

ST. JOSEPH UNIVERSITY IN TANZANIA



REGULATIONS AND GUIDELINES FOR POSTGRADUATE PROGRAMMES

September, 2022

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1. GENERAL INFORMATION

The St. Joseph University In Tanzania (SJUIT) has recently introduced postgraduate training including Postgraduate Diplomas', Masters' and PhD with a wide diversity of programs on offer. This handbook is therefore a useful document for prospective and continuing postgraduate students, postgraduate's students' supervisors, the university community and the general public at large.

The purpose of Postgraduate Programs of SJUIT is the advancement of knowledge and creativity, the diffusion and extension of the science, technology and learning, the provision of higher education, research and community services and along with this purpose, the nurturing of the intellectual, aesthetic, social and moral growth of the students at the University shall be conducted according to university charter provision of SJUIT.

The following are the key expectations of Postgraduate students from SJUIT:

- i. SJUIT expects the highest possible standards in its postgraduate students, not only as researchers but also as people who reflect the vision and mission of the University.
- ii. They must also be leaders for the future and develop skills in encouraging leadership in others.
- iii. Graduates from various postgraduate programs need to be able to take their place in the global academic world, and therefore must have excellent communication skills.

1.1. Submission of Applications

- 1.1.1. All applications for postgraduate training at St. Joseph University In Tanzania (SJUIT) shall be submitted to the Directorate of Research and Postgraduate Studies (DRPS) through an online system available in the SJUIT's website.
- 1.1.2. There shall be two application windows for the research and thesis programmes. Batch I applications will be open from February to June, and registration will be done at the beginning of academic year (October/November); and applications for Batch II will be open from October to January, with registration at the beginning of the second semester, normally in March.
- 1.1.3. There will be one intake for programmes with coursework and dissertation, and the registration shall be at the beginning of the academic year normally October/November. Invitation for application will be during February to June every year. Successful applicants will be notified by the end of July.
- 1.1.4. The first semester for Postgraduate programmes shall begin in October and second semester in March in each academic year.
- 1.1.5. Applicants who wish to apply for admission and enroll in a masters' degree or PhD degree by dissertation or thesis shall be required to prepare a concept note as per the provided guidelines.
- 1.1.6. Complete application should be accompanied with the following;
 - (i) Application form,

- (ii) Referee's recommendation form.
- (iii) Evidence of payments of application fee, and
- (iv) Copies of academic transcripts, academic certificates and birth certificates/valid national identity card.
- (v) Concept note (for masters and PhD applicants)

1.1.7. Applicant with academic certificates obtained from foreign higher learning institutions shall be required to submit the certificate to Tanzania Commission for Universities (TCU) for recognition. It is the applicant's responsibility to ensure that this is done prior to application.

1.2. Application Fees

1.2.1. An applicant shall be required to pay a non-refundable application fee. The fee receipt shall be submitted when the application forms are submitted in the online system.

1.2.2. The fees shall be revised from time to time, as the need arises. Information on the fee applicable for any given year will be obtained from the University Website.

1.3. Coding of Postgraduate Courses

1.3.1 Coding of postgraduate courses shall follow the following numerical order:

- 5000– 5098 series for Postgraduate Diploma courses (except the dissertation);
- 5099 series for Postgraduate Diploma Dissertations / Research Project Papers;
- 6000 – 6098 series for Masters' Degree courses (except the dissertation);
- 6099 series for Masters' Degree Dissertation
- 7000 – 7098 series for PhD Degree courses (except the dissertation)
- 7099 series for PhD Degree Dissertation.

1.3.2. The code name shall be restricted to either two or three letters, followed by the appropriate digits in the series (e.g. EEE 7100 or MA 6101).

1.4. Admission Requirements

In order to be admitted to the Postgraduate programmes of SJUIT, the candidate shall have the following minimum entry qualifications;

1.4.1. Postgraduate Diploma

An applicant for admission into a Postgraduate Diploma programme shall have the following minimum qualifications:

- (i) A GPA of not less than 2.0 at Bachelor Degree or an Advanced Diploma (or its equivalent) from SJUIT or any other recognized institution of higher learning.

- (ii) Candidates with equivalent qualifications must also possess at least secondary school certificates with at least four passes, with at least one pass in advanced level. Candidates with diploma may also be considered.

1.4.2. Masters' Degree

An applicant for admission into the Masters Degree programme of the St. Joseph University In Tanzania shall hold the following minimum qualifications:

- (a) A bachelor degree with a minimum GPA of 2.7 or its equivalent from St. Joseph University In Tanzania or any other recognized institution of higher learning.
- (b) A "B" grade or above in the respective subjects of intended masters' degree for Candidates who hold an unclassified degree e.g., MD.
- (c) A Candidate with pass degree may also be considered for admission if:
 - (i) His/her undergraduate performance in the proposed subject of study was a B grade or higher;
 - (ii) A working or research experience of at least 3 years after graduation;
 - (iii) A postgraduate diploma in relevant discipline or equivalent with a minimum GPA of 3.0 or B grade; and
 - (iv) Evidence of additional training lasting for at least 6 months after graduation OR have pursued a postgraduate diploma in relevant field and must have attained a minimum of 3.0 GPA.
- (d) For a candidate to be admitted to a Master's by Thesis programmes, he/she must have a minimum GPA of 3.5 (an Upper Second Degree) in the relevant field at bachelor's degree level.
- (e) A provisional admission into a postgraduate diploma or master programme will be provided to candidates 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.

1.4.3. Doctor of Philosophy Degree

A candidate for admission into the Doctor of Philosophy degree programme of the St. Joseph University In Tanzania shall hold the following minimum qualifications:

- (a) Masters degree with a minimum GPA of 3.0 or an equivalent Masters degree of the St. Joseph University In Tanzania or any other recognized institution of higher learning;
- (b) Candidates with an Upper Second Class Bachelor degree or holders of a distinction in the case of unclassified degrees may also be considered for PhD registration.
- (c) Candidate should also hold a bachelors' degree.

1.4.4. Other Requirements

- (a) Applicants with academic certificates obtained from foreign institutions of higher learning shall be required to submit the certificate to the Tanzania Commission for Universities (TCU) for certification.
- (b) A candidate who was discontinued from a postgraduate programme on academic grounds may be eligible for admission into the same or a different academic programme after the lapse of one year since the date of their discontinuation from studies. Such candidates shall be required to re-apply and compete with other applicants for re-admission into first year.

1.5. Registration

Registration is important because it means the applicant once registered is officially a student of the university.

- 1.5.1. Candidates shall be registered either for coursework followed by research leading to a dissertation or by research leading to a thesis.
- 1.5.2. Candidates selected for admission shall be required to register as full-time or part-time students at the commencement of the first academic year of their studies.
 - (a) Registration shall take place during the first two weeks after commencement of each academic year, or as it will be directed in the admission letter.
 - (b) Registration of a candidate pursuing masters' by research and thesis may register at any time during the academic year.
 - (c) The maximum period for registration shall be four weeks after commencement of academic year. No registration will be done after the deadline unless approved by the DVC-ARPE.
 - (d) Registration shall be effected upon submission by the candidate of a dully filled registration form and upon submission of the following:
 - (i) Evidence of payment of the University fees;
 - (ii) Copies and the originals of transcripts and certificates, where originals shall be returned to the candidate after physical verification, and
 - (iii) Two stamp-size (or passport-size) color photographs.
 - (e) Candidates shall renew their registration at the beginning of every academic year and upon paying the fees due to the University.
 - (f) No student shall be registered without prior payment of fees or without submission of sponsor's commitment letter.

(g) Failure to renew registration shall lead to automatic discontinuation from studies.

1.5.3. No student shall be allowed to postpone studies after effective commencement of an academic year except under special circumstances and upon producing satisfactory evidence of the reason for postponement. For purposes of this rule, special circumstances shall include:

- (a) Sickness;
- (b) Serious social problems (each case to be considered on its own merit); or
- (c) Severe sponsorship problem.

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

1.5.5. Candidates shall be allowed to change subjects / courses / programme only after registration and within two weeks after commencement of the academic year. No candidate shall be allowed to change subjects / courses / programmes after the third week after commencement of the semester.

1.5.6. Transferring from one academic programme to another shall be guided by the TCU regulations as released from time to time.

1.5.7. Every registered candidate is required to submit a progress report to the Head of Department after the approval by his/her.

1.5.8. A candidate who fails to submit a progress report within six months of the due date of submission shall be required to show cause in writing for his/her failure to show progress in studies.

1.5.9. Postgraduate Diploma

The duration for postgraduate diploma shall be 12 months. The duration shall be divided into two semesters with the whole of first semester dedicated to coursework and the second semester for coursework and research project.

1.5.10. Masters by Coursework and Dissertation

- (a) A duration of 24 months will be used for masters candidates. The first 12 months will be for coursework. s. The remaining 12 months will be for development of research proposal, presentation, ethical clearance, soliciting research fund, conducting research, writing, submission and examination of the dissertation.
- (b) Candidates enrolled in the Masters degree by coursework and dissertation shall observe the following procedures:

- (i) To complete the coursework component of the programme a student must pass a minimum number of credits, including all the prescribed core courses in the programme.
- (ii) On Senate's approval of the results, the candidate proceeds to the dissertation phase of the programme. It is essential that he/she writes and tables a comprehensive proposal in a Departmental seminar for the department to review and approve.

1.5.11. Masters by Thesis (Research Only)

- (a) Study period for the master's degree by thesis alone programmes shall be 24 months. The first 6 months shall be for development of research proposal including presentation and approval at all levels and soliciting research funds. The following 9 months shall be for conducting research, and another 6 months shall be for writing the thesis and journal article. The last 3 months shall be for submission and examination of the thesis including *Viva Voce* examination, submission of the final error free copy of the thesis, and at least one publication/accepted article for publication.
- (b) Candidates enrolled in a Masters degree by thesis shall be required to observe the following procedures:
 - (i) Develop a research proposal and present it for review within four months after registration before the Department.
 - (ii) The proposal so developed shall be comprehensive and shall conform to the guidelines on the writing of research proposal provided for in these regulations.
 - (iii) On receipt of the research proposal, the Department shall distribute a copy of the proposal for scrutiny at least seven days before the date of the seminar presentation.
 - (iv) On the date of presentation the candidate shall be allowed to make presentation followed by questions and answers session.
 - (v) If satisfied with the proposal's quality, the Department report to the Senate for noting and further directive.

1.5.12. Extension of Registration Period

- (a) Candidates who, for valid reasons, fail to complete their theses/dissertations within the specified period may apply for an extension of the registration period.
- (b) The student shall pay a monthly extension fee as the Council may prescribe from time to time.
- (c) The extension period shall not exceed six months for full-time.

- (d) Under very special circumstances, the Senate may consider a further extension of registration period for a maximum of six months provided that the period so allowed shall be within the maximum allowable period of registration.

1.5.13. Postponement of Studies

- (a) Postponement of studies shall mean stopping studies for a semester or a full academic year where the period will count into the student's registration period.
- (b) Postponement of studies shall not be entertained. However, under special circumstances, permission to postpone studies may be considered for students at the coursework phase. Students on thesis and dissertation phase shall be required to freeze registration.

1.5.14. Freezing Registration

- (a) Freezing of studies shall mean stopping studies for a specified period of time where the period will not count into the student's registration period.
- (b) If, for any sound reason, a candidate fails to continue with his/her studies, he/she may apply to the Senate for freezing of registration through his/her Department and College.
- (c) The maximum period for such freezing shall be two years.
- (d) Freezing of registration is not allowed for students during the coursework phase.
- (e) Permission to resume studies must be sought from the VP-ARPE and approved by Senate. .

1.5.15. Maximum Period of Registration

- (a) The maximum period of registration for a Postgraduate Diploma shall be three years.
- (b) The maximum period of registration for a Masters degree shall be four years.
- (c) The maximum period of registration for a PhD degree shall be six years.
- (d) A candidate who fails to complete the study programme within the maximum period of registration shall be discontinued from studies.
- (e) A candidate who is discontinued from studies for a reason of expiration of maximum registration period shall be informed in writing about such discontinuation.

1.5.16. Transfer of Registration

Where it has been specified in a degree programme:

- (a) A Postgraduate Diploma candidate with a coursework average of B+ or higher may, on the recommendation of the College Examination Board, apply to Senate for

permission to transfer registration to that of a Masters degree, provided the postgraduate diploma courses are equivalent to Masters courses. Senate will determine the contribution of the work done under Postgraduate Diploma candidacy towards the Masters degree applied for. No candidate shall acquire both the Postgraduate Diploma and the Masters from the same programme.

- (b) A student pursuing a Masters degree by thesis may, on the recommendation of the Department and College concerned, apply to the Senate for permission to transfer registration to that of a PhD, provided they are equivalent. In considering the application the Senate shall determine what recognition may be given to the period which the applicant has completed his or her studentship for Masters, as a contribution towards the fulfillment of the requirements for the degree of Doctor of Philosophy. No candidate shall acquire both the Masters and the Doctorate from the same programme.
- (c) A student for a Masters or PhD degree may, on the recommendation of the College concerned, apply through to Senate at any time before submission of the thesis for permission to transfer registration to that of Postgraduate Diploma or Masters degree respectively, subject to the availability of the relevant programme and equivalent of the programmes.
- (d) A PhD or Masters candidate, whose thesis examiners are either in disagreement or have recommended thesis revision and resubmission may, on the request of the candidate and recommendation of the College Examination Board, transfer registration to a Masters or to a relevant existing Postgraduate Diploma programme respectively.

1.5.17. Credit transfer from other Universities to SJUIT

- (a) Postgraduate candidates from other universities may transfer their credits to SJUIT.
- (b) Candidates from other Universities who would like to complete their postgraduate programmes at SJUIT, may apply from Senate through respective Colleges 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 candidate meets the minimum entry qualifications for the programme in which they wish to enroll. For purposes of this regulation, the term “entry qualification” shall include the respective programme’s cut-off point in the relevant year.
- (c) Student credit transfer is allowed between Universities only which are full accredited by a recognized body in the country.

- (d) Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- (e) Students discontinued from other universities shall not be allowed to transfer credits to the SJUIT.
- (f) Students shall be required to undertake at least $\frac{2}{3}$, of degree programme credit units at SJUIT. Maximum credit allowable for transfer, therefore, is $\frac{1}{3}$ of the required credit units of the SJUIT degree programme.
- (g) SJUIT students on study-abroad programmes shall be allowed to transfer credits obtained from the other University to SJUIT.
- (h) Transfer of credits from SJUIT to other universities shall be governed by regulations of the receiving University.

1.5.18. Criteria for Establishing Equivalency of Courses

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

- (a) The course must be from a programme of the same level as that of SJUIT course
- (b) The course must have a theoretical component i.e. involving final examination, excluding clinical-based courses.
- (c) Course content must be at least 75% similar to that of the SJUIT course
- (d) The number of teaching hours used to cover the course must not be less than 75% of the hours used in the similar course at SJUIT.
- (e) Once a course has been accepted as being equivalent to a SJUIT course as per the criteria in this Regulation, the course shall be given the same number of credits as that of the course at SJUIT regardless of the credits in the other University.

1.5.19. Grades Conversion

- (a) Conversion of grades shall be done by anchoring the pass mark of the other university to that of SJUIT and accordingly determining the range of marks in the other University for the SJUIT grades.
- (b) In the case where only grades (and not scored marks) are available, the lower equivalent grade shall be assumed.

1.5.20. Procedures and Administration of Student Credit Transfer

- (a) An application for transfer of credits from other universities to SJUIT shall be made at least three months prior to the commencement of the semester for which the transfer is expected to become effective, subject to TCU Regulations.

- (b) An application for credit transfer shall be submitted in writing to the DVC-ARPE through the Director of Research and Postgraduate Studies and shall be accompanied by copies of all required supporting documents.
- (c) Supporting documents for credit transfer application shall include the following: Official transcript (to be sent by the other university direct to SJUIT), Letter of introduction/recommendation from the previous university, Course description, catalogue or syllabus (to include number of hours of teaching, method of assessment and grading system), An official translation of the original documents (in case of non-English documents), Photo-attached personal identification documents e.g. Birth certificate, passport or ID, and Certified copies of the original certificates used to gain admission into the previous university.
- (d) The applicant for credit transfer shall pay a non-refundable administration fee to be determined from time to time. The payment of fee shall not apply to SJUIT students on study arrangements abroad.
- (e) The final determination of the application shall be made by the Senate.
- (f) Prior to transmission to Senate for determination, the application shall be scrutinized by relevant Committees responsible for admission at the Department, College and the Directorate of Research and Postgraduate studies.
- (g) The application shall be determined positively on following grounds:
 - (i) That the applicant meets the criteria for admission in the programme,
 - (ii) Serious Illness (to be certified by SJUIT medical officer in-charge),
 - (iii) Exchange programmes,
 - (iv) Refugee situation,
 - (v) Returning residents,
 - (vi) Severe financial problems.
- (h) Cases of SJUIT's study-abroad students shall be dealt with on case-by-case basis.

1.6. Intellectual Property Rights Contract

Each registered candidate shall sign a contract with the SJUIT declaring that all research findings and innovations done during studentship shall be the property of the St. Joseph University In Tanzania and shall be protected under the Patents Act, Cap 217 of 2002 and the SJUIT's applicable legal instruments.

1.7. Mode of Delivery of Postgraduate Programs

- (a) To enhance flexibility and quality of postgraduate programs, SJUIT postgraduate programs shall provide two modes of learning from which the candidate will select one during registration. One; i.e. conventional face-to-face mode and blended / hybrid mode.
- (b) The conventional face-to-face mode allows students to attend all academic activities on-campus.
- (c) The blended / hybrid mode allows students to learn online (as real-time lectures i.e. synchronous or as recorded lectures i.e. asynchronous). Also, it requires students to come on-campus for orientations, practical, examinations including defense of thesis or dissertations, consultations and graduation as guided by the TCU Guidelines for online and blended delivery modes of courses for university institutions in Tanzania.

2. UNIVERSITY EXAMINATION REGULATIONS FOR COURSEWORK EVALUATION

2.1. General Regulations

- 2.1.1. Candidates registered for Postgraduate Diploma, Masters or PhD by coursework and dissertation programmes shall sit for course examinations following assessment procedures approved by the relevant College and Senate.
- 2.1.2. In all Colleges, the relationship between letter grades, award, numerical score and grade points for Postgraduate programmes shall be as follows:

Letter Grade	Award	Numerical Score (%)	Grade Point
A	Excellent	70 – 100	5
B+	Very Good	60 – 69	4
B	Good (minimum pass grade)	50 – 59	3
C	Marginal Fail	40 – 49	2
D	Fail	35 – 39	1
E	Absolute Fail	0 – 34	0

- 2.1.3. All coursework examination results must be submitted to the College Examination Board and Senate for approval.
- 2.1.4. Presentation of examination results to College Examination Board and Senate shall be in accordance with the University approved format.
- 2.1.5. Candidates who fail in one or more examinations, but whose GPA is 2.7 and above shall be allowed to do supplementary examination(s) in the failed course(s).
- 2.1.6. Candidates who fail to attain a GPA of at least 2.7 shall be discontinued from studies.
- 2.1.7. A candidate who fails to obtain a GPA of 3.0 or above after supplementary shall be discontinued from studies.
- 2.1.8. Candidates who fail in any supplementary examination and have a GPA of 3.0 and above shall be allowed to repeat the failed course(s) within the maximum registration period, but shall be allowed to proceed to the dissertation phase. Such candidate must successfully complete coursework before submitting dissertation for examination.
- 2.1.9. A candidate must complete all required courses in the coursework part before dissertation phase. Completing a course means attending classes and examinations of the specified course.
- 2.1.10. Repeating of the failed course shall imply attending classes, doing all course work administered prior to sitting for University Examinations and pay the due fees to be established by the University Bursar.
- 2.1.11. A maximum grade after supplementary or repeating of the course shall be "B".
- 2.1.12. Colleges shall administer supplementary examinations within a period of three months of Senate approval of the results.
- 2.1.13. University Regulations applicable to processing of examinations, internal examination and external examination process shall apply as appropriate.
- 2.1.14. Computation of the final GPA for a degree shall be based on the minimum number of credits required to complete a degree programme or the closest number marginally exceeding the prescribed minimum by including
 - (a) All the prescribed core courses and
 - (b) The best performed elective courses.
- 2.1.15. Grades of all courses attempted by the candidate shall appear in the transcript.

2.2. Registration for Examinations

- 2.2.1. There shall be no special registration of candidates for examinations. Registration is deemed complete after payment to the University of all required or prescribed fees per respective programme.
- 2.2.2. All students by coursework and dissertation programmes shall register for courses at the beginning of each Semester of an academic year.
- 2.2.3. A student registered for a course but who wishes to withdraw from that course must apply to the DVC-ARPE, as the case may be, through the Head of the Department, College Principal and Director of Research and Postgraduate Studies, for permission to do so not later than Friday of the fourth teaching week of the semester. No student will be permitted to commence or withdraw from any course four weeks after the beginning of the semester.

2.3. Eligibility for Examinations

- 2.3.1. The Principal of a College may bar any candidate from being admitted to any examination in any subject or course where satisfactory attendance of a minimum of 85% of the prescribed contact hours for the course is not attained.
- 2.3.2. Candidates are required to complete coursework before they can be allowed to sit for the University Examination.
- 2.3.3. A candidate whose work or progress is considered unsatisfactory may be required by the Senate, on the recommendation of the appropriate College Board, to withdraw from the University or to repeat any part of the course before admission to an examination. Failure in an examination, including a session or semester examination may be regarded as evidence of unsatisfactory progress.
- 2.3.4. Where a candidate who has not registered for studies or for a course sits for an examination, the examination results shall be nullified.

2.4. Absence from Examinations

- 2.4.1. A candidate who deliberately absents himself/herself from an examination or examinations without compelling reasons shall be deemed to have absconded the examination and shall be discontinued from the University.
- 2.4.2. A student who is required to sit for a special examination shall be assigned a “PEX” (Postponed Exam) grade and one who, for satisfactory reasons, has not completed his/her coursework shall be assigned an “I” (Incomplete) grade.

- 2.4.3. A student who has a “PEX” or “I” grade in a course during any academic year is required to clear the course examination during the time of special examinations for that academic year. Except with the approval of the respective College Board, a student who will not clear any “PEX” or “I” grade at the time of special examinations will be considered to have absconded studies.

2.5. Assessment and Examination

- 2.5.1. The Head of Department must make sure that students are made aware of all required evaluation procedures at the beginning of the course.
- 2.5.2. A candidate at any examination may, at the discretion of the Board of Examiners, be required to attend an oral examination in addition to written and practical examinations.
- 2.5.3. Each course will be examined at the time of its completion and a grade awarded. The grade will be based on a final university examination and a course work assessment.
- 2.5.4. The coursework assessment and final university examination shall constitute the percentages as approved in the programme. Coursework assessment for courses that are practical/methodology/research/laboratory/field based may however, with the approval of Senate, constitute up to 100% of the total course assessment but shall be available for scrutiny by the External Examiner.
- 2.5.5. The minimum passing grade shall be “B” where marks are rounding of all decimals of the marks.

2.6. Examination Dates

- 2.6.1. Examinations in all Colleges shall be held at a time to be determined by Senate, which shall normally be at the end of each semester, subject to such exceptions as Senate may allow upon recommendation by a College Board as the case may be.
- 2.6.2. A candidate who, for reasonable cause, was unable to present himself/herself in the ordinary examinations may, with the special permission of Senate or in that behalf the College Examination Board as the case may be, present himself/herself for examination at a time fixed for any supplementary examination.

2.7. Examination Irregularities

- 2.7.1. All cases of alleged examination irregularities, including alleged unauthorized absence from examination, possession of unauthorized material in the examination room, causing

disturbances in or near any examination room and any form of or kind of dishonesty, destruction or falsification of any evidence of irregularity or cheating in examination, shall be reported to the Senate through College Board, which shall have power to summon the students and members of staff of the University, as it deems necessary and make decisions.

- 2.7.2. No unauthorized material shall be allowed into the examination room.
- 2.7.3. Subject to confirmation by Senate, any candidate found guilty of bringing unauthorized material into the examination room in any part of the examination process shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies in the University.
- 2.7.4. Any candidate found guilty of cheating in relation to any part of the examination process shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 2.7.5. Any candidate found guilty of causing disturbance in or near any examination room shall be deemed to have committed an examination irregularity and to have failed in the whole of that examination for that year and shall be discontinued from studies in the University, subject to confirmation by Senate.
- 2.7.6. Any candidate found guilty of commission of an examination irregularity and is aggrieved by the decision may appeal to the Senate. In this regulation:
 - (a) “Unauthorized material” includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, radios, radio cassette or other types of players, computers, soft drinks (except where water is permitted) and alcoholic drinks and any other material as may be specified from time to time by the Senate.
 - (b) “Unauthorized absence from examination” includes going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator or one of the invigilators for the examination in question;
 - (c) “Cheating in examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.
- 2.7.7. The Senate may impose such a lesser penalty on a candidate found guilty of commission of an examination Irregularity, depending on the gravity of the facts or circumstances constituting the offence, as the Senate may deem appropriate.
- 2.7.8. If cases of academic dishonesty are discovered after the candidate has been awarded a degree, the University shall have the power to withdraw the award.

2.8. Publication of Results

- 2.8.1. The provisional results of candidates in every examination, shall be published by the Controller of Examinations but the results shall not be regarded as final until they are confirmed by Senate.
- 2.8.2. The results shall be published in V-Campus in the University website. The anonymity of the student must be protected in publishing results.
- 2.8.3. Examination results having been recommended by the College Examination Board shall be tabled to the Senate.
- 2.8.4. Senate shall confirm the results of examinations at a time to be determined by Senate, which shall normally be at the end of every Semester.
- 2.8.5. Feedback on Coursework Assessment (CA) shall be continuously provided to students and the cumulative CA marks shall be shown to students before they sit for the University Examination.

2.9. Progress from Coursework to Dissertation

- 2.9.1. Candidates by coursework are required to pass a prescribed minimum number of 120 credits for Masters in examinations and attain a minimum overall GPA of 3.0 before proceeding to the dissertation phase.

2.10. Examination and viva voce

- 2.10.1. Candidates by coursework and dissertation at the end of the coursework part shall be required to do examination and pass before they are allowed to proceed to the dissertation phase.
- 2.10.2. Masters by thesis and PhD candidates in addition to writing a thesis/dissertation, they shall appear for a viva voce examination.

2.11. Certificates, Certification and Transcripts

- 2.11.1. The Senate shall issue certificates for degrees, Postgraduate diplomas or other award to such candidates as shall be declared to have satisfied the appropriate Board and shall have been recommended to and approved by the Senate for the conferment or grant of such degree, Postgraduate Diploma, certificate or other award.
- 2.11.2. A certificate shall be issued only once for the same degree or award.
- 2.11.3. Upon application for a transcript, a student or former student shall be given a transcript of his/her academic performance record. The transcript shall be charged a fee as the Council may prescribe from time to time except for the first copy. Any finalist student desirous of obtaining

a transcript(s) shall submit an application for a transcript(s), a clearance form and one passport size photograph for the preparation of transcript(s).

2.11.4. The final grades of all courses taken by a student shall be entered in the transcript.

2.12. Instructions to Candidates

2.12.1. These instructions shall be read together with the above University regulations.

2.12.2. All students sitting for examinations shall be in possession of a valid Student ID card, which is to be placed on the top right- hand corner of the desk throughout the examination for Invigilators to check. Students without their ID card shall not be permitted entry to the examination room.

2.12.3. Candidates must acquaint themselves with the seating arrangement for their respective examinations in advance.

2.12.4. Candidates are advised to be at the examination centre at least fifteen minutes before the commencement of the examinations.

2.12.5. Candidates shall be admitted by the invigilator to the examination room ten minutes before the time the examination is due to begin.

2.12.6. No candidate will be permitted to enter the examination room after the lapse of thirty minutes from the commencement of the examination and no candidate shall be permitted to leave the examination room until thirty minutes have expired.

2.1.3. Notes to invigilators and loss of original certificates

All General Notes and Instructions for internal examiners, notes to invigilators before, during and at the end of the examinations, cases related to loss of original certificates, relevant undergraduate regulations shall apply.

3. REGULATIONS ON MASTER'S THESIS / DISSERTATION

3.1. General Regulations

- 3.1.1 Candidates registered for Postgraduate Diploma, Masters or PhD by coursework and dissertation who have qualified to continue with the dissertation phase after completion of the coursework, shall be required to submit a dissertation or research project report in partial fulfillment of the diploma or degree requirements, within the period prescribed in their respective programme.
- 3.1.2 Prior to commencement of data collection, student must seek and obtain a research clearance issued by the Vice Chancellor through the office of the DVC-ARPE.
- 3.1.3 The preparation and presentation of research project report / dissertation / theses shall be governed by SJUIT Regulations.
- 3.1.4 Before the initial submission of the research project / dissertation / thesis for examination, the candidates shall make a presentation to the Department which shall approve such a submission.
- 3.1.5 The research project / dissertation / thesis shall be examined by both Internal and External Examiners who shall both be senior members of academic staff from academic institutions
- 3.1.6 Both dissertations and theses shall be examined and graded with a letter grade as approved by Senate.
- 3.1.7 The grade for the dissertation shall contribute to the final grade point average (GPA).
- 3.1.8 Every PhD candidates shall be required to produce at least one paper, published or accepted for publication in a journal recognized by SJUIT, during the course of the study programme

3.2. Notice of Intention to Submit a Research Project / Dissertation or Thesis

Prior to submission of the research project / dissertation / thesis for examination, the candidate at least three months prior to submission of the research project / dissertation / thesis for examination shall, through the supervisor, Department and College, give notice in writing to the Director of Research and Postgraduate Studies, expressing intention to submit the research project / dissertation / thesis.

3.3. Academic Dishonesty

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

- (a) Plagiarism, or
- (b) Academic cheating.

3.3.2. 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:

(a) 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.

(b) 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.

(c) 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.

3.4. Detection of Plagiarism

- 3.4.1 The supervisor shall be required to verify that the student's work is original by subjecting the student's work to TurnItIn or any other plagiarism-detection software approved by Senate.
- 3.4.2 The cut-off point for the purpose of these regulations shall be 30% excluding genuine cases referred in the text such as own publications, references, bibliography and preliminary pages. The originality report of more than 30% shall indicate that plagiarism has occurred

3.5. Disciplinary Measures

- 3.5.1 The supervisor who fails to detect plagiarism shall be required to provide an explanation in writing to the DVC-ARPE why disciplinary measures should not be commenced against him/her in accordance with the disciplinary procedures of the University.
- 3.5.2 Where students submit research project / dissertations or thesis for examination and are found to have been plagiarized, his/her case shall be presented to the College Examination Board where the student is registered and the Board shall make recommendations to the Director of Research and Postgraduate Studies for the matter to be dealt with as an examination irregularity in accordance with established Regulations of the University.
- 3.5.3 Any candidate found guilty of plagiarism shall be deemed to have committed an examination irregularity and shall be discontinued forthwith from studies.
- 3.5.2 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.

4.EXAMINATION OF MASTERS' THESES/DISSERTATIONS AND DEGREE AWARDS

4.1. General Regulations

- 4.1.1 All masters candidates must present their dissertation / thesis to the Department for it to approve that the dissertation / thesis is ready for examination.
- 4.1.2 Every dissertation / thesis shall be examined by at least two examiners i.e. one intern and another one external to the University, who are specialists in the area and approved by the College Examination Board and Senate.
- 4.1.3 The Internal examiner must be a member of the academic staff of the University. The candidate's supervisor may not act as the internal examiner.
- 4.1.4 Colleges shall be responsible for transmission of theses / dissertations to the external examiner.
- 4.1.5 Candidates shall publicly defend their thesis before the examiners, with the defense open to academic staff members, students, and the public to ensure academic transparency. The examiners shall evaluate and grade the thesis / dissertation in accordance with the criteria as approved by Senate.
- 4.1.6 The examiners shall be required to submit their detailed reports on the thesis / dissertation within a period of two months from the date of receipt of the thesis and within a period of one month for a dissertation.
- 4.1.7 The examination report shall contain a detailed description and focus as per SJUIT theses/ dissertation grading system and shall contain a definite recommendation for one of the following actions:
 - (a) The degree be awarded to the candidate unconditionally;
 - (b) The degree be awarded subject to typographical corrections /minor revisions;
 - (c) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report;
 - (d) The degree not be awarded, but the candidate may be allowed to revise and re-submit the thesis / dissertation for re-examination within maximum period of registration.
 - (e) The thesis / dissertation be rejected outright
- 4.1.8 An internal examiner who fails to submit the report within the period prescribed in these regulations shall be required to show cause for the delay. The explanation shall be in writing and shall be addressed to the DVC-ARPE. If the report of any of the examiners has

not been received at the expiry of three months from the date of receipt of the thesis / dissertation a new examiner shall be appointed.

- 4.1.9 On receipt of the examiner's report, the Head of Department shall evaluate the overall performance of the candidate, enter an overall mark and grade on Departmental Overall Evaluation Report on Masters / PhD Dissertation / Thesis Form. The report shall then be presented to the College Examination Board.
- 4.1.10 Where the examiners differ significantly (one passes and one fails the candidate or a difference of two grades) in their overall recommendation, the Department shall examine the case and recommend one of the following actions to the College Examination Board:
- (a) The recommendation of the External Examiner be adopted;
 - (b) The recommendation of the Internal Examiner be adopted;
 - (c) An additional independent examiner (without knowledge of the previous examiner's assessments) be appointed;
- 4.1.12 A dissertation or thesis passed subject to typographical corrections / minor revisions must be invited for *viva voce* presentation of the dissertation / thesis or not as arranged by the Directorate of Research and Postgraduate Studies.
- 4.1.13 Only candidates whose dissertations or theses passed in *viva voce* presentation shall be submitted to Senate for final approval of the examination results and consideration for graduation.
- 4.1.14 A dissertation or thesis passed subject to substantial corrections and revisions must be submitted for *viva voce* presentation and Senate approval of examination results within three months. The Internal Examiner shall verify the corrections.
- 4.1.15 A thesis / dissertation not accepted must be re-submitted for examination within nine months from the date of the Senate's approval of examination results.
- 4.1.17 A candidate whose thesis / dissertation is rejected shall be discontinued from studies.
- 4.1.18 A candidate who fails, without reasonable cause, shall be required to submit a dissertation / thesis within six months, otherwise he/she shall be discontinued from studies.
- 4.1.19 The University shall pay honoraria to the Internal and External Examiners at the rate prescribed by Council and upon receiving detailed reports from Directorate of Research and Postgraduate Studies.
- 4.1.21 Subsequent publications from a thesis / dissertation submitted for a masters degree of the SJUIT must contain a statement that the work is based on a thesis / dissertation submitted to the University.

4.2 Viva voce Examinations for Masters' Degree by Thesis Programmes

- 4.2.1 In masters degree programmes involving examinations of thesis alone without any prescribed coursework component, the candidate shall, in addition to writing a thesis, appear for a *viva voce* examination. Candidates shall publicly defend their thesis before a panel and academic audience, with the defense open to academic staff, students, and the public to ensure academic transparency.
- 4.2.2 The *viva voce* examination shall take place only after the Department has been satisfied that the thesis submitted by the candidate is considered by the examiners to be satisfactory.
- 4.2.3 Members of the *viva voce* panel shall include scholars with experience in research and PhD in related area as minimum qualification to examine the candidate.
- 4.2.5. The *viva voce* examination for a masters degree shall be conducted by a panel comprising of at least five, but not more than seven examiners, who shall be appointed by the Senate on the recommendation of the Principal of the relevant College, and of the Head of the relevant Department where the candidate is registered. The *viva voce* panel shall be approved by the DVC-ARPE on behalf of the Senate.
- 4.2.6 The composition of the *viva voce* panel shall be comprised of holders of PhD, as follows:
- (a) Chairperson nominated by the College Principal;
 - (b) External Examiner, recommended by the relevant College Principal;
 - (c) Internal Examiner who did not guide the research;
 - (d) Candidate's supervisor;
 - (e) Head of respective Department (or his/her appointee); and
 - (f) Two other members appointed by the respective College.
- 4.2.7 The College Principal, shall on behalf of the Senate approve the date of examination at least two weeks before the examination.
- 4.2.8 The Head of Department shall notify the candidate in writing regarding the examination arrangements at least two weeks before the examination, with copies to the Principal and the Directorate of Research and Postgraduate Studies.
- 4.2.9 The *viva voce* panelists shall be provided with full texts of the examiners' reports and copies of the candidate's thesis at least two weeks before the date of the oral examination. The College shall ensure availability of copies of the thesis.
- 4.2.10 The function of the *viva voce* shall be to ascertain that the thesis 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
- (d) A definite recommendation is made to the Senate as to whether the candidate should be declared as having **Passed** or **Failed**.

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

4.2.12 (a) At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examinations Results Form giving a specific recommendation to Senate on the candidate's performance with a definite recommendation for one of the following actions:

- (i) The Candidate **PASSES** and no additional corrections in the thesis / dissertation are required;
- (i) The Candidate **PASSES** subject to making minor corrections and revisions in the thesis / dissertation as stated in the *viva voce* proceedings, *within one month*;
- (ii) The Candidate is **REFERRED** to make substantial corrections and revisions as stated in the *viva voce* proceedings *within three months*, and at least two *viva voce* panelists must certify that the corrections have been done as directed;
- (iii) The Candidate **FAILS** but should be given another chance to resubmit and defend the thesis/dissertation after eliminating the weaknesses detailed in the *viva voce* proceedings *within six months*;
- (iv) The Candidate **FAILS** outright.
- (b) The Chairperson of the panel shall also submit to Senate a comprehensive report approved by the oral panelists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.
- (c) Each panelist in the *viva voce* examination shall receive a honorarium at the rate as approved by the University Council.

4.2.13 Where there is a disagreement between the recommendation of the thesis examiners and the *viva voce* examiners, the College Examination Board 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 *viva voce* 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.

- 4.2.14 The *viva voce* panel shall nominate the candidate's supervisor or an appointee from the relevant Department to be the recorder of the *viva voce* examination proceedings.
- 4.2.15 The proceedings of the *viva voce*, vetted by the panel Chairperson, shall be ready within two weeks after the date of the *viva voce* examination.
- 4.2.16 The final decision on the award of the Postgraduate degree shall be made by the Senate.
- 4.2.17 Where a candidate fails the thesis / dissertation examination or *viva voce* examination and re-submit the thesis for re-assessment, the maximum grade to be awarded shall be a "B" grade.
- 4.2.21 The dissertation / thesis rejected by Examiners after re-submission shall not be accepted for re-examination at SJUIT.

5. EXAMINATION OF MASTERS' GRADUATE PROJECT / RESEARCH PAPER AND DEGREE AWARDS

5.1. General Regulations

- 5.1.1 Candidate shall be required to present his / her graduate project / research paper to the Department prior to submission of the same for examination. The Department shall then vet the graduate project / research paper to establish whether it is ready for examination.
- 5.1.2 Every graduate project / research paper shall be examined by at two anonymous internal examiners who are specialists in the area.
- 5.1.3 The examiners shall evaluate and grade the graduate project/ research paper in accordance with the criteria prescribed by Senate.
- 5.1.4 The examiners shall be required to submit their detailed reports on the work within a period of one month from the date of receipt of the graduate project / research paper. If the reports are not received within one and half months, new examiners shall be appointed.
- 5.1.5 The examination report shall contain a detailed description and focus as per SJUIT theses / dissertation grading system and shall contain a definite recommendation for one of the following actions:
 - (i) The degree be awarded to the candidate unconditionally;
 - (ii) The degree be awarded subject to typographical corrections / minor revisions;
 - (iii) The degree be awarded subject to substantial corrections and revisions as indicated in the examination report;
 - (iv) The degree not be awarded, but the candidate may be allowed to revise and re-submit the thesis/dissertation for re-examination within maximum period of registration.
 - (v) The degree should not be awarded, but may be resubmitted for a lower award;
 - (vi) The thesis/dissertation be rejected outright
- 5.1.6 The candidate shall present the Project/research paper before the panel formed by the Department. The Panelist shall consist of a minimum of three expert members. The supervisor (if any shall not be member of the panel).
- 5.1.7 On receipt of the report, the Department shall determine the candidate's Project/research paper final grade.
- 5.1.8 Where the examiners differ significantly (one passes and one fails the candidate or a difference of two grades) in their overall recommendation, Department shall examine the case and recommend that an additional independent examiner (without knowledge of the previous examiner's assessments) be appointed;

- 5.1.9 An Assessment by an additional independent examiner shall form basis of determining whether the candidate passes or fails the Graduate Project /Research Paper.
- 5.1.10 The Project/Research Paper shall be submitted to the University through Directorate of Research and Postgraduate Studies to ensure standards and quality.
- 5.1.11 Weighting of graduate project/research paper shall be similar to the weighting of the dissertations.

6. APPEALS AGAINST COURSEWORK / DISSERTATION / THESIS / GRADUATE PROJECT AND RESEARCH PAPER

6.1.General Regulations

- 6.1.1. The right to appeal shall be open for every candidate aggrieved by coursework/dissertation/thesis/graduate project/research paper/essay results.
- 6.1.2. Appeals must be lodged within six months from the date of approval of the results.
- 6.1.3. Any appeal shall be lodged with the Board of the Appellant's College, which shall forward the appeal with recommendations to the College Examination Board, whose observations and recommendations will be forwarded to Senate for approval.
- 6.1.4. Except where unfair marking, wrong computation of marks or grades or other like irregularity committed in the conduct of the examination is alleged, no appeal shall lie in respect of any such examination on any ground.
- 6.1.5. No appeal shall be considered where:
 - (i) The candidate appeals for re-marking of examination script but fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the internal examiner.
 - (ii) It raises for the first time issues concerning the supervision, teaching or coursework assessment. Such matters shall only be considered if they had been raised by the student promptly and in writing, at the time when they first arose.
 - (iii) A student alleges illness or other factors but where she/he had an opportunity to postpone studies or examination(s) but voluntarily opted not to take that opportunity.
- 6.1.6. Any member of the appellant's CollegeBoard who participated in the making of the decision against which appeal is lodged shall not have a voting right in the Senate over such an appeal and may participate herein only in terms of presentation of findings and recommendations of the appellant's College Board by answering queries, as the case may be, and shall otherwise be absent from the Senate session considering any such appeal.
- 6.1.7. Any student or candidate aggrieved by a decision of Senate on terms of the provisions of regulation regarding examination irregularities may apply for review of the decision by the Senate.
- 6.1.8. Any person who has been involved at any stage in the processing of a case of alleged commission of examination irregularity, whether at first instance or in the preparation for the appeal, shall be barred from participating in the decision making decision over such a case, except for the purpose of making a presentation of findings or recommendations or answering

queries, as the case may be, in respect thereof and shall otherwise be absent from the Senate session considering such appeal.

- 6.1.9. The candidate's appeal shall be entertained upon payment of an appeal fee as may be determined by the University Council from time to time.
- 6.1.10. A student may appeal to Senate against the decision of the Senate on his/her appeal by lodging the appeal through the DVC-ARPE. Such an appeal shall only be entertained if it had at first been rejected by Senate and if the student presents new developments and/or grounds that were not and could not be made available to Senate.
- 6.1.11. The Senate's decision on an appeal shall be final and conclusive and no further appeal shall be entertained regarding the same issue.

7. DOCTOR OF PHILOSOPHY (PhD) DEGREE

7.1. PhD Modes of Registration

7.1.1 Doctor of Philosophy (PhD) degree of the St. Joseph University In Tanzania shall be offered in two modes:

- (a) PhD by dissertation (coursework)
- (b) PhD by Thesis (research only)
- (c) Honorary Doctorate

7.1.2 Except for Honorary doctorate, a candidate shall register to undertake the PhD at SJUIT.

7.2. Entry Qualifications for PhD Candidates

7.2.1 The minimum entry qualification for PhD by dissertation (coursework) and by thesis (research only) candidates shall be a masters degree from St. Joseph University In Tanzania or its equivalent from any other higher learning institution.

7.3. Registration of PhD Candidates

7.3.1 PhD by dissertation (coursework) and by thesis (research only) candidates may be registered as full-time or part-time students.

7.3.2 Candidates shall be required to register at the beginning of the first year of their studies and to renew their registration at the beginning of subsequent years after paying the required fees.

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

7.3.4 Regulations applicable for registration for Masters programmes shall apply for registration for PhD by dissertation (coursework) and by thesis (research only) programmes.

7.3.5 A candidate registered for the PhD degree programme by thesis may, on recommendation of the Department, be allowed to “audit” course(s), which they do not have to write exams or attend every class.

7.3.6 Upon registration, the candidate will be allocated to a supervisor or supervisors as the case may be.

7.3.7 The supervisor(s) shall guide the candidate in his/her research and shall submit periodic reports (twice a year) on the candidate's progress.

7.3.8 The minimum duration of the PhD programme by dissertation (coursework) and PhD programme by thesis (research only) shall be 3 years and 4 years respectively regardless of mode of study. In each case, the maximum duration shall be six years.

7.3.9 Candidates who, for valid reasons, fail to complete their programmes within the maximum specified period may apply for an extension of the registration period.

7.3.10 The total extension period shall not exceed two years for full-time candidates.

7.4. Examination of PhD by Dissertation (Coursework)

- 7.4.1. The conduct of examination and the candidate's progress from year to year shall be guided by the regulations applicable for masters by coursework and dissertation.
- 7.4.2 At the end of the coursework part, candidates shall be required to do a comprehensive examination as prescribed by the College before they can be allowed to proceed to the dissertation phase.
- 7.4.3 A comprehensive examination shall mean a specific type of examination aimed examining the candidate's broad philosophical and conceptual understanding of the subject area as well as the capacity to develop and communicate logical arguments.
- 7.4.4 The comprehensive examination shall be administered after the candidate has the coursework part but prior to embarking on the dissertation part and shall have the following features:
- (a) It shall be both oral and written and shall be assessed on a pass or fail basis.
 - (b) The oral comprehensive examinations shall not take more than three hours.
 - (c) The written comprehensive examination shall take three to four hours.
- 7.4.5 A comprehensive examination shall be judged by a panel of experts in the relevant field who possess a PhD. The panel should be constituted by the Principal in consultation with the relevant Heads of Department and shall have an odd number of members i.e. 3 or 5.
- 7.4.6 Members of the panel shall be given the candidate's written report at least two weeks before the oral examination to allow them to thoroughly read it and prepare for the oral examination.
- 7.4.7 A candidate shall be given a minimum of three months to prepare for the comprehensive examination and must pass the examination within a year after completing the coursework.
- 7.4.8 A candidate who fails a comprehensive examination shall be required to take another comprehensive examination as recommended by the College Examination Board.

7.5. Postponement, Freezing of PhD studies

- 7.5.1. If, for valid reason(s), a candidate wishes to temporarily halt studies, he/she has to apply to the Principal via Head of Department for the postponement of studies (during the coursework phase) or freezing of the registration (during the dissertation phase and for thesis candidates), who shall notify the Senate as appropriate.
- 7.5.2 The maximum periods for postponement of studies and for freezing of registration shall be two years.

7.6. Submission of a PhD Thesis /Dissertation

- 7.6.1. The PhD degree examination requires the submission of a thesis/dissertation by the candidate, embodying the results of the research.
- 7.6.2. PhD thesis/dissertation cannot be submitted without publishing or accepted at least one journal paper from the work in a journal that is recognized by SJUIT Senate. The paper must be attached as an appendix on the submitted thesis/dissertation.
- 7.6.3. The PhD Thesis/dissertation maybe submitted either as a single author or joint authors, where the candidate must be the principal author.
- 7.6.4. Regardless of the form of submission, the thesis shall be an original contribution to the field of research by the student, regardless of the form of the thesis.
- 7.6.5. No candidate may be permitted to submit a thesis/dissertation for the PhD degree in less than 24 months from the date of registration.
- 7.6.8. At least three months before the thesis/dissertation is submitted, the candidate shall, through the supervisor, give notice of intention to submit the thesis/dissertation. He/she should do this in writing to the Directorate of Postgraduate Studies.
- 7.6.9. Every thesis/dissertation submitted for the degree of PhD must be satisfactory with respect to its format and text presentation.
- 7.6.10. All PhD candidates must present their dissertation/thesis to the Department for it to approve that the dissertation/thesis is ready for examination.

7.7. Examination of Theses/Dissertations and Award of a PhD Degree

- 7.7.1. For every PhD candidate approaching submission, College Principal on behalf of Senate shall appoint, on the recommendation of the relevant College Examination Board at least 3 qualified examiners, one from SJUIT, one from outside SJUIT but within the country and one from outside the country. of whom shall be External to SJUIT to assess the thesis/dissertation following standards as prescribed by the SJUIT Senate.
- 7.7.2 The internal examiner shall be an expert not involved in the candidate' supervision.
- 7.7.3 Transmission of theses/dissertations is the responsibility of Colleges. The Examiners shall be required to submit independent reports on the PhD thesis/dissertation as prescribed under the masters programme.
- 7.7.4 The examiners shall be required to submit their detailed reports on the thesis/dissertation within a period of two months from the date of receipt of the thesis/dissertation. If the reports are not received within three months, new examiners shall be appointed.

7.7.5 The PhD thesis/dissertation 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/dissertation 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 as 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 thesis/dissertation be rejected outright.

7.7.6 Where the examiners are not in agreement in their overall recommendation, College Examination Board shall consider the case and recommend one of the following actions to Senate:

- (a) The recommendation of the External Examiner be taken;
- (b) An additional independent examiner be appointed;

7.7.7 An assessment by an additional independent examiner shall form basis of determining whether the candidate passes or fails the thesis/dissertation.

7.7.8 The university shall pay honoraria to the External and Internal Examiners at rates prescribed by Council and upon receiving detailed reports of the thesis under examination from respective Departments.

7.7.9 A thesis/dissertation not accepted shall be re-written and re-submitted for re-examination within 6 months.

7.7.10 Candidates who fail to submit their thesis/dissertation within the period stated shall be discontinued from studies.

7.8. Viva voce Examination for PhD Candidates

7.8.1. In addition to writing a thesis/dissertation, the PhD candidate shall appear for a *viva voce* examination. Candidates shall publicly defend their thesis before a panel and academic audience, with the defense open to academic staff, students, and the public to ensure academic transparency.

7.8.2 The *viva voce* examination shall take place only after the Department has been satisfied that the thesis submitted by the candidate is considered by the examiners to be satisfactory.

7.8.3 Members of the *viva voce* panel shall include scholars with experience in research and PhD in related area as minimum qualification to examine the candidate.

7.8.4 The *viva voce* examination for a PhD degree shall be conducted by a panel comprising of least seven, but not more than nine examiners, who shall be appointed by the Senate on the recommendation of the Principal of the relevant College, and of the Head of the relevant Department where the candidate is registered. The *viva voce* panel shall be approved by the DVC-ARPE on behalf of the Senate.

7.8.5 The composition of the *viva voce* panel shall be as follows:

- (a) Chairperson (with voting power);
- (b) External Examiner who examined the thesis;
- (c) Internal Examiner who examined the thesis/dissertation;
- (d) One of the candidates supervisors (with voting power);
- (e) Appointee of the Principal of College where the candidate is registered;
- (f) Appointee of the Head of Department where the candidate is registered;
- (g) Three other qualified co-opted members, invited by the relevant College, and approved by Senate through the relevant committee.
- (h) The other supervisor(s) shall be invited to the *viva voce* examination as observers. They shall neither have voting power nor ask questions.

7.8.6 The Chairperson of the *viva voce* panel, who need not be a specialist in the candidate's thesis/dissertation area, shall be a senior academician (of the professorial rank).

7.8.7 The candidates supervisor or appointee of the department shall be the recorder of the *viva voce* examination proceedings.

7.8.8 Panelists who are unable to be present at the *viva voce* examination, shall submit their oral examination questions to the College, and also nominate their representatives (where possible) to the *viva voce*.

7.8.9 The *viva voce* panelists shall be provided with the examiners' reports, and copies of the candidate's thesis/dissertation, at least two weeks before the date of the *viva voce*.

7.8.10 The function of the *viva voce* shall be;

- (a) To ascertain that:
 - (i) The thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the candidate;
 - (ii) The broader subject area in which the study is based is fully grasped;
 - (iii) Any uncertainties or weakness in the thesis/dissertation can be adequately clarified by the candidate; and
- (b) To make a definite recommendation to the Senate as to whether the candidate has passed or failed.

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

- (i) Maximum of 45 minutes of presentation
- (ii) Maximum of 1 hour of questions and answers
- (iii) Maximum of 15 minutes of panelists deliberations and decision

7.8.12 The *viva voce* panel shall, as far as possible, work towards arriving at an unanimous decision on the candidate's performance. Where the panelists are unable to reach a consensus as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A majority vote in favor of passing the candidate shall be required for passing a *viva voce* examination.

7.8.13 At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examinations Results Form giving a specific recommendation to Senate on the candidate's performance with a definite recommendation for one of the following actions:

- (i) The Candidate **PASSES** and no additional corrections in the thesis/dissertation are required;
- (ii) The Candidate **PASSES** subject to making minor corrections and revisions in the thesis/dissertation as stated in the *viva voce* proceedings, *within three months*;
- (iii) The Candidate is **REFERRED** to make substantial corrections and revisions as stated in the *viva voce* proceedings *within six months*, and at least two *viva voce* panelists must certify that the corrections have been done as directed;
- (iv) The Candidate **FAILS** but should be given another chance to resubmit and defend the thesis/dissertation after eliminating the weaknesses detailed in the *viva voce* proceedings *within nine months*;
- (v) The Candidate **FAILS** outright.

7.8.14 The Chairperson of the panel shall also submit to Senate a comprehensive report approved by the oral panelists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.

7.8.15 Each panelist in the *viva voce* examination shall receive a honorarium at the rate approved by the University Council.

7.8.16 Where there is disagreement between the recommendations of the thesis/dissertation examiners and those of the *viva voce* panelists, the College Examination Board shall carefully study the case and recommend to Senate one of the following actions:

- (a) The candidate revises and re-submits the thesis/dissertation 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.

- 7.8.17 Where a candidate fails the thesis/dissertation examination or *viva voce* examination and re-submit the thesis for re-assessment, the maximum grade to be awarded shall be a “B” grade.
- 7.8.18 Senate shall make the final decision on the PhD degree award to the candidate, on the recommendation of the College Examination Board.
- 7.8.19 Subsequent publications from a thesis/dissertation submitted for the PhD degree of the SJUIT must contain a statement to the effect that the work is based on a thesis submitted to the University.

7.9 Honorary Doctorate

- 7.9.1 SJUIT shall develop separate regulations and guidelines to guide nomination and conferment of the honorary doctorate of the St. Joseph University In Tanzania.

8. SUPERVISION OF POSTGRADUATE STUDENTS

8.1. Assigning Supervisor(s)

- 8.1.1 When applications are considered for thesis (research only) and dissertation (coursework) candidates who have qualified to continue with the dissertation component, the Heads of relevant Departments shall be required to recommend supervisor(s).
- 8.1.2 The Head of Department should carefully consider the proposed supervisor's area of expertise, his/her qualifications and experience before nomination to a supervisory role.
- 8.1.3 Where the study is of a multidisciplinary nature, the Department may after consultation with the relevant Department within the College or the relevant Department in other Unit/Units appoint a co- supervisor provided that the total number of supervisors per candidate shall not exceed two (2) for masters candidates and three (3) for Ph.D candidates.
- 8.1.4 The offering College Examination Board shall approve supervisors and send appointment reports to the Senate.

8.2. Training of Supervisors

- 8.2.1 The University shall endeavour to provide post-PhD training in supervisory skills including the “soft skills” (effective communication, relationship management, time management, life skills and conflict resolution), research philosophy and management, and university policies and practices with respect to postgraduate supervision.

8.3. Ethics and Code of Practice

- 8.3.1 Students and supervisors must be aware of and comply with the University's research ethics requirements as determined by the Ethics Committee.
- 8.3.2 Students and supervisors must be aware of ethical issues related to supervision as stated in the codes of conduct of the St. Joseph University In Tanzania.
- 8.3.3 Supervisors should keep a diary of their interaction with students.

8.4. General Duties and Responsibilities of a Supervisor

- 8.4.1. The Supervisor shall be the University's agent in ensuring that:
- (i) A student maintains satisfactory progress;
 - (ii) The student 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.

8.4.2. A positive attitude and relationship between the supervisor and the student is essential in order to:

- (i) Ascertain that the student successfully and timely completes the research work;
- (ii) Identify problems, or inadequate work, early enough to avoid unnecessary frustrations to the candidate;

8.4.3. Since the supervisor should be an active member of the Department and is well acquainted with all the University's postgraduate regulations. Where there is more than one supervisor, the principal supervisor must be an active member of the Department.

8.4.4. For the purposes of maintaining high standard of the output, the supervisor should, as far as possible, supervise students only in his/her area of expertise.

8.4.5. The supervisor should know the distinction between his/her expected role, when supervising a masters' degree dissertation/thesis and a PhD degree dissertation/thesis.

8.4.6. The supervisor of a master's thesis shall aim at ensuring that the candidate:

- (i) Is exposed to the fundamentals of research;
- (ii) Learns how to design, execute and report research results in a scholarly manner;
- (iii) Makes some important contribution to knowledge, even though it may not be very original. Because she/he lacks previous research experience, the Masters student 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.

8.4.7. The supervisor of the PhD candidate shall maintain a close and careful supervision at all times, especially during the early stages of the study and during the writing stage so as to ensure that the candidate:

- (i) Makes a distinct contribution to new knowledge, theoretically and empirically;
- (ii) Produces a significantly more original work than required for the Masters programme;
- (iii) Undertakes deeper and more extensive review of relevant literature than is the case for the Masters student;
- (iv) Is more critical in the analysis of data; and
- (v) Exercises more independence in the research process than for the Masters' Degree research programme.

8.4.8. After the first year, the PhD student should be able to work more independently. Nevertheless, it is the responsibility of the supervisor to guide the candidate in the right direction.

8.4.9. Assist the student to formulate an appropriate research proposal. The research proposal must be approved by the relevant College/School/Institute Postgraduate Studies Committee before the student formally begins research activities.

8.4.10. Have 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. She/he should be capable of foreseeing, through his/her previous research experience, whether or not the student will get meaningful data within two to three years of research or whether the proposed research is suitable for a higher degree. The supervisor should have this foresight in order to reduce the common problem of students' "wasted effort" to a minimum.

8.4.11. The supervisor shall monitor the student's progress throughout the research period by:

- (a) Requesting the candidate to submit periodic reports (every six months) about his/her research progress (to be filled online in V-Campus. 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. If the supervisor does not receive a report from the candidate on his/her research progress, he/she should submit his/her own report to the Head of Department.
- (b) Maintaining regular consultations with the candidate (at least once every month) to discuss the research work. So as to acquaint himself/herself with the problems encountered by the candidate since the last student's research since the last report, and to suggest remedial measures, before it is too late.
- (c) Ensuring that the candidate under his/her supervision delivers at least one seminar in each year of his/her research

8.4.12 To ensure that the student submits a thesis/dissertation of a standard that is acceptable for the intended degree by doing the following:

8.4.13 Being accessible, and showing interest and enthusiasm in the student's research work;

- (b) Reading the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved;
- (c) Providing timely feedback to the work submitted by the student, as much as possible within two to three weeks of receiving them.
- (d) Reading the entire final draft, and satisfying himself/ herself that the dissertation/thesis is suitable for examination.

8.4.14 Advise and guide the candidate. Under no circumstance the supervisor shall write the thesis/dissertation for the student. The student is fully responsible for the work and its fate.

8.4.15 The supervisor may recommend to the Head of Department the potential External Examiners for the student's thesis.

8.4.16 The supervisor should guide the student in revising the thesis/dissertation, in the event that such revisions are recommended by the examiners.

8.4.17 If the candidate's sole supervisor is away from the University for more than two (for Masters) or three (for PhD) consecutive months, a temporary supervisor should be appointed.

8.4.18 To gain uniformity in the information submitted by supervisors to the Department, on their candidates' research progress, a standard Progress Report Form shall be used.

8.5 Postgraduate Research Students' Responsibilities

8.5.1 Every postgraduate student shall maintain regular contact with the supervisor(s);

8.5.2 Maintain progress in accordance with the agreed work plan;

8.5.3 Attend specific taught courses and any other training sessions identified by the supervisor(s);

8.5.4 Assist in undergraduate teaching which the Department and/or College/School/Institute, cognisant of the specific terms and conditions of their sponsorship, have assigned them;

8.5.5 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);

8.5.6 Make regular presentations on progress to the supervisor, Departmental seminars, and specified group(s), as required by the supervisor / Department;

8.5.7 Familiarise and abide with, the Health and Safety Regulations for his / her welfare and that of colleagues;

8.5.8 Operate instruments, apparatus, equipment and plants in a way which optimises safety, precision and longevity;

8.5.9 Decide, after consultation with the supervisor, when to submit the thesis / dissertation;

8.5.10 Exercise the highest level of maturity, honesty and integrity in all curricular and extra-curricular activities.

8.6 Conflict Resolution during Supervision

8.6.1. In the course of the student's research, a situation may develop where one or more of the following may happen:

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

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

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

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

8.6.2. When such a situation occurs, the supervisor and/or the student should report the problem, in writing, to the Head of the respective Department, with a copy to the Principal of the relevant College and to the Directorate of Research and Postgraduate Studies.

8.6.3 The Head of Department shall study the nature of the problem and recommend to the Principal and subsequently to Senate, one of the following actions:

- (i) The student be warned, in writing, about his/her weaknesses or conduct (if it is established that s/he is the cause of the problem);
- (ii) The student be transferred to another supervisor (where possible and necessary);
- (iii) The supervisor be informed about his/her weaknesses (if it is established that the supervisor is the source of the problem). Depending on the severity of the problem, the supervisor may continue to guide the student, or alternative (ii) be followed.
- (iv) If alternative (ii) above is applied and there happen to be no any other person in the Department with the expertise in the student's research area, the Head of Department shall establish an advisory to guide the student, if there is no any other person in the Department who has the expertise to supervise the student; and
- (v) Any other reasonable action, including instituting disciplinary proceedings against the student and/or supervisor may be employed

8.7 Supervision Load and Remuneration

8.7.1. Every academic member of staff with the qualification of a PhD and above shall be eligible for supervision of postgraduate students.

8.7.2. Each academic unit (Department / College / School) shall establish its postgraduate supervision capacity annually.

8.7.3. The number of students/supervisees per supervisor shall depend on the supervisor's rank, his/her teaching load and duties assigned to her/him in the Department / College / School. In any case, the total number of postgraduate students per supervisor shall not exceed ten students per year.

8.7.4. The Head of Department shall allocate supervisor(s) to every student after approval by the College Examination Board and monitor the supervision process in terms of agreed standards.

8.7.5. The supervisor shall, in consultation with students under his supervision, allocate number of hours per week/month to each student.

8.7.6. Each academic Unit (department/college/school/institute) shall establish its postgraduate supervision capacity annually and shall aim at meeting this target and not exceeding it.

8.7.7. In appreciation for the supervisors' work, the University shall do the following:

- (i) Pay an annual/ semester, supervision allowance to each supervisor as the Council may from time to time prescribe; The supervisor shall be required to make a claim and
- (ii) Give the supervisor a copy of the candidate's thesis/dissertation as his/her permanent record of the work he/she has supervised.

8.7.8. The payment of the supervision allowance shall not be dependent on the student's fate. (i.e. the supervisor shall be paid the allowance even if the candidate fails).

9. DEPLOYMENT OF POSTGRADUATE STUDENTS AS TEACHING OR TECHNICAL ASSISTANTS

9.1. General Regulations

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

9.2. Registration, Advertising, Selection and Allocation of Teaching

- 9.2.1 Heads of Departments shall advertise available positions for postgraduate students in conspicuous places accessible to all postgraduate students three weeks before the commencement of the Semester in which the course is to be taught or technical assistance required.
- 9.2.2 Each postgraduate student desirous of being engaged in teaching or provision of technical assistance shall be required to apply for the post through his/her respective Head of Department clearly stating the course he/she wants to be engaged in.
- 9.2.3 The teaching or technical assistance positions and opportunities advertised shall indicate clearly courses or modules, hours involved in terms of preparation, delivery, assessment and training that will be required for the teaching role or provisions of technical assistance.
- 9.2.4 To ensure that teaching standards are maintained, the selection process carried out at the Units shall include an assessment against qualifications to ensure that students have the necessary qualifications, skills and experience for the teaching or technical assistance activities allocated.
- 9.2.5 Units shall draw up a matrix of teaching or technical assistants' activities and allocate these to students who have been selected. Selected students will be provided, in writing, with the teaching matrix which confirms details of the teaching or technical assistance activities allocated and a breakdown of the agreed hours of engagement.

9.3 Procedures for Engagement of Postgraduate Students, Evaluation and Review

- 9.3.1 All units shall establish an interview panel for purposes of engaging postgraduate students in teaching or provisions of technical assistance at their respective Units.

- 9.3.2 The Principal shall be the convener of the panel. The panel shall set its own rules of procedure, provided that the selection and interview process shall be done in a transparent manner and the record of the deliberations shall be forwarded to the Deputy Vice Chancellor (ARPE) with the proposal to engage any identified student in teaching or provision of technical assistance at the unit.
- 9.3.3 The Principal of the unit shall provide a report on the teaching or technical activities of postgraduate students engaged. Such report shall, inter alia, raise issues of concerns, if any, on the operational aspects of engaging postgraduate students as teaching or technical assistants in the Unit.

9.4 Responsibilities

- 9.4.1 Postgraduate students engaged in teaching shall abide to and will be bound with the applicable University policies and procedures. The engagement of postgraduate students as teaching or technical assistants shall not extend to designing course outlines or curriculum, which shall be solely reserved for academic staff in the employment of the University. Postgraduate students shall also not be assigned coordination of courses in the Units.
- 9.4.2 Postgraduate students deployed as teaching or technical assistants shall, under the supervision of a senior member of academic staff at the Unit, be engaged in conducting tutorials, seminars, studios, invigilating tests and examinations, and marking tests and examinations.
- 9.4.3 Postgraduate students may be deployed in assisting students in recitation and setting laboratory equipment or discussion sessions or grading assignments in laboratories. They may also be used in collecting laboratory and research samples from the field.
- 9.4.4 The Principal of the College, in consultation with the relevant Head of Department, shall be responsible of initiating and overseeing the training and the deployment of postgraduate students as teaching or technical assistants at the Units.

9.5 Hours of Work

- 9.5.1 Units engaging postgraduate students in teaching or technical services shall ensure that such assistants have some restrictions on the number of hours that may be spent on teaching or technical activities.
- 9.5.2 The maximum number of hours an assistant shall be engaged in work per week shall not exceed 20 hours.

9.6 Remuneration

- 9.6.1 Payment to postgraduate students engaged in teaching or provision of technical services shall be in accordance with the terms and conditions of the Scholarship.

9.6.2 University may provide some payment as agreed, in writing, between the Head of the Units and the student and recommended by the Principal and approved by the Deputy Vice Chancellor (ARPE).

9.6.3 The University may waive fees or any portion of monies due to the University to postgraduate students who have deployed in teaching or providing technical assistance at the University in accordance with these Guidelines.

9.7 Training

9.7.1 All postgraduate students engaged in teaching responsibilities or provisions of technical assistance shall receive training and guidance.

9.7.2 The Department of Science and Mathematics Education shall, in consultation with the Principal, organize and provide training for all postgraduates who will be engaged in teaching or provision of technical assistance.

9.7.3 All postgraduate students engaged in teaching or provision of technical assistance shall be involved in any curriculum/module/programme review.

9.8 Marking, Grading and Invigilation

9.8.1 Coordinators of courses, in consultation with Heads of Departments where a postgraduate student is allocated teaching responsibilities or provision of technical assistance shall give careful consideration as to whether or not the student should be involved in marking and assessment.

9.8.2 All units shall put in place adequate guidance, including clear criteria and marking schemes where appropriate, and make these available to the teaching or technical assistants.

9.8.3 Marking or grading done by postgraduate students shall be closely and comprehensively monitored and moderated by the course Coordinator and the Principal.

9.8.4 Postgraduate students may be deployed by Units only for purposes of assisting in invigilation of University examinations and shall be under the guidance of an academic member of staff who is the main invigilator.

9.8.5 Postgraduate students shall be given an inductive course in invigilation procedures and regulations of the University by the Units before being deployed to invigilate examinations.

9.9 Attendance of Meetings at Units

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

9.10 Terminating Engagements

9.10.1 The engagement of postgraduate students as teaching or technical assistants shall automatically terminate once the student ceases to be registered as a Postgraduate Student at the University or whenever the teaching or provision of technical assistance activities have been completed.

9.10.2 The University may withdraw its offer to engage students in teaching or provision of technical assistance or discontinue the engagement without prior notice where:-

- (a) It is established, after consultation with the student's supervisor, that teaching or provision of technical assistance is interfering with the student's studies;
- (b) The student regularly fails to carry out assigned tasks and duties related to teaching or provision of technical assistance that they have accepted without providing prior notice;
- (c) The standard of performance/conduct is deemed to be unsatisfactory by the Unit.

9.10.3 Where a student is discontinued for any of the circumstances, such a student shall be notified in writing giving the reasons for ending the engagement.

10. PREPARATION AND SUBMISSION OF DISSERTATIONS AND THESES

10.1 General Regulation

10.1.1 When preparing dissertation / these for submission, the candidates shall strictly adhere to the specifications laid out in the SJUIT regulations and guidelines.

10.1.2 Dissertation/theses prepared in contravention of the specifications shall NOT be accepted.

10.1.3 Questions on any aspect of the arrangements and requirements should be directed to the Directorate of Research and Postgraduate Studies, St. Joseph University In Tanzania, P.O. Box11007, Dar es Salaam, Tanzania; email: drps@sjuit.ac.tz .

10.2. Preparing Postgraduate Research Manuscripts

10.2.1. Size limits

- (a) Postgraduate diploma research project: a maximum of 50 pages with a tolerance of up to 5 extra pages (10%), including appendices and footnotes.
- (b) Masters dissertations/ research project paper/ and graduate essays: a maximum of 100 pages with a tolerance of up to 10 extra pages (10%) including appendices and footnotes.
- (c) Masters theses: a maximum of 200 pages, with a tolerance limit of up to 20 extra pages (10%) including appendices and footnotes.
- (d) PhD dissertations: a maximum of 300 pages, with a tolerance limit of up to 30 extra pages (10%) including appendices and footnotes.
- (e) PhD theses: a maximum of 400 pages, with a tolerance limit of up to 40 extra pages (10%, including appendices and footnotes.
- (f) For thesis by papers; published papers should be included in the thesis with their original formats and the number of pages may differ from those by monograph specified in (d) and (e) above.

10.2.2. Candidates shall use gender neutral language in writing their dissertations/theses except where the nature of the research requires the use of gender specific language.

10.2.3. With the exception of the postgraduate degree programmes in Kiswahili, all dissertations and theses shall be written in English Language and shall use British English. All other English forms or standards shall not be accepted.

10.2.4. The dissertation/thesis shall be typed/word processed. Typing/word processing of the dissertation /thesis is a sole responsibility of student. The Candidates may arrange for someone

within or outside the university to type/word process their dissertations and theses, provided that the University shall bear no responsibility this arrangement whatsoever.

10.2.5. The dissertation and thesis must be printed on A4 (210 × 297 mm), acid free white quality paper.

10.2.6. Candidates should paginate the preliminaries (portions preceding the introduction) in lower case Roman numerals (i.e., i, ii, iii, etc.) beginning with the title page. The body of the thesis/dissertations pages should be numbered in Arabic numerals (i.e., 1,2,3,4, etc.) consecutively throughout. The page numbers should appear just below the centre of the upper margin.

10.2.7. Text must be in the following format:

- (a) Typewritten/word-processed
- (b) In a font of 12 points (Times New Roman or CG Times)
- (c) One point five(1.5) spaced and evenly distributed with full justification
- (d) A new paragraph should start after 10 points
- (e) The left-hand margin must be 4.0 cm from the left edge of the paper
- (f) The right-hand margin must be 2.5 cm from the right edge
- (g) The top margin should be 4.0 cm from the top of the page
- (h) The bottom margin must be 2.5 cm from the bottom of the paper
- (i) Printed on both sides

10.2.8. The title page must be arranged as follows:

- (a) The main title of the dissertation or thesis must be written in CAPITALS (well indented, centred) in 14 points bold fonts. A sub-title should be written in capital followed by lower case letters i.e. Title Case.
- (b) The name of the author should be inserted at the centre of the title page and written in Title Case, 12 points bold.
- (c) The following words must be inserted below the author's name: "A dissertation / thesis (whichever is applicable) submitted in partial fulfilment (for dissertations) or in fulfilment (for theses) of the requirements for the degree of (insert name of the degree) of the St. Joseph University In Tanzania"; give the date (month and year) of completion of the dissertation / thesis (the year when the final corrections to the thesis/dissertation were made).

10.2.9. In a single bound volume, thesis/dissertation material should be arranged in the following sequence:

- (a) Cover page
- (b) Title page

- (c) Certification
- (d) Author's Declaration and Copyright
- (e) Acknowledgements
- (f) Dedication, if any
- (g) List of abbreviations/acronyms used
- (h) Abstract
- (i) Table of contents
- (j) List of tables, figures, illustrations, etc.
- (k) List of accompanying material, if any
- (l) Main text divided into chapters, sections, etc.
- (m) List of references
- (n) Appendices

10.3. Proof-reading and Editing

- 10.3.1. Candidates should ensure that the written dissertation and thesis demonstrates a high standard of proof-reading and copy editing (including attention to layout, spelling, grammar, sentence structure). The thesis/dissertation should be checked for accuracy, including references, cross-references and sequences of numbers. Figures, diagrams and tables must be numbered sequentially in the manuscript.
- 10.3.2. Candidates should note that, as a general rule, supervisors are not expected to edit a dissertation or thesis. If a thesis/dissertation requires editing, the supervisor(s) may advise the candidate of the need and, if appropriate, give advice on where to obtain help with typographical proof-reading and editing.
- 10.3.3. Candidates are warned that the University is NOT responsible for the costs accrued from editorial works.
- 10.3.4. Candidates are responsible for ensuring that no changes are introduced to the intellectual content in the process of typographical editing.

10.4. Certification

- 11.4.1 The supervisor(s) should certify that they have 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 and certify for acceptance.

10.5. Declaration by the Candidate

- 11.5.1 Every thesis/dissertation submitted for a postgraduate degree of the St. Joseph University In Tanzania 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 award in any other University.

10.6. Statement of Copyright

- 11.6.1 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 and Neighbouring Rights 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 anacknowledgement, without the written permission of the Directorate of Postgraduate Studies, on behalf of both the author and the St. Joseph UniversityIn Tanzania".

10.7. Acknowledgements

- 11.7.1 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.

10.8. Abstract

- 11.8.1 The abstract should be concise but comprehensive. It should be on one page, if possible. The abstract should highlight the important points of the thesis/dissertation, including the key methodological points, important results and the main conclusions.

10.9 Table of Contents

- 10.9.1 The candidate should include a Table of Contents. This can be generated automatically from the text or prepared manually. The list of tables, figures and illustrations should be included on a separate page and arranged in the same format as the Table of Contents.

10.10 Body of Text

- 10.10.1 Tables, figures, diagrams and plates should be numbered in separate sequences, and should be cited/ referred to in the text. Each table and illustration should have a full caption.
- 10.10.2 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, where applicable, suggestions for further research.

10.11 References

- 10.11.1 All sources cited in the text should be included in the list of references. References should be arranged in alphabetical order at the end of the thesis/dissertations, beginning with author's name. Departments may differ in the specific referencing styles and candidates are advised to consult their respective schools, institute, or college authorities for appropriate referencing styles in their units. Where there is no guidance, the Harvard system of referencing should be used.
- 10.11.2 Where a unit decide to develop own referencing system, the new format shall be approved by DVC-ARPE on behalf of the Senate.

10.12 Appendices

- 10.12.1 Appendices should contain detailed data or information that explains the summaries provided in the main text. All appendices must be referred to in the text.

10.13 Submission of Dissertations and Theses

- 10.13.1 Candidates intending to submit their dissertations and theses should give the College at least three months prior notice in writing by filling in a special form designed for the purpose.
- 10.13.2 No examination arrangements will be made unless a candidate has given notice of intention to submit and has presented in a departmental seminar or postgraduate studies committee and obtained approval to proceed.
- 10.13.3 Candidates should not submit their dissertations or theses until their main supervisors have had an opportunity to comment on the thesis/dissertation, and have certified in writing that the thesis/dissertation is ready for examination.
- 10.13.4 Candidates shall initially submit nine (for PhD) and six (for Masters degree) copies of dissertation or thesis in a loose bound form for examination.
- 10.13.5 After satisfactorily having completed all the corrections recommended by examiners, the candidate should submit four or six copies (for masters and PhD respectively) of hardbound theses/dissertations to the college/school/institute office for distribution to relevant offices and individuals. Each copy shall be bound in black washable buckram with stiff boards.
- 10.13.6 The spine shall be embossed in gold, bearing;
- (a) The surname and initials of the candidate;
 - (b) The degree for which the thesis/dissertation has been submitted; and

(c) The year of degree award

10.13.7 The writing on the spine should read from the bottom to the top.

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

10.13.9 Candidates may arrange the binding of their thesis/dissertation with any binding firm provided they follow the specifications indicated in these guidelines.

10.13.10 Additional advice on the binding should be sought from the Directorate of Research and Postgraduate Studies, St. Joseph University In Tanzania.