ABDULRAHMAN AL-SUMAIT UNIVERSITY (SUMAIT)

REGULATIONS FOR POSTGRADUATE STUDIES

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Abdulrahman Al-Sumait University

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PREFACE

Abdulrahman Al-Sumait University (SUMAIT) was committed to provide quality higher education rooted in excellence, ethics, innovation and societal relevance. As the University continues to grow and respond to the evolving needs of Tanzania and the region, postgraduate education remains at the heart of SUMAIT's mission. The University recognizes that advanced study and research are vital not only for the development of knowledge, but also for building capacity, fostering innovation, and producing graduates who can make significant contributions to society.

These Regulations of Postgraduate Studies have been carefully developed to provide a clear and comprehensive framework for all aspects of postgraduate study at SUMAIT. The guidelines reflect the standards set by the Tanzania Commission for Universities (TCU) and are informed by best practices from other leading institutions. The preparation of these regulations involved wide consultation with academic staff, administrators, and stakeholders to ensure they address the real needs and expectations of the SUMAIT community.

The regulations outline policies and procedures for admission, registration, supervision, coursework, research, assessment, appeals, and the awarding of postgraduate degrees. They are designed to ensure transparency, fairness, and academic integrity at every stage of the postgraduate journey. By providing clear guidance and expectations, the University aims to support students, supervisors, and all involved in the postgraduate process, helping to foster a culture of responsibility, respect, and scholarly achievement.

SUMAIT is dedicated to maintaining high academic standards and promoting a learning environment that values critical thinking, ethical conduct, and independent research. These regulations are an essential tool in achieving these goals, offering both direction and support to students and academic staff. They are also intended to help the University fulfill its broader mission of contributing to national development and preparing graduates for leadership and service in a changing world.

The University recognizes that the higher education landscape is dynamic. Accordingly, these regulations will be reviewed and updated regularly to respond to new challenges, policy changes, and the feedback of the University community. SUMAIT encourages all postgraduate students, supervisors, and staff to familiarize themselves with these guidelines and to uphold the values and standards that they represent.

It is the hope of the University that these regulations will guide every postgraduate student through a productive and rewarding academic journey, ultimately contributing to the advancement of knowledge and the betterment of society.

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LIST OF ABBREVIATIONS

SUMAIT   Abdulrahman Al-Sumait University

TCU   Tanzania Commission for Universities

CRPS   Centre for Research and Postgraduate Studies

VC   Vice Chancellor

DVC   Deputy Vice Chancellor

GPA   Grade Point Average

HoD   Head of Department

PG   Postgraduate

PGD   Postgraduate Diploma

PhD   Doctor of Philosophy

ICT   Information and Communication Technology

ID   Identification

IP   Intellectual Property

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CHAPTER ONE: INTRODUCTION

1.1 Background

Abdulrahman Al-SUMAIT (SUMAIT) was established in 2014 on the foundation of the former University College of Education Zanzibar (UCEZ), established in 1998 by a Kuwait based charity organization, the Africa Muslims Agency (AMA/Direct Aid) founded in 1981. Thus, the owner of the University is AMA/Direct Aid and it is a product of its founder, Dr. Abdulrahman Hamoud Al-Sumait (1947-2013), an accomplished physician, philanthropist, educator, researcher, author, pioneer and AMA founding member from whom the University bears its name.

The University is located at Chukwani on the Islands of Zanzibar in the United Republic of Tanzania, about 5.5 kilometres from the seaport of the Zanzibar Old Stone Town, 2.5 kilometres from Abeid Karume International Airport and just 150 metres away from the West Coast of the Indian Ocean. The University occupies an area of 120,000 square metres granted by the Revolutionary Government of Zanzibar.

SUMAIT is recognized by the Tanzania Commission for Universities (TCU) which approved it as a private University on 14th May 2014 at its 63rd meeting held on 27th March, 2014. According to the TCU rules, all registered students prior to the award of university upgrading status continued to graduate at the Khartoum based International University of Africa (IUA). Students who registered during the 2014/2015 academic year graduated from the full-fledged university beginning 2017.

SUMAIT promotes morality, modesty, gender equality and Islamic Culture in shaping the individual life and developing the human resources for nation building. It advances education, research, innovation, entrepreneurship and community services.

The university is proud of its national and internationally recruited academic staff. The university welcomes students from Tanzania and abroad to pursue their academic and professional goals while enjoying a peaceful value-based environment. It is indeed conspicuous that the university vision, mission and objectives are towards global competitiveness; thus, placing itself in optimistic horizon and propels towards academic excellence.

SUMAIT has two faculties namely: Faculty of Science and Faculty of Arts and Social Sciences. Apart from these faculties, SUMAIT has two Centers: i) The Centre for Research, Postgraduate Studies (CRPS); and ii) The Centre for Professional and Continuing Education (CPaCE).

Reading and Research are facilitated through the University Library which enchants about 13,000 volumes of books, subscribed journals and periodicals, in addition to online libraries subscriptions. Its reference section is noteworthy. The University Library has established E-Library services with more than 50 computers

1.2 Vision, Mission, Objectives, and Motto

The Vision, Mission and Objectives of Abdulrahman Al-Sumait University (SUMAIT) are as follows:

1.2.1 Vision

"To be the university of choice that promote innovation and academic Excellency; and to contribute to the socio-economic development based on Islamic value."

1.2.2 Mission

"To create friendly environment for academic excellence, research, innovation and nurturing generations for promoting sustainable Socio-economic development based on Islamic Values."

1.2.3 Objectives

The main objective of the University is to advance knowledge, wisdom and understanding through teaching, research, extension and consultancy and by the example and influence of its corporate life and subject to the provisions of the Charter and any other applicable law. The University specific objectives are as follows:

(i). To produce dynamic and competent human resource pool for nation building;

(ii). To promote research, academic ethics, social cohesion, and Islamic cultural development for peace and harmony;

(iii). To collaborate with other Higher Learning Institutions (HLIs) in Tanzania, Africa and the world at large.

1.2.4 University Motto

"Ethics, Innovations and entrepreneurship"

1.3 Graduate Attribute

These are the qualities, knowledge and capabilities equipped to students and encouraged to take responsibility for developing throughout their studies at Abdulrahman Alsumait University. Despite graduate attributes are fostered in the context of the education curriculum, also they are aligned and integrated within the mission, vision and strategic goals of university to reflect on the broader purpose of Abdulrahman Alsumait University.

1.3.1 Occupationally competent and highly employable

Graduates are required to have comprehensive knowledge and understanding of their field of specialization, the ability to engage with different traditions of thought, and the ability to apply the knowledge practically including in multi-disciplinary or multi-professional contexts.

1.3.2 Creative and Innovative thinkers and problem solvers

This is the capacity of graduates to act and build from the imagination with analytical capability of information, complex situation and ideas to make reasonable decision. They must able to apply critical, creative, proactive and evidence-based thinking to conceive innovative responses both current and future challenges.

1.3.3 Digital Citizen

Graduates are well prepared for living, learning and working in a digital society. The possession of skills and knowledge of digital technologies is fundamental for participation in society; interact with others as well as for creation and uses digital content.

1.3.4 Effective collaborators

Graduates encouraged working with team to achieve common goal. Ability to adapt multicultural environment, convey ideas and information effectively to diverse groups for a variety of purposes and contribute in a positive and collaborative manner.

1.3.5 Efficient Entrepreneurial individuals

This is the ability of graduates to discover the opportunities, develop a strong sense of self-confidence and a spirited opinion about skills and abilities essential for a successful business. It includes best uses of resources to create long-term impact in solving community problems.

1.3.6 Responsible global citizens with Islamic values

Graduates accept the active roles in both locally and globally in advancing development, building more peaceful, tolerant, inclusive and secure societies. Responsible and effective global citizens whose personal values and practices are consistent with Islamic values.

1.3.7 Lifelong Learner

Education has no limit due to global transformation in sociocultural, environment, economic and technology. We create a culture that promotes long-term curiosity and experimentation to our students in life. We promote continuous learning, improving, and innovating to elevate the successes and address our life challenges through informal or formal education.

CHAPTER TWO: ENTRY REQUIREMENTS AND ADMISSION PROCESSES

2.1 Introduction

Abdulrahman Al-Sumait University (SUMAIT) welcomes applications from all qualified candidates, regardless of social, racial, or religious background. Each applicant is assessed fairly and individually, with a commitment to maintaining equal opportunities throughout the admission process. Once admitted, students receive both academic and personal support to help them succeed in their postgraduate studies. Detailed information about admission requirements and procedures for postgraduate programs at SUMAIT is available from the Admissions Office and the Centre for Research and Postgraduate Studies.

2.2 Entry Qualifications

2.2.1 Postgraduate Diploma

An applicant for admission into a Postgraduate Diploma programme shall have the following minimum qualifications:

(i). A relevant Bachelors' Degree degree (UQF level 8) with a minimum GPA of 2.0 or C grade.

(ii). Postgraduate certificate or bachelor degree (UQF level 8) from a recognised institution of higher learning.

(iii). Offering unit may prescribe higher standards.

2.2.2 Masters' Degree

An applicant for admission into the Master' Degree programme of the SUMAIT shall hold the following minimum qualifications:

(i). A relevant academic bachelor degree (UQF level 8) or equivalent with GPA of 2.7; B grade or evaluated as Good for those candidates who hold an unclassified degree.

(ii). A postgraduate diploma in relevant discipline/area or equivalent with minimum GPA of 3.0, or B grade for those candidates who hold an unclassified postgraduate diploma; and

(iii). A professional training qualification with additional relevant training, evidence of research capability and relevant working experience.

(iv). For Masters by Thesis programmes, candidates must have at least an upper second degree in the relevant field.

(v). The offering unit may prescribe higher standards.

2.2.3 Doctor of Philosophy Degree

A candidate for admission into the Doctor of Philosophy degree programme of the SUMAIT shall hold the following minimum qualifications:

(i). Master degree (UQF level 9) in relevant discipline/area or equivalent with a minimum of GPA of 3.0 or B grade.

(ii). Provisional admission will be considered for candidates who have completed their Master' s degree requirements and waiting for their final results.

2.3 Additional Requirements

(i). Applicants holding foreign academic qualifications are required to obtain a certificate of recognition or equivalence from the Tanzania Commission for Universities (TCU). It is the applicant's responsibility to ensure that any non-English academic documents are translated prior to submitting them for recognition.

(ii). A candidate who has been discontinued from a postgraduate programme due to academic performance shall not be eligible for re-admission into the same programme unless he or she presents documented evidence of having successfully completed a relevant academic or professional course of at least six months' duration following the discontinuation

(iii). A candidate who was academically discontinued from a postgraduate programme may still qualify for admission into a different academic programme.

(iv). A candidate who was discontinued from studies on account of examination misconduct may be considered for re-admission into the same or another programme after a minimum period of two years from the date of discontinuation. Such candidates must submit a new application and compete with other applicants for entry into the first year.

(v). The applicant shall submit two letters of recommendation from academic referees who taught or knew his/her during their most recent qualification.

2.4 Admission Process

(i). An applicant wishing to enter a postgraduate programme at Abdulrahman Al-Sumait University must submit an online application with all the required supporting documents through SUMAIT admission portal within the period of time stipulated by universities.

(ii). All applications will be reviewed by the relevant Departments with coordination or the Center of Research and Postgraduate Studies based the SUMAIT admission criteria and merits applied.

(iii). After Senate approval, the recommended students will be notified through the portal and, in some cases, may be called by the respective officer at the admission office.

(iv). The lists of all applicants approved by Senate into postgraduate programmes at SUMAIT will be submitted to TCU for verification.

CHAPTER THREE: REGISTRATION AND ENROLMENT

3.1 Introduction

Abdulrahman Al-Sumait University (SUMAIT) is dedicated to providing a smooth, efficient, and transparent registration process for all candidates admitted to its postgraduate programs. The registration procedures are designed to be clear and supportive, helping new students complete all required steps easily and start their studies without unnecessary delays. By focusing on simplicity and accessibility, SUMAIT ensures that each student can begin their academic journey with confidence and minimal stress.

3.2 Initial Registration Procedures

All new postgraduate students must report for registration at the beginning of the academic year/semester as per the University almanac. Registration is conducted through the admission and registration office. Students are therefore required to bring with them official original transcripts, certificates and other relevant documents as declared on the application forms for further process for registration. Legal action shall be taken against any applicant who presents forged documents.

3.2.1 Registration Period

Registration for first-year postgraduates is conducted within the first two weeks of the first semester. Continuing students must renew registration within the first two weeks of each subsequent semester or academic year as applicable. Late registration (within the third week) may be permitted with payment of a late registration surcharge; no registration is allowed after the third week of the semester.

3.2.2 Documents and Fees

Students must submit a duly filled registration form available online on the university website along with:

  (i). Proof of payment of required fees

 (ii). All the original academic certificates and transcripts for verification (with copies for the file).

(iii). Zanzibar ID, NIDA, or Passport

 (iv). Two passport-size photographs with light-blue background.

  (v). Medical examination from SUMAIT hospital.

Students will be issued a Student Identity Card upon first registration. This ID card must be presented for access to university facilities and examinations; loss of the ID must be reported and a replacement obtained at a fee.

3.3 Renewal of Registration

Postgraduate students must renew their registration at the start of every academic year (or semester, for semester-based registration) until completion. Renewal involves:

(i). Updating personal information.

(ii). Submitting a Continuing Registration Form,

(iii). Submitting proof of payment of the applicable fees for that year/semester.

Failure to renew registration on time will result in loss of student status; a student who fails to register by the deadline without approved deferment or leave of absence will be considered to have discontinued studies.

3.4 Full-time and Part-time Status

A student may be registered as a full-time or part-time candidate.

(i). Full-time candidates are expected to devote the majority of their time to their studies and research, while part-time candidates may take a longer period to complete the program.

(ii). The status (full-time/part-time) is approved at admission. Changing status (e.g., from full-time to part-time) is only allowed once and must be requested in writing with justification, within the first year of study, where approval is at the decision of the postgraduate committee, upon recommendation from the respective department.

(iii). Part-time study is generally allowed only in programs where resources (e.g., evening/weekend classes or flexible supervision) are available.

(iv). Part-time Masters students are typically allowed up to 50% longer duration than full-time.

3.5 Academic Year and Enrolment

(i). The academic year for coursework typically runs from October to September of the following year (two semesters). Research work (dissertation/thesis) may continue year-round including vacation periods, as agreed with the supervisors. All students, whether in coursework or research phase, must maintain their registration status each semester.

(ii). Postgraduate students must enroll in courses (for those in coursework phase) at the start of each semester. This involves selecting the approved modules for that semester in consultation with the department or academic advisor, and ensuring they are correctly registered in the university system. Any changes to the approved study plan (such as dropping or adding a course) must be done within the first four weeks of the semester and with permission from the Head of Department. No course changes are permitted after the fourth week.

3.6 Duration of Programs

3.6.1 Postgraduate Diploma

The minimum duration of the study for a postgraduate diploma shall be one year and the maximum three years for full-time, while for part-time students, the minimum is one and half year and the maximum is four years.

3.6.2 Master's Degree

For full time candidates, the minimum duration is one year for both the Master's by Coursework and Dissertation and the Master's by Research and Thesis programs. The maximum duration is four years for the Master's by Coursework and Dissertation, and four and a half years for the Master's by Research and Thesis.

For part-time programs, the minimum duration is one and a half years for both the Master's by Coursework and Dissertation and the Master's by Research and Thesis. The maximum duration is five years for the Master's by Coursework and Dissertation, and five and a half years for the Master's by Research and Thesis

3.6.3 Ph.D. Degree

For full time candidates, the minimum duration is three years for both the PhD by Coursework and Dissertation and the PhD by Research and Thesis programs. The maximum duration is six and a half year for the PhD by Coursework and Dissertation, and seven and a half years for the PhD by Research and Thesis.

For part-time programs, the minimum duration is four years for both the PhD by Coursework and Dissertation and the PhD by Research and Thesis. The maximum duration is seven and a half years for the PhD by Coursework and Dissertation, and nine years for the PhD by Research and Thesis

3.7 Workload

3.7.1 Programme Load

A minimum of 120, 180, and 540 credit hours has to be completed for the award of Postgraduate Diploma, Master's degree and PhD degree, respectively.

3.7.2 Semester load

A full-time student should take the full credit load per semester as prescribed by the program (minimum 60 credits per semester). A part-time student may take a reduced load but not less than half of the full load in any given semester unless in the dissertation phase.

The length of a semester is defined as 17 weeks (15 weeks instruction + 2 weeks exams) or as specified in the University Almanac.

3.8 Postponement of Studies

Postponement (temporary suspension) of studies after registration is discouraged, but may be granted for genuine reasons. No student is allowed to postpone studies after the academic year has begun except under special circumstances beyond the student's control. Acceptable grounds may include:

(i). Serious personal or immediate family health issues (certified by a medical doctor).

(ii). Significant social or personal problems that impact the student's ability to

continue (each case evaluated on its merits).

(iii). Financial hardship or loss of sponsorship that is expected to be resolved given a short break.

(iv). Other unexpected emergencies (e.g., national service, refugee situations, etc.) with supporting evidence.

A student requesting postponement must apply in writing to DVC (Academic Affairs) through the center for research and postgraduate studies, explaining the reasons and providing documentation (e.g., medical report). Postponement is approved by Senate and granted for one academic year (or one semester, depending on circumstances) at a time. The total period of postponement cannot exceed two years during the program. The period of approved postponement is not counted in the calculation of the maximum registration period.

Students must resume studies in the immediately following semester after the lapse of the postponement period. Failure to report back after an approved postponement will result in termination of registration.

3.9 Freezing of Studies

Freezing of studies is only permitted in extraordinary cases (similar as postponement) and with Senate approval. A freeze of registration within a semester means the student withdraws from academic activities for the remainder of that semester; any assessment done is nullified. The student then continues when able, either repeating the semester or picking up were left off, as appropriate. The freeze period counts towards the overall study period unless Senate decides otherwise. Freezing is handled case-by-case and should be requested as soon as the need arises.

3.10 Credit and Registration Transfer

(i). A student may request to transfer from one program to another within SUMAIT (for example, from one Master's program to a different Master's) within the first semester of study. Transfers require:

   a. The student meeting the entry requirements of the new program;

   b. Availability of a slot in the new program; and

   c. Approval from both the releasing and receiving departments and the Postgraduate Studies Committee.

(ii). Transfers must be requested within the first two weeks of the first semester. No program change is allowed after the fourth week of the first semester.

(iii). If a student wishes to transfer their studies to or from another university (credit transfer or program transfer), they must follow TCU guidelines on credit transfer.

(iv). SUMAIT will consider credit transfer on a case-by-case basis for graduate students, provided the previous institution is recognized and the courses are equivalent in content and level.

(v). A maximum of 50% of the core coursework credits may be transferred for similar programmes at the same level

(vi). Research/dissertation work generally cannot be transferred.

(vii). All transfers require approval by TCU as well.

3.11 Student Code of Conduct

Upon registration, postgraduate students are bound by SUMAIT's regulations and code of conduct as outlined in the general University regulations. This includes maintaining academic integrity, respecting University staff and property, and adhering to all examination rules and research ethics guidelines. Breach of conduct may lead to disciplinary action as per university rules, up to and including discontinuation of studies. Students must also abide by any specific rules of the Center for Postgraduate Studies regarding progress reporting, seminar attendance, etc.

CHAPTER FOUR: COURSEWORK AND EXAMINATION REGULATIONS

4.1 Introduction

Academic excellence in postgraduate programs at SUMAIT is built on a foundation of clear, rigorous standards for coursework and assessment. Effective regulation of coursework and examinations ensures fairness, transparency, and consistency, supporting both student achievement and institutional credibility. Well-defined rules and procedures provide all participants, students, instructors, and examiners, with a shared understanding of expectations and responsibilities throughout the learning process. Upholding high standards in coursework assessment and examinations not only guarantees the integrity of academic awards, but also fosters the development of advanced knowledge, critical thinking, and research skills essential for professional and scholarly success.

4.2 Coursework Assessment

Postgraduate coursework (for programs by coursework & dissertation, or postgraduate diplomas) is assessed through a combination of continuous assessments (assignments, tests, seminars, practicals) and final examinations at the end of each course. Each course outline specifies the breakdown, but continuous assessment counts for 50% and the final exam 50% of the course grade (unless specified otherwise by the approved program document).

Every student must fulfil all coursework requirements, including submitting assignments or portfolios on time, attending seminars, and sitting for tests as scheduled. Failure to complete any required component without an approved excuse may result in a zero for that component or an incomplete grade for the course.

4.3 Grading System

SUMAIT's postgraduate grading system uses letter grades A, B+, B, C, D with corresponding grade points. The standard grading scale is:

Marks (%)	70-100	60-69	50-59	40-49	0-39
Letter Grade	A	B+	B	C	D
Grade Points	4.5 - 5.0	4.0 - 4.4	3.0 - 3.9	2.0 - 2.9	0 – 1.9
Remarks	Excellent	Very Good	Good	Satisfactory	Weak

A grade of B (50%) is the minimum passing grade for a postgraduate course. However, students are required to maintain an overall Grade Point Average (GPA) of at least 3.0 (which is a B average) in their coursework to be in good standing.

4.4 Postgraduate Degree Classification

Postgraduate degrees at SUMAIT are classified based on the overall grade achieved by the student, as shown in the table below:

Class	Grade	Grade Point Range
First Class	A	4.5 – 5.0
Second Class	B+	4.0 – 4.4
Pass	B	3.0 – 3.9

4.5 Passing, Failing, and Progression

To successfully complete the coursework phase, a student must:

(i). Pass all core courses and required credits

(ii). Attain a GPA of 3.0 or above.

The following rules apply to failures and remediation:

(i). If a student scores C or D in any course (below 50%), that course is failed. However, if the overall GPA is 2.7 or above, the student is eligible for a supplementary examination in the failed course(s).

(ii). After a supplementary exam, the highest grade that can be recorded for that course is B (50%) regardless of the exam score. If the student passes the supplementary, the grade is recorded as B (and 3.0 grade points) for GPA computation.

(iii). If a student fails a supplementary exam in a course but has a GPA ≥ 3.0 excluding that course, the student can repeat the course when next offered (within the maximum registration period). Repeating a course means the student attends all classes, fulfills all coursework, and re-takes the final exam, paying any required fees.

(iv). If after supplementary exams (and any repeats) a student's GPA is still below 3.0, the student shall be discontinued from the program for academic insufficiency. Likewise, if the student's GPA is below 2.7 at the first sitting (before any supplementary), the student is discontinued without supplementary attempts.

Successful completion of the coursework phase (GPA ≥ 3.0 and all courses passed) is required before proceeding to the dissertation phase. Students must also satisfy any program-specific requirements (such as a comprehensive examination or a proposal defense, if applicable) before registration for the dissertation is confirmed.

4.6 Academic Progress Monitoring

Continuous monitoring of student performance is done via coursework tests and assignments. Departments and the CRPS track students' GPA each semester. Any student whose semester GPA falls below 3.0 will receive an academic warning and be advised or mentored to improve. If the cumulative GPA remains below 3.0 by end of coursework,

discontinuation rules apply (as above).

4.7 Examinations Regulations

End-of-semester university examinations are administered under strict regulations to ensure integrity. Key examination rules include:

(i). The timetable for university exams will be published by the Exams Office at least two weeks in advance. Students must verify their exam dates/times and report any scheduling conflicts immediately.

(ii). Only registered students who have paid fees and fulfilled coursework requirements are allowed to sit for exams.

(iii). A student may be barred from an exam in a course if they did not meet at least 70% of the course's contact hours (class attendance) without valid excuse. Heads of Departments have authority to enforce attendance rules and issue barring notices to ineligible candidates.

(iv). Students must present a valid Student ID to enter the exam room and sign the attendance register. No one will be admitted after the first 30 minutes of exam start, and no one may leave the exam in the first 30 minutes.

(v). Except for authorized materials, no books, notes, mobile phones or electronic devices are allowed in the examination room. Possession of unauthorized material is an examination offence.

(vi). Students are expected to maintain silence and follow invigilator instructions at all times. Any form of communication among candidates during the exam is prohibited.

(vii). At the end of the exam, students must stop writing when instructed and submit their answer scripts to the invigilator before leaving their seat. Removing an answer booklet or any exam material from the room is prohibited.

Detailed instructions to candidates and to invigilators are provided by the Examinations Office and must be adhered to by all parties.

4.8 Examination Irregularities and Academic Integrity

(i). Any form of cheating, plagiarism or examination misconduct is a serious offence. Examples of examination irregularities include:

   a. Copying from or communicating with another candidate, possession of unauthorized notes or devices, impersonation, exchanging answer booklets, or any action that compromises exam integrity.

   b. Plagiarism (presenting someone else's work or ideas as one's own in coursework; assignments) is likewise strictly prohibited.

(ii). All instances of suspected irregularity are reported to the University Examination Committee through examination office for investigation.

(iii). If a postgraduate student is found guilty of an examination irregularity, penalties may include: course cancelation, and suspension or discontinuation from the University, depending on severity.

(iv). Plagiarism in coursework can similarly lead to failure of the work, requirement to redo it, or expulsion in egregious cases. The University uses plagiarism detection tools and expects a high standard of academic honesty from postgraduate students.

4.9 Approval and Publication of Results

(i). Provisional results for each course (after internal moderation) are first cross-checked by the respective department and endorsed by the faculty and approved by the university Senate.

(ii). After Senate approval, the final results are published by the Exams Office. Students will receive their grades and GPA for the semester.

(iii). Transcripts will reflect all courses taken and the grades earned. The final award (degree) will be granted after the student meets both coursework and dissertation requirements.

(iv). The degree certificate is issued once during graduation, and an academic transcript can be requested for a fee for any purpose.

(v). Students are urged to verify their transcript details when collecting them; once issued, corrections cannot be made.

4.10 Appeal of Examination Results

(i). A student who is not satisfied with their examination results has the right to appeal after the results have been approved and officially published.

(ii). The appeal must be submitted within two weeks from the date the results are approved and published, following the prescribed appeals procedure.

(iii). The appeal must be formally submitted in writing, stating valid reasons, such as evidence of unfair marking or procedural irregularities, and must be accompanied by a non-refundable appeal fee.

(iv). Appeals that are frivolous or lack valid grounds will not be considered.

CHAPTER FIVE: REGULATIONS ON DISSERTATION/THESIS

5.1 Introduction

The dissertation or thesis forms a central part of postgraduate education at SUMAIT, representing both the completion of advanced studies and the demonstration of independent research skills. By setting clear expectations for the preparation, supervision, and examination of research projects, SUMAIT maintains its strong commitment to quality and academic integrity. Well-established guidance and procedures ensure that every postgraduate student receives the necessary support, while high standards are upheld for honest and thorough research. Through this approach, SUMAIT enables its graduates to make meaningful contributions to their fields and the broader academic community.

5.2 General Regulations

(i). A postgraduate candidate must pass both the coursework component and the dissertation or thesis to qualify for the award of the degree. Passing one component does not compensate for failing the other.

(ii). In programs assessed by coursework and dissertation, the student proceeds to the dissertation phase only after successful completion of coursework.

(iii). The dissertation is typically undertaken in the second year of study and must be submitted within the prescribed period.

(iv). For the programs with thesis only, candidates may still be required to take a few prerequisite courses or attend seminars as determined by the department, but no formal GPA is calculated.

(v). The student must produce an acceptable dissertation/thesis and will be required to undergo an oral defense (viva voce) as part of the assessment.

(vi). All dissertations/theses must be written in English (or another language with prior approval if relevant to the field, e.g.

(vii). A student may be permitted to write their Dissertation or Thesis in the medium of instruction, as determined by the requirements of the program, and must adhere to the SUMAIT dissertation/thesis format.

5.2.1 Original Work and Plagiarism

(i). The dissertation/thesis must be the candidate's own original work.

(ii). Upon submission, every candidate must include a signed declaration stating that the work has not been submitted for any other degree or publication, and that all sources have been duly acknowledged.

(iii). The submitted work will be subject to plagiarism checking, and the work with similarity beyond acceptable limits (as per university policy, >30% unoriginal content excluding references, or any detected plagiarism of uncited sources) will not be accepted for examination.

(iv). Severe plagiarism may lead to disqualification and disciplinary action.

(v). Supervisors are expected to assess the plagiarism level of drafts and ensure compliance.

5.2.2 Research Ethics:

(i). If the research involves human subjects, animals, or sensitive data, the candidate must obtain ethical clearance from the relevant authorities before data collection.

(ii). All research must be conducted in accordance with professional ethics and legal requirements.

(iii). Violation of research ethics (e.g., data fabrication, breach of confidentiality, harm to subjects without consent) will be treated seriously and can lead to rejection of the thesis and disciplinary measures.

5.2.3 Supervision:

(i). Each student will be assigned two supervisors who guide the research as described in supervision policies.

(ii). The student must maintain regular contact with the supervisors and is expected to work independently while seeking guidance as needed.

(iii). Before submission, the supervisors should assess that the thesis meets scholarly standards and University requirements.

(iv). Approval by supervisors does not guarantee a pass, the work will be independently examined.

(v). A supervisors' role is to mentor and ensure the student produces quality work, but the content is ultimately the student's responsibility.

5.2.4 Pre-Submission Presentation:

(i). Prior to the initial submission of the dissertation/thesis for examination, the candidate is required to present their work-in-progress in an open seminar to the respective department, faculty and postgraduate committee.

(ii). This seminar acts as a pre-defense to get feedback and to ensure the work is ready for examination.

(iii). The department, in coordination with faculty and postgraduate committee, must approve that the dissertation/thesis is of examinable quality before the student proceeds to formal submission.

(iv). This step usually occurs when the dissertation/thesis draft is complete and ready

for internal defense.

5.3 Registration for Dissertation/Thesis

5.3.1 Topic Selection

(i). By the end of the coursework phase, a student must identify a research topic in consultation with their supervisors. The topic should fall within the student's field of study and should aim to contribute to knowledge or address a relevant problem.

(ii). The student is required to submit a concept paper to the respective department and present the proposed research topic prior to developing the full proposal.

(iii). Once the research topic is accepted, the student may proceed to develop a full research proposal and defend it before the department, faculty and the postgraduate committee.

(iv). Upon a successful defense, the student must submit a refined version of the research proposal, which must be approved by both the department and the postgraduate committee.

(v). Formal registration of the dissertation/thesis topic is completed by filling out the dissertation/thesis registration form and obtaining final approval from the postgraduate committee.

5.3.2 Duration for Research

From the time of starting the dissertation, a full-time postgraduate student should complete and submit the dissertation within the program's stipulated research period. Students who do not submit within the maximum period will be discontinued, unless a special extension is granted by Senate for compelling reasons.

5.3.3 Progress during Research

(i). Students are required to maintain steady progress. They should meet milestones such as proposal approval, fieldwork completion, data analysis, and draft submission according to a timeline agreed with the supervisors.

(ii). Students must submit progress reports each semester, endorsed by the supervisor, to the postgraduate committee through the respective department.

(iii). Students are required to present their research progress in quarterly seminars before the respective department, faculty, and the Postgraduate Committee.

(iv). If a student is not progressing, the supervisors and department may issue warnings or recommend termination of registration.

5.4 Notice of Intention to Submit

When the research is nearly complete and the student and supervisors believe the thesis will be ready for examination, the student must give formal notice of intention to submit. The process is:

(i). The student writes to the Postgraduate Committee through the respective department and supervisors at least three months in advance of the planned submission date, indicating the title of the dissertation/thesis and expected submission date. The supervisors countersigns to confirm the timeline. This notice allows the University to start the process of appointing examiners.

(ii). Along with the notice, the Department/Faculty will propose a list of potential examiners, one internal and one external, to the Postgraduate Committee for approval. This process is confidential; students should not know or contact the proposed examiners.

(iii). If a student fails to submit within the time of notice without valid reason, a new notice may be required.

5.5 Dissertation/Thesis Format and Submission Requirements

(i). The dissertation/thesis should be prepared according to the SUMAIT program' dissertation/thesis format, which include standards for font, spacing, chapter organization, citation, etc.

(ii). A postgraduate dissertation or thesis must meet the minimum word count requirement set by the respective field or program of study, excluding appendices and references. While there is no strict upper word limit, unnecessarily lengthy work is discouraged. Emphasis is placed on the quality and substance of the content rather than its volume.

(iii). Every dissertation/thesis must include: a title page, an abstract, a declaration of originality by the student, a certification page signed by the supervisors that they have read and approved the work for submission, a table of contents, list of figures/tables, the main text divided into chapters, a list of references, and any appendices for supplementary material.

5.5.1 Submission for Examination

The candidate shall submit the required number of copies of the dissertation/thesis based on the study program to the postgraduate committee through the respective department for examination, along with a soft copy (PDF). The copies must be submitted by the deadline given along with a submission form signed by student and supervisors, confirming that it is the final version for examination.

The content submitted for examination must be the final draft. After this point, the student should not make further changes until examination feedback is received. If a student discovers a significant error post-submission, they can inform the postgraduate committee after consultation with supervisors, but cannot recall the dissertation/thesis unless allowed to correct and re-submit by the postgraduate committee.

5.6 Academic Dishonesty in Research

Academic dishonesty in the research component includes plagiarism, but also practices such as: falsification of data, fabrication of results, or misrepresentation of others' work.

SUMAIT takes these matters seriously:

(iv). If examiners or supervisors identify signs of such misconduct, the dissertation/thesis can be failed outright and the candidate subjected to disciplinary action, which may include expulsion.

(v). The University also employ tools and expert checks for authenticity of data, for example, requiring raw data or code used for analysis. Students should maintain good research records.

(vi). If a student is found to have deliberately cheated or plagiarized in his/her dissertation, shall be disqualified.

(vii). Lesser offenses, such as some parts plagiarized due to negligence, may be sanctioned by requiring major corrections and a warning.

(viii). Students are urged to consult their supervisors and use plagiarism checkers ahead of submission.

5.7 Intellectual Property and Innovation

Research conducted at SUMAIT may generate ideas, data, or innovations of value. In line with university policy and Tanzanian practice, any IP from postgraduate research is jointly owned by the student and the University (and, where applicable, the funding sponsor). Students are required to sign an Intellectual Property Rights Agreement upon registration to ensure proper protection and possible commercialization of inventions. Publishing research outputs is encouraged, provided it complies with University IP and publication policies, safeguards any sensitive or patentable information, and follows due process before public disclosure.

CHAPTER SIX: SUPERVISION OF POSTGRADUATE STUDENTS

6.1 Introduction

High-quality supervision ensures that students receive the guidance, mentorship, and academic support necessary to conduct independent research and successfully complete their postgraduate studies. At SUMAIT, supervision is regarded as a collaborative process built on mutual respect, professional integrity, and clear communication between supervisors and students. Well-defined supervisory roles and responsibilities help maintain academic standards, promote timely progress, and foster an environment where students can develop critical thinking, research skills, and confidence in their scholarly work.

6.2 Appointment of Supervisors

(i). Every postgraduate student undertaking a dissertation or thesis shall be assigned at least two academic supervisors, appointed by the postgraduate committee in coordination with respective department, and approved by the Senate.

(ii). The main supervisor must be a full-time academic staff member at SUMAIT.

(iii). For students enrolled in postgraduate programmes by research and thesis, supervisors shall be assigned at the time of admission or within the first month of registration.

(iv). For students in coursework and dissertation programmes, supervisors shall be assigned during coursework before the student begins the dissertation phase.

(v). Once appointed, the supervisors shall sign an acceptance of the role and is expected to carry out their duties until the student completes, unless a change of supervision is necessitated.

6.3 Qualifications of Supervisors

(i). A supervisor shall hold an academic qualification higher than or equal to the level of the award the student is pursuing.

(ii). For Master's programmes, supervisors must hold a PhD in a relevant field, awarded at least one year prior to appointment.

(iii). For PhD programmes, supervisors must be PhD holders with relevant supervisory experience and must hold the academic rank of Senior Lecturer or above.

6.4 Supervisors Workload

(i). A supervisor should not supervise more than 15 Master and five PhD candidates at any particular time. In special cases, a senior professor with many projects might exceed this by a small margin on approval from the Senate.

(ii). The postgraduate committee shall monitor each supervisor's load to ensure no one

is overburdened.

6.5 Roles and Responsibilities of Supervisors

A supervisor is both a mentor and an evaluator. Key responsibilities include:

(i). **Guidance in Research Planning:** Help the student refine the research topic and formulate a viable research proposal. This involves advising on scope, ensuring the topic is neither too broad nor too narrow and is academically worthy. Supervisors support in identifying objectives, appropriate methodologies, and research design.

(ii). **Academic Mentorship:** Ensure the student gains the necessary knowledge and skills. This can mean pointing the student to relevant literature, discussing theoretical frameworks, and suggesting training or courses, such as statistics workshops, academic writing seminars, to fill skill gaps. Supervisors should encourage students to think critically and independently while providing constructive feedback.

(iii). **Meeting and Monitoring Progress:** Schedule regular meetings, e.g., weekly, biweekly, or monthly depending on stage, to discuss progress. During these meetings, the supervisors shall review the student's work, provide feedback, and set targets for the next stage. A record in a logbook of meetings and progress shall be maintained and signed off.

(iv). **Timely Feedback:** Read and critically comment on the student's drafts within a reasonable time. Feedback should be specific and aimed at improving the work, highlighting weaknesses in arguments, methodology issues, or errors, and suggesting improvements. Encouragement should be given when progress is good, and frank advice given if work is below standard.

(v). **Ensure Research Ethics and Integrity:** Guide the student in obtaining any necessary ethical clearances. The supervisors should review the student's work for potential plagiarism or research misconduct before submission. Using plagiarism detection software on drafts is advisable. If plagiarism or poor academic practice is detected, the supervisors shall guide student to ensure corrections are made. The supervisors are effectively the first line of quality control, ensuring the dissertation/thesis draft that goes to examiners meets basic scholarly standards.

(vi). **Resource Facilitation:** Assist the student in accessing resources, this might involve recommending suitable courses, connecting the student with other experts, suggesting conferences or seminars to attend, and helping navigate bureaucratic processes, such as obtaining letters for field research. If the research requires laboratory or field equipment, the supervisors shall help and guide the student to get access the needed resources.

(vii). **Progress Reporting:** If a student is not making adequate progress, the supervisors should issue a warning and inform the postgraduate committee early, so that

remedial action can be taken.

(viii). **Preparation for Examination**: When the thesis is nearly ready, the supervisors advise the student on final touches and when to submit the Notice of Intention to Submit. The supervisors must endorse that the thesis is ready for examination by signing the submission form, although this does not guarantee outcome, it's a standard academic practice that implies the work has reached a defendable form. Supervisors might also help the student rehearse for the viva by conducting a mock defense or at least prepping with likely questions.

(ix). **Other roles:** Show interest and moral support for the student's research. Encourage publication of results in journals or at least presentation in conferences. If funding opportunities exist, e.g., for fieldwork or travel grants, alert the student.

Supervisors should not do the work for the student or cross ethical lines such as adding their name as author on student's work without contributing. They should avoid any personal relationship with the student that could impair objectivity, romantic or close family ties are forbidden, if it exists, they must recuse themselves from supervision.

6.6 Responsibilities of Postgraduate Student

The student, being an adult learner at an advanced level, carries primary responsibility for their success. Key responsibilities of the student include:

(i). **Familiarize with Regulations:** The student must know and adhere to all relevant regulations and policies, postgraduate regulations, intellectual property policy, research ethics rules, etc. Ignorance of rules is not an excuse.

(ii). **Drive the Research:** While supervisors guide, the student must drive the progress. This means setting a regular work schedule, being proactive in reading literature, identifying problems, and finding solutions. The student should be the one requesting meetings as needed and providing drafts for feedback.

(iii). **Meeting Commitments:** Students should meet regularly with supervisors as agreed and be well-prepared for those meetings with updates, questions, or draft materials. They should respect the supervisor's time by submitting any documents to review well in advance of meetings.

(iv). **Honesty and Integrity:** Uphold academic integrity at all times. This means doing original work, carefully citing sources, and never engaging in plagiarism, data falsification or other misconduct. If uncertain about plagiarism or other practices, the student should consult the supervisors or the library for guidance. They must also ensure they do not violate ethics.

(v). **Skill Development:** Identify any needed skills such as statistical analysis, advanced lab techniques, language proficiency, where needed, and take initiative to acquire them, through courses or self-study.

(vi). **Plan and Time Management:** Work out a research plan with milestones in consultation with the supervisors and strive to stick to it. This includes planning

for writing, writing should not be left to the very end. Keep track of deadlines such as when to submit notice of submission, final thesis, and a targeted graduation date.

(vii). **Raise Issues Promptly:** If the student encounters major problems, whether academic or personal, he/she should inform the supervisors or program coordinator immediately. Similarly, if the student feels the guidance from the supervisors is insufficient or there is a communication breakdown, they should not hesitate to approach the head of department or director of and postgraduate committee.

(viii). **Progress Reporting:** Submit honest progress reports as required by the University quarterly. These reports often require the student to detail work done, challenges, and plan ahead, with the supervisors comments.

(ix). **Writing and Presentation:** The student is responsible for writing the dissertation/thesis. He/she shall take care to produce a well-structured, well-written document. He/she shall also prepare for oral defenses or seminars, including practicing presentation skills.

(x). **Completion and Beyond:** Once the dissertation/thesis is done, the student must finalize corrections diligently, and submit the published/accepted manuscript where required. He/she shall also complete any required clearance processes and apply for graduation in time.

In short, postgraduate students must take ownership of their learning journey, with the supervisors as a guide.

6.7 Supervisor-Student Relationship and Ethics

The relationship should be collegial and professional. Both parties should treat each other with respect. Students should be open to criticism and not take academic critique personally. Supervisors should deliver criticism in a constructive and respectful manner, not demean the student.

Supervisors must not abuse their position of authority. They should avoid making personal demands unrelated to research or exploiting students' work for personal gain beyond academic purposes. Any form of harassment or discrimination in the supervisor-student interaction is strictly prohibited. If a student feels harassed or discriminated against by their supervisors or vice versa, if a supervisor feels a student is being abusive, they should report of department or director of and postgraduate committee.

6.8 Monitoring and Support Systems

CRPS will maintain oversight of the supervision process. Mechanisms include:

(i). **Supervision Agreement:** At the start of supervision, the student and supervisors shall be required to sign a Student-Supervisor Agreement outlining mutual expectations such as meeting frequency, response time for drafts, work hours, etc.

(ii). Orientation: The CRPS shall organize orientation sessions for new supervisors and also for new postgraduate students to clarify roles and good practices.

(iii). Progress Reports: Structured progress report forms quarterly is to be filled by student and supervisors, reviewed by the respective department and postgraduate committee. If unsatisfactory progress is noted in two consecutive reports, the postgraduate committee in coordination with the respective department shall intervene by calling the student for discussion, recommend additional support or even issue warning letters.

(iv). Graduate Seminars: Student shall be required to present their work quarterly in a graduate seminar in order to get additional feedback and ensures that his/her work is progressing well.

(v). Supervisors Load Audit: CRPS will annually review how many students each staff is supervising and the outcomes. If a staff has students more than the prescribed supervision load at a particular time, the postgraduate committee shall limit new assignments to them or provide additional support such as co-supervisors or reduced teaching load, in coordination with respective department.

(vi). Feedback Channels: Students shall provide feedback on their supervisory experience through confidential surveys, during postgraduate committee meetings where student representatives are present, or through other mechanisms established by the postgraduate committee in coordination with the quality assurance department. Conversely, supervisors shall give feedback if a student is particularly non-cooperative or facing issues, so the feedback can be addressed.

6.9 Conflict Resolution/Change of Supervisor

Despite best intentions, sometimes the student-supervisor relationship may become strained. Causes could include personality clashes, lack of communication, the supervisor's expertise not aligning as the research evolves, supervisor's prolonged absence, or other conflicts.

6.9.1 Conflict Resolution

SUMAIT provides a mechanism to handle this:

(i). If a problem arises, the first step is for the student and supervisor to attempt to resolve it between themselves by open discussion. Often, misunderstandings can be cleared by resetting expectations.

(ii). If direct discussion doesn't help, either party should document the issues in writing and report to the postgraduate committee through the head of department.

(iii). The postgraduate committee in coordination with the respective department shall investigate the issue. This may involve meeting both parties separately or together to understand the perspectives. The postgraduate committee can then recommend solutions such as perhaps setting a more structured meeting schedule, or clarifying a research plan. If one party is clearly at fault, the committee shall issue an

informal or formal warning to that person and advise how to improve.

(iv). If the conflict is serious, reaching to a complete breakdown of communication, or allegations of misconduct, the matter is escalated to the Senate.

6.9.2 Change/Terminate Supervisor

A change of supervisor may be warranted in cases such as:

(i). Upon official request from the supervisor to terminate his/her supervisory role whenever he/ she feels unable to continue with the student for compelling reasons.

(ii). A request from a student for change of a supervisor in the event of transfer, sickness, harassment, death of a supervisor or any other relevant reason.

The procedure of changing the supervisor is as follows:

(i). The respective department/faculty shall recommend a new supervisor to postgraduate committee, and the Senate approves a new appointment.

(ii). The student should not be penalized by delays in such process, once identified, a new supervisor should be in place quickly so the work continues.

(iii). Conflicts that involve unprofessional conduct such as harassment, or any other misconducts shall be handled by the university disciplinary procedures, independent of just changing supervisor.

6.10 Supervisor Development

SUMAIT shall develop supervisor skills through:

(i). Encourage faculty without a PhD to pursue further studies so more staff become qualified to supervise.

(ii). Junior faculty may be paired as a third co-supervisor with senior mentors to learn the ropes.

(iii). Leverage experienced supervisors from partner universities to train our staff, for example, via joint supervision arrangements or workshops.

CHAPTER SEVEN: EXAMINATION OF DISSERTATIONS/THESES

7.1 Introduction

Submission of a postgraduate dissertation/thesis at SUMAIT marks the beginning of a thorough and structured evaluation process. The university employs independent examiners and requires an oral defense (viva voce) to ensure that each candidate's work meets the highest academic standards. These examination procedures apply to both postgraduate programmes by coursework and dissertation and by thesis, with any specific differences clearly outlined where necessary.

7.2 Appointment of Examiners

For every dissertation/thesis submitted, there shall be one internal and one external examiner. These examiners must be experts in the subject area of the research.

  (i). For Master's degrees, external examiners shall be academics from outside SUMAIT, holding a PhD and possessing expertise relevant to the thesis.

 (ii). For the Ph.D. degree, external examiners shall be academics from outside SUMAIT with at least four years of post-PhD experience or holding the rank of Senior Lecturer or above, and with demonstrated experience in supervising or examining postgraduate research.

(iii). Internal examiners shall be members of SUMAIT academic staff from the respective department, provided they were not involved in supervising the candidate under examination.

 (iv). The qualifications and criteria for internal examiners shall be equivalent to those required of external examiners.

  (v). In some cases, particularly if a suitable internal is not available, the University may appoint external examiners instead, or an external from within Tanzania as internal.

 (vi). All examiners are officially appointed by the Postgraduate Committee. The nomination process ensures examiners have no conflict of interest with the candidate or supervisor.

7.3 Dissertation/Thesis Examination Process

Each examiner will independently read the dissertation/thesis and write a detailed examination report with an evaluation and recommendation.

  (i). Examiners evaluate the work on criteria such as: originality of the research problem, novelty, literature review and understanding of context, appropriateness of methodology, quality of data/analysis, validity of results, scholarly presentation

and discussion, and conclusions drawn.

(ii). SUMAIT shall provide examiners with a standard evaluation form to ensure key areas are covered.

(iii). Examiners are requested to complete their evaluation within one month of receiving the thesis. If an examiner does not send a report within six weeks, the University shall send a reminder or appoint an alternate examiner to avoid undue delay.

(iv). In their written report, each examiner will include a clear recommendation chosen from the following standard options:

    a. Pass - award the degree unconditionally: The dissertation/thesis is accepted as submitted, or with only very minor editorial corrections.

    b. Pass - award the degree subject to minor corrections: The dissertation/thesis is fundamentally sound but requires minor corrections (typographical errors, minor clarifications) to be done to the satisfaction of an internal validator (the internal examiner or supervisors). These corrections should not change the substance of the work and typically must be completed within 1 - 3 months.

    c. Pass - award the degree subject to major corrections/revisions: The dissertation/thesis will be acceptable if certain substantial changes are made, e.g., rewriting sections, adding missing analysis, correcting methodological errors. These are more serious issues but not so severe as to require re-examination. The examiner still judges that the candidate has met degree requirements conditionally. Corrections of this scale might take up to 6 months. The revised dissertation/thesis is usually checked by the internal examiner (and sometimes the external) to confirm compliance.

    d. Fail - revise and resubmit for re-examination: The dissertation/thesis, in its current form, does not meet the required standards for the award of the degree. However, the examiners believe it has the potential to reach the necessary standard if substantially revised. The candidate is required to undertake significant additional work, such as conducting new experiments, reanalysis of data, or major structural revisions. The revised dissertation/thesis will be subject to a full re-examination by the same examiners. Only one resubmission is permitted, and it must be made within the maximum registration period. If resubmitted, the highest attainable grade shall be a 'B'.

    e. Fail - award lower degree: If the candidate was in a PhD program, e.g., "not award PhD but award MPhil"; however, for a Master's thesis, "lower degree" could mean a Postgraduate Diploma if the coursework was completed.

    f. Fail - reject outright: The dissertation/thesis is deemed to be of an unacceptable standard, containing fundamental flaws that cannot be remedied through revision. It does not meet the academic requirements for the award of the degree. As such, the candidate shall not be awarded the degree and is not permitted to

resubmit the dissertation/thesis.

(v). Each examiner's report will detail reasons for their recommendation and list required corrections if any. The reports shall be sent confidentially to the postgraduate committee and then forwarded to the respective department/faculty.

(vi). If examiners' recommendations significantly differed, some suggested fail and other/s suggested pass, the postgraduate committee in coordination with respective department shall appoint a third examiner or carefully weighed the arguments.

7.4 Viva Voce

After receiving the examiners' written evaluations, postgraduate committee in coordination with respective department will organize a viva voce (oral defense) for the candidate, if the examiners' reports indicate the thesis is likely to pass (with or without corrections). The viva voce serves to validate that the work is the candidate's own, to allow the candidate to defend and clarify their research, and to assess the depth of the candidate's understanding.

7.4.1 Viva Voce Panel

The oral examination (viva voce) panel shall be constituted as follows:

(i). Chairperson, appointed by the postgraduate committee in coordination with respective department.

(ii). External examiner/s (or their appointed representatives), appointed by the postgraduate committee in coordination with respective department.

(iii). Internal examiner/s who participated in the examination of the dissertation/thesis.

(iv). The head of department where the candidate is registered, or an appointed representative.

(v). The research supervisors, who shall attend but will have no voting rights.

(vi). A secretary to the panel, appointed by the head of department, who shall also have no voting rights.

7.4.2 Defense Procedure:

The candidate will be asked to make a brief oral presentation summarizing the research as follows:

(i). One and a half hour for master by coursework and dissertation.

(ii). Two hours master by research and thesis.

(iii). Two and half an hour for PhD by coursework and dissertation

(iv). Two and half an hour for PhD by coursework and dissertation

(v). Three hours PhD by research and thesis

In this duration, the student shall highlight the problem, methodology, key findings, and conclusions. This is followed by questions from the panel. Questions may cover the research work, the field of study, and any points the examiners found unclear or suspect in the thesis. The panel tests both the validity of the work and the candidate's mastery of the subject.

7.4.3 Outcome of Viva Voce:

After presentation of the research dissertation/thesis, the candidate is asked to leave the room and the panel deliberates.

(i). The panel considers the examiners' written reports and the performance in the defense. A consolidated outcome is agreed upon.

(ii). The panel recommendations are expected to reflect the examiners recommendation or adjusted based on the defense. For instance, a thesis that had "major corrections" might be considered "minor corrections" if the candidate addressed many concerns in the viva. Or an additional requirement might be given (like conducting an extra analysis) as part of corrections.

(iii). The panel shall fill a viva voce examination result form, indicating the agreed decision.

(iv). If there is disagreement among panel members, they shall vote; in case of tie, the Chair's side prevails till a consensus is reached.

(v). The final recommended outcome is forwarded to the Senate, through the postgraduate committee, for approval.

The possible outcomes from the viva voce at SUMAIT are:

(i). Pass with no corrections or minor corrections: The candidate has satisfactorily met the requirements for the award of the degree and is required to make only minor revisions. These edits must be completed to the satisfaction of the supervisors and the internal examiner, or a person appointed by the panel, within the prescribed timeframe. Once approved, the degree may be awarded.

(ii). Pass with major corrections: The candidate must revise the dissertation/thesis in specified ways and submit the corrected work to the panel or a subset, such as the internal and chair for verification within a given timeframe, often 3–6 months. No new viva is required, just written confirmation that the written corrections are done.

(iii). Fail with re-submit for re-examination: The candidate must substantially revise and then undergo a second full examination, possibly including another viva. The panel will specify what areas need major work. A time limit, up to one year, shall be given, but within the specified program duration. When re-submitted, examiners shall review the revised dissertation/thesis. Only one re-submission is permitted.

(iv). Fail: The candidate's work is not acceptable for a postgraduate degree and

cannot be brought to standard. The panel may recommend no degree be awarded upon Senate endorsement.

These recommendations are subject to final approval by Senate. However, they are usually upheld as the examiners and viva panel carry significant weight.

7.5 After the Viva Voce Examination

The candidate is informed of the outcome as soon as possible after the viva in the same day and in an informal way by the Chair, then formally by letter. If corrections are required, the candidate will be provided with a list of specific corrections from the examiners/panel.

7.5.1 For minor corrections

The supervisors and the internal examiner, or a person appointed by the panel, must verify the corrections within one month. Once the corrections are approved, the candidate may proceed to prepare the final copies of the dissertation/thesis.

7.5.2 For major corrections

The revised dissertation/thesis shall be submitted within three or six months or as set by the viva panel. The internal examiner, and in some cases, the external examiner, shall review the revisions to ensure all required changes have been made. If necessary, the viva panel may reconvene to confirm that the corrections are satisfactory, based on the examiners' reports

7.5.3 For re-submission

The candidate will work longer (up to 12 months) and then submit the thesis as a new submission to be sent to examiners.

(i). The second viva voce shall be conducted. If still deemed unsatisfactory, the student is failed and discontinued. If the submission is deemed satisfactory, the candidate may still be required to make minor corrections before the award of the degree.

(ii). If a candidate fails to complete the required corrections within the stipulated time without valid reason or extension, the panel may convert the outcome to a failure and discontinue the candidate. Students are therefore urged to attend to corrections diligently and within the time set by the panel.

(iii). Once the examiners and panel are satisfied and the candidate has made all required changes, the Postgraduate Committee will recommend to Senate that the degree be awarded.

7.6 Grading of the Dissertation/Thesis

SUMAIT assign a percentage grade to the dissertation/thesis as part of the academic record. Examiners shall indicate a numerical score or grade for the quality of the dissertation in their evaluation forms.

(i). Dissertations/thesis are graded similarly to courses as prescribed in Section 4.3 "Grading System".

(ii). If a student had to resubmit the dissertation/thesis after initial failure, the maximum grade recorded for the dissertation/thesis may be capped at a 'B'.

7.7 Examiners' Disagreement

In the event that the two examiners' recommendations differ significantly (for example, some suggested "pass" and other suggested "fail", or some minor and other major corrections), the postgraduate committee in coordination with respective will review the reports and may take one or more of the following actions:

(i). Recommend that the external examiners judgment be given greater weight, especially if the external has very serious concerns.

(ii). Consider the average of the recommendations if both are passing but with different levels of revision required.

(iii). If some passes and other fails, or otherwise irreconcilable, appoint an additional independent examiner to evaluate the thesis afresh. The additional examiner would not know the previous examiners' recommendations and will provide a fresh report. This third evaluation can then guide the final decision (for example, if the third examiner sides with one of the two opinions, that view prevails).

(iv). Use the panel of viva voce as a deciding platform, invite both examiners, or their representatives, and have the candidate defend. Sometimes, a rigorous viva can clarify whether the concerns of the negative report can be addressed or whether the positive report overlooked issues.

(v). If all other options are exhausted, the Senate shall make a final decision based on all the steps taken, the reports of both external and internal examiners, the outcome of the viva voce, and any other relevant academic requirements.

7.8 Publication of Dissertation/Thesis Work

As part of the degree completion requirements:

(i). Candidates for a Master's degree by coursework and dissertation shall produce at least one draft manuscript based on their research findings. The manuscript must be accepted for publication in a reputable peer-reviewed journal that is recognized and approved by SUMAIT.

(ii). Candidates for a Master's degree by research and thesis shall submit at least two manuscripts based on their research to reputable peer-reviewed journals recognized and approved by SUMAIT. At least one of the manuscripts must be published prior to the award of the degree.

(iii). Candidates for the award of a PhD degree by coursework and dissertation must have at least one research papers published and two research papers accepted for publication in reputable, peer-reviewed journals recognized and approved by

SUMAIT University

(iv). Candidates for the award of a PhD degree by research and thesis must have at least two research papers published and one research papers accepted for publication in reputable, peer-reviewed journals recognized and approved by SUMAIT University.

(v). In all cases, the candidate should be the first author of the article.

The University may also produce an abstract booklet or compendium of theses annually. Students should submit an electronic copy of the final thesis to the University Library, which may upload it to an institutional repository for access by future researchers.

CHAPTER EIGHT: APPEALS PROCESS

8.1 Introduction

SUMAIT is committed to ensuring fairness and transparency in all academic decisions affecting postgraduate students. Recognizing that errors or misunderstandings can occur, the University provides a structured process for students to appeal academic decisions related to coursework, examinations, dissertation/thesis assessment, and other key requirements. The appeals process upholds each student's right to seek review when there are valid grounds, while maintaining academic standards and due process at every stage.

8.2 Decisions that Can Be Appealed

A student may appeal the following academic decisions:

(i). Coursework examination results: e.g., the final grade of a course, if there is reason to believe there was a mistake in marking or grading.

(ii). Postgraduate project/dissertation/thesis examination outcome: e.g., if the decision is failed or the student is asked to do major revisions and the student believes this is unjustified.

(iii). Discontinuation decisions: e.g., being discontinued for academic reasons such as GPA below expected or for examination irregularities, where the student believes there were justifying circumstances or procedural errors.

(iv). Other academic issues: such as being barred from exams, or denied progression to dissertation, if the student feels proper procedures weren't followed.

8.3 Grounds for Appeal

Not all unfavorable results are grounds for appeal. Acceptable grounds include:

(i). Evidence of unfair marking or bias: e.g., if a student can demonstrate that an examiner had prejudice, or did not follow the marking scheme, resulting in an unfair grade.

(ii). Calculation or administrative error: e.g., a mistake in totaling marks, or a grade entry error.

(iii). Substantial irregularity in the conduct of assessment: e.g., the exam had incorrect questions, or the student's paper was mixed up with another's, or the thesis examination process didn't follow regulations such as only one examiner instead of two, etc.

(iv). New evidence of mitigating circumstances: If a student had a serious issue such as a medical emergency or other serious issue, emerges that explains their failure to attend an exam or meet academic obligations, and which could not be reported at the time for legitimate reasons.

(v). Conflict of interest overlooked: e.g., later discovery that an examiner had a known conflict, personal or professional, that might have affected objectivity.

Appeals will not be considered if the sole ground is that the student is dissatisfied with a judgment. Appeals that introduce complaints about supervision or teaching quality after the fact are dismissed if those issues were not formally raised earlier. Complaints about course delivery or supervision should be addressed through other channels and at the time they occur, not via a results appeal.

8.4 Lodging an Appeal

(i). Appeals shall be submitted in writing to the postgraduate committee through the respective department.

(ii). The appeal letter shall clearly state the issue being appealed, the grounds for appeal, and a summary of the evidence or arguments.

(iii). The appeal letter shall be routed through the relevant head of department, faculty, postgraduate committee, and DVC-Academic affairs, to the Senate.

(iv). The Senate shall review the appeal and attached documents and make decision.

8.4.1 Timeframe

An appeal must be lodged within 14 days from the date the Senate approves the results or decision in question. Late appeals are not accepted unless the student demonstrates they were unable to appeal in time due to circumstances beyond their control.

8.4.2 Appeal Fee

Every appeal shall be accompanied by proof of payment of the prescribed refundable appeal fee. The fee amount is set by the university and may be updated from time to time.

8.4.3 Other requirements

The appeal should include any other supporting documents. For example, if appealing a coursework grade due to marking error, include a copy of the exam script if available, or if appealing due to illness, include a medical certificate, etc.

8.5 Processing of Appeals

Upon receiving a valid appeal, the DVC-Academic affairs, shall forward it to the Senate. The process involves:

(i). The appeal shall first be reviewed by the respective department, which will provide a recommendation to Senate through DVC-Academic affairs. Department staff involved in the original assessment may be asked to provide information but will be excluded from the decision-making process to ensure fairness.

(ii). Upon receiving the department's recommendation, the Senate shall appoint a dedicated team to further investigate the appeal. The team shall invite the

appellant and other relevant individuals to provide clarification and additional information as needed.

(iii). The team shall analyse the collected information and evidences and forward the recommendation to the Senate for review and make final decision.

8.6 Outcome of Senate Decision

Possible outcomes of the Senate decision include:

(i). Appeal Rejected (Decision Upheld): If no fault is found in the original process or outcome, the original result stands. The student is informed that the appeal was unsuccessful. Example reasons for rejection are:

    a. The student fails to show any concrete issue beyond dissatisfaction,

    b. The student appeal on grounds explicitly disallowed, like appealing a mark just because they want a second chance.

    c. The student did not initially utilize available options such as special exams or postpone when they had serious issues but chose to proceed and then tried to use that as an excuse later.

(ii). Appeal Upheld (Decision Modified): If the Senate finds the appeal to have merit, it may recommend a modification of the appeal team recommendations. Examples include:

    a. Coursework Examination Appeal: The exam paper may be re-marked by an independent examiner, or a grading/computation error may be corrected, potentially resulting in a grade change.

    b. Dissertation/Thesis Appeal: A new independent assessment of the dissertation/thesis may be arranged, or an additional viva voce examination may be conducted.

    c. Proven Marking Error: If a specific question was incorrectly graded, the mark may be adjusted accordingly.

    d. Discontinuation Due to Error: If a student was mistakenly discontinued due to a calculation or administrative error, they may be reinstated.

(iii). Partial Decisions: Sometimes an appeal is partially upheld. For example, if a student claims multiple issues, the Senate may agree on one point, e.g., one question was mis-marked but not on others, resulting in a minor score change but not necessarily changing pass/fail status.

(iv). Review of Penalty: In cases involving appeals against penalties for examination irregularities, the Senate may uphold the finding of misconduct but decide to modify the penalty if it is deemed excessively harsh. For example, an expulsion may be reduced to a requirement to repeat the year if the circumstances warrant mitigation.

The decision of the Senate on appeals is final. Senate will communicate the appeal outcome in writing to the student. If the appeal is upheld and results or status change, the official records, such as transcripts, etc., are amended accordingly.

8.7 Further Appeal or Review

SUMAIT allows only one level of further review, if a student is not satisfied with the Senate's decision on an appeal. The student may make a final request to the Vice Chancellor for clemency or a review. This is only allowed if the student has new and important evidence that could not have been shared earlier. The new evidence must be genuinely new and relevant to the case. If the Vice Chancellor, finds the new evidence convincing, the case may be sent back to the Senate for reconsideration. If not, the decision remains final and the case is closed.

The appeals process exists to ensure fairness and to correct genuine mistakes, allowing impartial members to review the case. Once the process is complete, the student is expected to accept the final decision in good faith.

CHAPTER NINE: SUBMISSION OF DISSERTATIONS OR THESES

9.1 Introduction

Submitting the final dissertation or thesis is a crucial step in the completion of postgraduate studies at SUMAIT. Careful adherence to submission procedures and formatting requirements ensures that each candidate's work meets academic standards and is properly archived for future reference. Clear guidelines on corrections, binding, and official clearance help facilitate a smooth transition from examination to graduation, confirming that students' research achievements are recognized and preserved as part of the University's academic record.

9.2 Preparation for Final Submission

After a student successfully defends his/her dissertation/thesis, or otherwise passes the examination process, and completes all required corrections, they must prepare the final version of the dissertation/thesis for submission. Before final submission:

   (i). The student shall ensure all corrections and revisions required by the examiners and viva voce panel have been made. The internal examiner or supervisor shall verify that corrections have been addressed. The student shall get a written confirmation from the person verifying corrections. If corrections were minor, the supervisor's sign-off is enough; if major, the internal and sometimes external examiner might need to re-read the revised sections.

   (ii). The thesis should be carefully proofread to eliminate typos, formatting glitches, and ensure consistency page numbers, references, and appendices all in order. The content should match exactly what was approved post-viva.

9.3 Format and Binding Requirements

SUMAIT has specific requirements for the format and binding of final dissertations/theses:

9.3.1 Format

   (i). The paper size is A4, and printing should be clear and legible.

   (ii). Final copies are printed on one side of paper (single-sided) to allow margin notes, unless otherwise approved.

   (iii). The standard font is Times New Roman, 12-point for dissertations/theses written in English, and Arial, 16-point for those written in Arabic. The main text must be double-spaced for English and 1.5-spaced for Arabic. Margins should be 1 inch on the top, right, and bottom, and 1.5 inches on the left to allow for binding.

   (iv). The title page must follow the University's standard format and include the

research title, the student's full name, and one of the following statements as applicable:

a. For dissertation: "A Dissertation Submitted in Partial Fulfilment of the Requirements for the Degree of [Name of Degree] of Abdulrahman Al-Sumait University".

b. For thesis: "A Thesis Submitted in Fulfilment of the Requirements for the Degree of [Name of Degree] of Abdulrahman Al-Sumait University".

(v). The title page must also include the name of the department and faculty, the date of submission, month and year.

(vi). The title page carries no page number. The next pages usually include the student's declaration of originality, the supervisor's certification, an abstract, acknowledgments (optional), table of contents, list of tables/figures, list of abbreviations (if any), then the chapters of the dissertation/thesis, references, and appendices.

(vii). The declaration must be signed by the student.

(viii). An acknowledgment of any financial support such as scholarship or grant should be made in the acknowledgments section.

(ix). Page numbering typically uses Roman numerals (i, ii, iii…) for preliminary pages (abstract, contents) and Arabic numerals (1,2,3…) starting at Chapter One.

(x). Consistency in citation style (APA, MLA, Chicago, IEEE, etc.) is expected the style shall be determined by respective department/discipline of study, but whichever used must be correct and consistent.

(xi). The university dissertation/thesis manual provides details on these format issues and the student should strictly follow it to avoid having to rebinding due to format errors.

9.3.2 Hard Binding:

(i). After approval of corrections, the student must submit hardbound copies of the thesis.

(ii). The required number of bound copies at SUMAIT is six unless instructed otherwise.

(iii). The hard binding must be of a professional standard: dark blue for Master degree and black for PhD. Degree, cloth cover with gold-lettering on the spine and the front cover.

(iv). The spine of the bound thesis should have the student's name, degree abbreviation, and year of completion. For example: "M. S. Ali - M.Sc. - 2025".

(v). The front cover often has the full title and author name embossed. Each bound copy must include all preliminary pages, and any required approval information.

9.3.3 Electronic Copy

In addition to hard copies, students must submit a final electronic copy (in PDF format) of the dissertation/thesis to the CRPS. This is for the institutional repository and ease of dissemination. The PDF should be a single file including all content. Before making it public, the University may review it for any confidential material, and shall obtain the student's consent.

9.4 Submission Procedure

(i). **Submission Deadline:** The candidate must submit the final bound copies of the dissertation/thesis at least one month before the scheduled graduation date or prescribed date. Students are responsible for observing this deadline. Failure to meet it may result in postponement of graduation to the next official ceremony.

(ii). **Submission form:** The student shall submit the required bound copies along with the submission form to the CRPS. This form is signed by the student, the supervisors, head of the respective department, confirming that these are the final corrected versions.

(iii). **Adherence to format**: The CRPS shall verify that the submitted dissertation or thesis complies with all required formatting guidelines. If the format is correct and all requirements are met, the CRPS will officially receive and acknowledge the submission.

(iv). **Numbering and Cataloguing:** The library shall catalogue one copy of the approved dissertation/ thesis in its institutional repository or online library system for academic reference and preservation.

9.5 Post-Submission and Graduation

A student is considered to have completed the requirements for the degree when he/she has submitted the final hard bounded corrected dissertation/thesis copies.

(i). Once the final copies are submitted, CRPS shall confirm that the student has fulfilled all requirements.

(ii). Upon confirmation, the student must proceed to obtain all necessary institutional clearances, including but not limited to library clearance and financial clearance.

(iii). The student's name then shall be forwarded to Senate for formal approval of the award. The student will be notified of the graduation date and other related arrangements.

(iv). If the dissertation/thesis contains sensitive or patentable information, the student may request a temporary embargo to restrict public access. This request must be submitted by written and justified and approved by the Deputy Vice Chancellor (Academic). Otherwise, the thesis is considered a public document by default.

(v). The intellectual property remains with the university and the author jointly, so if a student wishes to publish their thesis as a book or otherwise, they should seek

permission.

(vi). The degree is then shall be awarded at the next graduation.

9.6 Failure to Submit

If a student fails to submit final copies within the stipulated time without a compelling reason, the university shall consider the student to have not fulfilled requirements, meaning the degree is not awarded at that time. Student then have to re-request consideration, and in worst case, could be discontinued if the deadline lapses beyond allowable extension.

However, if a student needs a short extension to finalize binding, he/she should communicate with CRPS and usually a short grace period is given as long as the content is approved.

9.7 After Graduation

Once the degree has been conferred, alumni may request official transcripts and certificates. Such requests shall be submitted to the office of the Deputy Vice Chancellor for Academic Affairs, who will facilitate and direct the appropriate offices for the issuance of the required documents.

APPENDICES: POSTGRADUATE FORMS AND TEMPLATES (SUMAIT/PG/F01 - SUMAIT/PG/F08)

The following is a list of key forms and templates associated with postgraduate studies at various situations SUMAIT.

REFEREE'S RECOMMENDATION FORM

Programme: ....

Please Type or Use Block Capitals in Black Ink and Write Inside the Boxes

Applicant	Complete this section and give the form to your referee. Submit your application with their sealed recommendation letter.					
Surname:		Other Name(s):				
Applicant's Signature:		Date:				
Referee	Please assess the applicant using the table below and comment on their qualifications, research potential, motivation, strengths, weaknesses, and English proficiency.					
How long have you known the Applicant?						
In what capacity?						
		Excellent	Good	Average	Poor	Very Poor
Intellectual Ability						
Capacity for Original Thinking						
Maturity						
Moral values						
Motivation for Postgraduate Studies						
English Language Proficiency	Written:					
	Oral:					
Ability to work with others						
Other capabilities/talents worth mentioning						
What do you consider to be the Applicant's weaknesses?						
Is he/she suitable for the applied programme?						
Please provide additional comments if any						

Institution:		Position:	
Postal Address:		Telephone (Landline):	
		Telephone (Mobile):	
Fax	E-mail		
Referee's Signature		Date:	

This form should be emailed to (admission@sumait.ac.tz; OR crps@sumait.ac.tz

REGISTRATION FORM FOR FIRST YEAR POSTGRADUATE STUDENTS
(Four (4) copies of this form must be filled)

attach recent photograph

1. Full name: ……....……………….…..……................… 2. Reg. No.: …………….……...…….

3. Sex: ………. 4. Date of Birth: ……......……….…...... 5. Marital Status: ……………..…………

6. Place of Birth: …………………………………………………………………………………

7. Nationality: ………………….………………….....................................………………….…...……

8. Religion/Denomination: ……………………………………....................................…...................

9. Present Address (*including Physical, postal, telephone and e-mail*)

Physical	Postal	Telephone	E-mail

10. Permanent Address (if different from above)

Physical	Postal	Telephone	E-mail

11. Occupation: …….……………….……………………….........................………

12. Employer (Name and Address) (*including Postal, telephone and e-mail*)

Employer	Postal	Telephone	E-mail

13. Name & Address in case of emergency (*including Postal, telephone and e-mail*)

Name of a contact person	Address	Telephone	E-mail

14. Name and address of next of kin (state relationship) (*including Postal, telephone and e-mail*)

Name of a next of kin and relationship	Address	Telephone	E-mail

15. Academic Records

a) Entry qualification

Acquired qualification (FIV, FVI, Certificate, Diploma, PUP, Degree)	Institute/School/College	Year attended	GPA/Class
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

b) Professional qualifications

Acquired qualification	Institute/School/College	Year attended	GPA/Class /Division
1.			
2.			
3.			
4.			

16. Professional/Work Experience

a) Professional Training

Name of Institution	Award given	Year of completion
1.		
2.		
3.		
4.		

b) Work Experience

Post Held	Employer	Month/Year
1.		
2.		
3.		
4.		

17. **Personal Goals** (State briefly your personal objectives for studying at postgraduate level)

…………………………………………………..……………………………………

…………………………………………………..……………………………..……

…………………………………………………..……………………………………

18. Degree Registered: …....……....................…........ Duration ………..………..

19. Faculty/Institute and Department …………..

20. Form of studies: (   ) Coursework and Dissertation   (   ) Thesis

21. Mode of studies: (   ) Full Time   (   ) Part Time   (   ) Evening

22. Date of beginning studies: …………..…………………....................................……

23. Effective date of registration: …...………………………....................................

24. Expected date of completion: ………………..…...........……….........................……

25. Name and Address of Sponsor if any (including Postal, telephone and e-mail):

…………..………………………………....................………………….……………….

…………………………………………...................................………………..………

26. Proposed Supervisor(s) (if already known): …………….…........…...............………

27. Candidate's signature: ………....…...................…… Date: ………..………..........

For Official Use Only

Comments (if any)

…………………………………………………………………………………………

…………………………………………………………………………………………

……………………………………….………...............…………………………………

……………………………………………...............…………………………………

Name of Officer in-charge: ……………………………… Date …………………

Signature and Official Stamp ……………………………………………………

REGISTRATION FORM FOR CONTINUING POSTGRADUATE STUDENTS
(Four (4) copies of this form must be filled)

attach recent photograph

Full Name: ………………………….………… Reg. No.: …………………….....

Sex:….……….…… Nationality: .... Faculty and Department: …………................

……………..……………...............

Programme details

Course registered for ……………………………... Form of studies: ………......................... Date of

beginning studies …………………….... Expected date of completion: ……..

Date of Registration …………..………….

Record of Postponement/Freezing/Extension

Postponement: Date of 1st postponement ………............. Date of resumption.…………… Date
of 2nd postponement ……................. Date of resumption:……....…… …..…..

Freezing: Date of 1st freezing ………….…… Date of resumption: ..…………………… Date
of 2nd freezing ………….……… Date of resumption: …………...……….

Extension: Indicate date and period of extension.

1st extension Date …………………..…… Period (months) …......................
2nd extension Date …………………… Period (months) …......................
3rd extension Date …………………… Period (months)…......................
4th extension Date …………………… Period (months) …......................

Fees and Financial obligations:

Type of sponsorship: (a) Self …………. (b) Other …..
Name and address of sponsor ……………………………………………….................……….
………………………………………………………………………………….............................
………………………………………………………………………….......................………

Copy of the receipt of payment for required fees:

Required payments	Verification status	Remarks (if any)
University fees		
Registration fees		
Studentship fees		

FOR OFFICIAL USE ONLY
Confirmation of Registration

The student is registered for the year: ....

For: director of CPRS:

Date ………………………… Signature and Official Stamp ……………………

INTENTION TO SUBMIT A DISSERTATION/THESIS FOR EXAMINATION

(Three (3) copies of this form must be filled. One copy for CRPS and Two copies for the Department and Faculty)

SECTION A: TO BE COMPLETED BY THE CANDIDATE

(1)   Name in full: ....…………………............... (2) Registration number: ....…………......

(3)   Department and Faculty: …..

....

(4)   Degree registered for: ....

(5)   Title of thesis/dissertation: ....…………………

....…………………………

....…………..………………………

(6)   Name(s) of Supervisor(s)   ....….......

....….

....….......

(7)   I hereby declare that I have completed my thesis/dissertation research, and I intend to submit my thesis/dissertation within the coming three months.

Signature of the Candidate: .... Date: ....

SECTION B: TO BE COMPLETED BY SUPERVISORS

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

Signature of Supervisor: .... Date: ....

Signature of Supervisor: .... Date: …………...................................

SECTION C: TO BE COMPLETED BY THE HEAD OF DEPARTMENT

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

A. Potential External Examiners

(1)   Name and Title..(please attach CV)

Affiliation and Postal Address: ....

Telephone: .... E-mail: ....

(2)   Name and Title..(please attach CV)

Affiliation and Postal Address: ....

Telephone: .... E-mail: ....

B. Proposed Internal Examiners

(1)   Name and Title..(please attach CV)

Affiliation and Postal Address: ....

Telephone: .... E-mail: ....

(2) Name and Title ....(please attach CV)
Affiliation and Postal Address: ....
Telephone: .... E-mail: ....

SECTION D: TO BE COMPLETED BY /HEAD OF DEPARTMENT / DEAN OF FACULTY

a. I certify that, the proposed examiners above have been approved by the Department/Faculty.

b. After consultation, I recommend that the following be appointed to serve as *viva voce* panellists (for dissertation thesis examination only):

Members	Designation/Status
1.	Chairperson
2.	External Examiner or Representative
3.	Internal Examiner or Representative
4.	Candidate's Supervisors or their Representatives
5.	Head of the relevant Department (or his/her appointee)
6.	Co-opted Member (appointed by Department/Faculty) (for PhD only)
7.	Co-opted Member appointed by CRPS (for PhD only)

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

d. exact date will be communicated later.

Name of Head/Dean: ....……...... Signature ……………… Date: ....

SECTION E: TO BE FILLED BY POSTGRADUATE COMMITTEE

Pease Tick

	The examination arrangements herewith are complete and are approved.
	The examination arrangements are incomplete and are hereby referred back to the Department/Faculty

The reason for referring back is that, the following items are missing or incomplete: -
....
....
....
....
....

Name of Chairperson, SAC: ....……...... Signature ……………… Date: ....

Official Stamp

VIVA VOCE EXAMINATION RESULTS FORM FOR MASTER'S DEGREE DISSERTATION/THESIS

Name of Candidate: .... Registration No.: ....

Dissertation/Thesis Title: ....
....
....

Department: ....

Date of *Viva voce*: .... *Viva voce* Venue: ………………………………..........

1.0	CANDIDATE PASSES	TICK (✔)
1.1	Candidate passes and no additional corrections in the thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the dissertation/thesis as stated in the *viva voce* proceedings, *within one month*	
1.3	Candidate passes subject to making substantial corrections and revisions in the dissertation/thesis as stated in the *viva voce* proceedings, *within three months.*	
2.0	CANDIDATE FAILS	
2.1	Candidate fails but should be given another chance to resubmit and defend the dissertation/thesis after eliminating the weaknesses detailed in the *viva voce* proceedings, *within six months.*	
2.2	Candidate fails outright. (reasons detailed in *viva voce* proceedings)	

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

Panel Member	Designation	Signature**
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal Examiner or Representative	
4.	Candidate's Supervisor or Representative	
5.	Head of the relevant Department (or his/her appointee)	

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

VIVA VOCE EXAMINATION RESULTS FORM FOR PhD DEGREE DISSERTATION/THESIS

Name of Candidate: .... Registration No.: ....

Dissertation/Thesis Title: ....

....

....

Department: ....

Date of *Viva voce*: .... *Viva voce* Venue: ………………………………….............

1.0	**CANDIDATE PASSES**	Tick (✔)
1.1	Candidate passes and no additional corrections in the dissertation/thesis are required.	
1.2	Candidate passes subject to making minor corrections and revisions in the dissertation/thesis as stated in the *viva voce* proceedings, *within three months.* *	
1.3	Candidate passes but referred to make substantial corrections and revisions as stated in the *viva voce* proceedings *within six months*, and at least two *viva voce* panellists must certify that the corrections have been done as directed.	
2.0	**CANDIDATE FAILS**	
2.1	Candidate fails but should be given another chance to resubmit and defend the dissertation/thesis after eliminating the weaknesses detailed in the *viva voce* proceedings *within nine months*.	
2.2	Candidate fails outright (reasons detailed in *viva voce* proceedings)	

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

Panel Member	Designation	Signature**
1.	Chairperson	
2.	External Examiner or Representative	
3.	Internal Examiner or Representative	
4.	Candidate's Supervisor or Representative	
5.	Head of the relevant Department (or his/her appointee)	
6.	Co-opted Member (appointed by Department/Faculty)	
7.	Co-opted Member appointed by CRPS	

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

INTERNAL/EXTERNAL EXAMINER'S EVALUATION FOR DISSERTATION/THESIS

Tick One: Internal Examiner (   )   External Examiner ( )

Candidate's Name: .... Registration Number: ....

Degree Programme: ....

Faculty and Department: ....

Dissertation/Thesis Title: …………………………………..……………………………….......

……………………………………………………………………….................

Comments on the Dissertation/Thesis (attach extra pages if necessary)

Presentation (Structure, clarity, information density, style, abstract, illustrations and tables)

....

....

....

Introduction

....

....

....

Literature Review

....

....

....

Research Methodology

....

....

....

Findings, Results and Discussion

....

....

....

Conclusions and Recommendations

....

....

....

Originality and Contribution to Knowledge

....

....

....

Assessment of the Dissertation/Thesis

S/N	Area Assessed	Maximum Marks	Marks Scored	Remarks
1	Organization/Presentation	05		
2	Introduction	05		
3	Literature Review	10		
4	Methodology	20		
5	Results and Discussion of Findings	35		
6	Conclusions and Recommendations	10		
7	Originality and Contribution to Knowledge	15		
	Total	**100**		

The weighting of different grade scores may be interpreted using the following key: -

A	B⁺	B	C	D
70-100	60-69	50-59	40-49	0-39
Passes with minor changes		Passes with substantial corrections and revisions	Fail	

Summary of Recommendations

SN	EXAMINER'S RECOMMENDATION	Tick (✔)
1.	PASSES AS IT IS (no revisions or typographical corrections required) (60-100 marks)	
2.	PASSES SUBJECT TO minor changes (list the errors/changes on separate sheet)* (60-100 marks)	
3.	PASSES SUBJECT TO substantial corrections and revisions as indicated in the examination report** (50-59 marks)	
4.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED after one or more of the following. Please tick (✔):- **(0-49 marks)** Additional data collection ( ) Additional analysis ( ) Additional literature review and revisions ( ) Re-writing ( ) Others (specify on separate sheet) ( )	
5.	NOT ACCEPTED BUT MAY BE RE-SUBMITTED for a lower award (0-49 marks)	
6.	REJECTED OUTRIGHT (specify reasons on separate sheet) (0-49 marks)	

* Minor changes refer to editorial corrections, slight re-organization of sections and minor modifications of tables, paragraphs or sentences *to be submitted within one month for Masters and three months for PhD.*

** Substantial corrections and revisions as stated in the examiners' reports *to be submitted within three months for Masters and six months for PhD.*

Name of Examiner: .... Signature: ………….............…… Date: …............……....

OVERALL EVALUATION REPORT ON MASTERS/PHD DISSERTATION/THESIS

Candidate's Name: .... Registration Number: ....

Degree Programme: ....

Faculty and Department: ....

Dissertation/Thesis Title: ……………………………………...…………………

....………….........

....…………...……………….......

Assessment of the Dissertation/Thesis

S/N	Area Assessed	Max Marks	Marks Scored					Remarks
			IE$_1$	IE$_2$*	EE$_1$	EE$_2$*	Dept. Score	
1	Organization/Presentation	05						
2	Introduction	05						
3	Literature Review	10						
4	Methodology	20						
5	Results and Discussion of Findings	35						
6	Conclusions and Recommendations	10						
7	Originality and Contribution to Knowledge	15						
	Total	**100**						

*Only in cases where 2 internal/external examiners were appointed

The weighting of different grade scores may be interpreted using the following key:

A	B$^+$	B	C	D	E
70-100	60-69	50-59	40-49	35-39	34 and below

Department Comments

....

....

Recommended Grade: ....

Name of Head of Department: .... Signature: .... Date: ....

Faculty Comments

....

....

Name of Dean/Director: .... Signature: .... Date: ....

Institute of Postgraduate Studies and Research Comments: ....

....

Name of Director: .... Signature: .... Date: ....

Stamp