400 pages, with a tolerance of 10% above this limit i.e. up to 40 extra pages, appendices and footnotes included.

Under very special circumstances, limits exceeding those set above may be allowed, if approved by HDRPC and Senate, with reasons for exceeding the limits clearly stated.

17.2 The length of Postgraduate Diploma Research paper/project papers shall be 30 pages with a tolerance of 10% above this limit, i.e. up to 3 extra pages, appendices and footnotes included.
18. EXAMINATION OF THESES AND DISSERTATIONS

18.1 Initial Submission

18.1.1 The copies of the dissertation or thesis (4 copies for Masters and 6 for PhD's) for initial submission should be in loosely bound form.

18.2 Final Submission of Theses/Dissertations for Degree Award

18.2.1 Masters Theses/Dissertations

(i) After satisfactorily completing all the corrections recommended by examiners and submission of error free copies of theses/dissertations is a requirement for graduation.

(ii) Soft copy of the Masters theses/dissertations in PDF format will be submitted to University Library.

(iii) The sequencing of the preliminary pages for unpublished Masters Theses/Dissertations is shown in Appendix 1(a)

(iv) The Masters candidates obtaining grade B+ and above shall make final submission of 100 published copies bearing ISBN number of renowned publisher. The copies will be distributed as follows: the candidate (40 copies) the university library (10), Tanganyika Library (5 copies), department and School/Institute library (each 5 copies), candidate’s sponsor (5 copies) and the remaining 30 copies will be under the custody of the department. The cost of publication is part of the candidate’s research funds met by the sponsor. The dissertation has to be published by a renowned publisher as a stand alone book before the Masters degree Certificate is issued.

(v) The sequencing of the preliminary pages for published Masters Theses/Dissertations is shown in Appendix VI

18.2.2 PhD Theses/Dissertations

(i) After satisfactorily completing all the corrections recommended by examiners and submission of error free copies of theses/dissertations is a requirement for graduation.

(ii) Soft copy of the Masters theses/dissertations in PDF format will be
submitted to University Library.

(iii) To enable the candidate to use the degree in the public the thesis has to be published. The PhD candidates shall make final submission of the PhD dissertation to a renowned publisher where 100 copies will be published bearing ISBN number of the publisher. The copies will be distributed as follows: the candidate (40 copies) the university library (10), Tanganyika Library (5 copies), department and School/Institute library (each 5 copies), candidate’s sponsor (5 copies) and the remaining 30 copies will be under the custody of the department. The cost of publication is part of the candidate’s research funds met by the sponsor. The dissertation has to be published by a renowned publisher as a stand alone book before the Doctoral degree Certificate is issued.

(iv) The sequencing of the preliminary pages for published PhD Theses/Dissertations is shown in Appendix VII

(v) Submission of published copies is a requirement for the graduated candidate to be issued with a certificate of graduation for PhD degree.

18.2.3 The size of the reports should be of B5 size, perfect binding. Cover page printed solid colour blue with white titles for Masters dissertation/theses reports and green solid with white titles for PhD dissertation/thesis reports. The cover of the Masters and PhD theses/dissertation reports will bear the following:

a) Title of theses/dissertation reports with text of font Arial 17 points to 14 points.

b) The surname and initials of the candidate and

c) The degree for which the thesis/dissertation has been submitted; the name of the Department, the School and the year of degree award

18.2.4 Additional advice on the binding should be sought from the Directorate of Postgraduate Studies, Ardhi University.
Appendix I(a): SEQUENCING THE PRELIMINARY PAGES

- Cover page (see attached sample)
- Title page (see attached sample)
- Certification (see attached sample)
- Declaration and copyright (see attached sample)
- Acknowledgements
- Dedication (if any or necessary)
- Abstract
- Table of Contents

All these, except the title page, should be identified by conspicuous pagination in roman numerals.
Appendix 1(b):

Sample of Preliminary pages

Cover page

ENVIRONMENTAL DEGRADATION OF DAR ES SALAAM COASTAL LINE

XWZ

M.Sc. (Environmental Science and Management) thesis

Ardhi University

April, 2008
ENVIRONMENTAL DEGRADATION OF DAR ES SALAAM COASTAL LINE

By

XWZ

A Thesis/Dissertation Submitted in (Partial) Fulfilment of the Requirements for the Degree of Master of Science (Environmental Science and Management) of Ardhi University

Ardhi University April, 2008
CERTIFICATION

The undersigned certify that they have read and hereby recommend for examination a dissertation/thesis entitled *Environmental Degradation of Dar es salaam Coastal Line* in fulfilment of the requirements for the degree of Master of Science (*Environmental Science and Management*) of Ardhi University.

________________________

Prof. ABC

(Supervisor)

Date:_________________________________

Dr. DEF

(Supervisor)

Date:_________________________________
CERTIFICATION

The undersigned certify that they have read and hereby recommend for acceptance by Ardhi University a dissertation/thesis entitled, *Environmental Degradation of Dar es salaam Coastal Line* in fulfilment of the requirements for the degree of Master of Science (Environmental Science and Management) of Ardhi University.

________________________
Prof. ABC

(Supervisor)
Date:________________________

________________________
Dr. DEF
(Supervisor)
Date:________________________
DECLARATION

AND

COPYRIGHT

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

Signature__________________

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

**POSTGRADUATE FORMS**

The list below consists of fourteen different forms which are to be used for various postgraduate situations at Ardhi University. A sample of each form is included in this booklet, on the page number indicated on this page.

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<th>Purpose</th>
<th>Page</th>
</tr>
</thead>
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</tr>
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<td>91</td>
</tr>
<tr>
<td>ARU/PG.F9</td>
<td>Examination report on Masters thesis/dissertation, as filled in by internal and external examiner(s)</td>
<td>95</td>
</tr>
<tr>
<td>ARU/PG.F10</td>
<td>Examination report on PhD thesis as filled in by internal and external examiners</td>
<td>97</td>
</tr>
<tr>
<td>ARU/PG.F11</td>
<td>Masters <em>viva-voce</em> Examination Results Form as filled in by panellists</td>
<td>98</td>
</tr>
<tr>
<td>ARU/PG.F12</td>
<td>PhD <em>viva-voce</em> Examination Results Form as filled in by examination panellists</td>
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</tr>
<tr>
<td>ARU/PG.F13</td>
<td>Postgraduate clearance</td>
<td>101</td>
</tr>
<tr>
<td>ARU/PG.F14</td>
<td>Supervision allowance claim</td>
<td>103</td>
</tr>
</tbody>
</table>
ARDHI UNIVERSITY

GENERAL APPLICATION TO PURSUE POSTGRADUATE STUDIES

Surname……………….Other names:………………………………
Date of Birth……………….Female/Male……..Citizenship……
Present Address……………………………………………………………
………………………………………………………………………………
………………………………………………………………………………
Occupation………………………………………………………………
Employer (Name & Address)………………………………………………
………………………………………………………………………………
Name and Address of next of kin (state relationship)…………………..
………………………………………………………………………………
Postgraduate Degree/programme applied for…………………………
………………………………………………………………………………
School/Institute……………………………………………………………
Department………………………………………………………………

Proposed form of study: Coursework & Dissertation Research & Thesis
Residential or non residential…………………………………………...
Date of beginning studies………………………………………………
Name of supervisor…………………………………………………………
Expected date of completion…………………………………………..
Name and address of financial sponsor……………………………………
………………………………………………………………………………
Name and address of THREE academic referees*
i)……………………………………………………………………………
……………………………………………………………………………
……………………………………………………………………………
ii)……………………………………………………………………………
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……………………………………………………………………………
iiii)…………………………………………………………………………
…………………………………………………………………………
…………………………………………………………………………
Name and address of financial sponsor……………………………………
………………………………………………………………………………
Candidate’s signature…………………………Date…………………………

* Applicants must ensure that referees send their references on time to respective Deans/Directors for the applications to be considered.

Academic referees should be people who are familiar with the candidates’ work and have records of the same.
ARDHI UNIVERSITY
DIRECTORATE OF POSTGRADUATE STUDIES

REFEREE’S LETTER OF RECOMMENDATION

Name of Applicant ……………………… Prof/ Dr/Mr/Mrs/Ms
The above named has applied for admission to the Programme ……………………………

Of the School/Institute of……………………………of the Ardhi University, Dar es Salaam.

To enable us assess the applicant’s suitability for the programme, kindly evaluate the candidate in the areas mentioned below (please type or print in all cases):

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Average</th>
<th>Below Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual Ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motivation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diligence</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to work with others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Other capabilities/talents worth mentioning:-

..................................................................................................................
Suitability of the candidate to pursue a postgraduate programme.

1. Is the candidate capable of producing original work?
   YES □   NO □

2. Has he/she pursued any similar degree/postgraduate programme that you are aware of?
   YES □   □

3. What is the basis of your response in 1 above?........................

4. What do you consider to be the applicant’s weaknesses?
   …………………………………………………………………………………
   …………………………………………………………………………………
   …………………………………………………………………………………
   …………………………………………………………………………………

5. For how long have you known the applicant and in what capacity
   …………………………………………………………………………………
   …………………………………………………………………………………
   …………………………………………………………………………………

6. Name of Referee…………………………………………………………

7. Occupation………………………………………………………………

8. Institution………………………………………………………………

9. Address………………………………………………………………
   …………………………………………………………………………………
   …………………………………………………………………………………

10. Phone:………………………… E-Mail:………………
    Signature……………………Date…………………………
*Note to the referee: This is confidential information on the application. Kindly place the form in an envelope, seal it and sign your name across the seal on the back of the envelope. You may send it through the candidate, but it should be submitted unopened to the University. Alternatively, you may send it directly to us through the address below.

**Note to the applicant: You must ensure that this recommendation is submitted to the relevant/School /Institute under confidential cover.

The Dean/Director

School/Institute of………………

Ardhi University, Dar es Salaam

P.O. Box 35176

DAR ES SALAAM, Tanzania
ARDHI UNIVERSITY

SCHOOL/INSTITUTE OF ………………………………………

POSTGRADUATE RESEARCH PRE-PROPOSAL
(SUMMARY STATEMENT OF INTENDED RESEARCH TOPIC)*

1. Name of Applicant: ………………………………………
2. Qualifications: ……………………………………………
3. Department/School ……………………………………..
4. Topic of research …………………………………………
   …………………………………………………………………
   …………………………………………………………………
5. Brief statement of the research problem ………………..
   …………………………………………………………………
   …………………………………………………………………
6. What are you expecting to achieve
   …………………………………………………………………
   …………………………………………………………………
   …………………………………………………………………
7. References
   …………………………………………………………………
   …………………………………………………………………
   …………………………………………………………………

Signature of Applicant:……………….. Date: …………..

For Department’s use:

Proposed Supervisor(s)
……………………..Department……………………………
……………………..Department……………………………
……………………..Department……………………………

Signature of the Head………………..Date………………
For School’s/Institute’s use:

Assigned Supervisors) …………………………..
Department……………………

…………………………..Department……………………
…………………………..Department……………………

Signature of the Dean/Director…………………
Date……………………………..

*This form should be filled in triplicate.
ARDHI UNIVERSITY

SCHOOL/INSTITUTE OF ..............................................

POSTGRADUATE COMPREHENSIVE RESEARCH PROPOSAL

1. Name of Applicant: ..............................................
2. Qualifications: ....................................................
3. Department/School ..............................................
4. Topic of research ..............................................
5. Contents (Title, Research background, Problem statement, Research Questions, Hypothesis, Justification/Rationale, Research strategy, Schedule of activities, Tentative budget, References and Appendices).
ARDHI UNIVERSITY

APPLICATION FOR ADMISSION INTO POSTGRADUATE DEGREE PROGRAMME BY THESIS

PART A: TO BE FILLED BY CANDIDATE

(1) Name of Candidate: ..............................................
(2) Address
..............................................................................................................
..............................................................................................................
(3) Proposed Programme: ..........................................
(4) Department .................................................................
(5) School/Institute ..........................................................
(6) Proposed Title of Research Topic:
..............................................................................................................
..............................................................................................................
..............................................................................................................
(7) Name and Address of Sponsor:
..............................................................................................................
..............................................................................................................
..............................................................................................................

Date...........  Signature of Candidate .........................
PART B: TO BE FILLED BY HEAD OF DEPARTMENT

Proposed Supervisors:  
1. 

2.

I certify that the research proposal has bee scrutinised by the Departmental Higher Degrees Committee which met on……..and is recommended for registration as summarised above.

Date:………. Signature of Head of Dept………………

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

I certify that the research proposal has been reviewed by the School’s Higher Degree Committee which met on........and is recommended for registration towards the award of.............degree by Thesis.

Date…………….Signature of Dean/Director……………

PART D: TO BE FILLED BY THE CHAIRPERSON, SENATE HIGHER DEGREE COMMITTEE

The date on which the HDRPC meeting discussed and recommended the proposal………………………..

| | 
|---|---|
| I certify that the research proposal adequately meets all requirements and is recommended for full registration. | 
| The research proposal needs to be rectified, as detailed below, and is referred back to the School/Institute | 
| The research proposal is rejected. | 

The following issues need to be addressed:

Date…………….Signature of Chairperson, DRPC……………

*This form must be filled in quadruplicate. A copy MUST be returned to the
School/Institute.
ARDHI UNIVERSITY

APPLICATION TO REGISTER FOR A POSTGRADUATE PROGRAMME BY COURSE-WORK

PART A: TO BE FILLED BY CANDIDATE

(1) Name of Candidate ……………………………………..

(2) Registration Number …………………………………..

(3) Department ……………………………………………

(4) School/Institute ………………………………………

(5) Proposed Diploma/Degree; …………………………

(6) Name and Address of Sponsor: ……………………..

……………………………………………………………………..

……………………………………………………………………..

Date Signature of Candidate ……………………..

PART B: TO BE FILLED BY THE HEAD OF DEPARTMENT

I certify that the Candidate is recommended for registration in my Department to pursue a ………………………Diploma/Degree by Course-work and Dissertation.

Date ……………Signature of Head of Department

……………………………………………………………………..

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

I certify that the candidate is recommended for registration towards a………………Diploma/Degree by Course-work and Dissertation.

Date……………… Signature of Dean/Director………………

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PART D: TO BE FILLED BY THE CHAIRPERSON, SENATE HIGHER DEGREES COMMITTEE

The date on which the HDRPC meeting discussed and recommended the proposal:…………………

Please tick

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I certify that the research proposal adequately meets all requirements and is recommended for full registration</td>
</tr>
<tr>
<td></td>
<td>The research proposal needs to be rectified, a detailed below, and is referred back of the School/ Institute</td>
</tr>
<tr>
<td></td>
<td>The research proposal is rejected</td>
</tr>
</tbody>
</table>

The following issues need to be addressed:-

……………………………………………………………………
……………………………………………………………………
……………………………………………………………………
……………………………………………………………………

Date……….. Signature of Chairperson, SHDF………………

*This form should be filled in quadruplicate. A copy MUST be returned to the School/Institute.
ARDHI UNIVERSITY
DIRECTORATE OF POSTGRADUATE STUDIES

HIGHER DEGREE REGISTRATION FORM FOR CONTINUING
POST-GRADUATE STUDENTS*

Surname …………First Name…the…Middle Name………..
Reg. No…………..Sex…Resident/Non Resident…………
School………………………Department………………

Programme details
  Course registered for………………………………………
  Form of studies: Thesis/Course-work…………………
  Date beginning studies………………………………
  Expected dated of completion…………………………

Registration
  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)………..

Fees and Financial obligations
  Type of sponsorship:
    (a) Self………..  (b) Other……………
Name and address of sponsor……………………………………………………………….....
……………………………………………………………………………………………………...
Candidate’s Signature……………………Date……………………………………….

FOR SPONSORS TO NOTE

Fees.
You are required to pay the fees indicated below. The candidate is expected
to submit a copy of receipt payment for:

(a) Application fees …………………… …………………
(b) Registration fees
   (i) Year I …………………… …………………
   (ii) Year II …………………… …………………
   (iii) Year III …………………… …………………
   (iv) Year IV …………………… …………………

(c) Students fees
   (i) Year I …………………… …………………
   (ii) Year II …………………… …………………
   (iii) Year III …………………… …………………
   (iv) Year IV …………………… …………………

For: DIRECTOR POSTGRADUATE STUDIES Date………………
* This form should be filled in triplicate
* Please attach evidence of payment of University fees
ARDHI UNIVERSITY
DIRECTORATE OF POSTGRADUATE STUDIES

POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT*
(To be filled quarterly)

PART A: TO BE FILLED BY CANDIDATE
(1) Name of Candidate .................................................................
(2) Registration No. ..................................................................
(3) Department/School .................................................................
(4) Degree/Diploma Proposed ......................................................
(5) Nature of Programme (Tick one) ............................................

<table>
<thead>
<tr>
<th>By Research and Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>By Course-work and Dissertation</td>
</tr>
</tbody>
</table>

(6) Date of Registration .............................................................
(7) Planned Date of Completion..................................................
(8) Name(s) of Supervisor(s):

1. .................................................................

2. .................................................................

(9) How many times have you met your supervisor during the quarter?...........

PART B (i) TO BE FILLED BY CANDIDATE
(10) Self assessment on progress made so far for the Coursework

<table>
<thead>
<tr>
<th>Course taken</th>
<th>Semester I</th>
<th>Semester II</th>
<th>Semester III</th>
<th>Final Examination Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>


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**PART B (ii)**

(11) Self assessment on progress made so far for the Dissertation/Thesis

<table>
<thead>
<tr>
<th>Item</th>
<th>Nothing</th>
<th>About a third</th>
<th>Half way</th>
<th>Nearly completed</th>
<th>completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature Review</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designing of Methodology</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Getting Supplies for Study</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Collection</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Data Analysis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing of dissertation/thesis</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submission</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(12) In your opinion, are you making satisfactory progress? Yes No If No, state why: ................................................................................................................

(13) Will you need time for extension? Yes/No How...?...Months

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

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

Date ................ Signature of Candidate .................

*This form should be filled in triplicate, and should be handed in to the Head of Department who shall compile a report for all postgraduate students in the Department and submit to the School/Institute of HDRPC at least
twice year.
ARDHI UNIVERSITY
DIRECTORATE OF POSTGRADUATE STUDIES
POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT*
(to be filled quarterly)

PART A: TO BE FILLED BY CANDIDATE

(1) Name of Candidate ......................................................
(2) Registration No. ...........................................................
(3) Department/School ......................................................
(4) Degree/Diploma Proposed ...........................................
(5) Nature of Programme (Tick one) ..............................

<table>
<thead>
<tr>
<th>By Research and Thesis</th>
<th>By Course-work and Dissertation</th>
</tr>
</thead>
</table>

(6) Date of Registration ......................................................................................................................

(7) Planned Date of Completion ............................................................................................................
    Name(s) of Supervisor(s):
    1 ................................................................................
    2 ................................................................................

PART B: TO BE FILLED BY EACH SUPERVISOR

(9) Name of supervisor ...........................................................
(10) When were you appointed to supervise the candidates? ........
(11) If you have just been appointed, did the previous supervisor hand you
    any report of the candidate:
    Yes [ ]  No [ ]  Not applicable [ ]

(12) How often have you met the candidate during the quarter under
    report? .................................................................................................................................

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

(13) What progress has the candidate made? (Tick in the appropriate box)
(a) Progress made so far for the Coursework Phase

<table>
<thead>
<tr>
<th>Course taken</th>
<th>Semester I</th>
<th>Semester II</th>
<th>Semester III</th>
<th>Final Examination Grade</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

(b) Assessment on progress made so far for the Dissertation/Thesis

<table>
<thead>
<tr>
<th>Halfway</th>
<th>Item</th>
<th>Nothing</th>
<th>About a third</th>
<th>Nearly completed</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Literature Review</td>
<td></td>
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<td>Writing of Dissertation/Thesis</td>
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<tr>
<td></td>
<td>Submission</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

In your opinion, is the candidate making satisfactory progress? Yes/No

Will he/she need an extension? Yes/No.

How long?............................months

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

----------------------------------------------------------------------------------------------------------------------------------------
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----------------------------------------------------------------------------------------------------------------------------------------

Signature of Supervisor .......... Date .............

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

----------------------------------------------------------------------------------------------------------------------------------------
----------------------------------------------------------------------------------------------------------------------------------------
----------------------------------------------------------------------------------------------------------------------------------------

Date ............ Signature of Candidate .................

PART C: TO BE FILLED BY HEAD OF DEPARTMENT

(15) Comments on the Candidate’s Progress report:

----------------------------------------------------------------------------------------------------------------------------------------
----------------------------------------------------------------------------------------------------------------------------------------

(16) Comments on the Supervisor’s progress report

----------------------------------------------------------------------------------------------------------------------------------------
----------------------------------------------------------------------------------------------------------------------------------------

Name of Head of Department: ......................................

Date .......... Signature of Head of Department ..............
PART D: TO BE FILLED BY CHAIRPERSON, SCHOOL/INSTITUTE/ HIGHER DEGREES COMMITTEE AND THE DEAN/DIRECTOR

(17) Comment briefly on the candidate/Supervisor/Head of Department’s reports

........................................................................................................
........................................................................................................
(18) Comments of the Dean/Director on the overall report:

........................................................................................................
........................................................................................................
Name of Dean/Director…..Date……..Signature………………..

PART E: TO BE COMPLETE BY THE DIRECTOR OF POST GRADUATE STUDIES

(19) The candidate has paid all/part/not paid his/her fees
(20) Financial sponsor.................................................................
(21) Other remarks/action.........................................................

........................................................................................................
Name of Chairperson, Senate Higher Degree Committee……………..

Date……………….. Signature………………………………

*This form should be filled in triplicate.
ARDHI UNIVERSITY
DIRECTORATE OF POSTGRADUATE STUDIES
APPLICATION FOR EXTENSION

Name of Candidate ..........................................................
Registration No. ..........................................................
School .................................................................
Department ............................................................
Degree/Diploma Proposed ...........................................
Date of Registration ..................................................
Nature of Programme (Tick One)

<table>
<thead>
<tr>
<th>Degree</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>By coursework</td>
</tr>
<tr>
<td></td>
<td>By thesis</td>
</tr>
<tr>
<td>PhD</td>
<td></td>
</tr>
</tbody>
</table>

Studies due to end on....................

Extension requested:

| 1<sup>st</sup> |        |
| 2<sup>nd</sup> |        |
| 3<sup>rd</sup> |        |

*If 2 and 3<sup>rd</sup>, an extension fee receipt should be enclosed

Reasons for requesting an extension

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

Period of extension: From .................To .................
Comments by supervisor

Signature………………….Date………………………………

Comments by Head

Signature………………….Date………………………………

Comments by Dean/Director

Signature………………….Date………………………………

Chairperson, HDRPC

Approved [ ] Not approved [ ]

Signature …………………… Date ……………………

*To be filled in quadruplicate. Submitted all four copies
ARDHI UNIVERSITY
DIRECTORATE OF POSTGRADUATE STUDIES

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

SECTION A: TO BE COMPLETED BY THE CANDIDATE

(1) Name in full:
(2) Registration Number
(3) Department
(4) School/Institute
(5) Degree/registered for:
(6) Title of thesis/dissertation
(7) Names(s) of supervisor(s)
(8) I hereby declare that I have completed my thesis/dissertation research,
and intend to submit my thesis/dissertation within the coming three
months
Date…………….  Signature of Candidate………………..

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

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

Date…………….Signature of Supervisor……………………
Date…………….Signature of Supervisor……………………
Date…………….Signature of Supervisor……………………

SECTION C: TO BE COMPLETED BY THE HEAD OF
DEPARTMENT

After consultation with the supervisor(s) of the candidate, I propose that the
following be considered for appointment as examiners for the candidate’s
thesis/dissertation
(a) Potential External Examiners
(10) Name ……………………………………………………………
    Affiliation ……………………………………………………………
Postal Address …………………………………………………
Telephone ………………Fax …………………………………
E-mail …………………
Curriculum Vitae Attached □ attached □

(11) Name ……………………………………………………………
Affiliation …………………………………………………………
Postal Address ………………………………………………….
Telephone ………………Fax ……………………………………
E-mail …………………
Curriculum Vitae Attached □ □ not attached □

(b) Proposed Internal Examiners
(12) Name…………………………..
Affiliation……………………………..
Address ……………………………..
Telephone ……………… Fax …………………………………
E-mail ……………………………..
Curriculum Vitae Attached □ □ attached □

(13) Name …………………………………………………………..
Affiliation ……………………………………………………
Postal Address ………………………………………………
Telephone ……………… Fax …………………………………
E-mail …………………………
Curriculum Vitae Attached □ □ not attached

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

(c) The proposed examiners above have been approved by the board of the School/Institute
(d) After consultation with the Head of Department and our School’s Higher Degrees Chairperson, I recommend that the following be appointed to serve as *viva voce* panellists (for thesis examination only).

<table>
<thead>
<tr>
<th>PANEL MEMBERS</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Chairperson</td>
</tr>
<tr>
<td>2</td>
<td>External Examiner or Representative</td>
</tr>
<tr>
<td>3</td>
<td>1st Internal Examiner or Representative</td>
</tr>
<tr>
<td>4</td>
<td>2nd Internal or Representative</td>
</tr>
<tr>
<td>5</td>
<td>Nominee of Dean/Director</td>
</tr>
</tbody>
</table>

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

Date.................Signature of Director.........................

SECTION E: TO BE COMPLETED BY THE CHAIRPERSON, SENATE HIGHER DEGREES COMMITTEE (on behalf of the HDRPC)

Please Tick

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

The following items are missing or incomplete:

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

Date ..........Signature of the Chairperson, HDRPC

*To be filled in triplicate. Two copies of this form MUST be returned to the Department/School/Institute
ARDHI UNIVERSITY

SUMMARY RECOMMENDATIONS ON A MASTERS
THESIS/DISSERTATION

Name of Candidate ……………………………………………..…
Degree registered for: …………………………………………..…
Department/School/Institute …………………………………...….
Thesis/dissertation title: ………………………………………...…
 ………………………………………………………………………….…

EXAMINER’S RECOMMENDATION

<table>
<thead>
<tr>
<th>Thesis/dissertation PASSES AS IT IS (no revisions or typographical corrections required)…… Marks</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>*PASSES SUBJECT TO typographical corrections and other minor changes (list the errors/changes on separate sheet) ……………………… Marks</td>
<td></td>
</tr>
<tr>
<td>PASSES SUBJECT TO substantial corrections and revisions as indicated in the examination report ……………………… Marks</td>
<td></td>
</tr>
<tr>
<td>ACCEPTED FOR UPGRADING AS PER RECOMMENDATIONS CONTAINED IN ENCLOSED REPORT</td>
<td></td>
</tr>
<tr>
<td>NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following. Please tick:</td>
<td></td>
</tr>
<tr>
<td>Additional data collection</td>
<td></td>
</tr>
<tr>
<td>Addition analysis</td>
<td></td>
</tr>
<tr>
<td>Additional literature review</td>
<td></td>
</tr>
<tr>
<td>Re-writing</td>
<td></td>
</tr>
<tr>
<td>Other (specify on separate sheet)</td>
<td></td>
</tr>
<tr>
<td>Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

This form must be returned to the Director of Postgraduate Studies and
copied to the Department and School/Institute.

ARDHI UNIVERSITY

SUMMARY RECOMMENDATIONS ON A PhD THESIS

Name of Candidate ……………………………………………………………

Degree registered for: ……………………………………………………

Department/School/Institute …………………………………………

Thesis/dissertation title: …………………………………………………

<table>
<thead>
<tr>
<th>EXAMINER’S RECOMMENDATION</th>
<th>Tick (√)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis/dissertation PASSES AS IT IS (no revisions or typographical corrections required)</td>
<td></td>
</tr>
<tr>
<td>*PASSES SUBJECT TO typographical corrections and other minor changes (list the errors/changes on separate sheet)</td>
<td></td>
</tr>
<tr>
<td>PASSES SUBJECT TO substantial corrections and revisions as indicated in the examination report</td>
<td></td>
</tr>
<tr>
<td>ACCEPTED FOR UPGRADING AS PER RECOMMENDATIONS CONTAINED IN ENCLOSED REPORT</td>
<td></td>
</tr>
<tr>
<td>NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following. Please tick:</td>
<td></td>
</tr>
<tr>
<td>Additional data collection</td>
<td>☐</td>
</tr>
<tr>
<td>Addition analysis</td>
<td>☐</td>
</tr>
<tr>
<td>Additional literature review</td>
<td>☐</td>
</tr>
<tr>
<td>Re-writing</td>
<td>☐</td>
</tr>
<tr>
<td>Other (specify on separate sheet)</td>
<td></td>
</tr>
<tr>
<td>Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet)</td>
<td></td>
</tr>
</tbody>
</table>

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

Name of Examiner………………Signature………………………………

Date………………………………....
This form must be returned to the Director of Postgraduate Studies and copied to the Department and School/Institute.

ARU/PG.F.11

ARDHI UNIVERSITY

VIVA VOCE EXAMINATION RESULTS FORM FOR MASTERS DEGREE

Name of Candidate...........................................................................................................................................

Department..........................................................................................................................................................

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

1. CANDIDATE PASSES

1.1. Candidate passes and no additional corrections in the thesis are required

1.2. Candidate passes subject to making minor corrections and revisions in the thesis as stated in the viva voce proceeding within one month

1.3. Candidate passes subject to making substantial corrections and revisions in the thesis as stated in the Viva voce proceedings within three months

2. CANDIDATE FAILS

2.1. Candidate fails but should be given another chance to resubmit and Defend the thesis after eliminating the weaknesses detailed in the 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.

<table>
<thead>
<tr>
<th>PANEL MEMBERS</th>
<th>DESIGNATION</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Chairperson – Dean/Director or his/her Nominee</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>External Examiner or Representative</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>1st Internal examiner</td>
<td></td>
</tr>
</tbody>
</table>
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)
ARDHI UNIVERSITY

VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE

Name of Candidate..........................................................................................................

Department.......................................................................................................................

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

Date of Viva Voce...........................................................................................................

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

<table>
<thead>
<tr>
<th>1.</th>
<th>CANDIDATE PASSES</th>
<th>TIC (✓)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1.</td>
<td>Candidate passes and no additional corrections in the thesis are required</td>
<td></td>
</tr>
<tr>
<td>1.2.</td>
<td>Candidate passes subject to making minor corrections and revisions in the thesis as stated in the viva voce proceeding within one month</td>
<td></td>
</tr>
<tr>
<td>1.3.</td>
<td>Candidate is referred to make substantial corrections and revisions as stated in the viva voce proceedings within six months, and at least two viva voce panelists must certify that the corrections have been done as directed.</td>
<td></td>
</tr>
</tbody>
</table>

2. | CANDIDATE FAILS | |
| 2.1. | Candidate fails but should be given another chance to resubmit and Defend the thesis after eliminating the weaknesses detailed in the 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.
<table>
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<th>PANEL MEMBERS</th>
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<tr>
<td>3.</td>
<td>Internal Examiner</td>
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</tr>
<tr>
<td>4.</td>
<td>2nd Internal Examiner</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Nominee of Dean/Director</td>
<td></td>
</tr>
</tbody>
</table>

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)
ARDHI UNIVERSITY
POSTGRADUATE CLEARANCE FORM

Candidate must ensure safe return of all university property/equipment/book etc. entrusted to him or her during the period of studies, before collection of certificate. All units listed below kindly assure that the candidate is not materially indebted to your department.

Name of candidate…………………………………………………………
Registration number .................................................................
Department/School/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 Student Services.............................
........................................................................................................
........................................................................................................
Signature .......................... Date .................................
2. Comments by Director of Library............................................
........................................................................................................
........................................................................................................
........................................................................................................
Signature.......................... Date.................................
3. Comments by Supervisor
........................................................................................................
........................................................................................................
........................................................................................................
Signature......................... Date.................................
4. Comments by Heads of Departments.................................
   (1) Signature .......................... Date ........................
   (2) ..........................................................
   (3) Signature..................... Date ........................

107 | Page
(4) ...........................................................................
(5) Signature..........................Date.................................
(6) ...........................................................................
(7) Signature..........................Date.................................

5. Comments by Dean of School/Director of Institute.
...........................................................................................
...........................................................................................
Signature..........................Date.................................

6. Comments by Director of Postgraduate Studies
...........................................................................................
...........................................................................................
Signature..........................Date.................................

7. Comments by Director of CICT...................................
...........................................................................................
...........................................................................................
Signature..........................Date.................................

8. Comments by Examinations Office............................
...........................................................................................
...........................................................................................
Signature..........................Date.................................

*This form should be filled in quadruplicate
ARDHI UNIVERSITY

SUPERVISION ALLOWANCE CLAIM FORM

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

I certify that served as Supervisor(s) for the following postgraduates students(s) for the academic year  .............../ ...........

<table>
<thead>
<tr>
<th>PG’s NAME</th>
<th>PG DIPLOMA/DEGREE</th>
<th>DEPARTMENT</th>
<th>NAMES OF CO-SUPERVISORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td></td>
<td></td>
<td>1)</td>
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<tr>
<td>2)</td>
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<td>3)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>4)</td>
</tr>
</tbody>
</table>

Accordingly I hereby claim for payment of TZS..................being my supervision allowance for...........................................

Supervisor’s Name: ................Signature: ................. Date: ....
SECTION B: (To be filled by 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: ……………………………

SIGNATURE:…………………… DATE: ……………………..……
APPENDIX III:

AN EXAMPLE OF GUIDELINES FOR PREPARING DETAILED RESEARCH PROPOSALS FOR THESIS REGISTRATION FOR A HIGHER DEGREE PROGRAMME

1. Name of Candidate

2. Name of supervisor and School/Institute

3. Proposed Degree

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

5. Introduction: A thesis should contain an Introduction Section which gives background information and a setting to the problem of the proposed research. It is in this Section that the applicant comprehensively reviews the literature pertinent to the problem: to show what other people have published on the problem (citing specific authors where appropriate), what gaps of knowledge still exist, and what additional research needs to be done. It is also in this section that the candidate demonstrates his/her mastery of the theoretical subject matter in the research area, and where he/she presents the hypotheses to be tested in the proposed research. Often it is useful for the applicant to divide the Introduction Section into sub-headings to include:

6.1 General Introduction Defining the problem area

6.2 Statement of the Problem delineation or identification of the problem.

6.3 Purpose/Objectives Spelling out the specific objectives.

6.4 Significance of the study Elaboration of the importance of the study and advantages to be derived.

6.5 Literature Review Focusing attention on the relevant literature on the problem, including findings by other researchers.

---

1 Schools should provide more specific guidelines.
6.6 **Hypotheses/Research questions:** Questions and propositions summarizing the applicant’s expected findings in the proposed research, and presenting a clear rationale for each hypothesis or research question. For every hypothesis, variables to be measured/tested should be clearly stated.

6.7 **Methods and Materials**

A thesis proposal should contain a Section giving details on the materials and methods proposed to be used when conducting the research will be carried out should also be given in this section. If particular instruments are to be used, their details and specifications should be presented. If the data are to be collected through sampling, then the research design and sampling procedure should be described. If questionnaires will be used, samples of the proposed questionnaires should be presented. If standard methods will be used, then full references to them should be given. In case new methods have been developed by the applicant these should be described in sufficient detail. In all cases, the data analysis plan should also be in…if any limitations to the proposed methods are known, then these should be…

8 **References**

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

9 **Other Relevant Information**

9.1 **Financial Arrangements**

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

9.2 **Duration.**

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

Date:……………………Name:…………….Signature………………
CANDIDATE

1. Comments by Supervisor 1:

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

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

SUPERVISOR

2. Comments by Supervisor 2:

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

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

SUPERVISOR

3. Comments by the Dean/Director

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

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

DEAN/DIRECTOR
SAMPLE OF A LETTER TO EXAMINERS

ARDHI UNIVERSITY

P.O. Box 35176, DAR ES SALAAM, TANZANIA

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 thesis/dissertation 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 thesis

Enclosed in Form (Form A) for you to complete when summarizing your recommendations to whether:-
(a) The ……degree should be awarded to the candidate unconditionally;

(b) The degree should be awarded subject to typographical corrections and/or minor 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 thesis/dissertation is rejected outright.

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

Please acknowledge receipt of the package.

Please also submit a copy to us (together with the thesis) and a copy of the report on the thesis/dissertation to the Director of Postgraduate Studies, Ardhi University, P.O. Box 35176 Dar es Salaam or E-mail: pgs@aru.ac.tz

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

Thanking you in advance

Dean School of……………………………………

c.c. Director, Postgraduate Studies

Enclosures:

1. Dissertation/Thesis

2. Form A for your summary recommendations

3. Honorarium Claim Form
Appendix V:

ARDHI UNIVERISTY

DIRECTORATE OF POSTGRADUATE STUDIES

INTELLECTUAL PROPERTY RIGHT CONTRACT

1.0 PREAMBLE

This contract is made between Prof./Dr./………………………. In His/her capacity as the Director, Postgraduate Studies on behalf of Ardhi University Dar es Salaam, P.O. Box 35176, Dar es Salaam and Mr./Miss/ Mrs………………………………… the Postgraduate student registered for ……………….. (Name of the Programme) Offered by the College/School/Institute of ……………….. Reg. No…………….

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

(Student’s full name)…………………………………………………

(Student’s Signature)………………………… (date)………………

(Director Postgraduate Studies’ full name)…………………………

(Director Postgraduate Studies Signature)………………

(Witness’ full name)………………………………………………..(date)…………………………

(Witness’ signature)………………………………………………..(date)…………………………
Appendix VI:

The sequencing of the preliminary pages for published Masters Theses/Dissertations
Appendix VII:

The sequencing of the preliminary pages for published PhD Theses/Dissertations
Title of dissertation/thesis

Name of candidate

Month, Year

Name of School MSc Dissertation/Thesis Number ............... ISBN Number .........................