

# ST. AUGUSTINE UNIVERSITY OF TANZANIA

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## Directorate of Postgraduate Studies

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### GUIDELINES FOR POSTGRADUATE RESEARCH

SAUT, 2020

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# **POSTGRADUATE RESEARCH GUIDELINES**

## **Introduction and Background**

The Postgraduate Research Guidelines shall be applicable to all postgraduate students at the master's and doctoral levels, the research supervisors and all staff involved in supporting postgraduate research degrees at SAUT.

The guidelines shall be a document that provides information about research processes that postgraduate students shall encounter during their studies at SAUT, particularly on research proposal and dissertation/thesis<sup>1</sup> writing, as well as the ways in which supervisors have to be involved in supervising the students. The guidelines also contain relevant information about important research approaches related to how student should initiate the research proposal together with the appointment of the relevant supervisors.

The guidelines shall be seen as academic procedures that describe how the regulations should be implemented and the processes that should be followed by all postgraduate students and academics. The guidelines are meant to ensure that postgraduate research is treated fairly and consistently across all faculties/schools. Information in the guidelines is designed to harmonize the research processes, specifically in research proposal and dissertation/thesis writing and defence. For this reason, the guidelines presented here are mandatory for use and implementation by all faculties/schools and departments at SAUT.

## **What is Postgraduate Research?**

Postgraduate research is a scientific and systematic search for pertinent information on a specific topic offered by a university or a higher learning institution. The emphasis of postgraduate research is on developing systematic skills of investigation in research process and, according to TCU (2019), it is linked to postgraduate training and innovation to constitute “important entities in the development not only of a country’s high calibre human resources and the next generation academics for the sustainability and growth of

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<sup>1</sup> The dissertation or thesis shall be applicable to master's or PhD degree respectively.

universities, but also for the purpose of generating new knowledge and creating enterprises based on innovations” (p. 121).

Most postgraduate research involves basic and to a lesser extent applied and/or collaborative research. Postgraduate research is sometimes called 'graduate research' or 'higher degree research' and usually takes the form of a Master’s (MA, MSc) or Doctorate (PhD) research degrees. It involves a programme of study for postgraduate students where the central focus is an original research project, or series of projects, conducted with the guidance of supervisors. Traditionally, postgraduate research has been the pathway into academia and therefore the guidelines shall provide strong and specialized support for the students seeking a research career within SAUT. However, our vision for postgraduate research extends beyond the academy and our innovative programmes are also aimed at developing students to be the future leaders in business, services, industry, government and the wider community.

### **Postgraduate Research Guidelines**

The postgraduate research guidelines are the framework of rules in which all the university's learning and assessment activities take place and for that matter, these guidelines shall be mandatory. They set out what must happen and what the impact on studies will be.

The guidelines shall be applicable to all postgraduate students and supervisors and are about all aspects of the research project elements of the research degree award, including personal circumstances affecting research. They are also for all those who are involved in supporting postgraduate studies research at SAUT, and as a result, they shall also be mandatory for implementation.

Anyone uncertain about which regulations or procedures apply to them, or any information about the help and support one needs, shall contact the Directorate of Postgraduate Studies for clarifications.

## SECTION ONE

### PROCEDURE FOR POSTGRADUATE RESEARCH

#### 1. Research Concept Note

The new approach to postgraduate research proposal requires the development of a research concept note first by the student, before embarking on research proposal. Steps regarding the submission of a completed research concept note shall include the following:

1.1 Completed research concept note shall be submitted to the Departmental Postgraduate Research Committee (see Appendix 7).

1.2 The Departmental Postgraduate Research Committee shall organise a seminar where all students shall present their concept notes for comments and recommendations. The seminar is meant to help each student revise their concept note accordingly.

1.3 The allocation of supervisors for a completed research concept note shall be done by the Departmental Postgraduate Research Committee.

1.4 Only after the research concept note has been approved by Departmental Postgraduate Research Committee, the student will be allowed to write research proposal under the guidance of a supervisor.

#### 2. Development of Research Proposal

2.1 Development of research proposal is a task of the student under the guidance of a supervisor(s).

2.2 Completed proposal is sanctioned by a seminar presentation.

2.3 The completed proposal (see Appendix 6) shall be submitted to the Departmental Postgraduate committee for review and recommendation.

**Note:** Proposals approved by the Departmental Postgraduate committee shall be forwarded to the Faculty/School Postgraduate Committee for review and recommendation to the

Directorate of Postgraduate Studies with a list of three proposed examiners, two from the student's specialization and one external to the department.

### **3. Appointment of Examiners and Assignment to Examine the Proposals**

3.1 The examiners shall be appointed by the Director of Postgraduate Studies upon recommendation by the Faculty/School Postgraduate Committee. The examiners are expected to write and submit examination reports to the Director of Postgraduate Studies.

3.2 The Director shall submit examination reports and copies of the examined proposals to the Faculty/School Postgraduate Committees which shall further submit them to the Departmental Postgraduate Research Committees after some deliberations.

3.3 Examination reports shall be handled to supervisors who shall remit them to the student and discuss the issues raised by the examiners to guide him/her on how to work on the corrections as recommended by the examiners.

3.4 Corrected copy of the proposal and the correction chart (see Appendix 8) shall be submitted to the Departmental Postgraduate Committee for verification. When the Committee is satisfied, the correction chart shall be signed and forwarded to the Faculty/School Postgraduate Committee for verification and submission to the Postgraduate Committee.

### **4. Proposal Defence**

4.1 There shall be a proposal defence panel to be composed of the Chairperson who shall be external to the department, three examiners, supervisor(s), head of department, Dean of a respective Faculty/School and a representative from the Postgraduate Committee.

4.2 In case a member of the panel in 4.1 above cannot attend the defence session, a representative must stand in for the absent member.

4.3 The Departmental Postgraduate committee shall prepare and publish a defence timetable.

4.4 Students shall prepare PowerPoint presentation for 20 minutes to be followed by one hour of questions and answers.

4.5 The supervisor(s) shall neither ask questions nor make comments on the student's presentation unless the chairperson requests them to clarify something for proper decision making in the panel.

4.6 Examiners shall assess the proposal defence using a specific form (see Appendix 13)

4.7 The proposal defence shall be public but attendees shall only be observers.

4.8 After the defence of the proposal, a report shall be submitted to the Departmental Committee for implementation of the recommendations with a copy to the faculty/School committee and the Director for Postgraduate Studies.

4.9 The Departmental Postgraduate Committee shall submit the defence examination report to the supervisors for them to discuss and guide the students to work on the corrections.

## **5. Clearance for Data Collection and Writing of Report and Manuscript**

5.1 When the proposal is accepted, students shall be required to apply for clearance for data collection from the Vice Chancellor through the Director of Postgraduate Studies.

5.2 During the report writing, students shall be required to make two seminar presentations based on their research findings. The student and supervisor shall be required to sign the research supervision tracking form (see Appendix 9).

5.3 The supervisor(s) shall submit a progress report for students under their supervision on a biannual basis (see Appendix 10) to the Directorate of Postgraduate Studies.

5.4 Students for Master degree shall produce one draft paper manuscript based on their research results intended for submission in a peer-reviewed journal recognised by SAUT.

5.5 Students for PhD degree shall have one paper published and two accepted manuscripts based on their research results in a peer-reviewed journal recognised by SAUT.

## **6. Submission of Research Dissertation/Thesis**

6.1 After approval of the dissertation/thesis by the supervisor(s) (see Appendix 6), the student shall notify the Departmental Postgraduate Committee on the submission of the same (see Appendix 12).

6.2 Each student shall have their dissertation/thesis proofread and edited by a language practitioner recognised by the department and shall submit evidence to the departmental postgraduate committee for the same.

6.3 The Departmental Committee shall carry out plagiarism check (see Appendix 11) and submit the dissertation to the Faculty/School Postgraduate committee with a list of proposed names of internal and external examiners and a certificate of plagiarism check. A student shall be guilty of plagiarism if they use the ideas or words of another author without acknowledging their source (see SAUT Plagiarism Policy of 2017).

6.4 The dissertation/thesis shall be forwarded to the Directorate of Postgraduate Studies with one proposed internal examiner and two external examiners.

6.5 The proposed names of internal and external examiners shall be submitted to the DVCAA for submission to the University Senate approval.

6.6 The Directorate of Postgraduate Studies shall submit the dissertations to the appointed examiners.

## **7. Defence Session**

7.1 Once the defence timetable is out, the Directorate of Postgraduate Studies shall invite members of the panel to the defence session indicating the venue, the date and the time.

7.2 The panel shall include: The Chairperson who shall be external to the department, the internal examiner, the external examiner, supervisor(s), head of department, Dean of Faculty and a representative from the Directorate of Postgraduate Studies.

7.3 The Directorate of Postgraduate Studies shall avail to the panel members the examiners' reports and dissertation/thesis at least a week before the defence.

7.4 After the defence, the panel members shall consider the performance of the student and award him/her a grade by consensus. Failure to get consensus, the Chairman shall have a casting vote.

7.5 The Directorate for Postgraduate Studies communicate the recommendations of the panel to the Faculty/School Committee, which shall submit the same to the Departmental Committee for implementation.

7.6 The Departmental Committee shall handle the recommendations to the students and supervisors for corrections.

7.7 After satisfactory correction approved by the supervisor, the student shall submit the corrected dissertation/thesis to the Departmental committee that shall award an error free certificate.

7.8 The Departmental committee submits the corrected dissertation/thesis to the Director of Postgraduate Studies together with the certificate of corrections for authorisation of binding of final copies of dissertation/thesis in hard cover.

7.9 A soft PDF copy and two copies of bound dissertation/thesis shall be submitted to the Department Postgraduate Committee for endorsement. The bound copies must be signed by both the student and supervisor(s).

7.10 The endorsed copies shall be submitted to Faculty/School Postgraduate Committee for verification and submission to Director of Postgraduate Studies.

7.11 After finishing the whole process, the student qualifies for graduation unless there are other pending issues from the university.

## SECTION TWO

### FORMATTING OF PROPOSAL, DISSERTATIONS/THESES

#### 8. Margin, line spacing and paragraphing

##### 8.1 Formatting

The student shall follow the guidelines below for proposal, dissertations/theses:

- Margin: Left margin - 3.5 cm, right margin - 2.5 cm, top margin - 2.5 cm, bottom margin - 2.5 cm.
- Double space
- Block paragraphing without indenting

##### 8.2 Pagination

8.2.1 All preliminary pages shall be numbered consecutively in Roman numbers lower case (e.g. i, ii, iii etc.).

8.3.2 The main content pages (from chapter One to Appendixes) shall be numbered consecutively using Arabic numbers (e.g. 1, 2, 3...)

8.2.3 All page number shall appear in the centre of the lower margin of the page.

##### 8.3 Typing guidelines

8.3.1 Typing shall be in 12-point font (Times New Roman) on a A4 size paper, and on one side of the paper.

##### 8.4 Heading

8.4.1 Chapter titles and other major headings shall be centred in bold face

8.4.2 Students shall follow the citation style of their faculty/school

8.4.3 Headings should Not Exceed the 4<sup>th</sup> level

## **8.5 Visuals-tables, figures, charts**

8.5.1 Tables and figures shall be numbered according to chapters (e.g. Table 4.2 in chapter 4, Figure 3.2 in chapter 3) and shall be referred to accordingly in the text.

8.5.2 The student shall show the source of the table, figure or chart at the bottom left hand side

## **8.6 Language use**

8.6.1 Students shall use neutral language in writing their dissertations/theses unless the nature of the research in a faculty/school requires the use of gender specific language.

8.6.2 Except for postgraduate degree in Kiswahili, all dissertations/theses shall be written in English and shall use British English.

## **8.7 Length of proposal, dissertation/thesis**

8.7.1 The proposal for master or PhD degree shall be not less than 30 in length typed in 12-point font double spaced, excluding preliminary pages, references and appendices.

## **9. Formatting Dissertations/Theses**

9.1 The length of the dissertation/thesis should be within the following ranges, excluding preliminary pages, references and appendices:

9.1.1 Postgraduate research project: 50 - 55 pages excluding preliminary pages, references and appendices.

9.1.2 Master's dissertation: 80 - 120 pages excluding preliminary pages, references and appendices.

9.1.3 PhD thesis: 300 - 400 pages excluding preliminary pages, references and appendices.

9.2 Dissertations/theses shall be arranged in the following sequence:

- a) Cover page (see Appendix 1)
- b) Title page (see Appendix 2)
- c) Certification (see Appendix 5a & 5b)
- d) Declaration (see Appendix 3a & 3b)
- e) Copyright (see Appendix 4)
- f) Dedication (optional)
- g) Acknowledgement
- h) Abstract
- i) Table of contents
- j) List of tables
- k) List of figures
- l) Main text which shall be divided into chapters and sections
- m) List of references
- n) Appendices

#### **9.2.1 Cover Page**

The students shall adhere to the cover page format (see Appendix 1).

#### **9.2.2 Title Page**

The students shall adhere to the title page requirement (see Appendix 2).

#### **9.2.3 Certification**

Supervisor(s) shall certify that they have read the dissertation/thesis to their satisfaction and therefore recommend the same for acceptance for the university (see Appendix 5a and 5b).

#### **9.2.4 Declaration and Copyright**

Students must include a signed declaration in their dissertation/thesis stating that the same is their original work (see Appendix 3a & 3b). The students shall include the statement of the copyright in their dissertations/theses (see Appendix 4).

### 9.2.5 **Dedication**

The section of dedication is optional. Those who opt to include it in their dissertation/thesis report shall be expected to write a short sentence in which they mention the name(s) of the persons to whom the work is dedicated to. Details of what such persons did for the student should be reserved for acknowledgement section.

### 9.2.6 **Acknowledgement**

Under this section, the researcher recognizes the people who might have contributed to the success of their research. These may include their supervisor, mentors, research participants, colleagues, family members and institutions. Students shall clearly specify in a brief manner the contribution they made to the success of the research.

### 9.2.7 **Abstract**

An abstract is a brief but comprehensive summary of the content of a whole dissertation/thesis. It is limited to not more than 300 words. An abstract shall be written in a single paragraph, double space. The abstract shall highlight the following: the purpose of the study, methodological points, major findings and the main conclusions obtaining in the dissertation/thesis.

### 9.2.8 **Table of Contents**

The students shall include a table of contents generated automatically from their dissertation/thesis.

### 9.2.9 **List of Tables**

The students shall include a list of tables generated automatically from their dissertation/thesis.

### **9.2.10 List of Figures**

The students shall include a list of figure generated automatically from their dissertation/thesis.

### **9.2.11 List of Abbreviations**

This section should be included in the proposal/dissertation/thesis where applicable. The abbreviations/acronyms shall be arranged alphabetically. The abbreviations/acronyms shall be capitalized and separated from the text by indentation. The corresponding explanatory text should be in title case and aligned to the left.

### **9.2.12 The Main Text**

The main text should include the introduction, literature review, details of the methods used in the research, presentation of data and discussion, summary and conclusions (see Appendix 6).

### **9.2.13 List of References**

All sources cited in the text should be included in the list of references. References shall be arranged in alphabetically at the end of the thesis/dissertations, beginning with surname of the author followed by initials. Faculties/schools/departments may differ in the specific referencing styles and candidates are advised to consult their respective Faculties/schools/departments for appropriate referencing styles in their units. Where there is no guidance, the APA system of referencing shall be used.

### **9.2.14 Appendices**

The appendices section shall contain samples of the different research tools or instruments such as interview questions, or written questionnaires. It may also contain such elements as research permits, proposed budget and work plan. Where applicable, appendices must be referred to in the text.

## APPENDICES

### Appendix 1: Cover Page<sup>2</sup>

# CREATION OF MORTGAGE FINANCE IN AN UNREGISTERED LAND IN TANZANIA: A CRITICAL ANALYSIS OF LAW AND PRACTICE<sup>3</sup>

MASTER OF LAWS

JOHN MASANJA AZIKIWE

NOVEMBER 2020

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<sup>2</sup> Wording on the **spine** should consist of the student's initials, surname and year (e.g. J. K. AZIKIWE 2020) running from top to bottom. Use upper case on this page.

<sup>3</sup> Please note that this page is meant for the company binding the dissertation/thesis

**ST AUGUSTINE UNIVERSITY OF TANZANIA<sup>4</sup>**

**SCHOOL OF LAW<sup>5</sup>**

**Creation of Mortgage Finance in an Unregistered Land in Tanzania: A Critical<sup>6</sup>  
Analysis of Law and Practice**

By<sup>7</sup>

John Masanja Azikiwe

A Dissertation/Thesis Submitted to the School of Law in Partial Fulfillment of the  
Requirements for the Award of the Degree of Master of Laws of St Augustine University of  
Tanzania

November 2020

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<sup>4</sup> Use 16 font size, upper case, bold and centred

<sup>5</sup> Use 14 font size, upper case, bold and centred

<sup>6</sup> Use 12 font size, title case (capitalize all major words e.g. nouns, adjectives, verbs and adverbs), bold and centred

<sup>7</sup> The rest on this page to use 12 font size, title case (capitalize all major words), not bold but centred

### Appendix 3a: Student's Declaration for Examination

I, .....<sup>8</sup>, declare that this proposal/dissertation/thesis is my own original work and that it has never been previously presented and will not be presented to any other university for examination.

Signature: .....

Date:.....<sup>9</sup>

---

<sup>8</sup> The student to write the full name beginning with the first name and bold the same

<sup>9</sup> This line should be centered

### **Appendix 3b: Student's Declaration for Final Submission**

I, .....<sup>10</sup>, declare that this proposal/dissertation/thesis is my own original work and that it has never been previously presented and will not be presented to any other university for a similar or any other degree award or other qualifications except for proper referencing made in the text.

Signature: ..... Date: .....<sup>11</sup>

### **Appendix 4: Copyright<sup>12</sup>**

This dissertation/thesis is a copyright material and should not be reproduced by any means whatsoever, in full or in part, without the written permission of the Director of Postgraduate Studies on behalf of both the author and St Augustine University of Tanzania.

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<sup>10</sup> The student to write the full name beginning with the first name and bold the same

<sup>11</sup> This line should be centered

<sup>12</sup> This to appear on the same page with student's declaration

**Appendix 5a: Certification for Examination**

This proposal/dissertation/thesis has been submitted for examination with my/our approval as university supervisor(s).

.....<sup>13</sup>

Prof. Okimi Ndaki

**(Supervisor)**

Date: .....

.....

Dr Jonas Malenga

**(Supervisor)**

Date: .....

---

<sup>13</sup> The rest on this page must be centered

**Appendix 5b: Certification for Final Submission**

The undersigned certify that they have read and hereby recommends for acceptance by St Augustine University of Tanzania, a dissertation/thesis entitled: “Creation of Mortgage Finance in an Unregistered Land in Tanzania: A Critical Analysis of Law and Practice” in partial fulfillment of the requirements for award of the degree of Master of Laws of St Augustine University of Tanzania.

.....<sup>14</sup>

Prof. Okimi Ndaki

**(Supervisor)**

Date: .....

.....

Dr Jonas Malenga

**(Supervisor)**

Date: .....

---

<sup>14</sup> The rest on this page must be centred

## **Appendix 6: Important Sections in the Text**

### **Preliminary Pages**

- Cover Page
- Title Page
- Declaration and Copyright
- Certification
- Dedication
- Acknowledgement
- Abstract
- Table of Contents
- List of Tables
- List of Figures Etc.

### **CHAPTER ONE**

- Introduction
- Background to the study
- Statement of the problem
- Research Objectives
- Research Questions
- Significance of the Study
- Scope
- Theoretical Framework (if applicable)
- Conceptual Framework (if applicable)
- Definition of Key Terms (define only operationalized terms)

### **CHAPTER TWO - LITERATURE REVIEW**

- Theoretical Review
- Empirical Review
- Research Gap

### **CHAPTER THREE - RESEARCH DESIGN AND METHODOLOGY**

- Research Approach
- Research Design
- Target Population
- Sampling Procedures
- Sample Size
- Research Instruments
- Validity and Reliability (if applicable)
- Piloting of the Instruments (if applicable)
- Data collection Procedures

- Data Analysis Procedures
- Ethical Considerations

## **CHAPTER FOUR - FINDINGS AND DISCUSSION**

Chapter four of a dissertation/thesis is normally a more technical chapter because it deals with description, compilation, analysis, interpretation and discussion of the findings. The chapter normally begins with a brief introduction. Where applicable, in presenting the findings, the candidate should recast the objectives/research questions or hypothesis as presented in chapter one.

## **CHAPTER FIVE - SUMMARY, CONCLUSION AND RECOMMENDATIONS**

- Summary of findings
- Conclusions
- Recommendations
- Recommendation for Future Research

### **References**

(Unless otherwise directed, use APA style)

### **Appendices**

- Research instruments
- Clearance letters
- Map of the study area (if any)

**Appendix 7: Summary statement of intended research topic (To be filled in triplicate)**

1. Name of student: .....
2. Qualifications: .....
3. Department: .....
4. Faculty/School .....
5. Topic:  
.....  
.....  
.....
6. Brief statement of the research problem:  
.....  
.....  
.....
7. What are you expecting to achieve?  
.....  
.....
8. What research questions are to be answered?  
.....  
.....
9. What research methods are you planning to use?  
.....  
.....
10. References:  
.....  
.....

Signature of the student ..... Date.....

---

For Department's use

Proposed supervisor(s):

1. .... Department: .....
2. .... Department: .....

Signature of the Head of Department ..... Date.....

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For Faculty/School's use:

Assigned supervisor(s):

1. .... Department.....
2. .... Department.....

Signature of the Dean ..... Date: .....

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For Director of Postgraduate Studies use:

Approved supervisor(s):

1. .... Department.....
2. .... Department.....

Signature to Director of Postgraduate Studies ..... Date: .....

---

Appendix 8: Correction Chart

# ST. AUGUSTINE UNIVERSITY OF TANZANIA

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## Directorate of Postgraduate Studies

### CORRECTION CHART

**Student's Name** .....

**Registration Number:** .....

**Supervisor's Name** .....

**Programme** ..... e.g. MEMP, MAL, MAH, LL.M)

**Research Title:**

.....  
.....

Please provide detailed comments (Typed) based on the following chronological order. You may attach separate sheet.

SN	Section	Examiner's Comments	Response	Page No.

I, ..... (student's full name), hereby confirm that I have worked on all the corrections/comments as suggested by the panel/internal examiner/external examiner.

**Student's Signature** ..... **Date** .....

The supervisor confirms that he has read the corrections made by the student and hereby recommends for acceptance the proposal/dissertation/thesis for the next stage.

**Supervisor's signature** ..... **Date** .....

---

The Departmental Postgraduate Committee recommends that the student be allowed to continue to the next stage after working on all the corrections/comments raised by the panel/internal examiner/external examiner.

**Chairperson Signature** ..... **Date** .....

---

The Faculty Postgraduate Committee recommends that the student be allowed to continue to the next stage after working on all the corrections/comments raised by the panel/internal examiner/external examiner.

**Chairperson's Signature** ..... **Date** .....

---

The University Postgraduate Committee has approved the proposal/dissertation/thesis for the next stage after receiving recommendations from the supervisor, departmental Postgraduate Committee and Faculty Postgraduate Committee.

**Director's Signature** ..... **Date** .....

---

**Appendix 9: Research Supervision Tracking Form**

**ST. AUGUSTINE UNIVERSITY OF TANZANIA**

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Website: [www.saut.ac.tz](http://www.saut.ac.tz)

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**Directorate of Postgraduate Studies**

Student's Name ..... Reg. #: .....

Programme ..... (e.g. MEMP, MAL, MAH, PhD - Education)

Department: .....

Faculty/School: .....

Name of Supervisor: .....

Submission Date	Meeting Date	Stage of work discussed (e.g. title, etc.)	Summary of issues discussed	Student's Signature	Supervisor's Signature

Director of Postgraduate Studies ..... Date .....

**Note:**

- Students should keep a tracking tool for each supervisor
- Supervisor and student should meet at least once every month and the two should fill in and sign the form
- The student should submit photocopies of the signed forms to the Postgraduate Committee, Dean of Faculty/School and Head of Department
- This tool will serve as evidence for postgraduate students' supervision

**Appendix 10: Student Progress Report**

**ST. AUGUSTINE UNIVERSITY OF TANZANIA**

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Office: **2nd floor; Rooms F 7 & 8**

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Fax: 028 29 81 185



**Directorate of Postgraduate Studies**

(To be filled biannually)

PERIOD COVERED: From..... to.....

**PART A: TO BE FILLED BY CANDIDATE**

1. Name of student.....
2. Registration number.....
3. Department.....
4. Program of Study.....
5. Nature of programme (tick one) By Research and Thesis  By Coursework and Dissertation
6. Date of registration.....
7. Planned date of completion.....
8. Progress made so far for the coursework phase:

Courses taken	Semester I	Semester II	Final examination grade

**PART B: TO BE FILLED BY THE SUPERVISOR** (During research phase)

9. Name of supervisor.....
10. When were you appointed to supervise the candidate?.....
11. If you have just been appointed, did the previous supervisor hand over any report of the candidate to you?  
12. Yes  No  Not applicable
13. How often have you met the candidate during the quarter under report?.....  
.....

14. What progress has the candidate made so far for the dissertation/thesis? (tick in the appropriate box)

Item	Nothing	Half way	Nearly completed	Completed
Introductory chapter				
Literature review				
Designing of methodology				
Getting supplies for				

study				
Data collection				
Data analysis				
Writing research report and conclusion				
Submission				

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

16. Will the candidate need an extension? Yes..... No..... How long? .....months.

17. Any other comments you may wish to make on the candidate.....

.....  
 .....

Signature of supervisor: ..... Date: .....

**PART C: TO BE FILLED BY HEAD OF DEPARTMENT**

18. Comments on the candidate's progress report

.....  
 .....

Name of Head of Department: .....

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

**PART D: TO BE FILLED BY DEAN OF FACULTY/SCHOOL**

19. Comment briefly on the candidate's progress report

.....  
 Name of the Dean of Faculty .....

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

**PART E: TO BE FILLED BY DIRECTOR OF POSTGRADUATE STUDIES**

Comments of Director of Postgraduate Studies:

.....

Name of the Director of Postgraduate Studies: .....

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

Appendix 11: Plagiarism Clearance Certificate

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Fax: 028 29 81 185



Directorate of Postgraduate Studies

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## PLAGIARISM CLEARANCE CERTIFICATE

Name of Student: .....

Registration No: .....

Department: .....

Faculty/School: .....

Type of scholarly work (e.g. Master/PhD): .....

I declare that I have examined the aforementioned scholarly work by the above-named student and have submitted it for assessment/publication, having confirmed that the work is free of any plagiarized material.

Name Director of Postgraduate Studies .....

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

**Appendix 12: Notice of Intention to Submit Thesis/Dissertation for Examination**

**ST. AUGUSTINE UNIVERSITY OF TANZANIA**

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**NOTICE OF INTENTION TO SUBMIT**

(to be filled in quadruplicate)

**SECTION A: TO BE COMPLETED BY THE CANDIDATE**

- 1) Name in full: .....
- 2) Registration number: .....
- 3) Department: .....
- 4) Faculty/School: .....
- 5) Degree registered for: .....
- 6) Title of thesis/dissertation:  
.....  
.....
- 7) Name(s) of supervisor(s)
  1. ....
  2. ....
- 8) I hereby declare that I have almost completed my dissertation/ thesis and intend to submit it within the coming three months.

Student's Signature: ..... Date: .....

**SECTION B: TO BE COMPLETED BY SUPERVISOR(S)**

9) I/We hereby confirm that the candidate is finalising his/her dissertation/thesis and I am/we are of the opinion that he/she will be in a position to submit it within three months from now.

- 1. Signature of supervisor: ..... Date: .....
- 2. Signature of supervisor: ..... Date: .....

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

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

a) Potential internal examiners

- 1) Name: .....
- Telephone: .....Email: .....
- Curriculum Vitae: Attached  Not attached

- 2) Name.....
- Telephone: .....Email: .....
- Curriculum Vitae: Attached  Not attached

b) Potential external examiners

- 1) Name.....
- Affiliation.....
- Postal Address: .....
- Telephone: .....Email: .....

Curriculum Vitae: Attached

Not attached

2) Name: .....

Affiliation: .....

Postal Address: .....

Telephone: .....

Email: .....

Curriculum Vitae: Attached

Not attached

**SECTION D: TO BE COMPLETED BY DEAN OF FACULTY**

a) I certify that the proposed examiners above have been approved by the board/committee of the postgraduate.

b) In anticipation of the fact that the candidate will submit his/her thesis within three months from now, it is recommended that the defence/*viva voce* be held in the month of ..... of the year. .... (exact date will be communicated later).

Signature of the Dean: ..... Date: .....

**SECTION E: TO BE FILLED BY THE DIRECTOR OF POSTGRADUATE STUDIES**

- The examination arrangements are complete and are approved
- The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the Faculty

The following items are missing or incomplete:

1. ....

2. ....

Signature of the Director of Postgraduate Studies ..... Date: .....

Appendix 13: Proposal Defence Form

**ST. AUGUSTINE UNIVERSITY OF TANZANIA**

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**PROPOSAL DEFENCE FORM**

S/N	Examiners' Recommendations	Tick
1	PASSES AS IT IS (no revisions or typographical corrections required)	
2	PASSES SUBJECT TO MINOR CHANGES (list the errors/changes on separate sheet) <sup>16</sup>	
3	PASSES SUBJECT TO MAJOR CORRECTIONS AND REVISIONS as indicated in the examination report <sup>17</sup>	
4	REJECTED OUTRIGHT (specify reasons for rejection on separate sheet)	

Chairperson: ..... Signature: .....

1<sup>st</sup> Examiner: ..... Signature: .....

2<sup>nd</sup> Examiner: ..... Signature: .....

3<sup>rd</sup> Examiner: ..... Signature: .....

Supervisor: ..... Signature: .....

Date: .....

<sup>16</sup> Minor changes refer to editorial corrections, slight re-organisation of sections and minor modifications of tables, paragraphs or sentences to be submitted within one month.

<sup>17</sup> Major corrections and revisions as stated in the examiners' report should be submitted within three months.

**Appendix 14: Postgraduate Research Examination Form**

**ST. AUGUSTINE UNIVERSITY OF TANZANIA**

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**Directorate of Postgraduate Studies**

**DISSERTATION RESEARCH EXAMINATION FORM**

Student's Name: ..... Reg. No.....  
 Name of the Programme: .....  
 Faculty/School: .....  
 Department: .....  
 Research Title: .....  
 .....  
 .....

ITEM	WEIGHT	MARKS	
		Internal Examiner	External Examiner
<b>INTRODUCTORY CHAPTER</b>			
Abstract	1		
Background of the Study	3		
Statement of the Problem	4		
Research objectives and Questions	2		
Significance of the study	2		
Scope of the Study	1		
Theoretical/conceptual Framework	2		
Definition of the key Terms	1		
<b>Sub- Total</b>	<b>16</b>		
<b>LITERATURE REVIEW</b>			
Theoretical Literature Review	5		
Critical Review of Empirical Literature	8		
Research Gap	2		
<b>Sub-Total</b>	<b>15</b>		
<b>RESEARCH METHODOLOGY</b>			
Research Approach and Design	4		
Population and Sample and sampling	5		

techniques			
Methods of Data Collection	4		
Validity and Reliability/Trustworthiness	3		
Data analysis procedures	2		
Ethical Consideration	2		
<b>Sub-Total</b>	<b>20</b>		
<b>Findings and Discussion</b>			
General presentation of the findings	10		
Relevance of the Findings	05		
Discussion of the findings	10		
Sub-Total	<b>25</b>		
<b>Conclusions and Recommendation</b>			
Summary of the Findings	2		
Conclusion on the findings	8		
Recommendations for Action	6		
Limitation of the Study	2		
Recommendations for Future Research	3		
Overall presentation of the report	2		
Presentation of references	1		
Sub-Total	<b>24</b>		
<b>Total</b>	<b>100</b>	<b>Marks:</b>	<b>Marks:</b>
		<b>Grade:</b>	<b>Grade:</b>

*Note: {100 – 70 = A: 69- 60: B+: 59 – 50 B :} 49 and below is considered a fail grade.*

**Name of Examiner:** .....

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

a) DETAILED COMMENTS ON THE DISSERTATION/THESIS

1. **Preliminaries** (preliminaries, structure, clarity, style, abstract, illustrations, tables, etc.)

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

2. **Introduction** (background of the study, statement of the problem, research objectives, significance, scope, etc.)

.....  
.....

3. **Literature review** (theoretical and conceptual frameworks, empirical literature review, gap of knowledge, etc)

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

4. **Methodology:**

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

5. **Results:**

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

6. **Discussion**.....

.....  
.....

7. **Conclusions:**

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

8. **Recommendations**

.....  
.....

9. **References**.....

.....

10. **Originality and contribution to knowledge**

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

Name of Examiner: .....

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

## Appendix 15: Master's Dissertation Defence Report

### DIRECTORATE OF POSTGRADUATE STUDIES

#### MASTER'S DISSERTATION DEFENCE REPORT FORM

S/N	Examiner's recommendation	Tick
1	PASSES AS IT IS (no revisions or typographical corrections required)	
2	PASSES SUBJECT TO MINOR CHANGES (list the errors/changes on separate sheet) <sup>18</sup>	
3	PASSES SUBJECT TO SUBSTANTIAL CORRECTIONS AND REVISIONS as indicated in the examination report <sup>19</sup>	
4	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following (tick): <ul style="list-style-type: none"> <li>• Additional data collection</li> <li>• Additional analysis</li> <li>• Additional literature review and revisions</li> <li>• Re-writing</li> <li>• Others (specify on separate sheet)</li> </ul>	
5	REJECTED OUTRIGHT (specify reasons on separate sheet)	

Panel Members	Designation	Signature
1.	Chairperson	
2.	Eternal Examiner/Representative	
3.	Internal Examiner one	
4.	Internal Examiner Two	
5.	Supervisor	

- 
- <sup>18</sup> Minor changes refer to editorial corrections, slight re-organisation of sections and minor modifications of tables, paragraphs or sentences to be submitted within one month.
  - <sup>19</sup> Substantial corrections and revisions as stated in the examiners' report should to be submitted within three months.
  -

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### VIVA VOCE EXAMINATION FORM

Name of Candidate: .....

Registration No: .....

Research Title: .....  
.....  
.....

Name of Faculty/School: .....

Name of Department .....

Date of *VIVA VOCE*: .....

S/N	Names of Panel members	Designation	Signature
1		Chairperson	
2		External examiner or representative	
3		Internal examiner 1	
4		Internal examiner 2	
5		Candidate's Supervisor	
6		Head of Department or nominee	
7		Dean of Faculty/School or nominee	
8		Director of Postgraduate Studies	

<b>S/N</b>	<b>Verdict</b>	<b>Tick</b>
1	Candidate passes	
1.1	Candidate passes and no additional corrections are required	
1.2	Candidate passes subject to making minor corrections and revisions as stated in the <i>viva voce</i> proceedings, within one month <sup>20</sup>	
1.3	Candidate passes subject to making substantial corrections and revisions as stated in the <i>viva voce</i> proceedings, within three months.	
2	Candidate fails	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the <i>viva voce</i> proceedings, within six months.	
2.2	Candidate fails outright (reasons detailed in <i>viva voce</i> proceedings)	

---

<sup>20</sup> Minor changes refer to editorial corrections, slight reorganisation of sections and minor modifications of tables, paragraphs or sentences.

**Appendix 17: PhD Thesis Evaluation Report Form**

**ST. AUGUSTINE UNIVERSITY OF TANZANIA**

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**PHD THESIS EVALUATION REPORT FORM**

Name of Candidate: .....

Degree Registered for: .....

Title: .....

.....

	<b>EXAMINER'S RECOMMENDATION</b>	<b>Tick (✓)</b>
1.	PASSES AS IT IS (no revision or typographical corrections required)	
2.	PASSES SUBJECT TO typographical corrections and other minor changes (list the errors/changes on separate sheet) <sup>21</sup>	

---

<sup>21</sup> Minor changes refer to editorial corrections, slight re-organisations of sections and minor modifications of tables, paragraphs or sentences

3	PASSES SUBJECT TO MAJOR REVISION on one or more of the following: (a) Additional data collection (b) Additional analysis (c) Additional literature review	
4	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after Re-writing	
5	REJECTED OUTRIGHT (specify reasons on separate sheet)	

Examiner's name: .....

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

**Appendix 18: Supervision Allowance Claim Form**

**ST. AUGUSTINE UNIVERSITY OF TANZANIA**

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**SUPERVISION ALLOWANCE CLAIM**

SECTION A: (to be filled in by supervisor for each supervised student)

Name: .....

Department: .....

Please give details and amount of out of pocket expenses incurred e.g. postage of dissertations/theses, etc. (relevant receipts to be attached).

.....

.....

Faculty: .....

Department: .....

I, ....., certify that I served as a supervisor for the postgraduate student specified in the table below for the academic year...../.....

Name of Candidate	Names of Co-supervisors (if any)

I hereby claim for payment of supervision allowance.

Account name: .....

Account number: .....

Bank name: .....

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

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

I certify that Prof./Dr.....has supervised the above mentioned candidate. He/she shared the supervision load together with the following co-supervisors (if any)

1. ....

2. ....

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

Name of the Head of Department: .....

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

**Appendix 19: Internal/External Examiner's Claim Form**

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**INTERNAL/EXTERNAL EXAMINER'S CLAIM FORM**

Internal examiner

External examiner

I, ....., certify that, in connection with my appointment as an Internal/External Examiner in the Department of ..... have examined the following candidate(s) (list their names and registration numbers in the table below)

S/N	Name of Candidates Examined	Registration No.	Programme
1			
2			
3			
4			
5			
6			

I have signed the appropriate mark sheets and I attach my report on the examinations and I wish to claim my honorarium and reimbursement of expenses incurred in connection with my duties as Internal/External Examiner.

Honorarium of Tzsh of each candidate: .....

Refund of other expenses incurred (please give details and amount of expenses incurred e.g. postage of dissertations/theses, etc. Relevant receipts to be attached).

1. ....
2. ....
3. ....

Total Tzsh: .....

The honorarium should be paid to me at the following bank details:

Account name: .....

Account number: .....

Bank name: .....

Examiner's mobile: .....

Other A/C details: .....

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

Name of Head of Department: .....

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