

SOKOINE UNIVERSITY OF AGRICULTURE



REGULATIONS AND GUIDELINES FOR HIGHER DEGREES

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FOREWORD

Sokoine University of Agriculture (SUA) was initially established by Act No.6 of 1984 (later amended by Act No. 14 of 1984) by elevating the former Faculty of Agriculture, Forestry and Veterinary Medicine of the University of Dar es Salaam to a fully fledged University of Agriculture. The University Act No. 6 of 1984 was repealed in 2005 when the Universities Act came into force. Following the enactment of the Universities Act, SUA was granted its Charter on 31st December 2006. The Charter came into force in 2007, the year to which it is referred.

The University has four campuses namely the Main campus, Solomon Mahlangu, Olmotonyi and Mazumbai. The Main campus is located in Morogoro town on the foot-hills of the scenic Uluguru Mountains about 220 km from Dar es Salaam along the Tanzania - Zambia highway. In addition, the University has one constituent college, the Moshi University College of Cooperative and Business Studies (MUCCOBS) based in Moshi town in Kilimanjaro region.

Graduate studies which started in the 1970's have been an important component of the University's activities. The first PhD was awarded by the Faculty of Agriculture in 1972. Gradually the number of postgraduate students at SUA has been growing from about 50 in 1980's to about 200 in the late 1990's. By 2009, the number of postgraduate students at SUA had grown to 1039 forming about 25% of the total students' enrolment at SUA. Although most of them are Tanzanians, the University postgraduate student body has included from time to time students from within and outside Africa on full time basis.

The University now offers Postgraduate Diploma and Master Degree programmes in a wide range of agriculture and allied disciplines as shown in appendix 1. PhD programmes are offered in all Faculties & Institutes in their respective disciplines and other areas of specialization.

Regulations and guidelines for higher degrees at SUA were first approved by the University Council on 8 December 1994. In order to meet new demands and challenges these regulations and guidelines were revised and approved by the University Council on 29 March 2000. They were revised again to incorporate minor changes pertaining to guidelines for freezing studies as approved by the 128th Senate meeting held on 3rd September 2004.

The 4th Edition was approved by Senate at its 175th Meeting held on 19th March 2010 and by the University Council at its 115th Meeting held on 30th June 2010. It consisted of major revisions to the third edition which included introduction of new regulations and guidelines for Postgraduate diploma and new degree programmes. It introduced guidelines and regulations for Master's programmes by research only, Master's programmes by course work only, PhD studies by Course work and research and Post-Doctoral studies. In respect to dissertation/thesis presentation and submission, the 4th edition put emphasis on the requirement for candidates to produce scientific publications. Consequently, an option for an alternative format for dissertation/thesis presentation in form of a number of articles combined with synthesis introduction and conclusion was introduced. The edition included as well, guidelines for postponement of studies and for deregistration.

The current 5th edition contains amendments to section G of the 4th edition on preparation of Dissertations/theses. The section has been amended to include a subsection for guidelines on acts of plagiarism. The amendment was approved by Senate at its 187th Meeting held on 20th June 2011 and by the University Council at its 120th Meeting held on 30th June 2011. Besides minor changes of typographical nature, all other regulations and guidelines remain as they were in the 4th Edition.

For further enquiries about postgraduate studies at SUA, please contact the Director for Research and Postgraduate Studies at the following addresses:

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INTRODUCTION

Postgraduate studies at SUA comprise of Postgraduate Diplomas, Master's and PhD degrees and Postdoctoral studies designed to develop mastery in skills and subject matter specialization in the disciplines of choice. Standard duration for Postgraduate studies range from 12 months for Diplomas, 12 to 24 months for Masters and Postdoctoral studies and 48 months for PhD degrees. Options exist for course work and research, research only and coursework only for Masters and for course work and research and research only for PhD degrees. While Postdoctoral studies are by research only, or a combination of research and teaching. Registration modality for Postgraduate Diplomas, Master's and PhD degrees may be full time or part time as specified under subsequent sections. Part time studies can also be undertaken in the form of Evening programmes established in some disciplines.

A. POSTGRADUATE DIPLOMAS

Postgraduate Diplomas are programmes which open up windows for graduates to acquire additional skills adding value to their foundation degrees. The programmes are aimed at improving the career prospects, including self-employment and to enhance individual professional, personal and vocational growth of university graduates to become professionals in specific disciplines. The programmes are also expected to enable bridging the gap and improving the position of graduates in pursuing further studies in disciplines that may be slightly different from their foundation degrees, as may be guided by the regulations for higher degrees.

1.0 Minimum Admission Qualifications

A candidate for admission to the Postgraduate Diploma of Sokoine University of Agriculture shall hold a bachelor degree from a recognized institution of higher learning, deemed to be equivalent to at least a pass degree of Sokoine University of Agriculture. Such qualification shall be in a subject or subjects relevant to the intended Postgraduate diploma.

2.0 Durations and Structure

Postgraduate diploma programmes will run for a maximum of twelve months, arranged in modules or divided in two semesters, on full time or part time basis as the specific regulations and guidelines of the respective Diploma may require. This flexibility will however be limited by the maximum duration for part-time candidates which is 24 months.

Monitoring of progress and performance in coursework shall involve timed examinations, assignments and practical reports as shall be stipulated in the programmes. A postgraduate Diploma is awarded after a candidate has successfully completed all the modules/semesters. A candidate failing to complete the course within the specified duration shall be discontinued from studies.

B. MASTER'S DEGREE PROGRAMMES

The Master's degree Programmes are designed primarily as training courses to impart competence in working with scientific methods by means of which candidates will:-

- (i) Extend theoretical, conceptual and practical knowledge in the respective area of study;
- (ii) Be exposed to the fundamentals of research;
- (iii) Acquire certain new skills and techniques;
- (iv) Learn how to present results of research in a scholarly manner;
- (v) Make some important contribution to knowledge even though it may not be very original.

1.0 Structure and Duration of Master's Degrees

The standard Master's Degree Programmes of Sokoine University of Agriculture will be by Coursework and Research. Variations include:

- Master's by Course work only and
- Master's by Research only

In order to provide opportunity to individuals who may have limited time to attend coursework during normal working hours, in some disciplines, Evening programmes may be established for Master's Degree by Coursework and Research and for Master's Degree by Coursework only.

1.1 Master's Degree Programmes by Coursework and Research

Descriptors and Standards for Masters by Coursework and Research

This entails a minimum of 12 credit hours of coursework offered over the duration of 12 months. This includes time for development of a research proposal. Upon successful completion of coursework and submission of an approved research proposal candidates are allowed to proceed onto the research part of the study, whose duration is 12 months. However, for part time candidates the duration of coursework part of the study may be as long as 24 months. Candidates that may not be able to complete the research part of study within the 12 prescribed months may be allowed extension of up to 12 months. Further, monitoring of progress and performance in coursework and research shall involve timed examination, assignments, practical reports and at least three refereed seminars.

1.2 Master's Degree Programmes by Research only

Descriptors and Standards for Masters by Research only

A Master's degree by research only is a new introduction. It is designed to offer Master's degree training to candidates who may wish to pursue research careers and

who by nature of their occupations may not be able to follow the standard Master's coursework curricula. The programme entails 24 months of research work, including six months for development of a research proposal. Candidates that may not be able to complete the research part of study within the 24 prescribed months may be allowed extension of up to 12 months. Monitoring of progress and performance in research shall involve periodic presentation of a minimum of six referred seminars over the period of 24 months or 36 months when under extension of registration. Finally, candidates will be required to appear for defence of their dissertation/thesis, after having produced and submitted at least one manuscript for review in view of publication by any scientific journal.

1.3 Master's by Coursework only

Descriptors and Standards for Masters by Coursework only

This is designed to be a career development programme by imparting postgraduate education for advanced theoretical and practical knowledge/skills for candidates wishing to pursue careers other than research. The essence is to gain a higher level mastery in practice of their selected professions. The designation of such degrees shall carry the word Master, but the suffix of Arts or Science shall be omitted. The standard duration for such degree programme shall be 12 months. The minimum accomplishment for award of degree shall be 16 credit hours and shall not exceed 20 credit hours. In addition, each candidate shall be required to present one refereed seminar during the second semester/term.

2.0 Minimum Admission Qualifications

- 2.1 A candidate for admission to the Master's Degree of Sokoine University of Agriculture shall either hold an Honours Degree of Sokoine University of Agriculture or a qualification from an approved institution of higher learning, deemed to be equivalent to an honours degree of Sokoine University of Agriculture and related to the discipline of intended study.
- 2.2 Candidates who hold unclassified degrees (e.g. BVM) should have a credit or a distinction in the subject of intended Master's degree.
- 2.3 Candidates with Pass degree will also be considered for admission if: -
 - 2.3.1 Their undergraduate performance in the proposed subject of study was a B grade average or above
AND
 - 2.3.2 They have satisfied the relevant Faculty/Institute that they have exhibited academic potential through extensive fieldwork/research experience of at least three years and/or additional professional development courses of duration of at least three months.

- 2.4 Candidates who are non-degree holders but do hold Advanced or Postgraduate Diplomas may be considered for admission provided that such Diplomas are in the Upper Second/Distinction category and are from institutions considered to be institutions of Higher Learning recognized by Tanzania Commission for Universities (TCU) as institutions of quality that would warrant that when their candidates hold the qualifications above, may be considered to be equivalent to at least a lower second class degree of Sokoine University of Agriculture.

3.0 Admission and Registration Arrangements

Candidates for Master's Degree programme shall normally be admitted once a year. Late admissions may be considered as may be guided by Senate. Nevertheless, no applications for admissions shall be considered after the commencement of the academic year.

No student shall be registered prior to payment of fees or without submission of a letter of commitment from a Sponsor.

Time for reporting: - Deadline for registration shall be on the Friday of the fourth week of the first term/semester of the academic year. There shall be an orientation meeting for all Masters Students after registration.

3.1 Master's Degree Programmes by Coursework and Research.

- 3.1.1 Candidates shall be registered for Master's degree by coursework-study followed by research leading to a dissertation.
- 3.1.2 Each candidate shall be assigned a supervisor(s) appointed by the Department/Institute within a month after registration. The Supervisor(s) shall act as academic advisor(s) and guide the candidate in his/her coursework, research proposal development and research, and shall ensure that candidates submit to the Head of Department/Dean/Director of the relevant Department/Faculty/Institute periodic report (one every six months) on the candidate's progress, including outcome of seminars. The reports shall normally be submitted in sequence, one for the period ending June 30th and the other for the period ending December 31st of each calendar year. Supervisors shall normally be allocated from amongst SUA staff. Where a candidate is allocated a supervisor from institutions outside SUA, he/she must also be allocated a supervisor from SUA who shall also be the candidate's main supervisor.
- 3.1.3 In order to impart competence in working with scientific methods, such candidates will be required to present a minimum of three seminars over a period of two years, two of which shall be refereed. The first of such seminars will be presented within six months after registration, to reflect on orientation of the subject matter of intended discipline of specialization. The second

seminar shall be presented after completion of coursework as part of research proposal approval process. The purpose of these seminars shall be to ascertain competence in research methodology, analytical skills and applicable instruments. The remaining one seminar shall be presented before submission of the draft dissertation to the supervisor(s). The purpose of this seminar is to ascertain the candidate's progress in research work and mastery of the discipline of study. It shall be the responsibility of the supervisor(s)/Course coordinator/Head of Department to call and assign topics for the seminars, whereas it shall be the responsibility of the Head of Department/Dean of the Faculty/Director of Institute/Centre to appoint a panel of two referees and one discussant who shall at the end of each seminar prepare a report to be submitted to the Dean with a copy to the Director Research and Postgraduate Studies.

- 3.1.4 Duration of registration period shall be 24 months and 36 months for full time and part time students respectively. For full time students, the first 10 months will be for coursework and development of research proposal and 2 months for preparation and soliciting funds from sponsors. The other 12 months will be used for carrying out research (9 months), submission and examination of dissertation (3 months).

In case of part time students, the first 24 months will be used for coursework, development of research proposal and securing research funds. The remaining 12 months will be used for carrying out research (9 months), submission and examination of dissertation (3 months)

The duration of registration for full time and part time students under the Evening Programme option, shall be as specified in the curricula of such Master's Degree programmes.

- 3.1.5 Candidates who fail to complete their dissertations within the specified period may apply for extension of registration to Senate through their relevant Faculties/Institutes. The maximum duration of the registration period (including extensions) for full time students shall not exceed 3 years and 4 years for part time students and 6 years for students under the Evening Programme option.
- 3.1.6 Failure of a candidate to complete the Master's study programme within the specified periods shall mean his/her discontinuation from study, unless applications for extensions of registration have been approved by Senate.

3.2 Masters Degree Programmes by Research only

- 3.2.1 Candidates shall be registered for the Master's degree by research only leading to a thesis.
- 3.2.2 Each candidate shall be assigned a supervisor(s) appointed by the Department/Institute within a month after registration. The Supervisor(s) shall

act as academic advisor(s) and guide the candidate in his/her coursework, research proposal development and research, and shall ensure that candidates submit to the Head of Department/Dean/Director of the relevant Department/Faculty/Institute periodic report (one every six months) on the candidate's progress, including outcome of seminars. The reports shall normally be submitted in sequence, one for the period ending June 30th and the other for the period ending December 31st of each calendar year. The duration for this programme shall be 24 months with a possibility of extension not exceeding 12 months. The first six months shall be used for presentation of the orientation seminar and approval of the research proposal. The remaining 18 months shall be for research, seminar presentations and dissertation writing and submission. Supervisors shall normally be allocated from amongst SUA staff. Where a candidate is allocated a supervisor from institutions outside SUA, he/she must also be allocated a supervisor from SUA who shall also be the candidate's main supervisor.

- 3.2.3 In order to impart competence in working with scientific methods, such candidates will be required to present a minimum of six refereed seminars over a period of two years. The first of such seminars will be presented upon registration, to reflect upon orientation on the subject matter of intended discipline of specialization. The second seminar to be presented within four months after registration shall be a seminar for approval of the developed research proposal. The purpose of this seminar will be to ascertain competence in research methodology, analytical skills and applicable instruments. The remaining three seminars will be staggered over the remaining period of study, to ascertain the candidate's progress in research work and mastery of the discipline of study. The sixth seminar will be for defence of the dissertation/thesis (refer to 3.2.6).
- 3.2.4 It shall be the responsibility of the Supervisor and the Postgraduate Studies Coordinator through the Head of Department/Director of Institute/Centre to call and assign topics for the seminars, whereas it shall be the responsibility of the Head of Department/Dean of the Faculty/Director of Institute/Centre to appoint a panel of two referees and one discussant who shall at the end of each seminar prepare a report to be submitted to the Dean with a copy to the Director Research and Postgraduate Studies.
- 3.2.5 Such candidates will be required to appear for defence of their dissertation/thesis, after evidence that at least one manuscript has been submitted and acknowledged for review by any scientific journal and that, dissertation examinations reports from both the internal and external examiners are positive.
- 3.2.6 Candidates who fail to complete their dissertations within the specified period may apply for extension of registration to Senate through their relevant Faculties/Institutes. The maximum duration of the registration period (including extensions) shall not exceed 36 months.

3.3 Masters by Coursework only

- 3.3.1 Candidates shall be registered for the Master's degree by coursework only.
- 3.3.2 Each candidate shall be assigned an Academic advisor appointed by Senate on the recommendation of the relevant Faculty/Institute Board upon registration. The Academic Advisor shall guide the candidate in his/her coursework, and ensure that the student submits to the Head/Dean/Director of the relevant Department/Faculty/Institute periodic progress reports (one every six months).
- 3.3.3 Master's by coursework only shall be on full time basis for the duration of 12 to 18 months, organised in semesters, or for 24 months organized in modules as shall be specified in each degree programme.

The duration of registration for full time and part time students under the Evening Programme option, shall be as specified in the curricula of such Master's Degree programmes.

- 3.3.4 Some Masters programmes by Coursework only may demand submission of an examinable research paper, which shall be managed as described in Section B 10.
- 3.3.5 Failure of a candidate to complete the Master's study programme within the specified periods shall mean his/her discontinuation from study, unless an application for extension of registration has been approved by Senate. The maximum duration of extension of registration period shall not exceed six months.

4.0 Coursework Evaluation

- 4.1 Candidates registered for postgraduate diploma, Master's by coursework and research and Master's by coursework only shall do coursework examinations following assessment procedures as shall be specified in each degree programme.

In the case of postgraduate diploma the coursework shall consist of a minimum of 18 and not exceeding 24 credit hours. For Master's by coursework and research, the coursework portion shall consist of a minimum of 12 and a maximum 20 credit hours. Master's by coursework only shall consist of at least 16 and not exceeding 20 credit hours, including the core courses specified by each Department and or Faculty/Institute.

[One credit hour = 30 hours of theory or 60 practical hours]

- 4.2 For Master's by coursework and research, part of the coursework may be done at SUA or any other approved institution. For postgraduate Diploma and all Masters, candidates

whose first degree is considered deficient or different from the one being pursued may be required to take undergraduate courses in addition to the minimum postgraduate requirements. Such courses shall be examined and candidates shall be required to pass the courses upon which separate certificates of attendance shall be provided.

- 4.3 For candidates registered for coursework and research programmes, before are allowed to proceed with the dissertation research phase of the Master's programme, the candidate must successfully complete the coursework part with a mean overall grade of 'B' or above (i.e. GPA of at least 3.0) in all core courses and 'C' or better in all the Elective/Optional courses designated for the respective degree programmes.
- 4.4 For part time students, candidates can be allowed to accumulate coursework results up to two years before embarking on research and dissertation phase in the third year.
- 4.5 The pass mark for core courses shall be a 'B' grade average and 'C' grade average for electives. Candidates whose average pass is below the above, in not more than two courses, shall be required to do supplementary examination in the subject failed if the GPA is at least 3.0 or above. The maximum grade for supplementary examination shall be B for core courses and C for elective courses.
- 4.6 Candidates will be allowed to sit for supplementary examinations only once. Such examinations shall be conducted before the commencement of the subsequent academic year.
- 4.7 Candidates whose overall grade point average (GPA) is below a 'B' grade (i.e. GPA below 3.0) and courses failed are more than two shall be discontinued from studies.
- 4.8 Candidates failing supplementary examinations shall be discontinued from studies.
- 4.9 A candidate discontinued from studies on grounds of failing in coursework examinations cannot be re-admitted for the same course before time equivalent to the standard registration period for the degree programme has elapsed. The candidate may however be allowed to apply for any other programme for which he/she may have qualifications for to join when such a programme is next offered.
- 4.10 Examination grading system shall be the same in all Faculties/Institutes and students' raw marks shall be taken into account when calculating GPA. The grading system and equations for computing GPA shall be as indicated below:

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

E 0 – 39.9 Y=0.025X 0.0 – 0.99 Absolute Fail

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

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

- 4.11 All cases of alleged examination irregularities shall be referred to the Committee responsible for Postgraduate Studies. The Committee shall have powers of summoning students and members of staff, as it deems necessary. The Committee shall submit a report of its findings and recommendations to Senate for approval, prior to any action. Any candidate who shall be shown to have cheated in any part of the examination shall be discontinued from studies.
- 4.12 There shall be no external examiners for postgraduate coursework.
- 4.13 All coursework results for Postgraduate diploma and Master's degree programmes have to be approved by Senate before candidates are allowed to proceed with the dissertations/research phase. Coursework results shall have to be accompanied by a statement that candidate's research proposal has been approved by Department/Faculty/Institute/Centre.

5.0 Refereed Seminar Evaluation

- 5.1 At an appropriate stage as specified by each type of Masters Degree, candidates will be required to present refereed seminar(s).
- 5.2 There shall be a panel of two referees and one discussant who shall at the end of the seminar presentation award a graded score as indicated in Appendix 2.
- 5.3 Candidates scoring an average of less than a B grade shall be regarded to have failed and shall be required to present the same for a maximum of two additional times. Candidates failing after three presentations shall be discontinued from studies.

6.0 Research Proposal Evaluation and Approval

- 6.1 Before commencing research for dissertation, a candidate shall submit for final approval by the Faculty/Institute/Centre a concise proposal of the research. Before being approved, each candidate shall present his/her research proposal in a refereed seminar to be attended by both staff and students in the Department/Institute. Where departments are small, two or more departments can organise these seminars jointly.
- 6.2 There shall be a panel of two referees and one discussant who shall at the end of the seminar, prepare a report to be submitted to the Dean with a copy to the Director

Research and Postgraduate Studies. Faculty/Institute/Centre Boards shall be informed for noting. Based on the report of the panel the Department/Institute may decline to approve the proposal or recommend revision if:

- 6.2.1 In its opinion it is unsuitable in contents;
- 6.2.2 The conditions under which the candidate proposes to work are unsatisfactory;
- 6.2.3 The proposed work is a repetition of known research work;
- 6.2.4 The budget is unrealistic or prohibitive and time to undertake research will be longer than allowed.

7. Structures, Types and Formats of Dissertations for Masters Degrees Programmes

The Master's thesis is a test of the student's ability in scientific writing and comprises an integral part of the research work itself which can reflect on the whole. The thesis must convey to the reader, clearly and unambiguously, the main line of thought which led the investigator to his conclusions. It should be written clearly and concisely. The thesis must comprise complete entity. It must contain all the data required for the reader to judge the reliability of the work and conclusions reached. Details apart from the main issues should be given in appendices. It should be aimed at the professionals in the subject but, at the same time, bear in mind readers whose interest is not specifically in the subject of the research. The dissertation/thesis shall be developed in one of the following three formats as will be prescribed by specific Master's programmes or candidates shall be required to declare the format of dissertation/thesis at the point of approval of the research proposal.

7.1 Dissertation/thesis developed in monograph formats

Requirements and Standards for a Dissertation developed in a Monograph format

This is the traditional format. The whole thesis/dissertation is written as a single text usually in five to six chapters: Introduction, Literature review, Methods (Materials and Methods), Results, Discussion (Results and Discussion) and Conclusion (conclusion and recommendations). Detailed guidelines for monograph type dissertations/theses are provided for in the SUA Guidelines for Preparation of Dissertation/Thesis and other publications.

7.2 Dissertations/theses developed in published papers format

Requirements and Standards for a Dissertation developed in published papers format

- 7.2.1 The student must have at least two full-length papers emanating solely from his/her Master's studies. He/she must appear as first author (except when a different type of order of authors is customary in the student's field of research).

- 7.2.2 One of the said papers must be either “published”, “in press” or “accepted for review” in peer reviewed scientific journal. The second paper may have the status “submitted”.
- 7.2.3 Following the list of publications, a declaration is to be included by the student, that the dissertation/thesis summarizes his/her independent efforts.
- 7.2.4 In so far as part of the work was performed in collaboration with another investigator and/or students, the kind of collaboration involved should be explained as clearly as possible, namely, which parts of the thesis describe results from collaboration, and what was the role of the student in the collaboration. A letter from the student's supervisor should accompany the submitted dissertation/thesis. The letter should indicate the particular contribution of the student to each paper (in the case of multi-author papers). It should also indicate that the submitted articles were not and will not be part of other dissertation/theses in the "Published Papers" format.
- 7.2.5 In addition, the student may wish to add supplements or appendices of unpublished data to the particular published papers.
- 7.2.6 The dissertation shall have common sections consisted of: extended abstract, introduction, and conclusions. These sections shall contain the overall theme of the dissertation, description of the commonality of the concepts across the articles, and the overall implications of the findings.
- 7.2.7 Detailed guidelines for this type of dissertations/theses are provided for in the SUA Guidelines for Preparation of Dissertation/Thesis and other publications.

7.3 Dissertations/thesis developed in publishable manuscripts format

Requirements and Standards for a Dissertation/thesis developed in publishable papers format

- 7.3.1 Dissertation/thesis in publishable manuscript (manuscript-within-dissertation) format shall consist of chapters in form of publishable papers.
- 7.3.2 Such dissertation/thesis shall comply with the following regulations: Each chapter forming manuscript shall consist of the title, abstract, introduction, material and methods, results, or results and discussion, conclusions and references of the chapter. In addition, the dissertation/thesis shall have common sections consisted of: extended abstract, introduction and conclusions. These sections shall contain the overall theme of the dissertation/thesis, description of the commonality of the concepts across the manuscripts or articles, and the overall implications of the findings.
- 7.3.3 The format and writing style of the individual manuscript shall be determined by the targeted journal.

7.3.4 Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for preparing dissertations/thesis and other publications.

8. Submission of Dissertations/Theses

8.1 For Master's by coursework and research, candidates who qualify to continue with the research phase after the coursework part shall be required to submit, in partial fulfilment of the Master's degree requirements, a dissertation/thesis before the expiry of the registration period. The submission shall be both in hard and soft copy, the latter only submitted for the error free version.

8.2 Candidates undertaking Master's by research only shall be required to submit a thesis (hard and soft) before the expiry of the registration period, in order to qualify for award of degree. Regardless of the type of dissertation/thesis, such candidates shall be required to produce evidence of having submitted at least one manuscript accepted for review or published at least one paper in a peer reviewed scientific journal.

8.3 Three months before submitting a dissertation/thesis, a candidate shall through her/his supervisor and Faculty/Institute, give notice in writing to the Chairman, Postgraduate Studies Committee, showing her/his intention to submit the dissertation. He/She shall do this by filling in the "Intention to submit Dissertation/Thesis form" (Appendix 3). Examination arrangements proposed by the Faculty/Institute together with CV of the external examiner(s) shall accompany this notice.

8.4 Every dissertation/thesis submitted for the degree must be accompanied by a declaration by the candidate to the satisfaction of Senate, stating that it is the candidate's own original work done within the period of registration and that it has neither been submitted nor being concurrently submitted in any other institution. The dissertation/thesis must be submitted in four copies.

8.5 The dissertation shall contain a statement of copy right by the author as follows:-

No part of this dissertation may be reproduced, stored in any retrieval system, or transmitted in any form or by any means without prior written permission of the author or Sokoine University of Agriculture in that behalf.

8.6 A dissertation submitted for the Master's degree must be satisfactory as regards the format and literary presentation as will be described in the Guidelines for Preparing Dissertations/Thesis and other Publications. It must contain an abstract of not more than 300 words. The abstract shall indicate the problem investigated, the procedures followed, the general results obtained and the major conclusions reached.

9. Examination of Master's Dissertation/Thesis and Degree Award

9.1 Each dissertation/thesis submitted shall be examined by at least three specialists approved by the Postgraduate Studies Committee through the recommendations of relevant Faculty/Institute Boards. At least one of the examiners must be external to the

University. The other one(s) must be the supervisor(s) of the candidate or a competent member of Sokoine University of Agriculture in absence of the supervisor(s). There shall also be appointed one independent internal examiner from amongst competent members of SUA staff that did not supervise the candidate to examine the dissertation.

- 9.2 There shall be terms of reference by which both the internal and external examiners shall discharge their duties as presented in Appendix 4, as may also be reviewed from time to time by Senate.
- 9.3 Both the internal and external examiners shall be required to submit their reports about the dissertation/thesis within a maximum period of one month from the date of its dispatch. If reports are not received within one month a reminder with a maximum extension of two weeks shall be served to the examiners. In absence of response after such a reminder, new examiners shall be appointed. Mailing time and other constraints will however be taken into consideration before appointing new examiners. It is estimated that dispatched dissertations/thesis will reach destinations within seven days.
- 9.4 Each examiner shall be required to summarize his/her report about the dissertation/thesis with definite recommendation for one of the following actions as presented in Appendix 5:-
 - 9.4.1 The degree be awarded subject to typographical corrections and/or minor revisions;
 - 9.4.2 The degree be not awarded; but the candidate be allowed to revise and resubmit his/her dissertation/thesis for re-examination; or
 - 9.4.3 The dissertation/thesis be rejected outright.
- 9.5 Where the examiners are not in agreement in the overall recommendations, the Postgraduate Studies Committee shall examine the case and recommend one of the following actions:-
 - 9.5.1 The recommendation of the External Examiner be adopted after the Postgraduate Studies Committee is satisfied;
 - 9.5.2 An additional independent examiner be appointed; or
 - 9.5.3 The relevant Faculty/Institute be requested to establish a panel from amongst the experts available to examine the candidate orally.
- 9.6 A dissertation/thesis recommended for re-writing must be re-submitted within 6 months. A student failing to re-submit within this period without compelling reasons shall be discontinued from studies. Further, in event where an External or any other examiner is unable to submit examination reports within one month on dissertations/theses resubmitted for re-examination after having been re-written. The

postgraduate Studies Committee shall examine the situation and recommend one of the following:

- 9.6.1 An additional independent examiner be appointed to examine the re-written dissertation/thesis; or
- 9.6.2 The relevant Faculty/Institute be requested to establish a panel from amongst the experts available to examine the candidate orally to ensure that comments submitted by the External examiner in his/her first report have been addressed.
- 9.7 The candidate shall be required to submit four corrected hard bound copies of the dissertation/thesis within two months after approval of results by the Postgraduate Studies Committee.
- 9.8 Before binding candidates shall be required to submit an unbound dissertation/thesis to the Postgraduate Studies Committee for checking and certifying compliance to approved publication standards. The Postgraduate Studies Committee shall need a maximum of three working days to respond to such submissions.
- 9.9 Upon submission of the very final version (both in hard and soft forms), an error free certificate will be issued to the Chairman of Postgraduate Studies Committee by the supervisor or Head of Department/Director of Institute (in the absence of the supervisor).
- 9.10 The final decision on the award of the Master's degree shall be made by Senate on recommendation of the Board responsible for Postgraduate Studies.
- 9.11 Candidates awarded degrees by Senate shall be presented for graduation at next graduation ceremony. The deadline for submission of error-free certificates for graduation shall be at least two weeks before the last Senate meeting preceding graduation. Candidates failing to meet this deadline shall not be considered ready for graduation.
- 9.12 Work rejected by examiners after re-submission shall not be accepted for re-examination at Sokoine University of Agriculture.
- 9.13 A dissertation/thesis shall be re-written and re-examined only once.
- 9.14 Unless there are genuine reasons, failure of a candidate to re-submit a corrected dissertation accompanied by an error-free certificate within two months after being allowed to incorporate corrections shall mean discontinuation from studies.
- 9.15 Candidates are free to appeal to Senate against any decisions regarding awards of higher degrees.

10. Examination of Research Paper

In order to develop skills and practical experience in the discipline of specialization, some Master's programmes by Coursework only may demand that upon successful completion of coursework, students undertake individual study projects. These may be in the form of short research work or internship. The duration of such projects shall not exceed 6 months. During that period, students shall collect information on a subject or study a business/enterprise and write a case report to be known as a Research Paper. The Research Paper shall constitute of a scholarly/technical paper that presents the students interpretation, evaluation or argument about the subject or business/enterprise. The general requirements, such as declaration and a copyright statement according to the regulations and guidelines for higher degrees at SUA must be met in the production of the Research Paper.

- 10.1 The research paper shall be examined and graded by at least two examiners: the candidates' supervisor and another internal examiner.
- 10.2 The two examiners shall be appointed by the departmental/Institute/Centre Postgraduate studies committee.
- 10.3 Candidates shall submit to the Head of Department, three soft bound copies of the research paper for examination at least two weeks before the expiry of the registration period.
- 10.4 Each examiner shall submit the examination results of the research paper to the Head of departmental/Director of Institute/Centre within two weeks.
- 10.5 The final mark for the research paper shall constitute the average from the two examiners and shall contribute to the GPA based on the weight assigned in the specific curriculum.

C: DOCTOR OF PHILOSOPHY DEGREE (PhD)

The PhD in contrast to Masters is recognition of successful postgraduate research experience. Here the Supervisor(s) should recognise that the candidate had already acquired some training experience in research when he/she was a Master's candidate.

What is expected of the PhD candidate is thus far much more than what has been outlined above for the Master's candidate. Here the supervisor(s) expects the candidate to:-

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

- (v) Exercise more initiative in his/her research than for the Master's degree research candidate;
- (vi) After the first or second year, the PhD candidate should be able to work independently and to be guided rather than directed by his/her supervisor(s). Still it is the responsibility of the Supervisor(s) to guide the candidate in the right direction.

1.0 Types, Durations and Structures of Doctoral Programmes

Doctoral education is inspired and designed to address both the socio-economic, professional, educational and general needs for informed human resource needs for national, regional and global challenges of development. In general terms, it entails advanced research that makes “a significant and original academic contribution” to a discipline or field and demonstrates on the part of the candidate a “high-level of independent scientific research and leadership capability”.

A standard doctoral programme at SUA must involve the preparation of a dissertation/thesis. While recognizing the existence of diverse formats for dissertations/theses, the format that SUA has so far been using has been the traditional format presented as a monograph. However, given the rising desire for doctoral students to contribute more substantially towards publication in peer reviewed journals, an option for an alternative format where the dissertation/thesis may be presented by a number of articles combined with a synthesis introduction and conclusion is now being introduced.

Recognition is also given to variations of doctoral education where coursework studies are mandatory. Hitherto, doctoral education guidelines at SUA have only required candidates to take some taught courses at both undergraduate and postgraduate levels only as a remedy for perceived deficiencies in the candidate's qualifications for a discipline desired for pursuance by the candidate. Such courses have also been prescribed to give a candidate additional understanding of the intended discipline of study. Since they have not been offered as formal courses, no credits were awarded for such coursework. The role and contribution of formal coursework in the doctoral study programme notwithstanding, no such courses shall diminish the requirements related to the production of a dissertation/thesis.

The thesis produced is as a rule subjected to examination/peer-review, usually including assessment by examiners that are external to the University as per regulations. Normally a “minimum of three years' full-time study” is required.

Recognizing the rising need for diversifying the mode of administration and format for doctoral studies at SUA, this revision creates room both for formal coursework administration and credit awards for the same as well as for doctoral thesis alone.

In contrast to doctorate based on a thesis that has format of a monograph, this revision creates provisions for doctoral theses based on published/publishable articles. This

development is designed to inspire PhD students to pursue international publications at an earlier stage, while at the same time increase the spread of the research results to the scientific community, as opposed to the monograph format which by its very nature would have limited dissemination opportunities.

Further, recognising that one format may not be comprehensive enough or universally desirable as to replace the other, the choices therefore in this regard are to be made and defined by the supervisors/promoters and the candidate may register as appropriate. The choice in this respect can be made at the point when the candidate begins to analyse the results/data of his/her research or as shall be prescribed by the degree programme.

1.1 Doctoral Degree Programmes by Coursework and Research

1.1.1 Descriptors and Standards for PhD by Coursework and Research

The coursework will be offered during the first academic year. It will consist of core, specialization core, and electives that shall add up to a minimum of 16 credits. The pass mark shall be 60% or a 'B' for core and 'C' grade for elective courses. A student who fails to meet this requirement will be allowed to supplement in the failed examinations provided the overall GPA is not less than 3.0. Candidates whose GPA is less than 3.0 and courses failed are more than 2 shall be discontinued from study. A student who fails supplementary examination(s) shall be required to re-take the failed course(s) within the second academic year. Such candidate who fails the examination of the re-taken course shall be discontinued from studies. The maximum grade for supplementary examination shall be B for core and C for elective courses.

The Department/Faculty/Institute/Centre offering the degree programme shall allocate research supervisor(s) to each student on the basis of the nature of the intended research. Students will be required to submit their dissertation for examination within the last 3 months of their regular programme period. Supervisors shall normally be allocated from amongst SUA staff. Where a candidate is allocated a supervisor from institutions outside SUA, he/she must also be allocated a supervisor from SUA who shall also be the candidate's main supervisor.

Candidates for PhD by coursework and research will be required to present a minimum of four refereed seminars over a period of three years. The first of such seminars will be presented upon registration, to reflect upon orientation on the subject matter of intended discipline of specialization (research concept note). The second seminar to be presented within 12 months after registration shall be a seminar for approval of the developed research proposal. The purpose of this seminar will be to ascertain competence in research methodology, analytical skills and applicable instruments. Two seminars will be presented during the research period, to ascertain the candidate's progress in research work and mastery of the discipline of study. It shall be the responsibility of the Supervisors and the Coordinator Postgraduate

Studies/Head of Department/Director of Institute to call and assign topics for the seminars, whereas it shall be the responsibility of the Head of Department/Dean of the Faculty/Director of Institute/Centre to appoint a panel of two referees and one discussant who shall at the end of each seminar prepare a report to be submitted to the Dean/Director with a copy to the Director of Research and Postgraduate Studies.

All candidates for PhD by coursework shall be required to take and pass prescribed university-wide common courses as they will be prescribed/introduced from time to time. Otherwise they will be required to show evidence that they have taken and passed equivalent courses from other recognized institutions.

1.1.2 Coursework Evaluation

- (i) In case a candidate is taking remedial undergraduate course(s), the evaluation will be as per undergraduate coursework evaluation procedure of SUA. The maximum number of remedial courses shall be two, appropriate to candidate's area of specialization, as recommended by the supervisor(s) and approved by the Departments. The remedial undergraduate courses shall not contribute to postgraduate credits.
- (ii) Candidates registered for the PhD Programme by coursework and research shall be required to do coursework examinations following assessment procedures specified for the degree programme.
- (iii) Each course shall be examined separately by a three-hour written examination during the semester in which the course is offered. The pass mark for each course shall be 60% or 'B' for core and 50% 'C' for elective courses. Seminars, assignments, and term papers shall constitute 50% of the total score while the final written end of semester examination shall account for 50% of the marks in each course.
- (iv) A candidate must pass all core courses and elective courses that together, shall add up to a minimum of 16 credits [One credit hour = 30 Lecture hours or 60 Practical/Seminar hours].
- (v) Examination grading system shall be as per Higher Degrees Regulations of the Sokoine University of Agriculture. The grading system and the procedures for computing GPA shall be as for Master's programmes (section B 4.10).

1.2 Doctoral Degree Programmes by Research only

1.2.1 Descriptors and Standards for PhD by Research only

A PhD degree by research only is designed to impart competence in working with scientific methods. Such candidates will be required to present a minimum of six refereed seminars over a period of three years. The first of such seminars will be presented within one month upon registration, to reflect upon orientation on the

subject matter of intended discipline of specialization (research concept note). The second seminar to be presented within six months after registration shall be a seminar for approval of the developed research proposal. The purpose of this seminar will be to ascertain competence in research methodology, analytical skills and applicable instruments. The remaining four seminars will be staggered over the remaining period of study, to ascertain the candidate's progress in research work and mastery of the discipline of study. It shall be the responsibility of the supervisor(s)/Course Coordinator/Head of Department/Director of Institute to call and assign topics for the seminars, whereas it shall be the responsibility of the Head of Department/Dean of the Faculty/Director of Institute/Centre to appoint a panel of two referees and one discussant who shall at the end of each seminar prepare a report to be submitted to the Dean/Director with a copy to the Director of Research and Postgraduate Studies.

2.0 Entry Qualifications for PhD Programmes

- 2.1 A candidate for admission to the PhD degree programme of Sokoine University of Agriculture shall hold Master's degree of Sokoine University of Agriculture or relevant Master's degree of equivalent standing from another approved University. The equivalent qualification must be directly relevant to, and compatible with the academic discipline the candidate wishes to pursue for his/her Doctoral study. Candidates with qualifications in fields/disciplines that are considered not to be directly relevant to and compatible with the academic discipline of intended doctoral studies, shall be required to take and pass a relevant postgraduate diploma/remedial programme of SUA. The remedial programme shall not exceed 12 months. Candidates shall be required to pass such remedial courses before they are allowed to embark on research proposal development.
- 2.2 Candidates with only the first degree but with First Class or Upper Second honours or holders of a distinction in the relevant subject in the case of unclassified degree may also be considered for PhD registration after initially registering for the Master's degree and doing at least one full year's postgraduate coursework. The candidate must have been authorized by Senate on recommendation of the relevant Faculty/Institute Board and the Postgraduate Studies Committee to upgrade their registration to PhD candidacy.

3.0 Registration Arrangements, Options and Durations

- 3.1 Candidates shall be registered for PhD degree programme on meeting the minimum entry qualifications mentioned under section 1 above, and it will be with effect from the beginning of the session during which the registration procedure is completed and study commences. Every student must complete a registration form and pay the necessary fees.
- 3.2 A PhD candidate shall be required to submit a research concept note along with application documents. The application forms will provide for this aspect. Upon registration, the candidate will be required to submit a concise research proposal to

Faculty/Institute Board within six months for approval. Presentation of seminars shall be part and parcel of approving research concept notes and proposals.

- 3.3 Candidates who fail to submit an approved research proposal within the specified period may apply for extension of registration to Senate through their relevant Faculties/Institutes and the Postgraduate Studies Committee. The maximum duration for proposal submission will be 12 months for PhD by research only and 15 months for PhD by coursework and research. Beyond this period the candidate shall be discontinued from studies.
- 3.4 Failure of a candidate to complete a PhD study programme within the specified period shall mean his/her discontinuation from study, unless application for extension of registration has been approved by Senate.
- 3.5 The registration status will also be reviewed in subsequent years as appropriate. PhD candidates may be registered as full-time or part-time students.
- 3.6 A candidate registered for the PhD degree programme by research only may, on recommendation of the relevant Faculty/Institute Board, be required to do one or more formal courses appropriate to his field of study, as prescribed by his supervisor(s).
- 3.7 For purposes of guiding the choice of applicable courses, all formal courses offered at SUA will be designated levels. Undergraduate courses shall be designated levels 100 to 500 depending on the number of academic years that the longest undergraduate programmes extend. Similarly Masters Degree formal courses shall be designated level 600 to 700 to cover coursework studies that are offered in year one and/or two of the two years' masters Degree programmes. Further, PhD level formal coursework will be designated levels 800 to 900 on understanding that even in PhD by coursework and research programmes the number of years a candidate may be required to undertake formal courses shall not exceed two years.
- 3.8 Each registered PhD candidate shall be assigned supervisor(s) appointed by Faculty/Institute Board on the recommendation of the relevant Department. The supervisor(s) will also act as academic advisors and will guide the candidate in his/her research. Supervisors shall ensure that candidates submit progress reports to the Postgraduate Studies Committee through Faculty/Institute Board after every six months. The reports shall normally be submitted in sequence, one for the period ending June 30th and the other for the period ending December 31st of each calendar year. Supervisors shall normally be allocated from amongst SUA staff. Where a candidate is allocated a supervisor from institutions outside SUA, he/she must also be allocated a supervisor from SUA who shall also be the candidate's main supervisor.
- 3.9 The duration of the registration period shall not exceed four years including the six months for preparing the research proposal for full time candidates and six years for part time candidates. Failure of a candidate to complete the PhD degree programme within this period shall mean his/her discontinuation from study unless extensions are granted by Senate. The maximum duration of the registration period (including

extensions) shall not exceed five years for full time students and seven years for part time students.

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

4.1 Dissertation/Thesis developed in a Monograph format

Requirements and Standards for a Thesis developed in a Monograph format

This is the traditional format at SUA. The whole thesis is written as a single text usually in six chapters: Introduction, Literature review, Methods (Materials and Methods), Results, Discussion and Conclusion (conclusion and recommendations). Detailed guidelines for monograph type theses are provided for in the SUA Guidelines for Preparation of the thesis and other publications.

Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for preparing dissertations/thesis and other publications.

4.2 Dissertation/Thesis developed in a published papers format

Requirements and Standards for a Dissertation developed in published papers format

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

theme of the thesis, description of the commonality of the concepts across the articles, and the overall implications of the findings.

- 4.2.7 Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for preparing dissertations/thesis and other publications.

4.3 Dissertation/Thesis developed in a publishable manuscripts format

Requirements and Standards for a dissertation/thesis developed in publishable manuscripts format

- 4.3.1 Dissertation/Thesis in publishable manuscript (manuscript-within-thesis) format shall consist of chapters in form of publishable papers.
- 4.3.2 Such dissertations/theses shall comply with the following regulations:
- (i) Each chapter forming manuscript shall consist of a title, abstract, introduction, material and methods, results, or results and discussion, conclusions and references of the chapter.
 - (ii) In addition, the dissertation/thesis shall have common sections consisted of: extended abstract, introduction and conclusions. These sections shall contain the overall theme of the dissertation/thesis, description of the commonality of the concepts across the manuscripts or articles, and the overall implications of the findings.
- 4.3.3 The format and writing style of the individual manuscript shall be determined by the targeted journal.
- 4.3.4 Binding of the final dissertation/thesis shall adhere to SUA guidelines as stipulated in the Guidelines for preparing dissertations/thesis and other publications.

5.0 Submission of Dissertation/Thesis

- 5.1 The PhD degree examination requires submission of a dissertation/thesis by the candidate, based on the results of his/her research. As for the Masters degrees, submission shall be both in hard and soft forms, the latter only required for the error free version.
- 5.2 No candidate may be permitted to submit a dissertation/thesis for the PhD degree in less than two and half years (30 months) for candidates on PhD by research only and three years (36 months) for candidates on PhD by course work and research, from the date of registration.
- 5.3 At least three months before the thesis is submitted, the candidate shall, through his/her supervisor/Head of Department/Dean of Faculty/Director of Institute, give notice of intention to submit the thesis. He/She shall do this by filling in the “Intention to submit

Dissertation/Thesis form” (Appendix 6). The Faculty/Institute shall propose to the Chairperson, Postgraduate Studies Committee, the examination arrangements within the same form. The Faculty/Institute shall also submit the Curriculum Vitae of the proposed external examiner.

- 5.4 Every dissertation/thesis for the PhD degree of Sokoine University of Agriculture must be accompanied with a declaration by the candidate, stating that it is the candidate’s own original work and that it has neither been submitted nor concurrently being submitted in any other institution. The dissertation/thesis for examination must be submitted in four copies.
- 5.5 The dissertation/thesis shall contain a statement of copyright by the author (see 4.4 under Master’s Degree).
- 5.6 Every dissertation/thesis submitted for the degree of Doctor of Philosophy must be satisfactory with respect to its format and literary presentation.
- 5.7 The dissertation/thesis must contain an abstract of not more than 350 words, and this shall concisely indicate the problem investigated, the procedures and research methods employed, the general results and new contributions made, and the major conclusions reached.

6.0 Dissertation/Thesis Examinations and Degree Award

- 6.1 The examination process shall comprise two parts, namely:
 - (i) Examination of dissertation/thesis, and
 - (ii) Oral examination
- 6.2 For every PhD candidate, the Postgraduate Studies Committee shall appoint, on recommendation of the relevant Faculty/Institute Board, at least three qualified examiners of whom one shall be external to Sokoine University of Agriculture and at least one shall be the supervisor. There shall also be appointed one independent internal examiner from amongst competent members of SUA staff that did not supervise the candidate to examine the thesis.
- 6.3 There shall be terms of reference by which both the internal and external examiners shall discharge their duties as presented for Masters under section B 9.2, as may also be reviewed from time to time by Senate.
- 6.4 Both the internal and external examiners shall be required to submit their reports about the dissertation/thesis within a maximum period of one month from the date of receipt. If reports are not received within two months new examiners shall be appointed. Mailing time and other constrains will however be taken into account before new examiners are appointed.

- 6.5 Each examiner shall summarize his/her report about the dissertation/thesis by filling in the PhD *Viva Voce* Examination Results Form (Appendix 7), with a definite recommendation for one of the following actions:
- 6.5.1 The dissertation/thesis submitted is of an acceptable standard, and that the candidate be allowed to sit for a *viva voce* examination before incorporating comments and typographical errors suggested by examiners.
 - 6.5.2 The dissertation/thesis be rejected but may be re-submitted after a further period of research and/or study ranging from 6-9 months.
 - 6.5.3 The dissertation/thesis be rejected outright.
- 6.6 Where there is disagreement among the Examiners, the guidelines stipulated under the Master's programme (section B 9.6) should be used.
- 6.7 A thesis/dissertation will be re-written and re-examined only once.
- 6.8 Candidates allowed to sit for *Viva Voce* shall be examined to ascertain that:
- 6.8.1 The dissertation/thesis presented is the original work of the candidate,
 - 6.8.2 The broader subject area in which the study is based is fully grasped by the candidate; and
 - 6.8.3 The weaknesses in the dissertation/thesis (if any) can be adequately clarified by the candidate.
- 6.9 The *viva voce* examination panel:
- 6.9.1 Shall comprise of five members appointed by the Postgraduate Studies Committee upon recommendation of the relevant Faculty/Institute/Centre Boards.
 - 6.9.2 Shall have members so selected to ensure that the candidate is examined by sufficiently qualified and experienced scholars in his/her research (or related) areas.
 - 6.9.3 Shall be composed as follows:-
 - (i) Chairperson who will also represent the External Examiner
 - (ii) One Internal Examiner amongst those who supervised the work and examined the thesis.
 - (iii) An Internal Examiner who did not supervise the candidate but examined the thesis
 - (iv) Dean/Director or Appointee of the Dean/Director of the Faculty/Institute/Centre where the candidate is registered.

- (v) Head or Appointee of the Head of Department where the candidate is registered.

6.9.4 While the *viva voce* examination panel will be responsible for assessing the candidate, the event may be open to a limited public as may be approved by the Postgraduate Studies Committee upon recommendation of the relevant Faculty/Institute/Centre Boards. Such a limited public shall not exceed 30 people with relevant stake in the subject matter of the thesis. Such people will have been identified, notified and invited a week in advance. However, questions and comments will only be made by the five panel members.

6.10 The Chairperson of the *viva voce* panel shall be appointed by the Postgraduate Studies Committee on recommendation of the relevant Faculty/Institute/Centre Board. The Chairperson of the panel will during the *viva voce*, also ask the candidate questions submitted or sent by External Examiner.

6.11 Panellists under section 6.9.3 who are unable to be present at the *viva voce* examination, shall submit their *viva voce* examination questions to the Dean of the Faculty or Director of Institute/Centre who shall propose their representatives to the *viva voce* examination.

6.12 The *viva voce* panellists shall be provided with full texts of examiners' reports and copies of candidates' dissertation/thesis, at least one week before the date of oral examination. Candidates shall not be allowed to get access to examiner's dissertation/thesis reports before *viva voce* examination.

There shall be provided a modus operandi and terms of reference by which *viva voce* panellists shall discharge their duties as presented in Appendix 8, as may also be reviewed from time to time by Senate.

6.13 The *viva voce* panellists shall, as far as possible, work towards arriving at a unanimous decision on the candidate's overall results of the PhD. Where the panellists are unable to reach unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision.

A majority vote in favour of passing the candidate shall be required for passing the PhD examination.

6.14 At the end of the *viva voce* examination which shall normally not exceed three hours, the panel members shall sign an examination results form, giving specific recommendation for one of the following actions (Appendix 9):

6.14.1 The PhD degree be awarded to the candidate subject to making minor corrections and revisions in the thesis as detailed in the *viva voce* proceedings and in the examiners' reports.

6.14.2 The PhD degree not be awarded due to failure by the candidate to defend the

dissertation/thesis successfully. The candidate be allowed to re-write and resubmit the dissertation/thesis for re-examination within three months. Examination of the re-submitted dissertation/thesis will be done by the internal examiners. Where the re-submitted dissertation/thesis is of an acceptable standard, the candidate will be required to appear for a second *Viva voce* examination. Should the candidate fail to re-submit the dissertation/thesis within the specified period, he/she shall be discontinued from studies.

- 6.14.3 Candidate fails outright (reasons detailed in *viva voce* proceedings).
- 6.14.4 A candidate failing to attend a *viva voce* examination without compelling reason shall be discontinued from studies, unless directed otherwise by Senate.
- 6.15 The Chairperson of the *viva voce* panel shall submit to the Postgraduate Studies Committee the recommendation of the panel and a comprehensive report approved by the oral panellists detailing all the questions addressed to the candidate and the answers given to those questions.
- 6.16 The candidate shall be required to submit five corrected hard bound copies and one soft copy of the dissertation/thesis within two months after *viva voce*. Upon submission, an error free certificate shall be issued by the supervisor or Head of Department to the Chairperson of the Postgraduate Studies Committee. Failure to submit the corrected copies within two months without compelling reasons will mean discontinuation from studies.
- 6.17 Before binding candidates shall be required to submit an unbound dissertation/thesis to the Postgraduate Studies Committee for checking and certifying compliance to approved publication standards. The Postgraduate Studies Committee shall need a maximum of three working days to respond to such submissions.
- 6.18 The final decision on the award of the PhD degree shall be made by Senate on recommendation of the Board responsible for Postgraduate Studies.
- 6.19 Candidates awarded degrees by Senate shall be presented for graduation at next graduation ceremony. The deadline for submission of error-free certificates for graduation shall be at least two weeks before the last Senate meeting preceding graduation. Candidates failing to meet this deadline shall not be considered ready for graduation.
- 6.20 The candidate shall be required to submit **five hard bound copies and one electronic copy** of the approved error free thesis/dissertation. The Director responsible for Postgraduate studies will acknowledge receipt of the copies in writing. The final five copies of the hard-bound dissertation/thesis will be deposited or distributed as follows:-

- University Library
- Department
- Supervisors
- Student

D. POSTDOCTORAL STUDIES

1.0 Definition

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

2.0 Objectives of the Programme

- 2.1 To allow Departments and established research units the opportunity to recruit excellent postdoctoral candidates to enhance their research activities.
- 2.2 To provide outstanding postdoctoral candidates from within and outside SUA and Tanzania with opportunity to develop and transfer new skills to SUA or to other institutions.
- 2.3 To develop the careers of postdoctoral candidates as academicians by involving them in teaching and co-supervision of undergraduate and postgraduate students.
- 2.4 To enable departments/research units to develop new areas of research and enhanced research productivity through increased level of publications and throughput of postgraduate students.

3.0 Qualifications and Appointment

- 3.1 A PhD degree acquired within the last five years shall be the prerequisite.
- 3.2 Such candidate shall have applied and obtained sponsorship from a research project manned by SUA or for which SUA is a partner or appointment from SUA.
- 3.3 Stipend or salary for such Postdoctoral Fellows shall not exceed the equivalent to the starting salary of a Lecturer.

- 3.4 Candidates disposing financial support from other sources shall apply for appointment as Postdoctoral Research Fellows and pay university fees at the rate applicable to Research Associates.
- 3.5 SUA may annually grant fellowships to its staff to enhance their research skills. Research leaders/Chair at the University may as well submit proposals in order to be allocated funds to enable them host excellent postdoctoral candidates.

4.0 Duration and Award

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

E. DOCTOR OF SCIENCE

1.0 Qualification

The Doctor of Science degree is granted for an original contribution of distinguished merit to some branch of science or humanities.

2.0 Eligibility for Candidacy

The following shall be eligible for candidacy for the award of Doctor of Science of Sokoine University of Agriculture:-

- 2.1 Holder of Bachelor's degree of Sokoine University of Agriculture of at least ten years standing, **or**

- 2.2 Holder of Master's degree of Sokoine University of Agriculture of at least eight years standing, **or**
- 2.3 Holder of PhD of Sokoine University of Agriculture of at least five years standing, **or**
- 2.4 Holder of a Bachelor's, a Master's or a PhD degree of the former University of East Africa and University of Dar es Salaam of the same standing as indicated in 2.1 - 2.3 above, **or**
- 2.5 Holder of a degree of any other recognised University of the same standing as indicated in 2.1 - 2.3 above provided that at the time of applying for candidacy she/he will have served at Sokoine University of Agriculture in teaching/research or other approved role for a minimum period of four years.

3.0 Application for Candidacy

- 3.1 A candidate for this award shall normally apply for a Doctor of Science of the Faculty in which the subject of his previous degree(s) was studied.
- 3.2 The candidate must apply to the relevant Faculty giving sufficient evidence of his qualifications for the Doctor of Science candidacy (e.g. through his/her complete Curriculum vitae).
- 3.3 The candidate's application must be accompanied by a unifying statement of not more than 5,000 words which concisely, but comprehensively sums up his significant contribution(s) to knowledge in a chosen theme.
- 3.4 Together with the unifying statement, the candidate must submit a compilation of his/her important and original published works (excluding work earlier submitted for Master's or PhD degrees). Published works shall mean work printed as book or papers in reputed periodical or work already accepted for publication. Emphasis on published work is taken seriously to ensure that the work submitted for examination has been available for criticism).
- 3.5 The candidate's application for candidacy shall be scrutinised by the appropriate Faculty and his/her candidature shall be approved through the relevant Faculty/Institute Board and the Postgraduate Studies Committee.

4.0 Submission of Published Works and Examination

- 4.1 The work submitted by the candidate shall be in four copies and be referred to three examiners appointed by the Postgraduate Studies Committee through recommendation of the Faculty/Institute Board. All the Examiners shall be external to the University. Examiners for the higher doctorate shall therefore be selected from among the most highly distinguished international scholars in the subjects, preferably holders of Doctor of Science themselves.

- 4.2 The work shall be accompanied by a declaration by the candidate that it has neither been submitted nor concurrently being submitted for a degree award in any other University.
- 4.3 The job of the examiners shall be to examine the candidate's contribution to ascertain that:
 - 4.3.1 The work shows outstanding originality.
 - 4.3.2 The candidate's contribution to new knowledge has been substantial.
 - 4.3.3 The format of presentation of the candidate's work is acceptable.
- 4.4 The examiners shall submit a report on the candidate's published work recommending in definite terms whether or not the Doctor of Science degree should be awarded to the candidate. In case of disagreement among examiners the guidelines applicable to Masters or PhD examinations shall apply.
- 4.5 The examiners may recommend the candidate to appear for a *viva voce* examination. Under such circumstances the PhD regulations for *viva voce* examinations shall be used as guidelines.
- 4.6 A candidate who fails to qualify for the Doctor of Science Award shall not be allowed to re-apply for the same degree until after at least three years.
- 4.7 The successful Doctor of Science candidate shall be required to give a public lecture on his/her contributions within six months before the date of award.
- 4.8 Where a candidate fails to present the lecture within the specified period, consideration of the award shall be withdrawn.

F. POSTPONEMENT, FREEZING, DEREGISTRATION AND DISCONTINUATION

1.0 Postponement of Studies

- 1.1 A candidate who has secured admission may defer or postpone registration for a period of up to two years during which his/her admission will remain valid.
- 1.2 After registration, a candidate who is doing coursework or developing research proposal may be allowed to postpone studies for a maximum period of one year irrespective of the degree he/she is pursuing. Such permission shall be provided in writing by the Chairperson of the Postgraduate Studies Committee upon approval by Senate.

- 1.3 Candidates that will have postponed studies after registration shall upon resumption of studies be required to start as fresh candidates.
- 1.4 On resumption of studies, such candidates will be required to compensate University fees proportionate to the amount spent before postponement of studies.

2.0 Freezing Studies

- 2.1 A candidate who has just embarked on data collection can be allowed to freeze studies for a maximum period of one year irrespective of the degree he/she is pursuing.
- 2.2 Such a candidate may be allowed to request for an extension of freezing studies for a further period not exceeding one year if and when necessary.
- 2.3 The year under freezing shall not be counted as part of the registration period of the candidate. No candidate shall be allowed to freeze studies for more than two years during the study period.
- 2.4 Candidates resuming studies after a freezing period of two years, may need to have their research proposals reviewed in order to ascertain that their proposals have not been overtaken by time
- 2.5 Freezing of studies will only be permitted during the normal study period. Students under extension of registration shall not be allowed to freeze studies.
- 2.6 Permission for freezing studies shall be provided in writing by the Chairperson of the Postgraduate Studies Committee upon approval by Senate.

3.0 Deregistration

- 3.1 Deregistration refers to withdrawal of registration. For any reason and at any phase of the postgraduate programme a candidate may wish to withdraw his/her registration at the University.
- 3.2 A candidate who withdraws her/his registration ceases henceforth to be a student of the University.
- 3.3 Such candidates or their sponsors (depending on the source of funding) shall not expect any reimbursement of fees paid to the University. Candidates de-registering before payment of the applicable University fees shall be required to pay such fees.
- 3.4 A candidate who withdraws registration may apply for re-admission to the same study programme, if at least one year has elapsed since the previous de-registration.

4.0 Discontinuation from Studies

- 4.1 Discontinuation from studies refers to termination of the registration of a student due failure by the student to maintain satisfactory academic progress or general conduct in any phase of his/her postgraduate programme.
- 4.2 Candidates who shall abscond from studies or be absent from classes/station for more than 2 weeks without prior approval of the Supervisor or Head of the relevant Department /Directorate shall be discontinued from studies.
- 4.3 Supervisor(s) have the right to recommend discontinuation of students who fail to maintain satisfactory academic progress in any phase of their postgraduate programme.
- 4.4 Students can also be discontinued from studies due to acts of indiscipline that contravenes the University students' by-laws.
- 4.5 No fees paid to the University will be reimbursed to any student or sponsor in the case of discontinuation of a student from studies for any of the reasons.
- 4.6 In case where discontinuation is recommended, the student has the right to appeal in writing to Senate. The Senate's decision is final.

G. PREPARATION OF DISSERTATIONS/THESES

1.0 Guidelines

Every candidate during preparation of dissertation/thesis shall be required to follow the guidelines approved by the University Senate. These have been published under the title: "Guidelines for Preparing Dissertations/Theses and other Publications. Copies of this document are available at the Directorate of Research and Postgraduate Studies.

2.0 Acts of Plagiarism

- 2.1 Acts of malpractice in the preparation of dissertations/theses, especially where someone uses another person's words, ideas, or work and pretends they are his/her own without citing the origin, refers to plagiarism. Such acts constitute cheating which is an academic misconduct as it can result in unearned or undeserved academic award or credit.
- 2.2 A candidate shall be deemed to have committed an act of Plagiarism if a supervisor, examiner, Head of Department, member of the various committees responsible for checking and certifying compliance to approved publication standards or any other person observes the following:
 - (i) one has submitted or presented the work of another person as his or her own;

- (ii) there is submission of the same, or substantially the same work more than once at the same or another institution;
- (iii) there is fabrication or falsification of results/data;
- (iv) there is submission of false records, information or documents;
- (v) there is omission of due acknowledgement of the work of another person;
- (vi) there is collusion, i.e., when two or more students collaborate to produce the same work submitted by each, without prior formal permission for such collaboration;
- (vii) one has used by payment or otherwise a third-party to produce the dissertation/thesis in whole or in part.

2.3 All cases of alleged acts of plagiarism shall be referred to the Committee responsible for Postgraduate Studies. The Committee shall have powers of summoning students and members of staff, as it deems necessary for purposes of examining the case for evidence of plagiarism. Upon completion of the case's examination, the Committee shall submit a report of its findings and recommendations to Senate for approval, prior to any action. Depending on the nature and extent or seriousness of plagiarism committed the following sanctions shall be applicable:

- (i) rejection of the work (research proposal, dissertation or thesis) or part of the work and therefore the student be required to re-write or re-take the research work;
- (ii) discontinuation from studies;
- (iii) deprivation of a degree or other academic credentials already awarded by the University.

H. GUIDELINES ON SUPERVISION OF HIGHER DEGREE CANDIDATES

1.0 General Duties and Responsibilities of Supervisors

1.1 The Supervisor is the University's agent in ensuring that:-

- (i) A particular higher degree candidate is maintaining satisfactory progress.
- (ii) The candidate receives adequate advice and encouragement on the coursework and thesis/dissertation research project.
- (iii) The work being done on the thesis/dissertation is reviewed critically and on a continuous basis.

- 1.2 From the University's point of view, a positive attitude and relationship between the supervisor and the candidate is essential in order to:
- (i) Ensure that the candidate completes his/her studies successfully.
 - (ii) Be able to identify difficult problems or inadequate work early enough to avoid unnecessary frustrations for the candidate.
- 1.3 Since the Supervisor is the agent of the University to ensure that the student's work attains a satisfactory standard, he/she has the duty to acquaint himself/herself with all the University's Higher Degree Regulations. He/she also has the responsibility to know his/her student and to be familiar with whatever special problems he/she may have, and in details.
- 1.4 The Supervisor should know and make a distinction when supervising Master's candidates and when supervising PhD candidates. He/she should understand that:

1.4.1 The Master's Programme is designed primarily as a training course by means of which the candidate will:-

- (i) Acquire certain new knowledge, skills and techniques.
- (ii) Be exposed to the fundamentals of research.
- (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's candidate requires close and careful supervision at all times, but more so during the early stages when learning the research techniques and also when learning to present the results of research in a scholarly manner for the first time.

1.4.2 The PhD in contrast, is recognition of successful postgraduate research experience. Here the Supervisor should recognise that the candidate had already acquired some training experience in research when he/she was a Master's candidate.

What is expected of the PhD candidate is thus far much more than what has been outlined above for the Master's candidate. Here the supervisor expects the candidate to:-

- (i) Make a distinct contribution to new knowledge of facts and/or theory.
- (ii) Produce considerably more original work than required for the Master's programme.

- (iii) Manifest greater depth and breadth in his/her review of the relevant literature than is the case for the Master's candidate.
 - (iv) Be more critical in his/her analysis of the data he/she has collected.
 - (v) Exercise more initiative in his/her research than for the Master's degree research candidate.
 - (vi) After the first or second year, the PhD candidate should be able to work independently and to be guided rather than directed by his/her supervisor. Still it is the responsibility of the Supervisor to guide the candidate in the right direction.
- 1.5 The Supervisor has the responsibility of assisting the higher degree candidate in the formulation of an appropriate higher degree research project and to ensure that the candidate presents seminars as required.
- 1.6 The Supervisor has the responsibility to focus ahead and see the potential and limitations of the research problem before the candidate goes far with the research work. He/she should be capable of seeing, through his previous research experience, whether or not the candidate will get meaningful data within one to three years of research, whether or not the proposed research problem is a long term one which does not fit as a higher degree research topic, etc. Supervisors must have this kind of insight in order to significantly reduce the common problem of "students wasted effort" to a minimum.
- 1.7 The Supervisor has the responsibility to monitor the candidate's progress throughout the research period. There are various methods through which he/she can be kept in close touch with the student's research progress:-
- 1.7.1 Demanding the candidate to submit periodic reports about his/her research findings. The reports may well constitute drafts of the final dissertation/thesis. In reviewing them the supervisor shall take the opportunity to advise the candidate on matters of presentation and if necessary, to give suggestions where modifications are required. The supervisor shall also have the responsibility to ensure that student submit to the Postgraduate Studies Committee Progress report every six months.
 - 1.7.2 The Supervisor shall use such reports as a basis for writing his own report to the Postgraduate Studies Committee on the candidate's research progress and the basis for recommending the upgrading of the candidate's registration from the Master's to PhD programme, or if need be recommending him/her for discontinuation from studies.
 - 1.7.3 Regular consultation between the candidate and the supervisor 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.

- 1.7.4 Organising seminar presentations by the candidates. Seminar presentations by the candidate to the relevant Department/Panel about his/her research work gives him/her an opportunity to think more critically about his/her work, and also a unique opportunity of being criticised by others while standing on his/her own.
- 1.8 The supervisor also has the responsibility to ensure that the candidate has given an appropriate title to his/her thesis work at the end of the dissertation/thesis research and when submitting a notice to submit the thesis/dissertation for examination.
- 1.9 The Supervisor also has the important responsibility of guiding the candidate in his/her thesis/dissertation writing. Here it should be emphasised that although the writing of the thesis/dissertation is entirely the responsibility of the higher degree candidate, it is the Supervisor's responsibility to ensure that the student submits a thesis of a standard, which is acceptable for the degree for which it is intended.

In order to avoid unnecessary embarrassments to the candidate, to the Supervisor and the University on rejected theses, the following remedial measures are suggested:-

- 1.9.1 The Supervisor should be accessible, should show interest and enthusiasm in the candidate's research work, and should have a positive and friendly relationship with the candidate.
 - 1.9.2 The Supervisor should discuss the dissertation/thesis drafts with the candidate all along. In order to save the student's time, the Supervisor should undertake to meet the candidate and to discuss his/her dissertation/thesis draft within two weeks of receiving the manuscript.
 - 1.9.3 The Supervisor should read the candidate's drafts carefully and critically, giving constructive suggestions on how and where the dissertation/thesis could be improved.
 - 1.9.4 The Supervisor should advise the candidate on what details should be placed in the main body of the dissertation/thesis, what should better be in appendices, what should better be expressed by illustrations, how to write the Bibliography, etc.
- In the end, the Supervisor should read the entire final draft and satisfy himself/herself that the dissertation/thesis is ready for examination.
- 1.10 The Supervisor also has the responsibility of recommending to the Head of the Department/Faculty/Institute, potential External Examiners for the candidates' dissertation/thesis.

- 1.11 Finally, the Supervisor has also the responsibility of guiding the candidate in the revision of the dissertation/thesis in the event that such revisions are recommended by the External or other Examiners.

2.0 Other Recommendations on Supervisors' Duties and Students' Progress

- 2.1 It is evident also from the preceding account that frequent consultation between the higher degree candidate and his/her Supervisor is necessary 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.
- 2.2 It is suggested also that in an attempt to have some kind of uniformity in the information brought in by Supervisors to the Postgraduate Studies Committee on their postgraduate students' research progress, the use of a standard progress report form for higher degree research candidates be used (Appendix 10). Information provided shall be used by the Director for Research and Postgraduate studies to report students' progress to their Sponsors and/or employer when requested to do so, and shall use the form in Appendix 11.
- 2.3 In the course of supervising a higher degree candidate, a situation may crop up whereby one or more of the following relationships develops:
- (i) Breakdown in communication between the student and the Supervisor;
 - (ii) Personal clashes and conflicts between the Supervisor and the candidate;
 - (iii) Hostile relationship between the Supervisor and the Candidate;
 - (iv) Refusal of the Candidate to follow the Supervisor's advice.

When such a situation occurs, it is recommended that both the supervisor and the candidate report the problem, in writing to the Head of the Department/Dean of Faculty/Director of Institute. The Head should study the nature of the problem and recommend to the Faculty's and subsequently to the Postgraduate Studies Committee for one of the following actions:

- (a) The candidate be warned in writing, about his/her weakness (if it is established that he/she is the cause of the problem);
- (b) The candidate be transferred to another Department (where possible and where necessary);
- (c) The supervisor be told/warned of his/her weakness (if it is established that he/she is the cause of the problem), but continue to supervise the candidate;
- (d) A new supervisor be appointed to guide the candidate (if the Head is convinced that this would be the best solution);

- (e) A small advisory panel be established by the Head of the Department to guide the candidate if there is no other single person in the Department who has the expertise to supervise the candidate;
 - (f) Any other reasonable action, including discontinuation of the candidate.
- 2.4 Since, from what has been outlined above, it is evident that the supervisor's responsibility for the candidate is a great one and since the job of supervision is time-consuming and laborious on the part of the supervisor, it is recommended that:-
- 2.4.1 For purposes of quality assurance, in case of PhD supervision the main supervisor must be a PhD holder with a rank of Senior Lecturer and above.
 - 2.4.2 In order to ensure that the candidates are adequately supervised; the Departments should control the number of candidates a single staff member can supervise at a time.
 - 2.4.3 The staff member's supervision responsibilities should be taken into consideration by the Head of Department when assigning teaching load. It is recommended that when one is a sole supervisor the maximum number of students to supervise should be five. While in co-supervision, the maximum number of students should be eight. Co-supervision of students should be encouraged. Supervision will only count up to when the candidate submits the dissertation/thesis for examination
 - 2.4.4 As a token of appreciation for the supervisor's guidance to the candidate, the fourth copy of the candidate's thesis/dissertation should be returned to the supervisor as his/her permanent record of the work he/she supervised.
- 2.5 In case of the Supervisor finishing contract with Sokoine University of Agriculture and:-
- 2.5.1 The student is in the final stages of his/her studies, arrangements be made in such a way that the supervisor leads the student to completion of studies.
 - 2.5.2 The student is just beginning his/her research, another supervisor be appointed.

3.0 General Responsibilities of the Student

- 3.1 It is the responsibility of the candidate to be conversant with all the Higher Degrees regulations and guidelines and to abide to them.
- 3.2 It is the candidate's responsibility to complete his/her research on schedule and to write up the thesis/dissertation as stipulated in the general guidelines.
- 3.3 It is the candidate's responsibility to discuss problems stemming from his/her research with his/her supervisor(s) and Head of Department.

- 3.4 It is the candidate's responsibility to write and submit to supervisor(s) progress reports on time as stipulated in the regulations.
- 3.5 It is the candidate's responsibility to ensure that subsequent publications from a thesis/dissertation submitted for a degree of Sokoine University of Agriculture must contain a statement that the work is based on a thesis or a dissertation submitted for a degree of the Sokoine University of Agriculture.
- 3.6 Issues of Intellectual Property Rights shall be considered in accordance with the SUA Intellectual Property Rights Policy.

I. HONORARY DEGREE REGULATIONS

1.0 Definition

- 1.1 The honorary degree of Sokoine University of Agriculture is the degree of Doctor *honoris causa*.
- 1.2 The degree of Doctor *honoris causa* is conferred upon any person who, in the opinion of Senate, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself worthy of such a degree.

2.0 Nomination of Candidates for the Award of Honorary Degree

- 2.1 A proposal to award an honorary degree may be made by a member of the Council or a member of the Senate and shall be communicated in writing to the Vice Chancellor.
- 2.2 Every such proposal shall be accompanied by a statement setting forth the honorary degree recommended and the detailed grounds on which the recommendation is based. Serving members of the academic staff of the University shall not be proposed.

3.0 Procedure for Evaluation of Candidates for the Award of Honorary Degree

- 3.1 Upon receiving a proposal for the award of an honorary degree, the Vice Chancellor shall refer such a proposal to the Postgraduate Studies Committee for consideration.
- 3.2 The Postgraduate Studies Committee shall study all facts submitted to it and based on an affirmative two-thirds secret ballot majority of all members of the Committee, recommend award of the degree.
- 3.3 In each specific case, the Dean of the Faculty in which the degree is proposed to be conferred shall be co-opted to the Postgraduate Studies Committee considering the case.

- 3.4 Any recommendation made by the Committee for the conferring of any honorary degree shall be dealt with in the following manner:
- 3.4.1 The recommendation shall be made separately to the Council and to the Senate. After consideration of all the facts, members of Council and Senate shall vote independently by secret ballot.
 - 3.4.2 An affirmative two thirds majority of the members in both Council and Senate shall be required for a decision to recommend for an award of an honorary degree.
 - 3.4.3 The results of the ballot shall be announced immediately in the same meetings of Council and Senate. If the two thirds majority is not achieved at Senate, the name of the candidate will be dropped.
 - 3.4.4 The Deputy Vice Chancellor (Academic) shall serve as the Returning Officer of Council and Senate.
 - 3.4.5 The Chancellor's approval shall be required before conferring an honorary degree.
 - 3.4.6 The Vice Chancellor shall nominate a distinguished University Academician to serve as the University Orator for every honorary degree graduand of the University.
 - 3.4.7 Honorary degree shall, as a rule, be conferred only in the presence of the recipient.
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J. APPENDICES

Appendix 1: Higher Degrees offered at SUA during the 2009/2010

Faculty/Institute/Department	Study Programme
Faculty of Agriculture	
Agricultural Economics and Agribusiness	Postgraduate Diploma in Agricultural Economics
	MBA Agribusiness
	MSc. Agricultural Economics
	MSc. Agricultural and Applied Economics
Agricultural Education and Extension	MSc. Agricultural Education and Extension
Agricultural Engineering	MSc. Agricultural Engineering
	MSc. Irrigation Engineering and Management
	MSc. Land use planning and Management
Animal Science and Production	MSc. Tropical Animal Production
Crop Science and Production	MSc. Crop Science
Food Science and Technology	MSc. Food Science
	MSc. Human Nutrition
Soil Science	MSc. Soil Science and Land Management
Faculty of Forestry and Nature Conservation	
	MSc. Forestry
	MSc. Management of Natural Resources for Sustainable Agriculture
Forest Biology	MSc. Ecosystems Science and Management
	MSc. Agroforestry
Forest Economics	MSc. Environmental and Natural Resources Economics
Forest Mensuration and Management	MSc. Forest Resources Assessment and Management
Wildlife Management	MSc. Wildlife Management
Wood Utilization	MSc. Forest Products and Technology
Faculty of Veterinary Medicine	
	Master of Veterinary Medicine
Veterinary Anatomy	MSc. Anatomy
	MSc. Applied Cell Biology
Veterinary Physiology, Biochemistry, Pharmacology & Toxicology	MSc. Comparative Animal Physiology
	MSc. Biochemistry
	MSc. Clinical Chemistry
	MSc. Pharmacology
	MSc. Applied Toxicology
Veterinary Microbiology & Parasitology	MSc. Applied Microbiology
	MSc. Molecular Biology & Biotechnology
	MSc. Parasitology
Veterinary Medicine & Public Health	Master of Preventive Veterinary Medicine
	MSc. Epidemiology
	MSc. Public Health and Food Safety
	MSc. Natural Products Technology and Value Addition
Veterinary Pathology	Master of Veterinary Pathology
	MSc. Clinical Pathology

Veterinary Surgery & Theriogenology	Master of Veterinary Surgery
	Master of Applied Veterinary Anaesthesiology
	MSc. Animal Reproduction & Biotechnology
Development Studies Institute	M.A. Rural Development
All Departments/Faculties and DSI	PhD Programmes

Appendix 2: MSc/PhD Refereed Seminar Presentation Assessment Form

SOKOINE UNIVERSITY OF AGRICULTURE

MSc / PhD REFEREED SEMINAR PRESENTATION ASSESSMENT FORM

Name of candidate:

Department/Faculty/Institute:

Title of Seminar:

.....
.....

Scores

(i) Theoretical background on the subject matter (25 marks) -----

(ii) Validity of the Literature referred to (20 marks)-----

(iii) Correctness in analysis/interpretation of facts (25 marks)-----

(iv) Oral communication ability (20 marks)-----

(v) Mastery in use of facility (audio/visual and IT) (10 marks)-----

Total Score -----

EXAMINER'S RECOMMENDATION*

1. The seminar presentation was of acceptable standard, content and oral presentation; the candidate therefore passes with a grade

2. The seminar presentation was not of an acceptable standard; the candidate be allowed another chance to present the same topic or different topic for the **first/second** additional time.

3. The Student has failed seminar presentation after three attempts.

Name of Examiner/Discussant

Signature:..... Date

* Please fill/tick in the appropriate box

Appendix 3: Notice of Intention to Submit Dissertation/Thesis

**SOKOINE UNIVERSITY OF AGRICULTURE
DIRECTORATE OF RESEARCH AND POSTGRADUATE
STUDIES**

P.O. Box 3151, Morogoro, E- Mail: drpgs@suanet.ac.tz , Fax 255 23-2-60
4388

NOTICE OF INTENTION TO SUBMIT DISSERTATION/THESIS

A: To be filled by candidate

1. Name (in full):
.....
.....
2. Address:
.....
.....
3. Department/Institute:
Faculty.....
4. Degree registered for:
.....
.....
5. Title of Thesis/Dissertation:
.....
.....
6. Effective Date of Registration:
.....
7. Supervisor(s): (1)
.....
(2)
.....
.....

I confirm that I shall submit my thesis/dissertation* on:

9. Candidate's Signature:Date:.....
.....

To be forwarded by the Supervisor of the Candidate

- B:** Supervisors comments: It is possible/Not possible*
- 10 Name of Supervisor: Signature.....
.....Date.....

C: To be completed by Head of Department:

11. The Department is proposing the following Examination arrangements:
 1. Internal Examiners (Supervisors) (i) (ii)
.....
 2. Internal Examiner (Who did not Supervise the dissertation/Thesis)
.....
 3. External Examiner(s)' name and address:

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

(CV for external examiner to be attached if he/she is serving for the first time)
Name of HoD: Signature:
Date:

The Dean /Director of the Faculty/Institute to make recommendation:

- D:**
12. The Faculty/Institute has noted the proposed examination arrangements by the Department and **recommends/does not recommend*** the arrangements.
Name of Faculty Dean/Institute Director:
.....
13. Signature: Date:
.....

*Delete what is not applicable.

Appendix 4: General Terms of Reference for Internal and External examiners in Examining Dissertations/Theses

- 1.0 Both the Internal and External Examiner are expected to scrutinize the Dissertation/Thesis and provide detailed narrative account/comments along the following points:
- (i) Theoretical background and Literature
 - (ii) Research Methodology
 - (iii) Research Findings
 - (iv) Discussion and conclusion
 - (v) Overall Presentation of dissertation/Thesis
- 2.0 Both the Internal and External Examiners are required to provide any additional details to be attended to before the degree is awarded.
- 2.1 Both the Internal and External Examiners should give a definite recommendation on whether or not the degree should be awarded by filling in a summary recommendation form (Appendix 4).

Appendix 5: Summary Recommendation Form on Masters Dissertation/Thesis

SOKOINE UNIVERSITY OF AGRICULTURE
SUMMARY RECOMMENDATION FORM ON MASTERS
DISSERTATION/THESIS

Name of candidate:.....
Department/Institute/Faculty.....
Degree registered for.....
Title of dissertation:.....

EXAMINER'S RECOMMENDATION*

- 1. The degree be awarded subject to incorporation of minor changes and typographical corrections
- 2. The degree be not awarded; but the candidate be allowed to revise and re-submit the dissertation for re-examination.
- 3. The dissertation be rejected outright

Name of Examiner:

Signature: Date

* Please tick in the appropriate box

Appendix 6: Summary Recommendation Form for PhD Dissertation/Thesis

**SOKOINE UNIVERSITY OF AGRICULTURE
SUMMARY RECOMMENDATION FORM
FOR PhD THESIS**

Name of candidate:.....

Department/Institute/Faculty.....

Title of thesis:.....

EXAMINER'S RECOMMENDATION*

1. The thesis is of an acceptable standard; the candidate be allowed to sit for *Viva voce* examination before incorporating examiners comments and typographical errors.

(External examiners shall mail their questions which will be asked by Chairman of the Panel during the Viva voce examination)

2. The thesis is not of an acceptable standard; the candidate be allowed to re-submit the thesis for re-examination after re-writing and/or further period of study (please specify reasons on separate sheet).

3. The thesis be rejected outright (please specify reasons on separate sheet).

Name of Examiner.....

Signature:..... Date

* Please tick in the appropriate box

Appendix 7: PhD Viva Voce Examination Results Form

**SOKOINE UNIVERSITY OF AGRICULTURE
PhD VIVA VOCE EXAMINATION RESULTS FORM**

Name of candidate:.....

Department/Faculty/Institute:.....

Title of Thesis:.....

.....

.....

VIVA VOCE PANEL RECOMMENDATION* CANDIDATE PASSES

1. The PhD degree be awarded to the candidate subject to making minor corrections and revisions in the thesis as detailed in the Viva voce proceedings and in the thesis

CANDIDATE RE-SITS EXAMINATION

2. The PhD degree be awarded after major revisions and re-submission of thesis for re-examination.

CANDIDATE FAILS

3. Candidate fails outright (reason detailed in Viva voce proceedings)

* Please tick in the appropriate box

Appendix 8: Procedures for Conducting Viva Voce

PROCEDURES FOR CONDUCTING VIVA VOCE

1. Members of the Panel shall enter the examination room at the time set in the *Viva Voce* examination arrangements.
2. The Chairperson of the Panel shall ensure that all the Members are present. In case one or more panellists are missing, efforts shall be made by the Chairperson through the Postgraduate Studies Committee to replace the missing Member(s).
3. The Chairperson shall also ensure that the *Viva Voce* Candidate is present at the time required.
4. The Candidate shall be required to wait at an appropriate area outside the examination room to allow for preparations/settling of the Panel.
5. The Chairperson shall mention the names of each one of the Panellists, their positions and responsibilities in the *Viva Voce* examination.
6. The Head of Department/Director of Institute/Centre or the appointee of shall be the Recorder.
7. The Recorder shall also be responsible for time keeping during the *Viva Voce*.
8. The Chairperson shall remind the Panellists the regulations pertaining to the conduct of *Viva Voce* examination and hence agree on the procedures. He/She shall also inform the Panellists, the number of questions submitted by the external examiner.
9. The Chairperson shall welcome into the *Viva Voce* examination room invited members of the public before the candidate is ushered in.
10. Thereafter, the Chairperson shall invite the Candidate into the examination room, introduce him/herself and disclose his position as Chairperson of the *Viva Voce* examination. He/She shall also introduce the Members of the Panel to the Candidate.
11. The Chairperson shall also request the Candidate to introduce himself/herself to the Panel by presenting a brief profile of himself/herself for a period of not more than three minutes.
12. The Chairperson will then remind the Candidate on the purpose of and regulations for *Viva Voce* examination and the procedures to be followed.
13. The Chairperson will then invite the Candidate to present his/her thesis/dissertation for the duration not exceeding 45 minutes. After the presentation a break not exceeding 15 minutes may be allowed as the Chairperson may determine.

14. After the Candidate's presentation/break, the Chairperson shall begin asking the Candidate questions from the external examiner and thereafter his/her own questions.
15. Other Members of the Panel will take turns to ask the candidate questions as will be guided by the Chairperson.
16. The Candidate shall be required to answer questions chronologically as they are asked. In case one or more of the Panellists are not satisfied with the answers they are required to show the same immediately after the answer is given and consensus should be reached and recorded that has implication on changes in the thesis/dissertation or to improve the Candidate's understanding.
17. The questions to be asked should be those directly related to the written thesis/dissertation, the oral presentation and the general or broad discipline or field/area of study of the Candidate.
18. The question and answer session will continue until the Panellists are satisfied that the purpose of the *Viva Voce* examination has been met. However, the maximum time allowed for the *Viva Voce* shall not exceed three hours including the time used for presentation.
19. The Chairman will end the question and answer session and request the Candidate to go out to wait for the overall decision on the outcome of the *Viva Voce* examination. At the same time the Chairperson shall ask members of the invited public to leave.
20. To decide on the outcome of the examination, the Chairperson will ask independent opinions of each Member of the Panel on issues including:-
 - if the work is original,
 - if the Candidate has grasped the specific and broader subject areas,
 - if he/she has been able to clarify the weaknesses in the thesis/dissertation (if any), and
 - Also if the thesis contribute remarkably to knowledge.
21. The viva voce panellists shall, as far as possible, work towards arriving at a unanimous decision on the candidate's overall results of the PhD. Where the panellists are unable to reach unanimous agreement as to whether the candidate passes or fails, a vote shall be taken to arrive at a decision.
22. The Chairman, shall then ask the Panel Members to sign the examination results form, to indicate one's specific recommendation.
23. The Chairman will examine the results, and if there are differing opinions, Members of the Panel shall vote in order to reach a final decision.

24. Members of the Panel shall also discuss and agree on major changes to be made in the thesis/dissertation by the Candidate.
25. Members of the Panel shall then sign the agreement form that show the consensus reached on the final decision.
26. The candidate will thereafter be called back in the examination room and the Chairperson shall inform her/him of the outcome of the examination. This will be the end of the *Viva Voce* examinations

Appendix 9: Viva Voce Examination Results Recommendation Form

SOKOINE UNIVERSITY OF AGRICULTURE

VIVA VOCE EXAMINATION RESULTS RECOMMENDATION FORM

MEMBER	NAME	SIGNATURE	DATE	RECOMMENDATION*
1. Chairperson	
2. Internal Examiner	
3. Internal Examiner	
4. Dean or Nominee	
5. Head or Nominee	

* In case of disagreements, each panellist should show the recommendation number against his/her signature.

Appendix 10: Postgraduate Research Work Progress Report Form

**SOKOINE UNIVERSITY OF AGRICULTURE
DIRECTORATE OF RESEARCH AND POSTGRADUATE
STUDIES**

P.O. Box 3151, Morogoro, E- Mail: drpgs@suanet.ac.tz Fax 255 23-2-60
4388

PROGRESS REPORT- POSTGRADUATE RESEARCH WORK FOR THE SIX MONTHS PERIOD ENDING 20

Department of.....

A: STUDENT'S PARTICULARS (To be completed by student)

- (1) Name:..... Surname..... Other names.....
- (2) Nationality.....
- (3) Degree registered for.....
- (4) Registration Number: (5) Date of Registration.....

B: RESEARCH PARTICULARS (To be completed by student)

- (1) MSc/PhD Coursework/Remedial Courses: Done/Not done
If done show results: G.P.A/Grade/Overall Scores:
.....
Where done:
- (2) Title of dissertation/Thesis research proposal:
- (3) Name of Supervisor(s).....
- (4) Date research proposal approved by Faculty/Senate:
- (5) Date research started
- (6) Indicate major accomplishments during the period under review:
- (7) Student's Signature: Date:

C: REMARKS AND RECOMMENDATION

- (1) SUPERVISOR'S COMMENTS:
.....
.....
.....

Signature: Date:

- (2) HEAD OF DEPARTMENT:

Signature: Date:

(3) Higher Degrees Sub Comments:

.....
.....

Meeting No: Minute No: Date:

(4) Faculty Board Comments:

.....
.....

Meeting No: Minute No: Date:

(5) Postgraduate Studies Committee:

.....
.....

Meeting No: Minute No:Date:

(6) Senate Decision:

.....
.....

Meeting No: Minute No: Date:

Appendix 11: Summary Postgraduate Students' Progress Report

SOKOINE UNIVERSITY OF AGRICULTURE			
DIRECTORATE OF RESEARCH AND POSTGRADUATE STUDIES			
Our Ref:	-----	Our Date	-----

Your Ref:		Your Date	
-----------	--	-----------	--

SUMMARY POSTGRADUATE STUDENTS' PROGRESS REPORT

1	Student's Particulars: (i) Name	
	(ii) Registration No.	
	(iii) Degree Programme	
	(iv) Date of Registration	
	(v) Expected Date of Completion of Studies	
2	Progress in Course work: (i) Date of Completion of Coursework	
	(ii) Results: Passed/Supplementary/Failed	
3	Status : Allowed to continue with Research work	
4	Date of Approval of Research Proposal	
5	Research Progress: (i) Collecting Data	<input type="text"/>
	(ii) Analyzing Data	<input type="text"/>
	(iii) Writing Dissertation/Thesis	<input type="text"/>
	(iv) Status: Good / Frozen (for the duration of)	
	(v) Extension of Registration requested from to	
6	Progress Reporting (i) Regular/Irregular	
	(ii) Date of last progress report	
7	Dissertation/Thesis Examination (i) Submitted Intention to submit	<input type="text"/>
	(ii) Dissertation/Thesis sent to Examiners on	
	(iii) Dissertation/Thesis back from External Examiner	<input type="text"/>
	(iv) Incorporating Examiners' Comments	<input type="text"/>
	(v) Preparing for Viva Voce	<input type="text"/>
	(vi) Revising Dissertation for re-submission	<input type="text"/>
	(vii) Dissertation/Thesis withheld - NOT sent for examination pending payment of outstanding fees	<input type="text"/>
8	Remarks:	

DIRECTOR, DRPGS

Postal address:	Telephone:	Fax:	Telex:	E-mail Address:
P.O. Box 3151 Morogoro, Tanzania	+255 23 260 4388	+255 23 260 4388	55308 UNIVMOG TZ	drpgs@sua.ac.tz