

**MOSHI CO-OPERATIVE UNIVERSITY
(MoCU)**



**GENERAL GUIDELINES AND REGULATIONS
FOR
POSTGRADUATE STUDIES**

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PREAMBLE

These Regulations shall apply to Postgraduate diploma, Masters and PhD programmes. The postgraduate programmes of the Moshi Co-operative University (MoCU) are designed to develop knowledge, skills and analytical capacity of students. These regulations set standards for assessment of coursework, research reports, projects, dissertations and theses for postgraduate programmes.

1.0 POSTGRADUATE DIPLOMA

Entry Qualifications, Duration and Mode of Delivery

1.1 Minimum Admission Qualifications

For a student to be admitted to the postgraduate diploma shall hold at least a bachelor's degree or an advanced diploma with a pass class from a recognized higher learning institution.

1.2 Duration and Structure

Postgraduate diploma programmes shall run for a maximum period of twelve months for full time arranged in modules or divided in two semesters, on full time or for part time as per specific regulations and guidelines. This flexibility shall however, be limited by the maximum duration for evening and distance learning modes of delivery which is 24 months. Evaluation of progress and performance shall involve timed examinations, assignments and research reports/projects as shall be stipulated in the specific programmes and shall constitute a student's course work. A postgraduate diploma is awarded after a candidate has successfully completed all the modules/semesters with a minimum of 120 credits. A candidate failing to complete the programme within the specified duration without compelling reasons shall be discontinued from studies.

1.3 Application Procedure

- (a) An application form dully filled in accompanied with certified copies of relevant transcripts and certificates shall be submitted to the Directorate of Research and Postgraduate Studies.
- (b) Applicants shall be required to pay a non-refundable application fee as prescribed by the University.

1.4 Registration Procedures

- (a) Admitted applicants shall be registered as full time, evening, or distance learning students as the case may be.

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

- (i) Originals and copies of relevant transcripts, academic certificates and birth certificates;
 - (ii) Two stamp size photographs (colour with blue background);
 - (iii) Evidence that the University fees have been paid; and
 - (iv) Evidence of release from employer (if employed).
- (b) Admitted applicants shall be registered by names appearing on their certificates.
- (c) Admitted applicants shall be required to register at the beginning of the first year of their studies using forms which shall be prescribed from time to time.
- (d) Students shall renew their registration at the beginning of every semester by submitting a dully filled in forms which shall be prescribed from time to time and after paying the required fees.
- (e) Failure to renew registration shall constitute automatic discontinuation from studies.
- (f) No student shall be allowed to change programme/courses after three weeks of commencement of the semester.
- (g) Transferring from one academic programme to another shall follow the University Rules and Regulations and shall be allowed only if the candidate possesses the required admission criteria for the programme to which transfer is being sought and that a vacancy exists in that programme.

The maximum period of registration for a postgraduate diploma programme

1.5 Maximum Period of Registration

- (a) The maximum period of registration for a Postgraduate Diploma programme shall be 18 months for full-time and 24 months for evening and distance learning students.
- (b) A candidate who fails to complete the Postgraduate Diploma programme within the maximum period of registration without compelling reasons shall be discontinued from studies.

Assessment and delivery modes for postgraduate diploma programmes

1.6 Mode of Assessment

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

1.7 Mode of Delivery

Postgraduate diploma programmes may be offered in full time, evening and distance learning modes.

Duration for master's degree programmes

2.0 MASTER'S DEGREE

2.1 Duration

The duration of Master's degree programmes shall be a minimum of 18 months for full time students and 36 months for evening and distance learning students or as may be otherwise stipulated by the respective Faculty/Institute/Directorate and approved by the Senate.

Master's programmes mode of delivery

2.3 Mode of Delivery

Master's programmes may be offered in full time, evening, executive and distance learning modes.

2.4 Entry Qualifications

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

- (a) A first degree from a recognized Institution of higher learning. Applicants, who hold unclassified degrees (e.g. Bachelor of Veterinary Medicine,) should have an overall performance of at least B grade.
- (c) Postgraduate diploma from recognized institutions of higher learning.
- (d) Professional qualifications from recognized professional boards.

Note that, applicants with certificates from foreign institutions of higher learning, their certificates may be subjected to verification by the Tanzania Commission for Universities (TCU).

2.5 Deadline for Registration

The deadline for registration shall be four weeks for the first semester and two weeks for the subsequent semesters.

2.6 Application Procedure

- (a) An application form dully filled in, accompanied with two referees' reports and certified copies of relevant academic transcripts, academic certificates and birth certificate shall be submitted to the Directorate of Research and Postgraduate Studies.
- (b) Applicants shall be required to pay a non-refundable application fee as prescribed by the University.

2.7 Registration Procedures

- (a) Admitted applicants shall be registered as full time, part-time, evening and executive students.
- (b) Admitted applicants shall submit the following documents at the time of registration:
 - (i) Originals and one copy of relevant transcripts and certificates;
 - (ii) Two stamp size photographs (colour with blue background);
 - (iii) Evidence that the University fees have been paid; and
 - (iv) Evidence of release from employer (if employed).

- (c) Admitted applicants shall be registered by names appearing on their certificates. Change of names should follow the required legal procedures.
- (d) Admitted applicants shall be required to register at the beginning of the first year of their studies using forms which shall be prescribed from time to time.
- (e) Students shall renew their registration at the beginning of every semester by submitting dully filled in forms which shall be prescribed from time to time and after paying the required fees.
- (f) Failure to renew registration shall constitute automatic discontinuation from studies.
- (g) No student shall be allowed to change programme/courses after the third week of commencement of the semester.
- (h) Transferring from one academic programme to another will be allowed only if the candidate possesses the required admission criteria for the programme to which transfer is being sought and a vacancy exists in that programme.

2.8 Maximum Period of Registration

- (a) The maximum period of registration for a Master's degree (including extensions) shall be three years for full-time and four years for part time students and six years under evening and executive modes.
- (b) A candidate who fails to complete the programme within the maximum period of registration without compelling reasons shall be discontinued from studies.

2.9 Organization of Master's Degrees

Master's degree programmes shall be organised into three categories as follows:

2.9.1 Master's Degree Programmes by Coursework and Research

This entails a minimum of 180 credits of coursework offered over the duration of 12 months. This also includes time for development of research proposal. Upon successful completion of coursework and submission of an approved research proposal, candidates shall be allowed to proceed onto the research part of the study whose duration shall be 12 months. However, for part time candidates, the duration of the coursework part of the study may be as long as 24 months. Candidates who fail to complete the research part of study within the 12 prescribed months may be allowed an extension of up to 12 months:

- (a) Monitoring of progress and performance in coursework and research shall involve timed examinations, assignments, practical reports and at least three refereed seminars;
- (b) The course work part of the study shall consist of core courses and elective courses which shall add up to a minimum of 16 credits or as prescribed in the approved curricula;
- (c) Each candidate shall be assigned a supervisor(s) appointed by the Faculty/Institute/Directorate/Department at least three months after registration. The supervisor(s) shall guide the candidate in his/her research process. Supervisors shall ensure that candidates submit to the Dean/Director/Head of Department of the relevant Faculty/Institute/Directorate/Department periodic reports (once every six months) on the candidate's progress. Where a candidate is allocated a supervisor from institutions outside MoCU, he/she may be allocated a supervisor from MoCU who may be the candidate's main supervisor;
- (d) Candidates shall be required to present a minimum of three refereed seminars. The first seminar shall be after completion of coursework as part of research proposal approval process. The purpose of the seminar shall be to ascertain competence in research methodology, analytical skills and applicable instruments. The second seminar shall be done after data collection. The purpose of this seminar shall be to validate the research findings in relation to the research objectives;

research questions and methodology. The third seminar shall be before submission of the draft dissertation. The purpose of this seminar shall be to ascertain the candidate's progress in research work and mastery of the discipline of study. It shall be the responsibility of the Head of Department/Dean of the Faculty/Director of Institute/Centre in consultation with the Postgraduate Coordinator to appoint a panel of two referees and one discussant who shall, at the end of each seminar, prepare a report to be submitted to the Dean with a copy to the Director Research and Postgraduate Studies;

- (e) Candidates who fail to complete their dissertations within the specified period may apply for extension of registration to the Senate through the Senate Postgraduate Studies Committee. The maximum duration of the registration period (including extensions) for full time students shall not exceed three years, four years for part time students and six years for students under the evening programme modes. The candidate shall be required to pay a monthly extension fee of 75,000 Tanzanian shillings which amount may be reviewed by the University from time to time;
- (f) A candidate who fails to complete the Master's programme within the maximum specified period without compelling reasons shall be discontinued from studies.

2.9.2 Master's Degree Programmes by Research only

This programme is designed for candidates who may wish to pursue research careers and who by nature of their occupations may not be able to follow the standard Master's Coursework curricula. Candidates pursuing this programme shall be registered for the Master's degree by research only leading to a thesis:

- (a) The duration of the programme shall be 24 months of research work, including six months for development of a research proposal. The first six months shall be used for presentation of the orientation seminar and approval of the research proposal. The remaining months shall be for research, seminar presentations and theses writing and submission. Candidates who shall not be able to complete the research part of study within the 24 prescribed months may be allowed extension of up to 12 months;
- (b) Monitoring of progress and performance in research shall involve periodic presentations of a minimum of five referred seminars over a period of 24 months or 36 months when under extension of registration. Finally, candidates shall be required to appear for defence of their theses, after having produced and submitted at least one manuscript for review in view of publication by any recognized journal;
- (c) Each candidate shall be assigned a supervisor(s) appointed by the Faculty/Institute/Directorate/Department within one month after registration. The supervisor(s) shall guide the candidate in his/her research process. Supervisors shall ensure that candidates submit to the Dean/Director/Head of Department of the relevant Faculty/Institute/Directorate/Department periodic reports (once every six months) on the candidate's progress;
- (d) Supervisors shall normally be appointed from amongst MoCU academic staff. Where a candidate is allocated a supervisor from institutions outside MoCU, he/she shall also be allocated a supervisor from MoCU who shall also be the candidate's main supervisor;
- (e) Candidates shall be required to present a minimum of five referred seminars over a period of two years. The first of such seminars shall be presented upon registration, to reflect upon

orientation on the subject matter of intended discipline of specialization. The second seminar, which shall be presented within six months after registration, shall be a seminar for approval of the developed research proposal. The purpose of this seminar shall be to ascertain competence in research methodology, analytical skills and applicable instruments. The remaining two seminars shall be conducted after data collection and shall be staggered over the remaining period of study, to ascertain the candidate's progress in research work and mastery of the discipline of study. The fifth seminar shall be for defence of the dissertation/thesis;

- (f) It shall be the responsibility of the Head of/Dean of the Faculty/Director of Institute/Department to appoint a panel of four referees and one discussant who shall at the end of each seminar prepare a report to be submitted to the Dean with a copy to the Director Research and Postgraduate Studies;
- (g) Such candidates shall be required to appear for defence of their thesis, after evidence that at least one manuscript has been submitted and acknowledged for review by any recognized journal and that, thesis examinations reports from both the internal and external examiners are positive;
- (h) Candidates who fail to complete their thesis within the specified period may apply for extension of registration to the Senate through the Senate Postgraduate Studies Committee [SPSC]. The candidate shall be required to pay a monthly extension fee as prescribed by the University;
- (i) The maximum duration of the registration period (including extensions) shall not exceed 36 months;

2.9.3 Master's by Coursework and Research Project

This is designed to be a career development programme by imparting postgraduate education for advanced theoretical and practical knowledge/skills for candidates wishing to pursue careers other than research. The essence is to gain a higher level mastery in practice of their selected professions;

- (a) Master's by coursework and project shall be on full time basis for the duration of 24 months organised in semesters or modules as shall be specified in each degree programme. The duration of registration for evening and executive modes shall be as specified in the curriculum of such Master's degree programme;
- (b) Candidates shall be registered for the Master's degree by coursework and project. The minimum accomplishment for the award shall be 16 credit hours and not exceeding 20 credit hours;
- (c) Each candidate shall be assigned a project supervisor(s) appointed by the Faculty/Institute/Directorate/Department within three months after registration;
- (d) The supervisor shall guide the candidate in his/her project and ensure that the candidate submits to the Head/Dean/Director of the relevant Department/Faculty/Directorate/Institute periodic progress reports (every six months). The progress reports shall normally be submitted in sequence, one for the period ending 30th June, and the other for the period ending 31st December, of each calendar year;
- (e) Candidates shall be required to present their research project in one seminar before submission of draft. The purpose of this seminar shall be to ascertain the candidate's mastery of the discipline of study;
- (f) The project shall be examined internally and externally. The assessment shall be as described in these regulations;
- (g) A candidate who fails to complete the Master's study programme within the specified period shall be discontinued from studies unless an application for extension of registration has been approved by the Senate through the Senate Postgraduate Studies Committee [SPSC]. The maximum

duration for extension of registration period shall be six months. The candidate shall be required to pay a monthly extension fee as prescribed by the University.

2.10 End of Semester Examinations and Dissertation Evaluation

2.10.1 General Requirements

- (a) Students registered for the Master's degree and postgraduate diploma programmes shall sit for examinations following assessment procedures as shall be specified in the respective curricula;
- (b) Unless stipulated otherwise, the General University Admission, Registration and Examination Regulations shall be used to govern the conduct of examinations;
- (c) The pass mark for Master's degree core courses shall be a 'B' grade average and 'C' grade average for electives;
- (d) Candidates whose overall annual Grade Point Average (GPA) is below a B grade (i.e. GPA below 3.0) and courses failed are more than two shall be discontinued from studies;
- (e) The pass mark for Master's core courses shall be a B grade average and C grade average for elective courses. Candidates whose average pass is below B and C grade averages in not more than two courses shall be required to do supplementary examination in the course failed if the GPA is at least 3.0;
- (f) Candidates shall be required to pay a supplementary examination fee of TZS 20,000. This amount shall be subject to revision by the University from time to time as deemed necessary;
- (g) Candidates shall be required to complete supplementary examinations before proceeding to the research phase;
- (h) The highest score to be awarded in supplementary examinations shall be a B (60%) for core courses and a C (50%) for elective courses;
- (i) Before a candidate is allowed to proceed with the research phase of the Master's programme, the candidate must successfully complete the coursework part with a mean overall grade of 'B' (i.e. GPA of at least 3.0) in all core courses and 'C' or better in all the elective courses designated for the respective degree programmes;
- (j) Dissertations submitted for examination shall not be graded;
- (k) All course work results for Master's programmes shall be approved by the Senate through the Postgraduate Studies

Committee candidates are allowed to proceed with the dissertation/research phase;

- (l) For part time Master's degree students, they may be allowed to accumulate coursework results up to two years before embarking on research in the third year;
- (m) Students who abscond from studies or absent themselves from classes without the prior knowledge of the Head of the relevant Department/Dean of Faculty/Director and approval of the Deputy Vice-Chancellor - Academic shall be discontinued from studies;
- (n) Failure of a candidate to complete the postgraduate programme within the specified period without compelling reasons shall necessitate his/her discontinuation from studies;
- (o) Examinations that contribute to Master's degree coursework shall not be subjected to external marking. However, dissertations shall be externally marked;
- (p) The Heads of respective Departments/Coordinators/Deans/Directors shall be responsible for the external marking arrangements which include submitting names of the proposed external examiners with their Curriculum Vitae (CV) to the Senate Postgraduate Studies Committee [SPSC];
- (q) Examination grading system for Master's degree shall be the same in all Faculties/Institutes/Directorates and candidates' raw marks shall be taken into account when calculating GPA. The grading system and equations for computing GPA shall be as indicated below:

Grade	Range of Marks (%)	Equation	Grade Point	Description
A	75-100	$Y=0.024X+2.6$	4.4-5.0	Excellent
B+	70-74.9	$Y=0.08X-1.6$	4.0-4.39	Very Good
B	60-69.9	$Y=0.1X-3$	3.0-3.99	Good
C	50-59.9	$Y=0.1X-3$	2.0-2.99	Satisfactory
D	40-49.9	$Y=0.1X-3$	1.0-1.99	Marginal Fail
E	0-39.9	$Y=0.025X$	0-0.99	Absolute Fail

Where: Y= Grade point, and X = Raw marks (%)

The total Weighted Grade Points (Grade points multiplied by the credit hours of the examined course) of all courses will be divided by the total credit hours to determine the GPA. As a matter of principle, the final GPA shall be truncated down to one decimal place;

- (r) Every candidate shall be required to submit a research progress report to his/her supervisor(s) after every six months for monitoring his/her research progress through the candidate's personal file. The progress reports shall normally be submitted in sequence, one for the period ending 30th June, and the other for the period ending 31st December, of each calendar year. The supervisor(s) shall forward the progress report to the Dean/Director/Head of Department. The respective Faculty/Institute shall submit the same to the Directorate of Research and Postgraduate Studies for evaluation and to take any appropriate action.

Refereed
seminar
evaluation

2.10.2 Refereed Seminar Evaluation

- 2.10.2.1** At an appropriate stage as specified by each type of Master's Degree, candidates will be required to present refereed seminar(s);
- 2.10.2.2** There shall be a panel of four referees and one discussant who shall at the end of the seminar presentation award a graded score in the prescribed form;
- 2.10.2.3** It shall be the responsibility of the Coordinator/Head of Department/Dean/Director to appoint a panel of four referees and one discussant who shall at the end of each seminar prepare a report to be submitted to the Dean/Director/Head of Department with a copy to the Directorate of Research and Postgraduate Studies. The postgraduate coordinator shall be amongst the members of the panel of referees;
- 2.10.2.4** It shall be the responsibility of the supervisor(s) and Coordinator/Head of Department/Director/Dean of Faculty to arrange for the seminars;
- 2.10.2.5** Candidates scoring an average of less than a B grade shall be regarded to have failed and shall be required to present the same for a maximum of two additional times. Candidates failing after three presentations shall be discontinued from studies;

2.10.2.6 A candidate who fails to present in the specified refereed seminar without compelling reasons shall be discontinued from studies;

2.1.10.7 Candidates who fail to present in a refereed seminar with compelling reasons shall be required to apply for extension;

2.10.2.8 A Master's candidate who successfully attains a minimum of 180 credits and for compelling reasons fails to continue may be awarded a Postgraduate Diploma upon approval by the Senate.

Examination
irregularities

2.10.3 Examination Irregularities

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

Approval of
coursework
results

2.10.4 Approval of coursework results

- (a) All examination results that contribute to coursework for Master's programmes shall be scrutinized by the Senate Postgraduate Studies Committee [SPSC], for approval before candidates are allowed to proceed with the dissertation phase.
- (b) A candidate shall be allowed to finalize preparation of research proposal after completing all examinations that contribute towards his/her coursework.

Supplementary
examinations

2.10.5 Supplementary Examinations

- (a) Departments/Faculties/Institutes under the coordination of the Directorate of Research and Postgraduate Studies shall administer supplementary examinations for degree programmes within a period of three months after the Senate approval of the results.
- (b) Master's degree candidates failing supplementary examinations shall be discontinued from studies.

Postponement
of studies

2.10.6 Postponement of studies

- (a) No Master's degree student shall be allowed to postpone studies after registration and commencement of an academic year except under special circumstances.
- (b) Permission to postpone studies shall be considered after producing satisfactory evidence or the reason for postponement to the Deputy Vice-Chancellor Academic. Special circumstances may include:
 - (i) Sickness;
 - (ii) Social problems (each case shall be considered on its own merit); and
 - (iii) Genuine financial constraint.

Exit level

2.10.7 Exit level

A Master's candidate who successfully attains a minimum of 180 credits and with compelling reasons fails to continue may be awarded a Postgraduate Diploma upon approval by the Senate.

Appeals

2.10.8 Appeals

- (a) The General University, Registration and Examination Regulations 2015 shall govern the conduct of appeals

against the decisions of the Senate pertaining to examination results. Provided that in this context, the “Senate Undergraduate Studies Committee” appearing in the Examination Regulations shall be construed to mean the “Senate Postgraduate Studies Committee.”

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

2.10.9 **Dissertation Process**

- (a) Candidates pursuing a Postgraduate programme by coursework and dissertation and who have qualified to continue with research after the coursework part shall be required to submit a dissertation in partial fulfilment of the postgraduate requirements, after the specified period.
- (b) Candidates shall be provided with research guidelines applicable to the preparation and presentation of dissertations upon registration.
- (c) Each candidate shall present his/her research proposal in a referred seminar to be attended by both staff and students in the Faculty/Department/Institute/Directorate. Where departments are small two or more departments can organise these seminars jointly.
- (d) There shall be a panel of four referees and one discussant who shall at the end of the seminar, prepare a report to be submitted to the Dean/Director with a copy to the Director Research and Postgraduate Studies. Based on the report of the panel, the Department/Institute/Faculty/Directorate may decline to approve the proposal or recommend revision if:
 - (i) In its opinion it is unsuitable in contents;
 - (ii) The conditions under which the candidate proposes to work are unsatisfactory;
 - (iii) The proposed work is a repetition of known research work;
 - (iv) The budget is unrealistic or prohibitive and time to undertake research will be longer than allowed.
- (e) Candidates who fail to present their research proposals without compelling reasons shall be discontinued from studies.
- (f) The candidate shall submit the improved proposal accompanied by the supervisor(s) verification report to the Department/Faculty/Directorate for approval within one month after the initial presentation. After approval, the candidate shall proceed towards data collection.
- (g) Candidates who fail to submit the improved proposal accompanied by the supervisors' verification report within one month with compelling reasons shall be required to apply for extension.
- (h) A candidate who fails to submit the improved proposal without compelling reasons shall be discontinued from studies
- (i) Directorate of Research and Postgraduate Studies/Faculty/Institute Boards shall be informed for noting.

2.10.10 Notice of Intention to Submit Dissertation/thesis

2.10.10.1 Candidates who qualify to continue with the research phase after the coursework part shall be required to submit, in partial fulfilment of the postgraduate requirements, a dissertation before the expiry of the registration period.

2.10.10.2 At least three months before submitting a dissertation/thesis a candidate shall, through his supervisor, Department/Faculty/Institute/Directorate, give notice by filling in a prescribed form and submit the same to the Directorate of Research and Postgraduate Studies.

2.10.11 Submission of Dissertation/Thesis

2.10.11.1 The candidate shall submit four copies of the dissertation/thesis that have complied with the prescribed format.

2.10.11.2 The four copies of the dissertation/thesis for initial submission shall be submitted in soft bound form.

2.10.11.2 Candidate's dissertation/thesis shall not be received unless full payments of University fees have been made.

2.10.12 Examination of Dissertation/Thesis

Every dissertation/thesis submitted shall be examined by at least two examiners specialized in similar area of study. At least one of the examiners must be external to the University. The other one shall be the supervisor(s) of the candidate.

2.10.13 Handling of Dissertations/Theses by Examiners

The internal examiners shall be required to submit their reports about the dissertation/thesis within a maximum period of three weeks and external examiners a maximum of one month from the date of receipt. If reports are not received within one month from the external examiner(s), new external examiner(s) shall be appointed. Mailing time and other constraints shall however, be taken into consideration before appointing new examiner(s).

2.10.13.1 The examination report shall focus on research report sections which shall be indicated in the prescribed marking guide.

2.10.13.2 Each examiner shall submit a summary of the report on the dissertation using a prescribed form with a definite recommendation for one of the following actions:

- a) The dissertation is subject to typographical corrections and/or minor revisions and be submitted within a period of one month;
- b) The dissertation is subject to making substantial revisions and corrections recommended within a period of two months;
- c) The dissertation is subject to major corrections and upgrading and therefore the candidate be allowed to revise and resubmit the dissertation for re-examination after a further period of study and/or research within a period of three months;
- d) The dissertation be rejected outright. Such a dissertation shall be re-written and re-submitted for re-examination within a period of ranging from six (6) to nine (9) months from the date the candidate has been informed.

2.10.13.3 Where the examiners are not in agreement in the overall recommendations, the Senate Postgraduate Studies Committee shall examine the case and recommend one of the following actions:

- (i) The recommendation of the external examiner is adopted if satisfactory
- (ii) Another independent examiner be appointed
- (iii) The relevant Faculty/Institute/Directorate be requested to constitute a panel from amongst the experts available to examine the candidate orally.

2.10.13.4 Candidates shall be required to submit four corrected hard bound copies of the dissertation/thesis within two months before approval of results by the Senate. Upon submission, an error free report shall be issued to the Chairperson of the Senate Postgraduate Studies Committee/the supervisor or Head of Department/Director/Dean (in the absence of the supervisor).

- 2.10.13.5** The final decision on the postgraduate award shall be made by the Senate.
- 2.10.13.6** A dissertation/thesis rejected by examiners after re-submission shall not be accepted for re-examination at the University and the candidate shall be discontinued from studies.
- 2.10.13.7** Unless there are compelling reasons, failure of a candidate to re-submit a corrected dissertation/thesis accompanied by an error free report within two months after being allowed to incorporate corrections shall amount to discontinuation from studies.
- 2.10.13.8** After completion of all the corrections recommended by examiners, the candidate shall submit one electronic copy, four hard bound copies of dissertations and an abridgment to the Directorate of Research and Postgraduate Studies. Each copy shall be:
- (a) Bound black.
 - (b) The spine shall be embossed in gold, bearing.
 - (i) The surname and initials of the candidate.
 - (ii) The degree for which the dissertation has been submitted; and
 - (iii) The year of postgraduate award.
 - (c) The writing on the spine shall read from the bottom to the top.
 - (d) The title of the dissertation shall be printed in gold letters on the front cover of the bound volume.

2.11 Viva Voce Examination for Master's Degree by Thesis Programmes

- 2.11.1** Master's degree programmes involving examinations of thesis alone without any prescribed coursework components, the candidate shall, in addition to writing a thesis, appear for a *viva voce* examination.
- 2.11.2** The *viva voce* examination shall take place only after the Senate has been satisfied that the thesis submitted by the candidate is considered by the examiners to be satisfactory.
- 2.11.3** The questions to be asked in the *viva voce* examination shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the thesis subject matter.
- 2.11.4** The members of the *viva voce* panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- 2.11.5** The *viva voce* examination for a Master's degree shall comprise of at least five, but not more than seven examiners, who shall be appointed by the Senate Postgraduate Studies Committee [SPSC] upon the recommendation of the Dean/Director of the relevant Head of Department/Faculty/Directorate/Institute where the candidate is registered. The *viva voce* panel shall be as follows:
- i) Chairperson nominated by the Dean/Director
 - ii) External examiner (or his/her representative), recommended by the Faculty/Directorate/Institute;
 - iii) Internal examiner who did not supervise the candidate but examined the thesis;
 - iv) Candidate's supervisor;
 - v) Head of the relevant Department/Director/Dean (or his/her appointee); and
 - vi) Two other members appointed by the respective Faculty/Directorate/Institute.
- 2.11.6** The Dean/Director on behalf of the Senate Postgraduate Studies Committee and the Senate must approve the date of examination at least two weeks before the examination.

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

2.11.8 The *viva voce* panellists shall be provided with full texts of the examiner's reports and copies of the candidate's thesis at least one week before the date of the oral examination.

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

- i) The thesis is the original work of the candidate;
- ii) The broader subject area in which they study is based is fully grasped by the candidate;
- iii) Any weaknesses in the thesis are adequately clarified by the candidate; and
- iv) A definite recommendation is made to the Senate through the Senate Postgraduate Studies Committee [SPSC] as to whether the candidate should be declared as having passed or failed.

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

2.11.11 At the end of the *viva voce* examination, the panel members shall sign a prescribed *viva voce* examination results giving specific recommendation on the candidate's performance. This shall be submitted, along with a detailed report on how the candidate handled the questions, to the chairperson of the Senate Postgraduate Studies Committee [SPSC] for processing, whereupon, each panellist in the *viva voce* examination shall receive an honorarium at the rate approved by the University.

2.11.12 Where there is a disagreement between the recommendation of the thesis examiners and the *viva voce* examiners, the Senate Postgraduate Studies Committee [SPSC] shall study the case and recommend to the Senate one of the following options:

- (a) The candidate revises and re-submits the thesis and subsequently re-appears for a further oral/written, or practice 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.

2.11.13 The duration of the *viva voce* examination for Master's degree shall not exceed two hours.

- 30 minutes of presentation.
- 1 hour of questions and answers.
- 15 minutes of deliberations and decision by the examining panellists.

2.11.14 The *viva voce* panel shall nominate a recorder of the *viva voce* examination proceedings.

2.11.15 The proceedings of the *viva voce*, vetted by the panel chairperson, must be ready within two weeks after the date of the *viva voce* examination.

2.11.16 The final decision on the award of the postgraduate degree shall be made by the Senate on the recommendation of the Senate Postgraduate Studies Committee.

2.11.17 Work rejected by examiners after re-submission shall not be accepted for re-examination at the Moshi Co-operative University.

Doctoral programmes

3.0 DOCTOR OF PHILOSOPHY DEGREE

3.1 There shall be two types of PhD degree programmes:

- (a) PhD by research only
- (b) PhD by coursework and research

Entry qualifications

3.2 Entry Qualifications

An applicant for PhD degree programme shall hold a Masters degree from a recognized institution of higher learning.

Application procedure

3.3 Application Procedure

- (a) A standard application form dully filled in, accompanied with two referees' reports and certified copies of relevant transcripts and certificates shall be submitted to the Directorate of Research and Postgraduate Studies.
- (b) Applicants shall be required to pay a non-refundable application fee as shall be prescribed by the University.

Registration of PhD candidates

3.4 Registration of PhD Candidates

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

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

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

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

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

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

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

3.4.7 Registration shall also involve the following procedures:

- (a) With the guidance of the Head of Department/Coordinator, the student shall submit a two-page concept note on the intended research topic to the relevant Faculty/Institute/Directorate/Department.
- (b) The Faculty/Institute/Directorate/Department shall appoint a supervisor(s) to the candidate. Additional supervisor(s) may be appointed if necessary but with the approval of the Senate Postgraduate Studies Committee [SPSC] upon submission of the recommendations by the Faculty/Institute/Directorate.
- (c) Supervisors shall normally be allocated from amongst MoCU academic staff. Where circumstances suggest otherwise candidates may be allocated supervisor/s from institutions other than MoCU.
- (d) A PhD student shall be provided with a research proposal writing guideline.
- (e) A candidate shall be required to submit a research concept note along with the application documents. Upon registration the candidate shall be required to submit a concise research proposal to Faculty/Institute/Directorate Board within six months for approval. Presentation of seminars shall be part and parcel of approving research concept notes and proposals.
- (g) Candidates who fail to submit a research proposal within the specified period may apply for extension of registration through their relevant Faculty/Institute/Directorate/Department. The candidate shall be required to pay a monthly extension fee of 75,000 Tanzanian shillings which amount may be reviewed by the University from time to time.
- (f) The maximum duration for proposal submission shall be twelve months for PhD by research only and eighteen months for PhD by research and coursework or as prescribed in the respective curricula. Failure to submit a full proposal within the specified timeframe without compelling reasons, the candidate shall be discontinued from studies.

- (g) Every candidate shall be required to submit a research progress report to his/her supervisor(s) after every six months for monitoring his/her research progress through the candidate's personal file. The progress reports shall, normally, be submitted in sequence, one for the period ending 30th June, and the other for the period ending 31st December, of each calendar year. The supervisor(s) shall forward the progress report to the Dean/Director/Head of Department. The respective Faculty/Institute shall submit the same to the Directorate of Research and Postgraduate Studies for evaluation and to take any appropriate action.

3.5 Maximum Period of Registration

- 3.5.1 The maximum period of registration for a PhD degree shall be four years for full-time and six years for part time students.
- 3.5.2 A candidate who fails to complete the PhD programme within the maximum period of registration without compelling reasons shall be discontinued for studies.

3.6 General Regulations for PhD by Research only

3.6.1 Candidates for this programme shall be required to present a minimum of six refereed seminars over a period of four years as follows:

- (a) The first seminar shall be presented within one month upon registration, to reflect upon orientation on the subject matter of intended discipline of specialization (research concept note).
- (b) The second seminar shall be presented within six months after registration. The purpose of this seminar shall be for approval of the developed research proposal and to ascertain competence in research methodology, analytical skills and applicable instruments.
- (c) The remaining four seminars shall be conducted after data collection. These seminars shall be staggered over the remaining period of study, to ascertain the candidate's progress in research work and mastery of the discipline of study.
- (d) Candidates scoring an average of less than 60 marks (B) shall be regarded to have failed a seminar and shall be required to present the same for a maximum of two additional times. Candidates failing after three presentations shall be discontinued from studies.
- (e) No candidate shall be allowed to present in any seminar without prior approval from his/her supervisor (s).
- (f) Three experts shall examine the presentation; one of them shall be the discussant of the subject matter being presented and other two from among MoCU academic staff. Experts to examine a PhD candidate shall hold a PhD in the relevant subject. Under special circumstances an expert without a PhD may be allowed to examine a PhD candidate provided he/she is an associate professor/professor.

3.6.2 It shall be the responsibility of the supervisor(s)/Coordinator/Head of Department to make arrangements for the seminars.

3.6.3 It shall be the responsibility of the Head of Department/Dean of the Faculty/Director to appoint a panel of four referees and one discussant who shall at the end of each seminar prepare a report to be submitted to the Dean/Director with a copy to the Directorate of

Research and Postgraduate Studies. The panel shall, at the end of each seminar presentation, award a graded score in the prescribed form.

3.7 Doctoral Degree Programmes by Coursework and Research

- 3.7.1** Candidates registered for the PhD Programme by coursework and research shall be required to do coursework examinations following assessment procedures specified for the degree programme.
- 3.7.2** The course work part of the study shall consist of core courses and elective courses which shall add up to a minimum of six semesters and attained a minimum of 540 credits or as prescribed in the approved curricula.
- 3.7.3** The pass mark shall be 60% or a 'B' for core and 'C' grade for elective courses. A candidate who fails to meet this requirement will be allowed to supplement in the failed examinations provided the overall GPA is not less than 3.0.
- 3.7.4** Candidates shall be required to complete supplementary examinations before proceeding to the research phase.
- 3.7.5** Departments/Faculties/Institutes under the coordination of the Directorate of Research and Postgraduate Studies shall administer supplementary examinations for PhD programmes within a period of three months after Senate approval of the results
- 3.7.6** Candidates whose GPA is less than 3.0 and courses failed are more than 2 shall be discontinued from study.
- 3.7.7** The grading system and the procedures for computing GPA shall be as for Master's programmes.
- 3.7.8** The Department/Faculty/Institute/Centre offering the degree programme shall allocate research supervisor(s) to each student on the basis of the nature of the intended research. Students will be required to submit their dissertation for examination within the last three months of their regular programme period.

Candidates for PhD by coursework and research will be required to present a minimum of four refereed seminars over a period of three years. The first seminar shall be to reflect upon orientation on the subject matter of intended discipline of specialization (research concept note). The second seminar shall be for approval of the developed research proposal. The purpose of this seminar will be to ascertain competence in research methodology, analytical skills and applicable instruments. Two seminars will be presented during the research period, after data collection to

ascertain the candidate's progress in research work and mastery of the discipline of study. Examination of these seminars shall follow item 3.6.1 (iv, v & vi).

3.7.9 It shall be the responsibility of the Supervisors and the Coordinator Postgraduate Studies/Head of Department/Director to make arrangements for the seminars.

3.7.10 It shall be the responsibility of the Head of Department/Dean of the Faculty/Director to appoint a panel of four referees and one discussant who shall at the end of each seminar prepare a report to be submitted to the Dean/Director with a copy to the Directorate of Research and Postgraduate Studies. The Panel shall, at the end of each seminar presentation, award a graded score in the prescribed form.

3.7.11 Candidates scoring an average of less than 60 marks (B) shall be regarded to have failed the presentation and shall be required to present the same for a maximum of two additional times. Candidates failing after three presentations shall be discontinued from studies.

3.8 Duration and Extension

- (a) The duration of the registration period, including the six months of research proposal processing, shall be four years for full time and five years for part-time candidates.
- (b) If for valid reasons a candidate wishes to temporarily halt studies he shall apply to the Senate for the postponement of studies (during the course work phase) or freezing of the registration (during the dissertation/thesis phase).
- (c) A candidate who for compelling reasons wishes to postpone studies or freeze registration shall apply for permission from the Directorate of Research and Postgraduate Studies through the supervisor, Department and Faculty/Institute. The maximum period for freezing registration shall be two years.
- (d) Postponement of studies and freezing of registration shall be applied through the Dean/Director/Head of Department to the Director of Research and Postgraduate Studies who shall process for approval by the chairperson of the Senate.
- (e) Candidates who, with compelling reasons, fail to complete their dissertation/thesis within the specified period may apply for extension of the registration period using the prescribed form. The candidate shall be required to pay a monthly extension fee as prescribed by the University
- (h) The total extension period shall not exceed two years for full-time and three years for part-time candidates. The candidate shall be required to pay a monthly extension fee of 75,000 Tanzanian shillings which amount may be reviewed by the University from time to time.
- (f) In circumstances where extensions are granted, the maximum duration of registration for a PhD degree shall be six years for full-time and eight years for part-time candidates.

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

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

3.9.1 Dissertation/Thesis developed in a Monograph format

In a monograph format, the whole thesis shall be written as a single text in a minimum of five chapters.

3.9.2 Dissertation/Thesis developed in a published papers format

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

- (a) The student must have at least three full-length papers emanating solely from his PhD studies. He must appear as first author. Except when a different type of order of authors is customary in the student's field of research.
- (b) Two of the said papers shall be either "published", "in press" or "accepted" in peer reviewed journal(s). The third paper may have the status "submitted."
- (c) Following the list of publications, a declaration is to be included by the candidate, that the dissertation/thesis summarizes his/her independent efforts.
- (d) Where the work was performed in collaboration with another investigator and/or student(s), the kind of collaboration involved should be explained as clearly as possible, namely, which parts of the dissertation/thesis describe results from collaboration, and what was the role of the student in the collaboration. A letter from the student's supervisor shall accompany the submitted dissertation/thesis. The letter shall indicate the particular contribution of the student to each paper (in the case of multi-author papers). It shall also indicate that the submitted articles were not and shall not be part of other dissertations/theses in the "Published papers" format.
- (e) In addition, the candidate may wish to add supplements or appendices of unpublished data to the particular published papers.
- (f) The dissertation/thesis shall have common sections consisting of: extended abstract, introduction and conclusions. These sections shall contain the overall theme of the thesis, description of the commonality of the concepts across the articles, and the overall implications of the findings.

3.9.3 Publishable Manuscripts Format

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

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

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

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

3.9.3.3 The format and writing style of the individual manuscript shall be determined by the targeted journal.

3.10 Binding of Dissertations/Theses

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

3.11 Submission of a PhD Thesis/Dissertation

3.11.1 The PhD degree examination requires the submission of a thesis/dissertation by the candidate.

3.11.2 Unless otherwise provided in these regulations, no candidate shall be permitted to submit a thesis/dissertation for the PhD degree in less than 24 months from the date of registration.

3.11.3 A doctoral candidate may, however, be allowed to submit his/her thesis earlier if the supervisor and the relevant Faculty/Institute/Senate Postgraduate Studies Committee approve the candidate's research contribution.

3.11.4 At least three months before the thesis/dissertation is submitted; the candidate shall, through the supervisor, give notice of intention to submit the thesis by filling in the prescribed form.

3.11.5 Every thesis/dissertation submitted for the PhD degree must be accompanied with a declaration by the candidate, stating that it is the candidate's own original work and that it has not been submitted elsewhere for a similar academic award. The thesis must be submitted in six loose-bound copies.

3.11.6 The thesis/dissertation shall contain a statement of copyright by the author.

3.11.7 Every thesis/dissertation submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format.

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

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

3.12.1 The examination process shall comprise of two parts, namely:

- (a) Examination of thesis/dissertation
- (b) Oral Examination (*Viva voce*)

- 3.12.2** For every PhD candidate, the Senate Postgraduate Studies Committee [SPSC] shall, on the recommendation of the relevant Faculty/Institute/Directorate Board, appoint at least three qualified examiners, one of whom shall be External to the University and at least one shall be the candidate's supervisor and an independent expert not involved in the candidate's supervision. The examiners shall be required to assess the thesis/dissertation following standards similar to those applicable to PhD degrees in all recognized Universities elsewhere.
- 3.12.3** The Examiners shall be required to submit independent reports on the PhD thesis/dissertation after marking.
- 3.12.4** 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.
- 3.12.5** If the reports are not received within three months, other examiners shall be appointed.
- 3.12.6** The PhD thesis/dissertation shall show evidence that the candidate has made an original and significant contribution to knowledge and each examiner shall submit a summary of the report on the thesis/dissertation using a prescribed form with a definite recommendation for one of the following actions:
- (a) The PhD degree be awarded to the candidate unconditionally;
 - (b) The degree be awarded subject to typographical corrections and/or minor revisions and be submitted within a period of two months;
 - (c) The degree be awarded subject to making substantial revisions and corrections recommended within a period of two months;
 - (d) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD thesis/dissertation for re-examination after a further period of study and/or research ranging from 6 to 9 months;
 - (e) The thesis/dissertation be rejected outright. Such a thesis/dissertation shall be re-written and re-submitted for re-examination within 18 months.

- 3.12.7** A Candidate who fails to submit their thesis/dissertation within the period of 18 months without compelling reasons shall be discontinued from studies.
- 3.12.8** Where the examiners are not in agreement in their overall recommendation after the resubmission, the Senate Postgraduate Studies Committee [SPSC] shall consider the case and recommend one of the following actions:
- (i) The recommendation of the external examiner(s) be adopted; or
 - (ii) An additional independent examiner be appointed; or
 - (iii) The relevant Department/Faculty/Institute/Directorate be requested to establish a panel of experts (internal and/or external to the University), with the Senate's approval, to examine the candidate orally.
- 3.12.9** The Directorate of Research and Postgraduate Studies shall pay a honorarium to examiners upon receipt of detailed reports and summary reports of the thesis/dissertation under examination. The rate of the honoraria shall be approved by the Senate.
- 3.12.10** In addition to submitting a thesis/dissertation for examination, the PhD candidate shall appear for a *viva voce* examination.
- 3.12.11** The *viva voce* examination shall take place only after the Senate Postgraduate Studies Committee [SPSC] has proved that the thesis/dissertation submitted by the candidate is considered by the examiners to have complied with the prescribed guidelines.
- 3.12.12** The questions in the *viva voce* examination shall primarily focus on the candidate's thesis/dissertation research area. Questions in ancillary areas are also encouraged, if they help to establish the candidate's level of academic maturity and confidence.
- 3.12.13** The members of *viva voce* panel shall be so selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research (or related) area.
- 3.12.14** The *viva voce* examination panel shall comprise at least seven examiners appointed by the Senate Postgraduate Studies Committee [SPSC] in consultation with the relevant Department and Faculty/Institute/Directorate Board. Such a Panel shall be composed of the following:

- (a) Chairperson (with a casting vote). External examiner who examined the dissertation/thesis.
- (b) Internal examiner who supervised the work and examined the dissertation/thesis.
- (c) Independent expert who did not supervise the candidate, but examined the dissertation/thesis.
- (d) Appointee of the Dean of Faculty/Director of Institute/Directorate where the candidate is registered.
- (e) Appointee of the Head of Department where the candidate is registered.
- (f) One qualified co-opted member, invited by the relevant Faculty/Institute/Directorate.

3.12.15 Supervisor(s) of other PhD candidates may be invited to the *viva voce* examination as observers.

3.12.16 The Chairperson of the *viva voce* panel, who need not be a specialist in the candidate's dissertation/thesis area, shall be a senior academician (at least Senior Lecturer), and shall be appointed by the Director of Research and Postgraduate Studies in consultation with Head of Department and the relevant Faculty Dean/Director of Institute/Directorate.

3.12.17 The *viva voce* panellists shall be provided with complete examiners' reports, and copies of the candidate's thesis, at least seven days before the date of the *viva voce*.

3.12.18 Candidates shall not be allowed to get access to examiner's reports before the *viva voce* examination.

3.12.19 The function of the *viva voce* Panel shall be to:

- (a) Ascertain that the thesis/dissertation presented (the data, methodology, analysis and findings) is the original work of the candidate;
- (b) Ascertain that the broader subject area in which the study is based is fully grasped;
- (c) Ascertain if there is any weakness in the thesis/dissertation that can be adequately clarified by the candidate; and
- (d) Make a definite recommendation to the Senate Postgraduate Studies Committee [SPSC] whether the candidate has passed or failed.

3.12.20 The *viva voce* panel shall, as far as possible, work towards arriving at a common decision on the candidate's performance. Where the panellists are unable to reach a unanimous decision as to whether the candidate passes or fails, members shall have to vote in order to arrive at the majority decision. A simple majority vote in favour of pass shall be required for passing a *viva voce* examination. In case of equality of votes the chairperson shall have a casting vote.

3.12.21 At the end of the *viva voce* examination, the panel members shall sign a prescribed *viva voce* examination results form, giving a specific recommendation to Senate Postgraduate Studies Committee [SPSC] on the candidate's performance. The said specific recommendation shall take either of the following forms:

(a) Candidate PASSES and no additional corrections in the thesis/dissertation are Required

OR

(b) The candidate PASSES subject to making minor corrections and revisions in the thesis/dissertation as stated in the *viva voce* proceedings, within three months.

OR

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

OR

(d) Candidate fails but should be given another chance to resubmit and defend the thesis/dissertation within nine months after eliminating the weaknesses detailed in the *viva voce* proceedings.

OR

(e) Candidate fails outright.

3.12.22 The Chairperson of the panel shall submit to the Directorate of Research and Postgraduate Studies a comprehensive report signed by *viva voce* panellists, detailing all the proceedings of the panel. The Directorate shall table the report before the Senate Postgraduate Studies Committee [SPSC] for scrutiny and the latter shall submit its recommendation to the Senate for approval.

3.12.23 Where there is disagreement between the recommendations of the thesis/dissertation examiners and those of the *viva voce* panellists, the Senate Postgraduate Studies Committee [SPSC] shall carefully study the case and recommend to the Senate one of the following actions:

(a) The candidate revises and re-submits the thesis/dissertation within a specified period which shall not exceed 12 months from the date of the decision by Senate,

OR

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

3.12.24 The duration of the *viva voce* examination shall normally not exceed two

hours to be used as follows:

(a) Maximum of 45 minutes of presentation.

(b) Maximum of 1 hour of questions and answers.

(c) Maximum of 15 minutes of deliberations.

3.12.25 The Senate shall make the final decision of the PhD degree award to the candidate.

4.0 POSTPONEMENT, FREEZING, DEREGISTRATION AND DISCONTINUATION

4.1 Postponement of Studies

4.1.1 A candidate who has secured admission may postpone registration for a period of up to two years during which his/her admission will remain valid.

4.1.2 After registration, a candidate who is doing coursework or developing research proposal may be allowed to postpone studies for a maximum period of one year irrespective of the degree he/she is pursuing. Such permission shall be granted, in writing, by the Deputy Vice Chancellor Academic after consultation with the Director of Research and Postgraduate Studies. The permission shall be sent to the Senate for approval.

4.1.3 A candidate who postpones studies after registration shall, upon resumption of studies, be required to start as a fresh candidate.

4.1.4 Permission to resume studies shall be granted by the Deputy Vice-Chancellor Academic upon submission of the relevant documents, subject to the availability of the programme.

4.1.5 On resumption of studies, such candidate shall be required to compensate University fees proportionate to the amount spent before postponement of studies.

4.2 Freezing Studies

4.2.1 A candidate who has just embarked on data collection can be allowed to freeze studies for a maximum period of one year irrespective of the degree he/she is pursuing.

4.2.2 Such a candidate may be allowed to request for an extension of freezing studies for a further period not exceeding one year if and when necessary.

4.2.3 The year under freezing shall not be counted as part of the registration period of the candidate. No candidate shall be allowed to freeze studies for more than two years during the study period.

4.2.4 Candidates resuming studies after a freezing period of two years, may need to have their research proposals reviewed in order to ascertain that their proposals have not been overtaken by time

- 4.2.5** Freezing of studies shall only be permitted during the normal study period. Students under extension of registration shall not be allowed to freeze studies.
- 4.2.6** Permission for freezing studies shall be provided in writing by the chairperson of the Senate Postgraduate Studies Committee upon approval by the Senate.

4.3 Deregistration

- 4.3.1** Deregistration refers to withdrawal of registration. For any reason and at any phase of the postgraduate programme a candidate may wish to withdraw his/her registration at the University.
- 4.3.2** A candidate who withdraws her/his registration shall thereafter cease to be a student of the University.
- 4.3.3** Any fees paid by a candidate before withdrawal of registration shall not be refunded to such candidate or his sponsors as the case may be. Where a candidate withdraws studies before payment of the relevant University fees, he shall be required to pay such fees.
- 4.3.4** A candidate who withdraws registration may apply for re-admission to the same study programme, provided that at least one year has elapsed since the previous de-registration.

4.4 Discontinuation from Studies

- 4.4.1** Discontinuation from studies refers to termination of the registration of a student due to failure by the student to maintain satisfactory academic progress or general conduct in any phase of his/her postgraduate programme.
- 4.4.2** Without prejudice to any other University Rules, the following shall be grounds for discontinuation:
- (a) Absconding or absenting from studies for more than 12 weeks without prior approval of the supervisor or head of the relevant Department/Directorate/Faculty;
 - (b) Recommendation by a supervisor(s) upon failure to maintain satisfactory academic progress;
 - (c) Failure to present in a specified refereed seminar without compelling reasons;
 - (d) Violation of the University Student Disciplinary Rules;
 - (e) Examination irregularities.
- 4.4.3** No fees paid to the University shall be reimbursed to any student or his sponsor in the case of discontinuation of the student from studies.
- 4.4.4** Where a student is discontinued from studies for any reason, he shall have the right to appeal against such decision.

4.5 Final Submission of Dissertation/Thesis

4.5.1 The candidate shall be required to submit five final copies of the approved thesis/dissertation, one electronic, an abridgement accompanied by error free report, which shall be distributed as follows:-

- (a) University Library;
- (b) DRPS;
- (c) Faculty/Department;
- (d) Supervisor(s); and
- (e) Student.

4.5.2 Candidates shall not submit their dissertations or theses until their main supervisors have had an opportunity to comment on the thesis/dissertation, and have certified in writing that the thesis/dissertation is ready for examination;

4.5.3 Each copy of the dissertation/thesis shall be bound in black with stiff boards.

4.5.4 The spine shall be embossed in gold bearing;

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

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

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

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

5.0 PROOF READING AND EDITING

5.1 Candidates shall ensure that the written research project, dissertation and thesis demonstrates a high standard of proofreading and copy editing (including attention to layout, spelling, grammar and sentence structure).

5.2 The Directorate of Research and Postgraduate Studies shall check the accuracy of proofreading and editing done by the candidate with respect to layout, spelling, grammar, sentence structure, references,

cross-references, figures, tables, diagrams and sequence of numbering.

- 5.3** Candidates shall bear in mind that supervisor(s) are not expected to edit a dissertation/thesis. If a thesis/dissertation requires editing, the supervisor(s) may advise the candidate of the need, and if appropriate, give advice on where to obtain help.
- 5.4** The University shall not be responsible for the editorial costs of theses/dissertations.
- 5.5** Candidates shall be responsible to ensure that no changes are introduced to intellectual content in the process of typographical editing.

6.0 PLAGIARISM

6.1 Acts of malpractice in the preparation of dissertations/theses, especially where someone uses another person's words, ideas, or work and pretends they are his/her own without citing the origin, refers to plagiarism. Such acts constitute cheating which is an academic misconduct as it can result in unearned or undeserved academic award or credit.

6.2 A candidate shall be deemed to have committed an act of plagiarism if a supervisor, examiner, Head of Department, member of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observes the following:

- (a) One has submitted or presented the work of another person as his or her own;
- (b) There is submission of the same, or substantially the same work more than once at the same or another institution;
- (c) There is fabrication or falsification of results/data;
- (d) There is submission of false records, information or documents;
- (e) There is omission of due acknowledgement of the work of another person;
- (f) There is collusion, i.e. when two or more students collaborate to produce the same work submitted by each, without prior formal permission for such collaboration; and
- (g) Has used by payment or otherwise a third-party to produce the dissertation/thesis in whole or in part.

6.3 All cases of plagiarism shall be reported to the University Examination Irregularities Committee that shall advise the Senate Postgraduate Studies Committee [SPSC] accordingly. The Committee shall have powers of summoning students and members of staff, as it deems necessary for purposes of examining the case for evidence of plagiarism. Upon completion of the case's examination, the committee shall submit a report of its findings and recommendations to the Senate for approval, prior to any action. Depending on the nature and extent or seriousness of plagiarism committed the following sanctions shall be applicable:

- (a) Rejection of the work (research proposal, dissertation or thesis) or part of the work and therefore the student be required to re-write or re-take the research work;
- (b) Discontinuation from studies; and

(c) Deprivation of a degree or other academic credentials already awarded by the University.

6.4 All cases of plagiarism shall be reported to the University Examination Irregularities Committee.

6.5 Any candidate found guilty of plagiarism shall be discontinued from studies.

6.6 Where the case of plagiarism is discovered after the candidate has been awarded a degree, the University shall have the power to withdraw the award.

7.0 HIGHER DOCTORATE DEGREES

7.1 Definition

Higher Doctorate at the University which shall be awarded by the Moshi Co-operative University shall mean the degrees of:

- (a) Doctor of Literature in the Faculties of Co-operative and Community Development, Faculty of Business and Information Sciences, Institute of Continuing Co-operative Development and Education;
- (b) Doctor of Community and Co-operative Development in the Faculty of Co-operative and Community Development;
- (c) Doctor of Laws; and
- (d) Doctor of Science.

7.2 The Higher Doctorates are granted for original contribution of Distinguished merit to some branch of humanities or science.

7.3 Eligibility for Candidacy

The following members of staff shall be eligible for candidacy for the award of a Higher Doctorate of the Moshi Co-operative University.

- (a) Holders of a PhD degree of Moshi Co-operative University; or
- (b) Holders of a PhD degree or equivalent of any other recognized University provided that, at the time of applying for candidacy, the candidate shall have served the University in teaching, research or other academic role for a minimum period of five years.

7.4 Application for Candidacy

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

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

7.4.3 The candidate's application must be accompanied by a unifying statement of not more than 5000 words, which concisely but comprehensively sums up his/her significant contribution(s) to

knowledge in a chosen field.

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

7.4.5 The candidate's application for candidacy shall be scrutinized by the appropriate Faculty/Institute, and his/her candidature shall be approved through the relevant Faculty/Institute Board, the Senate Postgraduate Studies Committee [PSCS] and the Senate.

7.5 Submission of Published Works and Examinations

7.5.1 The work submitted by the candidate shall be in four copies, and be referred to three external examiners appointed by the Senate on the recommendation of the Faculty/Institute Board, the Senate Postgraduate Studies Committee [SPSC] and the Senate.

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

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

- (a) The work shows outstanding originality;
- (b) The candidate's contribution to knowledge has been substantial;
- (c) The format of presentation of the candidate's work is acceptable; and
- (d) Examiners for the Higher Doctorate should, therefore, be selected from amongst the most highly distinguished international scholars in the subject, preferably holders of Higher Doctorates themselves.

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

7.6 Higher Doctorate Award

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

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

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

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

8.0 POSTDOCTORAL STUDIES

8.1 Definition

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

8.2 Objectives of the Programme

8.2.1 To allow Departments and established research units the opportunity to recruit excellent postdoctoral candidates to enhance their research activities.

8.2.2 To provide outstanding postdoctoral candidates from within and outside MoCU and Tanzania with opportunity to develop and transfer new skills to MoCU or to other institutions.

8.2.3 To develop the careers of postdoctoral candidates as academicians by involving them in teaching and co-supervision of undergraduate and postgraduate students.

8.2.4 To enable departments/research units to develop new areas of research and enhanced research productivity through increased level of publications and throughput of postgraduate students.

8.3 Qualifications and Appointment

8.3.1 A PhD degree acquired within the last five years shall be the prerequisite.

8.3.2 Such candidate shall have applied and obtained sponsorship from a research project manned by MoCU or for which MoCU is a partner or appointment from MoCU.

- 8.3.3** Stipend or salary for such Postdoctoral Fellows shall not exceed the equivalent to the starting salary of a Lecturer.
- 8.3.4** Candidates disposing financial support from other sources shall apply for appointment as Postdoctoral Research Fellows and pay university fees at the rate applicable to Research Associates.
- 8.3.5** MoCU may annually grant fellowships to its staff to enhance their research skills. Research leaders/Chair at the University may as well submit proposals in order to be allocated funds to enable them host excellent postdoctoral candidates.

8.4 Duration and Award

- 8.4.1** Postdoctoral candidates will be registered for one year renewable once. No candidate shall retain the Postdoctoral position for more than two years. Candidates wishing to continue with research will have to register as Research Associates.
- 8.4.2** For the duration of two years, a satisfactory progress report at the end of the first year will justify continuation to the second year.
- 8.4.3** Progress for postdoctoral candidates shall be monitored through submission of progress reports on six monthly basis as is the case for Master's and PhD students and through seminar presentations. The postdoctoral candidate will be required to present at least 2 public seminars, one of which should be at the end of the study period.
- 8.4.4** At the end of the postdoctoral programme candidates will be required to submit a comprehensive final report, describing the nature of the research work, methods applied, research achievements, constraints, publications made and recommendations for furthering the research work.
- 8.4.5** A certificate to attest successful completion of the postdoctoral programme by the candidate shall be awarded. This shall indicate the areas of research specialization, major achievements and the extent of involvement in teaching.

9.0 HONORARY DEGREE REGULATIONS

- 9.1** The honorary degree of Moshi Co-operative University is the degree of Doctor *honoris causa*.
- 9.2** The degree of Doctor *honoris causa* is conferred upon any person who, in the opinion of the MoCU Senate, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.
- 9.3** A proposal to award an honorary degree shall be made by the Senate - communicated in writing to the Vice Chancellor.
- 9.4** Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of the academic staff of the University shall not be proposed.

- 9.5** Upon receiving a proposal for the award of an honorary degree, the Vice Chancellor shall refer such a proposal to the Senate for consideration.
- 9.6** The Senate shall study all facts submitted to it and based on an affirmative two thirds secret ballot majority of all members of the Senate, recommend award of the degree. The results of the ballot shall be announced immediately in the Senate. If two thirds majority is not achieved at the Senate, the name of the candidate will be dropped.
- 9.7** The Deputy Vice Chancellor Academic shall serve as the returning officer of the Senate and the Council
- 9.8** Any recommendation made by the Senate for conferring of any honorary degree shall be forwarded to the Council for consideration.
- 9.9** The Chancellor's approval shall be required before conferring an honorary degree.
- 9.10** The Vice Chancellor shall nominate a distinguished University Academician to serve as the University Orator for every honorary degree graduands of the University.
- 9.11** Honorary degree shall be conferred only in the presence of the recipient.

10.0 OCCASIONAL POSTGRADUATE STUDENTS

- 10.1** The term “Occasional Student”, as applied at the University, shall mean any student whose study programme lasts for only one semester, or part of a semester, and does not extend to a full academic year. The entry qualifications shall be, as those prescribed for regular students.
- 10.2** The application for occasional studentship shall be supported by at least two referees. One of these shall be an academic member of staff, who is well acquainted with University teaching and research activities.
- 10.3** The admission of an occasional student will take into consideration not only the academic qualifications of the applicant, but also the availability of a local supervisor/instructor or availability of the applied course in the relevant department or at the University where the applicant intends to undertake studies.
- 10.4** Occasional students shall register for the courses applied for as prescribed for regular students.
- 10.5** Occasional students undertaking specific courses apart from research are obliged to sit for all examinations that will contribute towards their progress reports.
- 10.6** Occasional students shall pay their fees on a *pro rata* basis, in accordance with what is prescribed for regular postgraduate students.
- 10.7** Occasional students shall be required to pay registration fees, medical fees, facility depreciation fee and students union fee as prescribed for regular students.
- 10.8** Occasional students may register for some undergraduate courses.
- 10.9** Occasional students shall be required to abide to all the University policies and regulations.
- 10.10** The University shall have the right to terminate studentship of occasional students if they fail to abide to the University policies and regulations.
- 10.11** Foreign occasional students are expected to clear all immigration formalities at their own cost before registration.
- 10.12** Save for a participation letter, the University shall not offer any award to occasional students.

11.0 SHORT-TERM STUDENTS

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

12.0 SANDWICH PROGRAMMES/RESEARCH ASSOCIATESHIP

- 12.1** Moshi Co-operative University has developed links with other academic institutions for collaboration in postgraduate training. Under these arrangements, postgraduate candidates at the course work registered in other universities can have opportunities to conduct part of their studies at the University as occasional or short term students as per Regulation 6 and 7 depending on the period they would like to stay at the University.

- 12.2** Applicants for registration as a postgraduate research associate shall hold either a good Bachelor or Master's degree and must be registered candidates of recognized institutions of higher learning.
- 12.3** Postgraduate candidates registered in other institutions may also have the opportunity to conduct part of their studies at the dissertation or thesis phase as research associates.
- 12.4** In order to obtain such associateship, candidates must send applications to the Deputy Vice Chancellor Academic through Senate Postgraduate Studies Committee [SPSC] and the respective teaching departments at least six months in advance stating the duration they would spend at the University. The application letter must be attached with the following documents:
- (a) A concise statement of the proposal including objectives, description of problem area, methodology, expected outputs, the period of research and places in Tanzania or at the University where the research will be carried out;
 - (b) Confirmation about the availability of financial support to cover travel, fees, research funds and upkeep allowances, and/or any other material support for the intended research;
 - (c) Applicant's full curriculum vitae;
 - (d) Names of two referees who are qualified in the field or research which the applicant wishes to undertake;
 - (e) Name of contact person in the department of intended study at the University;
 - (f) Research ethics clearance, if necessary, from his country and from the relevant authority; and
 - (g) Research permit.
- 12.5** The research associateship shall be granted a period not exceeding one academic year.

13.0 POWER OF THE VICE CHANCELLOR

The Vice Chancellor shall, where a student or candidate has failed to fulfill a fundamental contractual or legal obligation with the University or a breach of the same, for example non-payment of fees or dues outstanding or where there is dishonesty or fraud, withhold examination results or certificate or bar from graduating until the candidate discharges the obligation or exonerated from the wrongful act.

14.0 GUIDELINES FOR SUPERVISION OF CANDIDATES

14.1 Appointment of Supervisors

14.1.1 Supervisors shall be appointed by Postgraduate Coordinators/Research Coordinators in consultation with heads of Departments/Deans of Faculties/Directors of Institutes.

4.1.2 The Postgraduate Coordinators/research coordinators shall inform the candidates in writing on who are their respective supervisors.

14.2 Responsibilities of Postgraduate Coordinators

The responsibilities of Postgraduate Coordinators/research coordinators shall be to:

14.2.1 Appoint research supervisors in consultation with the relevant heads of Departments/Deans of Faculties/Director of Institute.

14.2.2 Carefully consider the supervisors' area of expertise, qualifications and experience before nomination for supervision.

14.2.3 Rationalize the supervisors' workload. The expected maximum number of candidates to be supervised by a single supervisor shall be five for postgraduate diploma programmes, four for Master's degree and two for PhD.

14.2.4 Ensure compliance of standards by both candidates and supervisors.

14.2.5 Control the quality of research proposals, research reports, dissertations and theses during submission.

14.3 Duties of Supervisors

14.3.1 The Supervisor shall ensure the following in respect of his/her supervisee:

- (a) The candidate is maintaining required progress;
- (b) The candidate receives adequate advice and encouragement

- on the proposal and dissertation/thesis development; and
- (c) The work being done is reviewed critically and on a continuous basis.

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

- (a) Ensure that the candidate completes the research work he started;
- (b) Be able to identify problematic areas or inadequate work, early enough to avoid unnecessary frustrations to the candidate; and
- (c) Attempt to restore a "failing" piece of work to required standards.

14.3.3 Since the supervisor is the agent of the University in ensuring that the candidate's work attains a required standard, he shall be an active full time member of the relevant department, who is conversant with all the University's examination and student regulations.

14.3.4 The supervisor shall facilitate in ensuring high standards of attainment with a view to minimizing, to the greatest level possible, apparent errors and mistakes.

14.3.5 The supervisor shall strive to know the candidate well, and be familiar with whatever special weaknesses the candidate may have.

14.3.6 A supervisor is required to know and understand the following:

- (a) The Master's programme is designed as a training course, in which the candidate is expected to:
 - (i) Be exposed to the fundamentals of research;
 - (ii) Acquire new research techniques;
 - (iii) Learn how to present research findings in a scholar manner;
 - (iv) Make important contribution to knowledge;
 - (v) Extensively review the relevant literature;
 - (vi) Be critical in the analysis of the data he has collected;
 - (vii) Exercise more personal initiative in the research process;
 - (viii) Be more independent in thinking during the preparation of the dissertation; and
 - (ix) Seriously observe research ethics.

- (b) The PhD programme is recognised as the highest postgraduate research undertaking, in which the candidate is expected to:
 - (i) Make a distinct contribution to new knowledge in terms of facts, concepts and/or theory;
 - (ii) Produce considerable original work;
 - (iii) Manifest great depth and breadth in review of the relevant literature;
 - (iv) Be highly critical in analysis of data collected; and
 - (v) Work more independently through guidance rather than direction.

14.3.7 Responsibilities of a Supervisor shall be to:

- (a) Guide the candidate in research proposal and research reports/dissertation/thesis writing. However, a supervisor shall not become a limiting factor leading to delays in the candidate's work;
- (b) Focusing ahead and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work;
- (c) Be accessible to the candidate for consultations;
- (d) Show interest and enthusiasm in the candidate's research work;
- (e) Advise and guide, but not to write the research proposal/research report/dissertation/thesis for the candidate, such that the work becomes a reflection of the supervisor;
- (f) Discuss the research proposal/research reports/dissertation/thesis drafts with the candidate regularly. In order to give quick feedback to the candidate on the written drafts and to sustain the candidates motivation, the supervisor shall, as far as possible, read and return his candidate's drafts within two to three weeks of receiving them;
- (g) Read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the research proposal/dissertation/thesis should be improved;
- (h) At the end, read the entire final draft, and satisfy himself/herself that the research report/dissertation/thesis is suitable for examination;

- (i) Ensure that the candidate submits a research report/dissertation/thesis acceptable for the award it is intended for.

14.3.8 Responsibilities of a candidate shall be to:

- (a) Maintain regular contacts with his supervisor(s);
- (b) Make progress in accordance with the agreed work plan;
- (c) Exercise the highest level of maturity, honesty and integrity;
- (d) Be responsible for his work and the final output;
- (e) Comply with genuine supervisors' advice; and
- (f) Write and produce research proposal, research report, dissertation or thesis as the case may be.

14.3.9 Relationship between supervisors and candidates:

Relationships

In the course of supervision, a situation may develop where one or more of the following happens:

- (a) A breakdown in communication between a candidate and his supervisor;
- (b) Personal clashes and conflicts between a candidate and his supervisor; and
- (c) Refusal by the candidate to follow genuine supervisors' advice.

Measures to be Taken

In case any of the events in Regulation 9.3.9.1 have occurred, the following actions shall be taken:

- (a) The supervisor or candidate or both shall report the problem, to the relevant Head of Department/Coordinator in writing.
- (b) The Head of Department/Coordinator shall study the nature of the problem and recommend to the Dean of the Faculty/ Director of Institute /Senate Postgraduate Studies Committee [SPCS] after which one of the following actions shall be taken:-
 - (i) The candidate be warned, in writing, about his weaknesses (if it is established that he is the source or cause of the problem);
 - (ii) The candidate be transferred to another supervisor (where possible, and where necessary);
 - (iii) The supervisor be informed in writing about his weaknesses (if it is established that he is the source or cause of the problem).

- (iv) A small advisory panel be established by the Dean of Faculty/Director of Institute in consultation with the relevant Head of Department/Coordinator to guide the candidate, if there is no other single person in the Department/Institute who has the expertise to supervise the candidate; and
- (v) Any other reasonable action, including advising the candidate to withdraw from studies, or discontinuation of the candidate from studies.

14.3.10 Monitoring students' progress

The supervisor is required to monitor the candidate's progress throughout the research period by ensuring that:

- (a) Regular consultations exist between the candidate and the supervisor to discuss the research work, as advised. Frequent consultations are designed to make the supervisor aware of new problems in the candidates' research since the last report, and to suggest remedial measures, before it is too late.
- (b) If the candidate misses the services of a supervisor for three consecutive months, another supervisor may be appointed by the relevant Department/Faculty/Directorate.
- (c) Supervisors should inform their respective Heads of Department/Coordinator in writing about their absence.

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)

APPLICATION TO REGISTER FOR A POSTGRADUATE PROGRAMME

PART A: TO BE FILLED BY CANDIDATE

- a. Name of Candidate.....
- b. Registration Number.....
- c. Department.....
- d. Faculty/Institute.....
- e. Proposed Degree.....
- f. Name and Address of Sponsor.....
- g. Mobile Phone Number.....
- h. E-mail Address.....
- Date Signature of Candidate.....

PART B: TO BE FILLED BY HEAD OF DEPARTMENT

I certify that the candidate is recommended for registration in my Department to pursue a Programme

Date Signature of Head of Department

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

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

Date Signature of Dean/Director

**MOSHI CO-OPERATIVE UNIVERSITY
REGISTRATION FORM FOR CONTINUING POSTGRADUATE STUDENTS***

First Name.....
Middle Name.....Surname.....
Reg.No.....Sex.....
Faculty/Institute.....Department.....

Programme Details

Programme Registered for.....
Date of Commencing Studies.....
Expected Date of Completion.....

Date of Registration.....

Record of Postponement/Freezing/Extension

Postponement:

Date of 1st Postponement.....
Date of 2nd Postponement.....

Freezing:

Date of 1st Freezing.....
Date of Resumption.....
Date of 2nd Freezing.....
Date of Resumption.....

Extension: Indicate Date and Period of Extension.

1st Extension Date.....Period (months).....
2nd Extension Date.....Period (months).....
3rd Extension Date.....Period (months).....
4th Extension Date.....Period (months).....

Fees and Financial obligations:

Type of sponsorship:

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

Name and Address of Sponsor.....
.....
.....

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

For: DIRECTOR OF RESEARCH AND POSTGRADUATE STUDIES Date:.....

* This form should be filled in triplicate.

* Please attach evidence of payment of University fees

MOSHI CO-OPERATIVE UNIVERSITY
DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

APPLICATION FOR EXTENSION*

Name of Candidate.....
Registration No.....
Faculty.....
Department.....
Degree/Diploma Proposed.....
Date of Registration.....
Studies due to end on.....

Extension requested:

1 st	
2 nd *	
3 rd *	

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

Reasons for requesting an extension
.....
.....

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

Comments by Supervisor

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

Comments by Head/Coordinator

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

Comments by Dean/Director

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

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

MOSHI CO-OPERATIVE UNIVERSITY

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

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

SECTION A: TO BE COMPLETED BY CANDIDATE

- (1) Name in Full:.....
(2) Registration Number.....
(3) Department.....
(4) Faculty/Institute.....
(5) Degree Registered For.....
(6) Title of Dissertation.....
(7) Name(s) of Supervisor(s) (1)..... (2).....
(8) I hereby declare that I have completed my dissertation/thesis, and intend to submit the same within the coming three months.

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

SECTION B: TO BE COMPLETED BY SUPERVISOR(S)

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

Date..... Signature of Supervisor (1).....
Date..... Signature of Supervisor (2).....
Date..... Signature of Supervisor (3).....

SECTION C: TO BE COMPLETED BY HEAD OF DEPARTMENT

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

- (a) Potential External Examiners

(10) Name.....
Affiliation.....
Postal Address.....
Telephone..... Fax.....
E-mail address.....

Curriculum Vitae Attached [] Not attached []

(11) Name.....

Affiliation.....

Post Address.....

Telephone.....

Fax..... E-mail.....

Curriculum Vitae Attached Not attached

(b) Proposed Internal Examiners

(12) Name.....

Affiliation.....

Postal Address.....

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

E-mail Address.....

Curriculum Vitae Attached Not attached

(13) Name.....

Affiliation.....

Postal Address.....

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

E-mail Address.....

Curriculum Vitae Attached Not attached

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

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

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

Appendix 1e:

MoCU PG.F6

**MOSHI CO-OPERATIVE UNIVERSITY
DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES**

Our Ref.....

Date:.....

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

Dear.....

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

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

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

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

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

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

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

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

Thanking you in advance.

.....
Director, Research and Postgraduate Studies

Enclosures:

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

MOSHI CO-OPERATIVE UNIVERSITY

EXAMINATION REPORT ON A MASTER DISSERTATION/THESIS

Name of Candidate.....

Degree Registered for.....

Department.....

Faculty/Institute.....

Thesis/Dissertation Title.....

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

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

Name of Examiner.....

Signature.....

Date.....

MOSHI CO-OPERATIVE UNIVERSITY

SUPERVISION ALLOWANCE CLAIM FORM

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

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

NAME	DEGREE	DEPARTMENT	NAME OF CO-SUPERVISORS
1)			1)
			2)
			3)
			4)
2)			1)
			2)
			3)
			4)
3)			1)
			2)
			3)
			4)

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

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

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

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

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

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

MOSHI CO-OPERATIVE UNIVERSITY

POSTGRADUATE CLEARANCE FORM

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

Name of Candidate.....

Registration Number.....

Department/Faculty/Institute.....

Degree Registered for

Residential Non - residential

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

Current Address

Date of Graduation.....

1. **Comments by Director of Library**

.....

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

2. **Comments by Director of Planning Finance and Development**

(Consider Outstanding Fee) Tshs.....

U\$.....

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

3. **Comments by Supervisor**

.....

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

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

.....

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

5. **Comments by Head of Department**

.....

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

6. **Comments by Director of Research and Postgraduate Studies (Submission of ID) (Consider items 2 & 3)**

.....

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

* This form should be filled in quadruplicate

MOSHI CO-OPERATIVE UNIVERSITY

SUMMARY RECOMMENDATIONS ON PhD THESIS/DISSERTATION

Name of Candidate.....
 Degree Registered for.....
 Department.....
 Faculty/Institute.....
 Thesis/Dissertation
 Title.....

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

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

Name of Examiner.....

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

MOSHI CO-OPERATIVE UNIVERSITY

VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE

Name of Candidate.....

Department.....

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

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

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

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

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

Head of department/Director/Co-ordinator.....

.....
Signature

.....
Date

Dean of Faculty.....

.....
Signature

.....
Date

Date of approval by the Senate Postgraduate Studies committee.....

Date of approval by the SENATE.....

.....
DIRECTOR, DRPS

.....
Date

MOSHI CO-OPERATIVE UNIVERSITY

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

EXTERNAL EXAMINER'S CLAIM FORM

I confirm with my appointment as an External Examiner for the Candidate:

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

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

Details of Expenses

Honorarium: (Tshs.200,000/= per dissertation)

** Plus refund of expenses incurred (please attached receipts):

- 1.
2.
3.
4.

Total (Tshs.) =====

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

.....
.....

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

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

Approved for Payment.

DIRECTOR, DRPS Signature:..... Date:.....

* Please delete what is not applicable

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

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)
DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES
MASTER/PhD REFEREED SEMINAR PRESENTATION ASSESSMENT FORM FOR
RESEARCH PROPOSAL

Name of Candidate:.....

Department/Faculty/Institute:.....

Title of the Research Proposal:
.....
.....
.....
.....

Scores

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

EXAMINER'S RECOMMENDATION*

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

Name of Examiner/Discussant.....

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

* Please fill/tick in the appropriate box

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)

DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES

MASTER/PhD REFEREED SEMINAR PRESENTATION ASSESSMENT FORM FOR
VALIDATION OF RESEARCH FINDINGS

Name of Candidate:.....

Department/Faculty/Institute:.....

Title of the Research:

.....

.....

Scores

(vi)	Relevance of the Research Findings Refereed to (55 marks)	<input type="text"/>
(vii)	Research Methodology (25 marks)	<input type="text"/>
(viii)	Mastering of the Subject Matter (10 marks)	<input type="text"/>
(ix)	Adherence to Guidelines (10 marks)	<input type="text"/>
	Total Score	<input type="text"/>

EXAMINER'S RECOMMENDATION*

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

Name of Examiner/Discussant.....

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

* Please fill/tick in the appropriate box

MOSHI CO-OPERATIVE UNIVERSITY (MoCU)

MASTER/PhD REFEREED SEMINAR PRESENTATION ASSESSMENT FORM
(BEFORE SUBMISSION OF DESERTATION/THESIS)

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

Scores

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

EXAMINER’S RECOMMENDATION*

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

Name of Examiner/Discussant.....

Signature:..... Date:

* Please fill/tick in the appropriate box