

# ARDHI UNIVERSITY



## GENERAL GUIDELINES AND PROCEDURES FOR POSTGRADUATE PROGRAMMES AT ARDHI UNIVERSITY

2020

DIRECTORATE OF POSTGRADUATE STUDIES, RESEARCH AND  
PUBLICATIONS

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# 1. DEFINITION OF TERMS

- i) “Academic award” means a final University award conferred to a qualified registered candidate after successful completion of a followed programme;
- ii) “The Act” means the Universities Act, 2005;
- iii) “Charter” means the Charter of Incorporation of Ardhi University;
- iv) “Council” means a Council of the University established under Article 18;
- v) “Course” means one or more components which make a subject;
- vi) “Dean” means a Dean of School of faculty appointed under Article 14;
- vii) “Department” means a subdivision established as such within the general structure of the University, College, School, Faculty, Institute, the University Library, Centre or Directorate, as the case may be, in accordance with the provisions these Rules;
- viii) “Director” means Director of an institute, the Library or a centre of Directorate established under Article 15 of the Charter;
- ix) “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.
- x) “Graduate” means a person upon whom a degree has been conferred by the University;
- xi) “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;
- xii) “Honorary award” means an award that is conferred upon a person for his/her recognized contribution to the university;
- xiii) “Institute” means an Institute of the University established under Rule 49(1) of the Charter;
- xiv) “Module” means a discrete piece of assessed learning with coherent aims and objectives and with defined learning outcomes;
- xv) “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
- xvi) “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;
- xvii) “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;
- xviii) “Programme” means a plan of study lasting over a specified period which leads to a degree, diploma or certificate qualification;
- xix) “School” means a School of the University established under Article 21 of the Charter
- xx) "Short-term Student" as applied at Ardhi University, shall be taken to mean any student whose study programme lasts for one full academic year;
- xxi) "Senate" means the Senate of the University established under Article 20;
- xxii) “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;
- xxiii) “Subject” means a discipline in which a student may take a major or a minor component of his/her programme;
- xxiv) “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.
- xxv) "University" means the Ardhi University;
- xxvi) “University awards” include degrees, diploma and certificates as prescribed under Section 20(1)(a) of the Act.

## 2. OBJECTIVES OF POSTGRADUATE PROGRAMMES OF ARDHI UNIVERSITY

The objective of Postgraduate Programmes of Ardhi University is to excel in knowledge through higher exit levels. The Specific objectives are;

- i) 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;
- ii) 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;
- iii) 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;
- iv) To ensure and promote gender balance, equality and equity in its policies, programmes and regulations relating to teaching, research, consultancy and public services;
- v) 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;
- vi) 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;
- vii) To advance the frontiers of, enhance, preserve and transmit knowledge;
- viii) 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;
- ix) To stimulate and promote intellectual, cultural, scientific and technological development;



- x) To create a sense of public responsibility in the educated and to promote respect for learning and pursuit of truth;
- xi) 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;
- xii) 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;
- xiii) 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. POSTGRADUATE PROGRAMMES OFFERED AT ARDHI UNIVERSITY**

Ardhi University offers both, Master's Degree programmes and PhD either by coursework and dissertation or by thesis.

## **4. GENERAL GUIDELINES FOR POSTGRADUATE PROGRAMMES AT ARDHI UNIVERSITY**

### **4.1 General Information**

#### **4.1.1 Submission of Applications**

a) Applications for Postgraduate Programmes for all Schools and Institutes of Ardhi University should be made in a standard Application Form (ARU/PG.F1) or through online application system. Application forms can be obtained either from the University website or the office of Deputy Vice Chancellor – Academic Affairs or downloaded from ARU website. The duly filled-in forms 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’

c) Sample Forms ARU/PG.F1 and ARU/PG.F2 are attached as Appendices.

#### 4.1.2 Application Fees

a) 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.

b) 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.

#### 4.1.3 Coding of Postgraduate courses

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

- i) 700-798 for Master’s Degree courses (except dissertation);
- ii) 799 for Master’s Degree Dissertations;
- iii) 800 - 899 for PhD Programmes

b) The code name shall be restricted to two letters, followed by the appropriate digits in the series (e.g. CM 700).

### 4.2 Entry Qualifications

#### 4.2.1 Master’s Degree

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

At least second lower degree from a recognised University. Candidates who hold an unclassified degree should have at least a B grade in the subject of the intended Master’s study. 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 equivalent qualifications must also possess at least ordinary secondary school certificates with credit passes.
- iv) For Master's by Thesis programmes, candidates must have an upper second degree in the relevant field.
- v) The University shall process provisional admission into a master's programme of a candidate who applied in the final year of the bachelor's degree and has completed degree requirements for admission but is still waiting for the final results.

#### 4.2.2 Doctor of Philosophy Degree

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

- i) Master's degree from a recognised university.
- ii) 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 Master's 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.
- iii) The University shall admit into a doctorate degree programme a candidate with a GPA of 3.0 or B grade in his/her master's degree
- iv) The University shall process provisional admission into PhD degree programme of a candidate waiting for final year results of his/her master's degree and has completed the degree requirements but is waiting for the results

#### b) Other requirements

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

iv) Application deadline shall be a prerogative of the University.

#### 4.3 Registration of Master's Degree Students

4.3.1 For applicants having foreign qualifications, the university shall vet the level of the foreign qualifications through comparison with the national equivalencies before a student is registered into postgraduate programmes.

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

a) 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.

b) Students who fail to renew their registration shall automatically be discontinued from studies.

4.3.3 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 after producing satisfactory evidence for the cause of postponement. Special causes for postponement shall include:

i) Sickness,

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

iii) Severe sponsorship problem,

4.3.4 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.

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

4.3.6 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.

4.3.7 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.

4.3.8 Every registered student is required to submit a progress report to his/her supervisor who shall forward it to the School or Institute through the Head of Department. Hard copy of the student's proposal/ thesis/dissertation in their current status shall be submitted together with the progress report forms.

4.3.9 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.

#### 4.4 Procedures Governing Master's by Coursework and Dissertation

Master's 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 credits, 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 Publications 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.

f) The supervisors for master's by coursework and dissertation shall be approved by Senate Higher Degrees Research and Publications Committee.

#### 4.5 Master's by Thesis

For Master's 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 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) and have 1.5 spaced lines and printed on both sides.
- c) The student makes a seminar/presentation before department's Higher Degrees Research and Publications Committee (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.

#### 4.6 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 Research and Publications Committee (SHDRPC) may consider a further extension of registration period for a maximum of six months.
- d) Candidates shall pay TZs. 50,000/= per month for such an extension.

#### 4.7 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 One year for PhD and six months for Master's.
- c) Failure to resume studies after expiration of the freezing period will be considered as abscondment and the student shall be discontinued from studies

#### 4.8 Transfer of Registration from Master's by Thesis to PhD

A student for the degree of Master's by thesis may, on the recommendation of the Department and School/Institute concerned, apply through SHDRPC 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 Master's, as a contribution towards the fulfilment of the requirements for the degree of Doctor of Philosophy. No candidate may acquire both the Master's and the Doctorate from the same programme.

#### 4.9 Transfer of Registration from other Universities to ARU

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 SHDRPC 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. ARU and TCU regulations for credit transfer shall apply.

#### 4.10 Intellectual Property Right Contract

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.

## 5. GUIDELINES ON THESIS/DISSERTATION PHASE

### 5.1 General Guidelines

a) 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.

b) Guidelines on the presentation of theses and dissertations are contained in Section 15.

### 5.2 Academic Dishonesty

5.2.1 Acts of academic dishonesty shall include but are not limited to:

a) Plagiarism, or

b) Academic cheating.

The term “plagiarism” shall be understood to mean the presentation of another person’s works (published or not), ideas or creation from any source as if they were one’s own, presentation of one’s own ideas, previously published or not, without disclosing or acknowledgement and shall be of three categories:

i) Category 1:

This category comprises of blatant instances of plagiarism and shall include instances where the assignment or written material of another person is taken over blatantly and submitted for examination or assessment without any acknowledgement, for example:- (i) Handing in someone else’s work, with or without his or her permission; (ii) Word-for-word repetition of sentences and/or paragraphs from someone else’s work, including the work of a fellow student (with or without his or her permission) and class notes (oral or written) received from a lecturer; (iii) Repetition with the alteration of selected words or phrases of sentences and/or paragraphs from someone else’s work, including the work of a fellow student (with or without his or her permission) and class notes (oral or written) received from a lecturer; (iv) Direct translation of



sentences and/or paragraphs from someone else's work, including the work of a fellow student (with or without his or her permission) and class notes (oral or written) received from a lecturer; (v) Presentation of data developed or collected by someone else without acknowledging the original researcher(s) and source(s) of the information.

ii) Category 2:

This category shall comprise of relatively less serious instances where sources are dealt with injudiciously – in terms of plagiarism – but which in the nature of things still count as plagiarism and shall include such acts as (i) Repeating ideas from someone else's work in one's own words without acknowledging the original source. (ii) Handing in a one's own original work or parts of a work that has already been submitted for another module or programme without indicating where the material was originally used. (iii) Using any translation programme from either the Internet or any other source, even in presenting one's own ideas in a foreign language (e.g. German or French), in fields of study where the use of a foreign language forms part of the assessment process.

iii) Category 3:

This category shall cover plagiarism that reveals aspects of carelessness or inaccuracy in using and acknowledging sources and shall include such instances as (i) Incomplete or inconsistent references to sources. (ii) Omitting the acknowledgement of sources in some parts.

### 5.2.2 Detection of Plagiarism

5.2.2.1 The supervisor shall be required to verify that the student's work is original by subjecting the student's work to plagiarism-detection software approved by Senate.

5.2.2.2 All theses/dissertations shall be subjected to plagiarism-detection software approved by Senate before being sent to Examiners for examination"

a) "Deans/ Director IHSS shall subject all theses/dissertations in their units to the anti-plagiarism test before they seek approval of examiners to mark the dissertations.

b) The submitted theses/dissertations shall be accompanied by the anti-plagiarism report which will be signed by the Dean/DIHSS.

- c) The Director of Postgraduate Studies, Research and Publications will crosscheck the anti-plagiarism report and shall advise the Deputy Vice Chancellor for Academic Affairs accordingly.
- d) If more than 25% overlap is established, the work shall be rejected and the student will be discontinued from studies

### **5.3 Disciplinary Measures**

5.3.1 Where students submit dissertations or thesis for examination and these are found to have been plagiarized, his/her case shall be presented to the relevant Examiners Board of the Unit where the student is registered and the Board shall make recommendations to the DVC - AA for the matter to be dealt with as an examination irregularity in accordance with established Regulations of the University.

5.3.2 Any candidate found guilty of plagiarism shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.

5.3.3 Where a student is found to have plagiarized coursework assignment, the examiner shall give a candidate a written warning through the head of department and shall be awarded a Zero in the assignments.

### **5.4 Permission and approval for Travel**

All students intending to travel outside Dar es Salaam shall seek for permission as per Students bylaws

### **5.5 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.F8a.

### **5.6 Certification**

5.6.1 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 in PDF Format.

5.6.2 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.

## 5.7 Copyright Declaration

5.7.1 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 15).

5.7.2 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.

## 5.8 Abstract:

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

### Cover page details

Cover page material : chrome manila

Cover page weight : 200 to 250 g

Size of : B5 final trim

dissertation/thesis

Title on cover page : capital letters – Arial 14 pts

Author and address : Arial 14 pts  
below

Margins on the cover : top – 2cm

page : bottom – 2.5cm

: right – 1.5cm

: left – 1.5cm

## 6 EXAMINATION OF MASTER'S THESES/DISSERTATIONS AND DEGREE AWARDS

### 6.1 Transmission of theses/dissertations to examiners

6.1.1 Candidates shall submit theses/dissertations endorsed by supervisors to the Head of the department. The Head of department shall forward the dissertation/thesis to the Dean of School/Institute. The Head of Department and the Dean/Director of Institute shall make sure that the thesis/dissertations have met all criteria for examination, including the quality of the work. Upon satisfaction, the School shall forward the thesis/dissertation to the Director of Postgraduate Studies, Research and Publications who shall make sure that the university regulations have been adhered to. The Director shall prepare letters to be sent to the approved Examiners and shall transmit the thesis/dissertations to the Examiners. The Examiners shall be required to submit to the Director of Postgraduate Studies Research and Publications their detailed reports on the thesis/dissertation within a period of two months from the date of receipt of the thesis/dissertation.

### 6.1.2 Examination Reports

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

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

6.1.4 If the reports are not received within two months, new examiners shall be appointed.

6.1.5 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.

f) A student who passes subject to substantial corrections or minor corrections shall be invited for viva voce examination

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

6.1.7 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.

6.1.8 A thesis/dissertation rejected in accordance with regulation 6.1.5(d) above must be re-submitted for examination within nine months from the date of the Senate's approval of examination results.

6.1.9 Where there is disagreement between examiners in accordance with regulation 6.1.5 (d) above, an independent assessor shall be sought to assess the candidate and that assessment shall be final

6.1.10 A candidate who fails, without reasonable cause to submit the revised dissertation/thesis within the period stated in 6.1.6, 6.1.7 and 6.1.8 above shall be discontinued from studies.

6.1.11 Where the examiners are not in agreement in their overall recommendation after resubmission, SHDRPC 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.

6.1.12 The University shall pay honoraria to the External Examiner and to each Internal Examiner on receiving detailed reports and summary reports of the thesis/dissertation under examination.

## 6.2 Viva Voce Examinations for Master's Degree Programmes

6.2.1 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.

6.2.2 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.

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

- a) The School Dean/Institute Director or his/her nominee (Chairperson).
- b) External Examiner (or his/her) representative, recommended by the relevant School Dean/Institute Director
- c) Internal Examiner who did not guide the research.
- d) The candidate's main supervisor (s).
- e) Head of the relevant Department (or his/her appointee).

6.2.4 The viva voce/oral examination shall be open to the ARU community and interested parties. However questions shall be limited to panellists.

6.2.5 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.

6.2.6 The SHDRPC and Senate must approve the date of examination at least two weeks before the examination.

6.2.7 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 DPRP.

6.2.8 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.

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

- a) The thesis is the original work of the candidate;
- b) The broader subject area in which the study is based is fully grasped by the candidate;
- c) Any weaknesses in the thesis are adequately clarified by the candidate; and a definite recommendation is made to the SHDRPC whether the candidate should be declared as having Passed or Failed.

6.2.10 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.

6.2.11 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 SHDRPC for processing.

6.2.12 whereupon, each panellist in the viva voce examination shall receive an honorarium at the rate approved by the University.

6.2.12 Where there is a disagreement between the recommendation of the thesis examiners and viva voce examiners, the SHDRPC 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.

6.2.13 The duration of the viva voce examination for Master's Degrees shall not exceed two hours:

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

- ✓ 15 minutes of deliberations

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

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

6.2.16 Work rejected by Examiners after re-submission as per 6.2.12 shall not be accepted for re-examination at Ardhi University

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

6.2.18 The University shall pay honoraria as will be prescribed to each viva voce panel member.

## 7. APPEALS

Appeals against thesis/dissertation assessment results/viva voce shall not be allowed.

# 8. DOCTOR OF PHILOSOPHY DEGREE

## 8.1 Entry Qualifications

## 8.2 Admission Procedures into PhD (Application)

- a) Refer to section 4.1.1 and 4.1.2 on Admission Procedures.
- b) Admission requires submission of application form ARU/PG.F4a or ARU/PG.F4b.
- c) Full studentship commences immediately after formal registration

## 8.3 Registration of PhD. Candidates

8.3.1 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.

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



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

- a) With the help of the Departmental HDRPC, 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 Research and Publications Committee upon submission of the recommendations by the School/Institute Higher Degrees Research and Publications Committee.
- c) 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 1.5 spaced lines and typed on both sides. 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.
- d) 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.
- e) If the School's/Institute HDRPC finds the proposal satisfactory, the proposal shall be submitted to the HDRPC for endorsement.
- f) SHDRPC 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.
- g) 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 Master's programme.
- h) The Ph. D. degree examination requires the submission of a thesis by the candidate, embodying the results of his/her research.

#### 8.4 Freezing of a registration period

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

#### 8.5: Extension of a registration period

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. 50,000/= per month for such an extension.

## 8.6 Submission of doctoral thesis

(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 HDRPC is satisfied with the candidate's research contribution.

8.6.1 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 PG.F8a) submitting, at the same time, the proposed title and an outline of the plan and general scope of the thesis.

8.6.2 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.

8.6.3 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).

8.6.4 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.

8.6.5 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.

8.6.6 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.

## 8.7 Examination of a Thesis and Award of a PhD Degree

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, two of whom shall be External to Ardhi University. The request for appointment of examiners shall be made through a form ARU/PG.F8a. The Examiners

shall be required to assess the thesis in accordance with guidelines to be provided by respective Schools.

b) The Internal Examiners shall be experts in the area in question

c) Regulations 6.1 to 6.2 for master's dissertations/theses shall apply for PhD dissertations/theses

d) The Examiners shall be required to submit independent reports on the PhD. thesis as prescribed under the Master's programme.

e) 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.

f) If the reports are not received within two months, new examiners shall be appointed.

8.7.1 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 Master's Degree award;

f) The thesis be rejected outright.

8.7.2 The University 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.

8.7.3 Appointment of Examiners shall be done in a confidential manner.

8.7.4 A thesis rejected as per Regulation 8.7.1(d) above must be re-written and re-submitted for re-examination within 18 months.

8.7.5 Candidates who fail to submit their thesis within the period stated in 8.7.4 above shall be discontinued from studies.

8.7.6 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.

## 8.8 Viva Voce Examination for PhD Candidates

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

8.8.2 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.

8.8.3 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.

8.8.4 The viva voce examination shall comprise at least five examiners appointed by the Senate through the relevant School/Institute board and the SHDRPC. 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) A second external Examiner (or his/her representative)
- iii) Internal examiner
- iv) Main supervisor who supervised the student
- v) Second supervisor
- vi) Head of Department

8.8.5 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 SHDRPC, on the recommendation of the relevant School/Institute board.

8.8.6 The viva voce panel shall be appointed by the Senate through the SHDRPC, on the recommendation of the relevant School/Institute Board Forms using forms ARU/PG.F8b.

8.8.7 Panellists under Regulation No.8.8.4 (i – vi) who are unable to be present at the viva voce examination, shall submit their oral examination questions to the SHDRPC, and also nominate their representatives (where possible) to the viva voce who shall be appointed as per 8.8.4.

8.8.8 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.

#### 8.8.9 The function of the viva voce

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

to make a definite recommendation to the SHDRPC and Senate whether the candidate has passed or failed.

8.8.10 The viva voce panel shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance as per 8.8.9 (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.

8.8.11 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.

8.8.12 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.

8.8.13 Whereupon, each panellist in the viva voce examination shall receive an honorarium amounting to an equivalence of 100 USD for external examiners and 150,000/ for internal panel members. The rates shall be revised from time to time by the Senate.

8.8.14 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.

8.8.15 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

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

8.8.17 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.

## 9. CONFERMENT OF HONORARY AWARDS

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

Ardhi University may confer:

- a) Honorary doctorates on individual natural persons; Conferment of Honorary Degrees shall abide by the rules stipulated in ARU prospectus.
- b) Honorary fellowships on either individuals or organizations where there is an intention to maintain an ongoing relationship with the recipients.

9.2 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.

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

9.4 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.

9.5 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

## 10 HIGHER DOCTORATE DEGREES

### 10.1 Eligibility for Candidacy

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.

## 10.2 Application for Candidacy

10.2.1 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.

10.2.2 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.

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

10.2.4 Together with the unifying statement, the candidate must submit a compilation of his/her important and original published works (excluding works earlier submitted for Master's 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).

10.2.5 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 SHDRPC, and Senate.

## 10.3 Submission of Published Works and Examinations

10.3.1 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 SHDRPC. All the Examiners shall be external to the University, preferably holder of Higher Doctorates themselves.

10.3.2 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.

10.3.3 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.

10.3.4 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.

#### 10.4 Higher Doctorate Award

10.4.1 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.

10.4.2 In case of disagreement between the examiners, similar guidelines as those prescribed for Master's 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.

10.4.3 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.

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

## 11 OCCASIONAL STUDENTS

### 11.1 Entry Requirements

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

11.2 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.

11.3 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.

11.4 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.

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

11.6 Occasional Students may register for some undergraduate courses.

## 12 SHORT-TERM STUDENTS

12.1 Entry Requirements: The admission qualifications shall be as those prescribed for regular postgraduate students.

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

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

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

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

12.6 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 Master's degree (in exceptional circumstances to a PhD degree) course.

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

12.8 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.

## 13 SANDWICH PROGRAMMES/RESEARCH ASSOCIATESHIP

13.1 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.

13.2 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 SHDRPC 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

13.3 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.

13.4 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 SHDRPC and the respective teaching Units.

### 13.5 Fees

#### a) Bench fee

Fee	Amount (US \$)
Bench Fee	1844

#### b) Other Direct University Costs

Description	Amount (US \$)
Application fee for Master's Students	30
Application fee for PhD Students	50
Registration (once)	100
Supervision fee (per year)	1,000
Caution money (one)	50
Student Union (per year)	20
Identity Card (one)	2
Medical Capitation (per year)	250
Research Funds	3,000

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

#### a) Bench Fees

Fee	Amount (TZS)
Bench Fees	900,000/=

#### c) Other direct costs

Description	Amount (TZS.)
Application fee for Master's Students	10,000
Application fee for PhD Students	20,000

Description	Amount (TZS.)
Registration (once)	50,000
Bench fee (per year)	*
Supervision fee (per year)	600,000
Caution money (one)	10,000
Student Union (per year)	2,500
Identity Card (one)	1,000
Medical Capitation (per year)	100,000
Research Funds	1,500,000

13.6 The distribution of fees will be as follows;

- a) Registration, Identity Card, Medical Capitation, Caution money, Student Union, and Supervision fee will be paid to the University.
- b) Bench fee shall be paid to the host teaching Unit, which will retain 80% and remit 20% to the University.
- c) The University will pay 160,000/= TZS staff members supervising the candidate

## 14 SUPERVISION OF POSTGRADUATE STUDENTS

### 14.1 Introduction

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.

### 14.2 General Duties and Responsibilities of Supervisors

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.

14.2.1 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.

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

- a) Ascertain that the candidate completes the research work he/she started;
- b) Be able to identify difficult problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate;
- c) Restore a "failing" piece of work to acceptable standards;

14.2.3 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.

14.2.4 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.

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

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

a) The Master's 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 Master's 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 Master's 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 Master's programme;
- iii) Go much deeper and more extensively in the review of the relevant literature than is the case for the Master's 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 Master's Degree research programme.

14.2.7 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.

14.2.8 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.

14.2.9 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.

14.2.10 In order to start the students on the right footing, each Department which offers postgraduate training, should establish/activate a Postgraduate Research and Publications 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.

14.2.11 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 Master's 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.

14.2.12 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.

14.2.13 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.

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

14.2.15 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.

### 14.3 Other Supervisor's/Candidate's Duties

14.3.1 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.

14.3.2 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.

14.3.3 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.

14.3.4 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.

#### 14.3.5 Other Supervisor

- 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 situations in b above occur, 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 of Department should study the nature of the problem and recommend to the School and subsequently to SHDRPC, 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.

#### 14.3.6 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).

# 15 PREPARATION AND PRESENTATION OF THESES AND DISSERTATIONS

## 15.1 Manuscript Preparation

### 15.1.1 Word-processing

- a) The final thesis/dissertation must be printed on good quality A4 paper. This is to ensure clear copies. Typing must be 1.5 spaced and on both sides of the paper.
- b) Except on the title page fonts should be 12 points (Times New Roman).

### 15.1.2 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.

### 15.1.3 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.

### 15.1.4 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:

- 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).

#### 5.1.5 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).

#### 15.1.6 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."

#### 15.1.7 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

#### 15.1.8 Dedication (if any)

#### 15.1.9 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.

#### 15.9.10 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.

#### 15.9.11 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.

#### 15.9.12 Literature Cited

a) All literatures being referred to must be cited in the document

b) 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.

c) The referencing style shall be American Psychological Association 7<sup>th</sup> Edition (APA).

d) 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 Master's 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 Master's and PhD dissertations/theses. At the Ardhi University the maximum length for the dissertation/thesis shall be as follows:-

i) Master's dissertations: 100 pages with a tolerance of 10% above this limit i.e. up to 10 extra pages, appendices and footnotes included.

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

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

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

## **16 EXAMINATION OF THESES AND DISSERTATIONS**

### **16.1 Initial Submission**

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

### **16.2 Final Submission of Theses/Dissertations for Degree Award**

#### **16.2.1 Master's Theses/Dissertations**

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

b) Soft copy of the Master's theses/dissertations in PDF format will be submitted to University Library.

c) The sequencing of the preliminary pages for unpublished Master's Theses/Dissertations is shown in Appendix 1(a)

#### **16.2.2 PhD Theses/Dissertations**

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

b) Soft copy of the PhD theses/dissertations in PDF format will be submitted to University Library.

# 17 TABLES AND APPENDICES

## Appendix I(a): Sequencing The Preliminary Pages

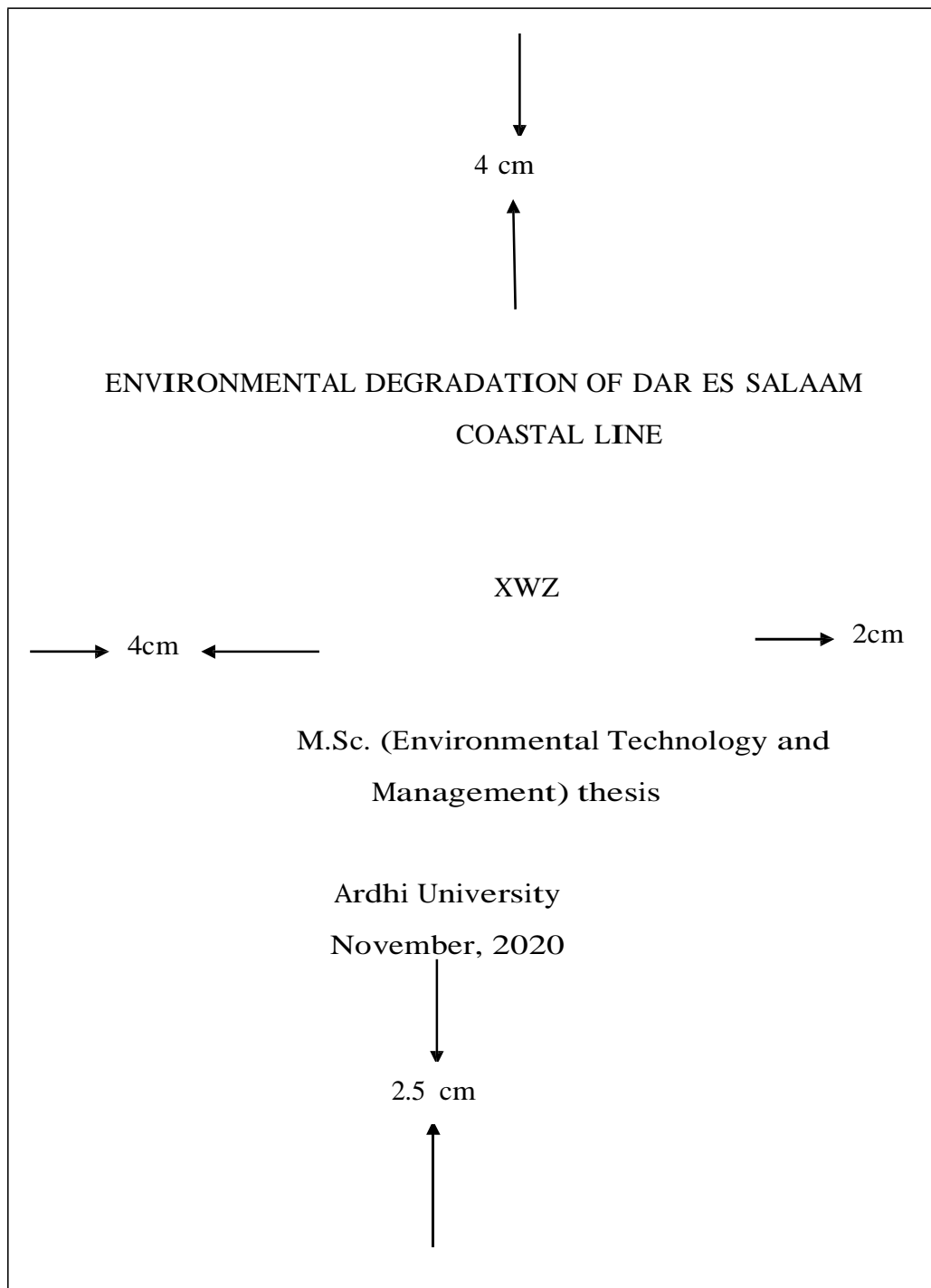
- ☐ Cover page (see attached sample)
- ☐ Title page (see attached sample)
- ☐ Certification (see attached sample)
- ☐ Declaration and copyright (see attached sample)
- ☐ Acknowledgements
- ☐ Dedication (if any or necessary)
- ☐ Abstract
- ☐ Table of Contents

All these, except the title page, should be identified by conspicuous pagination in roman numerals.



Appendix 1(b): Sample of Preliminary pages

Cover page



Title page

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 Technology and Management) of  
Ardhi University

Ardhi University

November, 2020

## A Sample of Certification Page of a Thesis/Dissertation Submitted for Examination

### 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 Technology 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, Research and Publications on behalf of both the author and Ardhi University.

## Appendix II: POSTGRADUATE FORMS

The list below consists of eighteen 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.

Form	Purpose
ARU/PG.FI	General Application Form for Postgraduate Studies
ARU /PG.F2	Confidential recommendation by academic referee on PG applicant
ARU /PG.F3	Summary statement of intended research topic
ARU /PG.F3a	Postgraduate comprehensive research proposal
ARU /PG.F4a	Application to register for higher degree programme by thesis
ARU /PG.F4b	Application to register for higher degree programme by course-work
ARU /PG.F5	Renewal of registration for continuing PG students
ARU /PG.F6a	Academic progress report by PG candidate
ARU /PG.F6b	Academic progress report by supervisor(s)
ARU /PG.F7	Application form for extension of registration
ARU /PG.F8a	Notice of intention to submit thesis/ dissertation and initiation of examination arrangements
ARU /PG.F8b	Approval of viva voce panellists
ARU /PG.F9	Examination report on Master's thesis/dissertation, as filled in by internal and external examiner( s)
ARU /PG.F10	Examination report on PhD thesis as filled in by internal and external examiners
ARU /PG.F11	Master's viva-voce Examination Results Form as filled in by panellists
ARU /PG.FI2	PhD viva-voce Examination Results Form as filled in by examination panellists
ARU /PG.F13	Postgraduate clearance
ARU /PG.FI4	Supervision allowance claim

## Appendix III SAMPLE OF GUIDELINES FOR PREPARING DETAILED RESEARCH PROPOSALS FOR THESIS REGISTRATION FOR A HIGHER DEGREE PROGRAMME

### 1. Cover Page

The cover page of the detailed research proposal should have the following information:

ARDHI UNIVERSITY

SCHOOL/INSTITUTE OF .....

POSTGRADUTE COMPREHENSIVE RESEARCH PROPOSAL

Department .....

Name of Candidate.....

Name of supervisor.....

School/Institute.....

Proposed Degree.....

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.

**1.0 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:

**1.1 Statement of the Problem**

**1.2 Objectives (general and specific) /Hypotheses/Research questions.** For 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.

**1.3 Significance of the study/Rationale of the study:** Elaboration of the importance of the study and advantages to be derived.

**2.0 Literature Review** Focusing attention on the relevant literature on the problem, including findings by other researchers. In this section, a student should present interrelationships among the research variables.

### **3.0 Materials and Methods**

A thesis proposal should contain a Section giving details on the materials and methods proposed to be used when conducting the research. 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 included. If any limitations to the proposed methods are known, then these should be mentioned.

### **4.0 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.

## **5. Other Relevant Information**

### **5.1 Financial Arrangements**

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

## 5.2 Duration.

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

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



#### Appendix IV: SAMPLE OF A LETTER TO EXAMINERS

ARDHI UNIVERSITY

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

Our Ref.....

Date.....

To Dr/Prof.....

.....

.....

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 and let us have your detailed comments along the following areas:-

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

Enclosed in Form (Form ARU/PG.....) 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: [dprp@aru.ac.tz](mailto:dprp@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

Director, Postgraduate Studies, Research and Publications

Enclosures:

1. Dissertation/Thesis
2. Form ARU/PG..... for your summary recommendations
3. Honorarium Claim Form

## Appendix V: INTELLECTUAL PROPERTY RIGHT CONTRACT

### ARDHI UNIVERSITY

#### DIRECTORATE OF POSTGRADUATE STUDIES

##### 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 student 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, World 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: COVER PAGE



Title of dissertation/thesis

Name of candidate

Month, Year

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

ARU /PG.F 1 APPLICATION FORMS: GENERAL APPLICATION TO PURSUE  
POSTGRADUATE STUDIES

ARDHI UNIVERSITY

Surname.....Other names:.....

Date of Birth.....Female/Male.....Citizenship.....

Present Address.....

.....

.....

Personal e-mail address.....

Work e-mail address.....

Mobile Telephone Number.....

Work Telephone Number.....

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.....

Resident or non resident.....

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).....

.....

.....

iii).....

.....

.....

Candidate's name.....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.

ARU /PG.F 2: REFFEREE LETTER OF RECOMMENDATION

ARDHI UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES

Name of Applicant ..... Prof/ Dr/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):

	Excellent	Very Good	Good	Average	Below Average
Intellectual Ability					
Maturity					
Motivation					
Diligence					
Ability to work with others					

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 NO ☐ ☐

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

Email: dprp@aru.ac.tz



ARU /PG.F 3: SUMMARY STATEMENT OF INTENDED RESEARCH TOPIC

ARDHI UNIVERSITY

SCHOOL/INSTITUTE OF .....

POSTGRADUTE RESEARCH PRE-PROPOSAL

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.

ARU/PG/F3a: POSTGRADUTE COMPREHENSIVE RESEARCH PROPOSAL

ARDHI UNIVERSITY

SCHOOL/INSTITUTE OF .....

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

ARU/PG.F4a: APPLICATION FOR REGISTRATION INTO POSTGRADUATE DEGREE  
PROGRAMME BY THESIS

ARDHI UNIVERSITY

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 been scrutinised by the Departmental Higher Degrees Committee which met on.....and is recommended for registration as summarised above.

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

**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.

Name of Dean..... Signature .....Date.....

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

Name of Chairperson, SHDRPC .....Signature .....Date.....

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

ARU/PG.F4b: APPLICATION TO REGISTER FOR A POSTGRADUATE PROGRAMME BY  
COURSE-WORK AND DISSERTATION

ARDHI UNIVERSITY

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: .....
- .....
- .....

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

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  
.....Postgraduate Degree by Course-work and Dissertation.

Name of a Head of Department.....Signature .....Date.....

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

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

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

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

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

The following issues need to be addressed:-

.....

.....

.....

.....

Name of a Head of Department.....Signature .....Date.....

\*This form should be filled in quadruplicate. A copy MUST be returned to the School/Institute.

ARU/PG.F5: HIGHER DEGREE REGISTRATION FORM FOR CONTINUING POST-GRADUATE STUDENTS

ARDHI UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES

Surname .....First Name.....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 1<sup>st</sup> postponement.....

Date of 2<sup>nd</sup> postponement.....

Freezing

Date of 1<sup>st</sup> freezing.....

Date of resumption.....

Date of 2<sup>nd</sup> freezing.....

Date of resumption.....

Extension: Indicate date and period of extension

1<sup>st</sup> extensions Date..... Period (months).....

2<sup>nd</sup> extension Date..... Period (months).....

3<sup>rd</sup> 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

ARU/PG.F6a: POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT

ARDHI UNIVERSITY DIRECTORATE OF  
POSTGRADUATE STUDIES (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) .....

<input type="checkbox"/>	By Research and Thesis
<input type="checkbox"/>	By Course-work and Dissertation

- (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?.....
- i) Give key comments on the discussion made during the last quarter (use a separate sheet)
- ii) Give key comments on the work agreed with your supervisor for the next quarter (use a separate sheet including the date of submission of the work)
- iii) Did your supervisor give the feedback of the work you submitted on time? YES.....No.....

**PART B (i) TO BE FILLED BY CANDIDATE**

(10) Self assessment on progress made so far for the Coursework

Course taken	Semester I	Semester II	Semester III	Final Examination Grade

**PART B (ii)**

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

Item	Nothing	About a third	Half way	Nearly completed	completed
Literature Review					
Designing of Methodology					
Getting Supplies for Study					
Data Collection					
Data Analysis					
Writing of dissertation/thesis					
Submission					

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

(13) Will you need time for extension? Yes.....No.....if Yes, How long?.....Months

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

.....

.....

.....

15 state specific activities accomplished during the reporting quarter

.....

.....

.....

.....

.....

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.

ARU/PG.F 6b: POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT

ARDHI UNIVERSITY DIRECTORATE OF  
POSTGRADUATE STUDIES (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) .....

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

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

PART B: TO BE FILLED BY EACH SUPERVISOR

- (8) Name of supervisor .....
- (9) When were you appointed to supervise the candidates?.....
- (10) 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

Course taken	Semester I	Semester II	Semester III	Final Examination Grade

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

Half way	Item	Nothing	About a third	Nearly completed	Completed
	Literature Review				
	Designing of Methodology				
	Getting Supplies for Study				
	Data Collection				
	Data Analysis				
	Writing of Dissertation/Thesis				
	Submission				

14. Give key comments on the discussions you made with the student during the reporting period.....

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

15. Did the student adequately address the comments you gave during the reporting period?  
Yes.....No.....

16. Give details of the work agreed to be accomplished during the next quarter.....

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

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

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

How long?.....months

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

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

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

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 (Based on supervisor's report, students  
comments and progress made by the student.

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

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 COMPLETED BY THE DIRECTOR OF POSTGRADUATE STUDIES

(19)The candidate has paid all/part/not paid his/her fees

(20)Financial sponsor.....

(21)Other

remarks/action.....  
.....  
.....  
.....  
.....

(22) Name of Chairperson, Senate Higher Degree Committee.....

Approved.....Not Approved.....

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

\*This form should be filled in triplicate.

ARU/PG.F7: APPLICATION FOR EXTENSION

ARDHI UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES

Name of Candidate .....

Registration No. ....

School .....

Department .....

Degree/Diploma Proposed .....

Date of Registration .....

Nature of Programme (Tick One)

Degree		
Master's	By coursework	
	By thesis	
PhD	By coursework	
	By thesis	

Studies due to end on.....

Extension requested:

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

Reasons for requesting an extension

.....

.....

.....

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

Comments by supervisor

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

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

Comments by Head of Department

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

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

Comments by Dean/Director

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

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

Recommendations by Director of Postgraduate Studies, research and Publications

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

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

Chairperson, HDRPC

Approved

☐

Not approved

☐

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

\*To be filled in quadruplicate. Submitted all four copies

ARU/PG.F8a: NOTICE OF INTENTION TO SUBMIT A THESIS/DISSERTATION AND  
EXAMINATION/ARRANGEMENTS

ARDHI UNIVERSITY  
DIRECTORATE OF POSTGRADUATE STUDIES

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.....Name of a Supervisor.....Signature.....

Date.....Name of a Supervisor.....Signature .....

Date.....Name of a Supervisor.....Signature .....

Date.....Name of a Supervisor.....Signature .....

**SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT**

I propose that the following be considered for appointment as examiners for the candidate's thesis/dissertation

**(a) Proposed External Examiners**

(10) Name .....

Affiliation .....

Postal Address .....

Telephone .....Fax .....

E-mail .....

Curriculum Vitae Attached ☐ t Attached ☐

(11) Name .....

Affiliation .....

Postal Address .....

Telephone .....Fax.....

E-mail .....

Curriculum Vitae Attached ☐ Not attached ☐

**(b) Proposed Internal Examiners**

(12) Name.....

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

The above proposed examiners above have been approved by the board of the School/Institute

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

SECTION E: TO BE COMPLETED BY DIRECTOR OF POSTGRADUATE STUDIES, RESEARCH AND PUBLICATIONS

The proposed examiners are in-line/Not in-line with examination regulations

Comments.....  
 .....  
 .....  
 .....  
 .....

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

SECTION E: TO BE COMPLETED BY CHAIRPERSON, SENATE HIGHER DEGREES, RESEARCH AND PUBLICATIONS COMMITTEE

Please Tick

<input type="checkbox"/>	The examination arrangements herewith are complete and are approved
<input type="checkbox"/>	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:

.....  
 .....

Endorsed/Not endorsed

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

SECTION E: TO BE COMPLETED BY CHAIRPERSON OF SENATE

Approved..... Not approved.....  
 .....

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

\*To be filled in triplicate. Two copies of this form MUST be returned to the

Department/School/Institute

ARU/PG.F8b: APPROVAL OF VIVA VOCE PANELLISTS

ARDHI UNIVERSITY

DIRECTORATE OF POSTGRADUATE STUDIES RESEARCH AND PUBLICATIONS

SECTION A: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

- (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)
  - a) .....
  - b).....
- (8) Names of Approved Examiners
  - a) .....
  - b).....
  - c).....

(9) Proposed viva voce panel

- a) Chairperson.....
- b) Internal examiner or representative.....
- c) External examiner 1/representative.....Affiliation.....
- d) External examiner 2/Representative.....Affiliation.....
- e) Main supervisor/representative.....
- f) Second Supervisor or representative
- g) Head of Department or representative



Head of Department:

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

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

- (a) The proposed panellists above have been approved by the board of the School/Institute on.....

I propose that the viva voce be held on.....

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

**SECTION C: TO BE COMPLETED BY DIRECTOR OF POSTGRADUATE STUDIES, RESEARCH AND PUBLICATIONS**

The proposed panellists are in line/not in-line with regulations

Recommendations.....  
.....  
.....

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

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

Please Tick

<input type="checkbox"/>	The examination arrangements herewith are complete and are approved
<input type="checkbox"/>	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:

.....  
.....

Endorsed/Not endorsed

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

**SECTION E: TO BE FILLED BY CHAIRPERSON OF SENATE**

Approved/ Not approved

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

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

ARU/PG.F9: SUMMARY RECOMMENDATIONS ON A MASTER'S THESIS/ DISSERTATION

ARDHI UNIVERSITY

Name of Candidate .....Degree registered for: .....

Department/School/Institute.....Thesis/dissertation title:.....

.....

	EXAMINER'S RECOMMENDATION	Score Range	Marks awarded
1.	Thesis/dissertation PASSES AS IT IS (no revisions or typographical corrections required)..... Marks	90-100	
2.	*PASSES SUBJECT TO typographical corrections (re-organization of sentences and paragraphs, figures and tables); and other minor changes (list the errors/changes on separate sheet)	70-89	
3.	PASSES SUBJECT TO substantial corrections and revisions Significant language errors, Additional discussion of presented data, Re-writing conclusions and recommendations, Re-stating objectives or problem statement, Lack of coherence between title, objectives, problem statements and data collected and conclusion given, as indicated in the examination report	50-69	
4	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following. Please tick: Additional data collection Addition data analysis, Additional literature review (specify on a separate sheet Re-writing, Other (specify on separate sheet)	40-49	
5.	Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet)	0-39	

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

This form must be returned to the Director of Postgraduate Studies

ARU/PG.F10: SUMMARY RECOMMENDATIONS ON A PhD THESIS

ARDHI UNIVERSITY

Name of Candidate .....Degree registered for: .....

Department/School/Institute.....Thesis/dissertation title:.....

.....

EXAMINER'S RECOMMENDATION	Score Range	Marks awarded
Thesis/dissertation PASSES AS IT IS (no revisions or typographical corrections required)	90-100	
*PASSES SUBJECT TO typographical corrections (re-organization of sentences and paragraphs, figures and tables); and other minor changes (list the errors/changes on separate sheet)	70-89	
PASSES SUBJECT TO substantial corrections and revisions Significant language errors, Additional discussion of presented data Re-writing conclusions and recommendations, Re-stating objectives or problem statement, Lack of coherence between title, objectives, problem statements and data collected and conclusion given, as indicated in the examination report	51-69	
NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following. Please tick: Additional data collection Addition data analysis Additional literature review Re-writing Other (specify on separate sheet)	40-49	
Thesis/dissertation REJECTED OUTRIGHT (specify reasons on separate sheet)	0-39	

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

This form must be returned to the Director of Postgraduate Studies

ARU/PG.F.11: VIVA VOCE EXAMINATION RESULTS FORM FOR MASTER'S DEGREE

ARDHI UNIVERSITY

Name of Candidate.....

Department .....

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

1.	CANDIDATE PASSES	Score range	Marks awarded
1.1.	Candidate passes and no additional corrections in the thesis are required	90-100	
1.2.	Candidate passes subject to making minor corrections and revisions in the thesis as stated in the viva voce proceeding within three months	70-89	
1.3.	Candidate passes subject to making substantial corrections and revisions in the thesis as stated in the Viva voce proceedings within six months	51-69	
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 Nine months.	40-50	
2.2.	Candidate fails outright. (reasons detailed in viva voce proceedings)	0-39	

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

Master's Viva voce panelists

PANEL MEMBERS	DESIGNATION	SIGNATURE
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal examiner or representative	
4.	Head of Department	
5	Student's supervisor	

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)

ARU/PG.F12: VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE

ARDHI UNIVERSITY

Name of Candidate.....

Department .....

Registration No: .....

Date of Viva Voce.....

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

1.	CANDIDATE PASSES	Score range	Marks awarded
1.1.	Candidate passes and no additional corrections in the thesis are required	90-100	
1.2.	Candidate passes subject to making minor corrections and revisions in the thesis as stated in the viva voce proceeding within three months	70-89	
1.3.	Candidate passes subject to making substantial corrections and revisions in the thesis as stated in the Viva voce proceedings within six months	51-69	
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 Nine months.	40-50	
2.2.	Candidate fails outright. (reasons detailed in viva voce proceedings)	0-39	

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

PhD viva voce panelists

PANEL MEMBERS	DESIGNATION	SIGNATURE
1.	Chairperson	
2.	1 <sup>st</sup> External Examiner or Representative	
3.	2 <sup>nd</sup> External Examiner or representative	
4.	Internal Examiner	
5.	Main Supervisor	
6	Second supervisor or representative	
7	Head of Department or representative	

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

ARU/PG.F13: POSTGRADUATE CLEARANCE FORM

ARDHI UNIVERSITY

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 .....

(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

**ARU/PG.F14: SUPERVISION ALLOWANCE CLAIM FORM**

**ARDHI UNIVERSITY**

**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 ...../.....

PG's NAME	PG DIPLOMA/ DEGREE	DEPARTMENT	NAMES OF CO-SUPERVISORS

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: .....

- 1) Comments by Dean of School/Director of Institute .....  
.....  
.....  
.....  
.....