

MOSHI CO-OPERATIVE UNIVERSITY



RESEARCH ASSOCIATESHIP GUIDELINES

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TABLE OF CONTENTS

1.0	INTRODUCTION	1
2.0	QUALIFICATIONS	1
3.0	REGISTRATION	1
4.0	DURATION.....	3
5.0	FEES	3
6.0	RESEARCH BUDGET	3
7.0	OBLIGATION OF THE RESEARCH ASSOCIATE	3
8.0	ACCOMMODATION	4
9.0	MONITORING	4
10.0	COMING INTO FORCE.....	4

1.0 INTRODUCTION

Moshi Co-operative University (MoCU) anticipates operating a research associateship programme for scholars wishing to conduct research.

The overall objective of the scheme is to improve the socio-economic development of Tanzania through basic and applied research. Thus in some areas, the University may suggest some alternative research projects or modifications of proposed projects to prospective researchers to ensure that academic, as well as national interests are safeguarded.

2.0 QUALIFICATIONS

An applicant for registration as a research associate shall either hold a Bachelor's or Master's, or PhD degree, or an equivalent qualification from an approved institution of higher learning.

3.0 REGISTRATION

3.1 Requirements for a complete application are as follows:

3.1.1 A standard application form dully filled in, accompanied with certified copies of relevant academic certificates, academic transcripts and birth certificate which shall be submitted to the Directorate of Research and Postgraduate Studies.

3.1.2 The application form is available at the Directorate of Research and Postgraduate Studies Office and the University website.

3.1.3 An application must be submitted to the University at least three months prior to the date the applicant intends to commence the research work upon the recommendation of the sending university/institution.

3.1.4 Four copies of a concise statement of the proposed project, including:

3.1.4.1 Title of the project

3.1.4.2 Objective

3.1.4.3 Description of problem area

3.1.4.4 Methodology

- 3.1.4.5 Expected output
 - 3.1.4.6 The period of research
 - 3.1.4.7 Places in Tanzania where the work will be carried out
 - 3.1.5 Confirmation of availability of financial support to cover travel, fees, research funds and up-keep allowances, and or any other material support to the intended researcher
 - 3.1.6 The applicant's curriculum vitae.
 - 3.1.7 Name of two referees who are qualified in the field of research which the applicant wishes to undertake.
 - 3.1.8 Name of contact person in the host department of intended study.
- 3.2** If the applicant meets the minimum requirements, research associateship will be awarded for a period ranging from a minimum of one month to a maximum of one year, depending on the applicant's request.
- 3.3** The final decision on the approval of Research Associateship at the University shall be made by the Senate upon the recommendations of the Postgraduate Committee.
- 3.4** No researcher shall commence research, unless he/she has a valid appropriate permit issued under the relevant law.
- 3.5** Applications for renewal should be submitted to the University at least two months before the expiry of registration. For renewal, the following shall be required:
- 3.5.1 Renewal application forms dully completed.
 - 3.5.2 Confirmation of availability of funds
 - 3.5.3 Justification for continuation of the project.
 - 3.5.4 The applicant's brief curriculum vitae.
 - 3.5.5 Name of two referees who are qualified in the field or research which the applicant wishes to undertake.
 - 3.5.6 Name of contact person in the host department of intended study.

3.6 Researchers from foreign countries shall seek residential permits at their own cost.

4.0 DURATION

The maximum duration for research associateship shall be one year. The researcher may re-apply for another period of one year upon payment of the required fees.

5.0 FEES

5.1 An applicant shall pay a non-refundable application fee of US\$ 20 to the University,

5.2 Successful applicants shall pay non refundable fees direct to the University before arrival or upon arrival as follows:

Fees	US\$
Registration	100
Administration	200
Bench fee (per annum)	960

5.3 Bench fee shall be charged according to the number of months of registration at the rate of US\$80 per month.

6.0 RESEARCH BUDGET

The research budget shall be determined by the sponsor and/or the researcher. The University shall have no obligation to administer such funds. All Bank charges shall be administered by the researcher.

7.0 OBLIGATION OF THE RESEARCH ASSOCIATE

The research associate shall:

7.1 Report to the office of the Director, Research and Postgraduate Studies upon arrival and before departure;

7.2 Complete an application form that shall be provided by the office of the Director, Research and Postgraduate Studies;

7.3 Prepare and submit a work plan of the intended field work to the host Department and the Directorate of Postgraduate Studies

- 7.4 Be responsible to the Head of Department in which he/she is based;
- 7.5 Participate in scholarly activities including attending seminars and workshops;
- 7.6 Present research findings and submit a report and any publication to the University at the end of the research period;
- 7.7 Obtain a research permit from the Vice Chancellor for the intended fieldwork;
- 7.8 Undertake only the study proposed for associateship, and for this purpose any task outside the scope of the associateship shall be deemed unlawful;
- 7.9 Abide by the relevant rules and regulations of the University, Laws of the United Republic of Tanzania in the course of undertaking his/her study.

8.0 ACCOMMODATION

Research associates may seek assistance for accommodation arrangements from the University.

9.0 MONITORING

Monitoring of the researchers shall be carried by providing feedback on the progress achieved against the work plan. In order to effectively monitor the implementation of the research, there shall be a participatory monitoring system (M&E) that will be coordinated by the Directorate of Research and postgraduate studies

10.0 COMMENCEMENT OF THE GUIDELINES

The provisions in the guideline shall become operational immediately upon being approved by the University Council and shall remain valid and binding until when they are revoked by the authority entrusted with such powers and following laid down procedures.