



Guidelines for Conducting Research for Postgraduate Students at DarTU

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List of Abbreviations and Acronyms

APA	- American Psychological Association
DarTU	- Dar es Salaam Tumaini University
DVC (ARPE)	- Deputy Vice Chancellor, Academics, Research and Public Engagement
DVC (RMA)	- Deputy Vice Chancellor, Resource Mobilization and Administration
HoD	- Head of Department
MAIS	- Master of Arts in Information Studies
MBA	- Master of Business Administration
PGDE	- Postgraduate Diploma in Education
PGSRP	- Postgraduate Studies, Research, and Publication
PGSRPC	- Postgraduate Studies, Research, and Publication Committee
PhD	- Doctor of Philosophy
REC	- Research Ethics Committee
SPSS	- Statistical Package for the Social Sciences
TeLe	- Teaching and Learning
TCU	- Tanzania Commission for Universities
TUMA	- Tumaini University Makumira

Definition of Key Terms and Acronyms

Concept Note	A brief description of a research problem and objectives to be pursued.
Dissertation	Academic writing based on original research submitted for consideration in partial fulfilment of the requirements for the Master or PhD degree award.
Thesis	Academic writing based on original research submitted for consideration in fulfilment of the requirements for the Master or PhD degree award [i.e. a thesis does not follow a complete scheduled coursework programme].
External Examiner	An academician or expert [not from the institution attended by the student(s) assessed] who is appointed to be responsible for the assessment of a course, dissertation or thesis in accordance with the prescribed specifications.
External Supervisor	An academician or expert [not from the institution attended by the student supervised] who offers academic guidance to a student doing research following formal appointment.
Internal Examiner	A member of academic staff [from the institution attended by the student(s) assessed] who is responsible for the assessment of a course, dissertation or thesis in accordance with prescribed specifications.
Internal Supervisor	A member of academic staff [from the institution attended by the student supervised] who offers academic guidance to a student doing research following formal appointment.
Research Clearance	A certificate or letter produced by an Ethical Clearance Committee to indicate that the proposed research and researcher have been ethically cleared.
Research Permission	A letter produced by an institution to indicate that a researcher has been allowed by the institution to conduct the stated research.
Research Proposal	A structured formal document that explains what is to be researched, the reason for conducting research and how one plans to carry out the investigation.

Viva Voce

An oral examination that is arranged for a student to present and defend his / her dissertation or thesis.

CHAPTER ONE

GENERAL INTRODUCTION

1.1 Background Information

Dar es Salaam Tumaini University (DarTU) is currently offering three postgraduate programmes at Masters level: Master of Business Administration (MBA), in the School of Business Studies; Master of Arts in Information Studies (MAIS), in the School of Humanities and Social Sciences; and Master of Laws in Alternative Dispute Resolution (LLM-ARD). There are efforts to establish more Master as well as PhD programmes. MBA is studied over a period of two years (four semesters) and MAIS for 18 months (three semesters) whereby the last semester is for research. A Postgraduate Diploma in Education (PDGE) is also offered, for a period of twelve months. These guidelines deal with the research component of these programmes – LIS 699 for MAIS and REST 623 for MBA.

As indicated above, the newly admitted postgraduate students begin their studies by attending coursework. They are promoted to do the research component of the degree after they have cleared all the courses prescribed to them. The research begins by having an academic supervisor who assists the candidate in choosing a topic, which is accompanied by formulation of a concept note. This is followed by development of a research proposal on how the research will be implemented. The proposal has to be presented and defended to the School which, if satisfied, will grant permission to carry out the research proposed. After obtaining research clearance and permission, the candidate will proceed with data collection / fieldwork. Data analysis and report writing will be the next important step. The dissertation or thesis will be submitted to the School for examination when ready. These guidelines also deal with the whole process of dissertation or thesis examination. In addition, each student is required to prepare a journal article(s) before she/he can be allowed to graduate.

1.2 Goal

The goal of the Guidelines is to enhance quality of research, consistency of the process and coherence across the Schools of DarTU.

1.3 Objectives of the Guidelines

The guidelines serve to provide a framework for students when writing research proposals and dissertations/theses in a format recommended by DarTU. Specifically, the guidelines seek to achieve the following:

- (a) Strengthen supervision of postgraduate students' research work;
- (b) Guide students on research proposal preparation;
- (c) Guide students on data collection; and
- (d) Guide students on dissertation/thesis preparation and submission.

1.4 Scope of the Guidelines

The Guidelines focus on the development and presentation of students' research proposals, implementation of the research projects, preparation of dissertations and theses for examination, and the role of students, supervisors and all others involved in this process. These

Guidelines should be read in conjunction with other policies and guidelines governing studies at DarTU such as the Prospectus.

CHAPTER TWO

ADMISSION OF POSTGRADUATE STUDENTS FOR RESEARCH

Usually, there are two ways of admitting postgraduate students for the research component. The first one is when the student is admitted for a research ONLY degree. When admitting a student for a Master or a PhD by research only, the candidate is supposed to meet minimum requirement needed for that degree as specified in the Prospectus. In addition, the candidate is required to submit a concept note that provides the title of the research she/he wants to pursue and some details of his/her initial ideas. The concept note is very useful, among other things, in identifying the appropriate supervisor. Other differences between students studying by research only as compared to those doing both coursework and research will be highlighted in these guidelines.

The second way of admitting postgraduate students to the research component is to upgrade students who have completed and passed coursework. This is the case for the current two Master programmes (i.e. MAIS and MBA). Students are expected to attend classes and pass all the courses offered in the first three semesters (for MBA) or first two semesters (MAIS) so that in the fourth and third semesters respectively, they can be upgraded to do research. In order to assist in allocating supervisors, students are expected to make an early decision on the type of research they wish to undertake. Hence, students are supposed to decide on the topic of research and submit it as an initial step of the research process.

In summary, the student admitted for postgraduate research is supposed to meet the following requirements:

- a) Must meet minimum requirements for admission to the relevant degree programme;
- b) Shall propose the topic of research which has to be approved by the School; and
- c) If admitted for research only degree, must submit the concept note at the application stage.

CHAPTER THREE

SUPERVISION OF STUDENTS

3.1 Introduction

The purpose of this chapter is to provide a clear and concise outline on the roles each party has to play in the supervision of students' research at DarTU. When postgraduate candidates are ready to do research, School Research Coordinators are required to recommend a supervisor for each prospective student. The relevant School Boards shall appoint supervisors and reports on the appointments will be sent to the Directorate of Postgraduate Studies, Research and Publication (D-PGSRP). The appointed supervisors should be endorsed by the Deputy Vice Chancellor, Academics, Research and Public Engagement (DVC-ARPE). The postgraduate candidates should contest in writing to the School Dean if there is a good reason for not accepting the allocated supervisor.

Usually, each postgraduate student is assigned a single supervisor. In case there is a need for additional expert supervision, one or more additional supervisors may be appointed. This is especially true where the student's research topic is multi-disciplinary and hence requires supervision from more than one academic discipline. In such instances, one of the supervisors will normally be designated as the main supervisor and the other(s) as co-supervisor(s).

3.2 Roles of Schools

The roles of Schools/Departments are to provide an enabling environment for both supervisors and students to select and articulate a proper topic, preferably belonging to a particular theme in DarTU's Research Agenda, and to do the research. This should be done through the School Research Coordinator who should be working on behalf of the School Dean. The supervisor allocation is followed by coordination of other research activities such as proposal defence, getting permit and clearance for data collection, presentation during Schools' student seminar series, viva voce, etc. The following is the summary of the roles and responsibilities of School Research Coordinators in close consultation with the School Dean.

- a) Coordination of allocation of supervisors;
- b) Coordination of approval of topics;
- c) Coordination of approval of the proposal with the corresponding research instruments/tools;
- d) Attendance to students' queries including fall out with their supervisors;
- e) Approval of the dissertation / thesis for onward submission to relevant organs and/or parties;
- f) Participation in suggesting names of examiners;
- g) Coordination of examination of dissertations / theses; and
- h) Coordination of the defence examination within the school.

3.3 Roles and Responsibilities of Supervisors

Successful completion of a Master or PhD research and dissertation/thesis requires a conducive learning environment including a close and cordial working relationship between the student and his/her supervisor(s). The supervisor is the agent of the University responsible

for ensuring that the student's work attains a satisfactory standard and therefore, he/she has the duty to acquaint himself/herself with all the University's Regulations and Guidelines governing student's supervision.

The Research Coordinator in collaboration with the School Dean shall carefully consider the proposed supervisor's area of expertise, his/her qualifications and experience before nominating him/her for a supervisory role. The appointment of supervisor(s) as said, must be approved by DVC-ARPE.

The Supervisor is representing the College in ensuring that:

- a) a particular higher degree candidate is maintaining satisfactory progress;
- b) the candidate receives adequate advice and encouragement on the dissertation/thesis research; and
- c) the work being done on the dissertation/thesis is reviewed critically and on a continuous basis.

Since the supervisor is the agent of the University in ensuring that the student's work attains a satisfactory standard, he/she should be a full-time member of the Department, who is well acquainted with all DarTU's postgraduate regulations.

As far as possible, the supervisor should supervise postgraduate students only in his/her area of specialization. This would help to ensure high standards of attainment, and to avoid possible embarrassment resulting from failure of the dissertation / thesis by examiners.

The supervisor should know the student well, and be familiar with whatever special problems the candidate may have.

The supervisor should know the distinction between his/her expected role when supervising a Master degree research and when supervising a PhD degree research. He/she should understand that, in essence:

- (a) The Master research programme is designed as a training course, in which the candidate is expected to:
 - (i) be exposed to the fundamentals of research;
 - (ii) acquire certain new techniques;
 - (iii) learn how to present the results of research in a scholarly manner;
 - (iv) make some important contribution to knowledge, even though it may not be very original. Because he/she lacks previous research experience, the Master candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques, and at the time of thesis writing.
- (b) The PhD, in contrast, is recognition of successful postgraduate *research experience*. Here the supervisor should recognize that the candidate had already acquired some

training experience in research as a Master candidate. Consequently, for the PhD, the supervisor expects the candidate to:

- (i) make a distinct contribution to new knowledge, of fact and/or theory;
- (ii) produce considerably much more original work than required for the Master programme;
- (iii) go much deeper and more extensively into the review of the relevant literature than is the case for the Master candidate;
- (iv) be more critical in the analysis of the data he/she has collected; and
- (v) exercise more initiative in the research than for the Master Degree research programme.

After the first year or two, the PhD candidate should be able to work independently, and to be guided rather than directed by the supervisor. The supervisor has the responsibility of assisting the candidate to formulate an appropriate research proposal. The research proposal must be approved by the relevant Committees before the candidate formally begins to undertake the research.

The supervisor has the responsibility of focusing ahead, and seeing the potential and limitations of the research problem, before the candidate goes too far with the research work. He/she should be capable of foreseeing through his/her previous research experience, whether or not the candidate will get meaningful data within two to three years of research or whether the proposed research is suitable for a higher degree. Supervisors must have this kind of foresight in order to reduce the common problem of students' 'wasted effort' to a minimum.

In order to get the student started on the right footing, each School which offers postgraduate training, should establish/activate a Postgraduate Research Committee. The committee should be composed of about four academic members of staff, some of whom, by virtue of representing the Department/School, should be well versed with the Postgraduate Research Proposal Review process. To facilitate critical and constructive evaluation of proposals at the School level, each member shall be given a copy of the proposal one week before its presentation in a seminar.

The supervisor has the responsibility of monitoring the candidate's progress throughout the research period. There are various methods through which he/she can do this:

- (a) Request the candidate to submit periodic reports (*every three months*) about his/her research progress. The reports may well constitute drafts of the final thesis/dissertation. In reviewing them, the supervisor should take the opportunity to advise the candidate on matters of presentation, and if necessary, to make suggestions where modifications are required. The supervisor should use such reports as a basis for writing his/her own report to the Directorate of PGSRP on the candidate's research progress. If the supervisor does not receive a report from the candidate on his/her research progress, he/she should submit his/her own.
- (b) Hold regular consultations between the candidate and the supervisor (e.g. once every month) to discuss the research work, is advised. Frequent consultations help to make

the supervisor aware of new problems in the student's research since the last report, and to suggest remedial measures, before it is too late.

- (c) Organize seminar presentations by the candidate. A seminar presentation by the candidate to the relevant Unit about his/her research work gives him/her an opportunity to think more critically about the work. The supervisor should thus ensure that his/her higher degree candidate delivers at least two seminars during the first year of his/her research undertaking.

The supervisor also has the responsibility of ensuring that the candidate has given an appropriate title to his/her thesis/dissertation at the end of the thesis/dissertation research, and when presenting a notice to submit the dissertation/thesis for examination.

The supervisor also has the important responsibility of guiding the candidate in his/her dissertation/thesis writing. Here it should be emphasized that although the writing of the dissertation/thesis is entirely the responsibility of the candidate, it is the supervisor's responsibility to ensure that the candidate submits a dissertation/thesis of a standard that is acceptable for the degree it is intended for. In order to enhance the presentation of an acceptable thesis, the supervisor should:

- (a) Be accessible, he/she should show interest and enthusiasm in the candidate's research work, and have a positive and friendly relationship with the candidate;
- (b) Discuss the thesis drafts with the candidate regularly, and in order to give quick feedback to the candidate on the written drafts, and to sustain his/her motivation, the supervisor should, as far as possible, read and return his/her candidate's thesis drafts within two to three weeks of receiving them;
- (c) Read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the thesis could be improved. (He/she should, for example, advise the candidate on what details should be placed in the main body of the thesis, what should better be expressed by illustrations, how to write the Bibliography, etc); and
- (d) In the end, the supervisor should read the entire final draft, and satisfy him/herself that the thesis/dissertation is ready for examination.

The supervisor's role is to advise and guide, but not to write the dissertation/thesis for the candidate, such that the work becomes a reflection of the supervisor. Candidates are fully responsible for the work and its fate.

Frequent consultation (at least once every month) between the candidate and his/her supervisor is necessary in order to ensure that the candidate does not go astray in his/her research. It is suggested, therefore, that if the candidate's main supervisor should be away from the University for more than three consecutive months, an acting supervisor should be appointed. In the case of the course-work and dissertation, however, it is recommended that an acting supervisor should be appointed if the principal supervisor is going to be away for two consecutive months, or longer.

It is also suggested that to gain uniformity in the information brought in by supervisors to DPGSRP, on their candidates' research progress, a standard Progress Report Form (PGSRP/F.2) should be used.

The following have to be considered in appointing or replacing supervisors for Master or PhD students in order to ensure that quality supervision is attained:

- a) The supervisor for a Master student must be a PhD holder.
- b) The supervisor for a PhD student must be a PhD holder with additional research experience, preferably of the rank of Senior Lecturer or above.
- c) Departments/Schools should rationalize the supervision arrangements including the number of students a single staff member can supervise at a time in order to ensure that the students are adequately supervised. Guidance provided by the Workload Policy should be followed closely.
- d) If the supervisor leaves the Institution when the student is in the final stages of his/her studies, arrangements should be made for the same supervisor to continue supervising the student to completion of his/her studies. However, if the supervisor declines and/or by the nature of his new assignment he/she will not be available to perform the supervisory duties or if the student is just beginning his/her research work, another supervisor should be appointed.
- e) If the student's main supervisor is to be away from the University for more than three consecutive months and is unable to provide adequate supervisory services, physical or virtual, an acting supervisor should be appointed.
- f) If the reason for the supervisors' absence is infirmity and it is not possible to predict when the supervisor will be in sound health to continue with the supervision, another supervisor should be appointed to replace the sick one. If and when the initial supervisor recovers, he/she may continue supervising the student if he so desires.
- g) A standard Students' Progress Report form shall be used to maintain uniformity in the type of information or reports of supervisors submitted to decision-making bodies.

3.4 Roles, Responsibilities and Conduct of Students

Success of the Master or PhD work largely depends on the commitment and conduct of the student. Therefore, a student pursuing a Master or PhD degree at DarTU has the following academic and research responsibilities:

- a) To read thoroughly and to be conversant with all the Regulations and Guidelines governing Master and PhD degree studies and to abide to them;
- b) To consult and agree with the supervisor on the research topic and prepare a research proposal as stipulated in the relevant Regulations and Guidelines;
- c) To prepare and present graduate seminars as stipulated in the Regulations, and other presentations as the supervisor and/or School Research Coordinator may recommend;
- d) To prepare work plans and/or schedules and undertake field or laboratory work and data analysis as stipulated in the work plans/schedules within the prescribed period for the study programme;
- e) To write and submit to supervisor(s), progress reports on time as stipulated in the Regulations and Guidelines and as the supervisors may determine, as well as produce

academic/research outputs of the research programme within the prescribed period of the study programme;

- f) To make regular consultations with the supervisor(s) and inform them of any administrative or academic difficulties or problems experienced in the course of the study programme as promptly as they occur for appropriate intervention by the supervisor or other relevant office with the view to finding amicable solution(s);
- g) To participate in academic and/or research-related activities or programmes as the supervisor may recommend including attending seminars, symposia, workshops and conferences within and outside DarTU;
- h) To complete the research work and write a thesis/dissertation of an acceptable standard in terms of adequacy, scholarly presentation and quality, as stipulated in the regulations and guidelines and within the prescribed period for the study programme;
- i) To attend to any amendments or revisions of the progress report, dissertation/thesis and publications as directed by the supervisor, graduate seminar assessors and examiners for the dissertation/thesis;
- j) To ensure that no publication or other research outputs are made outside the Department without approval by the supervisor;
- k) To ensure that publications emanating from a dissertation/thesis submitted for the award of a degree at DarTU contains a statement specifying that the work is based on a dissertation/thesis submitted for a degree of DarTU;
- l) To produce intermediary and final electronic and hard copies of the dissertation/thesis and publications as stipulated in the relevant regulations and guidelines;
- m) To adhere, at all times, to academic, research and publication ethics, and maintain academic integrity throughout the study period;
- n) To ensure that issues of Intellectual Property Rights (IPR) are considered in accordance with the IPR Policy and Guidelines of DarTU and that, in all cases, issues of IPR will have to involve discussion with supervisor(s) and officers responsible for IPR at the Institution;
- o) To acknowledge properly any assistance received from persons and institutions within and outside DarTU, during one's studentship at DarTU;
- p) To renew one's annual registration with DarTU as stipulated in the relevant regulations and guidelines until the study programme is completed or otherwise;
- q) To ensure that the written dissertation or thesis demonstrates a high standard of proof-reading and copy editing (including attention to layout, spellings, grammar, sentence structure, etc); and
- r) To produce high quality journal article(s) as prescribed by DarTU and TCU.

3.5 Procedures for Handling Supervisor-Student Conflicts

The University will strive to promote, and expect that the working relationship between the supervisor and student is always cordial. However, experience has shown that while the majority of supervisor-student relationship is generally good, there have been cases of misunderstanding because of various reasons. Conflicts between the supervisor and student need to be addressed as promptly as possible in order to mitigate against damage of the image of the supervisor and the Institution and ruin student's career. When misunderstanding or

problems between a supervisor and student occur, the following procedure should be followed in dealing with the situation:

- a) The supervisor and/or the student should, independently and promptly, report the problem, in writing to the School Research Coordinator.
- b) The School Research Coordinator shall study the nature of the problem and make an effort to resolve the conflict. Decisions should be communicated in writing and notified to all parties involved. However, if the School Research Coordinator fails to address the problem, he/she may refer the case to the Dean for appropriate action.
- c) If necessary, the School Dean will liaise with the D-PGSRP to make a decision on the matter. Decisions should be communicated in writing and notified to all parties involved. Failure to resolve the matter at this level will result in treating the problem as a disciplinary case which will need to be forwarded to the appropriate University committee through the DVC-APRE's office.

CHAPTER FOUR

RESEARCH PROPOSAL PREPARATION AND APPROVAL

4.1 Introduction

A research proposal is a very useful means of helping students to conceptualize their research project and clarify their areas of focus. A research proposal also ensures that a student has thought through all the potential pitfalls and conducted the essential pre-planning. If done properly, a research proposal should prepare the ground for smooth execution of the student's research. In addition, a research proposal serves to convince other people, including supervisors, that the research that is planned to be undertaken is both relevant and feasible. Furthermore, it provides a means for a student to convey to others the message that he/she has critically engaged with the research topic, has selected a suitable method to answer the research questions and that it is feasible for the research project to be completed within the designated timeframe.

4.2 Structure of the Research Proposal

The proposed structure of a research proposal shall have the following entities: Title, Introduction, Problem statement, Justification, Objectives and Hypothesis/Research questions, Literature review, Research methodology. Appendix 2 provides details of the contents of a research proposal for a Master or PhD research.

The content of research proposals including references should have a maximum of 15 and 20 pages for Master and PhD students, respectively. Any other extra and necessary information that a candidate needs to include in the proposal preparation may be presented as appendices.

4.3 Other Aspects of Research Proposal

4.3.1 Duration

Students should be realistic in designing their programme of work.

4.3.2 Schedule of Activities

There should be a clear timeline for activities which have to be accomplished during the research period. Students should try to be as detailed as possible about the schedule of the proposed work.

4.3.3 Research Budget

To be complete, the proposal should have an estimated budget. It is essential to ensure that the budget is realistic, activity-based and includes all sources of funding for the proposed study.

4.3.4 Citation and Referencing Format

For the purpose of uniformity and standardization, research proposals and dissertations/theses at DarTU should follow the American Psychological Association (APA)'s citation and

referencing style. Schools that feel they are more conversant with other styles, depending on their discipline might want to argue a case for the same; in which case the D-PGSRP should be consulted. The details are provided in Chapter 6.

4.4 Approval of a Research Proposal

A completed research proposal needs to be presented in the Department and/or School, defended and assessed. Each School will establish the submission procedure and elaborate how proposals will be assessed. The general guidelines will be as follows:

- a) Proposals will be submitted to the School Research Coordinator;
- b) The Coordinator will check whether the proposal meets the required standards or not;
- c) If the proposal meets the required standards, the Coordinator will liaise with the School Dean to select examiners;
- d) The presentation/defence of the proposal will be communicated in writing to the student and all examiners by the School Dean (or the School Research Coordinator after getting the Dean's approval);
- e) The proposal that has been approved by the School will be forwarded to the Research Ethics Committee (REIC) for ethical clearance;
- f) The final step is to get a permit letter from the D-PGSRP. Letters allowing candidates to start fieldwork will be provided by D-PGSRP prior to data collection.

CHAPTER FIVE

DATA COLLECTION AND ANALYSIS

5.1 Introduction

This chapter deals with the most important aspects of research, i.e. data collection and analysis. All other steps mentioned above are meant to prepare the candidate for obtaining quality data. If data is not of good quality, the research will not be of good quality regardless of how other research components might look like. Candidates are encouraged to work hard during data collection and analysis so that the findings presented can make the dissertation/thesis of good quality.

5.2 Data Collection

The next step after approval of the research proposal is data collection or fieldwork. Students should be sensitive of their image during data collection because they will be acting as DarTU's ambassadors. Any positive or negative aspects observed during the fieldwork have an impact towards DarTU's image. Certain behaviours are strictly prohibited during fieldwork such as interviewing people when you are under the influence of alcohol, visiting places when you are not dressed properly (you dress the way you are required to be on campus), using language that is not acceptable by the University, etc. Students should note that information collected for research is strictly confidential and respondents provide it knowing that it will only be used for academic purposes. So, students should be careful in storing the data they collect and reporting should also make sure that confidentiality is always observed.

5.3 Data Analysis

After fieldwork, data needs to be prepared/summarized for the report. Different disciplines collect data differently for research purposes; that has implications on how such data is analysed. Questionnaires used to collect quantitative data, for instance, will need to be coded and summarized in tables or graphs with the help of a statistical data analysis software such as SPSS, STATA, etc. Qualitative information, on the other hand, needs to be transcribed to transcripts that can also be analysed with the help of computer software such as Atlas.ti, nvivo, etc. The qualitative data is analysed by establishing themes from the transcripts. It is crucial that students consult regularly so that they can be guided by their supervisors during data analysis.

CHAPTER SIX

PREPARATION OF DISSERTATIONS / THESES

6.1 Introduction

Candidates must follow the specific guidelines presented in this document when preparing dissertations/theses. Dissertations/theses that do not conform to specifications stipulated in these guidelines shall not be accepted for consideration of award of a DarTU degree. The term "Dissertation" is used in this context to mean the research report written and submitted for consideration in partial fulfilment of the requirements for the Master or PhD degree award. On the other hand, the term "Thesis" is used in these guidelines to mean a research report submitted by a Master or PhD candidate that does not follow a complete scheduled coursework programme submitted in fulfilment of the requirements for the degree award.

6.2 Dissertation/Thesis Preparation

The dissertation/thesis shall be written in the English Language. Candidates should use bias-free language in writing their dissertations/theses unless the nature of the research requires the use of such language, to achieve certain ends. The following specifications must be strictly followed in writing the dissertation/thesis.

6.2.1 Typing and Printing

- a) The thesis/dissertation must be printed on good quality A4 paper, at least 80gms. This is to ensure clear copies. Typing must be double-spaced and on one side of the paper only.
- b) Except for the title page, and for some illustrative or graphic material, font should be 12 points (Times, New Times Roman).

6.2.2 Pagination

- a) The preliminaries (parts preceding the introduction) should be numbered in lower case, Roman numerals ("i", "ii", "iii", etc.), beginning with the title page.
- b) The body of the thesis (beginning Chapter One), should be numbered in Arabic numerals ("1", "2", "3", etc), consecutively throughout.
- c) The page numbers should appear at the centre of the page, about 0.5 inches below the top margin.

6.2.3 Margins

- a) The left margin should be 4.0 cm or 1.5 inches from the left edge of the paper.
- b) The right margin should be 2.5 cm or 1 inch from the right edge of the paper.
- c) The top margin should be 4.0 cm or 1.5 inches from the top edge of the paper.
- d) The bottom margin should be 2.5 cm or 1 inch from the bottom edge of the paper.

6.2.4 Front/Cover and Title Pages

For samples of the front/cover and title pages please refer to the Appendix 1. However, the title page must be arranged as follows:

- a) The main title of the thesis/dissertation should be written in CAPITALS (well-indented, centred) in 14 points bold fonts.
- b) The name of the candidate should be written at the centre of the title page.
- c) The words "A Dissertation/Thesis (whichever is appropriate) Submitted in Partial Fulfilment (for Dissertations) or in Fulfilment (for theses) of the Requirements for the Degree of (insert name of degree) of the Dar es Salaam Tumaini University should be inserted; and the date (Month and Year) of submission of the dissertation/thesis (the year when the final corrections to the dissertation/thesis were made), must be provided.

6.2.5 Certification

The supervisor should certify that he/she has read the dissertation/thesis, and found it to be in a form acceptable for examination. This signed statement is only for the initial submission. The supervisor is required to sign again at the final submission.

6.2.6 Declaration by the Candidate

Every dissertation/thesis submitted for a higher degree of the University must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work, and that it has not been submitted for a similar degree in any other university.

6.2.7 Statement of Copyright

The dissertation/thesis shall contain the following statement of copyright by the author:

This dissertation/thesis is Copyright Material protected under the Berne Convention, the Copyright Act of 1999 and other international and national enactments, in that behalf, on intellectual property. It may not be reproduced by any means, in full or in part, except for short extracts in fair dealing; for research or private study, critical scholarly review or discourse with an acknowledgement, without the written permission of the Directorate of Postgraduate Studies, Research and Publication on behalf of both the author and Dar es Salaam Tumaini University.

6.2.8 Acknowledgements

In this section, the candidate should acknowledge the people or institutions that rendered support or some other form of assistance, which made the execution of the thesis/dissertation work possible.

6.2.9 Dedication

This section is optional.

6.2.10 Abstract

This should be concise but comprehensive. It should be on one page only. The essential points of the thesis such as the objectives, methodology, important results achieved and the

conclusions reached are summarized here. To ensure that the information fits on only one page, the abstract can be favoured with a different line-spacing, than the rest of the dissertation.

6.2.11 Table of Contents

The table of contents is used instead of an index, and should, therefore, be analytical and refer to specific pages. If there is to be a List of Tables, or a List of Illustrations, these should be on separate pages, arranged in the same format as the Table of Contents.

6.2.12 Body of the Thesis

- a) The body of dissertation/thesis should be presented in well labelled Chapters and Sections.
- b) Tables, text figures, diagrams and plates should be numbered in separate sequences, and should be cited by number in the text. Each table and illustration should have a full caption. Text illustrations should in general be reproduced by photographic or similar means. All lettering in figures must be in stencil or equivalent.
- c) The text in the body of dissertation or thesis should contain the details presented in the proposal but revised to suit the dissertation or thesis. It is a bad habit and usually wrong just to copy the proposal as it is to be chapters of the dissertation or thesis.

6.2.13 Literature Cited

All the literature cited in the text must be arranged in alphabetical order at the end of the thesis, beginning with the author's surname. Details on the year of publication of the work cited, the title of the work, the pages, the publisher, etc. must be given. Departments may vary in the way they would like the literature cited, but there should be consistency in each case, and students should consult their supervisors on this. The following are the guidelines for writing references:

✓ Reference list

Make sure that all references referred to in the text are listed in the reference list. They are arranged alphabetically, strictly following APA format.

✓ Referencing

Dissertation / thesis must reference all sources. This is one aspect of avoiding plagiarism. The American Psychological Association (APA) style (7th Edition) should be followed in-text references and the final reference list. The following sections provide examples of APA referencing style.

• “In-text” references

→ *“In-text” references that relate to verbatim quotations*

The quoted material must be enclosed by inverted commas, and the author surname, date of publication and page of publication is included, for example:

“The standard of hygiene in the squatter settlements of Nairobi is dangerously low” (Mendela, 2015, p. 37).

→ *“In-text” references that relate to paraphrased material*

Kubuta (1997) identifies the following issues...

It has been reported that in rural areas of Tanzania, access to clean water is still a problem (Mendela, 2014, p. 68).

→ *“In-text” references with multiple authors*

When referring to work by three, four or five authors, list all of the authors the first time. Subsequent citations of this work require only the surname of the first-listed author followed by ‘et al.’ and the year of publication. For six or more authors use only the surname of the first-listed author plus ‘et al.’ in all references including the first, and the year of publication.

Example:

Gagliardi, Frederickson and Shanley (2002) argue that in order to provide consistent care, healthcare professionals often face the dilemma of finding similarities in patient responses to illness while at the same time respecting the uniqueness of each individual patient. However, despite any apparent similarities in symptoms or limitations, Gagliardi et al. contend all patients should be treated differently.

• *Reference list citations*

Capitalize only the first letter of the first word of a book title and any proper nouns. The first letter of the subtitle (if any) is capitalized also.

→ *Single author*

Bem, S. (1993). *The lenses of gender. Transforming the debate on sexual inequality*. New Haven, CT: Yale University press.

→ *Two authors*

Anderson, J., & Poole, M. (1998). *Assignment and thesis writing* (3rd Ed). Brisbane: John Wiley & Sons.

→ *Three authors*

Bloom, B., Madans, G., & Hastings, J. T. (1981). *Evaluation to improve learning*. New York: McGraw – Hill.

→ *Multiple authors*

When the literature referred to has up to seven authors, they should all be listed in full. When there are eight or more authors, list the surnames and initials of the first six authors, put in three ellipsis points, and then follow these with the last author’s surname and initial. Provide the other publication information according to the type of publication.

Example:

Andrews, C., Close, G., Deacon, C., Abrahams, T., Leininger, M., Orem, L., ...Nightingale, M. (year). (followed by details of the work as appropriate to its form).

→ *Two books by the same author in a single year*

Berk, L. (1997a). *Child development*. Boston: Allyn & Bacon.
Berk, L. (1997b). *Infants, children and adolescents*. Boston: Allyn & Bacon.

→ *Corporate authorship*

United Republic of Tanzania. (2005). *2002 Population and housing census. Village and street statistics. Age and sex distribution. Manyara Region. Volume VII*. Dar es Salaam: Government Printer.

→ *Journal article*

McNamara, E., Evans, M. & Hill, W. (1986). The reduction of disruptive behaviour in two secondary school classes. *British Journal of Educational Psychology*, 24(2): 209-215.

Ekwall, A., Gerdtz, M. & Manias, E. (2008). The influence of patient acuity on satisfaction with emergency care: perspectives of family, friends and carers. *Journal of Clinical Nursing*, 17, 800–809. doi:10.1111/j.1365-2702.2007.02052.x

→ *Chapters in edited books*

Naidoo, B. (2000). Evaluating the use of public health risk factor simulation models. In M. Thorogood & Y. Coombes (Eds.), *Evaluating health promotion: Practice and methods* (pp. 99–109). Oxford: Oxford University Press.

→ *References from internet sources*

Author, A. (year). Title of page. Retrieved month, day, year from web address

Example:

Howard, B. H., Phillips, C. V., Matinhure, N., Goodman, K. J., McCurdy, S. A. & Johnson C. A. (2006). Barriers and incentives to orphan care in a time of AIDS and economic crisis: a cross-sectional survey of caregivers in rural Zimbabwe. *BioMed Central Public Health*, 6(27). Retrieved June 26, 2006 from <http://www.biomedcentral.com/content/pdf/1471-2458/6/27.pdf>

6.2.14 Length of Dissertation/Thesis

The maximum length for the dissertation/thesis shall be as follows:

- a) Postgraduate Diploma dissertation: 50 pages with a tolerance of 10% above this limit, i.e. up to 5 extra pages, appendices and footnotes included.
- b) Master dissertations: 100 pages with a tolerance of 10% above this limit, i.e. up to 10 extra pages, appendices and footnotes included.
- c) Master theses: 200 pages, with a tolerance of 10% above this limit, i.e. up to 20 extra pages, appendices and footnotes included.
- d) PhD dissertations: 300 pages, with a tolerance of 10% above this limit, i.e. up to 30 extra pages, appendices and footnotes included.
- e) PhD theses: 400 pages, with a tolerance of 10% above this limit i.e. up to 40 extra pages, appendices and footnotes included.

Under very special circumstances, limits exceeding those set above may be allowed, if approved by D-PGSRP, with reasons for exceeding the limits clearly stated.

CHAPTER SEVEN

SUBMISSION AND EXAMINATION OF DISSERTATIONS AND THESES

7.1 Submission and Examination of Master Dissertations/Theses

Dissertations and theses are submitted to the School Research Coordinator who will check whether the specifications needed have been followed. The Coordinator will liaise with the School Dean and D-PGSRP and other formalities will follow. Candidates should follow the following guidelines:

- 7.1.1 A student intending to submit a dissertation/thesis for examination should tender/present a *notice of intention to submit* at least one (1) month before submitting a dissertation or a thesis. The standard form is attached in the Appendix (PGSRP/F.5) for this purpose.
- 7.1.2 The submission package for the Master dissertation shall include:
- i) Four soft-bound copies of dissertation signed by the candidate and supervisors;
 - ii) A labelled disk of soft copy dissertation with all contents;
 - iii) Plagiarism report of the software approved (Turn-It-In) by the University; and
 - iv) A copy of the published paper(s) or manuscript(s) submitted to a journal with proof of the communication trail with the journal editor.
- 7.1.3 The submission package for the Master thesis shall include:
- i) Eight soft-bound copies of thesis signed by the candidate and supervisors;
 - ii) A labelled disk of soft copy thesis with all contents;
 - iii) A plagiarism report of the software approved (Turn-It-In) by the College; and
 - v) A copy of the published paper(s) or manuscript(s) submitted to a journal with proof of the communication trail with the journal editor.
- 7.1.4 Every dissertation or thesis submitted shall be examined by two (2) examiners approved by the University, at least one of the two must be external to the University;
- 7.1.5 A defence examination must be held for a dissertation;
- 7.1.6 Transmission of dissertations/theses is the official responsibility of the Directorate of Postgraduate Studies, Research and Publication.
- 7.1.7 The assessment for each dissertation/thesis will be as follows:
- a) A thesis/dissertation is passed as it is, i.e. no corrections.
 - b) A thesis or dissertation is passed subject to typographical corrections/minor revisions. The corrections/revisions must be done and certified by the supervisor before the corrected/revised version is submitted for degree award within one (1) month from the date of the Senate's approval of the examination results.
 - c) A thesis or dissertation is passed subject to substantial corrections and revisions. The corrections/revisions must be done and certified by the Supervisors before the corrected/revised version is submitted for degree award within three (3) months from the date of the Senate's approval of examination results.
 - d) A thesis or dissertation is rejected as it is, i.e. it must be re-submitted for examination. The maximum waiting time is six (6) months from the date of the Senate's approval of examination results.
 - e) A thesis or dissertation is rejected outright.

- 7.1.8 A candidate who fails, without reasonable cause, to resubmit a dissertation/thesis within the period provided in 7.1.7 shall be discontinued from studies.
- 7.1.9 Where the examiners are not in agreement in their overall recommendation after resubmission, the D-PGSRP shall examine the case and recommend to DVC-ARPE one of the following actions:
- a) The recommendation of the External Examiner(s) be adopted; or
 - b) An additional independent examiner or arbiter be appointed whose decision will be final.

7.2 Procedure for Viva Voce Examinations for a Master Thesis

- 7.2.1 In Master degree programmes involving examination by thesis alone without any prescribed coursework component, the candidate shall, in addition to writing a thesis, appear for a *defence* examination.
- 7.2.2 The *defence* shall take place only after the D-PGSRP and DVC-ARPE have been satisfied that the thesis submitted by the candidate is considered by the examiners to be satisfactory.
- 7.2.3 The questions to be asked in the *defence* examination shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity on the thesis subject matter.
- 7.2.4 The members of the *defence* panel shall be so selected as to ensure that sufficiently qualified and experienced scholars in the research or related area examine the candidate.
- 7.2.5 The *defence* examination for Master Degrees shall comprise at least five (5) but not more than eight (8) panel members, who shall be endorsed by D-PGSRP and appointed by DVC-ARPE, on the recommendation by the Dean of the relevant School where the candidate is registered. The panel shall be composed of the following members:
- a) The School Dean or his/her nominee shall be the Chairperson
 - b) Director PGSRP
 - c) External Examiner (or his/her/ representative, recommended by the relevant School Dean)
 - d) Internal Examiner who did not guide the research
 - e) The candidate's supervisor(s)
 - f) Head of the relevant Department (or his/her appointee)
 - g) Two other members appointed by the respective School.
- 7.2.6 The DVC-ARPE must approve the date of examination at least one week before the examination.
- 7.2.7 The School Dean must inform the candidate in writing regarding the examination arrangements at least two (2) weeks before the examination, with copies to D-PGSRP.
- 7.2.8 The panellists shall be provided with full texts of the thesis examiners' reports and copies of the candidate's thesis at least one (1) week before the date of the oral examination. The School/Department shall ensure availability of copies of the thesis.
- 7.2.9 The function of the *defence* panel shall be to ascertain that the thesis presented fulfils the following criteria:
- a) The thesis is the original work of the candidate;

- b) The broader subject area in which the study is based is fully grasped by the candidate;
 - c) Any weaknesses in the thesis are adequately clarified by the candidate; and
 - d) A definite recommendation is made to D-PGSRP and DVC-ARPE whether the candidate should be declared as having *Passed* or *Failed*.
- 7.2.10 When the panellists do not have unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision. A simple majority vote shall be required for passing the *defence* examination. In the case of a tie, the chairperson shall have a second or casting vote.
- 7.2.11 At the end of the examination, the panel members shall sign a *defence* Examination Results Form (DPSRP/F.4). This shall be submitted, along with a detailed report on how the candidate handled the questions, to the D-PGSRP for processing.
- 7.2.12 Where there is a disagreement between the recommendation of the thesis examiners and *defence* examiners, the D-PGSRP shall study the case and recommend to DVC-ARPE one of the following options:
- a) The candidate revises and re-submits the thesis and subsequently re-appears for a further oral/written, or practical examination, within a specified period, but not exceeding 6 months since the date of the decision by Senate; or
 - b) The candidate is deemed to have failed outright.
- 7.2.13 The duration of the *defence* examination for Master Degrees shall not exceed two (2) hours, with the breakdown below:
- 30 minutes of presentation;
 - 1 hour and 15 minutes of questions and answers; and
 - 15 minutes of deliberations.
- 7.2.14 The School's Research Coordinator shall be the recorder of the *defence* examination proceedings.
- 7.2.15 The final decision on the award of the higher degree shall be made by DVC-ARPE on the recommendation of the D-PGSRP.
- 7.2.16 Work rejected by Examiners after re-submission shall not be accepted for re-examination at the University.

7.3 Final Submission of a Master Dissertation or Thesis

- 7.3.1 Students should make sure that their supervisors and D-PGSRP approve the dissertations or theses before they make hard-bound copies.
- 7.3.2 Students are encouraged to liaise with the School Research Coordinator before they make hard-bound copies so that they can correct any errors observed with minimal cost.
- 7.3.3 Students should prepare THREE (3) hard bound copies and submit them to D-PGSRP. All necessary specifications are needed to be followed when preparing the hard-bound copies.
- 7.3.4 Students should also submit to D-PGSRP a labelled disk of the final version of the dissertation or thesis.

7.4 Submission of a PhD Thesis

- 7.4.1 All PhD candidates must deliver at least THREE (3) departmental seminars during the period of study to present their research proposal and results. No candidate will be allowed to submit their thesis without satisfying this requirement.
- 7.4.2 No candidate may be permitted to submit a thesis for the PhD degree in less than 24 months from the date of first registration. A doctoral candidate may, however, be allowed to submit his/her thesis earlier than this if the supervisor, the Postgraduate Studies Committee of the School, and D-PGSRP are satisfied with the candidate's research contribution.
- 7.4.3 At least three (3) months before the thesis is submitted, the candidate shall, through the supervisor, give *notice of intention to submit* the thesis. He/she should do this using the special form attached in the Appendix (PGSRP/F.5).
- 7.4.4 The submission package for the PhD thesis should include the following:
 - a) Eight soft-bound copies of the thesis signed by the candidate and the (main) supervisor;
 - b) A labelled disk of soft copy dissertation with all contents;
 - c) Plagiarism report of the software approved by the College; and
 - d) Copy of one (1) accepted/published paper and manuscripts submitted to journal(s) with proof of the communication trail with the journal editor.

7.5 Examination of Thesis and Award of a PhD Degree

- 7.5.1 a) For every PhD candidate approaching submission, DVC-ARPE shall appoint, on the recommendation of the D-PGSRP, at least three qualified examiners, two of whom shall be External to the University. The Examiners shall be required to assess the thesis following standards similar to those applicable to PhD degrees in all recognized universities elsewhere.
 - b) One of the Examiners shall be the internal examiner who is an expert not involved in the candidate's supervision.
- 7.5.2 The Examiners shall be required to submit independent reports on the PhD thesis as prescribed under the Master programme.
 - a) The examiners shall be required to submit their detailed reports on the thesis within a period of two (2) months from the date of receipt of the thesis.

- b) If the reports are not received within four (4) months, new examiners shall be appointed.
- 7.5.3 The PhD thesis should show evidence that the candidate has made an original and significant contribution to knowledge, and each examiner shall submit a summary of the report on the thesis with a definite recommendation for one of the following actions:
- a) The PhD degree be awarded to the candidate unconditionally.
 - b) The degree be awarded subject to typographical corrections and/or minor revisions. The corrections/minor revisions must be done and certified by the Supervisor.
 - c) The degree be awarded subject to making substantial revisions and corrections recommended. The corrections/revisions must be done and certified by the Dean before the corrected/revised version is submitted for award of the PhD degree.
 - d) The degree should not be awarded, but the candidate be allowed to revise and resubmit the PhD thesis for re-examination after a further period of study and/or research not exceeding 12 months;
 - e) The degree should not be awarded, but the candidate be permitted to re-submit the work in a revised form for a Master Degree award; or
 - f) The thesis be rejected outright.
- 7.5.4 A thesis rejected as per regulation 7.5.3 (e) must be re-written and re-submitted for re-examination within 12 months.
- 7.5.5 Candidates who fail to submit their thesis within the period stated in 7.5.4 above shall be discontinued from studies.
- 7.5.6 Where the examiners are not in agreement in their overall recommendation after the resubmission, the D-PGSRP shall consider the case and recommend one of the following actions:
- a) The recommendation of the External Examiner(s) be adopted; or
 - b) An additional independent examiner or arbiter be appointed and his/her report will be final.

7.6 Viva Voce Examination for PhD Candidates

- 7.6.1 In addition to writing a thesis, the PhD candidate shall appear for a *viva voce* examination.
- 7.6.2 The *viva voce* examination shall take place only after the D-PGSRP and DVC-ARPE have been satisfied that the thesis submitted by the candidate is considered by the examiners to be of acceptable standard.
- 7.6.3 The questions in the *viva voce* examination shall primarily focus on the candidate's thesis research area. Questions in peripheral areas are also encouraged, if they help to establish the candidate's level of academic maturity in the thesis subject area.
- 7.6.4 The members of the *viva voce* panel shall be so selected to ensure that the candidate is examined by sufficiently qualified and experienced scholars in the research (or related) area.
- 7.6.5 a) The *viva voce* examination shall comprise at least EIGHT (8) examiners appointed by the DVC-ARPE through the relevant School Board, and the D-PGSRP.

- b) The composition of the *viva voce* panel shall be as follows:
- i) Chairperson
 - ii) Director of PGSRP
 - iii) External Examiner(s) who examined the thesis
 - iv) Internal Examiner (or his/her representative, where applicable), who did not supervise the candidate, but who also examined the thesis
 - v) Appointee of the Dean of School where the candidate is registered
 - vi) Appointee of the Head of Department where the candidate is registered
 - vii) Three (3) other qualified co-opted members, invited by the relevant School, and approved by DVC-ARPE through D-PGSRP.
- (c) The School's Research Coordinator shall be the recorder of the proceedings of the *viva voce* session.
- (d) The other supervisor(s) who did not examine the thesis shall be invited to the *viva voce* examination as observers. They shall neither have voting power nor ask questions.
- 7.6.6 The Chairperson of the *viva voce* panel, who need not be a specialist in the candidate's thesis area, shall be a senior academician (at least a Senior Lecturer), and shall be appointed by DVC-ARPE.
- 7.6.7 Panellists under Guideline No. 7.6.5 (b) (ii), (iii) and (iv) who are unable to be present at the *viva voce* examination, shall submit their oral examination questions to the D-PGSRP, and also nominate their representatives (where possible) to the *viva voce* who shall be appointed as per 7.6.5 (a). Virtual participation is also allowed who panellists who can be able to have such facilities.
- 7.6.8 The *viva voce* panellists shall be provided with full texts of the thesis examiners' reports, and copies of the candidate's thesis, at least two (2) weeks before the date of the oral examination.
- 7.6.9 The duration of the *viva voce* examination for PhD Degrees shall not exceed three (3) hours, with the breakdown below:
- 30 minutes of presentation;
 - 2 hours of questions and answers; and
 - 30 minutes of deliberations.
- 7.6.10 The function of the *viva voce* shall be:
- (a) To ascertain that:
 - i) The thesis presented (the data, methodology, analysis and findings) is the original work of the candidate;
 - ii) The broader subject area in which the study is based is fully grasped;
 - iii) Any weakness in the thesis can be adequately clarified by the candidate; and
 - (b) To make a definite recommendation to the D-PGSRP and DVC-ARPE whether the candidate has passed or failed.
- 7.6.11 The *viva voce* panel shall, as far as possible, work towards arriving at a unanimous decision on the candidate's performance as per 7.6.9 (a) (i) to (iii). Where the panellists are unable to reach a unanimous agreement as to whether the candidate passes or fails,

a vote shall be taken to arrive at a decision. A simple majority vote in favour of passing the candidate shall be required for passing a *viva voce* examination. In the case of a tie, the chairperson shall have a second or casting vote.

7.6.12 (a) At the end of the *viva voce* examination, the panel members shall sign a *viva voce* Examinations Results Form (PGSRP/F.4) giving a specific recommendation to D-PGSRP on the candidate's performance with a definite recommendation for one of the following actions:

- i) The candidate PASSES and no additional corrections in the thesis are required; or
- ii) The candidate PASSES subject to making minor corrections and revisions in the thesis as stated in the *viva voce* proceedings, within one (1) month; or
- iii) The candidate is referred to make substantial corrections and revisions as stated in the *viva voce* proceedings within three (3) months, and at least two *viva voce* panellists must certify that the corrections have been done as directed; or
- iv) The candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the *viva voce* proceedings; or
- v) The candidate fails outright.

(b) The Chairperson of the panel shall also submit to D-PGSRP a comprehensive report approved by the oral panellists, detailing all the questions addressed to the candidate and the answers he/she gave to those questions.

7.6.13 Where there is disagreement between the recommendations of the thesis examiners and those of the *viva voce* panellists, the D-PGSRP shall carefully study the case and recommend to Senate one of the following actions:

- a) The candidate revises and re-submits the thesis and subsequently re-appears for a further oral examination, within a specified period, but not exceeding 6 months from the date of the decision by Senate, or
- b) The candidate be deemed to have failed outright.

7.6.14 The duration of the *viva voce* examination shall normally not exceed three (3) hours, with the breakdown below.

- Maximum of 45 minutes of presentation;
- Maximum of 1 hour and 45 minutes of questions and answers; and
- Maximum of 15 minutes of deliberations.

7.6.15 Senate shall make the final decision on the PhD degree award to the candidate, on the recommendation of the D-PGSRP and DVC-ARPE.

7.6.16 Subsequent publications from a thesis submitted for the PhD degree of DarTU must contain a statement to the effect that the work is based on a thesis submitted to the University.

5.6.17 A *viva voce* examination shall be open to the general public but non-members of the *viva voce* panel shall be just observers.

7.7 Final Submission of the PhD Thesis

- 7.7.1 Students should make sure that their supervisors approve the dissertations or theses before they make hard-bound copies.
- 7.7.2 Students are encouraged to liaise with the Research Coordinator of the School and be cleared by D-PGSRP before they make hard-bound copies so that they can correct any error observed with minimal cost.
- 7.7.3 Students should prepare THREE (3) hard-bound copies and submit them at D-PGSRP. All necessary specifications are needed to be followed when preparing the hard-bound copies.
- 7.7.4 Students should also submit to D-PGSRP a labelled disk of the final version of the thesis.

7.8 Rules on Student Publications

The minimum requirement to be attained before a Master or PhD candidate submits his/her dissertation or thesis for consideration of award of a degree of DarTU shall be as follows:

- 7.8.1 Candidates pursuing a Master degree by Coursework and Dissertation shall be required to submit a dissertation before the expiry of the registration period in order to qualify for the award of the Master degree. Such candidate shall have *at least ONE published paper or manuscript intended for submission in a peer-reviewed journal acceptable and recognizable by the University*. The candidate must appear as first author in the paper which shall originate from his/her research work.
- 7.8.2 Candidates pursuing a Master degree by Research and Thesis shall be required to submit a thesis before the expiry of the registration period in order to qualify for the award of the Master degree. At the time of submission of the thesis for examination, the candidate shall have ONE manuscript *accepted* for publication in a peer-reviewed journal recommended by the University. *In addition, the candidate shall have submitted ONE manuscript for consideration of publication in a peer-reviewed journal acceptable and recognizable by the University*. The candidate must appear as first author in the two papers which shall originate from his/her research work.
- 7.8.3 Candidates undertaking PhD by Research and Thesis shall be required to submit a thesis before the expiry of the registration period in order to qualify for the award of the PhD degree. Such a candidate shall be required to produce evidence of having published of *at least ONE paper published and two manuscripts accepted for publication in a peer-reviewed journal acceptable and recognizable by the University*.

CHAPTER EIGHT

APPEALS

The General University Examination Regulations as indicated in DarTU's Prospectus, Section 22.21 shall govern the conduct of appeals against the decision of the Senate pertaining to examination results. The following details are relevant for appeals.

- i) All appeals must be presented to the DVC-ARPE within thirty (30) days of publication of the examination results, or within fifteen (15) days of the first day of class of the next academic semester, whichever is earlier. The appeal cost is 20,000/= for the undergraduates and 30,000/= for postgraduates. The fee is non-refundable.
- ii) DVC-ARPE shall forward the appeal to the Teaching and Learning Committee (TeLe). TeLe shall give a provisional decision, pending the University Senate's approval.
- iii) The University/College administration shall have the power to require any appellant to bear the costs of any special investigation. Such detailed investigation and associated costs will be disclosed in advance and agreed upon by the appellant and the University/College administration.
- iv) All appeals shall be concluded before the completion of the following Academic semester.
- v) A student who has appealed against discontinuation shall not be allowed to attend classes before determination of his/her appeal.
- vi) Except where unfair marking, wrongful computation of marks or grades or other similar irregularity is alleged, no appeal shall be entertained on any other ground.
- vii) No appeal shall be lodged against coursework marks unless there is a reasonable proof that the candidate had no prior knowledge of the error due to reasonable circumstances beyond his/her control.
- viii) The Senate shall deliberate on the issue upon receiving the report and make a final decision.

APPENDICES

APPENDIX 1
SEQUENCING THE PRELIMINARY PAGES

- ❖ Cover page (see attached sample)
- ❖ Title page (see attached sample)
- ❖ Certification (see attached sample)
- ❖ Declaration and Copyright (see attached sample)
- ❖ Acknowledgements
- ❖ Dedication (optional)
- ❖ Abstract
- ❖ Table of Contents

All these, except the title page, should be identified by conspicuous pagination in Roman numerals.

Cover page

4 cm

4 cm

**FUNDING PROBLEMS OF SELECTED SMALL SCALE
AND MEDIUM ENTREPRENEURS IN
TANZANIA**

2.5 cm

Joseph Jacob Matthan

**MBA (Marketing) Dissertation
Dar es Salaam Tumaini University
August, 2025**

35

2.5

Title page

**FUNDING PROBLEMS OF SMALL SCALE AND
MEDIUM ENTREPRENEURS IN TANZANIA**

By

Joseph Jacob Matthan

**A Dissertation Submitted in Partial Fulfilment of the Requirements for
the Degree of Master of Business Administration of the Dar es Salaam
Tumaini University**

**DarTU
April, 2021**

A Sample of Certification Page of a Dissertation/Thesis Submitted for Degree Award

CERTIFICATION

The undersigned certify that they have read and hereby recommend for acceptance by the Dar es Salaam Tumbaini University a dissertation titled *Ecology of the Inter-tidal Zone of Selected Sandy/Muddy Shores in the Dar es Salaam Area*, in partial fulfilment of the requirements for the degree of Master of Business Administration of the Dar es Salaam Tumbaini University.

Prof. XYZ

(Supervisor)

Date: -----

Dr. ABC
(Co-Supervisor)

Date: -----

DECLARATION

I, **Joseph Jacob Matthan**, declare that this dissertation is my own original work and that it has not been presented and will not be presented to any other university for a similar or any other degree award.

Signature -----

COPYRIGHT

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APPENDIX 2

Guidelines for Preparing Detailed Research Proposals for the Thesis Registration for the Postgraduate Programmes*

1. **Name of Candidate:**
2. **Name of Supervisor:**
3. **Department and School:**.....
4. **Proposed Degree:**
5. **Title:** Give a title to the thesis. The title should be concise and clear. From the title, the reader should be able to predict fairly accurately what the thesis will be about.
6. **Introduction:** A thesis should contain an Introduction Section which gives background information and a setting to the problem of the proposed research. It is in this Section that the applicant comprehensively reviews the literature pertinent to the problem: to show what other people have published on the problem (citing specific authors where appropriate), what gaps of knowledge still exist, and what additional research needs to be done. It is also in this section that the candidate demonstrates his/her mastery of the theoretical subject matter in the research area, and where he/she presents the hypotheses to be tested in the proposed research. Often it is useful for the applicant to divide the Introduction Section into sub-headings to include:
 - 6.1 **General Introduction:** Defining the problem area
 - 6.2 **Statement of the Problem:** Delineation or identification of the problem.
 - 6.3 **Purpose/Objectives:** Spelling out the specific objectives.
 - 6.4 **Significance of the Study:** Elaboration of the importance of the study and advantages to be derived.
 - 6.5 **Literature Review:** Focusing attention on the relevant literature on the problem, including findings by other researchers.
 - 6.6 **Hypotheses/Research Questions:** Questions and propositions summarizing the applicant's expected findings in the proposed research, and presenting a clear rationale for each hypothesis or research question. For every hypothesis, variables to be measured/tested should be clearly stated.
7. **Methods and Materials**

A dissertation/thesis proposal should contain a section giving details on the materials and methods proposed to be used when conducting the research. The location(s) where the proposed research will be carried out should also be given in this section. If particular instruments are to be used, their details and specifications should be presented. If the data is to be collected through sampling, then the research design and sampling procedures should be described. If questionnaires will be used, samples of the

proposed questionnaires should be presented. If standard methods will be used, then full references to them should be given. In case new methods have been developed by the applicant, these should be described in sufficient detail. In all cases, the data analysis plan should also be included. If any limitations to the proposed methods are known, then these should be pointed out.

8. References

At the end of the applicant's Research Proposal, he/she should have a section where he/she lists all the references cited in the text. He/she should present the references in an acceptable manner, i.e. beginning with the authors' surnames and arranging them in an alphabetical order, and giving full details of the publication such as the year of publication, the title for the work, the pages, the publisher etc. Departments may vary in the way they would like the literature cited, but there should be consistency in each Department and students should consult their supervisors on this.

9. Other Relevant Information

9.1 Financial Arrangements:

This section should give the source of funds required for the proposed research and also the proposed budget.

9.2 Duration/Timeframe

This section should give the total time within which the research is expected to be completed, and also a time-table showing the sequence of the research activities, in the form of a time activity chart.

Date:..... Name:

Signature:

Candidate

1. Comments by Main Supervisor:

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

Date:..... Name:.....

Signature:.....

Supervisor

2.

Comments by Co-Supervisor:

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

Date:..... Name:.....

Signature:.....

Co-Supervisor

3. Comments by Head of Department:

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

Date:..... Name:.....

Signature:.....

Head of Department

4. Comments by the Dean

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

Date..... Name:.....

Signature:.....

Dean

***Copies of the form for proposals approved by the relevant School should be submitted to D-PGSRP**

APPENDIX 3
Sample of Letter to Examiners

To Dr/ Prof/ Mr/ Ms/

Dear

Re: Examining CandidateDissertation/Thesis

I understand that you have already been contacted regarding your appointment as Internal/External examiner for the above named candidate's Dissertation/Thesis titled ".....".

This is to request you formally for your assistance to examine the above mentioned Dissertation/Thesis which is hereby enclosed.

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

- i) Theoretical Background and Literature Review
- ii) Research Methodology
- iii) Research Findings
- iv) Discussion and Conclusions
- v) Overall presentation of the thesis

Enclosed is a Form (PGSRP/F.3) for you to complete when summarizing your recommendation as to whether¹:

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

Also enclosed is a claim form for your honorarium for you to complete and return to us for processing. This is just a token for our deep appreciation for your kind assistance.

Please acknowledge receipt of the package.

Please submit your report with necessary attachments including the marked dissertation / thesis to the Director of Postgraduate Studies, Research and Publication at DarTU.

¹ The recommendations provided are for thesis assessment. Necessary revision is needed for dissertation assessment.

APPENDIX 4

Postgraduate Forms



DAR ES SALAAM TUMAINI UNIVERSITY
Directorate of Postgraduate Research, Innovation and Entrepreneurship

POSTGRADUATE RESEARCH PRE-PROPOSAL
(SUMMARY STATEMENT OF INTENDED RESEARCH TOPIC)*

School of

1. Name of Applicant:.....

2. Qualifications:.....

3. Department/School.....

4. Topic of research:.....
.....

5. Brief statement of the research problem

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

6 What are you expecting to achieve?

.....

.....

.....

7 What research methods are you going to use?.....

.....

.....

.....

.....

.....

8 References.....

.....

.....

.....

.....

Signature of Applicant:.....Date:.....

For Department's use:

Proposed Supervisor(s) Department
..... Department:
..... Department

Signature of the Head:..... Date:.....

For School's:

Assigned Supervisor(s)Department
.....Department:.....
.....Department.....

Signature of the Dean Date:.....

* This form should be filled in triplicate.

Part C: To be filled by the Dean of School

I certify that the research proposal has been reviewed by the Faculty's Higher Degrees Committee which met on and is recommended for registration towards the award ofdegree by Thesis.

Date Signature of Dean:.....

Part D: Tobe filled by the Director, Directorate of Postgraduate Studies, Research and Publication

The date on which the D-PGSRP meeting discussed and recommended the proposal:.....

Please tick	Item
	I certify that the research proposal adequately meets all requirements and is recommended for full registration
	The research proposal needs to be rectified, as detailed below, and is referred back to the School
	The research proposal is rejected

The following issues need to be addressed:

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

Date Signature of D-PGSRP:.....

* This form must be filled in quadruplicate. A copy MUST be returned to the School.



DAR ES SALAAM TUMAINI UNIVERSITY
Directorate of Postgraduate Studies, Research and Publication

POSTGRADUATE STUDENT ACADEMIC PROGRESS REPORT*

Period covered: Fromto (Dates)

Part A: To be filled by the Candidate

- (1) Name of Candidate:
- (2) Registration No.
- (3) Department/ School:
- (4) Degree/Diploma Proposed:
- (5) Nature of Programme (Tick one):

Tick one	Item
<input type="checkbox"/>	By Research and Thesis
<input type="checkbox"/>	By Course-work and Dissertation

- (6) Date of Registration:.....
- (7) Planned Date of Completion:
- (8) Name(s) of Supervisor(s): Main Supervisor.....
 Co-Supervisor.....
- (9) How many times have you met with your supervisor during the quarter?

Part B To be filled by the Candidate

(10) Self assessment on progress made so far for the Coursework

Courses Taken	Semester I	Semester II	Final Examination Grade

Part C

(11) Self assessment on progress made so far for the Dissertation/Thesis

Item	Nothing	About a third	Half Way	Nearly completed	Completed
Literature Review					
Designing of Methodology					
Getting supplies for study					
Data Collection					
Data Analysis					
Writing of Dissertation/Thesis					
Submission					

(12) In your opinion, are you making satisfactory progress? Yes No

If No, state why:

(13) Will you need time for extension? Yes/No How long? Months

(14) Any other comments you would like to make:

.....

Date..... Signature of Candidate

Part D

(15) Remarks by the supervisor

.....

Date..... Signature of Supervisor

***Quarterly reports of every student should be submitted to D-PGSRP**



DAR ES SALAAM TUMAINI UNIVERSITY
Directorate of Postgraduate Studies, Research and Publication

NOTICE OF INTENTION TO SUBMIT A THESIS/DISSERTATION*

Section A: To be completed by the Candidate

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

Date: Signature of Candidate

Section B: To be completed by the Supervisor(s)

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

Date: Signature of Main Supervisor.....

Date: Signature of Co-Supervisor.....

Section C: To be completed by the Head of the Department

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

(a) Potential External Examiners

- (10) Name:
Affiliation:
Postal Address:
TelephoneFax
E.mail
- Curriculum Vitae: Attached Not attached
- (11) Name:
Affiliation:
Postal Address:

TelephoneFax
 E-mail
 Curriculum Vitae: Attached Not attached

(b) Proposed Internal Examiners

(12) Name:
 Affiliation:
 Postal Address:
 TelephoneFax
 E-mail
 Curriculum Vitae: Attached Not attached

(13) Name:
 Affiliation:
 Postal Address:
 TelephoneFax
 E-mail
 Curriculum Vitae: Attached Not attached

Date..... Signature of HoD

Section D: To be completed by the Dean of School

- (a) The proposed examiners above have been approved by the Board of the School
- (b) After consultation with the Head of Department and our School’s Postgraduate Degrees Committee Chairperson, I recommend that the following be appointed to serve as *defence* panellists for Master thesis examination.

S/N	Panel Members*	Designation
1.		Chairperson
2.		External Examiner
3.		Internal Examiner
4.		Supervisor
5.		Dean or representative
6.		HoD or representative
7		Director PGSRP or representative

* *Panellists for PhD viva voce should follow the details provided in Section 7.6.5*

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

Date Signature of Dean

Section E: To be filled by the Secretary, PGSRP Committee (on behalf of the DVC-ARPE)

Please Tick	Item
	The examination arrangements herewith are complete and are approved.
	The examination arrangements are not complete for the reasons stated below, and are hereby referred back to the School/Institute

The following items are missing or incomplete:

.....

Date

Signature of the **Secretary**, PGSRP Committee.....



DAR ES SALAAM TUMAINI UNIVERSITY
Directorate of Postgraduate Studies, Research and Publication

**SUMMARY OF RECOMMENDATIONS ON A MASTER
DISSERTATION/THESIS**

Name of Candidate:
Degree registered for:
Department/College/Department
Dissertation/thesis title:
.....

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

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

Name of Examiner:
Signature:
Date:

This form must be returned to the Directorate of Postgraduate Studies, Research and Publication, and copied to the Department and School.



DAR ES SALAAM TUMAINI UNIVERSITY
Directorate of Postgraduate Studies, Research and Publication

**SUMMARY OF RECOMMENDATIONS ON A PHD
DISSERTATION/THESIS**

Name of Candidate:

Degree registered for:

Department/School.....

Thesis/dissertation title:

S/N	Examiner’s Recommendations	Tick (✓)
1.	Dissertation/thesis PASSES AS IT IS (no revisions or typographical corrections required)	
2.	**PASSES SUBJECT TO typographical corrections and other minor changes (list the errors/changes on separate sheet)	
3.	PASSES SUBJECT TO substantial corrections and revisions as indicated in the examination report	
4.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following. Please tick: Additional data collection <input type="checkbox"/> Additional analysis <input type="checkbox"/> Additional literature review <input type="checkbox"/> Re-writing <input type="checkbox"/> Others (specify on separate sheet)	
5.	NOT ACCEPTED BUT REVIEW FOR A LOWER DEGREE AS PER RECOMMENDATIONS CONTAINED IN ENCLOSED REPORT	
6	Dissertation/thesis REJECTED OUTRIGHT (specify reasons on separate sheet)	

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

Name of Examiner:

Signature:

Date:

This form must be returned to the Directorate of Postgraduate Studies, Research and Publications, and copied to the Department and School.



DAR ES SALAAM TUMAINI UNIVERSITY
Directorate of Postgraduate Research, Innovation and Entrepreneurship
DEFENCE EXAMINATION RESULTS FORM FOR MASTER
DEGREE

Name of Candidate

Department

Registration No. **Date of Viva Voce**

1	Candidate Passes	Tick (✓)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the thesis as stated in the <i>viva voce</i> proceedings <i>within one month</i> .	
1.3	Candidate passes subject to making substantial corrections and revisions in the thesis as stated in the <i>viva voce</i> proceedings <i>within three months</i> .	
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 <i>within six months</i> .	
2.2	Candidate fails outright. (reasons detailed in <i>viva voce</i> proceedings)	

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

S/N	Panel Members	Designation	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

In case of disagreements, each panellist should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 2.1 or 2.2).



DAR ES SALAAM TUMAINI UNIVERSITY
Directorate of Postgraduate Studies, Research and Publication

VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE
Name of Candidate

.....
Department

Registration No. **Date of Viva Voce**

1	Candidate Passes	Tick (✓)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	**Candidate passes subject to making minor corrections and revisions in the thesis as stated in the <i>viva voce</i> proceedings <i>within three months</i>.	
1.3	Candidate is referred to make substantial corrections and revisions as stated in the <i>viva voce</i> proceedings <i>within six months</i> , and at least two <i>viva voce</i> panelists must certify that the corrections have been done as directed.	
2.	Candidate Fails	
2.1	Candidate fails but should be given another chance to resubmit and defend the thesis after eliminating the weaknesses detailed in the <i>viva voce</i> proceedings <i>within nine months</i> .	
2.2	Candidate fails outright (reasons detailed in <i>viva voce</i> proceedings)	

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

S/N	Panel Members	Designation	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

In case of disagreements, each panellist should show his/her number of preference against his/her signature (e.g. 1.1, 1.2, 1.3, 2.1 or 2.2)



DAR ES SALAAM TUMAINI UNIVERSITY
Directorate of Postgraduate Studies, Research and Publication

EXTERNAL EXAMINER’S HONORARIUM CLAIM FORM

Section A: (To be filled in duplicate by the External Examiner)

I certify that I served as External Examiner for the following postgraduate student during the academic year/.....

Candidate’s Name	Qualification	Title of Dissertation/Thesis

Accordingly, I hereby claim for payment of T. Shs..... being my honorarium for examining dissertation / thesis for the above mentioned candidate.

External Examiner's Name:

Signature: Date:.....

Section B: (To be filled by the Director of Postgraduate Studies, Research and Publication)

I confirm that Prof/Dr/Mr/Mrs/Ms examined the above mentioned candidate. I am satisfied with the examination report he/she submitted to me and recommend that he/she be paid the honorarium.

Name:

Signature: Date:

Section C: (To be filled by D-PGSRP on behalf of DVC-ARPE)

I approve that Prof/Dr/Mr/Mrs/Ms be paid the honorarium as indicated above.

Name:

Signature: Date:

