

# THE OPEN UNIVERSITY OF TANZANIA



## POSTGRADUATE GUIDELINES AND OPERATIONAL PROCEDURES

**MAY 2025**

The Open University of Tanzania  
Kawawa Road,  
P. O. Box 23409,  
Dar es Salaam, Tanzania  
Tel: +255 – 22 – 2668835  
E-mail: [vc@out.ac.tz](mailto:vc@out.ac.tz), [deputyvc@out.ac.tz](mailto:deputyvc@out.ac.tz)  
Website: <http://www.openuniversity.ac.tz>

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## FOREWORD

The Open University of Tanzania (OUT) is one of the higher education institutions in Tanzania. It was established in 1992 and started operating in 1994. The University was established primarily to widen access to higher education, which was very low due to various limitations. Since its establishment, the University has been offering non-degree, bachelor's degrees, master's degrees, postgraduate diplomas, and PhD degrees through its institutes, directorate, and faculties.



However, postgraduate studies at the Open University of Tanzania have exponentially evolved in its thirty years of operation. There has been a high increase in the number of programmes, students, stakeholders and context of operations. The programme requirements have also changed to reflect the socio-economic and political changes in Tanzania and the world. Likewise, higher education regulatory bodies have also starkly evolved over the years; regulations have changed and most importantly, science and technology have radically changed.

Against this background, the University chose to reform its postgraduate study guidelines to remain relevant and maintain quality, affordable, and accessible education for all. The guidelines respond to challenges, weaknesses, and opportunities exposed by the assessment of postgraduate studies at the Open University of Tanzania, which stakeholders conducted in a meeting held in Dodoma in August 2024. The guidelines outline the stages and expected milestones for various postgraduate programmes, including PhD by thesis, PhD by coursework and dissertation, masters by thesis, and masters by coursework and dissertation. Each stage is assigned a timeframe, aligning with national higher education standards and regulatory frameworks. In addition, the guidelines indicate the roles and responsibilities of key stakeholders, emphasize adherence to ethical principles in postgraduate research, and incorporate recent technological advancements. Furthermore, a new assessment and quality assurance framework is introduced to improve transparency and academic oversight. The overall objectives of these guidelines are to enhance stakeholder accountability, strengthen support systems for postgraduate students, and improve monitoring and evaluation processes. The guidelines also are designed to accelerate postgraduate progress while safeguarding the quality and integrity of academic outcomes. Last but not least, I would like to express my appreciation for the extensive work done by different people to formulate these regulations and guidelines. I appreciate the dedication of the Postgraduate Reform Technical Committee,

which coordinated stakeholders' ideas and benchmarked and compiled these guidelines. I thank programme coordinators, heads of departments, deans, and directors for providing the committee with valuable input that constituted these guidelines and regulations. The University management equally thanks partner institutions for providing information to benchmark the postgraduate studies at the Open University of Tanzania. These include the University of Dar es Salaam, Ardhi University and Sokoine University.

I believe that all stakeholders in postgraduate studies will abide by these regulations and guidelines for maintaining quality postgraduate studies through innovative delivery methods.

Prof. Elifas T. Bisanda  
Vice Chancellor

Dar es Salaam  
May 2025

## ACKNOWLEDGEMENTS

The Open University of Tanzania has been offering postgraduate programmes for over thirty years. In its thirty years of operation this year, it has registered an increase in the number of programmes, increase of enrolment, evolution of mode of operation, change of regulatory bodies and higher education regulations, change of knowledge and skills requirements and change of policies, just to mention a few. Over the years, the University has been updating its postgraduate guidelines and mode of operation on a small scale to meet society's socio-economic and political dynamism. In celebrating its thirty years of operation in 2024, the University carried out the strengths, weaknesses, opportunities, and threats analysis, which eventually suggested the need to reform the core functions of postgraduate studies. Consequently, the University management formed a technical team to reform the core functions of the postgraduate studies at the Open University of Tanzania according to the new education policy, regulatory regulations, stakeholders' feedback, challenges, and queries from different stakeholders. The technical team benchmarked the operation of postgraduate studies at the University with other higher education institutions worldwide. It also referred to the audit reports, stakeholders' input and the past experience in reforming the core functions of the postgraduate studies.



The process led the development of comprehensive guidelines and operational procedures designed to uphold the University's core values of quality, affordability, accessibility, and inclusivity. The guidelines aim to restructure the functions of the Directorate of Postgraduate Studies, including the digital management of student records to enable efficient online tracking of academic progress. The guidelines shall enhance the monitoring and evaluation of students' progress by increasing the accessibility and transparency of supervision records. The guidelines also establish clear milestones for tracking student progress and introduce a system of continuous assessment. Additionally, they align with the requirements of regulatory bodies and place a strong emphasis on promoting ethical standards in postgraduate education. Furthermore, the guidelines introduce proper mechanisms for managing students' assessment records and tracking their scores whenever needed.

I expect these guidelines to guide postgraduate students, supervisors, and other stakeholders in attaining quality supervision and publications. The ultimate goal is to guarantee the general public's competitiveness, value for money, fitness for purpose, and quality in open and distance learning.

Lastly, I would like to thank the Postgraduate Reform Technical Committee, which worked tirelessly to compose these regulations and guidelines. These consisted of Prof. Gwahula Raphael who served as the convener of the team. The team members were Dr. Dunlop Ochieng, Dr. Happy Magoha, Dr. Rindstone Ezekiel, Dr. Noel Nkombe, Prof. Paul Ikwaba, Dr. Emmanuel Kazuva, Dr. Catherine Mkude, and Dr. Nasra Kara. The secretariat consisted of Dr. Mary Ogondiek, Dr. Isabela Thomas and Dr. Francis William. I acknowledge your effort and willingness to work beyond official hours to accomplish the task. On behalf of the Management of the Open University of Tanzania, I sincerely thank the higher institutions which provided the needed information for benchmarking and stakeholders who provided suggestions and ideas that helped to shape these regulations and guidelines.

Prof. Alex B.Makulilo  
Deputy Vice Chancellor (ARC)

Dar es Salaam  
May 2025

## EXECUTIVE SUMMARY

The Open University of Tanzania (OUT) is a public university that was established in 1992 and started operating in 1994. It strives to provide flexible, accessible, and high-quality higher education, mainly through open and distance learning (ODL) in Tanzania and beyond. The University offers certificates, diplomas, bachelor's degrees, master's degrees, postgraduate diplomas, and PhD degrees. Master's degrees, postgraduate diplomas and PhD programmes are categorised as postgraduate studies whose these regulations and guidelines are about. These postgraduate studies are currently managed by the Directorate of Postgraduate Studies (DRPS), which has evolved to reflect changes over thirty years of the university's operation.

Postgraduate studies at the Open University of Tanzania started thirty years ago and have succeeded greatly. The studies have grown in terms of the number of programmes, students, supervisors, and other stakeholders. Over this period, science and technology have changed, necessitating changes in mode of operation and procedures. Moreover, regulatory bodies have evolved and introduced new laws and regulations for postgraduate studies in Tanzania. There have also been changes in education policy and the need for skills and knowledge, which means a shift in the focus of the postgraduate programmes. These developments have rendered most old regulations and guidelines irrelevant to the current context. These have been reflected in the growing problems in running postgraduate studies at the Open University of Tanzania. Some of the challenges include unclear supervision roles and processes, lack of proper notification and lack of contract, lack of proper information for allocating supervisors, unclear supervision roles and processes, lack of feedback based on the progress report and absence of a supervisor committee to monitor students' progress. Others have been the large student-staff ratio, lack of supervision cycles, and unjustifiable reasons for the change of supervisor. Other challenges pertain to the evolution of technology, reflected in the shift in teaching and assessment modes, submission, storage, and examination. All these compelled the management of the Open University of Tanzania to reform the postgraduate regulations and guidelines to meet today's demands. The changes aim to improve service delivery, enhance proper management of postgraduate studies, and ensure the university's competitiveness in the higher education landscape.

Consequently, on July 15, 2024, the University appointed a technical committee to reform the core functions of the postgraduate studies. The committee consisted of Prof. Gwahula Raphael, who served as the convener of the team. Other members were Dr. Dunlop Ochieng, Dr. Happy Magoha,

Dr. Rindstone Ezekiel, Dr. Noel Nkombe, Prof. Paul Ikwaba, Dr. Emmanuel Kazuva, Dr. Nasra Kara and Dr. Catherine Mkude. The secretariat consisted of Dr. Mary Ogondiek, Dr. Isabela Thomas, and Dr. Francis William. The committee was responsible for restructuring the functions of postgraduate studies by transferring functions to the faculties (academic departments) while retaining coordination of the postgraduate function of the Directorate of Postgraduate Studies. Moreover, the committee was required to provide a proper working framework between faculties (academic departments). Furthermore, the committee was needed to devise a workable mechanism for thesis and dissertation storage and well disposal and provide appropriate mechanisms to fertilise the environment for internationalisation. Lastly, the committee was required to write regulations and guidelines to steer postgraduate studies at the Open University of Tanzania upon approval.

The committee achieved its goal by holding several meetings with the technical committee members to strategise or perform the required tasks. The committee benchmarked its practices with other universities and consulted relevant policies, laws, and regulations for offering postgraduate studies in Tanzania. Moreover, it referred to the audit reports of relevant regulatory bodies such as the Tanzania Commission for Universities (TCU) and interviewed key stakeholders of postgraduate studies for their views and ideas on how to improve postgraduate studies' practice at the Open University of Tanzania. Notably, the committee received feedback from a key university management meeting held in the OUT Dodoma Regional Centre from 7<sup>th</sup> August to 9<sup>th</sup> August 2024. The workshop aimed to address the low completion rate of postgraduate studies by identifying bottlenecks and implementing new operational procedures and regulations. It assessed weaknesses, opportunities, and threats of postgraduate studies. It identified core functions associated with postgraduate studies, including admission, registration, supervision, examination, and graduation and their cycles. Furthermore, the workshop suggested improvements in the application, registration, and research processes for masters by coursework and dissertation. It also suggested a timeline for every stage and proposed continuous assessment for postgraduate studies.

Based on the foregone stipulated methodology, the committee compiled these guidelines and operational procedures to steer postgraduate studies at the Open University of Tanzania. The guidelines restructure the functions of the Directorate of Postgraduate Studies and introduce trackable students' records using online applications. They enhance the monitoring and evaluation of students' progress by increasing the accessibility and transparency of supervision records. The guidelines further introduce the student's progress

milestones and introduce a continuous assessment system. They introduce proper mechanisms for managing students' assessment records and expedite access to such records. Furthermore, the guidelines implement the regulatory bodies' regulations and enhance ethics in postgraduate studies.

## LIST OF ABBREVIATIONS

ARC	Academic, Research and Consultancy
ARMIS	Academic Register Management Information System
CSEE	Certificate of Secondary Education Examination
CV	Curriculum Vitae
DPGS	Directorate of Postgraduate Studies
DVC	Deputy Vice-Chancellor (Academic Research and Consultancy)
GEPG	Government Electronic Payment Gateway
GPA	Grade Point Average
HoD	Head of Department
NACTVET	National Council for Technical and Vocational Education and Training
NECTA	National Examinations Council of Tanzania
ODL	Open and Distance Learning
OUT	Open University of Tanzania
PGIMS	Postgraduate Information Management System
PGOA	Postgraduate Online Admission
PGSC	Postgraduate Studies Committee
PhD	Doctor of Philosophy Degree
TCU	Tanzania Commission for Universities
UDSM	University of Dar es Salaam
UQF	University Qualifications Framework

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## **1.0 GUIDELINES FOR ADMISSION AND REGISTRATION**

### **1.1 Admission Process**

- 1.1.1 The Open University of Tanzania (OUT) offers three intakes for postgraduate studies per academic year: October, February, and June. Names of selected applicants for Postgraduate programmes are released in each admission intake. However, applications are received throughout the year.
- 1.1.2 All applications shall be made through the Postgraduate Online Admission (PGOA) system via the following link: <https://pgoa.out.ac.tz/>. However, in special and compelling circumstances, such as a temporary failure of the online application system, the requirement of an online application may be temporarily waived in writing by the Deputy Vice Chancellor responsible for academic affairs.
- 1.1.3 Applicants wishing to apply for admission into a postgraduate programme at the OUT must submit an online application accompanied by all required supporting documents such as certificates and transcripts within the period stipulated in the call for application into postgraduate programmes. During the application process, the applicant shall be required to comply with the following conditions:
  - 1.1.3.1 Every applicant shall use names as they appear in his/her ordinary certificate of secondary education examination (CSEE) or equivalent translations of the CSEE during the application processes.
  - 1.1.3.2 Every applicant shall attach certified copies of certificates and transcripts from the issuing institution to the PGOA system.
  - 1.1.3.3 Applicants with qualifications from foreign universities shall ensure that their certificates are verified and validated by the Tanzania Commission for Universities (TCU).
  - 1.1.3.4 Applicants with foreign certificates in technical, vocational, or training qualifications shall ensure that their certificates are certified and validated by the National Council for Technical and Vocational Education and Training (NACTVET).
  - 1.1.3.5 Applicants with foreign certificates in secondary or teacher education must ensure that their certificates are verified and validated by the National Examinations Council of Tanzania (NECTA).

- 1.1.3.6 Applicants with foreign certificates issued in languages other than English or Kiswahili shall submit a certified translation from institutions recognized under the laws of Tanzania.
- 1.1.4 Applicants seeking admission to PhD or Master by thesis must submit their applications along with a research concept note through PGOA system.
- 1.1.5 An applicant making application for postgraduate admission shall pay a non-refundable application fee as may be prescribed by the council from time to time and as published in the relevant University Prospectus.
- 1.1.6 All payments shall be made through the Government Electronic Payment Gateway (GEPG) that generates a control number in the PGOA system.
- 1.1.7 Upon completion of payment, the foreign applicant shall send bank payment details to the Unit for Internationalisation and Convocation at [dicu@out.ac.tz](mailto:dicu@out.ac.tz) and copy the same to the postgraduate admission office at [postgraduate.admission@out.ac.tz](mailto:postgraduate.admission@out.ac.tz) for further action.
- 1.1.8 After completion of the application, a Tanzanian applicant shall make a follow-up on the status and progress of his/her application in the PGOA system.
- 1.1.9 All applications submitted to the PGOA system shall be reviewed by respective Faculties and the names of all qualified and selected applicants shall be recommended to the Senate for approval of the admission.
- 1.1.10 Upon selection, the applicant may download the admission letter from the PGOA system.
- 1.1.11 The selected applicant shall be required to register by using names as they appear in his/her CSEE or its equivalent translation. The official order of names during registration shall be: Surname, First Name(s), and Middle Name(s). Where an applicant has only two names in his or her certificates, only those two names shall be used and the second name will be taken as surname.
- 1.1.12 Change of names by any admitted student after registration is not allowed. The University reserves the right to refuse any changes of names that are drastic, even when properly booked up by relevant laws of the land.

## **1.2 Entry Qualifications**

### **1.2.1 Postgraduate Diplomas**

A candidate aspiring for admission to a Postgraduate Diploma programme must hold a Postgraduate Certificate or Bachelor's Degree (UQF level 8) with a minimum GPA of 2.0 or C grade from a recognised institution or possess an equivalent academic qualification. For specific details about the programme or admission process, applicants are advised to contact their respective faculties.

### **1.2.2 Master Degree**

1.2.2.1 For admission to the Master's Degree of the OUT, an applicant shall either hold a degree from the OUT or a qualification from an approved institution of higher learning deemed to be equivalent to a degree of the OUT with a GPA of not less than 2.7.

1.2.2.2 An Applicant with an Advanced Diploma certificate from an approved and recognised institution of higher learning shall have a minimum GPA of 3.5.

1.2.2.3 An applicant who holds unclassified degrees shall have a credit or a distinction in the subject of the intended Master's Degree.

1.2.2.4 An applicant with a Pass Degree will be considered for admission if:

- (a) His/her undergraduate performance in the proposed subject of study was a B grade average or above; and
- (b) Holds a Postgraduate Diploma certificate of the subject of the intended Master's Degree or any relevant programme in relation to the intended Master's degree with a minimum GPA of 3.0.

### **1.2.3 Doctor of Philosophy Degree (PhD)**

An applicant for admission to the PhD programmes of the OUT shall hold a Master's Degree (University Qualifications Framework (UQF) level 9) in a relevant discipline/area or equivalent with a minimum GPA of not less than 3.0 or B grade obtained at the OUT or from any other approved University. However, the offering Units such as Faculties/Institutes may prescribe higher admission/entry qualifications above the General admission criteria stipulated in these guidelines based on relevant programme admission requirements.

### **1.3 Registration Procedures**

#### **1.3.1 Postgraduate Diplomas**

- 1.3.1.1 A candidate for the Postgraduate Diplomas shall be registered in ARMIS. Registration shall entail registering for his/her postgraduate courses as contained in the programme specification document and as contained in the University Prospectus.
- 1.3.1.2 Upon registration, the admitted student shall be invoiced and be required to pay applicable registration and tuition fees and be permitted to commence his/her studies. All payments shall be made through GEPG that generates a control number in the ARMIS system.
- 1.3.1.3 Every selected applicant must complete the registration process within three months from the date of release of admission letter failure of which the admission shall be forfeited.

#### **1.3.2 Master Degree Programme by Coursework and Dissertation**

- 1.3.2.1 A candidate for the Master's Degree by Coursework and Dissertation shall be registered in ARMIS. Registration shall entail admitted student registering for his or her courses in ARMIS.
- 1.3.2.2 Upon registration, the admitted student shall be invoiced and be required to pay applicable fees and be permitted to commence his/her studies. All payments shall be made through GEPG that generates a control number in the ARMIS system.
- 1.3.2.3 Selected applicants must complete the registration process within three months from the date of admission; failure of which their admission shall be forfeited.

#### **1.3.3 Master Degree Programme by Thesis**

- 1.3.1.1 A candidate for the Master's degree by thesis shall be registered in ARMIS.
- 1.3.1.2 Registration shall entail the admitted student receiving an invoice and making payment of applicable registration and tuition fees. All payments shall be made through GEPG that generates a control number in the ARMIS.

- 1.3.1.3 Selected applicants must complete the registration process within three months from the date of admission; failure of which their admission shall be forfeited.
- 1.3.1.4 Upon registration and payment of the required fee, the admitted student shall be assigned supervisors appointed by the Senate on the recommendation of PGSC. The supervisors will guide the candidate in her/his research.
- 1.3.1.5 Any registered student for a Master's degree programme by thesis may, on the recommendation of the relevant Faculty/Institute Board, be required to do one or more formative courses appropriate for his/her field of study including Research methodology skills course.
- 1.3.1.6 Every student admitted for the Master's degree by thesis programme must register in each academic year through ARMIS by submitting a duly filled-in form OUT/PG/AD.F1 and pay for the programme fees.

#### **1.3.4 PhD Degree Programme by Coursework and Dissertation**

- 1.3.4.1 A student admitted into PhD degree programme by Coursework and Dissertation shall be required to register selected courses in ARMIS and pay the tuition fee as per the invoice at the beginning of each academic year. All payments shall be made through GEPG that generates a control number in the ARMIS.
- 1.3.4.2 A PhD student by Coursework and Dissertation registered for a course but who wishes to withdraw from that course must apply to the Dean/Director of Faculty/Institute as the case may be, of the unit hosting the programme through the Head of Department for permission to do so not later than Friday of the fourth teaching week of the semester/term. No PhD student by Coursework and Dissertation will be permitted to commence or withdraw from any course four weeks after the beginning of the semester/term.
- 1.3.4.3 Every admitted student in PhD degree programme by Coursework and Dissertation shall be required to register annually in ARMIS as a continuing student at each academic year's commencement by submitting a duly filled-in form OUT/PG/AD.F1. The University reserves the right to forfeit the admission of any student who fails to register in ARMIS within three (3) months from the date admission.

1.3.4.4 A candidate registered for the PhD. degree programme by Coursework and Dissertation may, on recommendation of the relevant Boards of respective Faculties/Institutes, be required to do one or more formative courses appropriate to his/her field of study, as prescribed by his/her supervisor(s) as a mandatory requirement for the student to continue with his/her PhD studies.

### **1.3.5 PhD Degree Programme by Thesis**

1.3.5.1 A student admitted into PhD degree programme by thesis shall register in ARMIS.

1.3.5.2 Registration shall entail the admitted student receiving an invoice and making all necessary payments applicable for registration including tuition fees in order to be permitted to commence his/her research. All payments shall be made through GEPG that generates a control number in the ARMIS.

1.3.5.3 The selected applicant for PhD degree by thesis must complete registration process within three months from the date; failure of which the admission shall be forfeited.

1.3.5.4 Upon registration and payment of the required fee, the admitted student shall be assigned supervisors appointed by the Senate on the recommendation of PGSC. The supervisors will guide the candidate in her/his research.

1.3.5.5 Every admitted student in PhD degree programme by thesis shall be required to register annually in ARMIS as a continuing student at each academic year's commencement by submitting a duly filled-in form OUT/PG/AD.F1. The University reserves the right to forfeit the admission of any student who fails to register in ARMIS within three (3) months from the date admission.

1.3.5.6 A candidate registered for the PhD degree programme by thesis may, on recommendation of the relevant Boards of respective Faculties/Institutes, be required to do one or more formative courses appropriate to his/her field of study, as prescribed by his/her supervisor(s) as a mandatory requirement for the student to continue with his/her PhD studies.

## **1.4 Change of Programme**

- 1.4.1 Any admitted student may request for change of programme. A request for change of programme shall be submitted to DPGS through ARMIS and the same shall be transmitted to respective faculties by submitting a duly filled-in form OUT/PG/AD.F2 for recommendation. The faculty recommendation shall be escalated to the PGSC which shall recommend the request to the Senate for approval.
- 1.4.2 The student requesting for change of programme shall pay prescribed prevailing fee for change of programme prior to approval by the Senate. Payment shall be made through GEPG that generates a control number in the ARMIS.
- 1.4.3 Every request for change of programme shall be submitted within three (3) months from the date of admission. No change of programme shall be permitted after expiry of the stipulated period of three months.

## **1.5 Duration of Studies**

- 1.5.1 Diploma Programme: The minimum period of study for the Postgraduate Diploma programme shall be 12 months and the maximum period shall be 24 months. The minimum number of units for a postgraduate diploma shall be 12, equivalent to 120 credits.
- 1.5.2 Master Degree Programme by Coursework and Dissertation: The minimum duration for the completion of a Master degree programme by Coursework and Dissertation shall be 18 months, and the maximum period is 60 months.
- 1.5.3 Master Degree Programme by Thesis: The minimum duration for the completion of a Master degree programme by thesis shall be twenty-four months and the maximum period shall be 60 months.
- 1.5.4 PhD Degree Programme: The minimum duration for completing a PhD degree programme at the OUT shall be thirty-six months (3 years), and the maximum period shall be 72 months (6 years).

## **1.6 Tuition Fee Refunds Guidelines**

- 1.6.1 Fees once paid are not refundable.
- 1.6.2 In extremely exceptional circumstances, a consideration refund for the fees paid may be made to those who paid excess fees and have graduated.
- 1.6.3 Where the case under 1.6.2 is applicable, the approval of refund shall be made subject to a charge of 15% of the amount to be refunded. The percentage deduction rate shall be set, announced and reviewed by the University from time to time.

- 1.6.4 No refund for any student who voluntarily requested to withdraw from studies at the OUT.

## **1.7 Postponement and Resumption of Studies**

### **1.7.1 Postponement of Studies**

- 1.7.1.1 Postponement of studies shall mean temporary suspension of academic activities for a defined period, during which the time paused, will not be counted toward the student's official registration duration.
- 1.7.1.2 A request for the postponement of studies shall be formally initiated by the student through the ARMIS platform and must be supported by valid and substantiated grounds. The request shall be accompanied by a duly completed form OUT/PG/AD.F3. Upon submission, the request shall be forwarded to DPGS, which shall transmit it to PGSC for review. The PGSC shall, upon consideration, submit its recommendation to the Senate for approval.
- 1.7.1.3 The candidate can be allowed to postpone studies for not more than 2 years in case of Master's studies and not more than 3 years in case of PhD studies.
- 1.7.1.4 No candidate will be allowed to postpone studies after he/she has completed data collection and has started data analysis or is in write-up stage, except for medical reasons.
- 1.7.1.5 The candidate shall not be allowed to postpone studies more than once.

### **1.7.2 Resumption of Studies**

- 1.7.2.1 A candidate resuming studies following an approved postponement shall formally notify the University of his or her intention to recommence academic activities.
- 1.7.2.2 A request to resume studies shall be submitted to DPGS by means of a duly completed form OUT/PG/AD. F4. The form must bear the recommendation of the relevant Faculty and shall thereafter be forwarded to PGSC for evaluation. Upon consideration, PGSC shall submit its recommendation to the Senate for final approval.

## **1.8 Extension of Studies**

- 1.8.1 A candidate who, for valid reasons, fails to complete his/her studies within the specified period may apply for an extension of the registration period, which must be approved by the Senate.
- 1.8.2 The request to extend studies shall be initiated online via ARMIS by the student.
- 1.8.3 A request for an extension of the study period shall be submitted to the DPGS through a duly completed form OUT/PG/AD.F5. The request must be endorsed by the relevant faculty and subsequently tabled to PGSC for review. Following its assessment, PGSC shall make a recommendation to the Senate for approval.
- 1.8.4 The student shall pay the prescribed prevailing extension fee prior to approval by the Senate.
- 1.8.5 The extension period shall not exceed twelve months.

## **1.9 Deregistration from Postgraduate Studies**

- 1.9.1 A candidate intending to deregister from studies at the OUT shall formally initiate the request by notifying the University of his/her intention, clearly stating the reason(s) for such withdrawal.
- 1.9.2 A request for deregistration from studies shall be submitted to DPGS through a duly completed form OUT/PG/AD.F6. The form must be endorsed by the relevant faculty and subsequently tabled to PGSC for review. Upon evaluation, PGSC shall submit its recommendation to the Senate for approval.

## **1.10 Credit Transfer in Postgraduate Programmes from other Universities**

- 1.10.1 Postgraduate candidates from other recognised universities may transfer their academic credits to the OUT.
- 1.10.2 In line with the existing qualifications frameworks, transfers of credits shall only be accepted from accredited universities and programmes.
- 1.10.3 A candidate seeking credits transfer from another university shall submit an application to DPGS using a duly completed form OUT/PG/AD.F7, routed through the relevant faculty. The application must be accompanied by a signed and officially stamped continuous assessment sheet of coursework from the candidate's previous institution. PGSC shall review the request and forward its recommendation to the Senate for approval.
- 1.10.4 Transfer of credits shall be permitted up to a maximum of 50% of the core course credits for similar programmes at the same level.

- 1.10.5 The courses to be transferred must be from a programme of the same level as that of the OUT courses.
- 1.10.6 Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- 1.10.7 A student who has been discontinued from another university shall not be eligible to transfer academic credits to the OUT.
- 1.10.8 Once a course is recognised as equivalent to a corresponding course at the OUT, in accordance with the criteria set forth in this guideline, it shall be assigned the same credit value as the OUT course, irrespective of the credit weighting at the institution from which it was transferred.
- 1.10.9 The student shall pay the applicable credit transfer fee to the OUT as stipulated at the time of application, prior to the request being considered for approval by the Senate.

## **2.0 GUIDELINES FOR POSTGRADUATE SUPERVISION**

### **2.1 PhD and Masters by Thesis**

- 2.1.1 A student may, with the recommendation of the supervisors, undertake a research or soft skills course prior to registering in the Postgraduate Information Management System (PGIMS).
- 2.1.2 The Head of Department (HoD) shall appoint supervisors for each student based on the research concept note submitted at the time of application.
- 2.1.3 Master's and PhD candidates shall be assigned a minimum of two supervisors, up to a maximum of three supervisors for Master's students and four supervisors for PhD candidates. All appointed supervisors must possess expertise relevant to the student's research area, and at least one supervisor must be affiliated with the OUT.
- 2.1.4 The HoD shall ensure that potential external supervisors submit their Curriculum Vitae (CV) before submission for further processes.
- 2.1.5 The department shall regulate the number of candidates assigned to each staff member for supervision, in accordance with the prevailing guidelines issued by TCU. The PGIMS shall generate and provide data on the number of students supervised by each supervisor.
- 2.1.6 The HoD shall compile and submit a list of proposed supervisors, using the designated format provided by DPGS, to the Faculty Board for endorsement. The Faculty Board shall then forward its recommendation to PGSC via DPGS, which will, in turn, recommend the list to the Senate for approval.
- 2.1.7 Upon approval, the DPGS shall issue supervision contracts to the supervisors and then upload the list of supervisors in the PGIMS in the first week of the approval.
- 2.1.8 The supervisors and the students shall use the PGIMS for all exchanges regarding comments and feedback throughout the entire programme. Other means of communication will only be used for organization.
- 2.1.9 A student shall complete the proposal writing stage within six months for master's programme and nine months for PhD programme after being assigned supervisors. A candidate who fails to complete proposal stage after three (3) years shall be deregistered, unless a written justification for the delay is provided and accepted.
- 2.1.10 A student shall initiate a request for proposal defence presentation through the PGIMS. The supervisors shall review, endorse, and forward the proposal document to the HoD.
- 2.1.11 The HoD shall appoint two experts as discussants for the proposal and forward their names to the faculty postgraduate (PG) coordinator. The

HoD shall provide the proposal document to the discussants no later than two weeks before the scheduled presentation date, allowing sufficient time for them to submit their report.

- 2.1.12 The faculty postgraduate coordinator shall arrange seminar presentations within one month after submission of the proposal. The faculty PG coordinator shall inform the student in question and members of the panel about the proposal defence day, time, and venue. The panel shall consist of the Dean of the Faculty or a representative, who will be the chairperson, the HoD or a representative, two discussants, the faculty PG coordinator and the appointed secretary among the academic staff in the respective department.
- 2.1.13 The student shall be allocated a maximum of 20 minutes for proposal presentation, followed by up to 60 minutes for the questions and answers session as well as deliberation. Upon conclusion of the presentation as well as questions and answers sessions, the panel members shall deliberate to reach a verdict. The chairperson shall inform the student the verdict of the proposal.
- 2.1.14 In both Master's and PhD degree programmes, the proposal defence shall contribute up to 20% of the total credit requirements for the award of the degree. The distribution of marks shall be as follows: for the evaluation of written proposal document, the two discussants shall each award up to 5%, totaling 10%. For the proposal presentation defence, the marks shall be distributed equally, with 2.5% allocated to each of panelist: Discussant 1, Discussant 2, Dean, and the HoD using the prescribed form OUT/PG/SP.F1.
- 2.1.15 A student who scores at least 10% out of the 20% allocated for the proposal stage shall be eligible to apply for research clearance through the PGIMS system, using form OUT/PG/SP.F2. The student whose pass mark is below 10% shall be allowed to reappear for the presentation not more than two times. Failure to pass on the third attempt will result in discontinuation from the programme.
- 2.1.16 The HoD shall submit the seminar presentation scores and the proceedings to the Dean of the faculty, who shall submit the results to Director of Teaching, Learning and Examination Services (DTLES) for uploading into ARMIS and the proceedings to DPGS for uploading into PGIMS. This process shall be completed within two weeks from the date of the seminar presentation.
- 2.1.17 If comments were provided during proposal defence, the student shall upload the revised proposal along with a response matrix to PGIMS within 30 days from the date of receiving the proposal defence report.

- 2.1.18 The student shall be allowed to upload the request for a research clearance letter in PGIMS if the requirements under items 2.1.16 and 2.1.17 have been fully complied with, AND the student has paid 50% of the programme fee.
- 2.1.19 Upon receiving the request for research clearance, the DPGS will issue the student a clearance letter within one week through PGIMS.
- 2.1.20 Master's students shall collect and analyze research data and write a thesis over a period of 8 months, while PhD students shall do so over 18 months. Supervisors may verify the credibility of the data used in writing the thesis.
- 2.1.21 The student shall use the PGIMS to request a seminar presentation. There shall be two seminar presentations after data collection. The first seminar will focus on the source of data used to write the thesis (accounting for 7.5%) and the second seminar will be the pre-viva voce examination (accounting for 7.5%). Each seminar request must be approved and forwarded by the supervisor to the HoD for seminar arrangement. In each seminar, the draft of the thesis shall be submitted through PGIMS.
- 2.1.22 For each seminar presentation, HoD shall appoint two experts as discussants for the draft of the thesis. The HoD shall provide the draft of the thesis to the discussants no later than two weeks before the scheduled presentation date, allowing sufficient time for them to submit their report.
- 2.1.23 The HoD shall arrange seminar presentations within four weeks after submission of the draft thesis. The HoD shall inform the student in question and members of the panel about the day, time, and venue of the seminar. The panel shall consist of the Dean of the Faculty or a representative, who will be the chairperson, the HoD or a representative, two discussants and the appointed secretary among the academic staff in the respective department.
- 2.1.24 The student shall be given 30 minutes for the presentation and a maximum of 60 minutes for questions and answers session. Upon conclusion of the presentation as well as questions and answers sessions, the panelists shall convene for the verdict. The chairperson shall inform the student about the verdict.
- 2.1.25 Each seminar presentation for Master's and PhD students shall account for a maximum of 7.5% of the total credits required for programme completion. Marks shall be distributed as follows: 3% from the discussants for evaluating the draft thesis, and 4.5% for the presentation session (comprising 2.5% from the two discussants, 1%

from the Dean, and 1% from the HoD). Panel members shall use form OUT/PG/SP.F3 to indicate the score of the candidate.

- 2.1.26 A student must attain a minimum of 3.75% out of the 7.5% allocated for each seminar in order to advance to the next stage. Any student who scores below 3.75% shall be required to reappear for the presentation in the respective seminar.
- 2.1.27 The HoD shall submit the seminar presentation scores and the proceedings to the Dean of the faculty, who shall submit the results to DTLES for uploading into ARMIS and seminar proceedings to DPGS for uploading into PGMIS. If comments were provided during seminar presentation, the student shall upload the revised thesis along with a response matrix to PGIMS within 30 days from the date of receiving the seminar presentation report.
- 2.1.28 Upon successful completion of the pre-viva voce examination, the student is allowed to submit the thesis for examination processes according to the postgraduate examination guidelines.
- 2.1.29 Each faculty shall report the research progress stages of postgraduate students to the Faculty Board and forward the report to the PGSC on a quarterly basis.

## **2.2 Masters and PhD by Coursework and Dissertation**

- 2.2.1 Coursework portion shall consist of a minimum of 12 units (120 credits) for Master students and a minimum of 18 units (180 credits) for PhD students, including all the core courses, specified by the faculty.
- 2.2.2 A student who has completed 60 credits for Masters or 150 credits for a PhD, and has paid 30% of the dissertation fee, may submit a concept note in PGIMS to identify potential supervisors.
- 2.2.3 The HoD shall assign supervisors to students based on the concept note submitted through PGIMS. Each student enrolled in a Master or a PhD programme by coursework and dissertation shall be supervised by a minimum of two supervisors. All supervisors must be subject-matter experts in the relevant research area, and at least one supervisor must be affiliated with the OUT.
- 2.2.4 The head of department shall ensure that potential external supervisors submit their CVs before submission for further processes.
- 2.2.5 The department shall assign candidates to staff members in line with the TCU guideline on the supervisor-supervisee ratio. The PGIMIS shall show the number of students supervised by each supervisor.

- 2.2.6 The HoD shall inform the DPGS of cases requiring a supervisor to be allocated more than the recommended number of students per the TCU guidelines.
- 2.2.7 The HoD shall submit the list of proposed supervisors using the format provided by the DPGS to the Faculty Board for recommendation to the Postgraduate Studies Committee, which will recommend the names to the Senate for approval.
- 2.2.8 Upon approval, the DPGS shall issue supervision contracts to the supervisors and then upload the list of supervisors onto the PGIMS in the first week of the approval.
- 2.2.9 The supervisors shall orient the supervisees on essential documents, report formats, and key guidelines of the university and regulatory bodies.
- 2.2.10 The supervisors and the students shall only use the PGIMS for all official communication and information exchanges regarding communication throughout the entire programme.
- 2.2.11 The students shall complete the proposal writing stage within three months for master's and five months for PhD after being assigned a supervisor unless a rationale is given in writing.
- 2.2.12 The student shall use the PGIMS to request a presentation for proposal defence, which must be endorsed by the supervisor to the programme coordinator. The proposal document must be uploaded onto the PGIMS.
- 2.2.13 The HoD, through the programme coordinator, shall assign two discussants for the proposal. The programme coordinator shall provide the proposal document to the discussants and give them a maximum of two weeks to submit their reports.
- 2.2.14 The head of department shall arrange seminar presentations within one month after proposal submission. The programme coordinator should inform the student in question and members of the panel about the proposal defense day, time, and location. The panel shall consist of the Head of Department or a representative, two discussants, and the faculty postgraduate coordinator.
- 2.2.15 The student shall be given 20 minutes for the proposal seminar presentation and a maximum of 40 minutes for Q&A. Following the presentation and Q&A, the panelists shall convene for the verdict.
- 2.2.16 The proposal defence for master's and PhD shall be awarded a maximum of 25% of the credits required for the completion of the programme. The distribution of the marks among the panelists is as follows: 20% for discussants (10% for each discussant), 3% for the

- HoD and 2% for the faculty PG coordinator. The panel members shall use the form (OUT/PG/SP.F4).
- 2.2.17 The student whose pass mark is 15% out of the 25% allocated for this section will be allowed to apply for the research clearance/notice on the PGIMS using form (OUT/PG/SP.02). The student whose pass mark is below 15% shall be allowed to reappear for the presentation not more than two times. If a student fails the proposal defence more than 3 times, then she/he shall be discontinued.
- 2.2.18 The chairperson of the seminar presentation shall inform the student of the verdict on the proposal defence.
- 2.2.19 The Head of the Department shall submit the seminar presentation scores and the proceedings to the Dean of the Faculty every after the seminar presentation, who shall submit the results to DTLES for uploading them into ARMIS and the proceedings to DPGS for uploading into PGMIS.
- 2.2.20 In case of comments provided during the defence, the student shall upload the revised proposal and the response matrix into PGIMS.
- 2.2.21 The student shall be allowed to upload the request for a research clearance letter in PGIMS if 2.2.20 and 2.2.21 have been completed, AND the student has paid 50% of the cost for the dissertation.
- 2.2.22 Upon receiving the request for research clearance, the DPGS will issue the student a clearance letter within one week.
- 2.2.23 The master's student shall collect research data, analyse data and write a research report for 8 months and 18 months for PhD students, unless there is a valid justification for delay. The supervisors may verify the credibility of the data used to write the thesis.
- 2.2.24 The student shall use the PGIMS to request a presentation for pre-viva, which must be endorsed by the supervisor to the programme coordinator. The draft dissertation must be submitted in the PGIMS.
- 2.2.25 The HoD, through the programme coordinator, shall assign two discussants for the pre-viva. The programme coordinator shall provide the draft dissertation to the discussants and give them a maximum of two weeks to submit their reports.
- 2.2.26 The head of department shall arrange a pre-viva presentation within two weeks after submission of the draft thesis. The programme coordinator should inform the student in question and members of the panel about the pre-viva day, time, and location. The panel shall consist of the Head of Department or a representative, two discussants, and the faculty postgraduate coordinator.

- 2.2.27 The student shall be given 30 minutes for the presentation and a maximum of 40 minutes for questions and answers session. Upon conclusion of the presentation as well as questions and answers sessions, the panelists shall convene for the verdict. The chairperson of the pre-viva voce examination shall inform the student about the verdict.
- 2.2.28 The pre-viva presentation for master's and PhD shall be awarded a maximum of 10% of the credits required for the completion of the programme. The distribution of the marks is as follows: 8% for discussants (4% for each discussant) and 2% for the supervisors. The panel members shall use the forms (OUT/PG/SP.F5).
- 2.2.29 The student whose pass mark is 5% out of the 10% allocated for this section will be allowed to submit for examination. The student whose pass mark is below 5% shall reappear for the presentation.
- 2.2.30 The Head of the Department shall submit the pre-viva scores and the proceedings to the Dean of the faculty, who shall submit the results to DTLES for uploading into ARMIS.
- 2.2.31 In case of comments provided during the pre-viva presentation, the student shall upload the revised draft dissertation and the response matrix into PGIMS.
- 2.2.32 Upon successful completion of the pre-viva, the student is allowed to submit the thesis for examination processes according to the postgraduate examination guidelines.
- 2.2.33 The candidate shall fill out an academic progress report every six months in the PGIMS to DVC ARC via supervisor, HoD, Dean and DPGS, using a designated online form (OUT/PG/SP.F6).
- 2.2.34 Faculty shall report the postgraduate student research stage to the respective Faculty board and forward it to the PGSC quarterly.

### **2.3 Expectations from Postgraduate Studies**

- 2.3.1 The master's research programme is primarily intended as a training ground to equip students with essential research competencies, enabling them to:
- Gain foundational knowledge of research principles
  - Develop new skills and research techniques
  - Learn to present research findings in a scholarly and professional manner
  - Make a meaningful contribution to the existing body of knowledge"

2.3.2 The PhD programme is a recognition of successful postgraduate research experience to enable the student to:

- Make a distinct contribution to new knowledge of facts and/or theory;
- Produce considerably more original work than required for the Master's programme;
- Manifest greater depth and breadth in his/her review of the relevant literature than is the case for the Master's candidate;
- Be more critical in his/her analysis of the data he/she has collected and
- Exercise more initiative in his/her research than for the Master's degree research candidate.

## **2.4 Roles and Responsibilities of Postgraduate Students**

2.4.1 The student shall complete an academic progress report every six months in PGIMS, using the designated online form OUT/PG/SP.F6. The report shall be submitted through the supervisor, HoD, Dean, and DPGS to the DVC ARC.

2.4.2 It is the responsibility of a student to be conversant with and follow all the Higher Degree Guidelines and Regulations.

2.4.3 It is the student's responsibility to complete his/her research within the scheduled timeframe and to prepare the thesis or dissertation in accordance with the applicable general faculty guidelines.

2.4.4 It is the responsibility a student to discuss problems stemming from his/her research with the supervisors and the HoD.

2.4.5 It is the student's responsibility to ensure that subsequent publications from a thesis/dissertation submitted for a degree of the Open University of Tanzania must contain a statement that the work is based on a thesis or a dissertation submitted to a degree of the Open University of Tanzania.

## **2.5 Roles and Responsibilities of Supervisors**

2.5.1 Since the supervisor is the University's agent to ensure that the student's work attains a satisfactory standard, he/she has the duty to acquaint himself/herself with all the University's higher degree regulations. The supervisor also has the responsibility to know his/her student and to be familiar with whatever special problems he/she may have and with details.

- 2.5.2 The supervisor must offer close and careful supervision at all times, especially during the early stages of supervision, to instill the research techniques, academic writing and presentation of the research results skills.
- 2.5.3 The supervisor is responsible for assisting the higher-degree candidate in formulating an appropriate higher-degree research project. The proposed research topic must be approved by the relevant Boards (i.e., the faculties and PGSC) and Senate before the candidate commences the research.
- 2.5.4 The supervisor is responsible for focusing ahead and seeing the potential and limitations of the research problem before the candidate goes far with the research work. The supervisor should be capable of seeing, through his previous research experience, whether or not the candidate will get meaningful data within one to three years of research, whether or not the proposed research problem is a long-term one not fit as a higher degree research topic, etc. Supervisors must have this kind of insight in order to significantly reduce the common problem of "students' wasted efforts" to a minimum.
- 2.5.5 Upon reviewing periodic students' reports, the supervisor should advise the candidate according to the progress they have demonstrated and, if necessary, give suggestions where modifications are required.
- 2.5.6 The supervisor should have regular consultations with students to make them aware of new problems in their research since the last report and to suggest remedial measures before it is too late.
- 2.5.7 The supervisor is responsible for overseeing and tracking the candidate's progress throughout the entire research period.
- 2.5.8 The supervisor is responsible for guiding the candidate in his/her thesis/dissertation writing. Although the writing of the thesis/dissertation is entirely the responsibility of the higher degree candidate, it is the supervisor's responsibility to ensure that the student submits a thesis/dissertation of a standard which is acceptable for the degree for which it is intended.
- 2.5.9 In order to avoid unnecessary embarrassment to the candidate, to the supervisor and to the University on the rejected thesis/dissertation, the following remedial measures are suggested:
  - (a) The supervisor should be accessible, show interest and enthusiasm in the candidate's research work, and have a positive and friendly relationship with the candidate.
  - (b) The supervisor should discuss the thesis/dissertation drafts with the candidate. In order to save the student's time, the supervisor should undertake to meet the candidate and to discuss his/her

thesis/dissertation draft within two weeks of receiving the thesis/dissertation document.

- (c) The supervisor should read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis/dissertation could be improved.
- (d) The supervisor should advise the candidate on what details should be placed in the main body of the thesis/dissertation; what should be better in appendices, what should be better expressed by illustrations, how to write the Bibliography, etc.
- (e) In the end, the supervisor should read the entire final draft of the thesis/dissertation and satisfy himself/herself that it is ready for examination.

2.5.10 The supervisor has the responsibility of recommending potential External Examiners for the candidate's thesis/thesis to the HoD.

2.5.11 The supervisor has the responsibility of guiding the candidate in the revisions of the thesis/dissertation in the event that such revisions were recommended by the External or other Examiners.

2.5.12 The supervisor shall assess the level of plagiarism, based on guidelines specified in a University policy, to ensure that the work (concept note/proposal/manuscript/dissertation/thesis, etc.) submitted by the student has not breached plagiarism standards.

2.5.13 The supervisor has the responsibility of supporting the students in soliciting funds for their respective research projects.

## **2.6 Change/Addition of Supervisor**

2.6.1 When a situation arises, prompting a student to request a change of supervisor, or a request for an additional supervisor, the student shall launch their application in the PGIMS using form number OUT/PG/SP.F7 and OUT/PG/SP.F8 for change and addition of supervisor(s), respectively.

2.6.2 In the course of supervision, the following problems may arise:

- (a) Breakdown in communication between the student and the supervisor.
- (b) Personal clashes and conflicts between the supervisor and the candidate.
- (c) Hostile relationship between the supervisor and the candidate.
- (d) Refusal of the candidate to follow the supervisor's advice.
- (e) Harassment, including sexual, ethnic, religious, discrimination, bullying or any other form.

- 2.6.3 In the event that the circumstances outlined in Guideline 2.6.2 arise, it is recommended that both the supervisor and the candidate report the problem, in writing, to the HoD. The HoD shall study the nature of the problem and recommend to the faculty and subsequently to the PGSC one of the following actions:
- (a) The candidate should be warned in writing about his/her weakness (if it is established that he/she is the cause of the problem).
  - (b) The candidate will be transferred to another department (where possible and where necessary).
  - (c) The supervisor be told of his/her weakness (if it is established that he/she is the cause of the problem) but continue to supervise the candidate.
  - (d) A small advisory panel will be established by the HoD to guide the candidate if there is no other single person in the department who has the expertise to supervise the candidate.
  - (e) Any other reasonable action, including discontinuation of the candidate.
  - (f) The supervisor will be terminated from supervision.
- 2.6.4 In case the supervisor finishes the contract with the Open University of Tanzania and:
- (a) The student is in the final stages of his/her studies; arrangements should be made in such a way that the supervisor leads the student to completion of studies.
  - (b) The student is just beginning his/her research; another supervisor should be appointed.

## **2.7 Miscellaneous Procedures**

- 2.7.1 The preceding account also demonstrates that frequent consultation between the higher-degree student and his/her supervisor is necessary to ensure that the student does not go astray in his/her research. Where the main supervisor is away from the University for more than three consecutive months, an acting supervisor will be appointed
- 2.7.2 Candidates who abandon their studies or break communication with their supervisor or head of the relevant department shall be deactivated from studies.
- 2.7.3 Staff member's supervision responsibilities should be considered by the HoD when assigning his/her teaching load.
- 2.7.4 As a token of appreciation for the supervisor's guidance to the candidate, the supervisor should be rewarded for their work.

## **2.8 Ethics**

- 2.8.1 The supervisor is the University's agent in ensuring that: -
- (a) A particular higher degree candidate is maintaining satisfactory progress.
  - (b) The candidate receives adequate advice and encouragement on the thesis/dissertation research project;
  - (c) The work being done on the thesis/dissertation is reviewed critically and continuously.
- 2.8.2 From the University's point of view, a positive attitude and relationship between the supervisor and the candidate is essential to:
- (a) Ensure that the candidate completes the research work he/she has started.
  - (b) Be able to identify difficult problems on inadequate work early enough to avoid unnecessary frustrations for the candidate.
- 2.8.3 The supervisor should know the distinction between his/her expected role when supervising Master's research candidates as compared to PhD candidates
- 2.8.4 The supervisor shall not, in any manner, have a romantic or blood relationship with the student who is under his/her supervision.

### **3.0 EXAMINATIONS GUIDELINES**

#### **3.1 Masters/PhD by Coursework and Dissertation Degree Programmes**

##### **3.1.1 Examination Guidelines for Coursework**

- 3.1.1.1 Candidates registered for a coursework and dissertation programme shall do coursework and sit for final examinations following assessment procedures approved by the relevant faculties/institutes in collaboration with the DTLES. Unless stipulated otherwise, the General University Undergraduate Examination Regulations shall be used to guide the conduct of examinations of all postgraduate courses.
- 3.1.1.2 Coursework portion shall consist of a minimum of 12 units (120 credits) for Master students and a minimum of 18 units (180 credits) for PhD students, including all the core courses, specified by each faculty.
- 3.1.1.3 A student shall be allowed to proceed with the dissertation research phase of the Master's/PhD programme provided he/she has less than three (3) courses remaining to complete the coursework part. However, before graduation, the student must successfully complete the entire coursework part with a mean overall grade of 'B' in all courses designated for the respective degree programme.
- 3.1.1.4 The pass mark for both core and elective course shall be a 'B' grade average. Candidates whose average pass are below the indicated average grade, shall be required to do supplementary examinations in the course failed. The maximum grade for a course that has been supplemented shall be a B.
- 3.1.1.5 Candidates whose overall grade point average is below 'B' (i.e. below GPA of 3.0) on the coursework part shall be discontinued from studies.
- 3.1.1.6 A candidate who fails in one or more courses, but has a GPA of 3.0 or higher shall be permitted to do supplementary examination(s) in the failed course(s).
- 3.1.1.7 Candidates failing supplementary examinations shall be required to repeat the course.
- 3.1.1.8 Examination grading system at the OUT shall follow the system indicated in Table 3.1.

**Table 3.1:** Examination grading system at the Open University of Tanzania

Grade	Marks	Grade Point	Quality
A	70-100%	5.0	Excellent
B+	60-69%	4.0	Very Good
B	50-59%	3.0	Good/Pass
C	40-49%	2.0	Marginal Fail
D	35-39%	1.0	Fail
E	0-34%	0	Absolute Fail

- 3.1.1.9 Final GPA for a degree shall be calculated based on the minimum required credits to complete the programme by including all prescribed core courses and the best performed elective courses. In calculating the final GPA, the total grade points of all courses are divided by the total credits. GPA figures shall be rounded to the nearest single decimal.
- 3.1.1.10 Grades for all courses attempted by the candidate shall appear in the academic transcript.
- 3.1.1.11 Before commencing research for the dissertation, a candidate shall submit to the departmental meeting, through HoD, a concise proposal of the research. The departmental meeting at its discretion may decline to approve the proposal or recommend revisions if in its opinion, it is unsuitable in contents and the condition under which the candidate proposes to work are unsatisfactory.

### **3.1.2 Examination Guidelines for Master's/PhD Dissertation**

- 3.1.2.1 Only a student who has completed coursework and paid the entire University fee shall be allowed to submit a dissertation for examination.
- 3.1.2.2 A candidate shall complete and submit dissertation intention to submission form OUT/PG/EX.F1 together with a dissertation to the HoD. Then the HoD shall submit the dissertation to the DPGS.
- 3.1.2.3 A candidate shall submit two loose-bound copies of dissertation for examination and provide a soft copy in word through email [dpgs.examination@out.ac.tz](mailto:dpgs.examination@out.ac.tz).
- 3.1.2.4 Every dissertation submitted by Masters by coursework and dissertation student shall be examined by at least two examiners (PhD holders) who are specialists in the subject

area and approved by the Senate. One examiner must be an external academic staff from higher learning institution other than the Open University of Tanzania. For a PhD by coursework and dissertation, a dissertation submitted shall be examined by at least one independent internal examiner and at least two examiners external to the University.

- 3.1.2.5 The examiner shall be required to submit his/her detailed examination report within a period of two months from the date of receipt. If the report is not received within two months, a reminder letter shall be written to the examiner giving him/her one-month extension. If the extension period expires, the dissertation shall be withdrawn in writing and be assigned to another examiner.
- 3.1.2.6 The examiners shall evaluate and grade the dissertation in accordance with the criteria prescribed in the OUT dissertation assessment form OUT/PG/EX.F2 and provide one of the following verdicts:
  - (a) The degree is awarded to the candidate unconditionally. A dissertation that passes unconditionally must be submitted for degree award within one month from the date of the oral examination/vice voce.
  - (b) The degree is awarded subject to typographical correction/minor revisions. For a dissertation that is subject to typographical corrections/minor revisions, the revised document shall be submitted for a degree award within a minimum of one month and a maximum of two months from the date of the oral examination/vice voce.
  - (c) The degree is awarded subject to substantial corrections and revision as indicated in the examination report. If a dissertation passes subject to substantial corrections and revisions, the revised version shall be submitted for a degree award in a minimum of one month and a maximum of three months for masters' students and a minimum of two months and a maximum of six months for a PhD student from the date of the oral/viva voce examination. The corrections recommended by the panelist must be verified by the HoD and internal examiner.
  - (d) The degree not awarded but the candidate be allowed to revise and resubmit his/her dissertation for re-examination. Where the dissertation is not accepted for

the degree award but the candidate has been allowed to revise the same for re-submission, the re-submission shall be made within a period of not less than six months and no more than nine months. If the resubmitted dissertation is failed by the examiners, it shall not be accepted for further re-examination.

(e) The dissertation is rejected outright.

- 3.1.2.7 For a candidate who fails the dissertation shall be eligible for an exit award as described in the curriculum approved document.
- 3.1.2.8 A candidate who fails, without reasonable cause, to submit a dissertation for a degree award within the period stated in guidelines 3.1.2.6 (a)-(d), shall be considered to have failed and shall be discontinued from studies.
- 3.1.2.9 In cases where the examiners' recommendations differ significantly (such as one passing and the other failing the candidate), the respective faculty will review the situation and recommend one of the following actions:
  - (a) Adopt the recommendation of the external examiner;
  - (b) Appoint an additional independent examiner who is unaware of the previous assessments.
- 3.1.2.10 If option 3.1.2.9 (b) is adopted, tallying of the results of two examiners shall be used to determine the final results of the dissertation.
- 3.1.2.11 The University shall pay honoraria to the External and Internal Examiners at the rate prescribed by Senate and upon receiving a detailed report and summary report of the dissertation under examination. The claims shall be made through filling in forms OUT/PG/EX.F3 for External Examiner and OUT/PG/EX.F4 for Internal Examiner.
- 3.1.2.12 DPGS shall share examination reports from examiners with Faculty Dean. Upon receiving the report from the DPGS, the Faculty Dean shall organize the oral/viva voce examination within a maximum of three weeks from the date the reports were received.

### **3.2 Guidelines for Oral Examinations for Masters by Coursework and Dissertation**

- 3.2.1 A candidate pursuing a master's degree by coursework and dissertation shall be required to write a dissertation. The candidate shall be eligible for the oral examination after obtaining an overall grade of "B" or higher based on the examiners' report, completing all coursework and settling all required fees.
- 3.2.2 All oral examinations shall be organised at the faculty level after receiving examiners report from DPGS.
- 3.2.3 A candidate allowed to sit for oral examination shall be examined in the following aspect:
- a) The originality of the candidate's work
  - b) Full grasp of the candidates' broader subject area and,
  - c) The quality of the candidate work
- 3.2.4 The oral examination shall comprise at least three examiners approved by the senate. The composition of the panel shall be as follows:
- a) At least two specialists (PhD holders) in the subject areas of study
  - b) HoD or the representative who will be the chairperson
  - c) Programme coordinator or the representative who will take notes of examination proceedings and other logistics.
- 3.2.5 The oral examination panelists shall be provided with the examiners' reports and copy of the candidate's dissertation, at least three days before the date of the oral examination.
- 3.2.6 The oral examination may be conducted face-to-face or online or both.
- 3.2.7 If an oral examination is conducted through an online platform, the approved OUT guidelines on the use of online technology for the OUT staff and postgraduate students' section 3.7 shall apply.
- 3.2.8 The candidate shall be given a maximum of 10 minutes to present his/her work orally, then followed by questions and answers and deliberation from the panelists for the period not exceeding 50 minutes.
- 3.2.9 At the end of the oral examination, the panel members shall sign an oral examination results form OUT/PG/EX.F5 stating as to whether the candidate owns the work or not.
- 3.2.10 The candidate who fails to prove ownership of the work shall be given a chance to reappear. A candidate who fails to demonstrate ownership of the work upon reappearance shall be eligible for an exit award as indicated in the curriculum document.

- 3.2.11 The chairperson of the panel shall submit a report to the DPGS, using the prescribed form OUT/PG/EX.F5 within one week after the date of the oral examination. The report must bear the signatures of all panelists and provide a comprehensive account of all questions directed to the candidate.

### **3.3 Examination of Master's/PhD Thesis**

- 3.3.1 A candidate must complete and submit an intention to submit form OUT/PG/EX.F1 together with the thesis for examination through PGIMS
- 3.3.2 The examination process shall comprise two parts: the examination of the thesis by external and internal examiners, and the viva voce examination.
- 3.3.3 Each thesis for Masters shall be examined by at least two examiners (PhD holders) who are specialists in the subject area and approved by the Senate. One examiner must be an external academic staff from higher learning institution other than the OUT.
- 3.3.4 Each PhD thesis shall be examined by at least three examiners (PhD holders) who are specialists in the subject area and approved by the Senate. Two examiners must be external academic staff from higher learning institution other than the OUT.
- 3.3.5 The examiner shall be required to submit his/her detailed examination report and evaluation form OUT/PG/EX.F2 within two months from the date of receipt. If the report is not received within two months, a reminder letter shall be written to the examiner giving him/her one-month extension. If the extension period expires, the thesis shall be withdrawn in writing and be assigned to another examiner.
- 3.3.6 The examiner shall grade the thesis and provide one of the following verdicts:
- (a) Thesis passes as it is (no revision or typographical revision required).
  - (b) Thesis passes subject to typographical corrections and minor changes.
  - (c) Thesis passes subjected to substantial corrections and revision as indicated in examination report.
  - (d) Thesis not accepted but may be revised and resubmitted for re-examination.
  - (e) Thesis rejected outright.

- 3.3.7 Where the examiners' recommendations differ significantly (such as one passing and the other failing the candidate), the respective faculty will review the situation and recommend one of the following actions:
- (a) Adopt the recommendation of the external examiner;
  - (b) Appoint an additional independent examiner who is unaware of the previous assessments.
- 3.3.8 If option 3.3.7 (b) is adopted, tallying of the results of two examiners shall be used to determine the final results of the thesis.
- 3.3.9 A thesis not accepted as per guideline 3.3.6 (d) must be re-written and re-submitted for re-examination within 12 months from the date the candidate received the examiners' assessment report. A candidate who fails to submit the thesis within the period of 12 months shall be deemed to have failed. If the resubmitted thesis is failed by the examiners, it shall not be accepted for further re-examination.
- 3.3.10 The University shall pay honoraria to the External and Internal Examiners of the thesis at the rate prescribed by Senate and upon receiving detailed and a summary report. The claims shall be submitted by completing form OUT/PG/EX.F3 for External Examiner and form OUT/PG/EX.F4 for Internal Examiners.
- 3.3.11 DPGS shall share examination reports from examiners with Faculty Dean. Upon receiving the report from the DPGS, the Faculty Dean shall organise the Viva voce examination within a maximum of three weeks from the date the reports were received.

### **3.4 Viva Voce Examination for Masters/PhD by Thesis/PhD by Coursework and Dissertation**

- 3.4.1 For a candidate to be eligible for *viva voce*, his/her dissertation or thesis must have passed as per guidelines 3.1.2.6 (a)-(c) and 3.3.6 (a)-(c) respectively.
- 3.4.2 All *viva voce* examinations shall be organised by respective Faculty.
- 3.4.3 The members of *viva voce* panel shall be so selected as to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research or related area.
- 3.4.4 The *viva voce* examination panel shall consist of a minimum of six members, appointed by the Senate upon the recommendation of the relevant Faculty Board and the PGSC. All appointed members should be PhD holders and the composition of Viva voce panel shall be as follows:

- (a) Independent chairperson with a voting power who is an expert in the research area.
  - (b) External examiner who examined the dissertation/thesis or his/her representative.
  - (c) Internal examiner who examined the dissertation/thesis or representative.
  - (d) At least one student supervisor (who is the silent observer).
  - (e) Dean of the faculty or the representative.
  - (f) Head of the department or the representative.
- 3.4.5 In addition to the substantial members of the panel, there shall be an appointee of the HoD who shall serve as the secretary of the Viva voce proceedings, coordinator of examination from DPGS or his/her representative for quality and logistics issues and the general public.
- 3.4.6 Panelists who are unable to be present at the Viva voce examination shall submit their Viva voce examination questions to the DPGS.
- 3.4.7 Viva voce examination may be conducted face-to-face or online or both.
- 3.4.8 The *viva voce* panelists shall be provided with copies of the candidate's dissertation/thesis at least two weeks before the date of the Viva voce.
- 3.4.9 A candidate allowed to sit for Viva voce examination shall be examined to ascertain that:
- (a) The dissertation/thesis presented (the data, methodology, analysis and findings) is the original work of the candidate.
  - (b) The broader subject area in which the study is based is fully grasped.
  - (c) Any uncertainties or weaknesses in the dissertation/thesis can be effectively clarified by the candidate during the examination.
- 3.4.10 During the *viva voce* examination, the panelists shall hold a brief meeting, lasting no more than 10 minutes, to discuss and agree on the questioning strategy and the order in which questions will be asked.
- 3.4.11 Duration of *viva voce* for master's by thesis shall not exceed two hours allocated as follows:
- (a) 30 minutes of presentation
  - (b) 75 minutes for questions and answers from panelist
  - (c) 15 minutes for deliberation and decision by examining panelists

- 3.4.12 Duration of *viva voce* for PhD students by thesis shall not exceed three hours allocated as follows:
- a) Maximum of 45 minutes for oral presentation
  - b) Maximum of 105 minutes for questions from the panelists and answers from the candidate
  - c) Maximum of 30 minutes for deliberation and decision by examining panelists
- 3.4.13 Duration of *viva voce* for PhD by coursework and dissertation shall not exceed two hours and half allocated as follows:
- (a) Maximum of 45 minutes for oral presentation
  - (b) Maximum of 75 minutes for questions from the panelists and answers from the candidate
  - (c) Maximum of 30 minutes for deliberation and decision by examining panelists.
- 3.4.14 The verdict of the *viva voce* shall fall under one of the following categories:
- (a) Dissertation/thesis passes as it is (no revision or typographical revision required).
  - (b) Dissertation/thesis passes subject to typographical corrections and minor changes.
  - (c) Dissertation/thesis passes subjected to substantial corrections and revision as indicated in examination report.
  - (d) Dissertation/thesis not accepted but may be resubmitted for re-examination upon additional data collection, analysis, and literature review or rewriting.
  - (e) A PhD thesis be re-written for a master's degree award.
  - (f) Dissertation/thesis rejected outright. For a rejected dissertation, the candidate is eligible for an exit award as indicated in the curriculum document.
- 3.4.15 Dissertation/thesis shall be considered to have passed as per 3.4.14 (a-c) if it scores a minimum of 50% of the total marks allocated for *viva voce*.
- 3.4.16 If a thesis passed as per 3.4.14 (c), a chairperson of the panel will formulate a small committee of two members consisting of internal examiner and the HoD to oversee and verify the corrections. The candidate will be required to submit the revised work and correction matrix form online to the HoD for distribution to the committee

members. The committee members will be required to submit their report online using form OUT/PG/EX.F7 to DPGS within seven (7) days after a student has submitted the revised dissertation/thesis.

- 3.4.17 If the score falls under category 3.4.14 (d), the candidate shall revise and resubmit the dissertation/thesis in a minimum of nine (9) months and a maximum of 12 months from the date the candidate received the examiners' assessment report. If the resubmitted dissertation/thesis is failed by the examiners, it shall not be accepted for further re-examination.
- 3.4.18 At the end of the *viva voce* examination, the panel members shall sign viva voce examination results form OUT/PG/EX. F8.
- 3.4.19 The proceedings of the *viva voce* vetted by the panel chairperson and Faculty Dean shall be shared to DPGS within two weeks after the date of the *viva voce*. The proceedings shall include a detailed record of all questions posed to the candidate, along with the corresponding responses given by the candidate.
- 3.4.20 Each panelist in the *viva voce* examination shall receive an honorarium at the rate approved by the University.

### **3.5 Guidelines for Conducting Online Oral/Viva Voce Examination**

- 3.5.1 Candidate responsibility during online oral/viva voce examination:
  - (a) A candidate shall be informed by the chairperson that having agreed to the session involving video conferencing technology, a candidate shall not be permitted to use this as the ground for appeal, unless the circumstances of technical failure, or other unforeseen eventualities beyond the control of the examiners were deemed to have adversely affected the candidate's performance.
  - (b) A candidate needs to make sure that he/she is visible to the panelists from the beginning of the presentation to the end of the examination session. This will provide assurance to the members that the presenter is the real candidate in question. In addition, a candidate is advised to appear in person rather than setting multicolored virtual background of him/her somewhere else.
  - (c) Once a candidate joins the meeting, he/she is advising to mute his/her microphone as this will prevent uninvited guests from blasting the meeting with noise, and also blocks any background noise coming from candidates' side.
  - (d) A candidate is advised to ensure that he/she has sufficient data bundles to remain online throughout the entire examination as

poor internet connectivity may hinder the effectiveness of the examination process.

- (e) It is advised that a candidate should look for a suitable location for the examination at least one day before the *viva voce* examination meeting. Proper location that is free from noise is highly recommended.
- (f) A candidate is required to join the *viva voce* examination meeting at least ten minutes before time as this will help him/her to start the examination on time.
- (g) The candidate is advised to be a good listener and respond to panelist questions appropriately as the intention of the examination is to assess the candidates' level of understanding and to test the ownership of the work. The students shall make sure that he/she responds directly to the question asked and avoid biting around the bush to respect the time of the panel members.
- (h) A candidate is expected to dress appropriately because the intention of the meeting is to conduct examination. The candidate needs to look smart and professional.
- (i) The candidate is requested to maintain appropriate conduct throughout the *viva voce* examination meeting. The *viva voce* panel expects the candidate to remain focused and refrain from activities such as chewing, eating, smoking, singing or any other inappropriate behaviour. However, the candidate is permitted to drink water if desired.
- (j) If a candidate disconnects or is absent during the seminar presentation or *viva voce* examination meeting, the session shall be terminated, and the DPGS will make alternative arrangements.

### **3.6 Panelists Responsibility after Oral/Viva Voce Examination presentation**

- 3.6.1 Examiners shall confirm at that conclusion session that holding of oral/viva voce examination by video conferencing technology has had no substantive bearing on the examination process.
- 3.6.2 Examiners unanimously shall reach to the agreement regarding the overall performance of a candidate to determine whether he/she has passed or failed before the chair announces the final verdict to the candidate.
- 3.6.3 At the end of the examination, the chairperson will announce the final verdict to the candidate based on the criteria listed in 3.4.14 (a-f) and the appointed secretary of oral/viva voce shall have to produce a

detailed oral/viva voce proceeding and submit it to DPGS within three (3) days after the examination date.

### **3.7 Responsibility of the Host of the Oral/Viva Voce Presentation**

- 3.7.1 During the oral/viva voce examination the host is required to be at the OUT premises or at the nearby regional centre. This will ease the process of helping the host in case there is any technical emergency problem occurs.
- 3.7.2 The host of the meeting shall inform the candidate on the rules and expectations for the seminar/viva voce presentation.
- 3.7.3 The host shall make sure that the timing of the seminar/viva voce is known to both parties prior to the beginning of the session.
- 3.7.4 The host must provide meeting ID and password to all the participants' at least one day before the meeting for examination. Offering ID and password is the most effective thing the host can do to protect the effectiveness of the meeting.
- 3.7.5 The host of the meeting shall make sure that at the end of the seminar/viva voce the forms are filled and the verdict is done.
- 3.7.6 For quality of the video-conferences or online meeting, the host shall make sure that he/she develops the agenda and stick to it.
- 3.7.7 To be efficient and effective the host of the meeting must mute others who are not speaking by leaving their video running because this takes up bandwidth, which is becoming scarce as our internet infrastructure handles the needs of at-home workers and students.
- 3.7.8 The host should block a zoom bomber from disrupting a meeting with unwanted images. The host should control a person who can share the screen during the entire meeting.
- 3.7.9 The host shall make sure that he/she does wrap up timely. This will help finishing the meeting on time.
- 3.7.10 In the case of technical failure, the host in consultation with the other panelist members shall decide to cancel the examination without prejudice to the student.

### **3.8 DPGS Responsibility**

- 3.8.1 DPGS shall make follow up to the OUT management to ensure that data bundles are provided to host examination meetings (i.e. OUT shall be the bearer of the cost). In this case the host of the seminar shall be faculty dean and one of the DPGS staff or representative shall attend the meeting.

- 3.8.2 To avoid clogging and overburdening the system only meeting invitees will be provided with ID codes to allow them attend the seminar/viva voce.
- 3.8.3 Faculty shall make sure that the host understands and builds a collegial relationship between themselves and the attendee/examinee/presenter.
- 3.8.4 DPGS director shall make sure that IEMT assist faculty members and DPGS representative in running on-line oral/viva voce examinations.

### **3.9 Final Submission of Dissertation/Thesis for Masters/PhD**

- 3.9.1 The PhD/Master's degree examinations require the candidate to submit a thesis or dissertation, which has passed all the procedures for examination.
- 3.9.2 With exception of the postgraduate degree programmes in Kiswahili, all thesis/dissertation shall be written in Standard British English.
- 3.9.3 No candidate shall be awarded a PhD degree before thirty-six months and before eighteen months for master's by coursework and dissertation, and twenty-four months for master's by thesis degree, both counted from the date of registration.
- 3.9.4 The thesis/dissertation submitted to the OUT shall be accompanied by a declaration by the candidate stating that the dissertation/thesis is his/her original work and has not been submitted nor concurrently being submitted in any other institution. The dissertation/thesis shall contain a statement of copyright by the candidate.
- 3.9.5 The candidate shall submit one hard-bound copy (following the guidelines outlined in the OUT prospectus) and one soft copy of the dissertation/ thesis to DPGS for the repository. The submission of the dissertation/thesis shall be accompanied by a checklist form OUT/PG/EX.F9, confirming that all necessary requirements have been met.
- 3.9.6 A candidate whose dissertation/thesis has passed as it is (no revision or typographical revision required), shall submit the hardbound document within one month from the date of the viva voce.
- 3.9.7 A candidate whose dissertation/thesis has passed subject to typographical corrections and minor changes shall submit the hardbound document within a minimum of one month and a maximum of two months from the date of the viva voce.
- 3.9.8 A candidate whose thesis has passed subjected to substantial corrections and revision as indicated in examination report shall submit the hardbound document within a minimum of two months and a maximum of six months from the date of the viva voce.

- 3.9.9 A candidate who fails to submit the dissertation within the period stated in Guidelines 3.9.6 to 3.9.8 shall be deemed to have failed.
- 3.9.10 For a master's programme that includes coursework and dissertation, a candidate shall submit the dissertation within a period stated in Guideline 3.1.2.6 (a-c)

### **3.10 Examination Malpractices and Irregularities Regulations**

- 3.10.1 Fraud in relation to Coursework/Dissertation/Thesis
  - (a) It shall be an offence for a student to plagiarize another person's work.
  - (b) Where a student is found to have plagiarized coursework assignment/dissertation/thesis, the examiner shall give a candidate a written warning through the HoD and shall be awarded a Zero in the assignments/dissertation/thesis.
- 3.10.2 The use of AI for grammar correction, data analysis, or formatting is permissible, provided it is transparently acknowledged in the methodology section and adheres to ethical guidelines set by the OUT.
- 3.10.3 Unauthorized use of AI shall be treated as academic misconduct and a violation of the University's plagiarism policy. The disciplinary actions for this offence shall include automatic invalidation of the candidate work, suspension of up to one academic year and/or other measures taken to plagiarism cases.
- 3.10.4 All course instructors shall ensure compliance with the University's academic integrity policies, including monitoring unauthorized use of AI in student work, the instructor must employ available detection tools and provide adequate guidance to students on acceptable practices.
- 3.10.5 It shall be considered a serious offense for a student at the research stage to initiate contact with any of their thesis or dissertation examiners. Any student found guilty of such misconduct shall be subject to immediate dismissal from his/her academic programme.
- 3.10.6 Instructors found to have neglected their duty to check for the unauthorized use of AI in student work, shall be subject to the following disciplinary measures, including:
  - (a) A warning letter and/or temporary suspension from teaching a particular course for one academic year.
  - (b) Removal of supervisory privileges for an indefinite period based on the severity of the case.

### **3.11 Malpractices in the Conduct of Examinations**

- 3.11.1 It shall be an offense for a candidate to be involved in the following:
- (a) Sit or attempt to sit the examination without valid documentation.
  - (b) Engage in disruptive behaviour including but not limited to shouting, assaulting another candidate, using abusive or threatening language, and damaging University or personal property.
  - (c) Take away from the examination room/hall answer booklets, whether used or unused.
  - (d) Physically assault or insult an invigilator or any University official involved in the examination process.
  - (e) Engage in any other actions related to, connected with, or arising from the offenses specified above.
- 3.11.2 A candidate found guilty of violating Regulation 3.12.1 shall face cancellation of the relevant examination AND suspension from the University for up to a maximum of two years, or discontinuation from the studies after due diligence process.

### **3.12 Cheating in Examination/ Timed Test**

- 3.12.1 It shall be an offense for any candidate to engage in the following:
- (a) Bring unauthorized materials into the examination room/hall, either personally or through an agent, including but not limited to plain papers, condensed notes, books, handkerchiefs with written information, writing on any part of the body, recording devices, mobile phones, smart watches, or any other unauthorized electronic devices, or any materials as specified by the DVC ARC.
  - (b) Copy from another candidate.
  - (c) Assist or encourage another candidate in copying from someone examination booklet.
  - (d) Exchange answers with another candidate in the examination room.
  - (e) Collaborate with another candidate to share materials such as calculators, electronic devices, or other items during the examination.
  - (f) Communicate with other students, either verbally or through other means, during the examination without the invigilator's permission.

(g) Engage in any other actions related to, connected with, or arising from the offenses mentioned above.

3.12.2 A candidate found guilty of cheating in examinations, as defined in Regulation 3.13.1, shall face cancellation of the relevant examination AND suspension from the University for up to a maximum of two years, or discontinuation from the studies after due diligence process.

3.12.3 Upon conclusion of the cheating in Examination/Timed Test case, any confiscated unauthorized materials shall be destroyed within sixty (60) days from the date of the letter communicating the decision, unless the candidate has filed an appeal within the specified timeframe.

### **3.13 Fraud in Examinations/Timed Tests**

3.13.1 It shall be an offense for a candidate to:

- (a) Bring a pre-prepared answer booklet into the examination hall or room, either personally or through an agent.
- (b) Substitute an answer booklet prepared outside the examination room for the one already submitted to the invigilator or examiner.
- (c) Impersonate another candidate.
- (d) Procure or persuade another person to sit for the examination on their behalf.
- (e) Present false documents regarding eligibility to sit for University examinations.
- (f) Sit or attempt to sit for an examination without authorization.
- (g) Fraudulently obtain examination papers or questions that have been illegally acquired or made available.
- (h) Illegally access or attempt to access examination questions before the scheduled time.
- (i) Pay or persuade someone to illegally obtain or provide examination papers or questions.
- (j) Use an incorrect registration number or examination number with the intent to conceal the candidate's identity.
- (k) Engage in any other actions related to, connected with, or arising from the offenses mentioned above.

3.13.2 A candidate found guilty of fraudulent conduct as outlined in Regulation 3.13.1 shall be suspended from the studies for up to two academic years or may be discontinued from the studies.

- 3.13.3 Any action or behaviour that compromises the integrity, fairness, or security and quality of the examination process from the invigilator shall be considered as the invigilation misconduct. Examples of misconduct may include, but are not limited:
- 3.13.4 Neglecting Invigilation Duties:
- (a) Leaving the examination room unattended without a valid reason.
  - (b) Engaging in non-invigilation activities (e.g., phone usage, casual conversations) during the examination.
  - (c) Providing unwarranted assistance
  - (d) Giving hints or clarifications that are not part of the examination guidelines.
  - (e) Answering questions that compromise the assessment's integrity.
- 3.13.5 Facilitating or Ignoring Academic Dishonesty:
- (a) Failing to address obvious cheating behaviours by students.
  - (b) Allowing unauthorized materials or electronic devices in the examination room.
  - (c) Not reporting observed incidents of cheating or academic dishonesty.
- 3.13.6 Inappropriate Behaviour:
- (a) Using disrespectful or unprofessional language towards students.
  - (b) Creating a hostile or intimidating examination environment.
- 3.13.7 Manipulating Examination Materials:
- (a) Altering students' responses or examination scripts.
  - (b) Unauthorized handling or distribution of examination papers before or after the examination period.
- 3.13.8 Breach of Confidentiality:
- a) Sharing examination content with unauthorized persons.
  - b) Discussing examination results or students' performance before official release.
- 3.13.9 Disciplinary actions for offenses listed in Regulations 3.13.4-3.13.8 shall include a formal warning with a record of misconduct, suspension or removal from examination duties for repeated offenses, and/or depending to the severity of the practices, the offender may be termination from employment.

### **3.14 Offenses during Investigation and Hearing of Examination-Related Misconducts**

3.14.1 It shall be considered an offense for any candidate, whether or not he/she has been accused of an irregularity, to:

- (a) Interfere with the investigation process or the hearing of an irregularity by the Irregularities Committee or any other body responsible for handling irregularities or appeals.
- (b) Intimidate members of the Committee, University staff, or witnesses involved in the irregularity case.
- (c) Destroy evidence pertaining to an alleged irregularity.
- (d) Forge or present false documents related to an alleged irregularity.
- (e) Bribe or attempt to bribe a university official, witness, or any other individual connected to the alleged irregularity.
- (f) Harass or instruct others to harass a university official, witness, or any other person regarding an irregularity, including through persistent phone calls, visits, etc.
- (g) Refuse to sign an irregularity form when requested to do so by the invigilator.
- (h) Engage in any other actions related to or arising from the above-mentioned offenses.

3.14.2 Any candidate found guilty of interfering with the conduct of an irregularity hearing as outlined in Regulation 3.14.1 shall face the following penalties:

- (a) Cancellation of the relevant examination(s), or
- (b) Suspension from the studies for one academic year, or
- (c) Any other penalty deemed sufficient by the committee

3.14.3 A candidate found guilty of violating Guideline 3.14.1 (b) or 3.14.1 (f) shall be discontinued from the studies.

3.14.4 A candidate found guilty of violating Guideline 3.14.1 (e) shall be discontinued from the studies and reported to the Prevention and Combating of Corruption Bureau for possible legal actions.

3.14.5 A candidate who has been discontinued cannot apply for admission for the same programme at the OUT before three years have elapsed.

3.14.6 If in collaboration with a student, a staff member of the OUT is found guilty of violating Guideline 3.14.1, he/she shall be subject to disciplinary action in line with the University's current disciplinary procedures.

### **3.15 Appeals against Coursework/Dissertation/Thesis Results**

- 3.15.1 The right to appeal against coursework/dissertation/thesis results shall be open to every postgraduate candidate.
- 3.15.2 The appellant shall lodge an appeal with the DVC ARC, regardless of the grounds of appeal.
- 3.15.3 Candidate should clearly understand the valid grounds for appeal, such as disagreement with examination or dissertation/thesis evaluation results and be able to present the application in an acceptable manner.
- 3.15.4 Appeals for coursework results must be lodged within two months after the result is issued/after the date of approval of the results.
- 3.15.5 Appeals against dissertation/thesis result must be lodged within six months from the date of approval of the results.
- 3.15.6 The candidate must submit a formal appeal letter, clearly stating the grounds for the appeal. The letter should be accompanied by supporting documents such as evaluation reports, communication records, and other relevant materials.
- 3.15.7 Except where unfair marking, wrong computation of marks or grades or another like irregularities committed in the conduct of examination is alleged, no appeal shall lie in respect of such examination on any ground.
- 3.15.8 No appeal shall be considered where:
  - (a) The candidate fails to establish reasonable grounds for prejudice, incompetence, or lack of integrity on the part of the examiner/s.
  - (b) The candidate has not demonstrated efforts to resolve the issue at the department level.
  - (c) A candidate claims illness or similar circumstances but had the opportunity to postpone studies or examinations and voluntarily chose not to do so.
- 3.15.9 The candidate's appeal shall be entertained upon payment of an appeal fee as may be determined by the University Council from time to time.
- 3.15.10 An appellant against dissertation/thesis results shall bear the actual cost of re-examination (i.e. examiners honorarium and cost of sending the document to another examiner) as approved by the University Council from time to time.
- 3.15.11 Any staff who participated in decision, against which the appeal is lodged, shall not have a voting right in the Senate over such an appeal.

- 3.15.12 In cases where a candidate is dissatisfied with a decision of the Senate, she/he may appeal to the Chairperson of the Senate by submitting the appeal through the DVC ARC. Such an appeal shall only be considered if the student presents new developments or grounds that were not and could not have been made available during the Senate session that rendered the decision in question.
- 3.15.13 As in the case of regulation 3.15.9, the candidate's application for a review of the Senate's decision shall only be considered upon the payment of an appeal/review fee, as may be determined by the University Council from time to time.
- 3.15.14 The decision of the Chairperson of the Senate on an appeal or review shall be final and conclusive, with no further appeals on the same matter entertained. This decision shall be reported to the Senate for noting.

#### 4.0 STUDY CYCLE FOR PhD BY THESIS DEGREE PROGRAMME

Academic progression for candidates enrolled in the PhD by thesis programme is detailed in Table 4.1, which presents study timeline to guide students through each phase of the PhD journey.

**Table 4.1:** Study cycle for PhD by thesis degree programme

S/No	Study Category	Component	Competencies to be Accomplished	Duration (Minimum 3 years)	Assessment Score (100%)	Responsible and Remarks	Student Fee Payment Arrangement
1.	Application and Admission	<ul style="list-style-type: none"> <li>Submission of application documents through PGOA</li> <li>Evaluation of the documents</li> <li>Decision</li> </ul>	N/A	3 months	N/A	<ul style="list-style-type: none"> <li>Applicant</li> <li>HoD</li> <li>Dean</li> <li>DPGS</li> </ul>	1 <sup>st</sup> Installment (30% of total fee amount)
2.	Registration	Online registration through ARMIS				DPGS	
3.	Assigning supervisors	Two supervisors				<ul style="list-style-type: none"> <li>HoD</li> <li>Dean</li> <li>DPGS</li> <li>Student</li> <li>Supervisors</li> </ul>	
4.	Research proposal development	<ul style="list-style-type: none"> <li>Title</li> <li>Background of the study</li> <li>Statement of the problem</li> <li>Objectives</li> <li>Hypothesis/research questions</li> <li>Justification</li> <li>Literature review</li> <li>Methodology</li> </ul>	<ul style="list-style-type: none"> <li>i. Ability to critically assess literature, identify research gaps and formulate a clear research problem and objectives based on thorough analysis.</li> <li>ii. Ability to select and justify appropriate research method to guide the study (design, tools, data collection and</li> </ul>	9 months	N/A	<ul style="list-style-type: none"> <li>Student</li> <li>Supervisors</li> </ul>	

S/No	Study Category	Component	Competencies to be Accomplished	Duration (Minimum 3 years)	Assessment Score (100%)	Responsible and Remarks	Student Fee Payment Arrangement
		<ul style="list-style-type: none"> <li>Budget</li> <li>Timeframe</li> <li>References</li> <li>Appendices</li> </ul>	analysis method and ethical issues).				
5.	Research proposal defence  (Seminar Presentation 1)	<ul style="list-style-type: none"> <li>Proposal document</li> <li>PPT</li> </ul>	i. Ability to clearly communicate research problem, objectives, research plan and research methodology. ii. Ability to listen, note and satisfactorily respond to questions asked by panel members.	1 month	<b>Total score 20%</b> distributed as follows: <b>Written work</b> <ul style="list-style-type: none"> <li>5%: Discussant 1</li> <li>5%: Discussant 2</li> </ul> <b>Proposal Defence</b> <ul style="list-style-type: none"> <li>2.5%: Discussant 1</li> <li>2.5%: Discussant 2</li> <li>2.5%: Dean</li> <li>2.5%: HoD</li> </ul> Pass mark to the next stage is <b>10%</b>	<ul style="list-style-type: none"> <li>Dean</li> <li>HoD</li> <li>Supervisors</li> <li>Discussants</li> <li>DPGS</li> <li>Student</li> </ul>	2 <sup>nd</sup> Installment (20% of total fee amount)
6.	Research clearance	<ul style="list-style-type: none"> <li>Proposal correction matrix signed by student and supervisors</li> <li>Research clearance form</li> <li>Ethical consideration (if any)</li> </ul>	N/A		N/A	<ul style="list-style-type: none"> <li>Student</li> <li>Supervisors</li> <li>HoD</li> <li>Dean</li> <li>DPGS</li> </ul>	
7.	Data Collection	<ul style="list-style-type: none"> <li>Study area</li> <li>Study design</li> <li>Study population</li> <li>Sampling technique</li> <li>Sample size</li> <li>Data collection methods</li> <li>Data collection tools</li> </ul>	i. Ability to use various data collection tools (e.g., questionnaires, interviews, observation sheets) and techniques (e.g., surveys, experiments or focus groups) effectively.	18 months	N/A	<ul style="list-style-type: none"> <li>Student</li> <li>Supervisors</li> </ul>	

S/No	Study Category	Component	Competencies to be Accomplished	Duration (Minimum 3 years)	Assessment Score (100%)	Responsible and Remarks	Student Fee Payment Arrangement
			ii. Ability to conduct ethical research, ensuring informed consent, maintaining confidentiality and minimising bias during data collection.				
8.	Data Analysis	<ul style="list-style-type: none"> <li>Raw data familiarisation</li> <li>Data preparation/ data coding</li> <li>Descriptive analysis/inferential analysis/ thematic analysis</li> <li>Data interpretation and synthesis</li> <li>Presentation of the findings</li> </ul>	i. Ability to use appropriate data analysis methods ii. Ability to interpret complex data, identify patterns, trends and relationships and synthesize findings in relation to research questions or hypotheses.		N/A	<ul style="list-style-type: none"> <li>Student</li> <li>Supervisors</li> </ul>	3 <sup>rd</sup> Installment (30% of total fee amount)
9.	Data Collection and Analysis progress Presentation  (Seminar Presentation 2)	<ul style="list-style-type: none"> <li>Raw data collected</li> <li>Analysed data</li> <li>PPT</li> </ul>	i. Ability to describe and justify the methods and tools used for data collection. ii. Ability to ensure data accuracy, reliability and validity. iii. Ability to interpret complex data, identify patterns, trends and relationships and synthesize findings in relation to research questions or hypotheses. iv. Ability to present the results clearly and coherently.		<b>Total score 7.5%</b> distributed as follows: <b>Assessment of the written work</b> <ul style="list-style-type: none"> <li>1.5%: Discussant 1</li> <li>1.5%: Discussant 2</li> </ul> <b>Proposal Defence</b> <ul style="list-style-type: none"> <li>1.25%: Discussant 1</li> <li>1.25%: Discussant 2</li> <li>1.0%: Dean</li> <li>1.0%: HoD</li> </ul> Pass mark to the next stage is <b>3.75%</b>	<ul style="list-style-type: none"> <li>Dean</li> <li>HoD</li> <li>Supervisors</li> <li>Discussants</li> <li>DPGS</li> <li>Student</li> </ul>	

S/No	Study Category	Component	Competencies to be Accomplished	Duration (Minimum 3 years)	Assessment Score (100%)	Responsible and Remarks	Student Fee Payment Arrangement
10.	Writing of a Thesis	<ul style="list-style-type: none"> <li>• Title page</li> <li>• Certification</li> <li>• Copyright</li> <li>• Declaration</li> <li>• Acknowledgement</li> <li>• Abstract</li> <li>• Table of Contents</li> <li>• Chapter 1: Introduction</li> <li>• Chapter 2: Literature Review</li> <li>• Chapter 3: Methodology</li> <li>• Chapter 4: Results</li> <li>• Chapter 5: Discussion of the Findings</li> <li>• Chapter 6: Conclusions and Recommendations</li> <li>• References</li> <li>• Appendices</li> </ul>	Ability to interpret and present results accordingly. Students also acquire academic writing skills including clear and structured presentation, argumentation and adherence to scholarly standards.		N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	
11.	Writing Articles and Publishing in Reputable Journals	<ul style="list-style-type: none"> <li>• Article 1</li> <li>• Article 2</li> <li>• Article 3</li> </ul>	Ability to develop essential research skills such as data analysis critical thinking, and scientific writing.		<p><b>Total score 15%</b></p> <p>Evidence required: A copy of the published article or acceptance letter</p>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	
12.	Pre-viva voce examination  (Seminar Presentation 3)	<ul style="list-style-type: none"> <li>• Thesis</li> <li>• PPT</li> </ul>	<p>i. Ability to communicate actual research activity and findings</p> <p>ii. Ability to listen, note and satisfactorily respond to panel member questions so</p>	1 Month	<p><b>Total score 7.5%</b> distributed as follows:  <b>Assessment of the written work</b></p> <ul style="list-style-type: none"> <li>• 1.5%: Discussant 1</li> <li>• 1.5%: Discussant 2</li> </ul> <p><b>Proposal Defence</b></p>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• HoD</li> <li>• Supervisors</li> <li>• Discussants</li> <li>• DPGS</li> <li>• Student</li> </ul>	

S/No	Study Category	Component	Competencies to be Accomplished	Duration (Minimum 3 years)	Assessment Score (100%)	Responsible and Remarks	Student Fee Payment Arrangement
			as to show ownership of the thesis		<ul style="list-style-type: none"> <li>• 1.25%: Discussant 1</li> <li>• 1.25%: Discussant 2</li> <li>• 1.0%: Dean</li> <li>• 1.0%: HoD</li> </ul> Pass mark to the next stage is <b>3.75%</b>		
13.	Thesis Examination	<ul style="list-style-type: none"> <li>• Thesis submit form</li> <li>• Plagiarism report</li> <li>• Thesis document (3 loose-bound hard copies for internal and external examiners)</li> <li>• Soft copy sends to Dean, HoD and DPGS through ARMIS</li> </ul>	N/A	Within 1-month DPGS to dispatch the thesis to examiners	N/A	<ul style="list-style-type: none"> <li>• GPGS</li> <li>• Student</li> </ul>	4th Installment (20% of total fee amount)
14.	Assessment of the Thesis by Examiners	<ul style="list-style-type: none"> <li>• External examiners reports</li> <li>• Internal examiner report</li> </ul>	i. Demonstrate the ability to engage deeply with the research topic, critically evaluate sources and synthesize complex information ii. Clear understanding and application of appropriate research methods, including data collection, analysis, and justification of chosen approaches iii. Proficiency in structuring the thesis logically, using scholarly language, proper citation, and	Maximum 3 months	<b>Total score 30%</b> distributed as follows: <ul style="list-style-type: none"> <li>• 10%: External examiner 1</li> <li>• 10%: External examiner 2</li> <li>• 10%: Internal examiner</li> </ul> Pass mark to the next stage is <b>15%</b>	<ul style="list-style-type: none"> <li>• External examiner 1</li> <li>• External examiner 2</li> <li>• Internal examiner</li> <li>• DPGS to receive reports from examiners</li> </ul>	

S/No	Study Category	Component	Competencies to be Accomplished	Duration (Minimum 3 years)	Assessment Score (100%)	Responsible and Remarks	Student Fee Payment Arrangement
			adhering to academic writing conventions. iv. Demonstrating the ability to generate new insights, ideas, or findings that advance understanding in the relevant field of study.				
		<ul style="list-style-type: none"> <li>Notification of thesis examination results to student</li> </ul>	N/A	Within one month after receiving thesis evaluation reports from examiners	N/A	Dean	
15.		<ul style="list-style-type: none"> <li>Viva voce</li> </ul>	Ability to clearly and confidently articulate research ideas, methodologies and findings to an academic audience. Demonstrate the capacity to think on their feet, respond thoughtfully to challenging questions and defend research choices.	Within one month after notification of examination results to student	<b>Total score 20%</b> distributed as follows: <ul style="list-style-type: none"> <li>5%: External examiner</li> <li>5%: Internal examiner</li> <li>5%: Dean</li> <li>5%: HoD</li> </ul>	<ul style="list-style-type: none"> <li>Candidate</li> <li>External examiners</li> <li>Internal examiner</li> <li>Dean</li> <li>HoD</li> <li>Supervisor(s)</li> <li>DPGS</li> <li>Secretariat from the department</li> <li>Public</li> </ul>	
16.	Thesis Submission	<ul style="list-style-type: none"> <li>One hardbound copy</li> <li>Softcopy uploaded in ARMIS</li> <li>Final plagiarism report</li> </ul>	N/A	Based on the verdict condition	N/A	<ul style="list-style-type: none"> <li>Student</li> <li>Supervisors</li> <li>HoD</li> <li>DGPS</li> </ul>	

S/No	Study Category	Component	Competencies to be Accomplished	Duration (Minimum 3 years)	Assessment Score (100%)	Responsible and Remarks	Student Fee Payment Arrangement
		<ul style="list-style-type: none"> <li>• Correction matrix signed by supervisors</li> <li>• Published articles</li> <li>• Error-free letter</li> <li>• Research clearance letter</li> <li>• Results from ARMIS</li> <li>• Clearance form</li> <li>• Verification report from Viva voce examination committee</li> </ul>					

## 5.0 STUDY CYCLE FOR PhD BY COURSEWORK AND DISSERTATION DEGREE PROGRAMME

Academic progression for candidates enrolled in a PhD by coursework and dissertation programme is detailed in Table 5.1 which presents study timeline to guide students through each phase of the study.

**Table 5.1:** Study cycle for PhD by coursework and dissertation degree programme

S/No	Study Category	Component	Competencies to be accomplished	Duration (Minimum 36 months)	Assessment Score (100%) into ARMIS	Responsible Unit and Remarks	Student Fee Payment into ARMIS
1.	Application and Admission	<ul style="list-style-type: none"> <li>• Submission of application documents through PGOA</li> <li>• Evaluation of the documents</li> <li>• Decision</li> </ul>	N/A	2 months	N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• HoD</li> <li>• Dean</li> <li>• DPGS</li> </ul>	Per registered courses)
2.	Registration	Online registration through ARMIS Registration number	N/A		N/A	DPGS	
3.	Coursework Stage	<ul style="list-style-type: none"> <li>• Courses registrations per faculty arrangement</li> <li>• Courses must have a minimum of 18 units (180 credits) including all the core courses specified by each faculty.</li> <li>• Attend all the prescribed activities (such as orientation) and lectures</li> </ul>	i. Acquire advance knowledge of the subject matter and build knowledge base for a particular discipline. ii. Ability to identify and apply appropriate research methodology in order to plan, conduct and evaluate basic research. iii. Exploration of potential topics for dissertation research in a particular area	12 months	<ul style="list-style-type: none"> <li>• MTT</li> <li>• AE</li> </ul> <p><b>Pass mark 50% for each course</b></p>	<ul style="list-style-type: none"> <li>• HoD</li> <li>• Student</li> </ul>	
4.	Submission of the concept proposal	Concise feasible research proposal	Ability to formulate research problem		N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• HoD</li> </ul>	

S/No	Study Category	Component	Competencies to be accomplished	Duration (Minimum 36 months)	Assessment Score (100%) into ARMIS	Responsible Unit and Remarks	Student Fee Payment into ARMIS
5.	Assign Supervisors	<ul style="list-style-type: none"> <li>Notification email to student copied to supervisors and DPGS</li> </ul>	N/A		N/A	<ul style="list-style-type: none"> <li>Student</li> <li>HoD</li> <li>Dean</li> <li>Supervisors</li> <li>DPGS</li> </ul>	
6.	Research Proposal Development	<ul style="list-style-type: none"> <li>Title</li> <li>Background of the study</li> <li>Statement of the problem</li> <li>Objectives</li> <li>Hypothesis/research questions</li> <li>Justification</li> <li>Literature review</li> <li>Methodology</li> <li>Budget</li> <li>Timeframe</li> <li>References</li> <li>Appendices</li> </ul>	i. Ability to critically assess literature, identify research gaps, and formulate a clear research problem and objectives based on thorough analysis. ii. Ability to select and justify appropriate research methods to guide the study (design, tools, data collection and analysis method and ethical issues).	3 months	N/A	<ul style="list-style-type: none"> <li>Student</li> <li>DPGS</li> </ul>	
7.	Research Proposal Examination and defence  (Seminar Presentation 1)	<ul style="list-style-type: none"> <li>Proposal document</li> <li>PPT</li> </ul>	i. Ability to clearly communicate the research problem, objectives, research plan and research methodology. ii. Ability to listen, note and satisfactorily respond to panel member questions.	1 month	<b>Total score 20%</b> distributed as follows: <b>Evaluation of written proposal document</b> <ul style="list-style-type: none"> <li>5%: Discussant 1</li> <li>5%: Discussant 2</li> </ul> <b>Proposal Defence</b> <ul style="list-style-type: none"> <li>2.5. Discussant 1</li> <li>2.5. Discussant 2</li> <li>2.5%: Dean</li> <li>2.5%: HoD</li> </ul> Pass mark to the next stage is <b>10%</b>	<ul style="list-style-type: none"> <li>Dean</li> <li>HoD</li> <li>Supervisors</li> <li>Discussants</li> <li>DPGS</li> <li>Student</li> </ul>	3 <sup>rd</sup> Installment

S/No	Study Category	Component	Competencies to be accomplished	Duration (Minimum 36 months)	Assessment Score (100%) into ARMIS	Responsible Unit and Remarks	Student Fee Payment into ARMIS
8.	Research clearance	<ul style="list-style-type: none"> <li>• Proposal correction matrix signed by student and supervisors</li> <li>• Research clearance form</li> <li>• Ethical consideration (if applicable)</li> </ul>	N/A		N/A	<ul style="list-style-type: none"> <li>• Students</li> <li>• Supervisors</li> <li>• DPGS</li> </ul>	
9.	Data Collection	<ul style="list-style-type: none"> <li>• Study area</li> <li>• Study design</li> <li>• Study population</li> <li>• Sampling technique</li> <li>• Sample size</li> <li>• Data collection methods</li> <li>• Data collection tools</li> </ul>	i. Ability to use various data collection tools (e.g., questionnaires, interviews, observation sheets) and techniques (e.g., surveys, experiments, or focus groups) effectively. ii. Ability to conduct ethical research, ensuring informed consent, maintaining confidentiality, and minimizing bias during data collection.	12 months	N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	
10.	Data Analysis	<ul style="list-style-type: none"> <li>• Raw data familiarization</li> <li>• Data preparation/ data coding</li> <li>• Descriptive analysis/inferential analysis/ thematic analysis</li> <li>• Data interpretation and synthesis</li> <li>• Presentation of the findings</li> </ul>	i. Ability to use appropriate data analysis methods ii. Ability to interpret complex data, identify patterns, trends, and relationships, and synthesize findings in relation to research questions or hypotheses.		N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	4 <sup>th</sup> Installment

S/No	Study Category	Component	Competencies to be accomplished	Duration (Minimum 36 months)	Assessment Score (100%) into ARMIS	Responsible Unit and Remarks	Student Fee Payment into ARMIS
11.	Progress of Data Collection and Analysis  <b>(Seminar Presentation 2)</b>	<ul style="list-style-type: none"> <li>• Analysed data</li> <li>• Preliminary findings</li> <li>• PPT</li> </ul>	<ul style="list-style-type: none"> <li>i. Ability to describe and justify the methods and tools used for data collection.</li> <li>ii. Ability to ensure data accuracy, reliability, and validity.</li> <li>iii. Ability to interpret complex data, identify patterns, trends, and relationships, and synthesize findings in relation to research questions or hypotheses.</li> <li>iv. Ability to present the results clearly and coherently.</li> </ul>		<p><b>Total score 7.5%</b> distributed as follows:  <b>Assessment of the written work</b></p> <ul style="list-style-type: none"> <li>• 1.5%: Discussant 1</li> <li>• 1.5%: Discussant 2</li> </ul> <p><b>Proposal Defence</b></p> <ul style="list-style-type: none"> <li>• 1.25%: Discussant 1</li> <li>• 1.25%: Discussant 2</li> <li>• 1.0%: Dean</li> <li>• 1.0%: HoD</li> </ul> <p>Pass mark to the next stage is <b>3.75%</b></p>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• HoD</li> <li>• Supervisors</li> <li>• Discussants</li> <li>• DPGS</li> <li>• Student</li> </ul>	
13.	Writing of a dissertation	<ul style="list-style-type: none"> <li>• Title page</li> <li>• Certification</li> <li>• Copyright</li> <li>• Declaration</li> <li>• Acknowledgement</li> <li>• Abstract</li> <li>• Table of Contents</li> <li>• Chapter 1: Introduction</li> <li>• Chapter 2: Literature Review</li> <li>• Chapter 3: Methodology</li> <li>• Chapter 4: Results</li> <li>• Chapter 5: Discussion of the Findings</li> <li>• Chapter 6: Conclusions and Recommendations</li> </ul>	Ability to interpret and present results accordingly.		N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	

S/No	Study Category	Component	Competencies to be accomplished	Duration (Minimum 36 months)	Assessment Score (100%) into ARMIS	Responsible Unit and Remarks	Student Fee Payment into ARMIS
		<ul style="list-style-type: none"> <li>References</li> <li>Appendices</li> </ul>					
10	Writing Articles and Publishing in Reputable Journals	Two manuscripts accepted	Ability to develop essential research skills such as data analysis critical thinking, and scientific writing.		<b>Total score 15%</b>  Evidence required: Two manuscripts acceptable for publication in reputable journals	<ul style="list-style-type: none"> <li>Student</li> <li>Supervisors</li> </ul>	
11	Research Progress  (Seminar Presentation 3)	<ul style="list-style-type: none"> <li>Dissertation</li> <li>PPT</li> </ul>	i. Ability to communicate actual research activity and findings in a scholarly manner.  ii. Ability to listen, note and satisfactorily respond to panel member questions so as to show ownership of the dissertation.	2 months after completion of report writing	<b>Total score 7.5%</b> distributed as follows: <b>Assessment of the written work</b> <ul style="list-style-type: none"> <li>1.5%: Discussant 1</li> <li>1.5%: Discussant 2</li> </ul> <b>Proposal Defence</b> <ul style="list-style-type: none"> <li>1.25%: Discussant 1</li> <li>1.25%: Discussant 2</li> <li>1.0%: Dean</li> <li>1.0%: HoD</li> </ul> Pass mark to the next stage is <b>3.75%</b>	<ul style="list-style-type: none"> <li>Dean</li> <li>HoD</li> <li>Supervisors</li> <li>Discussants</li> <li>DPGS</li> <li>Student</li> <li>General public</li> </ul> <ul style="list-style-type: none"> <li>Remark: Pass mark is 10% to progress to examination</li> </ul>	
12	Dissertation Examination	<ul style="list-style-type: none"> <li>Dissertation submit form</li> <li>Plagiarism report</li> <li>Dissertation document (3 loose-bound hard copies for internal and external examiners)</li> </ul>	N/A	2 weeks	N/A	<ul style="list-style-type: none"> <li>Student</li> <li>Supervisors</li> <li>HoD</li> <li>DPGS</li> </ul>	4th installment

S/No	Study Category	Component	Competencies to be accomplished	Duration (Minimum 36 months)	Assessment Score (100%) into ARMIS	Responsible Unit and Remarks	Student Fee Payment into ARMIS
		<ul style="list-style-type: none"> <li>Soft copy sends to Dean, HoD and DPGS through ARMIS</li> </ul>					
13	Dissertation Evaluation by Examiners	<ul style="list-style-type: none"> <li>External examiners reports (with scores using form OUT/PG/EX. F2)</li> <li>Internal examiner report (with scores using form OUT/PG/EX. F2)</li> </ul>	<ul style="list-style-type: none"> <li>i. Demonstrate the ability to engage deeply with the research topic, critically evaluate sources and synthesize complex information</li> <li>ii. Demonstrating clear understanding and application of appropriate research methods, including data collection, analysis, and justification of chosen approaches</li> <li>iii. Proficiency in structuring the thesis logically, using scholarly language, proper citation, and adhering to academic writing conventions.</li> <li>iv. Demonstrating the ability to generate new insights, ideas, or findings that advance understanding in the relevant field of study</li> </ul>	Maximum 3 months	<p><b>Total score 30%</b> distributed as follows:</p> <ul style="list-style-type: none"> <li>10%: External examiner 1</li> <li>10%: External examiner 2</li> <li>10%: Internal examiner</li> </ul> <p>Pass mark to the next stage is <b>15%</b></p>	<ul style="list-style-type: none"> <li>External examiner 1</li> <li>External examiner 2</li> <li>Internal examiner</li> <li>DPGS to receive reports from examiners</li> </ul>	
		Notification of dissertation examination results to student	N/A	Within one month after receiving dissertation evaluation	N/A	Dean	

S/No	Study Category	Component	Competencies to be accomplished	Duration (Minimum 36 months)	Assessment Score (100%) into ARMIS	Responsible Unit and Remarks	Student Fee Payment into ARMIS
		Viva voce	i. Ability to communicate actual research activity and findings in a scholarly manner. ii. Ability to listen, note and satisfactorily respond to panel member questions so as to show ownership of the dissertation.	1 month	<b>Total score 20%</b> distributed as follows: • 5%: External examiner • 5%: Internal examiner • 5%: Dean • 5%: HoD	• Student • External examiner • Internal examiner • Dean • HoD • Supervisor(s) • DPGS • Public	
14.	Dissertation Submission	<ul style="list-style-type: none"> <li>• One hardbound copy</li> <li>• Softcopy uploaded in ARMIS</li> <li>• Final plagiarism report</li> <li>• Correction matrix signed by supervisors</li> <li>• Published papers</li> <li>• Error-free letter</li> <li>• Research clearance letter</li> <li>• Results from ARMIS</li> <li>• Clearance form</li> <li>• Verification report from Viva voce examination committee</li> </ul>	N/A	1 week	N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> <li>• HoD</li> <li>• DGPS</li> </ul>	

## 6.0 STUDY CYCLE FOR MASTERS BY THESIS DEGREE PROGRAMME

Academic progression for candidates enrolled in the masters by thesis programme is detailed in Table 6.1 which presents study timeline to guide students through each phase of the study journey.

**Table 5.1:** Study cycle for Masters by thesis degree Programme

S/No	Study Category	Component	Competencies to be Accomplished	Duration (minimum 3 years)	Assessment Score (100%) into ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
1.	Application and Admission	<ul style="list-style-type: none"> <li>Submission of application documents through PGOA</li> <li>Evaluation of the documents</li> <li>Decision</li> </ul>	N/A	3 months	N/A	<ul style="list-style-type: none"> <li>Applicant</li> <li>HoD</li> <li>Dean</li> <li>DPGS</li> </ul>	1 <sup>st</sup> Installment (30% of total fee amount)
2.	Registration	Online registration through ARMIS				DPGS	
3.	Assigning supervisors	Two supervisors				<ul style="list-style-type: none"> <li>HoD</li> <li>Dean</li> <li>DPGS</li> <li>Student</li> <li>Supervisors</li> </ul>	
4.	Research proposal development	<ul style="list-style-type: none"> <li>Title</li> <li>Background of the study</li> <li>Statement of the problem</li> <li>Objectives</li> <li>Hypothesis/research questions</li> <li>Justification</li> <li>Literature review</li> <li>Methodology</li> <li>Budget</li> <li>Timeframe</li> <li>References</li> </ul>	<ul style="list-style-type: none"> <li>i. Ability to critically assess literature, identify research gaps and formulate a clear research problem and objectives based on thorough analysis.</li> <li>ii. Ability to select and justify appropriate research method to guide the study (design, tools, data collection and</li> </ul>	6 months	N/A	<ul style="list-style-type: none"> <li>Student</li> <li>Supervisors</li> </ul>	

S/No	Study Category	Component	Competencies to be Accomplished	Duration (minimum 3 years)	Assessment Score (100%) into ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
		<ul style="list-style-type: none"> <li>• Appendices</li> </ul>	analysis method and ethical issues).				
5.	Research Proposal Defence  <b>(Seminar Presentation 1)</b>	<ul style="list-style-type: none"> <li>• Proposal document</li> <li>• PPT</li> </ul>	i. Ability to clearly communicate research problem, objectives, research plan and research methodology. ii. Ability to listen, note and satisfactorily respond to questions asked by panel members.	1 month	<b>Total score 20%</b> distributed as follows: <b>Evaluation of the Proposal document</b> <ul style="list-style-type: none"> <li>• 5%: Discussant 1</li> <li>• 5%: Discussant 2</li> </ul> <b>Proposal Defence</b> <ul style="list-style-type: none"> <li>• 2.5. Discussant 1</li> <li>• 2.5. Discussant 2</li> <li>• 2.5%: Dean</li> <li>• 2.5%: HoD</li> </ul> Pass mark to the next stage is <b>10%</b>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• HoD</li> <li>• Supervisors</li> <li>• Discussants</li> <li>• DPGS</li> <li>• Student</li> </ul>	2 <sup>nd</sup> Installment (20% of total fee amount)
6.	Research clearance	<ul style="list-style-type: none"> <li>• Proposal correction matrix signed by student and supervisors</li> <li>• Research clearance form</li> <li>• Ethical consideration (if any)</li> </ul>	N/A	N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> <li>• HoD</li> <li>• Dean</li> <li>• DPGS</li> </ul>		
7.	Data Collection	<ul style="list-style-type: none"> <li>• Study area</li> <li>• Study design</li> <li>• Study population</li> <li>• Sampling technique</li> <li>• Sample size</li> <li>• Data collection methods</li> <li>• Data collection tools</li> </ul>	i. Ability to use various data collection tools (e.g., questionnaires, interviews, observation sheets) and techniques (e.g., surveys, experiments or focus groups) effectively. ii. Ability to conduct ethical research, ensuring informed consent,	8 months	N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	

S/No	Study Category	Component	Competencies to be Accomplished	Duration (minimum 3 years)	Assessment Score (100%) into ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
			maintaining confidentiality and minimising bias during data collection.				
8.	Data Analysis	<ul style="list-style-type: none"> <li>Raw data familiarisation</li> <li>Data preparation/ data coding</li> <li>Descriptive analysis/inferential analysis/ thematic analysis</li> <li>Data interpretation and synthesis</li> <li>Presentation of the findings</li> </ul>	iii. Ability to use appropriate data analysis methods iv. Ability to interpret complex data, identify patterns, trends and relationships and synthesize findings in relation to research questions or hypotheses.		N/A	<ul style="list-style-type: none"> <li>Student</li> <li>Supervisors</li> </ul>	3 <sup>rd</sup> Installment (30% of total fee amount)
9.	Data Collection and Analysis progress Presentation (Seminar Presentation 2)	<ul style="list-style-type: none"> <li>Raw data collected</li> <li>Analysed data</li> <li>PPT</li> </ul>	i. Ability to describe and justify the methods and tools used for data collection. ii. Ability to ensure data accuracy, reliability and validity. iii. Ability to interpret complex data, identify patterns, trends and relationships and synthesize findings in relation to research questions or hypotheses. iv. Ability to present the results clearly and coherently.		<b>Total score 7.5%</b> distributed as follows: <b>Assessment of the written work</b> <ul style="list-style-type: none"> <li>1.5%: Discussant 1</li> <li>1.5%: Discussant 2</li> </ul> <b>Proposal Defence</b> <ul style="list-style-type: none"> <li>1.25%: Discussant 1</li> <li>1.25%: Discussant 2</li> <li>1.0%: Dean</li> <li>1.0%: HoD</li> </ul> Pass mark to the next stage is <b>3.75%</b>	<ul style="list-style-type: none"> <li>Dean</li> <li>HoD</li> <li>Supervisors</li> <li>Discussants</li> <li>DPGS</li> <li>Student</li> </ul>	

S/No	Study Category	Component	Competencies to be Accomplished	Duration (minimum 3 years)	Assessment Score (100%) into ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
10.	Writing of a Thesis	<ul style="list-style-type: none"> <li>• Title page</li> <li>• Certification</li> <li>• Copyright</li> <li>• Declaration</li> <li>• Acknowledgement</li> <li>• Abstract</li> <li>• Table of Contents</li> <li>• Chapter 1: Introduction</li> <li>• Chapter 2: Literature Review</li> <li>• Chapter 3: Methodology</li> <li>• Chapter 4: Results</li> <li>• Chapter 5: Discussion of the Findings</li> <li>• Chapter 6: Conclusions and Recommendations</li> <li>• References</li> <li>• Appendices</li> </ul>	Ability to interpret and present results accordingly. Students also acquire academic writing skills including clear and structured presentation, argumentation and adherence to scholarly standards.		N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	
11.	Writing Articles and Publishing in Reputable Journals	<ul style="list-style-type: none"> <li>• Article 1</li> <li>• Article 2</li> </ul>	Ability to develop essential research skills such as data analysis critical thinking, and scientific writing.		<b>Total score 15%</b> Evidence required: Copies of the published articles or acceptance letter	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	
12.	Final Academic Progress Presentation  (Seminar Presentation 3)	<ul style="list-style-type: none"> <li>• Thesis</li> <li>• PPT</li> </ul>	i. Ability to communicate actual research activity and findings ii. Ability to listen, note and satisfactorily respond to panel member questions so as to show ownership of the thesis	1 Month	<b>Total score 7.5%</b> distributed as follows: <b>Assessment of the written work</b> <ul style="list-style-type: none"> <li>• 1.5%: Discussant 1</li> <li>• 1.5%: Discussant 2</li> </ul> <b>Proposal Defence</b> <ul style="list-style-type: none"> <li>• 1.25%: Discussant 1</li> <li>• 1.25%: Discussant 2</li> </ul>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• HoD</li> <li>• Supervisors</li> <li>• Discussants</li> <li>• DPGS</li> <li>• Student</li> </ul>	

S/No	Study Category	Component	Competencies to be Accomplished	Duration (minimum 3 years)	Assessment Score (100%) into ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
					<ul style="list-style-type: none"> <li>• 1.0%: Dean</li> <li>• 1.0%: HoD</li> </ul> Pass mark to the next stage is <b>3.75%</b>		
13.	Thesis Examination	<ul style="list-style-type: none"> <li>• Thesis submit form</li> <li>• Plagiarism report</li> <li>• Thesis document (3 loose-bound hard copies for internal and external examiners)</li> <li>• Soft copy sends to Dean, HoD and DPGS through ARMIS</li> </ul>	N/A	Within 1-month DPGS to dispatch the thesis to examiners	N/A	<ul style="list-style-type: none"> <li>• DPGS</li> <li>• Student</li> </ul>	4th Installment (20% of total fee amount)
14.	Assessment of the Thesis by Examiners	<ul style="list-style-type: none"> <li>• External examiners reports (with scores using form OUT/PG/EX. F2)</li> <li>• Internal examiner report (with scores using form OUT/PG/EX. F2)</li> </ul>	<ol style="list-style-type: none"> <li>Demonstrate the ability to engage deeply with the research topic, critically evaluate sources and synthesize complex information</li> <li>Clear understanding and application of appropriate research methods, including data collection, analysis, and justification of chosen approaches</li> <li>Proficiency in structuring the thesis logically, using scholarly language, proper citation, and adhering to academic writing conventions.</li> <li>Demonstrating the ability to generate new insights,</li> </ol>	Maximum 3 months	<b>Total score 30%</b> distributed as follows: <ul style="list-style-type: none"> <li>• 15%: External examiner</li> <li>• 15%: Internal examiner</li> </ul> Pass mark to the next stage is <b>15%</b>	<ul style="list-style-type: none"> <li>• External examiner</li> <li>• Internal examiner</li> <li>• DPGS to receive reports from examiners</li> </ul>	

S/No	Study Category	Component	Competencies to be Accomplished	Duration (minimum 3 years)	Assessment Score (100%) into ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
			ideas, or findings that advance understanding in the relevant field of study.				
		<ul style="list-style-type: none"> <li>Notification of thesis examination results to student</li> </ul>	N/A	Within 2 Weeks	N/A	Dean	
15.		<ul style="list-style-type: none"> <li>Viva voce</li> </ul>	<p>Ability to clearly and confidently articulate research ideas, methodologies and findings to an academic audience.</p> <p>Demonstrate the capacity to think on their feet, respond thoughtfully to challenging questions and defend research choices.</p>	1 month	<p><b>Total score 20%</b> distributed as follows:</p> <ul style="list-style-type: none"> <li>5%: External examiner</li> <li>5%: Internal examiner</li> <li>5%: Dean</li> <li>5%: HoD</li> </ul>	<ul style="list-style-type: none"> <li>Candidate</li> <li>External examiners</li> <li>Internal examiner</li> <li>Dean</li> <li>HoD</li> <li>Supervisor(s)</li> <li>DPGS</li> <li>Secretariat from the department</li> <li>Public</li> </ul>	
16.	Thesis Submission	<ul style="list-style-type: none"> <li>One hardbound copy</li> <li>Softcopy uploaded in ARMIS</li> <li>Final plagiarism report</li> <li>Correction matrix signed by supervisors</li> <li>Published articles</li> <li>Error-free letter</li> <li>Research clearance letter</li> <li>Results from ARMIS</li> <li>Clearance form</li> <li>Verification report from Viva voce examination committee</li> </ul>	N/A	Based on the verdict condition	N/A	<ul style="list-style-type: none"> <li>Student</li> <li>Supervisors</li> <li>HoD</li> <li>DGPS</li> </ul>	

## 7.0 STUDY CYCLE FOR MASTER BY COURSEWORK AND DISSERTATION DEGREE PROGRAMME

Academic progression for candidates enrolled in the Masters by Coursework and Dissertation degree programme is detailed in Table 7.1, which presents study timeline to guide students through each stage of the study cycle.

**Table 7.1:** Study cycle for Masters by coursework and dissertation degree programme

S/No	Study Category	Component	Competencies to be accomplished	Duration (minimum 18 months)	Assessment Score (100%) in ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
1.	Application and Admission	<ul style="list-style-type: none"> <li>Submission of application documents through PGOA</li> <li>Evaluation of the documents</li> <li>Decision</li> </ul>	N/A	N/A	N/A	<ul style="list-style-type: none"> <li>Student</li> <li>HoD</li> <li>Dean</li> <li>DPGS</li> </ul>	Per registered Courses
2.	Registration	<ul style="list-style-type: none"> <li>Online registration through ARMIS</li> <li>Registration number</li> </ul>	N/A		N/A	DPGS	
3.	Coursework Stage	<ul style="list-style-type: none"> <li>Courses registrations in ARMIS per faculty arrangement</li> <li>Courses must have a minimum of 12 units (120 credits) including all the core courses as specified by each faculty.</li> <li>Attend all the prescribed activities (such as orientation) and lectures</li> </ul>	<ol style="list-style-type: none"> <li>Acquire advance knowledge of the subject matter and build knowledge base for a particular discipline.</li> <li>Ability to identify and apply appropriate research methodology in order to plan, conduct and evaluate basic research.</li> <li>Exploration of potential topics for dissertation research in a particular area</li> </ol>	12 months	<ul style="list-style-type: none"> <li>MTT</li> <li>AE</li> </ul> <p>Pass mark for both core and elective courses is <b>50%</b></p>	<ul style="list-style-type: none"> <li>Student</li> <li>HoD</li> </ul>	

S/No	Study Category	Component	Competencies to be accomplished	Duration (minimum 18 months)	Assessment Score (100%) in ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
<b>Research Stage</b>							
4.	Submission of the concept note/proposal	Concise feasible research proposal	Ability to formulate research problem		N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• HoD</li> </ul>	
5.	Assign Supervisors	Notification email to student copied to supervisors and DPGS	N/A		N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• HoD</li> <li>• Supervisors</li> <li>• DPGS</li> </ul>	
6.	Research Proposal Development	<ul style="list-style-type: none"> <li>• Title</li> <li>• Background of the study</li> <li>• Statement of the problem</li> <li>• Objectives</li> <li>• Hypothesis/research questions</li> <li>• Justification</li> <li>• Literature review</li> <li>• Methodology</li> <li>• Budget</li> <li>• Timeframe</li> <li>• References</li> <li>• Appendices</li> </ul>	<ul style="list-style-type: none"> <li>i. Ability to critically assess literature, identify research gaps, and formulate a clear research problem and objectives based on thorough analysis.</li> <li>ii. Ability to select and justify appropriate research method to guide the study (design, tools, data collection and analysis method and ethical issues).</li> </ul>	2 months	N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	
7.	Research proposal defense  (Seminar Presentation 1)	<ul style="list-style-type: none"> <li>• Proposal document</li> <li>• PPT</li> </ul>	<ul style="list-style-type: none"> <li>i. Ability to clearly communicate research problem, objectives, research plan and research methodology.</li> <li>ii. Ability to listen, note and satisfactorily respond to</li> </ul>	1 month	<b>Total score 25%</b> distributed as follows: <b>Evaluation of the proposal document</b> <ul style="list-style-type: none"> <li>• 15%: Discussant</li> </ul> <b>Presentation</b> <ul style="list-style-type: none"> <li>• 5% Discussant</li> <li>• 5%: HoD</li> </ul>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• HoD</li> <li>• Supervisors</li> <li>• Discussant</li> <li>• DPGS</li> <li>• Student</li> </ul>	2 <sup>nd</sup> Installment (30% of total fee amount)

S/No	Study Category	Component	Competencies to be accomplished	Duration (minimum 18 months)	Assessment Score (100%) in ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
			questions from panel members.		Pass mark to the next stage is <b>12.5%</b>		
8.	Research clearance	<ul style="list-style-type: none"> <li>• Proposal correction matrix signed by student and supervisors</li> <li>• Research clearance form through ARMIS</li> <li>• Ethical consideration (if applicable)</li> </ul>	N/A	N/A	N/A	<ul style="list-style-type: none"> <li>• Students</li> <li>• Supervisors</li> <li>• HoD</li> <li>• DPGS</li> </ul>	
9.	Data Collection	<ul style="list-style-type: none"> <li>• Study area</li> <li>• Study design</li> <li>• Study population</li> <li>• Sampling technique</li> <li>• Sample size</li> <li>• Data collection methods</li> <li>• Data collection tools</li> </ul>	i. Ability to use various data collection tools (e.g., questionnaires, interviews, observation sheets) and techniques (e.g., surveys, experiments, or focus groups) effectively. ii. Ability to conduct ethical research, ensuring informed consent, maintaining confidentiality and minimizing bias during data collection.	6 months	N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	
10.	Data Analysis	<ul style="list-style-type: none"> <li>• Raw data in an acceptable format</li> <li>• Data processing</li> <li>• Data analysis</li> <li>• Data interpretation and synthesis</li> </ul>	i. Ability to use appropriate data analysis methods ii. Ability to interpret complex data, identify patterns, trends, and relationships, and synthesize findings in relation to research questions or hypotheses.		N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	

S/No	Study Category	Component	Competencies to be accomplished	Duration (minimum 18 months)	Assessment Score (100%) in ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
11.	Writing of dissertation	<ul style="list-style-type: none"> <li>• Title page</li> <li>• Certification</li> <li>• Copyright</li> <li>• Declaration</li> <li>• Acknowledgement</li> <li>• Abstract</li> <li>• Table of Contents</li> <li>• Chapter 1: Introduction</li> <li>• Chapter 2: Literature Review</li> <li>• Chapter 3: Methodology</li> <li>• Chapter 4: Results</li> <li>• Chapter 5: Discussion of the Findings</li> <li>• Chapter 6: Conclusions and Recommendations</li> <li>• References</li> <li>• Appendices</li> </ul>	Ability to interpret and present results accordingly.		N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	
12.	Writing articles for publication in Reputable Journal	<ul style="list-style-type: none"> <li>• One Manuscript</li> </ul>	Ability to develop essential research skills such as data analysis critical thinking, and scientific writing.		<p><b>Total score 5%</b></p> <p>Evidence required: Manuscript with quality for publication in reputable journals</p>	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> </ul>	
13.	Research Progress  (Seminar Presentation 2)	<ul style="list-style-type: none"> <li>• Dissertation</li> <li>• PPT</li> </ul>	<ul style="list-style-type: none"> <li>i. Ability to communicate actual research activity and findings in a scholarly manner.</li> <li>ii. Ability to listen, note and satisfactorily respond to</li> </ul>		<p><b>Total score 20%</b> distributed as follows: <b>Assessment of the written work</b></p> <ul style="list-style-type: none"> <li>• 5%: Discussant 1</li> <li>• 5%: Discussant 2</li> </ul>	<ul style="list-style-type: none"> <li>• Dean</li> <li>• HoD</li> <li>• Supervisors</li> <li>• Discussants</li> <li>• DPGS</li> <li>• Student</li> </ul>	

S/No	Study Category	Component	Competencies to be accomplished	Duration (minimum 18 months)	Assessment Score (100%) in ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
			panel member questions so as to show ownership of the dissertation.		<b>Proposal Defence</b> <ul style="list-style-type: none"> <li>• 2.5%: Discussant 1</li> <li>• 2.5%: Discussant 2</li> <li>• 2.5%: Dean</li> <li>• 2.5%: HoD</li> </ul> Pass mark to the next stage is <b>10%</b>	Remark: Pass mark is 15% to progress to examination	
14.	Dissertation Examination	<ul style="list-style-type: none"> <li>• Dissertation submit form</li> <li>• Plagiarism report</li> <li>• Dissertation document (2 loose-bound hard copies for internal and external examiner)</li> <li>• Soft copy sends to Dean, HoD and DPGS through ARMIS</li> </ul>	N/A	2 weeks	N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> <li>• HoD</li> <li>• DPGS</li> </ul>	
15.	Assessment of the Dissertation by Examiners	<ul style="list-style-type: none"> <li>• External examiners reports (with scores using form OUT/PG/EX. F2)</li> <li>• Internal examiner report (with scores using form OUT/PG/EX. F2)</li> </ul>	i. Demonstrate the ability to engage deeply with the research topic, critically evaluate sources and synthesize complex information ii. Demonstrating clear understanding and application of appropriate research methods, including data collection, analysis, and justification of chosen approaches	2 months	<b>Total score 30%</b> distributed as follows: <ul style="list-style-type: none"> <li>• 15%: External examiner</li> <li>• 15%: External examiner</li> </ul> Pass mark to the next stage is <b>15%</b>	<ul style="list-style-type: none"> <li>• Student</li> <li>• External examiner</li> <li>• Internal examiner</li> <li>• DPGS to receive reports from examiners</li> </ul>	

S/No	Study Category	Component	Competencies to be accomplished	Duration (minimum 18 months)	Assessment Score (100%) in ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
			iii. Proficiency in structuring the thesis logically, using scholarly language, proper citation, and adhering to academic writing conventions. iv. Demonstrating the ability to generate new insights, ideas, or findings that advance understanding in the relevant field of study				
		Notification of dissertation examination results to student	N/A	1 week	N/A	Dean	
16.	Oral examination	None	i. Ability to communicate actual research activity and findings in a scholarly manner. ii. Ability to listen, note and satisfactorily respond to panel member questions so as to show ownership of the dissertation.	1 month	<b>Total score 20%</b> distributed as follows: • 6%: HoD • 8%: Specialist 1 • 8%: Specialist 2	<ul style="list-style-type: none"> <li>• Student</li> <li>• Specialists</li> <li>• HoD</li> <li>• Secretariat from the department</li> </ul>	
17.	Dissertation Submission	<ul style="list-style-type: none"> <li>• One hardbound copy</li> <li>• Softcopy uploaded in ARMIS</li> <li>• Final plagiarism report</li> <li>• Correction matrix signed by supervisors</li> <li>• Error-free letter</li> <li>• Research clearance letter</li> </ul>	N/A	Based on the verdict	N/A	<ul style="list-style-type: none"> <li>• Student</li> <li>• Supervisors</li> <li>• HoD</li> <li>• DGPS</li> </ul>	

S/No	Study Category	Component	Competencies to be accomplished	Duration (minimum 18 months)	Assessment Score (100%) in ARMIS	Responsible and Remarks	Student Fee Payment Arrangement
		<ul style="list-style-type: none"> <li>• Results from ARMIS</li> <li>• Clearance form</li> <li>• Verification report</li> </ul>					

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## **APPENDICES**

